

Amgen Invoice Guidelines

International (Non-North America)

Note: These guidelines are for suppliers submitting invoices to Amgen's locations outside of North America. If you are submitting invoices to Amgen's North American locations, please refer to the guidelines for North America payees.

Amgen continues to strive for accurate and timely payments to our suppliers. To ensure there is no delay in the processing or payment of future invoices, please follow the invoice requirements below.

INVOICE REQUIREMENTS

The following information is **required** on each invoice you submit for payment:

- Supplier's legal name and remittance address
- Correct Amgen legal entity and address in the "Bill To" (See attachment)
- Unique Invoice number and Invoice date (format: DD-Month-YYYY, example 09-Jan-2011)
- A valid Amgen Purchase Order (PO) number or an Amgen requestor email address
- Purchase Order (PO) Line Item Number for items billed must be included on the actual invoice

Example: If your purchase order has 5 lines of which you invoice Amgen for lines 2 and 3 only, your invoice must reference PO line number 2 and number 3.

- Detailed description of goods purchased (including unit price) and / or services rendered
- VAT number of supplier
- VAT number of customer (only in case of intra-community supply or reverse charge)
- VAT rate + taxable amount
- Total VAT amount
- Reference to VAT exemption or reverse charge mechanism (only if applicable)

If any of the above referenced invoice requirements are missing, it can delay the processing of your invoice. In some cases, we may not be able to process your invoice and it will be sent back to you. A corrected invoice will be required.

Please review the acceptable invoice submission methods on the following page.

QUESTIONS

For invoice status inquiries or questions about our invoice process, please contact our Shared Services Center at **SSCAP@amgen.com**.

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Amgen suppliers may submit invoices via three methods in order to be processed. Please do **NOT** submit via multiple methods as doing so will result in duplication of invoices and delay the processing of invoices.

1. E-Invoicing through OB10

Amgen's preferred method is to receive invoices electronically via OB10, our E-Invoicing partner. With this option, no paper invoice should be created nor mailed. Suppliers who are not yet registered with OB10 can register at www.OB10.com/manual_solution.

To connect to Amgen via OB10, you will need the Amgen account number for OB10. This number can be found in attachment 1.

For more information on E-Invoicing, visit www.OB10.com/amgen.

2. Portable Data Format (PDF) Invoices

PDF invoices sent via e-mail are allowed for all countries except ***Lithuania, Switzerland, Portugal and Slovenia***. Only PDF format is allowed and all invoices should be sent to einvoice@amgen.com. For countries where PDF invoices are not allowed, please follow the paper invoice process below.

3. Paper Invoices

Commercial suppliers not submitting via E-Invoicing or via the PDF invoice process must send their paper invoices directly to our outsourced invoice processing center in Bulgaria:

Amgen <correct legal entity name>
PO Box AM-01
Business Park Sofia
Mladost 4, Building 1B
Sofia 1766, Bulgaria

NOTE: Even though invoices are mailed to Bulgaria, the invoice must be "billed to" the official address of the Amgen affiliate (see Attachment 1). This can be achieved by having the Bulgaria address on the envelope and the official Amgen affiliate address on the invoice. If you use window envelopes, both addresses must still be on the invoice.

Legal requirements

Amgen has strict invoicing requirements (see *Amgen Invoice Requirements on page 1*) that follow European guidelines and VAT regulation. To avoid having an invoice rejected or delayed due to non-compliance, please review and adhere to the Amgen Invoice Requirements.

Health Care Professionals (HCPs)

HCPs can send invoices to their Amgen contact who should then forward the invoice to Bulgaria. HCPs can also send invoices directly to Bulgaria.

VAT Requirements

Suppliers must mention the Amgen VAT ID number on the invoice in the following cases:

- Delivery of goods from an EU country to an Amgen company in another EU country
- Delivery of services from any European supplier to an EU Amgen company

VAT ID numbers for each Amgen affiliate are listed in Attachment 1 under "Vat reg number 1".

Attachment 1

CoCd	Company name	Send invoice to address	Legally mandatory address on the invoice	Company Address (not mandatory)	OB10 Account number	Vat reg number 1
1015	Amgen (Europe) GmbH	Amgen (Europe) GmbH PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen (Europe) GmbH Dammstrasse 23 PO Box 1557 CH - 6301 Zug Switzerland		AAA833305287	CHE-110.612.748 MWST
1016	Amgen (Europe) GmbH	Amgen (Europe) GmbH PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria		Dammstrasse 23 PO Box 1557 CH - 6301 Zug Switzerland	AAA000652727	Multiple possibilities, talk to local finance for the one applicable
1017	Amgen International AG	Amgen International AG PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen International AG Dammstrasse 23 PO Box 1557 CH - 6301 Zug Switzerland		AAA856091004	CHE-112.693.858 MWST
1018	Amgen Europe B.V.	Amgen Europe B.V. PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria		Minervum 7061 4817 ZK Breda The Netherlands	AAA515819316	NL804580479B01
1019	Amgen Australia Pty Ltd	Amgen Australia Pty Ltd 123 Epping Road 2113 North Ryde Australia		123 Epping Road 2113 North Ryde Australia	AAA898016415	NA
1020	Amgen B.V.	Amgen B.V. PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria		Minervum 7061 4817 ZK Breda The Netherlands	AAA590799052	NL008395718B01
1021	Amgen AB	Amgen AB PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen AB Gustav III:s Boulevard 54 169 74 Solna Sweden		AAA966088114	SE556510421201
1022	Amgen Switzerland AG	Amgen Switzerland AG PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen Switzerland AG Zählerweg 6 6301 Zug Switzerland		AAA229346218	CHE-109.527.343 MWST
1023	Amgen - Bio-Farmacêutica	Amgen - Bio-Farmacêutica PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen - Bio-Farmacêutica Quinta da fonte - Edifício d. maria - Q60 Piso 2 - A 2770-229 Paço de Arcos Portugal		AAA109831495	PT502942959
1024	Amgen GmbH (Austria)	Amgen GmbH (Austria) PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen GmbH (Austria) Prinz-Eugen-Strasse 8-10 1040 Wein Austria		AAA422309781	ATU38181702
1025	Amgen GmbH (Germany)	Amgen GmbH (Germany) PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen GmbH (Germany) Hanauer Str. 1 80992 München Deutschland		AAA971023452	DE129285049
1026	Amgen Ireland Limited	Amgen Ireland Limited PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria		21 Northwood Court North Wall Quay 9 Dublin Ireland	AAA104666664	IE6399345R
1027	Amgen Limited	Amgen Limited PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria		240 Cambridge Science Park CB4 0W Cambridge United Kingdom	AAA493875611	GB538389011

CoCd	Company name	Send invoice to address	Legally mandatory address on the invoice	Company Address (not mandatory)	OB10 Account number	Vat reg number 1
1028	Amgen N.V.	Amgen N.V. PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen N.V. Arianaelaan 5 1200 Woluwe-Saint-Lamber Belgium		AAA319690558	BE0439652401
1029	Amgen Research GmbH	Amgen Research GmbH PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen Research GmbH Josef-Engert-Strasse 11 93053 Regensburg Deutschland		AAA101285328	DE24412150933
1030	Amgen, S.A.	Amgen, S.A. PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen, S.A. World Trade Center Barcelona Edifici Sud, 8ª planta 08039 Barcelona Spain		AAA194868170	ESA59363655
1031	Amgen S.A.S.	Amgen S.A.S. PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen S.A.S. 62 Bd Victor Hugo 92523 Neuilly-sur-Seine Cedex France		AAA369361753	FR89377998679
1032	Amgen Dompe S.p.A	Amgen Dompe S.p.A PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen Dompe S.p.A E. Via Tazzoli, 6 20154 Milano Italy		AAA983315193	IT10051170156
1033	Amgen Sp. z o. o.	Amgen Sp. z o. o. PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen Sp. z o. o. zlota 59 00-120 Warsaw Poland		AAA044435915	PL5272420782
1034	Amgen s.r.o.	Amgen s.r.o. PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen s.r.o. Klimentská 1216/46 110 02 Praha Czech Republic		AAA149766941	CZ27117804
1035	Amgen Kft	Amgen Kft PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen Kft Szabadsag ter 7 1054 Budapest Hungary		AAA455223479	HU13164603
1036	Amgen AB	Amgen AB PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Strandvejen 70 2., Strandvejen 203DK 2900 Hellerup Denmark		AAA993921030	DK19818535
1038	Amgen AB	Amgen AB PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen AB Keilaranta 16 02101 Espoo Finland		AAA473243467	FI10907909
1039	Amgen Pharmaceuticals d.o	Amgen Pharmaceuticals d.o PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen Pharmaceuticals d.o Smartinska cesta 140 1000 Ljubljana Slovenia		AAA714843406	SI37145975
1040	Amgen AB	Amgen AB PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen AB Kronprinsens gate 1 0117 Oslo Norway		AAA899483028	NO982725038
1042	Amgen Switzerland AG, Slo	Amgen Switzerland AG, Slo PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen Switzerland AG, Slo Radlinskeha 40a 92101 Piestany Slovakia		AAA431089085	SK2023137611
1054	Amgen New Zealand	Amgen New Zealand 123 Epping Road 2113 North Ryde Australia		135 Broadway Newmarket, Auckland, New Zealand	AAA431089086	NA

CoCd	Company name	Send invoice to address	Legally mandatory address on the invoice	Company Address (not mandatory)	OB10 Account number	Vat reg number 1
1059	Amgen (Middle East) FZ LL	Amgen (Middle East) FZ LLC PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen (Middle East) FZ LLAI Thuraya Tower-1 11111 Dubai U.A.E		AAA757273735	NA
1061	Amgen Technology Ireland	Amgen Technology Ireland PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria		Amgen Technology Ireland Pottery Road Dun Laoghaire, Dublin Ireland	AAA563843838	IE6435665J
1062	Amgen Hellas EPE		Amgen Hellas EPE 268 Kifissias Ave 01523, Athens Greece		NA	998871023
1067	Amgen Global Finance	Amgen Global Finance PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria		Minervum 7061 4817 ZK Breda The Netherlands	AAA340451624	NL817003149B01
1083	Amgen Ilac Ticaret Ltd Ş.	Amgen Ilac Ticaret Ltd Şti PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen Ilac Ticaret Ltd Şti Meydan Sok No 1 Beybi Giz Plaza K26 34396 Maslak – Istanbul Turkey		NA	TK680773424
1086	Amgen World wide holdings	Amgen World Wide Holdings PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria		Minervum 7061 4817 ZK Breda The Netherlands	NA	NL820069760B02
1089	Amgen Romania S.R.L.	Amgen Romania S.R.L. PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria	Amgen Romania S.R.L. 1° Bucuresti-Ploiesti Road, Building A2, 2nd Floor 013681 Bucuresti Romania		NA	25565426
1095	BioVex Ltd	BioVex Limited PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria		BioVex Limited 70 Milton Park Abingdon, Oxfordshire OX14 4RX United Kingdom	NA	GB 735 6353 24
1100	Amgen Research (Munich) GmbH	Amgen Research (Munich) GmbH PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria		Amgen Research (Munich) GmbH Staffelseestrasse 2, 81477 Munich, Germany	NA	DE811666912
1101	Amgen South Africa	Amgen South Africa PO Box AM-01 Business Park Sofia Mladost 4, Building 1B Sofia 1766, Bulgaria		Amgen South Africa, Block 2, The Courtyard, 32 Peter Place, Branston, South Africa	NA	4280261365