Supplier Guide:
How to register as a supplier in Lavante

Shared Services Centre Europe
May 2018
Registering as a Shire Supplier

Shire’s Shared Services Centre Europe (SSCE), based in Dublin, Ireland, is responsible for supplier payments across Europe for Shire. This guide has been prepared to help you register quickly and easily in our Supplier registration system, Lavante. All suppliers must be registered before a purchase order can be provided and will avoid any payment delays.

Check List  |  6 Easy Steps to Registration  |  Frequently Asked Questions

YOUR CHECK LIST - Before you start, you will need:

- Your “Invitation to Register” email from Lavante containing your reference number and link
- **Company information:** Company Name, registered address, Country of Registration, currency, tax numbers
- **Company contact information:** Phone number and email address for all invoice and payment information
- **Payment information** Preferred payment type
- **Banking information:** Currency, Remittance email, bank country, account number, account, payee name
- **Evidence of banking and company information:** copy of Banking information on company letterhead, Bank Name/ Branch address/ City/ State or Region/ Postal code
- **Be prepared to answer questions about your responsibilities as a supplier:** W8/W9 only for US vendors/ Human Trafficking/ Conflict Minerals/ Conflict of Interest

Note: for best Lavante performance, please use Google Chrome
Step 1: Your Invitation to Register

You will receive an invitation to register from lavante.connect.noreply@connectmail.lavante.com

Below is an example of email you will receive.

Click on link Highlighted in Blue to start the registration process.

Registration requested by Shire Plc

Hello ABC at No El 2:

We have partnered with Lavante, Inc. to provide a self-service portal to collect and securely maintain your information such as Tax Identification Number (TIN), VAT number, W9s etc. and contact information as it relates to business with Shire Plc. There are no fees required for suppliers to register or update account information through Lavante Connect.

Shire Plc is requesting all suppliers, i.e. any organization or individual that receives payment from us, to register on Lavante Connect. There will be no change to current invoice or payment processes.

To complete the registration process please click here.

You can continue to update your online profile by visiting Connect.Lavante.com and using the login credentials created during the registration process.

**********Do not forward this email**********

If this email was delivered to a general alias, or if you are not the contact for Shire plc at your company, click here.

This invitation, reference number SHR-214636, is being made by the following divisions of Shire:

• EU-0100-Shire Biopharma Holdings Ltd

Please complete your registration at your earliest convenience.

Thank you,
Shire Supplier Registration Team

For help with registration reply to this email or call 1-888-610-0757 or 1-408-754-0491 (outside the US).
Step 2: Set up your account & complete initial registration

Account Setup

• Create a username and password that you will need to keep through the registration process, and click Next.
• Please keep a record within the business to ensure continuity of access if you move to a new position.

Registration form:
This will take you to a registration page to create a core profile.
• Name: Company Name that will appear on Invoice
• Country: Country of residence
• Business Name: As shown on your income tax return
• Do you have a VAT registration number:
• Any US Source Income?
Step 3: Login and Complete your Supplier Profile

Login to your profile in Lavante:

Login with the username and profile you just created from steps 2&3

Click on “Please complete profile” in blue
Tip: Creating Your Supplier Profile in Lavante

Fill in required fields for your company Profile.

* required fields are highlighted by Red Asterisks

Note: as you complete your company profile in Lavante on the left hand side off the page you can track your progress and the green bubble will tell you how many number of items are yet to be completed, all profiles must be 100% complete before you can submit.
Step 4: Creating Your Profile: Your Company

The following fields MUST be completed to ensure we have all information to contact and pay you:

A. **Supplier Name** – Supplier name that will appear on invoice

B. **Country of Registration** – country were your business is located

C. ** Majority Ownership** – location of the majority shares

D. **Company phone** – contact number for your business

E. **Business Structure (Tax Classification)** – type of business, PLC, Limited partnership, single member company and others

F. **Do you have a VAT Registration Number** – yes or no.

G. **Currency** – currency you wish to settle your invoice

H. **Address** – this will ask for 3 different address, they can be all the same but all 3 need to be completed
Step 5: Creating Your Profile: Payment Information

Payment Info (Customer Specific)

You will be asked for payment method type and will need to add your evidence of banking details. Suitable evidence includes:

- headed paper with company bank details or
- copy invoice.

Note: Add New will bring you to where you need to complete your company bank details and add valid back up.
Step 6 – The Final Step:
Creating Your Profile: Responsibilities

Profile (Customer Specific) required
Fields that MUST be completed

A. W8 Requirements – This only relates to vendors in the US - all others should click NO
B. Product and services – will your company be providing goods or a service and just a brief description.
C. Shire code of Ethics and conduct policy Questions -
   Human Trafficking
   Conflict Material
   Conflict of interest

Note: e-Signature is the email address used to create the profile. Once you click on this and profile is 100% complete hit Submit Profile
Frequently Asked Questions

Who do I contact for login details:
  Contact support@lavante.zendesk.com

If I am having technical issues who do I contact:
  Contact support@lavante.zendesk.com

What is valid back up?
  Company headed paper with bank details

What is not valid back up?
  Bank statements and any other third party provided back up.

Who can I contact for help completing the profile:
  Please contact supplier-registration@shire.com

What happens after I complete the profile?
  Once the profile is complete to 100%, it will be reviewed by Shire Supplier Registration team. If all details are correctly completed, you will receive a notification with vendor number.

How long does the process take?
  Once the profile is complete and valid back up is provided, a vendor ID number will be provided within 3/5 working days.