Chugai Pharmaceutical Purchasing System – Transaction Guidelines

V001

First Edition

Chugai Pharmaceutical Co., Ltd.

Purchasing Department

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This document covers transactions between your company and Chugai Pharmaceutical Co., Ltd. and domestic group companies (hereinafter referred to as "Chugai Pharmaceutical").

Chugai Pharmaceutical conducts transactions of indirect materials (*1) through the Roche purchasing system myBuy (hereafter referred to as "myBuy").
We would like to conduct future transactions in the manner described below, and we ask for your understanding and cooperation.

(*1) All items and services (*2) except direct materials

(*2) Products other than goods, such as outsourced services

1. Quotation and Order by myBuy

1.1. Business Flow Overview

The business flow overview of transactions with myBuy is as follows. For more details, please refer to the items listed below.

Match Type	Overview	Target transactions	Documents received
Purchase Confirmation Document Method (ERS)	• Payment by matching order and delivery information, without an invoice	Goods from catalog-handling business partners (excluding prepayments)	Delivery Note
3-Way Matching (3WM)	• **Payment by matching order, delivery, and invoice information (3 points)**	Goods other than ERS targets, Fixed assets	Delivery Note, Invoice
2-Way Matching (2WM)	• **Payment by matching order and invoice information (2 points)**	Services (excluding fixed assets)	Invoice

Key Points	Transactions via myBuy
Login	Orders from Chugai Pharmaceutical will be notified via webmail; for order details, please log in to myBuy from the notification email to confirm. (An order confirmation function is available; however, its use is not mandatory. In addition, there are no follow-up tasks such as shipping processing.) For pre-settings required to log in, please refer to the operation manual for business partners, which will be published on Chugai's website at a later date.
Types of Transactions	Transactions are classified into the following three categories. 1. Catalog Items ・Goods are covered (however, this may be extended to services as well). ・This applies to business partners who handle catalogs previously agreed upon with Chugai Pharmaceutical.

	・Please submit a delivery note upon delivery. Payment shall be processed based on delivery records. (**Purchase confirmation document method**; for details, see below.) 2. Goods Other Than Catalog Items ・Please submit a delivery note upon delivery, and additionally submit an invoice. Payment shall be processed based on the invoice. (**3-way matching method**) ・However, goods from business partners handling catalog items shall be subject to item 1 above. 3. Services ・Please submit an invoice upon completion of the service. Payment shall be processed based on the invoice. (**2-way matching method**) ・However, if items such as software are treated as fixed assets, they shall be subject to item 2 above. Please submit both a delivery note and an invoice.
Ad Hoc Quotations	For goods other than catalog items and services, please submit a quotation or execute a contract in advance. (For detailed procedures, please see below.)
Quotation Response	Please ensure that the quoted amount is stated in a manner that clearly distinguishes the base price from the tax amount.
Order Confirmation and Adjustment	For confirmation or adjustments regarding order continuation or cancellation, such as in cases of significant delays in the scheduled delivery date due to out-of-stock items, please coordinate directly with the orderer.
Payment Processing (Catalog Items: **Purchase Confirmation Document Method**)	Chugai Pharmaceutical's transaction closing date is the 20th of each month (or the preceding business day if the 20th falls on a non-business day). For items accepted between the 21st of the previous month and the 20th of the current month, a "purchase confirmation document" will be issued by the last day of the month in which the closing date falls, based on the transaction records. If no objection is raised within 10 business days of the following month after receipt of this confirmation document, payment shall be made in accordance with the contents stated therein.
Payment Processing (Non-Catalog Items: **3-Way Matching Method, 2-**	Chugai Pharmaceutical's transaction closing date is the 20th of each month (or the preceding business day if the 20th falls on a non-business day). Invoices received by the transaction closing date shall be paid in accordance with the payment terms agreed upon in the consent form (see Note below). Note: This refers to the consent form signed in response to the "Request for Commencement of Purchase Transactions" sent separately.

Way Matching Method)	

1.2. Quotation Method and Details

1.2.1. About the Quotation Method

For quotations, please exchange quotation documents directly with the orderer at Chugai Pharmaceutical in advance.

- Business partners handling certain catalogs shall use myBuy for quotation requests and quotation responses.
- Business partners other than those listed above shall exchange quotation documents directly with the orderer at Chugai Pharmaceutical in advance.

1.2.2. Items to Be Included in the Quotation

For quotations related to services, please clearly state the specific dates and periods, such as the service provision date and service period. In addition, if payment timing is to be divided through installment delivery, advance payment, etc., please clearly state the details of the division (year and month of each delivery/invoice, quantity/amount, etc.).

[Items to Be Included in the Quotation]
Addressee / Issue date or submission date / Name of submitter or preparer, or signature / Quotation title / Quoted amount / Delivery location / Delivery date, work period, or service period / Payment timing (e.g., advance payment, monthly payment, milestone payment) / Product name / Unit price / Quantity / Unit / Consumption tax rate or consumption tax amount / Quotation validity period

・Regarding legal regulations and storage conditions for reagents, etc.
If there are any applicable regulations or conditions, such as for toxic substances or frozen products, please include them in the quotation.

1.2.3. Regarding Costs Other Than the Base Price

For costs incurred in addition to the base price (shipping, installation fees, etc.), if they have been confirmed in advance, please include them in the base price (as an added amount).
If billed separately, please provide details in the quotation.

1.3. Order Method and Details

1.3.1. About the Order Method

- Chugai Pharmaceutical will send you an order notification via email. The order notification includes a purchase order (in PDF format), so please download it as needed.
- Separately, a purchase order will also be sent even if a contract has been concluded.

- Additionally, please log in to myBuy via the web and check your order details and attachments on the screen.
- Depending on the transaction details, orders may include multiple line items in a single order. In this case, since delivery and billing are handled individually per line item, management by order number and line item number is required.

1.4. About the Purchase Order

1.4.1. Information Displayed on the Purchase Order

The main items displayed on the purchase order are as follows.

- Purchase order number, line item number, product name, quantity, unit price, total amount, scheduled delivery date, and other special notes
- Due to system specifications, the consumption tax rate and consumption tax amount are not displayed on the purchase order.
  The consumption tax amount will be paid based on the consumption tax rate stated on the invoice or purchase confirmation document.
- If the amount for incidental costs other than the base price is undetermined, both the unit price and total amount may be displayed as zero.
- In certain transactions, such as milestone payments for construction work, the unit price may be set at JPY 1, with the quantity field used to represent the corresponding amount when placing the order.
- The terms and conditions (endorsement) are included at the end of the purchase order. By accepting the order (including the following items), you are deemed to have agreed to these terms and conditions. However, if a separate contract has been concluded regarding this order, the contract shall take precedence.
- Notwithstanding the preceding paragraph, the exclusion of transactions with antisocial forces as stated in the terms and conditions, as well as the purchasing policies and purchasing ethics regulations established by Chugai Pharmaceutical, shall remain valid regardless of whether a contract exists.
- The terms and conditions referenced in the preceding paragraph include the following conditions for order completion (acceptance).
- If Chugai Pharmaceutical does not receive any notification regarding the order from the business partner and 10 business days have passed since the order notification email was sent, the individual contract shall be deemed concluded upon the expiration of said period.

[Purchase Order Image] *All actual purchase orders are displayed in English.

PURCHASE ORDER P100148624

CHUGAI
Roche Group

Supplier Details	
Supplier Name	CO., LTD.
Supplier Ordering Location Name and Address	170-0012 Toshima-ku
Contact Name	ABCDE
Contact Details	mybuyemail@chugai-pharm.co.jp /
Supplier Tax ID	

Chugai Pharmaceutical Co., Ltd.
2-2-1 Nihonbashi Muromachi
Chuo-ku, Tokyo 103-8324
Japan

Order Details	
Order Contact Details	9GEP2851BU02 Business User, gepusr01@gmail.com
Requester Contact Details	9GEP2851BU02 Business User, gepusr01@gmail.com
Issue Date	7/14/2026
ERS Applicable	Yes

Taxes will be added separately as necessary.

Order Summary	
Order Number	P100148624
Contract Name	
Payment Terms	60 days due net
Total Line Item(s)	100.00 EUR
Total Shipping Charges	0.00 EUR
Total Other Charges	0.00 EUR
Tax	0.00 EUR
Total Value (excl. VAT)	100.00 EUR
Total Value	100.00 EUR

TEST COPY

Bill To

Chugai Pharmaceutical Co., Ltd.
Nihonbashi Muromachi2-2-1
Nihonbashi Mitsui Tower (Reception 12F)
103-8324 Chuoku, Tokyo
Japan
Buyer Tax ID:
EmailID/FaxNo:

Details

Line No.	Description	Quantity	UoM	Unit Price (EUR)	Price per	Sub Total (EUR)
1	1	1.00	Each	100.00	1.00	100.00

Supplier Item Number	Need By Date	Tax Description	Tax Value (EUR)	Shipping Charges (EUR)	Other Charges (EUR)
	7/17/2026		0.00	0.00	0.00

Incoterms Code	Incoterms Location	Incoterms Version	Adv. Release Date	Adv. Amount (EUR)	Line Total (EUR)
EXW	Japan			0.00	100.00

Ship To Address	Deliver To
Chugai Pharmaceutical Co., Ltd.(myBuy) Chugai Life Science Park Yokohama W06 Mail Room Totsuka-ku, Totsuka-cho 216 W06 Mail Room 244-8602 Yokohama,Kanagawa Japan	

1.4.2. Items to Be Confirmed on Purchase Orders for Catalog-Handling Business Partners

For business partners falling under this section, payment will be made using the "**purchase confirmation document method**". If this method is applied, **"Yes"** will be displayed in the **"ERS Target" field on the purchase order**. When receiving an order, please check this field on the purchase order, and **if this indication is not displayed, please contact the contact information listed on the business partner portal.**

*Please note that transactions classified as fixed assets are not subject to ERS.

1.5. About Delivery Notes

1.5.1. Submission Address for Inspection Certificates (Delivery Notes)

Please submit a delivery note as an inspection certificate (work completion reports and acceptance certificates for services are also treated accordingly).

Please prepare a delivery note for each order. (Even if delivery times are the same, do not combine multiple orders into a single delivery note.)

Also, please always include the purchase order number and line item number on the delivery note, and describe the delivery details for each line item.

Submission method:

As a general rule, please submit the original paper document to the receiving staff at each business location upon delivery of the product.

- If you are delivering to multiple locations or to a designated location other than our offices, please attach the necessary documents such as receipts and delivery notes (copies are acceptable) to the delivery note and mail or bring them to the orderer for submission.

1.5.2. Items to Be Entered on Acceptance Inspection Documents and Delivery Notes

The format of the acceptance inspection document itself is not specified; however, the following eight items are mandatory.

Item	Notes
Addressee	Legal entity name of the respective Chugai Pharmaceutical company
Ship-To Address	The information as stated in the "Ship-To Address" field on the purchase order / order receipt screen. Please ensure to enter "myBuy".
Recipient's Name	The information as stated in the "Recipient" field (including department name) on the purchase order / order receipt screen.
Purchase Order Number	The "Purchase Order Number" and "Line Item Number" as stated on the purchase order / order receipt screen.
Shipping Date	The date on which your company ships the goods. * For services not accompanied by physical deliverables, enter the date of implementation or completion.
Product Name or Service Name	The information as stated in the "Product Name" field on the purchase order / order receipt screen.
Quantity	The information as stated in the "Quantity" field on the purchase order. *If the order amount has been entered as the quantity, please enter it as-is. (For details, please refer to Section 1.4.1.)
Notes	If the delivered quantity is less than the ordered quantity,

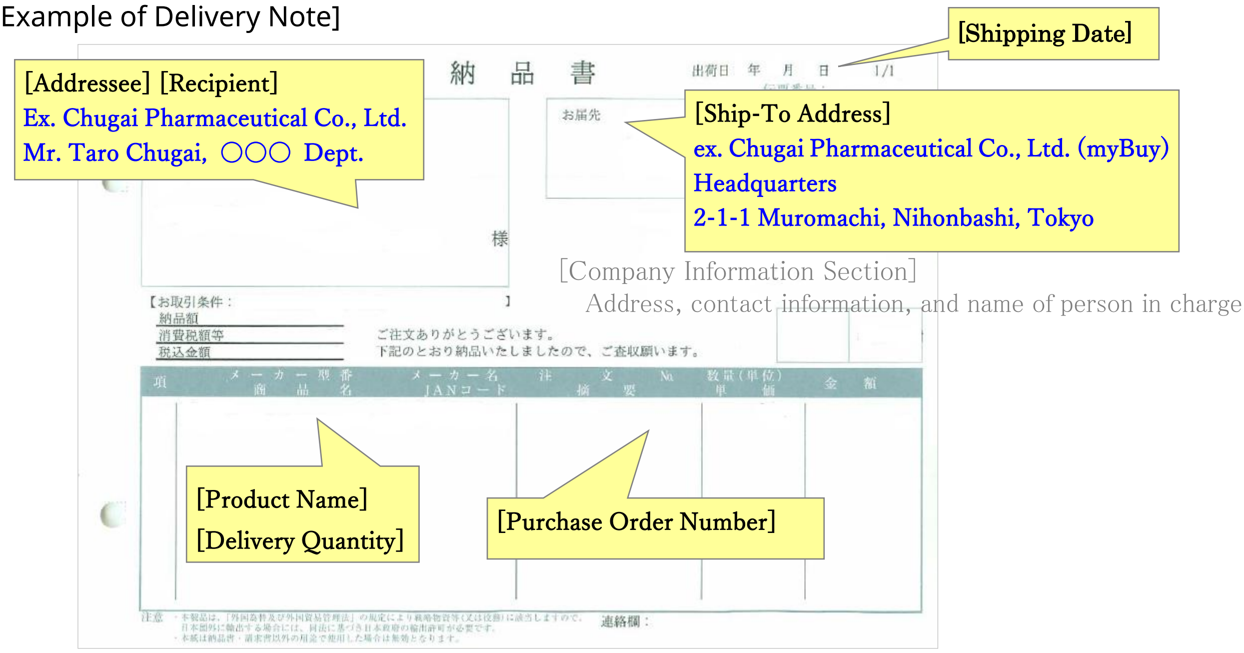
	please state the reason for the discrepancy in accordance with Section 1.5.3.

* Please include the model number and/or part number if applicable.

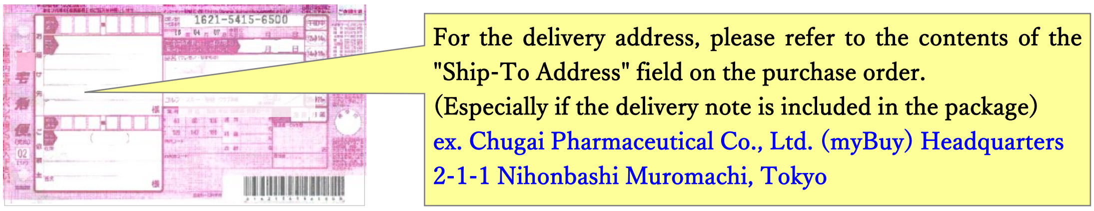
If there are any deficiencies in the above information, you may be asked to resubmit the document.

Also, please write "Company Name (**myBuy**) Shipping Destination" on the shipping slip as well (e.g., Chugai Pharmaceutical Co., Ltd. (myBuy) Headquarters).

[Example of Delivery Note]



[Shipping slip affixed to the outer packaging]



1.5.3. Regarding Deliveries That Differ from the Order Quantity or Amount

If any discrepancy arises between the order conditions (quantity or workload) for custom-made products, piece-rate products, or services, please contact the orderer.

Depending on the nature of the discrepancy, please take the following actions.

1. If the delivery quantity is less than the order quantity:

Ÿ If the remaining order quantity is scheduled for continued delivery, please indicate "Partial Delivery" on the delivery note.

Ÿ If there is no planned continued delivery of the remaining order quantity, please indicate "Full Delivery Completed" on the delivery note.

* Alternatively, a statement such as "Further delivery scheduled / not scheduled after this delivery" is also acceptable.

2. If the delivery quantity exceeds the order quantity:

Ÿ myBuy has a feature that allows for a certain level of excess; however, if this limit is exceeded, a change order will be required, so please contact the orderer before delivery.

3. When changing the amount:

Ÿ Please submit a revised quotation.

1.6. About Invoices

1.6.1. Submission Address for Invoices

Please submit the invoice to the orderer as proof of payment.

Submission method:

As a general rule, please submit this document electronically (in PDF format).

Also, be sure to include the invoice number, billing date, purchase order number and line item number issued by myBuy on the invoice, and specify the billing details (transaction details, quantity (including lump sum), amount, payment due date, etc.) for each line item.

1.7. Transaction Requirements for Payment

1.7.1. Basic Requirements

The basic requirements for payment at Chugai Pharmaceutical are as follows.

- **Payment Terms**

Payment will be made in accordance with the payment terms agreed upon in advance in the consent form.
However, for transactions where payment terms are separately agreed upon in a contract, the payment terms stipulated in that contract shall apply.
In such cases, be sure to enter into a contract related to the relevant transaction.
In cases involving laws and regulations such as the Act on Ensuring Proper Transactions Involving Specified Entrusted Business Operators, the payment terms stipulated under such laws shall apply.

- **Payment Methods**

Transfer to the designated account (the bank transfer fees to your account will be borne by our company).

If the payment due date falls on a non-business day of a financial institution, the transfer will be made on the preceding business day of the financial institution.

1.7.2. Payment Processing Methods for Catalog-Handling Business Partners

For business partners falling under this section, the "purchase confirmation document method" is adopted as the payment processing method.

· **Purchase Confirmation Document Method**

Payment will be made in accordance with the contents of the "purchase confirmation document" sent at the end of the month, based on delivery performance as of the 20th of each month.

Under this method, no invoice submission is required.

1.7.3. Additional Notes Regarding Payment

Ÿ **Handling of Amount Discrepancies in the Purchase Confirmation Document Method**

Payment based on purchase confirmation documents is fundamentally based on acceptance inspection. If there is a discrepancy in the amount stated in the "purchase confirmation document" presented by us, please contact the contact listed on the business partner portal by the 10th day of the month following the month in which the purchase confirmation document was issued (or the preceding business day if the 10th falls on a Saturday, Sunday, or public holiday). If a discrepancy is confirmed through mutual consultation between both companies, it will be reflected in the next "purchase confirmation document" upon agreement between your company and Chugai Pharmaceutical. However, if such reflections cannot be made (e.g. if the next purchase confirmation document is not issued), settlement shall be made by a method separately agreed upon between your company and us.

Please also note that we may request the reissuance of the delivery note in such cases.

Handling of Consumption Tax

Regarding the consumption tax calculation method: Consumption tax is calculated by rounding to the nearest whole number (standard rounding at the first decimal place).

(When specifying the consumption tax amount on a quotation, please calculate by rounding any figures below the decimal point.)

2. Procedures for Starting Transactions via myBuy

When starting transactions with myBuy, your company will be required to prepare and submit the following documents. These documents will be provided to you at the start of the transaction.

(1) Supplier Master Registration Application Form

Your company will be registered in the supplier master for myBuy.

We will send you a file for completion; please fill in the required fields and return it as an Excel file.

Please also reply with the signed PDF file.

(2) Request Regarding Commencement of Purchase Transactions (Consent Form)

Before commencing transactions on myBuy, please review the transaction methods and terms.

Please review the contents of this document, have the person in charge sign the consent section, and return it to us.

Additionally, we will send you a Docusign electronic signature request for your signature.

- We may also request your company to submit documents other than those listed above ((1) to (2)).

3. Other

3.1. Inquiries about Chugai Pharmaceutical

For inquiries regarding post-order adjustments or payment, **please contact the orderer**.

For inquiries regarding the myBuy system or business procedures, please contact the contact listed on the business partner portal.