



 Roche Group

# **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) | <ul style="list-style-type: none"> <li>Payment by matching order and delivery information, without an invoice</li> </ul>  | Goods from catalog-handling invoices (excluding prepayments) | Delivery Note          |
| 3-Way Matching (3WM)                        | <ul style="list-style-type: none"> <li>Payment by matching order, delivery, and invoice information (3 points)</li> </ul> | Goods other than ERS targets, Fixed assets                   | Delivery Note, Invoice |
| 2-Way Matching (2WM)                        | <ul style="list-style-type: none"> <li>Payment by matching order and invoice information (2 points)</li> </ul>            | Services (excluding fixed assets)                            | Invoice                |

| Key Points            | Transactions via myBuy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Types of Transactions | <p>Transactions are classified into the following two categories.</p> <ol style="list-style-type: none"> <li>Goods               <ul style="list-style-type: none"> <li>Please submit a delivery note upon delivery, and additionally submit an invoice. Payment shall be made based on the invoice. <b>(3-way matching method)</b></li> </ul> </li> <li>Services               <ul style="list-style-type: none"> <li>Please submit an invoice upon completion of the service. Payment shall be made based on the invoice. <b>(2-way matching method)</b></li> <li>However, if items such as software are treated as fixed assets, they shall be subject to item 1 above. Please submit both a delivery note and an invoice.</li> </ul> </li> </ol> |
| Ad Hoc Quotations     | For goods and services, please submit a quotation or execute a contract in advance. (For detailed procedures, 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                | 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).<br>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).<br>Note: This refers to the consent form signed in response to the "Request for Commencement of Purchase Transactions" sent separately. |

## 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.

### 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.
- 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.
- 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



| Supplier Details                            |                                                                                                                          |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Supplier Name                               | CO., LTD.                                                                                                                |
| Supplier Ordering Location Name and Address | 170-0012 Toshima-ku<br>Chugai Pharmaceutical Co., Ltd.<br>2-2-1 Nihonbashi Muromachi<br>Chuo-ku, Tokyo 103-8324<br>Japan |
| Contact Name                                | ABCDE                                                                                                                    |
| Contact Details                             | mybuyemail@chugai-pharm.co.jp /                                                                                          |
| Supplier Tax ID                             |                                                                                                                          |

| Order Details             |                                                  |
|---------------------------|--------------------------------------------------|
| Order Contact Details     | 9GEP2051BU02 Business User,<br>gepus01@gmail.com |
| Requester Contact Details | 9GEP2051BU02 Business User,<br>gepus01@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      |

| Bill To                                                                                                                                                                          |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Chugai Pharmaceutical Co., Ltd.<br>Nihonbashi Muromachi2-2-1<br>Nihonbashi Mitsui Tower ( Reception 12F )<br>103-8324 Chuoku, Tokyo<br>Japan<br>Buyer Tax ID:<br>Email/Di/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<br>Yokohama W06 Mail Room<br>Totsuka-ku, Totsuka-cho 216<br>W06 Mail Room<br>244-8602 Yokohama, Kanagawa<br>Japan |                    |                   |                   |                   |                        |                     |

## 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.<br>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.<br>* 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.                                                                                    |
| Notes                        | If split deliveries or remaining order quantities occur, please state the reason for the discrepancy.                                                       |

\* 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]

|                                                                                                                                        |  |                                                                                                            |  |
|----------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------|--|
| <p><b>[Addressee] [Recipient]</b><br/>Ex. Chugai Pharmaceutical Co., Ltd.<br/>Mr. Taro Chugai, ○○○ Dept.</p>                           |  | <p><b>[Shipping Date]</b><br/>出荷日 年 月 日 1/1</p>                                                            |  |
| <p><b>[Ship-To Address]</b><br/>ex. Chugai Pharmaceutical Co., Ltd.<br/>(myBuy) Headquarters<br/>2-1-1 Nihonbashi Muromachi, Tokyo</p> |  | <p><b>[Company Information Section]</b><br/>Address, contact information, and name of person in charge</p> |  |
| <p><b>[Product Name]</b><br/><b>[Delivery Quantity]</b></p>                                                                            |  | <p><b>[Purchase Order Number]</b></p>                                                                      |  |

納品書

お届先

【お取引条件：】  
納品型  
消費税額等  
送込金額

ご注文ありがとうございます。  
下記のとおり納品いたしましたので、ご査収願います。

| 品名 | メーカー名 | 注 | 数量(単位) | 金額 |
|----|-------|---|--------|----|
|    |       |   |        |    |

注意：本製品は、「外国産品及び外国貿易管理法」の規定により輸送物資等(又は役務)に該当しますので、日本国内に搬送する場合には、同法に基づき日本政府の輸送許可が必要です。  
本製品は輸送品・運送品としての用途で利用した場合は無効となります。

連絡欄：

[Shipping slip affixed to the outer packaging]

For the delivery address, please refer to the contents of the "Ship-To Address" field on the purchase order.  
(Especially if the delivery note is included in the package)  
ex. Chugai Pharmaceutical Co., Ltd. (myBuy) Headquarters  
2-1-1 Nihonbashi Muromachi, Tokyo

### 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.

- If the delivery quantity is less than the order quantity:
  - If the remaining order quantity is scheduled for continued delivery, please indicate "Partial Delivery" on the delivery note.

- 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:
  - 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:
  - 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 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. Additional Notes Regarding Payment

#### 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.