

NOTICE TO VENDORS REGARDING INVOICES SUBMITTED TO EXELIXIS, INC.

Exelixis, Inc. has implemented a new optical character submission (OCR) software. In order to ensure efficient processing and timely payment of invoices, we request that all vendors submit invoices directly to Exelixis' Accounts Payable (AP) Department.

Please submit all invoices to Exelixis' Accounts Payable Department using one of the following two methods:

1. *Email a PDF version of your invoice to: invoices@exelixis.com (Preferred)

or

2. Mail your invoice to:



Invoices must include

- Invoice number
- Invoice date (do not backdate your invoice)
- Exelixis' Purchase Order Number (if applicable)
- Total amount due

Submitting invoices for payment

- Your invoice must be attached to the email as a **PDF document only**.
- Invoices sent via email should only contain one (1) PDF invoice attachment.
- If your email contains one (1) invoice attachment in PDF but has additional PDF attachments that are not invoices, **the names of the supporting attachments must start with "att"** (not case sensitive).
- The name of the PDF invoice attachment must NOT start with "att." This will allow the system to determine which attachments should be processed through OCR automatically.
- If one (1) email contains only one (1) invoice attachment in PDF and has additional attachments in XLS or DOC, the invoice attachment in PDF must be attached first, followed by the supporting attachments.
- Please be sure to reference the Purchase Order Number, if applicable, which can be found on your contract or by contacting your Exelixis Business Partner. Invoices submitted without a Purchase Order Number will not be processed and will be returned to the vendor.
- All invoices must be sent to invoices@exelixis.com for proper and timely processing.



***Please note that the requirements for invoice submission must be followed. If the required information is not provided, Exelixis will reject the invoice which will result in delayed payment.**

Vendor inquiries or statements

To keep the integrity of our OCR system and to ensure proper and timely processing of invoices, we ask that all invoice/payment inquiries or statements be submitted to apgroup@exelixis.com.



Accounts Payable Department

1851 Harbor Bay Parkway
Alameda, CA 94502
Phone: (650) 837-7114
AP Fax: (650) 837-7110