



To all Suppliers

30 January 2019

Re: Letter to Roche Diagnostics Asia Pacific Pte Ltd Suppliers

Dear Supplier,

As a valued vendor to Roche Diagnostics Asia Pacific (RDAP) Pte Ltd, I wish to confirm our policies relating to the supply of goods and services to Roche and the payment of your invoices.

You should not supply any goods or services to RDAP without first receiving an official Purchase Order (PO) generated from our system.

For purchase orders S\$30,000 and below, please reach out to SSC at: +622130412996 or write to apac.diaprocurmentservices@roche.com. For purchase orders above S\$30,000 please write to singapore_dia.procurement@roche.com

From 25 February 2019, for finance matters, please reach out to:

Call Center: +65 6830 9388

Email : apac.i2p@roche.com (invoice submission only) and apac.payment@roche.com (for enquiries related to

billing / payment)

Please include PO number and name of requester in billing invoice

Best Regards,
Procurement Team