



Month End and Year End Invoice Requirements

DOCUMENT INFORMATION

1) Month End and Year End

Roche Financial Month End is the last business day of each month.

*Roche Financial Year End is **December 31st***

2) What document dictates the accountability related to Month End and Year End?

Suppliers of goods and services are required to send their invoices and necessary back up in one combined PDF to mississauga.ap@roche.com by the 25th of each month or earlier.

To ensure that all financial data are recorded timely, sending the documentation shortly after the service has been provided is critical.

We will be accepting invoices until the end of the month though it will not guarantee its process.

Invoices should not be sent to a Roche contact individual. It will not guarantee its process.

3) What if issue with an invoice?

Suppliers should send inquiries to mississauga.ap@roche.com