## Digital Commerce

Quick Reference Guide: User Access Requests



Takeda

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Creating a User Access Request to log in credentials in the Takeda Store

1. Once on the Takeda Store, clicking the Request Access button will bring you to the User Access Request form.



- On the User Access Request page, all
  fields must be completed in order to submit the form.
  - For Takeda Account Number, an unlimited number of accounts can be provided, and at least one account is required
  - Takeda Account Numbers can be submitted either in the field provided, or by attaching a file (excel or csv) but both is not required.
  - Select the type of access you are requesting: [Place & Manage Orders] and/or [Account Reporting]

					Log In Request Access	
Takeda Better Health, Brighter Futu	re				Search Q	
Gastroenterology Neuroscience Lysosomal	Hematology & Kare Diseases	HAE	Plasma-Derived Therapies	Established Brands		
Storage Disorders						
Request Access to Takeda eservices			Need H	lelp?		
All are required		2				
Hist Name			1-800-423-209	interce supp	orc ream	
Last Name	-		eCom.us@takeda.com Hours of Operation: Monday - Thursday 8:00 AM - 5:00 PM CST and			
			Friday 8:00 AM	/1 - 3:00 PM CS	π	
job Title			General Take	da Informati	on .2582	
			Hours of Oper	ration: Monda	y - Thursday 8:00 AM - 5:00 PM CST and	
Department	1		Priday 6.00 An	n - 5.00 PM C3	•	
Phone #			US Operation Takeda Pharm	nal Headquar naceuticals U.S	ters Mailing Address 5.A., Inc.	
			300 Shire Way	/, Lexington, N	IA 02421	
Email	-		Medica	l Inform	nation	
Farility Nama	_					
			Takeda Produ	realth Care Pr cts: 877-TAKE	ofessionals DA77 (877-825-3327) or MedConnect	
Address			Shire Product	s: 800-828-201	S8 or medinfoUS@shire.com	
			Website	e Help (	Guides	
City	1					
State			Release Note	is > ne Storefront	•	
			Using Templa	ates and Cart	s>	
Zip Code			Accessing Re	porting >		
			Printing Invo	ices >		
Takeda Account Number (if you have multiple accounts please attach file)						
Please choose the activities you would like access to:*						
✓ Place & Manage Orders						
Account						
Reporting						
Impot a robot						
reCAPTCHA Primer Terre						
Comments or Questions?						
Clear Form	Submit Request					

Useful Resources



Takeda

3. Once all required fields are completed and the ticket is submitted properly, You will receive a confirmation email for the access request at the email address provided in your request.

A Customer Support representative will review and approve your request and will reach out to collect any additional information needed.

	•	Takeda Bette	r Health, Brighter Fu	ture			
3	Dear Customer, Thank you for submitting your request for access to our online store. Your request is currently under review and one of our eCommerce Support team members will reach out shortly with the necessary user credentials as soon as this request is verified.						
	eCommerce Support For inquiries about user account access, please contact us at customerservice.na@takeda.com or at 1-800-423-2090.						
	Τh	ank you.					
		Contact Us +1-803-4223-2050 customenservice.na@takeda.com	Gutok Links Product List Adverse Event Reporting	Legal Legal Notice Prinsez Molia Prinsez Adria Prinduci Patenta			
		© Takeda 2020 All Rights Reserved					

Useful Resources