

Invoicing Guidelines for Belgium

WHERE AND HOW TO SUBMIT YOUR INVOICE:

Preferred channel of receiving invoices to UCB is via <u>Ariba Network</u>, which offers an electronical, fast and secure way of transacting. For more details and onboarding please contact us at e-invoicing@ucb.com.

PDF version of your invoice should be submitted to invoices.be@ucb.com.

- Invoice must be in **PDF format** and computer generated. Scanned images of hardcopy invoices cannot be accepted for tax compliance purposes.
- Only one invoice in PDF will be recognized by the system. Include all supporting documentation (e.g. timesheets, thirty party receipts, etc.) in the same PDF file, by non-PDF attachments (.xls, .doc), and/or in the email body.
- Include the word 'invoice' or 'facture' or 'rechnung' ('credit' for credit notes) in the subject line of the e-mail.

Or hardcopy invoices send to:

By Standard Post
Name of UCB entity
c/o Iron Mountain Slovakia sro
P.O. Box 47
SK-820 15 Bratislava 215
Slovakia

By Courier
Name of UCB entity
c/o Iron Mountain Slovakia sro
Na Pántoch 18
LC Rača
831 06 Bratislava
Slovakia

INVOICING REQUIREMENTS:

When billing UCB for goods and services or when issuing a credit note, print all required information. Handwritten information will not be recognized.

- Supplier contact info (company name, address, e-mail, phone number, and UCB vendor number as indicated on your UCB Purchase Order (PO))
- Supplier VAT number, including 2 letter country code (irrespective of VAT charged on invoice)
- Supplier invoice or reference number (related invoice number in case of a credit note)
- Supplier bank details (including IBAN and SWIFT numbers)
- Date of invoice
- VAT % and amount as separate line items
- Invoice currency matching the issued PO
- Correct UCB billing address

Name of UCB entity

Allée de la Recherche 60 B-1070, Brussels Belgium

- UCB VAT number (referenced on your UCB PO)
- UCB contact name and e-mail address
 UCB PO number and relevant line item
 - Line item descriptions must match at the PO structure (item/PO line/description)
 - Unit of measure to be displayed, matching the issued PO
 - Each PO must be invoiced separately

UCB PO number is 10 digits, always starting with a 4 or 9. If you do not know your UCB PO number, or if your PO has insufficient funding remaining to cover the amount of your invoice, communicate with your UCB contact person <u>prior</u> to submitting your invoice.

If there have been any changes to your vendor account that may impact payment (e.g. new remit to or banking details), submit a vendor change request to prevent delay in invoice processing.

If any required information is missing from your invoice, your invoice may be returned to you. If this occurs, you will need to correct the invoice and resubmit for processing.

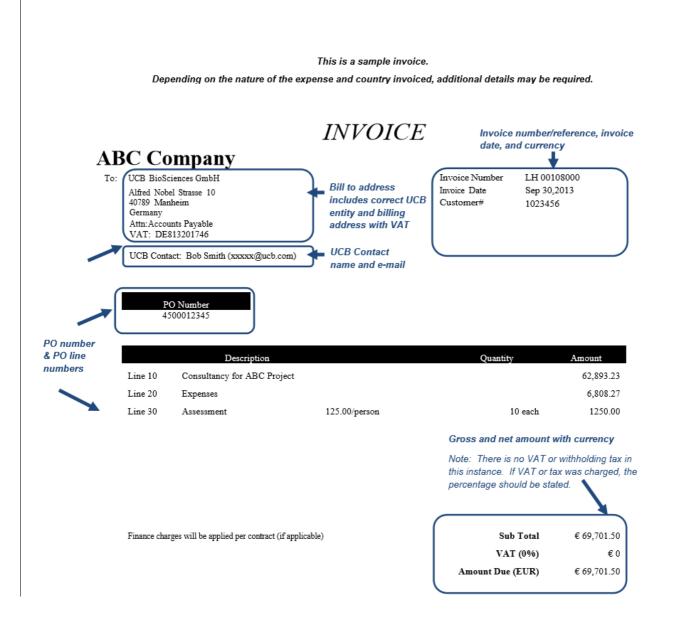
UCB Accounts Payable

E-mail:



WHERE TO GO FOR HELP:

For inquiries about invoice requirements and payment status, contact the Finance Answers Helpdesk via the web-portal, e-mail at FinanceAnswers.SourcetoPayBE@ucb.com or phone at +32 2 386 57



UCB Accounts Payable

E-mail:

FinanceAnswers.SourcetoPayBE@ucb.com

Tel.: +32 2 386 57 99



Make Payment To: ABC Company 500 Main Street 500 Main Street Reading, Berkshire AA2 6AA UK Tel: +44 (0)555 555 5555 Registered in England • Reg. No. 03200000 V.A.T. Reg. No. GB888 8888 88



Deutsche Bank, London SWIFT Code: DEUTGB0L000 IBAN: GB99DEUT400000000000 United Kingdom

Payment details

Bank account information to be stated

Full supplier details including VAT number

If you have any questions regarding this invoice please contact:
Bob Smith, Bob.Smith@abccompany.com
TEL: +1 444 955 5555
FAX: +1 444 951 5555

UCB Accounts Payable

E-mail:

FinanceAnswers.SourcetoPayBE@ucb.com Tel.: +32 2 386 57 99