

## INVOICING GUIDELINES FOR DENMARK

### WHERE AND HOW TO SUBMIT YOUR INVOICE

Preferred channel of receiving invoices to UCB is via Ariba Network, which offers an electronically, fast and secure way of transacting. For more details and onboarding please contact us at [e-invoicing@ucb.com](mailto:e-invoicing@ucb.com).

PDF copy of your invoice should be submitted to [invoices.scan@ucb.com](mailto:invoices.scan@ucb.com) under the following conditions:

- **one invoice per e-mail;**
- invoice must be in **PDF format** and computer generated;
- **only one PDF per e-mail** will be recognized by the system; include all supporting documentation (e.g. timesheets, third party receipts, etc.) in the same PDF file or as separate attachment in a non-PDF format such as MS Excel or MS Word; **email size should not exceed 10 MB**
- **Include the word 'invoice'** ('credit' for credit notes) in the subject line of the e-mail.

or hardcopy invoices may be mailed to the following addresses:

By Standard Post

UCB Entity  
c/o Iron Mountain Slovakia sro  
P.O. Box 47  
SK-820 15 Bratislava 215  
Slovakia

OR: By Courier

UCB Entity  
c/o Iron Mountain Slovakia sro  
Na Pántoch 18  
LC Rača  
831 06 Bratislava  
Slovakia

### INVOICING REQUIREMENTS:

When billing UCB for the goods or services or issuing a credit note, please ensure that your invoice contains, at a minimum, the following information:

- Full supplier contact info (address, e-mail, phone, vendor number/code)
- Supplier invoice or reference number
- Date of invoice
- Addressed to the correct UCB entity on the invoice document:

**UCB Nordic A/S**

**EDVARD THOMSSENS VEJ 14  
2300 KOBENHAVN S  
DENMARK**

**Note: This is different from the mailing address**

- UCB VAT number: **DK26688949**
- Supplier VAT number for the goods shipped
- VAT % & amount must be clearly stated
- Number of Chamber of Commerce
- Quantity and common description of goods/services
- Payment Terms
- Invoice currency must be the same as the currency of the corresponding PO
- Relevant payment information (banking details or address to send payment)
- UCB contact name and e-mail address
- UCB PO number and relevant line item with description of the goods or services (Note: Your PO number is a 10 digit number starting with a 4).
  - line item description must match the PO structure (item/PO line/description);
  - unit of measure to be displayed, matching the issued PO;
  - Each PO must be invoiced separately;

If you do not know your UCB PO number, or if your PO has insufficient funding remaining to cover the amount of your invoice, please communicate with your UCB contact person to assist prior to submitting your invoice to UCB to prevent delay in processing.

If there have been any changes to your vendor account that may impact payment (new remit to or banking details), please submit a vendor change request as soon as possible 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 re-submit for processing.

### WHERE TO GO FOR HELP:

For inquiries about the payment status of your invoice, please contact UCB's Accounts Payable Help Desk at [ap.scand@ucb.com](mailto:ap.scand@ucb.com) or call +45 3246 2478.

This represents a sample invoice that can be used as a guideline. All information has been made up for the purpose of demonstration. Please note that depending on the nature of the expense and country invoiced, additional detail may be required.

# INVOICE

Invoice number/reference, invoice date, and currency indication are clearly stated.

## ABC Company

To: UCB BioSciences GmbH Alfred Nobel  
Strasse 10  
40789 Mannheim  
Germany  
Attn:Accounts Payable  
VAT: DE813201746

Bill to address includes correct UCB entity and billing address with VAT indicated.

Invoice Number LH 00108000  
Invoice Date Sep 30,2013  
PRASudy ID UCBPXXXX-SPXXXX  
Payment Terms NET 45 days  
Contract Currency EUR  
customer# 3333

UCB Contact: Bob Smith

UCB Contact is stated.

Study Title			Sponsor Contact	
CAF No 13-0284			TANJA WEBERS	
Protocol Number	PO Number	Client's VAT (Reg Number)	Invoice Type	
SP1055	70004285 Ln10	DE813201746	Milestone	
DESCRIPTION			AMOUNT	
75% SIVs Completed			42,893.23	
10% eCRFs Cleaned			26,808.27	
Finance Charges will Be Applied per the Contract (if applicable)			Sub Total	69,701.50
This supply is subject to the reverse charge mechanism.			Amount Due EUR	69,701.50

PO number and PO line number are clearly stated.

Gross and net amount are stated with currency indication. Note: There is no VAT or withholding tax in this instance. If VAT or tax was charged, the percentage should be stated.

Payment details are clearly indicated.

ABC Company  
500 Main Street  
Reading, Berkshire RG2 6AD UK

PLEASE WIRE FUNDS TO:  
Deutsche Bank, London  
Swift Code: DEUTGB0L000  
IBAN: GB99DEUT4000000000000000  
United Kingdom

If you have any questions regarding this invoice please  
contact: Bob Smith, [BobSmith@abccompany.com](mailto:BobSmith@abccompany.com)  
Tel: +1 444 955-5555  
Fax: +1 444-951-5555

Full supplier details including VAT number are clearly stated.

Reg. Name: ABC Company  
500 Main Street, Reading, Berkshire, RG2 6AD UK • Tel: +44 (0)555 555 5555  
Fax: +44 (0) 118 555 5555 • Registered in England • Reg.No. 03200000 • V.A.T.Reg. No. GB888 8888 88  
Registered Office: Mitre House, 100 South Street, London, EC1 A 4DD