

INVOICING GUIDELINES FOR FINLAND

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.

PDF copy of your invoice should be submitted to invoices.fi@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 Pharma Oy Finland
BERTEL JUNGIN AUKIO 5 **Note: This is different from the mailing address**
02600 ESPOO
FINLAND
- UCB VAT number: **FI01144612**
- Supplier VAT number for the goods shipped
- VAT % & amount must be clearly stated
- Quantity and common description of goods/services
- Date or period of delivery for the goods or services provided
- 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.fi@ucb.com or call +358 10 234 6800.

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

ABC Company

To: UCB Pharma Oy Finland
BERTEL JUNGIN AUKIO 5
02600 ESPOO
FINLAND
Attn:Accounts Payable
VAT: FI01144612

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

UCB Contact: Bob Smith

UCB Contact is stated.

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

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

Study Title			Sponsor Contact
CAP No 12-0364			TANJA WEBERS
Protocol Number	PO Number	Client's VAT Reg Number	Invoice Type
SP1065	70004286 Ln10	DE813201748	Milestone

DESCRIPTION		AMOUNT
75% SIVs Completed 10% eCRFs Cleaned		42,893.23 26,808.27
Finance Charges will Be Applied per the Contract (if applicable)		
Sub Total		69,701.50
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.

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

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

Payment details are clearly indicated.

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

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, EC1A 4DD