

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 Excelor 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 OR: By Courier
UCB Entity UCB Entity

c/o Iron Mountain Slovakia sro c/o Iron Mountain Slovakia sro

P.O. Box 47 Na Pántoch 18 SK-820 15 Bratislava 215 LC Rača Slovakia 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).
 - o line item description must match the PO structure (item/PO line/description);
 - o 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.

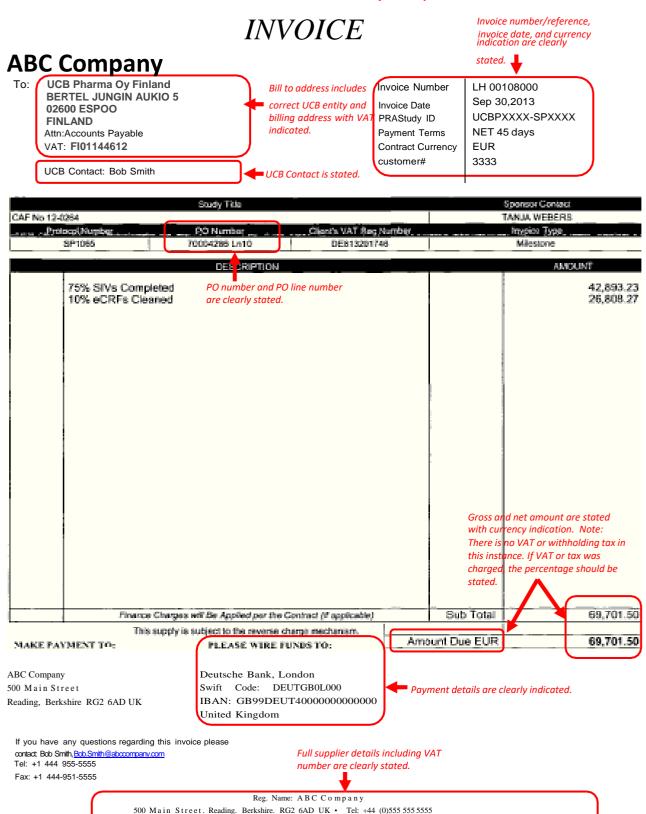
If there have been any changes to your vendor account that may impact payment (new remit to or banking details), please submit a vendor change request as soon as possible to prevent delay in invoice processing.

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.



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