

INVOICING GUIDELINES FOR UCB PHARMA GMBH

WHERE AND HOW TO SUBMIT YOUR INVOICE:

UCB's preferred channel of receiving invoices is via <u>Ariba Network</u>, which offers an electronical, fast and secure way of transacting. For more details and onboarding please contact our ARIBA support team at <u>e-invoicing@ucb.com</u>.

Another accepted electronical option is to send the PDF invoice to Invoices.De@ucb.com under the following conditions:

- One invoice per e-mail (1 Email = 1 Invoice). Do not attach multiple invoices consolidated in one PDF image.
- Invoice must be in PDF format and computer generated. Scanned images of hardcopy (paper) invoices cannot be accepted for tax compliance purposes.
- 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 .xls, .doc.
- Include the key word in the subject line of the e-mail. Below key words are recognized by our system: Invoice; Rechnung; Rechnungskorrektur; Kostenrechnung; Korrekturrechnung; Depositrechnung; Vorauszahlung; Anzahlungsrechnung; Credit note; Credit memo; Gutschrift; Stornorechnung; Gebührenbescheid.
- Email size should not be more than 10 MB.

If the above mentioned invoicing channels are not possible, hardcopy/paper invoices can be sent to the following mailing addresses:

Per standard post to:
UCB Pharma GmbH Scanning Centre
c/o Iron Mountain (Deutschland) Service GmbH
PO Box 95 02 22
12462 Berlin
Germany

by courier to:
UCB Pharma GmbH Scanning Centre
c/o Iron Mountain (Deutschland) Service GmbH
Kanalstraße 119
12357 Berlin
Germany

INVOICING REQUIREMENTS:

When billing UCB Pharma GmbH in Germany for goods or services or issuing a credit note, please ensure that your invoice/credit note contains at least the following information:

- Full supplier contact information (name, address, e-mail, phone, vendor number/code)
- Invoice number
- Invoice date
- TAX Number ("Steuernummer") or the VAT identification number ("USt-IdNr.") of the supplier
- Correct name and the billing address:

UCB Pharma GmbH

Alfred-Nobel-Str. 10 40789 Monheim Germany DE121395506 Note: This is different from the mailing address.

- Total net amount charged on the invoice and applicable tax rates and tax amounts (tax exemptions and VAT zero-rated must be also stated)
- Discounts and other price reductions (if any)
- For intra-Community deliveries clear indication that the delivery is subject to the "intercommunity delivery"
- For intra-Community supply clear indication that the supply is subject to the "reverse charge procedure"
- UCB VAT identification number: DE121395506
- Quantity, unit of measure and common description of the supplied goods or services rendered
- Currency (must be the same as the currency of the corresponding PO)
- Date or period of delivery of goods/services
- Relevant payment information (banking details or address to send payment)
- UCB contact name
- UCB PO number and relevant line item information

If you do not know your UCB PO number, please contact your UCB contact person prior 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), please inform us as soon as possible in order to prevent delay in invoice processing.

If any required information is missing from your invoice, it might be returned to you for correction purposes.

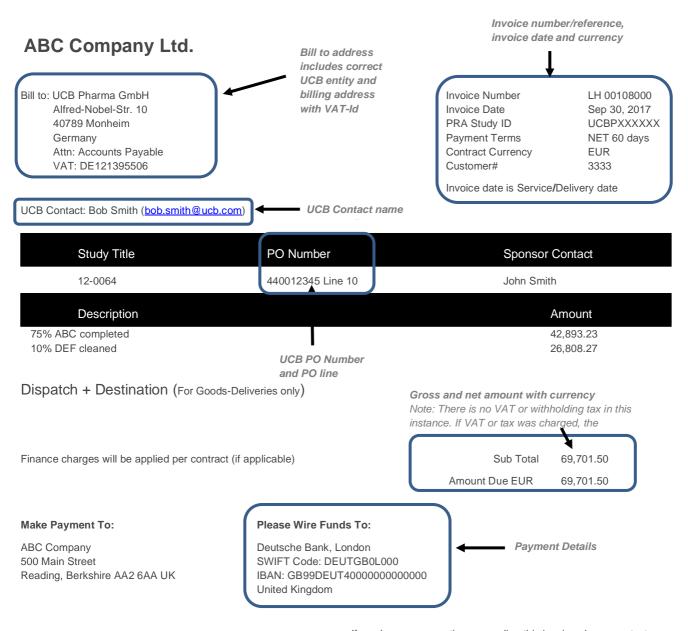
WHERE TO GO FOR HELP:

For inquiries about invoice requirements and payment status, contact the Finance Answers Helpdesk via the <u>web portal</u>, e-mail at <u>FinanceAnswers.SourcetoPayDE@ucb.com</u> or phone at 0 800 588 96 83 (calls from Germany) or 0049 2173 48 2002 (calls from abroad).

This is a sample invoice.

Depending on the nature of the expense and country invoiced, additional details may be required.

INVOICE



If you have any questions regarding this invoice please contact:

Martin Smith, Martin.Smith@abccompany.com

Full supplier details including VAT number

TEL: +1 444 955 5555 FAX: +1 444 951 5555

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: M House. 100 South Street, London, ECI A 4DD