

INVOICING GUIDELINES FOR UCB AE

HOW TO SUBMIT YOUR INVOICE:

UCB's preferred channel of receiving invoices is via [Ariba Network](#), which offers an electronic, fast and secure way of transacting. For more details and onboarding please contact our ARIBA support team at e-invoicing@ucb.com.

Another accepted electronic option is to send the PDF invoice to invoices.gr@ucb.com following the below rules:

- One invoice per e-mail.
- Invoice must be in PDF format and computer generated. Scanned images of hardcopy 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 or .doc.
- Include the word 'invoice' or 'πίμολόγιο' ('credit' for credit notes) in the subject line of the e-mail.

Hardcopy invoices (original paper invoice) may be sent via post (or courier) to the following address:

UCB AE
63, Agiou Dimitriou street
GR 17456
Alimos, Greece

INVOICING REQUIREMENTS:

When billing UCB AE. 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-information can be found on the PO)
- Supplier invoice or reference number
- Date of invoice
- **Billing address** stated on the invoice: UCB AE, 63, Agiou Dimitriou street, Alimos, GR 17456, Greece
- UCB Greece VAT number EL094125994 (this is referenced on your UCB PO)
- Supplier VAT number for the goods shipped
- VAT % & amount must be clearly stated
- Currency indication
- Relevant payment information (banking details or address to send payment)
- UCB AE contact name and e-mail address
- **UCB AE PO number and relevant line item** with description of the goods or services (Note: your PO number is a 10 digit number starting with 4).

If you do not know your UCB AE PO number or your PO has insufficient funding remaining to cover the amount of your invoice, please communicate with your UCB AE 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 Helpdesk at ap.gr@ucb.com or call +30 210 997 4000.

This is a sample invoice.

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

INVOICE

ABC Company Ltd.

Sent to: UCB AE
63, Agiou Dimitriou St.
P.O. Box GR 17456
Alimos
Greece

Paper invoices must be sent
to the UCB Scanning
Center in Slovakia

Invoice number/reference,
invoice date and currency

Bill to: UCB AE
63, Agiou Dimitriou St.
P.O. Box GR 17456
Alimos, Greece
Attn: Accounts Payable
VAT: EL094125994

Bill to address
includes correct
UCB entity and
billing address
with VAT-Id

Invoice Number LH 00108000
Invoice Date Sep 30, 2017
PRA Study ID UCBPXXXXXX
Payment Terms NET 60 days
Contract Currency EUR
Customer# 3333

Invoice date is Service/Delivery date

UCB Contact: Bob Smith (bob.smith@ucb.com)

UCB Contact name and e-mail

Study Title	PO Number	Sponsor Contact
12-0064	440012345 Line 10	John Smith
Description		Amount
75% ABC completed		42,893.23
10% DEF cleaned		26,808.27

UCB PO Number
and PO line

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

Finance charges will be applied per contract (if applicable)

Sub Total 69,701.50
Amount Due EUR 69,701.50

Make Payment To:

ABC Company
500 Main Street
Reading, Berkshire AA2 6AA UK

Please Wire Funds To:

Deutsche Bank, London
SWIFT Code: DEUTGB0L000
IBAN: GB99DEUT40000000000000
United Kingdom

Payment Details

For any questions regarding this invoice please contact:
Martin Smith, Martin.Smith@abccompany.com

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

Full supplier details including VAT number

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