



Inspired by patients.
Driven by science.

UCB Pharma GmbH Alfred-Nobel-Str.10, 40789 Monheim Germany

Monheim, 23. August 2018

Dear Sir/Madam,

We would like to inform you about some changes regarding the sending of the invoices.

From now on, please send all the invoices which are addressed to UCB Pharma GmbH to the below post address:

via Standard Post:

**UCB Pharma GmbH Scanning Centre
c/o Iron Mountain (Deutschland) Service GmbH
Postfach 95 02 22
12462 Berlin**

via Courier:

**UCB Pharma GmbH Scanning Centre
c/o Iron Mountain (Deutschland) Service GmbH
Kanalstraße 119
12357 Berlin**

Please update your master data accordingly. Your invoices will remain unchanged and will continue to have as billing address **UCB Pharma GmbH** with the registered firm address. This information can be found in the footer of this letter.

In order to avoid losing any documents, all post will be automatically redirected from the old UCB PO Box to the new one in Berlin until **December 2018**.

We ask your understanding, but if any required information is missing from your invoice, this may be returned to you. If this occurs, you will need to correct the invoice and resubmit for processing. As the invoices will only be processed when issued correctly, this may lead to delay in payment.

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

Thank you and Best Regards,

S2P Finance Team