

## INVOICING GUIDELINES FOR UCB PHARMA GMBH

### WHERE AND HOW TO SUBMIT YOUR INVOICE:

UCB Pharma GmbH must receive an original, paper invoice. Handwritten information will not be recognized in our Invoice Management system so please print all required information for timely processing and payment. Please send all your invoices to one of 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

*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 (“*USt-IdNr.*”) - *this is referenced on your UCB PO*
- Quantity, unit of measure and common description of the goods supplied 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), submit a vendor change request 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 resubmit for processing.

### WHERE TO GO FOR HELP:

For inquiries about invoice requirements and payment status, contact the Finance Answers Helpdesk via the [web portal](#), e-mail at [FinanceAnswers.SourcetoPayDE@ucb.com](mailto:FinanceAnswers.SourcetoPayDE@ucb.com) 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

## ABC Company Ltd.

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

Sent the invoice directly to the UCB Scanning Center in Berlin

*Invoice number/reference, invoice date and currency*

Bill to: UCB Pharma GmbH  
Alfred-Nobel-Str. 10  
40789 Monheim  
Germany  
Attn: Accounts Payable  
VAT: DE121395506

*Bill to address includes correct UCB entity and billing address*

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](mailto:bob.smith@ucb.com))

*UCB Contact name*

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*

Dispatch + Destination (For Goods-Deliveries only)

*Gross and net amount with currency*

Note: There is no VAT or withholding tax in this instance. If VAT or tax was charged, the

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: GB99DEUT4000000000000000  
United Kingdom

*Payment Details*

If you have any questions regarding this invoice please contact:  
Martin Smith, [Martin.Smith@abccompany.com](mailto: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