



Invoicing Guidelines for Belgium

WHERE AND HOW TO SUBMIT YOUR INVOICE:

PDF copy of your invoice should be submitted to invoices.be@ucb.com.

- **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, .doc.
- **Include the word 'invoice'** ('credit' for credit notes) in the subject line of the e-mail.

Or hardcopy invoices may be sent to

By Standard Post
Name of UCB entity
c/o Iron Mountain Slovakia sro
P.O. Box 47
SK-820 15 Bratislava 215
Slovakia

By Courier
Name of UCB entity
c/o Iron Mountain Slovakia sro
Na Pántoch 18
LC Rača
831 06 Bratislava
Slovakia

INVOICING REQUIREMENTS:

When billing UCB for goods and services or when issuing a credit note, print all required information. Handwritten information will not be recognized.

- Supplier contact info (company name, address, e-mail, phone number, and UCB vendor number as indicated on your UCB Purchase Order (PO))
- Supplier VAT number, including 2 letter country code (irrespective of VAT charged on invoice)
- Supplier invoice or reference number (related invoice number in case of a credit note)
- Supplier bank details (including IBAN and SWIFT numbers)
- Date of invoice
- VAT % and amount as separate line items
- Invoice currency matching the issued PO
- Correct UCB billing address

Name of UCB entity
Allée de la Recherche 60
B-1070, Brussels
Belgium

Note: This is different from the mailing address.

- UCB VAT number (referenced on your UCB PO), including 2 letter country code
- UCB contact name and e-mail address
- **UCB PO number and relevant line item**
 - Line item descriptions must match at the PO structure (item/PO line/description)
 - Unit of measure to be displayed, matching the issued PO
 - Each PO must be invoiced separately

UCB PO number is 10 digits, always starting with a 4 or 9. If you do not know your UCB PO number, or if your PO has insufficient funding remaining to cover the amount of your invoice, communicate with 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 ap.be@ucb.com or phone at +32 2 386 5799.



This is a sample invoice.

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

INVOICE

Invoice number/reference, invoice date, and currency

ABC Company

To: UCB BioSciences GmbH
Alfred Nobel Strasse 10
40789 Mannheim
Germany
Attn:Accounts Payable
VAT: DE813201746

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

Invoice Number LH 00108000
Invoice Date Sep 30,2013
Customer# 1023456

UCB Contact: Bob Smith (xxxxx@ucb.com)

UCB Contact name and e-mail

PO Number
4500012345

PO number & PO line numbers

	Description	Quantity	Amount
Line 10	Consultancy for ABC Project		62,893.23
Line 20	Expenses		6,808.27
Line 30	Assessment	125.00/person 10 each	1250.00

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
VAT (0%) €0
Amount Due (EUR) €69,701.50

Make Payment To:

ABC Company
500 Main Street
Reading, Berkshire AA2 6AA UK
Tel: +44 (0)555 555 5555
Registered in England • Reg. No. 03200000
V.A.T. Reg. No. GB888 8888 88

Wire Funds To:

Deutsche Bank, London
SWIFT Code: DEUTGB0L000
IBAN: GB99DEUT4000000000000000
United Kingdom

Payment details

Bank account information to be stated

Full supplier details including VAT number

If you have any questions regarding this invoice please contact:
Bob Smith, Bob.Smith@abccompany.com
TEL: +1 444 955 5555
FAX: +1 444 951 5555