



## Invoicing guidelines for Canada

### **WHERE AND HOW TO SUBMIT YOUR INVOICE:**

PDF copy of your invoice should be submitted to [Invoices.CA@ucb.com](mailto:Invoices.CA@ucb.com).

- One invoice per e-mail
- Only one PDF per invoice will be recognized by the system; include all supporting documentation (e.g. timesheets, third party receipts, etc.) in the same PDF file
- Invoices must be in PDF text format. Scanned images of invoices will not be accepted.
- PDF file must be 5MB or less
- Include the word 'invoice' in the subject of the e-mail (or the word 'credit' for credit notes)

**OR** hardcopy invoices may be mailed to  
UCB AP Imaging  
P.O. Box 982104  
El Paso, TX 79998-2104  
U.S.A.

### **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 & UCB vendor number as indicated on your Purchase Order)
- Supplier invoice or reference number
- Supplier bank details (if set up for ACH or wire payment)\*
- Date of invoice
- Sales tax and percentage as a separate line item (if charged)
- Invoice currency
- Correct UCB entity name and corresponding billing address  
UCB Canada, Inc.  
2060 Winston Park Drive, Suite 401      *Note: This is different from the invoice mailing address.*  
Oakville, Ontario L6H 5R7
- UCB contact name and e-mail address
- **UCB PO number and relevant line item numbers**
  - Line item descriptions to be displayed clearly, matching the issued PO structure
  - Unit of measure to be displayed, matching the issued PO
  - Each PO must be invoiced separately

\* Including your bank details will speed up the payment process, in case we have multiple bank accounts on file for your organization.

UCB PO number is 10 digits, always starting with a 4. 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 Accounts Payable Helpdesk at [AccountsPayableNA@ucb.com](mailto:AccountsPayableNA@ucb.com) or call +1 877 822 1541.



This is a sample invoice.

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

# INVOICE

## ABC Company

To: UCB, Inc.  
1950 Lake Park Drive  
Smyrna, GA 30080  
U.S.A.

Bill to address  
includes correct UCB  
entity and billing  
address

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

UCB Contact name &  
e-mail

Invoice number/reference , invoice  
date & UCB vendor number

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

PO number  
& PO line  
numbers

PO Number  
4500012345

Quantity & Unit of Measurement  
matching the PO

	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 sales tax in this instance. If tax was charged, the percentage should be stated.

Finance charges will be applied per contract (if applicable)

Sub Total \$ 70,951.50  
Sales Tax (0%) \$ 0  
TOTAL (USD) \$ 70,951.50

**Make Payment To:**  
ABC Company  
500 Main Street  
Atlanta GA 30333  
TEL: +1 707 555 1234

Full supplier details

**Please Wire Funds To:**  
Deutsche Bank, London  
SWIFT Code: DEUTGB0L000  
IBAN: GB99DEUT40000000000000

Payment details

Bank account information or check  
remittance address to be stated

If you have any questions regarding this invoice please contact:  
Bob Smith, Bob.Smith@abccompany.com  
TEL: +1 707 555 5555  
FAX: +1 707 555 5555