



INVOICING GUIDELINES FOR UCB BIOSCIENCES GMBH

WHERE AND HOW TO SUBMIT YOUR INVOICE:

PDF invoice should be submitted to Invoices.De@ucb.com under the following conditions:

- **One invoice per e-mail** (1 Email = 1 Invoice). Do not attach multiple invoices consolidated in one PDF image.
- Invoice must be in **PDF format** and computer generated. Scanned images of hardcopy (paper) 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 key word** in the subject line of the e-mail. Below key words are recognized by our system:
Invoice; Rechnung; Rechnungskorrektur; Kostenrechnung; Korrekturrechnung; Depositrechnung; Vorauszahlung; Anzahlungsrechnung; Credit note; Credit memo; Gutschrift; Stornorechnung; Gebührenbescheid.
- **Email size should not be more than 10 MB**

Or hardcopy invoices may be sent to the following mailing addresses:

Per standard post to:

UCB BIOSCIENCES GmbH Scanning Centre
c/o Iron Mountain (Deutschland) Service GmbH
PO Box 95 02 22
12462 Berlin
Germany

by courier to:

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

INVOICING REQUIREMENTS:

When billing UCB BIOSCIENCES 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 BIOSCIENCES 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), please inform us as soon as possible in order 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 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.

Bill to: UCB BIOSCIENCES GMBH
Alfred-Nobel-Str. 10
40789 Monheim
Germany
Attn: Accounts Payable
VAT: DE813201746

Bill to address
includes correct
UCB entity and
billing address

Invoice number/reference,
invoice date and currency

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

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

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