



Invoicing guidelines for UCB Hungary Ltd

When billing **UCB Hungary Ltd** for goods or services or issuing a credit note, please ensure that your invoice/credit note contains all necessary statutory information.

Basic information required:

- Title of the document (*invoice, credit note, debit note etc...*)
- Your name and address (supplier data)
- Your TAX number/VAT identification number
- Invoice number
- Invoice date (issue date of the invoice)
- Correct name and billing address of UCB in Hungary (“bill to”):
UCB Hungary Ltd./ UCB Magyarország Kft.
Óbuda Gate Building
Árpád Fejedelem útja 26-28
1023 Budapest
Hungary
Note: This is different from the mailing “sent to” address.
- Date of delivery of goods or services
- Common description of provided goods or services (unless PO or supporting information clearly state it)
- Quantity and unit price (for supplied goods also unit of measure)
- Net amount charged on the invoice including currency (free of any taxes, discounts and price reductions)
- VAT amount and applicable tax rates where the VAT amount should be broken out by tax rate (tax exemptions and VAT zero-rated should be also stated)
- Total gross amount (invoice payable amount)

Where applicable the following information should be included as well:

- Discounts and other prices reductions (if any)
- Related prepayments (if any)
- For invoices issued in other than local currency (other than HUF): the exchange rate according to MNB
- In case of VAT exemption or zero rate VAT the reason of the exemption should be mentioned accordingly
- For intra-Community supply indication that the supply is subject to the “*reverse charge procedure*”
- For intra-Community deliveries indication that the delivery is subject to the “*intercommunity delivery*”

Information to help us process your invoice without delays:

- PO Number including the PO line item number
- UCB contact person (name and/or e-mail address) in case the PO Number is missing
- Relevant payment information (banking details where to transfer payments)

If any required information is missing from your invoice, your invoice may be returned to you and you will be asked to correct the invoice and resubmit for processing.

Do not hesitate to contact us:

For inquiries about invoice requirements and payment status, please do not hesitate to contact us via e-mail to ap.hu@ucb.com or call our hotline at 0036 1346 30 57.

If there have been any changes to your vendor details that may impact payments (e.g. new banking details) please be so kind to inform us about this change using our online portal **Finance Answers** under www.ucb.com/our-company/Suppliers/Hungary. This will help us to prevent delay in invoice processing.