



## Invoicing Guidelines for UCB PHARMA Italy

### WHERE AND HOW TO SUBMIT YOUR INVOICE AND CREDIT NOTE:

The heading and therefore the Company Name to be indicated on all documents is:

**UCB Pharma S.p.A.**  
Via Varesina, 162  
20156 – MILANO – Italy  
P.IVA-C.F. 00471770016

Address for all the invoices and credit notes in paper version to UCB Pharma S.p.A to the address below. You have to indicate **only on the envelope** containing the accounting document the following address (please don't write in the fiscal document any Slovakia address):

By standard post:  
**UCB PHARMA S.p.A.**  
c/o Iron Mountain Slovakia sro  
PO Box 47  
SK 820 15 Bratislava 215  
Slovakia

OR: By Courier (ex. Fedex, DHL):  
**UCB PHARMA S.p.A**  
c/o Iron Mountain Slovakia sro  
Na Pántoch 18  
LC Rača  
831 06 Bratislava  
Slovakia

In case you wish to send the documents via E-mail in PDF format, as defined by the Agenzia delle Entrate n.45/E of 19th October 2005, we invite you to contact the customer care service at the following numbers:

Phone: +39 02 30079 444  
Fax: +39 02 30079 450  
E-MAIL: [ap.it@UCB.com](mailto:ap.it@UCB.com)

All documents received by UCB Pharma S.p.A. by any other method ( eg. standard post to Milan address, hand delivered, personal e-mail address, inserted in packages) will not be accepted and processed anymore.

### Invoicing Requirements & Information to insert in the invoice or credit note:

When billing UCB for the goods or services or issuing a credit note, please ensure that your invoice contains, **at a minimum**, the following information:

1. Full supplier info (address, e-mail contact, phone number, vendor number/code that you can find on PO – Purchase Order)
2. Document Number and Document Date.
3. UCB PHARMA VAT and Fiscal Code Number 00471770016 - Supplier VAT Number, Fiscal Code or ID Number.
4. VAT treatment Description, % & amount must be clearly stated
5. Invoice currency must be the same as the currency of the corresponding PO. UCB PHARMA Italy can accept documents **only** documents in **EURO** currency.
6. Relevant payment information (term of payment, banking details IBAN, SWIFT o BIC)
7. UCB PO number and relevant line item with description of the goods or services matching the issued PO. Each PO must be invoiced separately (Note: Your PO number is a 10 digit number starting with a 4).
8. For goods invoices DDT number and date .
9. For goods invoices coming from UE Countries: Gross Weight, Net Weight, Unit of measure matching the issued PO, Country of origin, Terms of delivery, Country of destination, Packing List no. (data necessary to fill the Intrastat Declaration).
10. UCB contact name and e-mail address.

If you don't know your UCB PO number, or if your PO has insufficient funding remaining to cover the amount of your invoice, please communicate with your UCB contact person to assist prior to submitting your invoice to UCB to prevent delay in processing.

If there have been any changes to your vendor account that may impact payment (new remit to or banking details), please submit a vendor change request as soon as possible to prevent delay in invoice processing.

If any required information is missing from your invoice the related payment can be blocked awaiting for resolution.

### WHERE TO GO FOR HELP:

For any information regarding the payment of the invoice or its registration process, as well as further details regarding this communication, please contact the customer care service at the following addresses:

Email: [ap.it@ucb.com](mailto:ap.it@ucb.com)  
Phone. +39 02 30079 444.

# 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

Full supplier details including VAT number

### Wire Funds To:

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

### Payment details

Bank account information to be stated

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