



Inspired by **patients.**
Driven by **science.**

NEW SUPPLIER INVOICE POLICY FOR UCB JAPAN CO., LTD.

Dear Supplier,

During the COVID-19 pandemic, most of our personnel has been working from home to minimize exposure to contagion risks. To ensure that we can keep making on-time payments to our suppliers in this environment, we are changing our supplier invoice policy effective immediately.

For any future invoices to UCB Japan, we ask you to send us PDF invoices via e-mail. You no longer need to mail us a paper invoice, if you e-mail us a PDF invoice.

Please refer to the PDF invoicing guidelines attached for details on how to submit PDF invoices so that our system can receive and process them without fail.

If you have any questions, please email us at ap.jp@ucb.com .

Thank you for your continued support.

UCB Japan Co., Ltd.

Procurement

INVOICING GUIDELINES

The screenshot shows an email composition window. On the left is a 'Send' button with a paper plane icon. The 'To' field contains 'invoices.jp@ucb.com' with a blue circle '1' next to it. Below the 'To' field is a 'CC (C)' field. The 'Subject' field contains 'Invoice No. x x x x ○○Inc.' with a blue circle '2' next to it. At the bottom, there are two attachment boxes. The first box, labeled with a blue circle '3', contains a PDF icon and the text 'Invoice No. x x x x .pdf' and '283 KB'. The second box, labeled with a blue circle '4', contains an Excel icon and the text 'Details about Invoice.xlsx' and '103 KB'.

1. Invoice should be submitted to invoices.jp@ucb.com . Invoice must be in **PDF format** and computer generated. Scanned images of hardcopy (paper) invoices cannot be accepted
2. **Include the key word** in the subject line of the e-mail. Below key words are recognized by our system: 「**Invoice**」 「**Credit Note**」 「請求」 「クレジットノート」
3. **One invoice per e-mail** (1 Email = 1 Invoice). Do not attach multiple invoices consolidated in one PDF image.
4. **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.
5. **Email size should not be more than 10 MB**
6. **PO number** <PO4400000000(-00) or 4500000000(-00)> and **UCB contact person** should be mentioned on your invoice. Both can be found near the top of the PO