



INVOICING GUIDELINES FOR SWITZERLAND

WHERE AND HOW TO SUBMIT YOUR INVOICE

PDF copy of your invoice should be submitted to invoices.ch@ucb.com under the following conditions:

- **one invoice per e-mail;**
- invoice must be in **PDF format** and computer generated;
- **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 MS Excel or MS Word;
- **Include the word 'invoice'** ('credit' for credit notes) in the subject line of the e-mail.

or hardcopy invoices may be sent to:

By standard Post

Name of UCB entity
c/o Iron Mountain Slovakia sro
P.O. Box 47

SK-820 15 Bratislava 215
Slovakia

By courier

Name of UCB entity
c/o Iron Mountain Slovakia sro
Na Pántoch 18
LC Rača
SK-831 06 Bratislava
Slovakia

INVOICING REQUIREMENTS

When billing UCB for goods and services or when issuing a credit note, print all following required information; handwritten information will not be recognized:

- supplier contact information: company name, address, e-mail, phone number and UCB vendor number as indicated on your UCB Purchase Order (PO);
- supplier VAT number;
- supplier invoice or reference number (related invoice number in case of a credit note);
- supplier bank details (including IBAN and BIC);
- date of invoice and the date or period when the goods have been delivered or services rendered if they are not the same as the invoice date;
- VAT rate and amount (if the VAT is included, the indication of the applicable rate is sufficient);
- invoice currency matching the issued PO;
- **correct UCB billing address:**

Name of UCB entity
Chemin de Croix-Blanche 10
CH-1630 Bulle
Switzerland;

Note: This is different from the mailing address

- UCB contact name and e-mail address;
- **UCB PO number and relevant line item:**
 - line item description must match the PO structure (item/PO line/description);
 - unit of measure to be displayed, matching the issued PO;
 - Each PO must be invoiced separately;
- type, purpose and volume of the goods delivered or services rendered.

UCB PO number is 10 digits, always starting with a 4 or 9. 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 bank 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. Your invoice must be dated from the day of its reissue.

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.SourcetoPayCH@ucb.com or phone at +41 58 822 32 02.



This is a sample invoice

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

INVOICE

Invoice number/reference, invoice date, and currency

ABC Company

To: UCB BioSciences GmbH
Alfred Nobel Strasse 10
40789 Manheim
Germany
Attn:Accounts Payable
VAT: DE813201746

Bill to address
includes correct UCB
entity and billing
address

Invoice Number LH 00108000
Invoice Date Sep 30,2013
PRASStudy ID UCBPXXXX-SPXXXX
Payment Terms NET 45 days
Contract Currency EUR
customer# 3333

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

UCB Contact
name and e-mail

Study Title	PO Number	Sponsor Contact
12-0064	4500012345 Line 10	John Smith

Description	Amount
75% ABC completed	42,893.23
10% DEF Cleaned	26,808.27

PO number & PO
line number(s)

Gross and net amount with currency

Note: There is no VAT or withholding tax in this instance. If VAT or tax was charged, the rate and amount should be stated.

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: GB99DEUT4000000000000
United Kingdom

Bank details

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

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