



Invoicing Guidelines for Portugal

WHERE AND HOW TO SUBMIT YOUR INVOICE:

UCB must receive an original, paper invoice for processing. Send all invoices to:

By Standard Post

UCB Pharma (Produtos Farmacêuticos) LDA
c/o Iron Mountain Slovakia sro
P.O. Box 47
SK-820 15 Bratislava 215
Slovakia

OR

By Courier

UCB Pharma (Produtos Farmacêuticos) LDA
c/o Iron Mountain Slovakia sro
Na Pántoch 18
LC Rača
831 06 Bratislava
Slovakia

INVOICING REQUIREMENTS:

When billing UCB for goods and services or when issuing a credit note, print all required information. Handwritten information will not be recognized.

- Supplier contact info [company name, address, e-mail, phone number, and UCB vendor number as indicated on your UCB Purchase Order (PO)]
- Supplier invoice or reference number (or related invoice number in case of a credit note)
- Invoice Date
- Correct UCB billing address

UCB Pharma (Produtos Farmacêuticos) LDA

Rua Victor Câmara, Edifício D. Maria I, Piso 1, Fracção D - Quinta da Fonte
2770-229 Paço de Arcos – Portugal
Portugal

Note: This is different from the mailing address.

- **UCB PO number and relevant line item**
 - Line item descriptions to be displayed clearly, matching the issued PO structure
 - Unit of measure to be displayed, matching the issued PO
 - Each PO must be invoiced separately

UCB PO number is 10 digits, always starting with a 4. 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.

- UCB VAT number (referenced on your UCB PO)
- Supplier VAT number (irrespective of VAT charged on invoice)
- Description in words of full invoice amount (example: three thousand euros and fifty four cents)
- Reason for VAT exemption (if applicable), by referring Article of VAT code that applies
- Date or period of delivery of goods / services
- In case of goods supply: Gross and Net Weight ; Description ; Material Code and Incoterms
- In case of invoice delivered at same time as goods: Delivery note
- VAT % and amount as separate line items
- Correctly calculated Withholding Tax (if applicable)
- Quantity, Unit Price, Discounts applied and common description of goods/services
- Invoice currency matching the issued PO
- Supplier bank details (including IBAN and SWIFT numbers)
- UCB contact name and e-mail address

If there have been any changes to your vendor account that may impact payment (e.g. new remit to or banking 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.

WHERE TO GO FOR HELP:

For inquiries about invoice requirements and payment status, contact the Accounts Payable Helpdesk via e-mail at ap.pt@ucb.com or via phone at +351 21 302 53 28.



This is a sample invoice.

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

INVOICE

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*

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

*UCB Contact
 name and e-mail*

*Invoice number/reference, invoice
 date, and currency*

Invoice Number LH 00108000
 Invoice Date Sep 30,2013
 Customer# 1023456
 Currency EUR

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

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

Payment details

*Bank account information to be
 stated*

Full supplier details including VAT number

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