



## Invoicing Guidelines for Belgium

### **WHERE AND HOW TO SUBMIT YOUR INVOICE:**

PDF copy of your invoice should be submitted to [invoices.be@ucb.com](mailto:invoices.be@ucb.com).

- **One invoice per e-mail.**
- Invoice must be in **PDF format** and computer generated. Scanned images of hardcopy invoices cannot be accepted for tax compliance purposes.
- **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.
- **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  
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 VAT number, including 2 letter country code (irrespective of VAT charged on invoice)
- Supplier invoice or reference number (related invoice number in case of a credit note)
- Supplier bank details (including IBAN and SWIFT numbers)
- Date of invoice
- VAT % and amount as separate line items
- Invoice currency matching the issued PO
- Correct UCB billing address

**Name of UCB entity**  
Allée de la Recherche 60  
B-1070, Brussels  
Belgium

*Note: This is different from the mailing address.*

- UCB VAT number (referenced on your UCB PO), including 2 letter country code
- UCB contact name and e-mail address
- **UCB PO number and relevant line item**
  - Line item descriptions must match at the PO structure (item/PO line/description)
  - 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 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 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 Finance Answers Helpdesk via the [web portal](#), e-mail at [FinanceAnswers.SourcetoPayBE@ucb.com](mailto:FinanceAnswers.SourcetoPayBE@ucb.com) or phone at +32 2 386 5799.