



Invoicing guidelines for U.S.A.

WHERE AND HOW TO SUBMIT YOUR INVOICE:

PDF copy of your invoice should be submitted to Invoices.NA@ucb.com.

- One invoice per e-mail
- Only one PDF per invoice will be recognized by the system; include all supporting documentation (e.g. timesheets, third party receipts, etc.) in the same PDF file
- Invoices must be in PDF text format. Scanned images of invoices will not be accepted.
- PDF file must be 5MB or less
- Include the word 'invoice' in the subject of the e-mail (or the word 'credit' for credit notes)

OR hardcopy invoices may be mailed to UCB AP Imaging
P.O. Box 982104
El Paso, TX 79998-2104
U.S.A.

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 & UCB vendor number as indicated on your Purchase Order)
- Supplier invoice or reference number
- Supplier bank details (if set up for ACH or wire payment)*
- Date of invoice
- Sales tax and percentage as a separate line item (if charged)
- Invoice currency
- Correct UCB entity name and corresponding billing address
Note: Refer to footer for billing address. This is different from the invoice mailing address.
- UCB contact name and e-mail address
- **UCB PO number and relevant line item numbers**
 - 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

* Including your bank details will speed up the payment process, in case we have multiple bank accounts on file for your organization.

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.

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 at AccountsPayableNA@ucb.com or call +1 877 822 1541.



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, Inc.
 1950 Lake Park Drive
 Smyrna, GA 30080
 U.S.A.

*Bill to address
 includes correct UCB
 entity and billing
 address*

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

*UCB Contact name &
 e-mail*

*Invoice number/reference , invoice
 date & UCB vendor number*

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

*PO number
 & PO line
 numbers*

PO Number
 4500012345

*Quantity & Unit of Measurement
 matching the PO*

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 sales tax in this instance. If tax was charged, the percentage should be stated.

Finance charges will be applied per contract (if applicable)

Sub Total \$ 70,951.50
 Sales Tax (0%) \$ 0
 TOTAL (USD) \$ 70,951.50

Make Payment To:

ABC Company
 500 Main Street
 Atlanta GA 30333
 TEL: +1 707 555 1234

Full supplier details

Please Wire Funds To:

Deutsche Bank, London
 SWIFT Code: DEUTGB0L000
 IBAN: GB99DEUT4000000000000000

Payment details

*Bank account information or check
 remit to address to be stated*

If you have any questions regarding this invoice please contact:
 Bob Smith, Bob.Smith@abccompany.com
 TEL: +1 707 555 5555
 FAX: +1 707 555 5555