

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
 - o Line item descriptions to be displayed clearly, matching the issued PO structure
 - o Unit of measure to be displayed, matching the issued PO
 - o 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.

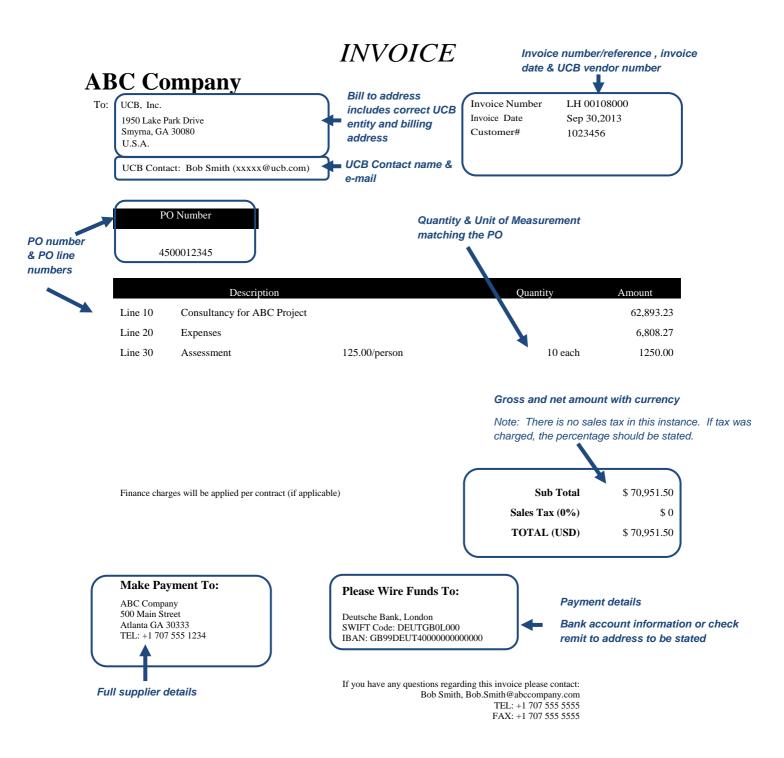
WHERE TO GO FOR HELP:

For inquiries about invoice requirements and payment status, contact the Accounts Payable Helpdesk at <u>AccountsPayableNA@ucb.com</u> or call +1 877 822 1541.

UCB, Inc. UCB Holdings, Inc. Upstate Pharma LLC 1950 Lake Park Drive Smyrna, GA 30080, U.S.A.

UCB Biosciences, Inc. 8010 Arco Corporate Drive Raleigh, NC 27617, U.S.A. UCB Accounts Payable E-mail: <u>AccountsPayableNA@ucb.com</u> Tel: +1 877 822 1541 This is a sample invoice.

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



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