

# INVOICING GUIDELINES FOR UCB PHARMA SP. Z O.O./VEDIM Sp. Z O. O.

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

UCB's preferred channel of receiving invoices is via <u>Ariba Network</u>, which offers an electronical, fast and secure way of transacting. For more details and onboarding please contact our ARIBA support team at <u>e-invoicing@ucb.com</u>.

Another accepted option is to send the PDF invoice to invoices.pl@ucb.com under the following conditions:

- 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 .xlsor .doc.
- Include the word 'invoice' or 'faktura' ('credit' for credit notes) in the subject line of the e-mail.

Hardcopy invoices (original paper invoice) may be sent to the following address:

## by standard post to:

UCB Entity Name c/o Iron Mountain Slovakia sro P.O. Box 47 SK-820 15 Bratislava 215 Slovakia by courier to:
UCB Entity Name
c/o Iron Mountain Slovakia sro
Na Pántoch 18, LC Rača
831 06 Bratislava
Slovakia

#### **INVOICING REQUIREMENTS:**

When billing UCB Pharma Sp. z o.o./Vedim Sp. z o.o. for the goods or services or issuing a credit note, please ensure that your invoice contains, at a minimum, the following information:

- Full supplier contact info (address, e-mail, phone, vendor number/code-information can be found on the PO)
- Supplier invoice or reference number
- Date of invoice
- Billing address stated on the invoice must be:
   UCB Pharma Sp. z o.o./Vedim Sp. z o.o. ul. L. Kruczkowskiego 8, 00-380 Warszawa, POLAND
- UCB Pharma Sp. z o.o./Vedim Sp. z o.o. VAT number (this is referenced on your UCB PO)
- Supplier VAT number for the goods shipped
- VAT % & amount must be clearly stated
- Currency indication
- Relevant payment information (banking details or address to send payment)
- UCB Pharma Sp. z o.o./Vedim Sp. z o.o. contact name and e-mail address
- UCB Pharma Sp. z o.o./Vedim Sp. z o.o. PO number and relevant line item with description of the goods or services (Note: your PO number is a 10 digit number starting with a 4).

If you do not know your UCB Pharma Sp. z o.o./Vedim Sp. z o.o. PO number, or if your PO has insufficient funding remaining to cover the amount of your invoice, please communicate with your UCB Sp. z o.o./Vedim sp. z o.o. contact person to assist prior to submitting your invoice to UCB to prevent delay in processing.

If there have been any changes to your vendor account that may impact payment (new remit to or banking details), please submit a vendor change request as soon as possible to prevent delay in invoice processing.

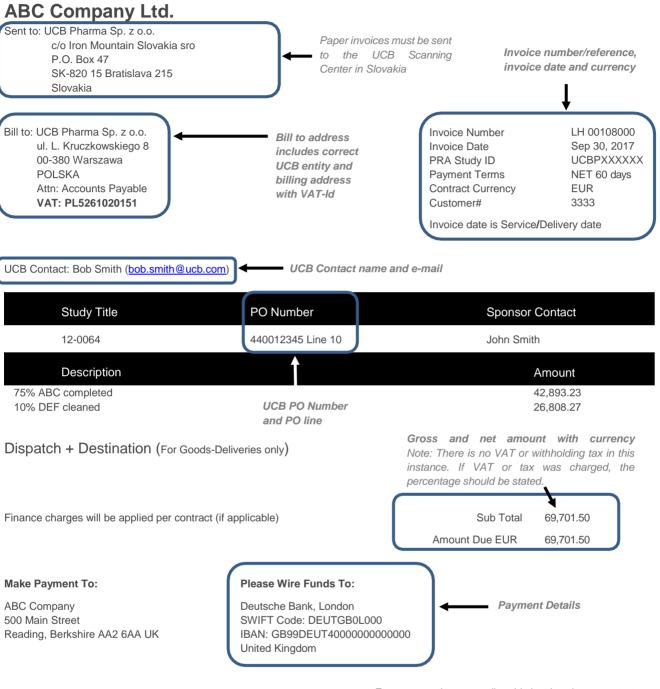
If any required information is missing from your invoice, your invoice may be returned to you. If this occurs, you will need to correct the invoice and re-submit for processing.

## WHERE TO GO FOR HELP:

For inquiries about the payment status of your invoice, please contact UCB's Accounts Payable Helpdesk at ap.pl@ucb.com or call +48 81 469 65 60.

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





For any questions regarding this invoice please contact: Martin Smith, Martin.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. 032000000 · V.A.T. Reg. No. GB888 8888 88

Registered Office: M House. 100 South Street, London, ECI A 4DD