



## UK Invoicing Guidelines

### UCB UK ENTITIES:

UCB Biopharma UK  
 UCB CELLTECH  
 UCB Pharma LTD  
 UCB Pharma (Ireland) LTD

### WHERE AND HOW TO SUBMIT YOUR INVOICE:

- **The preferred method is to submit a PDF copy of your invoice via email to the following address: [invoicing.uk@ucb.com](mailto:invoicing.uk@ucb.com)** Some useful tips to help expedite the processing of your invoice:
  - Include only one invoice per PDF file. (Note: The PDF must be in PDF text format. Scanned images will not be accepted)
  - Include in the invoice PDF file any supporting documentation, such as timesheets or third-party receipts.
  - Compress file so it is 5 MB or less
  - Include the word "invoice" in the subject of the e-mail
- **- OR -**
- Hardcopy invoices may be mailed to the following addresses:
 

<p><u>By Standard Post</u></p> <p>UCB Entity          c/o Iron Mountain Slovakia sro          P.O. Box 47          SK-820 15 Bratislava 215          Slovakia</p>	<p><u>OR: By Courier</u></p> <p>UCB Entity          c/o Iron Mountain Slovakia sro          Na Pántoch 18          LC Rača          831 06 Bratislava, Slovakia</p>
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### INVOICING REQUIREMENTS:

When billing UCB 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)
- Supplier invoice or reference number
- Date of invoice
- Billing address stated on the invoice must be:

<p><b>For</b>  <b>UCB Biopharma UK,</b>  <b>UCB Pharma LTD,</b>  <b>UCB Celltech</b></p>	<p><b>For</b>  <b>UCB Pharma (Ireland) LTD</b></p>
<p>UCB Entity          208 Bath Road          Slough          Berkshire          SL1 3WE</p>	<p>UCB Pharma (Ireland) LTD          United Drug House          Magna Business Park          Dublin, Ireland</p>

- UCB VAT number (This is referenced on your UCB PO)
- Supplier VAT number for the goods shipped
- VAT % & amount must be clearly stated (not required if no VAT is charged)
- Invoice currency must be the same as the currency of the corresponding PO □ Gross and net amount
- Relevant payment information (banking details or address to send payment) □ UCB contact name and e-mail address.
- **UCB 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).
- In the case of a credit note, please reference the related invoice number

If you do not know your UCB PO number, or if your PO has insufficient funding remaining to cover the amount of your invoice, please communicate with your UCB 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 Help Desk at [ap.uk@ucb.com](mailto:ap.uk@ucb.com) or call +44 1753 447646.

This represents a sample invoice that can be used as a guideline. All information has been made up for the purpose of demonstration. Please note that depending on the nature of the expense and country invoiced, additional detail may be required.

# INVOICE

Invoice number/reference, invoice date, and currency indication are clearly stated.

## 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 indicated.

Invoice Number	LH 00108000
Invoice Date	Sep 30,2013
PRAS Study ID	UCBPXXXX-SPXXXX
Payment Terms	NET 45 days
Contract Currency	EUR
customer#	3333

UCB Contact: Bob Smith

UCB Contact is stated.

CAF No 12-0264	Study Title	Sponsor Contact
Protocol Number	PO Number	TANJA WEBERS
SP1065	70004266 Ln10	Client's VAT Reg Number
		DE813201746
		Invoice Type
		Milestone

DESCRIPTION	AMOUNT
75% SIVs Completed	42,893.23
10% eCRFs Cleared	26,808.27
Sub Total	
69,701.50	

PO number and PO line number are clearly stated.

Gross and net amount are stated with currency indication. Note: There is no VAT or withholding tax in this instance. If VAT or tax was charged, the percentage should be stated.

MAKE PAYMENT TO:

PLEASE WIRE FUNDS TO:

Amount Due EUR

69,701.50

ABC Company  
500 Main Street  
Reading, Berkshire RG2 6AD UK

Deutsche Bank, London  
Swift Code: DEUTGB0L000  
IBAN: GB99DEUT4000000000000000  
United Kingdom

Payment details are clearly indicated.

If you have any questions regarding this invoice please contact: Bob Smith, [BobSmith@abccompany.com](mailto:BobSmith@abccompany.com)  
Tel: +1 444 955-5555  
Fax: +1 444-951-5555

Full supplier details including VAT number are clearly stated.

Reg. Name: ABC Company  
500 Main Street, Reading, Berkshire, RG2 6AD UK • Tel: +44 (0)555 555 5555  
Fax: +44 (0) 118 555 55555 • Registered in England • Reg. No. 03200000 • V.A.T. Reg. No. GB888 8888 88  
Registered Office: Mitre House, 100 South Street, London, EC1 A 4DD