

INVOICING GUIDELINES

WHERE AND HOW TO SUBMIT YOUR INVOICE:

All UCB suppliers are required to submit their invoices via the [Ariba Network](#) unless electronic invoice delivery is not allowed by mandatory local law or UCB agrees in writing that Supplier is not required to use the ARIBA network. Ariba Network offers an electronically, fast and secure way of transacting through real time transaction visibility and improved invoice accuracy.

*If previously agreed with your contact person, it is recommended that all supporting documentation, including receipts and original PDFs, are attached to the Ariba invoice.

For any help in submitting your invoice, please access [UCB Supplier Information Portal - EMEA](#). Navigate to the bottom of the page and select 'Invoicing Guides' in your preferred language.

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: handwritten information will not be recognized:

- Full supplier contact info (address, e-mail, phone, vendor number/code)
- Supplier invoice or reference number (related invoice number in case of a credit note)
- Date of invoice
- Supplier bank details (including IBAN and SWIFT numbers)
- Addressed to the correct UCB entity on the invoice document:

Name of UCB entity

Allée de la Recherche 60
B-1070, Brussels
Belgium

- UCB VAT number (referenced on your UCB PO)
- Supplier VAT number including 2 letter country code (irrespective of VAT charged on invoice)
- VAT % and amount as separate line items
- Quantity and common description of goods/services
- Date or period of delivery for the goods or services provided
- Invoice currency must be the same as the currency of the corresponding PO
- 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)
 - Line item description must match the PO structure (item/PO line/description);
 - Unit of measure to be displayed, matching the issued PO;
 - Each PO must be invoiced separately;

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 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.

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.

PDF submission will **only** be accepted where electronic invoice delivery is not allowed by mandatory local law or UCB agrees in writing that Supplier is not required to use the Ariba network. The PDF copy of your invoice must be submitted to invoices.be@ucb.com under the following conditions:

- Invoice must be in PDF format and computer generated. Scanned images of hardcopy invoices cannot be accepted for tax compliance purposes.
- Only one invoice in PDF will be recognized by the system. Include all supporting documentation (e.g. timesheets, thirty party receipts, etc.) in the same PDF file, by non-PDF attachments (.xls, .doc), and/or in the e-mail body.
- Include the word 'invoice' or 'facture' or 'rechnung' ('credit' for credit notes) in the subject line of the e-mail.

WHERE TO GO FOR HELP: For inquiries about the payment status of your invoice, please contact UCB's Accounts Payable Help Desk at ap.be@ucb.com or call +32 2 386 5799.

For Ariba technical support, please access [UCB Supplier Information Portal - EMEA](#) or contact our dedicated team at e-invoicing@ucb.com.

This is just an example, please consult the information above for invoicing details.

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

INVOICE

Sent to: **UCB** (please use the entity as per UCB purchase order)

*Invoice number/reference,
invoice date and currency*

Bill to: UCB (please use the
the entity as per UCB purchase
order
Allee de la Recherche, 60,
Bruxelles, Belgium
UCB VAT : BExxxxxx

*Bill to address
includes correct
UCB entity and
billing address
with VAT-Id*

Invoice Number LH 00108000
Invoice Date Sep 30, 2024
PRA Study ID UCBPXXXXXX
Payment Terms NET 60 Days
Contract Currency EUR
Customer# 3333

Invoice date is Service/Delivery date

UCB Contact: Bob Smith (bob.smith@ucb.com)

UCB Contact name and e-mail

PO Number

430012345 Line 10

*UCB PO Number
and PO Line*

Description

Amount

75% ABC completed
10% DEF cleaned

62,731
6,970

Dispatch + Destination (For Goods-Deliveries only)

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

Finance charges will be applied per contract (if applicable)

Sub Total 69,701
Amount Due EUR 69,701

Make Payment To:

ABC Company
500 Main Street
Reading, Berkshire AA2 6AA UK

Please Wire Funds To:

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

Payment Details

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. 03200000 · V.A.T. Reg. No. GB888 8888 88
Registered Office: M House, 100 South Street, London, ECI A 4DD