



Invoicing guidelines for UCB s.r.o.

When billing **UCB s.r.o.** for goods or services or issuing a credit note, please ensure that your invoice/credit note contains all necessary statutory information.

Basic information required (obliged by Czech law for all invoices above 10 000 CZK):

- Title of the document (*invoice, credit note, debit note etc...*)
 - Your name and address (supplier data)
 - Your TAX number/VAT identification number
 - Invoice number
 - Invoice date (issue date of the invoice)
 - Correct name and billing address of UCB in Czech Republic ("bill to"):
UCB s.r.o.
Thamova 11-13
186 00 Praha 8
Czech Republic
- Note: This is different from the mailing "sent to" address.*
- TAX number/ VAT identification number of UCB in Czech Republic CZ45786950
 - Date of delivery of goods or services
 - Common description of provided goods or services (unless PO or supporting information clearly state it)
 - Quantity and unit price (for supplied goods also unit of measure)
 - Net amount charged on the invoice including currency (free of any taxes, discounts and price reductions)
 - VAT amount and applicable tax rates where the VAT amount should be broken out by tax rate (tax exemptions and VAT zero-rated should be also stated)
 - Total VAT amount should be stated on the document in local currency (CZK)
 - In case the tax is chargeable from the recipient, the invoice shall state the words "Daň odvede zákazník" (Reverse charge procedure).

Where applicable the following information should be included as well:

- Discounts and other prices reductions (if any)
- Related prepayments (if any)
- Original invoice number should be stated on Credit/Debit note

Information to help us process your invoice without delays:

- PO Number including the PO line item number
- UCB contact person (name and/or e-mail address) in case the PO Number is missing
- Total payable invoice amount
- Relevant payment information (banking details where to transfer payments)

If any required information is missing from your invoice, your invoice may be returned to you and you will be asked to correct the invoice and resubmit for processing.

Do not hesitate to contact us:

For inquiries about invoice requirements and payment status, please do not hesitate to contact us via e-mail to ap.cz@ucb.com or call our hotline at 0042 221 773 434.

If there have been any changes to your vendor details that may impact payments (e.g. new banking details) please be so kind to inform us about this change using our online portal **Finance Answers** under <http://www.ucb.com/our-company/Suppliers/czech-republic>. This will help us to prevent delay in invoice processing.