



## INVOICING GUIDELINES FOR UCB BIOSCIENCES GMBH

### WHERE AND HOW TO SUBMIT YOUR INVOICE:

UCB BIOSCIENCES GmbH must receive an original, paper invoice. Handwritten information will not be recognized in our Invoice Management system so please print all required information for timely processing and payment.

Please send all your invoices to one of the following mailing addresses.

per standard post to:

UCB BIOSCIENCES GmbH Scanning Centre  
c/o Iron Mountain (Deutschland) Service GmbH  
PO Box 60 28 03  
22238 Hamburg  
Germany

by courier to:

UCB BIOSCIENCES GmbH Scanning Centre  
c/o Iron Mountain (Deutschland) Service GmbH  
Hindenburgstr. 162  
22297 Hamburg  
Germany

### INVOICING REQUIREMENTS:

When billing UCB BIOSCIENCES GmbH in Germany for goods or services or issuing a credit note, please ensure that your invoice/credit note contains at least the following information:

- Full supplier contact information (name, address, e-mail, phone, vendor number/code)
- Invoice number
- Invoice date
- TAX Number (“*Steuernummer*”) or the VAT identification number (“*USt-IdNr.*”) of the supplier
- Correct name and the billing address:

**UCB BIOSCIENCES GmbH**

Alfred-Nobel-Str. 10  
40789 Monheim  
Germany

*Note: This is different from the mailing address.*

- Total net amount charged on the invoice and applicable tax rates and tax amounts (tax exemptions and VAT zero-rated must be also stated)
- Discounts and other price reductions (if any)
- For intra-Community deliveries clear indication that the supply is subject to the “intercommunity delivery”
- For intra-Community supply clear indication that the supply is subject to the “reverse charge procedure”
- UCB VAT identification number (“*USt-IdNr.*”) - *this is referenced on your UCB PO*
- Quantity, unit of measure and common description of the goods supplied or services rendered
- Currency (must be the same as the currency of the corresponding PO)
- Date or period of delivery of goods/services
- Relevant payment information (banking details or address to send payment)
- UCB contact name
- UCB PO number and relevant line item information

*If you do not know your UCB PO number, please contact 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, please do not hesitate to contact us via e-mail to [ap.de@ucb.com](mailto:ap.de@ucb.com) or call our hotline at 0 800 588 96 83 (calls from Germany) or +49 2173 48 2002 (calls from abroad).