



Poland Invoicing Guidelines

UCB POLAND ENTITY

- UCB Pharma Sp. z o.o./VEDIM Sp. z o. o.

WHERE AND HOW TO SUBMIT YOUR INVOICE:

- UCB must receive an original, paper invoice in order to process
- Send all invoices to:

By Standard Post

UCB Entity Name
c/o Iron Mountain Slovakia
sro
P.O. Box 47
SK-820 15 Bratislava 215
Slovakia

OR: By Courier

UCB Entity Name
c/o Iron Mountain Slovakia sro
Na Pántoch 18
LC Rača
831 06 Bratislava
Slovakia

INVOICING REQUIREMENTS:

When billing UCB 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. Kruczkowskiego 8, 00-380 Warszawa,
POLSKA
- UCB 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 Sp. z o.o./Vedim Sp. z o.o. contact name and e-mail address
- **UCB 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 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 Help Desk at ap.pl@ucb.com or call +48-81-469-65-60.

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

ABC Company

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

To: UCB BioSciences GmbH Alfred Nobel
Strasse 10
40789 Manheim
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.

Study Title			Sponsor Contact	
CAF No 12-0264			TANJA WEBERS	
Protocol Number	PO Number	Client's VAT Reg Number	Invoice Type	
SP1065	70004286 Ln10	DE813201746	Milestone	

DESCRIPTION	AMOUNT
75% SIVs Completed 10% eCRFs Cleaned	42,893.23 26,808.27
<p>PO number and PO line number are clearly stated.</p>	
<p>Finance Charges will Be Applied per the Contract (if applicable)</p>	
Sub Total	69,701.50

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:

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

PLEASE WIRE FUNDS TO:

Deutsche Bank, London
Swift Code: DEUTGB0L000
IBAN: GB99DEUT40000000000000
United Kingdom

Amount Due EUR

69,701.50

Payment details are clearly indicated.

If you have any questions regarding this invoice please contact: Bob Smith, Bob.Smith@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, ECI A 4DD