



## Invoicing Guidelines for Switzerland

### **WHERE AND HOW TO SUBMIT YOUR INVOICE:**

UCB must receive an original, paper invoice for processing.

Invoices for UCB Farchim S.A. & UCB Pharma S.A. should be sent to:

<u>By Standard Post</u>		<u>By Courier</u>
<b>Name of UCB entity</b>		<b>Name of UCB entity</b>
c/o Iron Mountain Slovakia sro		c/o Iron Mountain Slovakia sro
P.O. Box 47	<b>OR</b>	Na Pántoch 18
SK-820 15 Bratislava 215		LC Rača
Slovakia		831 06 Bratislava
		Slovakia

Invoices for UCB Investissements S.A., Doutors Réassurance S.A., UCB Medical Devices S.A., & Medeva Pharma Suisse SA should be sent to:

Chemin de Croix-Blanche 10  
CH-1630 Bulle  
Switzerland

### **INVOICING REQUIREMENTS:**

When billing UCB for goods and services or when issuing a credit note, print all required information. Handwritten information will not be recognized.

- Supplier contact info (company name, address, e-mail, phone number, and UCB vendor number as indicated on your UCB Purchase Order (PO))
- Supplier VAT number (irrespective of VAT charged on invoice)
- Supplier invoice or reference number (or related invoice number in case of a credit note)
- Supplier bank details (including IBAN and SWIFT numbers)
- Date of invoice
- VAT % and amount as separate line items
- Invoice currency matching the issued PO
- Correct UCB billing address
  - Name of UCB entity**
  - Chemin de Croix-Blanche 10      *Note: This is different from the mailing address.*
  - CH-1630 Bulle
  - Switzerland
- UCB VAT number (referenced on your UCB PO)
- UCB contact name and e-mail address
- **UCB PO number and relevant line item**
  - Line item descriptions to be displayed clearly, matching the issued PO structure
  - Unit of measure to be displayed, matching the issued PO
  - Each PO must be invoiced separately

UCB PO number is 10 digits, always starting with a 4. If you do not know your UCB PO number, or if your PO has insufficient funding remaining to cover the amount of your invoice, communicate with 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, contact the Accounts Payable Helpdesk via e-mail at [ap.ch@ucb.com](mailto:ap.ch@ucb.com) or via phone at +41 58 822 32 02.



This is a sample invoice.

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

# INVOICE

## ABC Company

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

UCB Contact: Bob Smith (xxxxx@ucb.com)

UCB Contact name and e-mail

PO Number  
4500012345

PO number & PO line numbers

Invoice number/reference, invoice date, and currency

Invoice Number LH 00108000  
Invoice Date Sep 30,2013  
Customer# 1023456

	Description	Quantity	Amount
Line 10	Consultancy for ABC Project		62,893.23
Line 20	Expenses		6,808.27
Line 30	Assessment	125.00/person 10 each	1250.00

### 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 €69,701.50  
VAT (0%) €0  
Amount Due (EUR) €69,701.50

### Make Payment To:

ABC Company  
500 Main Street  
Reading, Berkshire AA2 6AA UK  
Tel: +44 (0)555 555 5555  
Registered in England • Reg. No. 03200000  
V.A.T. Reg. No. GB888 8888 88

### Wire Funds To:

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

### Payment details

Bank account information to be stated

Full supplier details including VAT number

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