



## Invoicing Guidelines for Luxembourg

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

UCB must receive an original, paper invoice for processing. Send all invoices to:

**UCB Lux S.A.**  
Treasury Operations  
12, rue Eugène Ruppert  
L - 2453 Luxembourg  
Luxembourg

### **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, and phone number)
- Supplier VAT number (irrespective of VAT charged on invoice)
- Supplier invoice or reference number
- Supplier bank details (including IBAN and SWIFT numbers)
- Date of invoice
- VAT % and amount as separate line items
- Invoice currency
- UCB billing address
- UCB VAT number (referenced on your UCB Purchase Order)
- 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
  - 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.be@ucb.com](mailto:ap.be@ucb.com) or via phone at +32 2 386 5799.



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 Mannheim  
 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

Invoice number/reference, invoice  
 date, and currency

Invoice Number LH 00108000  
 Invoice Date Sep 30,2013  
 PRAStudy ID UCBPXXXX-SPXXXX  
 Payment Terms NET 45 days  
 Contract Currency EUR  
 customer# 3333

Study Title		Sponsor Contact	
CAF No 12-0254		TANJA WEBERS	
Protocol Number	PO Number	Client's VAT Reg Number	Invoice Type
SP1055	70004285 Ln10	DE813201746	Milestone
DESCRIPTION	AMOUNT		
75% SIVs Completed 10% eCRFs Cleaned	42,893.23 26,808.27		
Finance Charges will Be Applied per the Contract (if applicable)		Sub Total	69,701.50
This supply is subject to the reverse charge mechanism.		Amount Due EUR	69,701.50

**PO number and  
 PO line number**

**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.

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

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

**Payment details**

If you have any questions regarding this invoice please contact:

Bob Smith, [Bob.Smith@abccompany.com](mailto:Bob.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 5555555  
 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, EC1A 4DD