

Covance Supplier Guide

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A. Invoice requirements

To ensure the timely payment of invoices and to prevent invoices from being returned for lack of information, the invoice requirements below must be followed.

NOTE: Invoice requirements and contacts may differ by geographic location as indicated below.

CDS Contractor invoice requirements

Hours and expenses should be invoiced separately, with only one contractor invoiced per invoice.

Hourly Invoices – Must contain the Contractor name and employee ID, total number of hours, hourly rate and period worked should be included on the invoice. A PO number is required to be quoted on invoices for Hours.

- Normally for Non-Billable contractors, a signed timesheet should be included as back up documentation as the 2nd page of the invoice if available.

Invoice submission email for Hourly invoices:

- US Vendors, which are Billable/Study Related will submit their hourly invoices to CDSUSContractor@covance.com
- US Vendors, which are Non-Billable/Not Study Related will submit their hourly invoices to APIInvoice@covance.com
- EU Vendors, which are Non Billable and Billable/Study Related will submit their hourly invoices to APIInvoice@covance.com

Expense Invoices – Expenses for different Projects/Bill Codes should be invoiced separately. Each invoice must have back up documentation of a signed Covance contractor expense form which must be signed by the Project Manager. The Expense form can be found here:

<http://covanceinsider.ent.covance.com/Finance/Pages/Accounts%20Payable.aspx>. Following after the expense form, should be all the receipts for the expenses incurred.

All documents should be in 1 PDF or TIFF document as per invoice submission policy.

Invoice + Contractor Expense Form + Back up documentation

Invoice submission email for Expense invoices:

- All Expense Invoices are sent to APIInvoice@covance.com

General invoice requirements

1. Only invoices will be paid. Statements, reminders, order acknowledgements, sales quotes and delivery tickets will not be processed for payment
2. All types of goods and service invoices must quote the Covance 10-digit Purchase order number, except for the below types of services:
 - AdverseEvents
 - Centrally Billed Travel
 - Charitable Contributions
 - Government / Authority payments
 - Referral Labs
 - Tax payments
 - Bank Fees
 - Contractors Travel
 - Grants & Stipends
 - Legal / Attorney
 - Shipping
 - Telecommunications
3. Reference only a single PO per invoice
4. Charges for freight, fuel, and other surcharges must also appear on the invoice along with goods or services.
5. Invoices must contain the following:
 - Vendor's Unique invoice number
 - Vendor's name and address
 - Invoice date
 - Covance 10-digit purchase order number
 - Payment remit to address
 - Vendor's Bank details
 - Tax Identification or VAT Number if applicable
 - Valid Covance or legal entity bill to name and address
 - Unit price (in the same currency as the PO)
 - Unit of measurement (in the same units as the PO)
 - Total price (in the same currency as the PO)
 - Description of the goods or services
 - Quantity of the goods or services
 - Tax amount, net amount and gross amount as applicable for local compliance
 - Invoice currency

B. Invoice submission Guidelines

Invoices can be submitted to Covance through one of the channels below. The e-mail channel is Covance's preferred way of receiving an invoice.

1. **EMAIL** - Invoice submission through email will result in the fastest invoice processing time. Please see the [CDS Contractor invoice requirements Section](#) for what email to use when submitting your invoice.

Invoices must adhere to the rules below or they will be rejected:

- Invoices should be submitted as PDF or TIF documents
 - Only one invoice should be included in the PDF or TIF file
 - Only one invoice can be attached per email.
 - Attachment cannot be larger than 5 MB
 - E-mail subject line cannot start with "RE:"
2. **Paper copy** - For vendors invoicing from countries with statutory requirements that require a hard-copy invoice to be submitted or vendors without access to email, a paper invoice can be submitted.

NOTE: In some countries submission of a paper invoice will result in a delay in invoice processing. However, for countries that requires submittal of a hard-copy invoice to comply with statutory requirements, please note that the hard-copy invoice must be received before an invoice can be paid.

Paper Mail Drop Europe – part I

Mail Point CVXXXXX (see below)
 Omega House, Stone Business Park
 Stone, Staffordshire
 ST15 0SR
 United Kingdom

Mail Point	BU Code	Division	BU Name	PO Number Format
CV11200	10700	CLS	Covance VCL BV	0061000000
CV11200	11200	CLS	Covance GEN Central Labs Ltd	0061000000
CV11300	11300	ED	Covance HARR Labs Ltd.	0001000000
CV12300	12300	CDS	Covance CRU LEEDS	0021000000
CV13100	13100	CDS	Covance MAI CAPS Ltd. UK	0091000000
CV13600	13600	ED	Covance Preclinical Services GmbH	0041000000
CV18500	18500	ED	CVD Porcheville Labs SAS	0151000000
CV30000	30000	CLS	LabCorp BVBA trading as Covance	0191000000
CV21000	21000	CDS	Covance Clinical Development SARL	0091000000
CV21100	21100	CDS	Covance Clinical Development GmbH	0091000000
CV21400	21400	CDS	Covance Clinical Development SA	0091000000



Paper Mail Drop Europe – part II

Invoices for remaining European sites should be addressed to the local Covance office, and should be posted to the above address in 'Europe – part 1' quoting Mail Point CV13900

Mail Point	BU Code	Division	BU Name	PO Number Format
CV13900	10300	CDS	Covance BRU CAPS SA	0091000000
CV13900	10400	CDS	Covance BUC Clinical Bucharest	0091000000
CV13900	10500	CDS	Covance BUD Hungary LLC	0091000000
CV13900	11100	CDS	Covance DUB Ireland CAPS Ltd.	0091000000
CV13900	13500	CDS	CVD MOS Clinical Moscow	0091000000
CV13900	13900	CDS	Covance PAR CAPS SARL	0091000000
CV13900	14000	CDS	Covance PRG Clinical Prague	0091000000
CV13900	14300	CDS	Covance ROM Clinical Rome	0091000000
CV13900	14700	CDS	Covance SOF Clinical Sofia	0091000000
CV13900	14800	CDS	Covance STO Clinical Sweden	0091000000
CV13900	14900	CDS	Covance STP Clinical St. Petersburg	0091000000
CV13900	15400	CDS	Covance WAR Polska Sp Zo.o	0091000000
CV13900	15600	CDS	Covance Clinical and Periapproval	0091000000
CV13900	15900	CDS	CIHBV	0091000000
CV13900	17500	CDS	Covance BRAT Clin Bratislava	0091000000
CV13900	17600	CDS	Covance TEL-AVIV Clin Tel-Aviv	0091000000
CV13900	17700	CDS	Covance KIEV Clinical Kiev	0091000000
CV13900	18400	CDS	CVD CAPS Ltd., Lithuania	0091000000
CV13900	18600	CDS	CVD Clinical South Africa	0091000000
CV13900	18700	CDS	CVD Clinical Turkey	0091000000
CV13900	19000	CDS	CVD Clinical Denmark	0091000000
CV13900	19100	CDS	CVD Clinical Finland	0091000000
CV13900	19200	CDS	CVD Clinical Norway	0091000000
CV13900	19300	CDS	CVD Clinical Portugal	0091000000
CV13900	19800	CDS	Covance Greece	0091000000
CV13900	19900	CDS	Covance Estonia	0091000000
CV13900	20100	CDS	Covance Latvia	0091000000

Paper Mail PO Box USA

PO Box 40XX (see below)
Danville, IL 61834

PO Box	BU	Division	BU Name	PO Number Format
4040	10101	CDS - Grants	Covance Princeton Clinical Grants	N/A
4040	13401	CDS - Grants	Covance MON Canada Inc. Grants	N/A
4041	12401	CDS - Grants	Covance CRU – NA Grants	N/A
4043	10000	Corporate	Covance Corporate	0121000000
4044	10100	CDS	Covance Princeton Clinical	0081000000
4044	13400	CDS	Covance Mon Canada Inc.	0081000000
4045	90800	ED	Envigo Global Services Inc.	0210000000
4045	90800	ED	Envigo Global Services Inc.	0210000000
4046	11500	CLS	Covance Indy - A CLS LP	0051000000
4047	12200	ED	Covance MAD labs Inc.	0011000000
4048	12400	CDS	Covance CRU - NA	0031000000
4050	15500	CDS	Covance GAITH Market Access Services	0111000000
4064	30100	CLS	LabCorp Central Laboratories (Canada) Inc	0051000000
4065	24600	CLS	Global Specimen Solutions Inc.	0051000000

Paper Mail Drop Asia Pacific

Invoices should be addressed and posted to the local office

BU Code	Division	BU Name	PO Number Format
11400	CDS	CVD HON HK Svcs Ltd	00101000000
11900	CDS	CVD KOR Korea Svcs Ltd	00101000000
13200	CDS	CVD MAL Malaysia Sh Bhd	00101000000
13700	CDS	Covance India Pharmaceutical Services Pvt. Ltd.	00101000000
14600	CLS	CVD SIN Asia PTE Ltd	00171000000
15000	CDS	CVD SYD PTY Ltd	00101000000
15100	CDS	CVD THAI Svcs Ltd	00101000000
15300	CDS	CVD TWN Svcs Ltd	00101000000
19400	CDS	CVD PHL Clin Phillipine	00101000000
19500	CDS	CVD NZL Clin New Zealand	00101000000
21700	CDS	Covance Clinical Development Pvt Ltd	00101000000

C. Invoice, Payment, or Statement Inquiry

Any inquiry concerning an invoice or payment status should be sent to APIquiry@covance.com.

Please submit all statements, reminders, and disconnect notices to APIquiry@covance.com, a response will be sent within 3 business days.

If your invoice or payment inquiry or statement is sent to APIinvoice@covance.com this may delay the response.

D. Address or Bank Account details changes

Any changes to Address, contact or bank details should be sent to Vendor.Master@covance.com. Please ensure relevant back up documentation is included.