

Covance Supplier Guide

Table of Contents

- A. Invoice requirements 1
 - General invoice requirements 1
- B. Invoice submission Guidelines 2
 - Paper Mail Drop Europe – part I 3
 - Paper Mail Drop Europe – part II 3
 - Paper Mail PO Box USA 4
 - Paper Mail Drop Asia Pacific 4
- C. Invoice, Payment or Statement Inquiry 5
- D. Address or Bank Account details changes 5

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.

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
 - Bank Fees
 - CentrallyBilledTravel
 - ContractorsTravel
 - Donations
 - Grants & Stipends
 - Government / Authority payments
 - Referral Labs
 - Shipping
 - Taxpayments
 - 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 bill to legal entity 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.

Invoices should be e-mailed to APIInvoice@covance.com

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	BU Name	PO Number Format
CV11200	10700	Covance VCL BV	0061000000
CV11200	11200	Covance GEN Central Labs Ltd	0061000000
CV11300	11300	Covance HARR Labs Ltd.	0001000000
CV12300	12300	Covance CRU LEEDS	0021000000
CV13100	13100	Covance MAI CAPS Ltd. UK	0091000000
CV13600	13600	Covance Preclinical Services GmbH	0041000000
CV18500	18500	CVD Porcheville Labs SAS	0151000000
CV30000	30000	LabCorp BVBA trading as Covance	0191000000

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	BU Name	PO Number Format
CV13900	10300	Covance BRU CAPS SA	0091000000
CV13900	10400	Covance BUC Clinical Bucharest	0091000000
CV13900	10500	Covance BUD Hungary LLC	0091000000
CV13900	10700	CIH & VCL	0091000000
CV13900	11100	Covance DUB Ireland CAPS Ltd.	0091000000
CV13900	13000	Covance MADRID CAPS	0091000000
CV13900	13500	CVD MOS Clinical Moscow	0091000000
CV13900	13800	Covance MUN CAPS GMBH	0091000000
CV13900	13900	Covance PAR CAPS SARL	0091000000
CV13900	14000	Covance PRG Clinical Prague	0091000000
CV13900	14300	Covance ROM Clinical Rome	0091000000
CV13900	14700	Covance SOF Clinical Sofia	0091000000
CV13900	14800	Covance STO Clinical Sweden	0091000000
CV13900	14900	Covance STP Clinical St. Petersburg	0091000000
CV13900	15400	Covance WAR Polska Sp Zo.o	0091000000
CV13900	15600	Covance ZOL CAPS AG	0091000000
CV13900	15900	CIHBV	0091000000
CV13900	17500	Covance BRAT Clin Bratislava	0091000000
CV13900	17600	Covance TEL-AVIV Clin Tel-Aviv	0091000000
CV13900	17700	Covance KIEV Clinical Kiev	0091000000
CV13900	18400	CVD CAPS Ltd., Lithuania	0091000000
CV13900	18600	CVD Clinical South Africa	0091000000
CV13900	18700	CVD Clinical Turkey	0091000000
CV13900	19000	CVD Clinical Denmark	0091000000
CV13900	19100	CVD Clinical Finland	0091000000

CV13900	19200	CVD Clinical Norway	0091000000
CV13900	19300	CVD Clinical Portugal	0091000000
CV13900	19800	Covance Greece	0091000000
CV13900	19900	Covance Estonia	0091000000
CV13900	20100	Covance Latvia	0091000000

Paper Mail PO Box USA

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

PO Box	BU	BU Name	PO Number Format
4040	10101	Covance Princeton Clinical Grants	N/A
4040	13401	Covance MON Canada Inc. Grants	N/A
4041	12401	Covance CRU – NA Grants	N/A
4043	10000	Covance Corporate	0121000000
4044	10100	Covance Princeton Clinical	0081000000
4044	13400	Covance Mon Canada Inc.	0081000000
4045	10800	Covance DEN Research Products	0131000000
4045	10900	Covance ALI Research Products	0131000000
4046	11500	Covance Indy - A CLS LP	0051000000
4047	12200	Covance MAD labs Inc.	0011000000
4048	12400	Covance CRU - NA	0031000000
4050	15500	Covance GAITH Market Access Services	0111000000
4051	17300	Covance GRN Greenfield (Labs)	0071000000
4064	30100	LabCorp Central Laboratories (Canada) Inc	0051000000
4065	24600	Global Specimen Solutions Inc.	0051000000

Paper Mail Drop Asia Pacific

Invoices should be addressed and posted to local Covance office

BU Code	BU Name	PO Number Format
11400	CVD HON HK Svcs Ltd	00101000000
11900	CVD KOR Korea Svcs Ltd	00101000000
13200	CVD MAL Malaysia Sh Bhd	00101000000
13700	CVD MUM India Pharma Svcs Ltd	00101000000
14600	CVD SIN Asia PTE Ltd	00171000000
15000	CVD SYD PTY Ltd	00101000000
15100	CVD THAI Svcs Ltd	00101000000
15300	CVD TWN Svcs Ltd	00101000000
19400	CVD PHL Clin Phillipine	00101000000
19500	CVD NZL Clin New Zealand	00101000000

C. Invoice, Payment, or Statement Inquiry

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

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

If your invoice or payment inquiry or statement is sent to APInvoice@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.