

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

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

<https://sp2013.ent.covance.com/sites/Finance/FH/SitePages/Payments.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@labcorp.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 Labcorp DD 10-digit Purchase order number, except for the below types of services:
 - AdverseEvents
 - Centrally Billed Travel
 - Charitable Contributions
 - Government / Authority payments
 - Referral Labs
 - Taxpayments
 - 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
 - Labcorp DD 10-digit purchase order number
 - Payment remit to address
 - Vendor's Bank details
 - Tax Identification or VAT Number if applicable
 - Valid Labcorp DD 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 Labcorp DD through one of the channels below. The e-mail channel is Labcorp'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)
 Unit B, Rattys Lane,
 Hoddesdon, Hertfordshire
 EN11 0RF
 United Kingdom

Mail Point	BU Code	Division	BU Name	PO Number Format
CV11200	10700	CLS	Covance VCL BV	0061000000
CV11200	11200	CLS	Labcorp Central Laboratory Services S.à r.l.	0061000000
CV11300	11300	ED	Labcorp Early Development Laboratories Ltd.	0001000000
CV12300	12300	CDS	Labcorp Clinical Research Unit Ltd.	0021000000
CV13100	13100	CDS	Labcorp Clinical Development Ltd.	0091000000
CV13600	13600	ED	Labcorp Early Development Services GmbH	0041000000
CV21000	21000	CDS	Labcorp Clinical Development SARL	0280000000
CV21100	21100	CDS	Labcorp Clinical Development GmbH	0290000000
CV21400	21400	CDS	Labcorp Development S.A.U.	0550000000
CV30000	30000	CLS	LabCorp BVBA	0191000000

Paper Mail Drop Europe – part II

Invoices for remaining European sites should be addressed to the local Labcorp DD 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	Labcorp Clinical Development SRL	0330000000
CV13900	10400	CDS	Labcorp Clinical Development Ltd, Sucursala Bucuresti, Romania	0039000000
CV13900	10500	CDS	Labcorp Clinical Development Hungaria Consultancy LLC	0460000000
CV13900	11100	CDS	Labcorp Clinical Development Ltd.	0450000000
CV13900	13500	CDS	The Branch of Labcorp Clinical Development Ltd (Moscow branch)	N/A
CV13900	14000	CDS	Labcorp Clinical Development Limited, organizacni slozka	0040000000
CV13900	14300	CDS	Labcorp Clinical Development Ltd, Filiale Italiana	0340000000
CV13900	14700	CDS	Labcorp Clinical Development Limited, Bulgarian Branch	0480000000
CV13900	14800	CDS	Labcorp Clinical Development Filial till, Storbritannien	0091000000
CV13900	14900	CDS	The Branch of Labcorp Clinical Development Ltd (St Petersburg branch)	N/A
CV13900	15400	CDS	Labcorp (Polska) Sp. z o.o.	0350000000
CV13900	15600	CDS	Labcorp Clinical Development AG	0091000000
CV13900	15900	CDS	Labcorp International Holdings B.V.	0490000000
CV13900	17500	CDS	Labcorp Clinical Development Limited - o.z.	0500000000
CV13900	17600	CDS	Labcorp Clinical Development Limited	0510000000
CV13900	17700	CDS	Covance KIEV Clinical Kiev	N/A
CV13900	18400	CDS	Labcorp Clinical Development Limited - branch (filialas)	0091000000
CV13900	18600	CDS	Labcorp Clinical Development (Pty) Ltd	0520000000
CV13900	18700	CDS	Labcorp Clinical Development Ltd.	0360000000
CV13900	18900	CDS	Labcorp Austria GmbH	0091000000
CV13900	19000	CDS	Labcorp Clinical Development Aps	0091000000
CV13900	19100	CDS	Labcorp Clinical Development Ltd Suomen sivuliike	0091000000
CV13900	19200	CDS	Labcorp Clinical Development Ltd.	0091000000
CV13900	19300	CDS	Labcorp Clinical Development Ltd. Sucursal em Portugal	0041000000
CV13900	19800	CDS	Labcorp Clinical Development Ltd Greek Branch	0091000000
CV13900	19900	CDS	Labcorp Clinical Development Ltd Eesti filiaal	0530000000
CV13900	20100	CDS	Labcorp Clinical Development Ltd. Latvijas filiāle	0540000000
CV13900	22900	CDS	Labcorp Clinical Development Ukraine LLC	N/A
CV13900	23400	CDS	Labcorp Data Sciences Ukraine LLC	N/A
CV13900	29400	CDS	SnapIoT Europe SRL	N/A

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	Labcorp Drug Development Inc. - Grants	N/A
4040	13401	CDS - Grants	Labcorp (Canada) Inc. - Grants	N/A
4041	12401	CDS - Grants	Labcorp CRU Inc. - Grants	N/A
4043	10000	Corporate	Labcorp Drug Development Inc.	0121000000
4044	10100	CDS	Labcorp Drug Development Inc.	0081000000
4044	13400	CDS	Labcorp (Canada) Inc.	0081000000
4045	29300	CDS	SnaploT Inc.	0440000000
4046	11500	CLS	Labcorp Central Laboratory Services Inc.	0051000000
4047	12200	ED	Labcorp Early Development Laboratories Inc.	0011000000
4048	12400	CDS	Labcorp CRU Inc.	0031000000
4050	15500	CDS	Labcorp Peri-Approval and Commercialization Inc.	0111000000
4064	30100	CLS	LabCorp Central Laboratories (Canada) Inc	0051000000
4065	24600	CLS	Labcorp 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	Labcorp Hong Kong Services Limited	0470000000
11900	CDS	CVD KOR Korea Svcs Ltd	0420000000
13200	CDS	Labcorp Services Malaysia Sdn. Bhd.	0370000000
13700	CDS	Labcorp Drug Development India Private Ltd.	0300000000
14600	CLS	Labcorp Development (Asia) Pte. Ltd.	0171000000
15000	CDS	Labcorp Development Pty Ltd	0101000000
15100	CDS	Labcorp Services (Thailand) Ltd.	0043000000
15300	CDS	Labcorp Taiwan Services Ltd.	0380000000
19400	CDS	CVD PHL Clin Philippine	0560000000
19500	CDS	Labcorp New Zealand Ltd.	0101000000
21700	CDS	Labcorp Clinical Development Private Ltd	0310000000
26500	CDS	Labcorp Scientific Services & Solutions Private Ltd - Mumbai	0240000000
26700	CDS	Labcorp Scientific Services & Solutions Inc.	0560000000
28700	CDS	Labcorp Scientific Services & Solutions Private Ltd – SEZ1, Pune	0250000000
28800	CDS	Labcorp Scientific Services & Solutions Private Ltd – SEZ2, Pune	0260000000
28900	CDS	Labcorp Scientific Services & Solutions Private Ltd – SEZ3, Pune	0270000000

C. Invoice, Payment, or Statement Inquiry

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

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

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

Please ensure relevant back up documentation is included.