

# 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.

### CDCS 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](mailto:CDSUSContractor@labcorp.com)
- US Vendors, which are Non-Billable/Not Study Related will submit their hourly invoices to [APIInvoice@labcorp.com](mailto:APIInvoice@labcorp.com)
- EU Vendors, which are Non Billable and Billable/Study Related will submit their hourly invoices to [APIInvoice@labcorp.com](mailto: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 (internal access only):

[https://sp2013.ent.covance.com/sites/Finance/FH/SitePages/TE\\_Contractor\\_CoSource.aspx#](https://sp2013.ent.covance.com/sites/Finance/FH/SitePages/TE_Contractor_CoSource.aspx#). Following after the expense form, should be all the receipts for the expenses incurred.

All documents should be in 1 PDF 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](mailto: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
  - ContractorsTravel
  - 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 [CDCS 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 must be submitted as PDF documents
  - Only one invoice should be included in the PDF file
  - Only one invoice can be attached per email.
  - Attachment cannot be larger than 5 MB
  - Invoice PDF Filename cannot exceed 95 characters
  - 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	11200	CLS-CHE	Labcorp Central Laboratory Services S.à r.l.	0061000000
CV11300	11300	ED-GBR	Labcorp Early Development Laboratories Ltd.	0001000000
CV12300	12300	CDCS-GBR	Labcorp Clinical Research Unit Ltd.	0021000000
CV13100	13100	CDCS-GBR	Labcorp Clinical Development Ltd.	0091000000
CV13600	13600	ED-DEU	Labcorp Early Development Services GmbH	0041000000
CV21000	21000	CDCS FRA	Labcorp Clinical Development SARL	0280000000
CV21100	21100	CDCS-DEU	Labcorp Clinical Development GmbH	0290000000
CV21400	21400	CDCS-ESP	Labcorp Development S.A.U.	0550000000
CV30000	30000	CLS-BEL	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	CDCS-BEL	Labcorp Clinical Development SRL	0330000000
CV13900	10400	CDCS-ROU	Labcorp Clinical Development Ltd, Sucursala Bucuresti, Romania	0039000000
CV13900	10500	CDCS-HUN	Labcorp Clinical Development Hungaria Consultancy LLC	0460000000
CV13900	11100	CDCS-IRL	Labcorp Clinical Development Ltd.	0450000000
CV13900	13500	CDCS-RUS	The Branch of Labcorp Clinical Development Ltd (Moscow branch)	N/A
CV13900	14000	CDCS-CZE	Labcorp Clinical Development Limited, organizacni slozka	0040000000
CV13900	14300	CDCS-ITA	Labcorp Clinical Development Ltd, Filiale Italiana	0340000000
CV13900	14700	CDCS-BGR	Labcorp Clinical Development Limited, Bulgarian Branch	0480000000
CV13900	14800	CDCS-SWE	Labcorp Clinical Development Filial till, Storbritannien	0091000000
CV13900	14900	CDCS-RUS	The Branch of Labcorp Clinical Development Ltd (St Petersburg branch)	N/A
CV13900	15400	CDCS-POL	Labcorp (Polska) Sp. z o.o.	0350000000
CV13900	15600	CDCS-CHE	Labcorp Clinical Development AG	0091000000
CV13900	15900	CDCS-NLD	Labcorp International Holdings B.V.	0490000000
CV13900	17500	CDCS-SVK	Labcorp Clinical Development Limited - o.z.	0500000000
CV13900	17600	CDCS-ISR	Labcorp Clinical Development Limited	0510000000
CV13900	17700	CDCS-UKR	Covance KIEV Clinical Kiev	N/A
CV13900	18400	CDCS-LTU	Labcorp Clinical Development Limited - branch (filialas)	0091000000
CV13900	18600	CDCS-ZAF	Labcorp Clinical Development (Pty) Ltd	0520000000
CV13900	18700	CDCS-TUR	Labcorp Clinical Development Ltd.	0360000000
CV13900	18900	CDCS-AUT	Labcorp Austria GmbH	0091000000
CV13900	19000	CDCS-DNK	Labcorp Clinical Development Aps	0091000000
CV13900	19100	CDCS-FIN	Labcorp Clinical Development Ltd Suomen sivuliike	0091000000
CV13900	19200	CDCS-NOR	Labcorp Clinical Development Ltd.	0091000000
CV13900	19300	CDCS-PRT	Labcorp Clinical Development Ltd. Sucursal em Portugal	0041000000
CV13900	19800	CDCS-GRC	Labcorp Clinical Development Ltd Greek Branch	0091000000
CV13900	19900	CDCS-EST	Labcorp Clinical Development Ltd Eesti filiaal	0530000000
CV13900	20100	CDCS-LVA	Labcorp Clinical Development Ltd. Latvijas filiāle	0540000000
CV13900	22900	CDCS-UKR	Labcorp Clinical Development Ukraine LLC	N/A
CV13900	23400	CDCS-UKR	Labcorp Data Sciences Ukraine LLC	N/A
CV13900	29400	CDCS-ITA	SnaploT Europe SRL	N/A

## Paper Mail PO Box USA

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

PO Box	BU Code	Division	BU Name	PO Number Format
4008	29600	CTTS-USA	Personal Genome Diagnostics Inc	0570000000
4040	10101	CDCS-Grants-USA	Labcorp Drug Development Inc. - Grants	N/A
4040	13401	CDCS-Grants-USA	Labcorp (Canada) Inc. - Grants	N/A
4041	12401	CDCS-Grants-USA	Labcorp CRU Inc. - Grants	N/A
4043	10000	Corporate-USA	Labcorp Drug Development Inc.	0121000000
4044	10100	CDCS-USA	Labcorp Drug Development Inc.	0081000000
4044	13400	CDCS-CAN	Labcorp (Canada) Inc.	0081000000
4045	29300	CDCS-USA	SnaploT Inc.	0440000000
4046	11500	CLS-USA	Labcorp Central Laboratory Services Inc.	0051000000
4047	12200	ED-USA	Labcorp Early Development Laboratories Inc.	0011000000
4048	12400	CDCS-USA	Labcorp CRU Inc.	0031000000
4050	15500	CDCS-USA	Labcorp Peri-Approval and Commercialization Inc.	0111000000
4064	30100	CLS-CAN	LabCorp Central Laboratories (Canada) Inc	0051000000
4065	24600	CLS-USA	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	CDCS-HKG	Labcorp Hong Kong Services Limited	0470000000
11900	CDCS-KOR	Labcorp KOR Korea Svcs Ltd	0420000000
13200	CDCS-MYS	Labcorp Services Malaysia Sdn. Bhd.	0370000000
13700	CDCS-IND	Labcorp Drug Development India Private Ltd.	0300000000
14600	CDCS-SGP	Labcorp Development (Asia) Pte. Ltd.	0171000000
15000	CDCS-AUS	Labcorp Development Pty Ltd	0101000000
15100	CDCS-THA	Labcorp Services (Thailand) Ltd.	0043000000
15300	CDCS-TWN	Labcorp Taiwan Services Ltd.	0380000000
19400	CDCS-PHL	CVD PHL Clin Philippine	0560000000
19500	CDCS-NZL	Labcorp New Zealand Ltd.	0101000000
21700	CDCS-IND	Labcorp Clinical Development Private Ltd	0310000000
26500	CDCS-IND	Labcorp Scientific Services & Solutions Private Ltd - Mumbai	0240000000
26700	CDCS-PHL	Labcorp Scientific Services & Solutions Inc.	0560000000
28700	CDCS-IND	Labcorp Scientific Services & Solutions Private Ltd – SEZ1, Pune	0250000000
28800	CDCS-IND	Labcorp Scientific Services & Solutions Private Ltd – SEZ2, Pune	0260000000
28900	CDCS-IND	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](mailto:APInquiry@labcorp.com).

Please submit all statements, reminders, and disconnect notices to [APInquiry@labcorp.com](mailto: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](mailto: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](mailto:Vendor.Master@labcorp.com).

Please ensure relevant back up documentation is included.