

Labcorp Early Development/Central Labs 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.

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:
 - Centrally Billed Travel
 - Charitable Contributions
 - Government / Authority payments
 - Referral Labs
 - Tax payments
 - Rent/Utilities
 - Legal / Attorney
 - Shipping
 - Telecommunications
 - Bank Fees
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)

- Quantity of the goods or services
- Tax amount, net amount and gross amount as applicable for local compliance
- Invoice currency
- Description of the goods or services

B. Invoice submission Guidelines

Invoices can be submitted to Labcorp DD through one of the channels below. The e-mail channel is Labcorp DD'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@labcorp.com

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

- Invoices must be submitted as PDF document
- 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

Mail Point CVXXXXX (see below) Unit
 B, Rattys Lane, Hoddesdon,
 Hertfordshire
 EN11 ORF
 United Kingdom

Mail Point	BU Code	BU Name	PO Number Format
CV11200	11200	Labcorp Central Laboratory Services S.à r.l.	061000000
CV11300	11300	Labcorp Early Development Laboratories Ltd.	001000000
CV13600	13600	Labcorp Early Development Services GmbH	004100000
CV30000	30000	Labcorp BV - Mechelen	000000000
CV11100	11100	LH DUB Clin Dev Ltd	045000000
CV15900	15900	LH Intl Holdgs BV LIHBV	049000000
CV31500	31500	LH SOF UK Hldg LTD Bulgaria	064000000
CV31600	31600	LH France Labs SASU	065000000
CV31700	31700	LH WAR Labs spotikaz ogr	071000000
CV31900	31900	LH Madrid Labs SL	067000000

Paper Mail PO Box USA

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

PO Box	BU Code	BU Name	PO Number Format
4008	29600	Personal Genome Diagnostics Inc.	057000000
4046	11500	Labcorp Central Laboratory Services Inc.	005100000
4047	12200	Labcorp Early Development Laboratories Inc.	001100000
4064	30100	LabCorp Central Laboratories (Canada) Inc	005100000
4065	24600	Labcorp Global Specimen Solutions Inc.	005100000
4040	17300	Labcorp Corporate	007100000

Paper Mail Drop Asia Pacific

Invoices should be addressed and posted to the local office

BU Code	BU Name	PO Number Format
14600	Labcorp Development (Asia) Pte. Ltd.	171000000
31100	LH KOR Labs YH	057000000
31200	LH MUM Labs India Pvt Ltd	062000000
31300	LH MUM ED India Pvt Ltd	072000000
32000	LH MAL Labs Sdn Bdn Malaysia	068000000

C. Invoice, Payment, or Statement Inquiry

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

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

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