

Fortrea Contractor Supplier Invoicing 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.

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

Expense Invoices – Expenses for different Projects/Bill Codes should be invoiced separately. Each invoice must have back up documentation of a signed Fortrea contractor expense form which must be signed by the Project Manager. The Expense form can be found [here](#) (internal access only).

Following after the expense form, should be all the receipts for the expenses incurred.

All documents should be in 1 PDF document as per supplier invoicing guide.

Invoice + Contractor Expense Form + Back up documentation

Invoice submission email for Expense invoices:

- All Expense Invoices are sent to APIInvoice@fortrea.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 Fortrea DD 10-digit Purchase order number, except for the below types of services:
 - Adverse Events
 - Centrally Billed Travel
 - Charitable Contributions
 - Government / Authority payments
 - Shipping
 - Telecommunications
 - Bank Fees
 - Contractors Travel
 - Investigator Grants & Stipends
 - Legal / Attorney
 - Tax payments
 - Utilities
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 and must be labeled appropriately.
5. Invoices must contain the following:
 - Vendor's Unique invoice number
 - Vendor's name and address
 - Invoice date
 - Fortrea 10-digit purchase order number
 - Payment remit to address
 - Vendor's Bank details
 - Tax Identification or VAT Number if applicable
 - Valid Fortrea legal entity or 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. Purchase Orders

Order Confirmations

If Fortrea set you up to do so, a Purchase Order will be issued to formally request services or products from you. In some cases, Fortrea will need an order confirmation from you that confirms the pricing is correct, and you are able to deliver the requested quantity by the due date.

Please follow the directions on the Purchase Order to confirm receipt or request adjustments.

Standard Terms and Conditions

Unless you have established a separate Agreement with Fortrea, our standard terms and conditions will apply.

Current terms and conditions can be found at:

<https://www.fortrea.com/legal/terms-and-conditions.html> (subject to change).

C. Invoice submission Guidelines

Invoices can be submitted to Fortrea through one of the channels below. The e-mail channel is Fortrea 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@fortrea.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 / United Kingdom – part I

Invoices should be posted to the address below, noting the appropriate Mail Point below:

Fortrea Entity Name (see below)

Mail Point CVXXXXX (see below)

**MPN2, Magna Park North,
Lutterworth, Leicestershire**

LE17 4XR

United Kingdom

PO Number Format	Mail Point	Fortrea BU Name	BU Code	Country
0021xxxxxx	CV12300	Fortrea Clinical Research Unit Ltd	12300	United Kingdom
028xxxxxx	CV21000	Fortrea France SARL	21000	France
029xxxxxx	CV21100	Fortrea Germany GmbH	21100	Germany
055xxxxxx	CV21400	Fortrea Spain S.A.	21400	Spain
0091xxxxxx	CV13100	Fortrea Development Ltd -Maidenhead	13100	United Kingdom

Paper Mail Drop Europe – part II

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

PO Number Format	Mail Point	Fortrea BU Name	BU Code	Country
033xxxxxx	CV13900	Fortrea Belgium SRL	10300	Belgium
034xxxxxx		Fortrea Development Ltd Filiale Italiana	14300	Italy
035xxxxxx		Fortrea Poland Sp z o.o.	15400	Poland
036xxxxxx		Fortrea Turkey Clinical Study Ltd Company	18700	Turkey
039xxxxxx		Fortrea Development Limited Maidenhead Sucursala Bucuresti	10400	Romania
040xxxxxx		Fortrea Development Ltd o.z.	14000	Czech Republic
041xxxxxx		Fortrea Development Ltd Sucursal em Portugal	19300	Portugal
046xxxxxx		Fortrea Hungary kft	10500	Hungary
048xxxxxx		Fortrea Development Ltd Bulgarian Branch	14700	Bulgaria
05xxxxxx		Fortrea Development Ltd o.z.	17500	Slovakia
051xxxxxx		Fortrea Development Ltd Israeli branch	17600	Israel
052xxxxxx		Fortrea South Africa (Pty) Ltd	18600	South Africa
053xxxxxx		Fortrea Development Ltd Eesti filiaal	19900	Estonia
054xxxxxx		Fortrea Development Ltd Latvia's filiale	20100	Latvia
059xxxxxx		Fortrea Netherlands BV	30900	Netherlands
063xxxxxx		Fortrea Ireland Ltd	31400	Ireland
0091xxxxxx		Fortrea Development Ltd Sverige filial	14800	Sweden
		Fortrea Switzerland AG	15600	Switzerland
		Fortrea Development Ltd Lietuvos filialas	18400	Lithuania
		Fortrea Austria GmbH	18900	Austria
		Fortrea Denmark ApS	19000	Denmark
		Fortrea Development Ltd Suomen sivuliike	19100	Finland
		Fortrea Development Ltd, branch in Norway	19200	Norway
		Fortrea Development Ltd Branch of Foreign Company	19800	Greece
N/A		Fortrea Development Ltd (Moscow branch)	13500	Russia
		Fortrea Development Ltd (St Petersburg branch)	14900	Russia
		Fortrea Development Ukraine LLC	17700	Ukraine
	Fortrea Development Ukraine LLC	22900	Ukraine	
	Fortrea Data Sciences Ukraine LLC	23400	Ukraine	
		SnaploT Europe SRL	29400	Italy

Paper Mail PO Box USA

Invoices for US/North America sites should be addressed to the local Fortrea office, and should be posted to the PO Box address below:

Fortrea Entity Name (see below)

PO Box 40XX (see below)

Danville, IL 61834

PO Number Format	PO Box	Fortrea BU Name	BU Code	Country
0111xxxxxx	4050	Fortrea Patient Access Inc.	15500	United States
0031xxxxxx	4048	Fortrea Clinical Research Unit Inc.	12400	United States
044xxxxxxx	4045	SnaploT Inc.	29300	United States
0081xxxxxx	4044	Fortrea Inc.	10100	United States
		Fortrea Canada Inc.	13400	Canada
N/A	4040	Fortrea Inc. - Grants	10101	Grants- United States
		Fortrea Canada Inc. - Grants	13401	Grants- United States

Paper Mail Drop Asia Pacific

Invoices should be addressed and posted to the local Fortrea office

PO Number Format	Fortrea BU Name	BU Code	Country
0101xxxxxx	Fortrea Australia Pty Ltd	15000	Australia
	Fortrea New Zealand Limited	19500	New Zealand
024xxxxxxx	Fortrea Scientific Pvt Ltd - Mumbai	26500	India
025xxxxxxx	Fortrea Scientific Pvt Ltd – SEZ1, Pune	28700	India
026xxxxxxx	Fortrea Scientific Pvt Ltd – SEZ2, Pune	28800	India
027xxxxxxx	Fortrea Scientific Pvt Ltd – SEZ3, Pune	28900	India
03xxxxxxx	Fortrea Development India Pvt Ltd	13700	India
031xxxxxxx	Fortrea Clinical Development Pvt Ltd	21700	India
037xxxxxxx	Fortrea Malaysia Sdn Bdn	13200	Malaysia
038xxxxxxx	Fortrea Taiwan Limited	15300	Taiwan
042xxxxxxx	Fortrea Korea Limited	11900	Korea
043xxxxxxx	Fortrea (Thailand) Limited	15100	Thailand
047xxxxxxx	Fortrea Hong Kong Limited	11400	Hong Kong
056xxxxxxx	Fortrea Philippines Inc.	19400	Philippines
	Fortrea Philippines Inc.	26700	Philippines
06xxxxxxx	Fortrea Singapore Pte Ltd	31000	Singapore

D. Invoice, Payment, or Statement Inquiry

Any inquiry concerning an invoice or payment status must be sent to APIquiry@Fortrea.com.

Please submit all statements, reminders and disconnect notices to APIquiry@Fortrea.com where a case will be created in our case management system and a response sent within 3 business days on the case.

DO NOT resubmit your Invoice to APInvoice.

DO NOT send inquiries to APInvoice as that will not generate a response.

For contract questions, please directly reach out to your Fortrea business and/or contracting team.

E. Address or Bank Account details changes

Any changes to Address, contact or bank details should be sent to Vendor.Master@Fortrea.com.

Please ensure relevant back up documentation is included (e.g., W-9s, Bank letter, updated Vendor Information Form).