

Fortrea 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 differ by geographic location.

General invoice requirements

- Invoices** are the only financial document will be paid. Statements, reminders, order acknowledgements, sales quotes and delivery tickets will not be processed for payment.
- Fortrea Purchase Order (PO) number (10-digits)** must be quoted for all types of goods and service invoices, except for the below types of services:
 - Adverse Event
 - Centrally Billed Travel
 - Charitable Contributions
 - Government / Authority payments
 - Shipping
 - Telecommunications
 - Bank Fees
 - Contractors Travel
 - Investigator Grants & Stipends
 - Legal / Attorney
 - Tax payment
 - Utilities
- A single PO** per invoice must be referenced.
- Charges** for freight, fuel, and other surcharges must also appear on the invoice along with goods or services and must be labeled appropriately.
- Invoices must contain** the following:
 - Supplier's name and address
 - Supplier's unique invoice number
 - Invoice date
 - Valid Fortrea legal entity or Bill-To name and address
 - Fortrea 10-digit purchase order number
 - Payment remit to address

- Supplier's bank details
- Tax Identification or VAT Number if applicable
- Description of the goods or services
- Quantity of the goods or services
- 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)
- Tax amount, net amount and gross amount as applicable for local compliance
- Invoice currency

Contractor invoice requirements

Hours and expenses should be invoiced separately, with only one contractor invoiced per invoice.

Hourly Invoices must contain:

- the Contractor name
- employee ID
- total number of hours
- hourly rate
- period worked
- 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 Suppliers, which are Billable/Study Related will submit their hourly invoices to CDSUSContractor@fortrea.com
- US Suppliers, which are Non-Billable/Not Study Related will submit their hourly invoices to APIInvoice@fortrea.com
- EU Suppliers, 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

B. 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 APIinvoice@fortrea.com.

DO NOT send inquiries to APIinvoice@fortrea.com as that will not generate a response.

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

C. Purchase Orders

Purchase Order Guidelines:

- All goods or services provided to Fortrea must be accompanied by a valid PO number. (Exceptions to this policy are noted in **Section A .2 Invoice Requirements**)
 - If your Purchase order has been fully utilized, please contact your Fortrea Contact for a new Purchase Order
 - You must have a valid Purchase Order with sufficient value left before supplying any goods or services to Fortrea
 - Ensure all goods and services are delivered as per the agreed PO terms. If there are any discrepancies with the Purchase order, please contact Fortrea immediately
 - In some cases, Fortrea will need an order confirmation that confirms the pricing is correct, and you are able to deliver the requested quantity by the due date. Please send the confirmation with 24 hours of the receipt of the PO copy.
- Once the goods or services are delivered, please ensure that the corresponding invoice includes the valid PO number. Invoices submitted without a valid PO number will be rejected.
- Any goods or services provided without a valid PO are at the risk of the supplier, and Fortrea will not be liable for payment in such cases.
- We kindly ask for your cooperation in following the guidelines to ensure a smooth and efficient business relationship. If you have any questions or require assistance with our PO process, please contact our procurement team at the email IDs given below.
 - US Procurement : Purchasing.US@fortrea.com
 - EMEA Procurement : Purchasing.EMEA@fortrea.com

- APAC Procurement : Purchasing.APAC@fortrea.com
- China Procurement : Purchasing.China@fortrea.com
- Japan Procurement : Purchasing.Japan@fortrea.com
- CDS Core receiver : CDSCoreReceiver@fortrea.com (for clinical supplier POs)

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).

D. Invoice submission Guidelines

Invoices required to be submitted to Fortrea AP via email. Some regions require a paper copy of invoice to be submitted to the local Fortrea sites.

1. **Email** - Invoice submission through email is the most efficient way and will result in the fastest invoice processing time.

Invoices should be emailed to: APInvoice@Fortrea.com

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

- Invoices must be submitted as PDF, TIF document
- 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
- Invoice PDF, TIF Filename cannot exceed 95 characters
- E-mail subject must not start with "Re:"

2. **Paper copy** - For suppliers invoicing from countries with statutory requirements that require a hard copy invoice to be submitted or suppliers without access to email, a paper invoice can be submitted to the local Fortrea site.

NOTE: Submission of a paper invoice will result in a delay in invoice processing. However, for countries that require 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.

Fortrea Entity List - Europe

Invoices for the below European sites should be addressed to the local Fortrea office:

Entity Name	Country	Address
Fortrea Austria GmbH	Austria	Herrengasse 1-3/2 Stock, 1010 Wien, Österreich
Fortrea Belgium SRL	Belgium	4th Floor, Avenue du Bourget 50, 1130 Brussels, Belgium
Fortrea Clinical Development Ltd, Bulgarian Branch	Bulgaria	5th Floor, Bulgaria House, 49B Bulgaria Blvd, 1404 Sofia, Bulgaria
Fortrea Development Ltd o.z.	Czech Republic	3rd Floor, V parku 2343/24 Building 24, 148 00 Pargue 4 - Chodov , Czech Republic
Fortrea Denmark ApS	Denmark	c/o Beierholm / RSM Denmark, Knud Højgaards Vej 9, Seborg, Denmark 2860
Fortrea Development Ltd, Eesti filiaal	Estonia	3rd Floor, Metro Plaza, Viru Valjak 2, Tallinn, Estonia 10111
Fortrea Development Ltd, Suomen sivuliike	Finland	c/o Rantalainen Oy Helsinki/Myymäki, Rajatorpantie 8, Vantaa, Finland 01600
Fortrea France SARL	France	Immeuble Ariane, 2 rue Jacques Daguerre, 92500 Rueil-Malmaison, France
Fortrea Germany GmbH	Germany	Gustav-Heinemann-Ring 121-123, 81739 München
Fortrea Development Ltd, Branch of Foreign Company	Greece	RSM Greece, Patroklou 1 & Paradissou, Athens, Greece 151 25
Fortrea Hungary Kft	Hungary	Újbuda Allee Corner, Október Huszonharmadika street 8-10, 1117 Budapest, Hungary
Fortrea Ireland Ltd	Ireland	3 Dublin Landings North Wall Quay Dublin, IE D01 C4E0
Fortrea Development Ltd Israeli branch	Israel	Building Ackerstein Towers, 9 Hamenofim St, P.O.B 2148 Hertzelia Pituach, IL 4672560
Fortrea Development Ltd Filiale Italiana	Italy	via Giorgio Washington 70 Milano, Italy 20146
Fortrea Development Ltd Latvijas filiāle	Latvia	Republikas laukums 3-124 Riga, LV LV-1010
Fortrea Development Ltd Lietuvos filialas	Lithuania	Jogailos g. 9/A Smetonos g. 1 Vilnius, LT LT-01116
Fortrea Netherlands BV	Netherlands	Schipholweg 111, Leiden, NL 2316 XC
Fortrea Development Ltd, branch in Norway	Norway	Vika Atrium Munkedamsveien 45 Postboks 1704 Vika, Oslo 121 Norway
Fortrea Poland Sp z o.o.	Poland	ul Wspolna PL 47/49 Warsaw, Poland 00-684
Fortrea Development Ltd Sucursal em Portugal	Portugal	Galerias Alto da Barra, Avenida das Descobertas, n.º 59, Piso 3, Alto de Barra, 2780-053 Oeiras, Portugal
Fortrea Development Limited Maidenhead Sucursala Bucuresti	Romania	Etaj 1, Sector 1, 68-72 Polona Street, Bucharest, Romania 010494
Fortrea Development Ltd (Moscow branch)	Russian Federation	Millennium House Business Centre, 12 Trubnaya Street, Moscow, Russia 107045
Fortrea Development Ltd (St Petersburg branch)	Russian Federation	A litera, Kirishskaya str. 2, St Petersburg, Russian Federation 195299
Fortrea Development Ltd Predstavništvo	Serbia	Apartment 1A, 1st Floor st. Dragiše, Brašovana 10 Belgrade, Serbia 11070
Fortrea Development Ltd o.z.	Slovakia	Karadzicova 8/a Bratislava, Slovakia 82108
Fortrea South Africa Ltd	South Africa	Building 14, Block B, Byls' Bridge Office Park Cnr Olivenhoutbosch Road and Jean Ave Centurion, Gauteng, 0157 South Africa
Fortrea Spain SAU	Spain	Parque Empresarial Las Tablas, Edificio 1, Calle Federico Mompou,5, 5a planta Madrid, Spain 28050
Fortrea Development Ltd Sverige filial	Sweden	2nd Floor, Svetsarvägen 15, Solna, Sweden 171 41
Fortrea Switzerland AG	Switzerland	Building Regus, Badenerstrasse 47, Zurich, Switzerland 8004
Fortrea Turkey Klinik Araştırma Limited Şirketi (Fortrea Turkey Clinical Study Limited Company)	Turkey	Barbaros Mah. Çiğdem Sok, Ağaoğlu My Office İş Merkezi No:1 Kat:4/18 Ataşehir Istanbul, Turkey 34746
Fortrea Development Ukraine LLC	Ukraine	Building 6, 6 Oleny Telihy str. Kyiv, Ukraine 04112
Fortrea Clinical Research Unit Ltd	United Kingdom	Draper's Yard, Marshall Street, Holbeck, Leeds, GB LS11 9EH
Fortrea Development Ltd	United Kingdom	5 Foundation Park Roxborough Way Maidenhead Berkshire, GB SL6 3UD

Fortrea Entity List - Asia Pacific

Invoices should be addressed and posted to the local Fortrea office:

Entity Name	Country	Address
Fortrea Australia Pty Ltd	Australia	Suite 3 97 Waterloo Road 02 Level 3, Building A Macquarie Park, AU NSW 2113
Fortrea Pharmaceutical Research & Development (Beijing) Co Ltd, Shanghai Branch	China	Aland Center Bldg No. 9, 338 Galileo Road Zhangjiang Hi-Tech-Park, Pudong New Area Shanghai, CN 201203
Fortrea Hong Kong Limited	Hong Kong	21 Floor, Flat B 21/F, Pico Tower, 66 Gloucester Rd Wanchai, HK, HK
Fortrea Scientific Pvt Ltd	India	Qubix Business Park Pvt. Ltd. (SEZ), Blue Ridge, IT6, First floor, S. No. 154/6, Near Rajiv Gandhi Infotech Park, Hinjewadi, Phase I, Pune – 411057, India
Fortrea Clinical Development Pvt Ltd	India	No. 29, MSR Vaishnavi, Union Street, Off Cubbon Road, Bengaluru, 560001, Karnataka, India
Fortrea Development Japan K.K.	Japan	Harumi Triton Square Office Tower Y 8F, 1-8-11, Harumi, Chuo-ku Tokyo, Japan 104-6108
Fortrea Korea Limited	Korea	13th Floor, Nonhyeon-dong, POBA Gangnam Tower, 343 Hakdong-ro, Gangnam-Gu Seoul, Korea 135-526
Fortrea Malaysia Sdn. Bhd.	Malaysia	Unit 1557, Level 15-01, 1 First Avenueirst Ave 2A Dataran Bandar Utama, Damansara Petaling Jaya Selangor, Malaysia 47800
Fortrea New Zealand Limited	New Zealand	Room 1031, 10 Floor, Regus Offices, Zurich Bldg., 21 Queen Street Auckland City, New Zealand 1010
Fortrea Philippines Inc.	Philippines	12th Floor, One Corporate Office Condominium Julia Vargas cor., Meraico Ave. Ortigas Center - REG. & Operational, PH Pasig City, Manila, Philippines
Fortrea Singapore Pte Ltd	Singapore	1 International Business Park #02-13 The Synergy , Singapore 609917
Fortrea Thailand Limited	Thailand	12A Floor, 989 Siam Piwat Tower, Unit B1, B2, Room 1219, Rama I Road Pathumwan Sub-District, Pathumwan District Bangkok, Thailand 10330
Fortrea Taiwan Limited	Taiwan, Province Of China	18 Floor, No.1 Songgao Road, Taipei, Taiwan 110

Fortrea Entity List - USA

Invoices for US/North America sites should be addressed to the local Fortrea office.

Fortrea BU Name	Country	Address
Fortrea Canada Inc.	Canada	Suite 3000 222 Bay Street P.O. Box 53 Toronto, ON M5K 1E7 Canada
Fortrea Clinical Research Unit Inc.	USA	3402 Kinsman Blvd Madison, WI 53704
Fortrea Specialty Pharmacy LLC	USA	100 Technology Park, Suite 158, Lake Mary FL 32746
Fortrea Inc.	USA	8, Moore Drive, Durham, NC 27709, U.S.A.
Fortrea CRU Inc.	USA	8, Moore Drive, Durham, NC 27709, U.S.A.
Fortrea Patient Access Inc.	USA	100 Technology Park, Suite 158, Lake Mary FL 32746

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 Supplier Information Form).