

Invoice Requirements

Information for Ascendis Pharma vendors

To ensure the smooth and expedient handling of vendor invoices, we have listed our invoicing requirements.

Following these requirements:

- Allows us to pay our bills on time
- Streamlines the internal authorization process at Ascendis Pharma
- Reduces manual invoice handling
- Reduces the need for clarifying questions to our vendors
- Keeps Ascendis Pharma in line with internal and external audit requirements
- Enable Ascendis Pharma to meet domestic and global tax regulations

Ascendis Pharma invoice requirements are listed below. Please be aware that invoices may be rejected if requirements are not met.

Invoice data requirements	Invoice format requirements
<ul style="list-style-type: none"> • Vendor full name and address • Invoice number and date • Payment terms • Due date • Currency • Gross, VAT%*, VAT amount*, Net amount • Vendor bank details (or IBAN and SWIFT) • Vendor contact email • Ascendis Pharma VAT number* (see list below) • PO number (if any) • Only one PO per invoice • Descriptive invoice text (what is delivered) • Reference person in Ascendis Pharma 	<ul style="list-style-type: none"> • Invoices must be in Adobe Acrobat PDF format 1.3 or higher. • Only one invoice per PDF file. However, you can submit several invoices as separate PDF files in one email. • Please include any invoice specifications or documentation in the same PDF as the invoice, with the invoice being page 1. • Make sure the invoice is readable and has the same format each time. Do not make format changes without an agreement with Ascendis in writing first.

*Only Applicable for Non-US Based Vendors

Forward invoices to the Ascendis Pharma Group company to which goods or services are delivered. See invoice addresses below. Note these mailboxes are automated to only handle PDF invoice attachments.

Company	Invoice mail address	VAT no.
Ascendis Pharma A/S	DK01@ascendispharma.com	DK 29 91 87 91
Ascendis Pharma Ophthalmology Division A/S	DK02@ascendispharma.com	DK 32 32 35 02
Ascendis Pharma Endocrinology Division A/S	DK03@ascendispharma.com	DK 32 32 35 37
Ascendis Pharma Bone Diseases A/S	DK04@ascendispharma.com	DK 32 32 35 96
Ascendis Pharma Growth Disorder A/S	DK05@ascendispharma.com	DK 32 32 36 77
Ascendis Pharma Oncology Division A/S	DK06@ascendispharma.com	DK 41 03 40 76
Ascendis Pharma Europe A/S	DK08@ascendispharma.com	DK 44 42 04 49
Ascendis Pharma GmbH	DE01@ascendispharma.com	DE 813586261
Ascendis Pharma Endocrinology GmbH	DE02@ascendispharma.com	DE 355769013
Ascendis Pharma Inc.	US01@ascendispharma.com	n/a
Ascendis Pharma Endocrinology Inc.	US02@ascendispharma.com	n/a
Ascendis Pharma France SAS	FR01@ascendispharma.com	FR43983998436
Ascendis Pharma UK Limited	UK01@ascendispharma.com	462312714
Ascendis Pharma Italia SRL	IT01@ascendispharma.com	IT13523320961
Ascendis Pharma Iberia S.L.	ES01@ascendispharma.com	ESB56455025

We appreciate your attention to these details.

Please send all other requests (SOA, reminders, etc.) to **ACC@ascendispharma.com**.