

December 2014

Dear Covance Supplier:

Over the last several months, Covance has been looking at improvements to pay our suppliers correctly and within agreed payment terms. The lack of purchase order or valid purchase order ID on the invoice has been identified as a major issue impacting suppliers on time.

Starting January 1st, 2015 we will require all suppliers to provide a valid and current (not over 1 year old) purchase order number on received invoices in order for them to be processed. If your Covance contact does not supply you with a purchase order prior to the exchange of goods or services, please understand that your invoice may be rejected.

Please work directly with your Covance contact to ensure a purchase order is created for all goods and services. Any invoice presented without a current and complete Covance purchase order number will be subject to non-payment.

A list of valid purchase order number formats are listed below. If you should have any questions, please contact P2PAnswerCenter@Covance.com.

Thank you. We appreciate your assistance with this initiative.

Purchase order numbers has 10 digits and starts as per below chart:

0001xxxxxx	0041xxxxxx	0081xxxxxx	0121xxxxxx
0011xxxxxx	0051xxxxxx	0091xxxxxx	0131xxxxxx
0021xxxxxx	0061xxxxxx	0101xxxxxx	0151xxxxxx
0031xxxxxx	0071xxxxxx	0111xxxxxx	0171xxxxxx