

DG PRE/Research and Development Division/Clinical Trials entity

Research and Development Division
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Your letter from	Your reference	Our reference	Annex	Date 15.10.2019
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Invoices clinical trials

Dear sir or madam,

Procedure

Do not pay in advance but based on the invoice. With each payment, mention the **structured message** written on the invoice. It allows us to link the payment to the right invoice, even when made by a third party (for instance, the applicant).

The FAMHP is legally obliged to send the invoices for clinical trials to the **sponsor**. The sponsor is responsible for the payment of the invoices. For clinical trials from July 2019, the invoice also mentions the applicant (contact person) of the application form.

So, if desired, the sponsor can forward the invoice or the payment details to the **applicant** (contact person) for full or partial payment. The FAMHP itself neither contacts the applicant, nor do we send him an invoice, not even on request, since an invoice sometimes concerns different applicants.

Further clarifications

1. The sponsor receives **one monthly invoice** for all files of the past month.
2. Each invoice mentions the **references** to EudraCT, initial and substantial amendment. In the latter case, we also copy the reference from the application form.
3. We do not use **PO numbers**.
4. You always receive the invoice on the **invoicing address**. Adding another address for delivery is technically not possible.
5. At the moment, we **cannot** yet **send out** our invoices **automatically by electronic means**.
6. Any possible bank costs for payments from abroad must not be at the FAMHP's expense. These charges are at the payer's account.

No exceptions to this procedure are allowed.

Yours sincerely,

Research and Development Division