

We have created this document with an aim to guide our vendors on our invoicing requirements to ensure a smooth and efficient processing of all vendor invoices. Kindly follow the procedures below when submitting your invoices to avoid any delays in processing or rejection.

Invoices must be sent electronically by email directly to MEBCGAccountsPayable@bcg.com.

Invoice Submission

All invoices must include the BCG entity name, address, and tax registration number (see appendix) of the BCG entity that you have engaged and contracted with. Your BCG contact can advise you which BCG entity your invoice should be addressed to.

Vendor invoices should comply with ALL of the following:

- Invoices must be in PDF format
- Only one invoice per PDF
- Multiple PDFs attached per email is acceptable
- No handwritten information will be accepted
- Any content/ information in the body of the email will be discarded by our automated process. Ensure all relevant information is printed on the invoice
- Invoices will be paid as per agreed contractual payment terms from the invoice receipt date (of a compliant invoice) for all BCG onboarded vendors
- Vendors must submit all invoices within ninety (90) calendar days of the delivery of services or incurrance of expense. BCG shall not be obligated to pay invoices submitted after this deadline

KSA Withholding Tax

BCG is committed to operating in accordance with KSA Law. The tax law in KSA stipulates that we are obliged as a resident to withhold tax when paying non-resident vendors. Therefore, withholding tax will be applied on payments made to vendors not resident in KSA for any work performed in the Kingdom, irrespective of the BCG contracting entity. The amount we must withhold varies from 0-15% depending on the service provided. This is Saudi tax law and as such, there is NO flexibility in the application of this tax.

Multiple line-item invoices

If the vendor invoice issued contains more than 20 line items, please provide the information on an excel file (see required format in Appendix) in addition to the PDF invoice.

Standard invoice requirements

All invoices must contain:

- Buyer name (BCG contact name)
- Project ID/ Capex ID – please obtain this from BCG buyer/ contact before providing any goods or services
- Vendors bank account information and email address
- The date of issue of the invoice
- Invoice number
- Tax Identification Number of the vendor
- Tax Identification Number of the BCG entity you are invoicing (see appendix)
- Legal name and the address of the vendor
- Legal name and the address of the relevant BCG entity (see appendix) within the 'Bill To' field on the invoice
- The quantity and nature of the goods and services supplied
- The date on which the supply took place, where this differs from the date of issue of the invoice
- Invoice amount (net amount, tax amount and rate, gross amount), and currency

Additional VAT requirements – UAE VAT registered vendors

- 'Tax Invoice' should be mentioned on the face of the invoice

Additional VAT requirements – KSA VAT registered vendors

- 'Tax Invoice' should be mentioned on the face of the invoice.
- The 'Tax invoice' date and the date of delivery (if the date of delivery is different from invoice date) should be in YYYY-MM-DD format.
- Tax Invoice must be in Arabic language and English language can be included as a translation to the Arabic language.

For more information on invoicing guidelines or regarding your invoices, please contact us at meaccountspayables@bcg.com.

