

Vendor Communication for new Vendor

Subject: Please read: Guidelines to be followed when invoicing BCG

Dear Valued Supplier,

We would like to welcome you as our vendor at BCG. We deeply value our relationship with our vendors and hope to have long standing one with you as well. Please read our detailed guidelines for new vendors as this is designed to ensure operational efficiency and also assist you in understanding our requirements for ensuring timely payment of your invoices.

1. Invoice Submission

I. All original invoices should be addressed to:

The Boston Consulting Group, Lda.
Departamento Financeiro
Rua das Chagas, 7-15
1200-106 Lisboa

II. Additionally and to fasten the process invoices may be submitted electronically through email directly to LISBCGAccountsPayable@bcg.com.

III. Further, please note the requirement with respect to format of the Invoices sent through email::

- Invoices must be either in PDF or TIFF format
- Only one invoice should be attached in one document
- Only one invoice should be attached with each email
- The invoices must be Black and White in color
- Any content/information written in the email will be discarded by our automated process. So please ensure all information is printed on invoice itself.

2. Invoice Content

For efficient processing, please ensure that following information is clearly mentioned in the invoice. All of these fields are mandatorily required by BCG for invoice and payment processing. **Any incomplete or missing information will result in rejection of the invoices and supplier will have to submit completed invoice for processing and release of payment.**

- 1) Vendor name, full address and email id – provide your full legal entity name and address and email id on the invoice.
- 2) Vendor's bank account information
- 3) Invoice number
- 4) Invoice date
- 5) Currency
- 6) Invoice amount – clearly mention the Gross amount, Tax amount and the Net amount
- 7) Sufficient description to identify the goods/services provided by the vendor
- 8) Tax registration number of the vendor (if tax is charged on the invoice)

9) Complete BCG legal entity name, address and tax ID in the "Bill to" field

Dados Fiscais BCG Lisboa The Boston Consulting Group Lda NIF 505861801 Rua das Chagas, 7-15 1200-106 Lisboa Portugal
--

10) Buyer name (Name of BCG employee who has ordered the goods or services from the vendor)

11) Project ID/Capex ID: This information will be provided by the BCG Buyer and it is important that vendor obtains this critical information from BCG Buyer **before** providing any goods/service

3. Multiple line item invoices

If the invoice issued for good or services contains more than 20-line items, then BCG will, in addition to the invoice, require information to be provided in following **excel format**.

Kindly ensure your database is updated to reflect these requirements for invoice submission, as this will help in prompt payment and issue resolution.

For any further information regarding your invoices, please contact us by e-mail at lisboa.claudia@bcg.com

We thank you in advance for your co-operation