

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 invoices should be submitted electronically through email directly to **SPAINBCGAccountsPayable@bcg.com**. We do not accept physical invoices or handwritten invoices and submission in this form will result in rejection of invoices.
- II. 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 and address in the "Bill to" field

***The Boston Consulting Group S.L.
Alcalá, 95
Madrid 28009
VAT: ESB78487824***

- 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 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 Sanchez.Ernesto@bcg.com

We thank you in advance for your co-operation.

Vendor Communication for existing Vendors

Subject: BCG's invoicing guidelines

Dear Valued Supplier,

The Boston Consulting Group (BCG) is continuously aiming at improving the effectiveness and efficiency of its administrative processes in order to ensure a smooth transition and handling of overall invoices. With immediate effect, kindly follow the procedures below when you submit your invoices to avoid any delays in processing or rejection:

1. Invoice Submission

Invoices should be submitted electronically by email directly to **SPAINBCGAccountsPayable@bcg.com**. This is the preferred method of submission. Emailed invoice requirements are:

- Invoices must be in PDF or TIFF format
- One invoice per document
- Only one invoice is attached to each email
- Black and White
- No handwritten information will be accepted
- Any content/information on the body of email will be discarded by our automated process. Make sure all information is printed on invoice copy

Please do not send invoices addressed to any other contact in BCG for faster processing and to avoid any delays.

2. Invoice content

Below are the required mandatory information which needs to be present over the invoice copy:

- 1) Vendor name, address and email id
- 2) Vendor's bank account information
- 3) Invoice number
- 4) Invoice date
- 5) Currency
- 6) Invoice amount (net amount, tax amount and rate, gross amount)
- 7) Sufficient description to identify the goods/services provided
- 8) Tax registration number (if tax is charged on the invoice)
- 9) Correct BCG company name and address in the "bill to" field

***The Boston Consulting Group S.L.
Alcalá, 95
Madrid 28009
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- 10) Buyer name (BCG contact name)
- 11) Project ID/Capex ID – Please obtain this from BCG Buyer/contact before providing any goods/service

Any invoice which doesn't adhere to above conditions will not be processed timely and repetition in sending invoices with incomplete information **will further result in rejection**.

Kindly ensure your databases are updated to reflect these new criteria 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 Colmenero.FranciscoJavier@bcg.com

We trust that this way of working will ensure an even smoother and effective way of handling your invoices and payment.

We thank you in advance for your co-operation.
Best Regards