



BCG Invoicing Requirements

Dear Valued Supplier,

The Boston Consulting Group & its affiliates. (BCG) aim to process invoices efficiently and effectively. As such, please follow the procedures below when submitting invoices:

1. Coupa Onboarding

All suppliers must first be onboarded into our system Coupa before engaging for the first time with BCG. Please ask your BCG contact to initiate the onboarding process immediately.

This step is crucial for us to efficiently process your invoices and ensure timely payments for services rendered to BCG.

2. Invoice Submission Channels

Via Coupa Supplier Portal: Please submit all your invoices via Coupa Supplier Portal as this is a preferred method of submitting an invoice.

Via Email: electronically **in PDF format only** –

For London office- LONAccountsPayable@bcg.com -

For Limited office- LtdAccountsPayable@bcg.com -

For non-PO invoices. For PO invoices, we strongly urge you to submit via Coupa supplier portal post your successful registration.

Via CXML: We accept the invoices via CXML as well, to get registered please email at BCGprocpaysupport@bcg.com

3. To raise any Query with us

Please reach out to us on BCGprocpaysupport@bcg.com for any queries related to invoices or share any change of your information.

4. Invoice mandatory requirements

To ensure timely processing and payment, please adhere to our invoicing requirements.

Non-compliant invoices will be rejected and may experience processing delays.

Invoice document must contain the following mandatory information:

Detailed BCG's information, including buyer name & our reference:

- The Boston Consulting Group UK LLP
Name of your BCG Contact (Buyer) 80
Charlotte Street,
London W1T 4DF
United Kingdom



- The Boston Consulting Group Limited
Name of your BCG Contact (Buyer) 80
Charlotte Street,
London W1T 4DF
United Kingdom
- **BCG's reference** (Project ID | WBS, Capex or PO number)

Detailed Suppliers' information:

- Legal entity name and address
- VAT registration
- Company number
- Bank account Number
- Invoice date
- Invoice number

Your invoice document must include the following information:

- The word: "Invoice", "Debit note" or "Credit note"
- Invoice date & Number
- Clear description of the nature of the goods/services supplied, plus respective VAT rate
- Quantity/hours, unit price & total price,
- Invoice currency
- Delivery date of the goods/services

Important notes:

- No Handwritten information will be accepted.
- For invoices which contain more than 20 Line items, please include a breakdown in excel (for format see sample):



- Attach signed contract including your terms and conditions

5. **GDPR:** With the General Data Protection Regulation (GDPR) legislation which came into effect as per 25 May 2018, please be aware that in the case of processing personal data from BCG employees, a Data Processing Agreement (DPA) should be in place and signed prior to the work being started.

If you have any queries about the processing or payment of your invoices, please contact our accounts payable department BCGprocpaysupport@bcg.com