

BCG Invoicing Requirements

Dear Valued Supplier,

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

1. Invoice content

The following key items must be included on all invoices (*Invoices that do not meet these criteria will be rejected*):

- Boston Consulting Group or affiliate BCG entity
- Name of your BCG Contact person (Buyer)
- BCG Project ID or Capex number
- **Appropriate BCG PO Box number as billing address (see address list attached). If unsure which address to use, please reach out to your BCG contact to verify or contact Accounts Payable directly at USBCGAccountsPayable@bcg.com**
- Vendor name and address clearly indicated
- Invoice number and date
- Typed invoices (no handwritten or carbon copies)

If you have not been informed of the project ID or Capex number, please contact your BCG representative to supply this information.

2. Invoice submission

Invoices are to be submitted electronically via email to USBCGAccountsPayable@bcg.com.

Emailed invoice requirements are:

- Invoices must be in PDF format
- One invoice per PDF document
- One invoice per email

It is important that all invoices follow these procedures in order to avoid delays or disruption in processing. Invoices that do not comply will be rejected.

If you are already in compliance, we thank you and no further action is needed.

Thank you in advance for your cooperation.

Revised on 8/2/2023

Please see below for the respective PO Box for each of our offices:

Office name(s)	Office Address	INVOICE Billing PO Box
Advanced Capabilities Center - Boston	Exchange Place 53 State Street, 7th floor Boston, MA 02109	PO Box 223 Hooksett, NH 03106
Advanced Capabilities Center - Chicago	225 West Wacker Drive, Suite 2300 Chicago, IL 60606	PO Box 218 Hooksett, NH 03106
Atlanta	1075 Peachtree Street NE, Suite 3800 Atlanta, GA 30309	PO Box 208 Hooksett, NH 03106
Austin	300 West 6th Street, Suite 1850 Austin, TX 78701	PO Box 228 Hooksett, NH 03106
Bay Area - San Francisco	Two Embarcadero Center, Suite 2400 San Francisco, CA 94111	PO Box 205 Hooksett, NH 03106
Bay Area - Silicon Valley	444 Castro Street, Suite 150 Mountain View, CA 94041	PO Box 227 Hooksett, NH 03106
Boston	200 Pier 4 Boulevard Boston, MA 02210	PO Box 200 Hooksett, NH 03106
BrightHouse - Atlanta	675 Ponce de Leon Av. NE, Suite 9700 Atlanta, GA 30308	PO Box 226 Hooksett, NH 03106
Brooklyn	55 Water Street, 4th Floor Brooklyn, NY 11201	PO Box 201 Hooksett, NH 03106
Center for Energy Impact	1015 18th Street, N.W., Suite 710 Washington, DC 20036	PO Box 224 Hooksett, NH 03106
Chicago	300 North LaSalle Street Chicago, IL 60654	PO Box 202 Hooksett, NH 03106
Corporate/Global Services	200 Pier 4 Boulevard Boston, MA 02210	PO Box 100 Hooksett, NH 03106
Dallas	2501 North Harwood Street, Suite 2200 Dallas, TX 75201	PO Box 207 Hooksett, NH 03106
Denver	1144 15th Street, Suite 3800 Denver, CO 80202	PO Box 217 Hooksett, NH 03106
Detroit	2715 Woodward Avenue, Suite 200 Detroit, MI 48201	PO Box 203 Hooksett, NH 03106
Digital Ventures	1240 Rosecrans Avenue, Suite 600 Manhattan Beach, CA 90266	PO Box 214 Hooksett, NH 03106
	10 Hudson Yards, 46th Floor New York, NY 10001	
	Two Embarcadero Center, Suite 2300 San Francisco, CA 94111	
	444 Castro Street, Suite 150 Mountain View, CA 94041	

Office name(s)	Office Address	INVOICE Billing PO Box
Houston	1221 McKinney St, Suite 3000 Houston, TX 77010	PO Box 216 Hooksett, NH 03106
Los Angeles	515 South Flower Street, Suite 5100 Los Angeles, CA 90071	PO Box 206 Hooksett, NH 03106
Miami	1450 Brickell Avenue, 34th Floor Miami, FL 33131	PO Box 208 Hooksett, NH 03106
Minneapolis	60 South Sixth Street, Suite 2300 Minneapolis, MN 55402	PO Box 204 Hooksett, NH 03106
Nashville	150 4th Avenue North, Suite 22-129 Nashville, TN 37219	PO Box 208 Hooksett, NH 03106
New Jersey	466 Springfield Avenue Summit, NJ 07901	PO Box 209 Hooksett, NH 03106
New York	10 Hudson Yards, 45th Floor New York, NY 10001	PO Box 201 Hooksett, NH 03106
Nexus Atlanta	100 Peachtree Street NW, Suite 1000 Atlanta, GA 30303	PO Box 213 Hooksett, NH 03106
North America Region	200 Pier 4 Boulevard Boston, MA 02210	PO Box 213 Hooksett, NH 03106
Philadelphia	1735 Market Street, Suite 4100 Philadelphia, PA 19103	PO Box 212 Hooksett, NH 03106
Pittsburgh	444 Liberty Avenue, Suite 1600 Pittsburgh, PA 15222	PO Box 229 Hooksett, NH 03106
Platinion	10 Hudson Yards, 42nd Floor New York, NY 10001	PO Box 215 Hooksett, NH 03106
	444 Liberty Avenue, Suite 1600 Pittsburgh, PA 15222	
Raleigh-Durham	110 N Corcoran Suite, 4th Floor, Durham NC 27701	PO Box 208 Hooksett, NH 03106
San Diego	401 West A Street, Suite 950 San Diego, CA 92101	PO Box 206 Hooksett, NH 03106
Seattle	1201 Third Avenue, Suite 5400 Seattle, WA 98101	PO Box 211 Hooksett, NH 03106
Washington DC	655 15th Street NW, Suite 1100 Washington, DC 20005	PO Box 210 Hooksett, NH 03106