

BCG Invoicing Requirements

Dear Valued Supplier,

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

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.

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 – All invoices must be addressed to any one of the below locations:

- **Invoice Bill to Toronto**

*Boston Consulting Group Canada ULC
CIBC Square
81 Bay Street, Suite 4800
Toronto, ON M5J 0E7*

- **Invoice Bill to Montreal**

*Boston Consulting Group Canada ULC
1000 rue de la Gauchetiere Ouest
Bureau 4200
Montreal, QC, H3B 4W5*

- **Invoice Bill to Calgary**

*Boston Consulting Group Canada ULC
525 8th Ave SW
Suite 3150
Calgary, AB T2P 1G1*

- ✓ Name of your BCG Contact person (Buyer)
- ✓ BCG Project ID or Capex number
- ✓ Vendor name and address clearly indicated
- ✓ Invoice number and date
- ✓ Tax ID (If GST/HST/QST is Charged)
- ✓ 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.

Invoice submission

Invoices are to be submitted electronically via email to [**TORBCGAccountsPayable@bcg.com**](mailto:TORBCGAccountsPayable@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.

To raise any Query with us

Please reach out to us on [**BCGprocpaysupport@bcg.com**](mailto:BCGprocpaysupport@bcg.com) for any queries related to invoices or share any change of your information.

Thank you in advance for your cooperation.