

Detailed Vendor Invoicing Guidelines

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

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**- INDAP@bcg.com

All invoices should be submitted with **validated Digital Signature** within 7 days from the service rendered or Procurement of goods.

Please Note below Email ID's to Share invoices.

- INDAP@bcg.com

Things to be kept in mind while sharing Invoice:

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

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.

To ensure timely processing and payment, please adhere to our invoicing requirements. Non-Compliant invoices will be rejected and may experience processing delays.

4. Invoice Content

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

1. Buyer name (**Name of BCG employee who has ordered the goods or services**).
2. WBS/Capex ID: This information will be provided by the BCG Buyer (**Read Point No.1**) and it is important that vendor obtains this critical information from BCG Buyer before providing any goods/service.
3. PO/Contract Number (Mandatory):- Invoices Won't be accepted without this information. Before raising invoice request you to kindly check with Buyer. (**Read Point No.1**)
4. Vendor name, full address and email id – provide your full legal entity name and address and email id on the invoice.
5. Vendor's bank account information including IFSC code, Bank account number.
6. Invoice number, Date and Currency.
7. Invoice amount – clearly mention the Net amount, Tax amount and the Gross amount.
8. Sufficient description to identify the goods/services provided by the vendor.
9. GST Tax registration number of the vendor.
10. Complete BCG legal entity name. (The Boston Consulting Group (India) Private Limited)
11. BCG Office Address ("**Bill To**" **AND** "**Ship To**") **should be same on the invoice copy.**
12. PAN and GST registration number of BCG. (Refer table below).
13. Harmonized System of Nomenclature (HSN) code for Goods/ Services Accounting Code (SAC) for Services.

Please Find below BCG PAN India Address:

Invoice billed to: **“The Boston Consulting Group (India) Private Limited”**.

PAN – AABCB3524G

GST details and address on the invoice should be as per the BCG office delivery location.

State	GST Reg. Number	Address
Maharashtra	7AABCB3524G1Z1	Office No G2A, Ground Floor, 2 North Avenue Maker Maxity, Bandra Road, Nearby Jio World Drive, Bandra East, Mumbai, Maharashtra, 400051
Haryana	06AABCB3524G1Z5	Tower C, 7th and 8th, DLF Cyber Park, Sector- 20, Udyog Vihar Phase 2, Gurgaon, Haryana, 122008
Haryana	06AABCB3524G1Z5	Building No. 9A, 9th, 10th & 11th Floor, Dlf Cybercity, Dlf Phase-III, Gurgaon, Haryana, 122002
Haryana	06AABCB3524G1Z5	15th Floor, Building No. 10, Tower C, DLF Cybercity, DLF Phase-II, Gurgaon, Haryana- 122002.
Tamil Nadu	33AABCB3524G1Z8	1st floor, Prestige Palladium Bayan, Old Sy.No 12, New Sy no. 43/1, Door nos 129 to 140, Greams Road, Nungambakkam Division, Egmore, Chennai, Tamil Nadu- 600008
Karnataka	29AABCB3524G1ZX	1701, & 1702 17th Floor, Canberra Tower B, Ub City- 24, Vittal Mallya Road, Bengaluru- 560001.
Karnataka	29AABCB3524G1ZX	1801, 18th Floor, Canberra, Ub City-24, Vittal Mallaya Road, Bengaluru, Karnataka, 560001
Karnataka	29AABCB3524G1ZX	Building No 7, 9th Floor, RMZ Ecoworld, Outer Ring Road, Bellandur, Bengaluru, Karnataka, 560103

For Any Queries Pls contact BCGprocpaysupport@bcg.com

Important Notes:

- ❖ No Handwritten information will be accepted.
- ❖ For invoices which contain more than 20 Line items, please share the breakdown of the same with the following items included:
 - ❖ HSN code.
 - ❖ Item description
 - ❖ Amount
 - ❖ Tax percentage applied on that respective lines.
- ❖ Attach signed contract including your terms and conditions.

Regards
BCG India Finance