

Detailed Vendor Invoicing Guidelines

1. Coupa Onboarding

All suppliers must be onboarded into our Coupa system before engaging with BCG for the first time. Please request you BCG contact to initiate the onboarding process at the earliest.

This step is essential to ensure the efficient processing of your invoices and timely payment for services rendered to BCG.

2. Invoice Submission

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
- [Vishal Dayani - dayani.vishal@bcg.com](mailto:dayani.vishal@bcg.com)
- [Brijesh Deodhar - deodhar.brijesh@bcg.com](mailto:deodhar.brijesh@bcg.com)

Things to be kept in mind while sharing Invoice:

- Invoices must be in PDF format
- One invoice per PDF document
- Emails containing ZIP folders will be rejected.
- Contract Number is mandatory. Invoices without a contract number will not be accepted.
- Digital Signatures are mandatory.

3.To raise any query with us

Please reach out to us on BCGprocpaysupport@bcg.com for any queries/status 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***):.

- Buyer name (Name of BCG employee who has ordered the goods or services).
- WBS/Capex ID provided by the BCG Buyer. Vendors must obtain this before providing goods/services.
- PO/Contract Number (Mandatory): Invoices won't be accepted without this information.
- Vendor details: Full legal entity name, address, and email ID.
- Vendor's bank account information including IFSC code and Bank account number.
- Invoice number, Date, and Currency.
- Invoice amount – clearly mention the Net amount, Tax amount, and the Gross amount.
- Sufficient description to identify the goods/services provided by the vendor.
- GST Tax registration number & PAN of the vendor.
- Complete BCG legal entity name (The Boston Consulting Group (India) Private Limited).
- BCG Office Address (Bill To and Ship To should be the same on the invoice copy).
- PAN and GST registration number of BCG (Refer to the table below).
- HSN code for Goods / 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	27AABCB3524G1Z1	Office No G2A, Ground Floor, 2 North Avenue Maker Maxity, Bandra Road, Nearby Jio World Drive, Bandra East, Mumbai, Maharashtra, 400051
Maharashtra	27AABCB3524G1Z1	2 nd Floor, We Work Express Towers, WeWork India Management Limited, Marine Drive, Nariman Point, Nariman Point, Mumbai, Mumbai, Maharashtra, 400021
Haryana	06AABCB3524G1Z5	Tower C, 7th and 8th, DLF Cyber Park, Sector-20, Udyog Vihar Phase 2, Gurgaon, Haryana, 122008
Haryana	06AABCB3524G1Z5	Building No. 9A, 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
Hyderabad	36AABCB3524G1Z2	Level 8, Salarpuria Sattva Knowledge City, Octave 3, Inorbit Mall Road, Raidurg Village, HiTech City, Hyderabad, Telangana, 500081

For Any Queries Pls contact BCGprocpayssupport@bcg.com

Important Notes:

- † No Handwritten information will be accepted.
- † ZIP folder will not be scanned. Please share the invoices by attaching them as PDFs in email.
- † For invoices which contain more than 20 Line items, please share the breakdown of the same in excel format with the following items included:
 - HSN/SAC code.
 - Item description (Nature of Services)
 - Amount (Net + Tax + Gross)
 - Tax percentage (GST rate) applied on that respective lines.
- † Attach signed contract including your terms and conditions.

Regards

BCG India Finance