

BCG Invoicing Requirements

Dear Valued Supplier,

The Boston Consulting group Nordics AB aims to process invoices efficiently and effectively. As such, please follow the procedures below when submitting invoices:

Onboarding

New Suppliers

All suppliers must first be onboarded onto Coupa, our preferred e-Procurement system 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.

Existing suppliers

If you are an existing supplier who has not yet created an account for the Coupa Supplier Portal, please contact BCGProcPaySupport@bcg.com who will initiate the creation of your account.

Invoice submission

BCG offers 2 ways of invoice submission:

1. Coupa Supplier Portal

Please submit all your invoices via the Coupa Supplier Portal, as this is the preferred method of submitting an invoice at BCG.

To submit an invoice through the Coupa Supplier Portal, please follow the below steps:

1. Login to your Coupa Supplier Portal account
2. Navigate to the Invoices tab
3. Ensure Boston Consulting Group is selected as the customer in the drop-down
4. Create Blank Invoice
5. Populate all required information (see required invoicing information below)
6. Submit

2. Submitting via e-mail

Suppliers can still submit invoices via email to OSL_AP@bcg.com, however this method could result in payment delays. Email invoices must follow the below requirements:

- ✓ 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.

Required invoicing information

The following key items must be included on all invoices:-

- ✓ BCG Norway (Oslo) office– All invoices must be addressed to the below locations:

The Boston Consulting group Nordics AB
Henrik Ibsens Gate 4
0255 Oslo
Norway
VAT-no.NO991661557MVA

- ✓ Name of your BCG Contact person (Business Requester)
- ✓ BCG Project ID or Capex number
- ✓ Vendor name and address clearly indicated
- ✓ Invoice number and date
- ✓ Invoice Amount (net amount, tax amount and rate, gross amount)
- ✓ Currency
- ✓ Sufficient description to identify the goods/services provided. Please specify the quantity in case goods have been supplied.
- ✓ VAT ID (If VAT is Charged)
- ✓ Vendor Bank account details
- ✓ 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.

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.

Thank you in advance for your cooperation.