Dear Valued Supplier,

BD pays suppliers for authorized purchases in accordance with agreed terms and conditions, based on properly constituted invoices. The following are BD’s requirements to ensure accurate and timely payment processing. These guidelines do not supersede terms and conditions included in contracts and/or purchase orders.

### Invoicing Guidelines for Suppliers to Legacy CareFusion Locations

For inquiries regarding guidelines for other BD locations, please contact your local Accounts Payable department.

<table>
<thead>
<tr>
<th>Category</th>
<th>Submission Guideline</th>
<th>Submission Point</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hardcopy invoice (mail)</strong></td>
<td>• Note a valid purchase order (PO) number on all invoices</td>
<td>PO BOX 5859 Farinon Drive, Ste 200 San Antonio, TX 78249</td>
</tr>
<tr>
<td></td>
<td>• Invoice must be issued by the vendor named on the purchase order, addressed to CareFusion and created on the vendor’s official letterhead. Include the ship to/service to location on each invoice where applicable.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The invoice must not include any personally identifiable information that is confidential or sensitive in nature.</td>
<td></td>
</tr>
</tbody>
</table>

**Email PO Invoices and “Non PO Invoices**

- Provide requestor contact information (department, name, telephone number and/or email address) for each invoice
- Submit all documents in PDF format. DO NOT send zip files
- Send only 1 invoice per email. Maximum size of an e-mail cannot exceed 5 MB
- Line item numbers on invoice should be identical to the PO line item numbers
- Include the ship to/service to location on each invoice where applicable
- When your invoice is received via email, an automated email confirming receipt will be sent to you. If you do not receive confirmation, contact the A/P team at the email address mentioned below.

### Quick tips to ensure faster processing

- **Invoice must be submitted within 7 days of completing the service or delivering the material.**
- Currency required for payment mentioned explicitly on the face of invoices.
- **Do not accept any order without a PO** and get in touch with the BD/CFN corporate sourcing / procurement team before you commence business. A purchase is considered authorized by the issuance of an approved purchase order (PO), which must be referenced on the invoice. Invoices received without a purchase order and without a valid CareFusion email address may be significantly delayed.
- **The invoice currency, unit of measure and sales tax (if applicable) charged on the invoice must be the same as mentioned on the PO.** Any items on the invoice not included in the PO will delay processing of the invoice.

Any inquiries related to invoices can be made at [www.bd.com/services](http://www.bd.com/services).

### Contact information

Any questions concerning purchase orders or deliveries, please contact the buyer identified on the PO.

* Invoices are accepted without a purchase order in limited circumstances. If you supply utility, telecom services, freight services, or legal services, or for other reasons feel a purchase order is not required, please consult with your purchasing professional BEFORE supplying services.

**Invoices received without a purchase order and without a valid CareFusion/BD email address may be significantly delayed or rejected.