



Invoicing Guidelines for Suppliers to BD Location(s) in [Australia and New Zealand](#)

For queries regarding guidelines for other BD locations, please refer to your purchase order.

BD pays suppliers for authorized purchases in accordance with agreed terms and conditions, based on properly constituted invoices. Each purchase order must be acknowledged prior to invoice submission. We execute payment runs weekly with an exception during month end close. Invoices are paid in the next payment run following the maturation of terms.

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.

1. A purchase is considered authorized by the issuance of an approved purchase order (PO), which must be referenced on the invoice, please note BD reserves the right to reject/dispute invoices. Invoices may be accepted without a purchase order in very limited circumstances. If you supply utilities, telecom services, freight services, or for other reasons considering that a purchase order is not required, please consult with your purchasing professional BEFORE supplying services. BD contact's name must be included on any invoice that has been approved to be submitted without a purchase order.
2. Invoices must be issued by the supplier named on the purchase order and created on the supplier's official letterhead.
3. BD's entity name and address must be included in the "Bill To" on each invoice.
4. The invoice file must be a non-editable PDF attachment only.
5. Each PDF must contain only ONE invoice.
6. The maximum file size for email attachments is 7.5MB (megabytes).
7. DO NOT send invoices in a ZIP folder or as a password-protected PDF file.
8. DO NOT submit statements, acknowledgements, confirmations, or correspondence as they will be discarded.
9. The invoice must not include any personally identifiable information that is confidential or sensitive in nature and should not be altered.
10. Quick tips to ensure faster processing
 - Each invoice must reference only ONE valid BD PO number.
 - Include the supplier's complete address, the address to which the goods were shipped (ship to address) and BD's complete name and address referenced on the PO.
 - Each invoice must have a unique "invoice" number.
 - Invoice line description should be identical to the PO line description.



- The invoice currency must be the same as the currency on the PO.
- The unit of measure on the invoice must be the same as the unit of measure on the purchase order.
- Any tax charged must be consistent with the details on the PO (if applicable).
- Any items on the invoice not included in the PO will delay processing of the invoice.

11. The Approved invoice submission methods by country are as follows:

Country	BD Entities	Types of Invoices	Invoice Method
Australia	Becton Dickinson Pty Ltd	Invoices referencing purchase orders beginning with “65”	Please send to BD contact's email address as indicated in the PO
		Invoices for Transportation & Freight	Please send to: ANZ-OOS-INV@bd.com
		Invoices referencing purchase orders beginning with “69”	Please submit through e-Invoicing (BD's Preferred Method): Coupa Supplier Portal (CSP) (For first time user: To register with BD on the CSP, please refer to BD BuySmart (Coupa) e-Invoice Enablement Guidelines to receive the invitation)
		Invoice without PO	Please send to: Invoices+Au@bd.coupahost.com

Country	BD Entities	Types of Invoices	Invoice Method
New Zealand	Becton Dickinson Ltd	Invoices referencing purchase orders beginning with “65”	Please send to BD contact's email address as indicated in the PO
		Invoices for Transportation & Freight	Please send to: ANZ-OOS-INV@bd.com
		Invoices referencing purchase orders beginning with “69”	Please submit through e-Invoicing (BD's Preferred Method): Coupa Supplier Portal (CSP) (For first time user: To register with BD on the CSP, please refer to BD BuySmart (Coupa) e-Invoice Enablement Guidelines to receive the invitation)
		Invoice without PO	Please send to BD contact's email address



12. If you have any questions about these requirements or invoice payments, please contact Requisition to Pay Customer Service Team, Monday – Friday 8.30am to 5.30pm MYT at:

Logon to: <https://bd.com/services>

For BD Services Store self-guide, please refer to [BD Services Store Guidelines](#).

Contact Number: +65 6664 2901

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