

Invoicing Guidelines for Suppliers to BD Location(s) in EMEA

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.

BD invokes the right to have payment terms begin only when BD receives a compliant invoice or credit note where legally applicable. 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. The preferred method for submission of invoices is electronic, and in some cases non-editable electronic format. Where legal obligations exist, invoices must be submitted through designated government or regulatory portals (e.g., SDI in Italy, the e-invoice portal in Turkey, PEPPOL in Belgium, KSeF in Poland, PA in France).
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 7.5 mb (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
Belgium	Becton Dickinson Benelux NV PEPPOL ID: 0208:0400292967 BD Infection Prevention BV PEPPOL ID: 0208:0726931262 Becton Dickinson Distribution Center N.V. PEPPOL ID: 0208:0440709602 BD International Belgium Branch of Becton, Dickinson B.V. PEPPOL ID: 0208:0443774010	For Domestic suppliers: All types of invoices.	Please issue e-invoice via PEPPOL network. All operational data previously visible on invoices must be included (e.g., PO number, tax breakdown, payment terms, payment method, bank details, seller and buyer contact details), and any supporting documentation (e.g., timesheets, proof of delivery, certificates) must be embedded in the XML file to ensure compliance and faster processing. To avoid duplicate processing, invoices already submitted through PEPPOL network must not be submitted through any additional BD invoice channel.
		For Foreign and exempt suppliers: All types of invoices: Invoices referencing purchase orders beginning with “64”, “65” or “75”	Please send to: ESSC_E-INVOICING@bd.com
		Invoices referencing purchase orders beginning with “E01”	Please send to: SCANNING_SWITZERLAND@bd.com
		Invoices referencing purchase orders beginning with “69”	Please submit through Coupa Supplier Portal (CSP). To receive an invitation to register please contact the Shared Service Team at bd.com/services Alternatively please send to: invoices+emea@bd.coupahost.com
		Invoices without PO, where permitted	Please send to: invoices+emea@bd.coupahost.com
Belgium	Becton Dickinson Distribution Center N.V. PEPPOL ID: 0208:0440709602	For Transportation & Freight suppliers:	Transport suppliers sending invoices via PEPPOL network must embed a copy of the invoice and any supporting documentation (e.g., timesheets, proof of delivery, certificates) in the XML file. If embedding is not possible, the supporting documentation, including a system-generated copy of the invoice, should be sent to: Scanning_Transport@bd.com . When sending system-generated invoices or supporting documentation relating to a specific invoice, please include the invoice number and VAT number in the email subject line.
Belgium	Becton Dickinson Distribution Center N.V.	For Transportation & Freight suppliers:	New suppliers should contact the AP Freight Team at AP_TRANSPORT@bd.com to receive invoicing instructions.

Country	BD Entities	Types of Invoices	Invoice Method
France	Becton Dickinson France S.A.S. Routing code: 056501711 Becton Dickinson Europe Holdings S.A.S. Routing code: 525009809 P.R.C. Routing code: 489512152 Becton Dickinson Dispensing France S.A.S. Routing code: 432638765	For Domestic suppliers: All types of invoices.	Please issue e-invoice via Approved Platform (PA) network . All operational data previously visible on invoices must be included (e.g., PO number, tax breakdown, payment terms, payment method, bank details, seller and buyer contact details), and any supporting documentation (e.g., timesheets, proof of delivery, certificates) must be embedded in the electronic file to ensure compliance and faster processing. To avoid duplicate processing, invoices already submitted through PA must not be submitted through any additional BD invoice channel.
		For Foreign and exempt suppliers: Invoices referencing purchase orders beginning with “64”, “65” or “75”	Please send to: ESSC_E-INVOICING@bd.com
		Invoices referencing purchase orders beginning with “E01”	Please send to: SCANNING_SWITZERLAND@bd.com
		Invoices referencing purchase orders beginning with “69”	Please submit through Coupa Supplier Portal (CSP). To receive an invitation to register please contact the Shared Service Team at bd.com/services Alternatively please send to: invoices+emea@bd.coupahost.com
		Invoice without PO, where permitted	Please send to: invoices+emea@bd.coupahost.com

Country	BD Entities	Types of Invoices	Invoice Method
Germany	Becton Dickinson GmbH Becton Dickinson Management GmbH & Co. KG	For Domestic suppliers: All types of invoices.	Please issue e-invoice in structured formats including XRechnung and ZUGFeRD. All operational data previously visible on invoices must be included (e.g., PO number, tax breakdown, payment terms, payment method, bank details, seller and buyer contact details), in the electronic file to ensure compliance and faster processing. Suppliers should continue to submit invoices through the below BD invoicing channels.
		For Domestic & Foreign and exempt suppliers: Invoices referencing purchase orders beginning with “64”, “65” or “75”	Please send to: ESSC_E-INVOICING@bd.com
		Invoices referencing purchase orders beginning with “69”	Please submit through Coupa Supplier Portal (CSP). To receive an invitation to register please contact the Shared Service Team at bd.com/services Alternatively please send to: invoices+emea@bd.coupahost.com
		Invoice without PO, where permitted	Please send to: invoices+emea@bd.coupahost.com

Country	BD Entities	Types of Invoices	Invoice Method
Greece	BD Hellas S.A.	For Domestic suppliers: All types of invoices.	For Domestic supplier (within Greece), please issue e-invoice via MyData portal. All operational data previously visible on invoices must be included (e.g., PO number, tax breakdown, payment terms, payment method, bank details, seller and buyer contact details) to ensure compliance and faster processing.
		For Foreign and exempt suppliers:	Please continue submitting invoices through the invoicing channels previously communicated by BD.

Country	BD Entities	Types of Invoices	Invoice Method
Hungary	Becton Dickinson Hungary Ltd.	For Domestic and Foreign suppliers: All types of invoices.	Please send to: FinanceTTB@bd.com All operational data must be included on the invoice (e.g., PO number, tax breakdown, payment terms, payment method, bank details, seller and buyer contact details).

Country	BD Entities	Types of Invoices	Invoice Method
Israel	BD Israel LTD	For Domestic and Foreign suppliers: All types of invoices.	Please send to: gmb-il@bd.com All operational data must be included on the invoice (e.g., PO number, tax breakdown, payment terms, payment method, bank details, seller and buyer contact details).

Country	BD Entities	Types of Invoices	Invoice Method
Italy	Becton Dickinson Italia S.p.A. SDI code: PR4AG6C	For Domestic suppliers: All types of invoices.	For Domestic supplier (within Italy), please issue e-invoice via SDI portal. All operational data previously visible on invoices must be included in the electronic file to ensure compliance and faster processing.
		For Foreign and exempt suppliers: Invoices referencing purchase orders beginning with “64”, “65” or “75”	Invoices will be submitted to SdI by BD Italy Please send to: ESSC_E-INVOICING@bd.com
		Invoices referencing purchase orders beginning with “E01”	Please send to: SCANNING_SWITZERLAND@bd.com
		Invoices referencing purchase orders beginning with “69”	Please submit through Coupa Supplier Portal (CSP). To receive an invitation to register please contact the Shared Service Team at bd.com/services Alternatively please send to: invoices+emea@bd.coupahost.com
		Invoice without PO, where permitted	Please send to: invoices+emea@bd.coupahost.com

Country	BD Entities	Types of Invoices	Invoice Method
Poland	Becton Dickinson Polska Sp. z o.o. NIP number: 5271055984	For Domestic suppliers: All types of invoices.	For Domestic supplier (within Poland), please issue e-invoices through KSeF (the National e-Invoicing System). All operational data previously visible on invoices must be included (e.g., PO number, tax breakdown, payment terms, payment method, bank details, seller and buyer contact details) to ensure compliance and faster processing.
		For Foreign and exempt suppliers: Invoices referencing purchase orders beginning with “69”	Please submit through Coupa Supplier Portal (CSP). To receive an invitation to register please contact the Shared Service Team at bd.com/services Alternatively please send to: invoices+emea@bd.coupahost.com
		Invoice without PO, where permitted	Please send to: invoices+emea@bd.coupahost.com

Country	BD Entities	Types of Invoices	Invoice Method
Switzerland	BD Switzerland Sàrl	For Domestic and Foreign suppliers: All types of invoices. Invoices referencing purchase orders beginning with “64”, “65” or “75”	Please send to: ESSC_E-INVOCING@bd.com
		Invoices referencing purchase orders beginning with “E01”	Please send to: SCANNING_SWITZERLAND@bd.com
		Invoices referencing purchase orders beginning with “45”	Please send to: EMEA_Scanning@bd.com
		Invoices referencing purchase orders beginning with “69”	Please submit through Coupa Supplier Portal (CSP). To receive an invitation to register please contact the Shared Service Team at bd.com/services Alternatively please send to: invoices+emea@bd.coupahost.com
		Invoice without PO, where permitted	Please send to: invoices+emea@bd.coupahost.com
		Invoices for Transportation & Freight	New suppliers should contact the AP Freight Team at AP_TRANSPORT@bd.com to receive invoicing instructions.

Country	BD Entities	Types of Invoices	Invoice Method
Turkey	BD Turkey	For Domestic suppliers: All types of invoices.	For Domestic supplier (within Turkey), please issue e- through the Turkish e-Invoicing platform. All operational data previously visible on invoices must be included (e.g., PO number, tax breakdown, payment terms, payment method, bank details, seller and buyer contact details) in the electronic file to ensure compliance and faster processing.
		For Foreign suppliers	Please continue submitting invoices through the invoicing channels previously communicated by BD.

Country	BD Entities	Types of Invoices	Invoice Method
Austria	BD Austria GmbH	Invoices referencing purchase orders beginning with “64”, “65” or “75”	Please send to: ESSC_E-INVOICING@bd.com
Czech Republic	BD Czechia s.r.o.	Invoices referencing purchase orders beginning with “E01”	Please send to: SCANNING_SWITZERLAND@bd.com
Ireland	Becton Dickinson and Company Limited	Invoices referencing purchase orders beginning with “69”	Please submit through Coupa Supplier Portal (CSP). To receive an invitation to register please contact the Shared Service Team at bd.com/services
Nordics	Becton Dickinson Norway AS		Alternatively please send to: invoices+emea@bd.coupahost.com
	Becton Dickinson Sweden AB	Invoice without PO, where permitted	Please send to: invoices+emea@bd.coupahost.com
	Becton Dickinson Finland OY		
Portugal	BD Portugal Unipessoal Ld		
South Africa	BD South Africa		
Spain	Becton Dickinson S.A.U.		
Switzerland	BD Switzerland Sàrl		
United Arab Emirates	Becton Dickinson BV (Dubai Branch)		
United Kingdom	Becton Dickinson Infusion Therapy UK		
	Becton, Dickinson U.K. Limited		
Any other EMEA country	Please continue submitting invoices through the invoicing channels previously communicated by BD.		

12. If you have any questions about these requirements or invoice payments or if you wish to make changes in your account details, please logon to: bd.com/services or contact the Shared Service Centre, Monday – Friday, 8:00 to 17:00 CET.

Country	Contact number
Belgium	00 32 537 207 08
Denmark	00 45 361 58 728
France	00 33 155 212 568
Germany	00 49 619 697 5023
Ireland	00 35 301 408 3710
Italy	00 39 028 066 3040
Netherlands	00 31 512 752 504
Poland	00 48 717 586 563
Spain	00 34 91 514 0841
Sweden	00 46 84 028 621
United Kingdom	00 44 208 230 3162
Remaining countries	00 44 208 230 3162

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

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