Invoicing Guidelines for Suppliers to BD Location(s) in Greater Asia

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 7.5 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:

Australia

BD Entities	Types of Invoices	Invoice Submission Method
Becton Dickinson Pty Ltd	Invoices referencing purchase orders beginning with **"65"**	Send to the BD contact email indicated on the PO.
	Invoices referencing purchase orders beginning with **"69"**	Submit via Coupa Supplier Portal (CSP). To receive an invitation to register, contact the Req-to-Pay Customer Service Team at bd.com/services.
	Invoices for **Transportation** and **Freight**	Send to ANZ-OOS-INV@bd.com
	Invoices without purchase orders, where permitted	Send to Invoices+Au@bd.coupahost.com
Bard Australia Pty Ltd	Invoices referencing **6-digit** purchase orders	Send to the BD contact email.
	Invoices without purchase orders, where permitted	Send to the BD contact email.

New Zealand

BD Entities	Types of Invoices	Invoice Submission Method
Becton Dickinson Ltd	Invoices referencing purchase orders beginning with **"65"**	Send to the BD contact email indicated on the PO.
	Invoices referencing purchase orders beginning with **"69"**	Submit via Coupa Supplier Portal (CSP). To receive an invitation to register, contact the Req-to-Pay Customer Service Team at bd.com/services.
	Invoices for **Transportation** and **Freight**	Send to ANZ-OOS-INV@bd.com
	Invoices without purchase orders, where permitted	Send to the BD contact email.

China

BD Entities	Types of Invoices	Invoice Submission Method
Becton Dickinson Medical Devices (Shanghai) Co., Ltd. CareFusion (Shanghai) Commercial & Trading Co., Ltd. Becton Dickinson Medical Devices Co., Ltd Suzhou BD Medical Technology (Jiangsu) Co., Ltd	Invoices referencing purchase orders beginning with **"65"** or **"69"**	**Domestic suppliers (within China):** Send paper invoices or electronic invoices (e-Invoices) to the BD contact as indicated on the PO. **Overseas suppliers (outside China):** Send to the BD contact email indicated on the PO.
	Invoices without purchase orders, where permitted	**Domestic suppliers (within China):** Send paper invoices or electronic invoices (e-Invoices) to the BD contact. **Overseas suppliers (outside China):** Send to the BD contact email.
BD Rapid Diagnostics (Suzhou) Co., Ltd.	Invoices referencing purchase orders beginning with **"65"** or **"69"**	**Domestic suppliers (within China):** Send paper invoices or electronic invoices (e-Invoices) to the BD contact as indicated on the PO. **Overseas suppliers (outside China):** Send to CNSuzhou_FIN_AP@bd.com
	Invoices without purchase orders, where permitted	**Domestic suppliers (within China):** Send paper invoices or electronic invoices (e-Invoices) to the BD contact. **Overseas suppliers (outside China):** Send to the BD contact email.
Bard Healthcare Science (Shanghai) Co., Ltd. Bard Medical R&D (Shanghai) Co., Ltd. Bard Medical Devices (Beijing) Co., Ltd.	Invoices referencing **6-digit** purchase orders or purchase orders beginning with **"POSH"**, **"PODC"**, or **"POBJ"**	**Domestic suppliers (within China):** Send paper invoices or electronic invoices (e-Invoices) to the BD contact. **Overseas suppliers (outside China):** Send to the BD contact email.
	Invoices without purchase orders, where permitted	**Domestic suppliers (within China):** Send paper invoices or electronic invoices (e-Invoices) to the BD contact. **Overseas suppliers (outside China):** Send to the BD contact email.

Additional Information
For paper invoices submitted by suppliers within China, please confirm with your BD contact where the invoices should be sent before submission.

Hong Kong

BD Entities	Types of Invoices	Invoice Submission Method
Becton Dickinson Asia Ltd.	Invoices referencing purchase orders beginning with **"65"**	Send to the BD contact email indicated on the PO.
	Invoices referencing purchase orders beginning with **"69"**	Submit via Coupa Supplier Portal (CSP). To receive an invitation to register, contact the Req-to-Pay Customer Service Team at bd.com/services.
	Invoices without purchase orders, where permitted	Send to the BD contact email.

India

BD Entities	Types of Invoices	Invoice Submission Method
Becton Dickinson India Private Limited Becton Dickinson Technology Campus India LLP CareFusion Development Private Limited	Invoices referencing purchase orders beginning with **"65"** or **"69"**	**Original hard-copy GST-compliant invoice** Send the invoice, together with the goods (where applicable), to the BD contact and address indicated on the purchase order. **GST-compliant digitally signed invoice** Send to the BD contact email indicated on the purchase order.
	Invoices without purchase orders, where permitted	**Original hard-copy GST-compliant invoice** Send the invoice, together with the goods (where applicable), to the BD contact and address. **GST-compliant digitally signed invoice** Send to the BD contact email.
BARD India Healthcare Pvt. Ltd.	Invoices referencing purchase orders beginning with **"OP"**	**Original hard-copy GST-compliant invoice** Send the invoice, together with the goods (where applicable), to the BD contact and address indicated on the purchase order. **GST-compliant digitally signed invoice** Send to the BD contact email indicated on the purchase order.

	Invoices without purchase orders, where permitted	**Original hard-copy GST-compliant invoice** Send the invoice, together with the goods (where applicable), to the BD contact and address. **GST-compliant digitally signed invoice** Send to the BD contact email.

Indonesia

BD Entities	Types of Invoices	Invoice Submission Method
PT Becton Dickinson Indonesia	Invoices referencing purchase orders beginning with **"69"**	Submit via Coupa Supplier Portal (CSP). To receive an invitation to register, contact the Req-to-Pay Customer Service Team at bd.com/services.
	Invoices without purchase orders, where permitted	Send to BDID-NoPOVendor@bd.com.

Additional Information

For domestic suppliers within Indonesia,

1. A valid Faktur Pajak must be attached to the invoice as supporting documentation for expenses subject to VAT (PPN), in accordance with local tax requirements.
2. The supplier's BD Vendor Code must be included on each invoice.

Japan

BD Entities	Types of Invoices	Invoice Submission Method
Nippon Becton Dickinson Co., Ltd.	Invoices referencing purchase orders beginning with **"65"**	Send to JP_AP_Finance@bd.com.
	Invoices referencing purchase orders beginning with **"69"**	Send to Invoices+JP@BD.Coupahost.com.
	Invoices without purchase orders, where permitted	Send to the BD contact email.
Medicon, INC.	Invoices referencing **4-digit** purchase orders or purchase orders beginning with "OP**–**"	Send to JP_AP_Finance@bd.com.
	Invoices without purchase orders, where permitted	Send to the BD contact email.

Additional Information

For domestic suppliers within Japan, each invoice must include the following information:

1. Tax registration number, where the supplier is registered under the Qualified Invoice System.
2. Transaction date.
3. Amount of consideration by applicable tax rate (tax-inclusive or tax-exclusive).
4. Consumption tax amount by applicable tax rate.

Malaysia

BD Entities	Types of Invoices	Invoice Submission Method
Becton Dickinson Global Services Center Sdn Bhd Becton Dickinson Sdn Bhd	Invoices referencing purchase orders beginning with **"69"**	Submit via Coupa Supplier Portal (CSP). To receive an invitation to register, contact the Req-to-Pay Customer Service Team at bd.com/services.
	Invoices without purchase orders, where permitted	Send to BDID-NoPOVendor@bd.com
Bard Sdn Bhd	Invoices referencing **7-digit** purchase orders beginning with **"10"**	**e-Invoice vendors** Send the e-Invoice to KUL-Finance-AP@bd.com **Non e-Invoice vendors** Send the hard-copy invoice to the BD contact.
	Invoices without purchase orders, where permitted	Send to the BD contact email.

Philippines

BD Entities	Types of Invoices	Invoice Submission Method
Becton Dickinson Philippines, Inc.	Invoices referencing purchase orders beginning with **"69"**	Submit via Coupa Supplier Portal (CSP). To receive an invitation to register, contact the Req-to-Pay Customer Service Team at bd.com/services.
	Invoices without purchase orders, where permitted	Send to BDPH-Vendor@bd.com

South Korea

BD Entities	Types of Invoices	Invoice Submission Method
Becton Dickinson Korea Ltd.	Invoices referencing purchase orders beginning with **"65"** or **"69"**	**Domestic suppliers (within Korea)** Issue e-tax invoices through a Korea IRS-approved platform. Include the PO number and the BD contact name and email address in the remarks section. **Overseas suppliers (outside Korea)** Send to the BD contact email indicated on the PO.

	Invoices without purchase orders, where permitted	**Domestic suppliers (within Korea)** Issue e-tax invoices through a Korea IRS-approved platform. Include the BD contact name and email address in the remarks section. **Overseas suppliers (outside Korea)** Send to the BD contact email indicated on the PO.

Singapore

BD Entities	Types of Invoices	Invoice Submission Method
Becton Dickinson Holdings Pte Ltd Becton Dickinson Medical Product Pte Ltd Becton Dickinson Medical (S) Pte Ltd	Invoices referencing purchase orders beginning with **"65"**	Send to GMB_KLRTPTeam@bd.com
	Invoices referencing purchase orders beginning with **"69"**	Submit via Coupa Supplier Portal (CSP). To receive an invitation to register, contact the Req-to-Pay Customer Service Team at bd.com/services.
	Invoices without purchase orders, where permitted	Send to the BD contact email.

Taiwan

BD Entities	Types of Invoices	Invoice Submission Method
Becton Dickinson Holdings Pte. Ltd. Taiwan Branch	Invoices referencing purchase orders beginning with **"65"**	Send to the BD contact email indicated on the PO.
	Invoices referencing purchase orders beginning with **"69"**	Send to Invoices+TW@bd.coupahost.com
	Invoices without purchase orders, where permitted	Send to the BD contact email.

Thailand

BD Entities	Types of Invoices	Invoice Submission Method
Becton Dickinson (Thailand) Limited	Invoices referencing purchase orders beginning with **"69"**	**Domestic suppliers (within Thailand):** Send hard-copy invoices to the BD contact as indicated on the PO.
	Invoices without purchase orders, where permitted	**Domestic suppliers (within Thailand):** Send hard-copy invoices to the BD contact.

Additional Information

1. English translations must be provided for all invoice line items.
2. The supplier's BD Vendor Code must be included on each invoice.
3. For domestic suppliers within Thailand submitting hard-copy invoices, send invoices to the applicable address below:
   Becton Dickinson (Thailand) Limited
   The Offices at Central World, 24th Floor, 999/9 Rama I Road, Pathumwan, Bangkok 10330

Vietnam

BD Entities	Types of Invoices	Invoice Submission Method
The Representative Office of Becton Dickinson Asia Limited in Ho Chi Minh City	Invoices referencing purchase orders beginning with **"69"**	Send to Invoices+VN@bd.coupahost.com
	Invoices without purchase orders, where permitted	Send to BD.vietnam@bd.com

Additional Information

1. English translations must be provided for all invoice line items.
2. The supplier's BD Vendor Code must be included on each invoice.

Contact Information

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

Logon to: **bd.com/services**
Phone: +603 9212 1548

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

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