



Invoicing Guidelines for Suppliers to BD Locations in [Latin America](#)

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.

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 that BD reserves the right to reject or dispute invoices that do not meet these requirements. 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. Where local legal or tax requirements apply, invoices must be submitted through designated authorized invoice processing portals. Invoices must comply with all applicable local electronic invoicing regulations and any required fiscal validations prior to submission to BD.
3. BD's entity name and address must be included in the "Bill To" on each invoice.
4. The invoice must be submitted as a non-editable PDF attachment. Where electronic invoicing requirements apply, the corresponding XML (or legally required electronic invoice file) must also be included.
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 password-protected or otherwise restricted files, as they cannot be processed.
8. **DO NOT** submit statements, acknowledgements, confirmations, or correspondence as they will be discarded.
9. The invoice must not contain any confidential or sensitive personally identifiable information (PII). In addition, the invoice must not be modified or altered after issuance.
10. Credit notes and debit notes must reference the original invoice number and comply with applicable local regulatory requirements.
11. Quick tips to ensure faster processing
 - Each invoice must reference only ONE valid BD PO number.



- Include the supplier's legal name, complete address, applicable tax identification number, the address to which the goods were shipped (ship-to address), and BD's complete name and address as 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 specified in the PO, if applicable.
- Any items on the invoice not included in the PO will delay processing of the invoice.
- Do not submit duplicate invoices. Resubmission of the same invoice may delay processing and payment.

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

Country	BD Entities	Types of Invoices	Invoice Method
Argentina	Becton Dickinson Argentina S.R.L.	Invoices referencing purchase orders beginning with "65" and Invoices for Transportation & Freight	Suppliers must submit their invoices through the Invoice Index catalog in ServiceNow If you require guidance on the invoice submission process, please contact Facturasrepcion_ARG@bd.com to request supplier instructions.
		Invoices referencing purchase orders beginning with "69"	Suppliers located in Argentina must submit their invoices through the Invoice Index catalog in ServiceNow Suppliers located outside Argentina must submit their invoices via (BD's Preferred Method): Coupa Supplier Portal (CSP) For first time user: To register with BD on the CSP, please contact the Shared Service Team at bd.com/services
		Invoice without PO	Suppliers must submit their invoices through the Invoice Index catalog in ServiceNow

Country	BD Entities	Types of Invoices	Invoice Method
Chile	Becton Dickinson de Chile	Invoices referencing purchase orders beginning with “65” and Invoices for Transportation & Freight	Suppliers located in Chile, must submit their invoices through the Edicom portal by sending it to the email: 590514802_mb@mailbox.edicomnet.cl Suppliers located outside Chile must submit their invoices via email to facturasrepcion_Lassc@bd.com
		Invoices referencing purchase orders beginning with “69”	Suppliers located in Chile must submit their invoices through the Edicom portal by sending it to the email: 590514802_mb@mailbox.edicomnet.cl Suppliers located outside Chile must submit their invoices via (BD's Preferred Method): Coupa Supplier Portal (CSP) For first time user: To register with BD on the CSP, please contact the Shared Service Team at bd.com/services
		Invoice without PO	Suppliers located in Chile, must submit their invoices through the Edicom portal by sending it to the email: 590514802_mb@mailbox.edicomnet.cl Suppliers located outside Chile must submit their invoices via email to facturasrepcion_Lassc@bd.com

Country	BD Entities	Types of Invoices	Invoice Method
Colombia	Becton Dickinson de Colombia LTDA.	Invoices referencing purchase orders beginning with “65” and Invoices for Transportation & Freight	Suppliers located in Colombia, must submit their invoices through the Edicom portal by sending it to the email: 860020309@mailbox.edicomnet.com Suppliers located outside Colombia must submit their invoices via email to facturas_colombia@bd.com
		Invoices referencing purchase orders beginning with “69”	Suppliers located in Colombia must submit their invoices through the Edicom portal by sending it to the email: 860020309@mailbox.edicomnet.com Suppliers located outside Colombia must submit their invoices via (BD's Preferred Method): Coupa Supplier Portal (CSP) For first time user: To register with BD on the CSP, please contact the Shared Service Team at bd.com/services
		Invoice without PO	Suppliers located in Colombia, must submit their invoices through the Edicom portal by sending it to the email: 860020309@mailbox.edicomnet.com Suppliers located outside Colombia must submit their invoices via email to facturas_colombia@bd.com

Country	BD Entities	Types of Invoices	Invoice Method
Costa Rica	3-102-949771 S.R.L.	Invoices referencing purchase orders beginning with <u>“69”</u>	Suppliers located in Costa Rica must submit their invoices via email to invoices+CR@bd.coupacloud.com Suppliers located outside Costa Rica must submit their invoices via (BD's Preferred Method): Coupa Supplier Portal (CSP) For first time user: To register with BD on the CSP, please contact the Shared Service Team at bd.com/services
		Invoice without PO	Suppliers must submit their invoices via email to facturas_cr@bd.com

Country	BD Entities	Types of Invoices	Invoice Method
Mexico	Becton Dickinson de México, S.A. de C.V.	Invoices referencing purchase orders beginning with <u>“65”</u> , <u>“75”</u> and Invoices for Transportation & Freight	Suppliers located in Mexico must submit their invoices through the Carvajal Portal . Suppliers located outside Mexico must submit their invoices via email to facturas_recepcion@bd.com
	Corporativo BD de México, S. de R.L. de C.V.	Invoices referencing purchase orders beginning with <u>“69”</u>	Suppliers located in Mexico must submit their invoices through the Carvajal Portal . Suppliers located outside Mexico must submit their invoices via (BD's Preferred Method): Coupa Supplier Portal (CSP)
	BD Holding, S. de R.L. de C.V.		For first time user: To register with BD on the CSP, please contact the Shared Service Team at bd.com/services
	Proceso para Esterilización, S.A. de C.V.	Invoice without PO	Suppliers located in Mexico must submit their invoices through the Carvajal Portal . Suppliers located outside Mexico must submit their invoices via email to facturas_recepcion@bd.com

Country	BD Entities	Types of Invoices	Invoice Method
Mexico	BD CIUDAD JUÁREZ ESTERILIZACIÓN, S. DE R.L. DE C.V.	Invoices referencing purchase orders beginning with “65” , “75” and Invoices for Transportation & Freight	Suppliers located in Mexico must submit their invoices through the Carvajal Portal . Suppliers located outside Mexico must submit their invoices via email to Facturas_Esterilizacion@bd.com
		Invoices referencing purchase orders beginning with “69”	Suppliers located in Mexico must submit their invoices through the Carvajal Portal . Suppliers located outside Mexico must submit their invoices via (BD's Preferred Method): Coupa Supplier Portal (CSP) For first time user: To register with BD on the CSP, please contact the Shared Service Team at bd.com/services
		Invoice without PO	Suppliers located in Mexico must submit their invoices through the Carvajal Portal . Suppliers located outside Mexico must submit their invoices via email to Facturas_Esterilizacion@bd.com

Country	BD Entities	Types of Invoices	Invoice Method
Mexico	SISTEMAS MÉDICOS ALARIS, S.A. DE C.V.	Invoices referencing purchase orders beginning with “42” , “43” and Invoices for Transportation & Freight	Invoices must be submitted through the Cytrum Portal.
		Invoices referencing purchase orders beginning with “69”	Invoices must be submitted through the Cytrum Portal.
		Invoice without PO	Invoices must be submitted through the Cytrum Portal.

Country	BD Entities	Types of Invoices	Invoice Method
Peru	Becton Dickinson del Uruguay S.A., Sucursal Perú	Invoices referencing purchase orders beginning with “65” and Invoices for Transportation & Freight	Suppliers located in Peru must submit their invoices through the Edicom portal by sending it to the email: 20376181015@mailbox.edicomnet.com Suppliers located outside Peru must submit their invoices via email to facturas_peru@bd.com
		Invoices referencing purchase orders beginning with “69”	Suppliers located in Peru must submit their invoices through the Edicom portal by sending it to the email: 20376181015@mailbox.edicomnet.com Suppliers located outside Peru must submit their invoices via (BD's Preferred Method): Coupa Supplier Portal (CSP) For first time user: To register with BD on the CSP, please contact the Shared Service Team at bd.com/services
		Invoice without PO	Suppliers located in Peru must submit their invoices through the Edicom portal by sending it to the email: 20376181015@mailbox.edicomnet.com Suppliers located outside Peru must submit their invoices via email to facturas_peru@bd.com

13. If you have any questions about these requirements or invoice payments, please contact the Requisition to Pay Customer Service Team:

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