

Invoicing Guidelines for Suppliers to BD Location(s) in North America, Canada and Puerto Rico

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. Payment terms will be calculated from the later of the date a correct invoice is received via an approved submission method or receipt of conforming goods/services. We execute two main monthly payment runs in arrears. 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. The invoice must not include any personally identifiable information that is confidential or sensitive in nature, and should not be altered.

2. The preferred method for submission of invoices is electronic, and in some cases non-editable electronic format.
3. DO NOT submit statements, acknowledgements, confirmations, or correspondence as they will be discarded.
4. Becton Dickinson utilizes the Tungsten Network (KOFAX) e-Invoicing platform to improve the invoicing and payment experience with our suppliers.

Please use this list to ensure that you have established the correct trading relationships on Tungsten Network (KOFAX) to invoice Becton Dickinson. Buyer entities in scope for e-invoicing:

AAA Number	Company Name	Country
AAA243790318	Becton, Dickinson, and Company - US	US
AAA453566226	BD - Canada	CAN
AAA556428613	BD-Puerto Rico	US

If you are already registered, please only submit your invoices electronically. Any invoice submitted via Paper/Email will be rejected subject to applicable law and contractual restrictions.

To enroll in Tungsten Network Platform (KOFAX) please go to <https://www.tungsten-network.com/>.

Suppliers that are not yet enrolled to Tungsten Network (KOFAX) can submit their invoices via the following channels:

- A. Invoices referencing purchase orders beginning with “64”, “65”, or “75” may be submitted by email to NASSC.SAP.Invoices@bd.com as a non-editable PDF attachment only. Each PDF must contain only ONE invoice. The maximum file size for email attachments is 8 mb (megabytes).
- B. Invoices referencing purchase orders beginning with “42”, “43”, “47” or “55” may be submitted by email to GMB-CFN-AP-POInvoices@bd.com.
- C. Invoices referencing purchase orders beginning with “69” should be submitted via the Coupa Supplier Portal (CSP) or by email to invoices+NA@bd.coupahost.com as a non-editable PDF attachment only. Each PDF must contain only ONE invoice. The maximum file size for email attachments is 8 mb (megabytes). To receive an invitation to register with BD on the Coupa Supplier Portal please contact the Requisition to Pay Customer Service Team at bd.com/services.
- D. Invoices referencing Bard and purchase orders beginning with 7 or 8 may be submitted to BardInvoices-NA@bd.com.

4. 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 referenced on the PO.
- Each invoice must have a unique “invoice” or “credit memo” number.
- Line item numbers should be identical to the PO line item numbers
- The invoice or credit memo currency must be the same as the currency on the PO
- The unit of measure on the invoice or credit memo must be the same as the unit of measure on the purchase order
- Any sales tax charged must be consistent with the details on the PO (if applicable)
- Any items on the invoice or credit memo not included in the PO will delay processing of the document (except for freight charges)
- Any items on the invoice not included in the PO will delay processing of the invoice.

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

For Tungsten enabled suppliers - the real-time status of your invoices submitted to BD is also available directly through the [Tungsten Network Portal \(KOFAX\)](#).

For questions related to the Tungsten Network Portal (KOFAX), please contact [Support services](#) that provide assistance in English, French, German, Dutch, Spanish, Italian, Polish and Portuguese.

If you have any questions about these requirements or invoice payments or if you wish to make changes in your account details, please contact the Requisition to Pay Customer Service Team, Monday – Friday 7am to 6pm CST at:

Phone: 855-4BD-Help (855-423-4357) or logon to: bd.com/services

If you have any questions about Bard requirements or invoice payments or if you wish to make changes in your account details, please contact the Shared Service Center, Monday – Friday 7am to 4pm CST at:

Phone: 888-201-3991 or email BardInquiries-NA@bd.com

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

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