



Invoice Requirements Supplier Quick Guide

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Invoice Details & Requirements

To ensure that payments continue to be made in a correct and timely way, please consider the following requirements for all invoices and credit notes you issue:

- Quote the complete legal form, address and the VAT-ID* of the affected Boehringer Ingelheim entity (Boehringer Ingelheim can be abbreviated as **BI**)
- Your company name, address and if applicable Tax ID or VAT-ID
- Date of invoice
- Sequential invoice number
- Amount and description of services provided
- Time or period of services
- Amount due and currency
- Notice regarding reverse charge procedure (if applicable)
- Bank account details
- Due date

- Our BI purchase order (PO) number and PO line with reference to your invoice item
- Where a PO number is not available, ensure a contact name within BI is provided (forename and surname – preferably including email address)
- Kindly issue your invoice in English

If invoices/credit notes do not fulfill the above mentioned requirements, the document will be rejected!

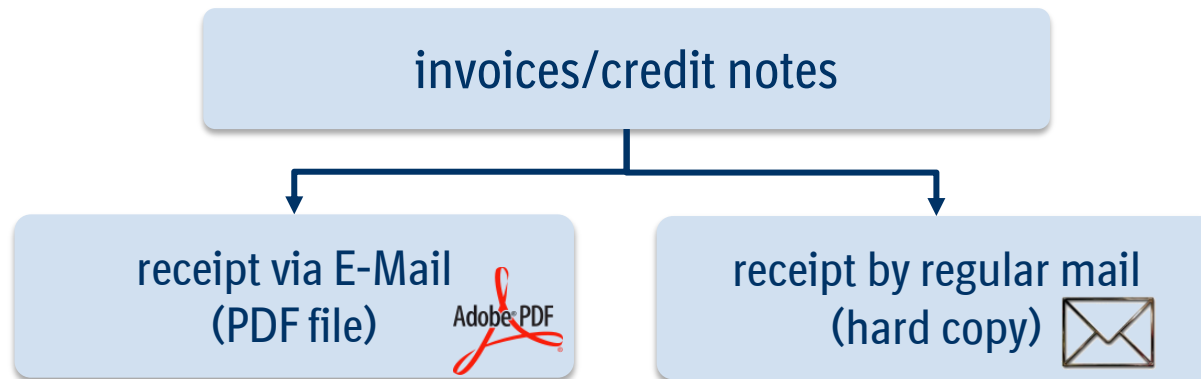
The timely approval and thus payment of your invoice depends on the availability of a valid purchase order and on correct matching of price/quantity/description.

* The VAT-ID of our Boehringer Ingelheim entity has only to be quoted if required by tax law (e.g. supply of services within the European Union).

Invoice Submission Channels

We would also like to introduce to you our two possible invoice receipt channels:

- The preferred way to receive your invoices and credit notes is our PDF receipt process. This process enables vendors to submit invoices and credit notes in PDF format to a designated central email account. Please consult our Purchase Order for the correct central email account.
- In addition invoices and credit notes can be send via regular mail.



PDF invoice receipt requirements

In principle following PDF participation requirements have to be met:

- Invoices and credit notes will be sent via PDF only. Other document formats such as .xls, .doc, .gif, .tif, etc will only be accepted as attachments.
- To guarantee efficient processing, please send your PDF documents only once to the specially designated email address.
- Further copies of invoices/credit notes should not be sent to other email addresses or by post.
- A separate email is required per invoice/credit note. Attachments, e.g. related service documentation, must be sent along with the invoice/credit note. There are two possible ways to do this:
 - Create one PDF document including the invoice/credit note and the required attachment. The invoice must be on page one of the PDF and all other information on following pages.
 - Create separate PDF documents for the invoice/credit and each attachment. In this case, the invoice/credit note must be the first attachment to the email.
- Each PDF document must have its own explicit name.

Contact

Source-to-Pay (S2P) Support Team

Our S2P support team will help you with queries or issues regarding purchase orders or invoices via email or phone (e.g. dunning letters, statements and your response to any purchase order).

For the contact details of our responsible S2P support team please consult your received purchase order (PO).



GERMANY

GBS Center Germany:

Service-Phone: ALL: +49-6132-77-90283
GB: +44 (1344) 74-4783
FR: +33 (0) 32650 – 8883
IT: +39 (02) 5355-90283
Service-Mailbox: P2P.de@boehringer-ingelheim.com



MANILA

GBS Center Manila:

Manila Support Team US

US Toll Free: 1-800-203-2916 International Dialing: 1-2013-791-6513

Manila Support Team AU/NZ

Australia Toll Free: 1800-931-105 Australia Direct Number: +612-8875-8838
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Thank you!