

## BOC Invoice Rules and Standards

Dear Supplier

**The payment of invoices will be delayed if you fail to comply with the following Linde Invoice Rules.**

**Invoice submission** - To ensure that your invoice is paid to terms, please send your invoices in a pdf format to the correct email address with the correct billing address:

**BOC Limited and BOC Group Ltd** - Email address for invoice submission - [fsc.apuk@boc.com](mailto:fsc.apuk@boc.com)

Billing address – PO BOX 278

Building 12  
Vantage Point Business Park  
Mitcheldean  
GL17 1BX

**BOC Gases Ireland Ltd** - Email address for invoice submission – [bgi.vendor@boc.com](mailto:bgi.vendor@boc.com)

Billing address – Bluebell

Dublin 12  
C/o PO BOX 277  
Building 12  
Vantage Point Business Park  
Mitcheldean  
GL17 1BX

Our Purchase Order will indicate which BOC company the invoice should be billed to.

Invoices billed to the individual branch address instead of the invoice address detailed above, will be returned to yourselves for correction and re-issue resulting in a delay to payment.

**Payment Terms** - Standard payment terms are end of month following month of invoice, unless otherwise contractually agreed with BOC.

**Purchase Order Numbers** - All invoices must contain a valid Purchase Order number. **Please ensure that you obtain a Purchase Order number prior to supply and creation of an invoice.**

Invoices that do not quote a valid Purchase Order number will be returned to yourselves for correction and re-issue resulting in a delay to payment.

Invoices that quote multiple items or multiple Purchase Order numbers must clearly show the Purchase Order numbers against each item being invoiced.

**Minimum Invoicing Standards** - We require all suppliers to meet a minimum standard of invoicing in order to ensure that the invoice can be processed efficiently and that you can be paid on time. Therefore, please ensure the following details are quoted on the invoice:

- Invoice date
- Date of supply
- Invoice number
- Currency or currency symbol (e.g., GBP or £, EUR or €)
- Net value
- VAT value
- Gross value
- VAT registration number

For each invoice line item, the following must also be shown:

- Purchase order line item
- Quantity being invoiced
- Description of products &/ or services supplied (period covered etc)
- Price (including note of any discounts, reductions, taxes, prepayments received etc)
- Unit of measure – **This should match the unit on the Purchase Order**
- Net value
- VAT Rate

**Contacts** - If you need to contact BOC regarding payment of an invoice, please contact our Accounts Payable department using the following email address – [vendorinvoicequeries@boc.com](mailto:vendorinvoicequeries@boc.com)

**Change in Company Details** - Please ensure that you keep BOC updated with any changes to your company details e.g. Company Name, address, Reg and VAT numbers, Bank Details.

Invoices with a mismatch to the company details cannot be paid until the vendor record has been changed. This will delay payment.

Please send your Company detail amendments to [vendordata.uki@boc.com](mailto:vendordata.uki@boc.com) on company headed paper in a non-editable format.

Note that we will contact you to verbally verify any requested changes to Bank Details.

Yours sincerely

BOC Limited Procurement & Accounts Payable