



Invoice Requirements Supplier Quick Guide

Version: 2.0 / November 2021

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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 (note that there might be deviating local requirements):

Supply of services

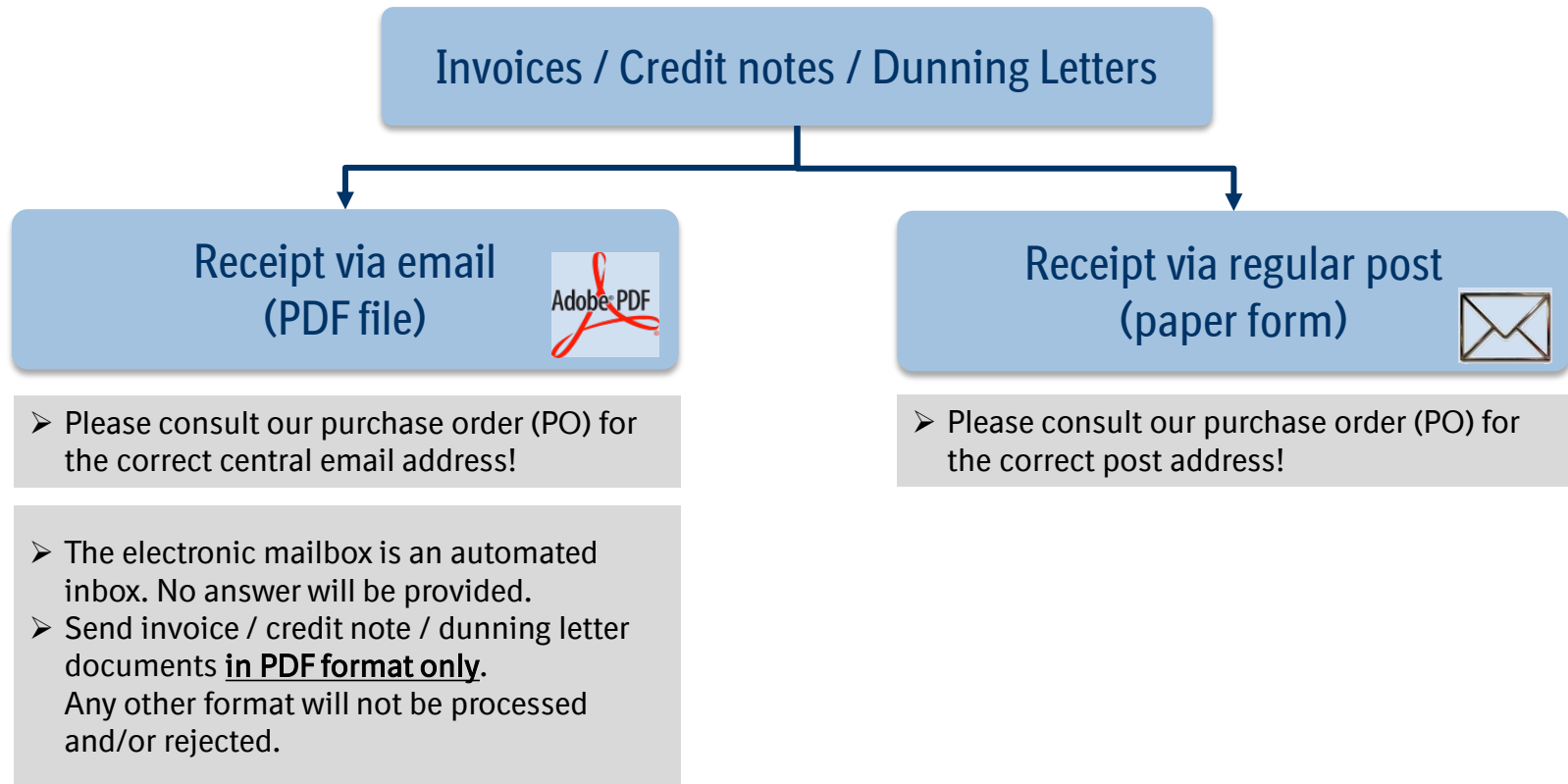
- Quote the complete legal form, address and the VAT ID* of the affected Boehringer Ingelheim entity (Boehringer Ingelheim can be abbreviated as **BI**)
- Your full company name & complete address (if applicable Tax ID or VAT ID)
- Date of invoice
- Sequential invoice number
- Amount and description of services provided
- Time or period of supply
- Amount due and currency (if applicable itemized by
 - Net amount
 - VAT amount
 - Gross amount
 - Tax rate)
- If applicable, note regarding reverse charge procedure / tax exemption (e.g. intra-Community supplies of services)
- Our BI purchase order (PO) number. In case our PO contains more than one line, please make sure that your invoice is in sync with our PO line, including the number and description of each PO line.
- Where a PO number is not available, please ensure to quote the email address of your BI contact.

Supply of goods

- Quote the complete legal form, address and the VAT ID* of the affected Boehringer Ingelheim entity (Boehringer Ingelheim can be abbreviated as **BI**)
- Your full company name & complete address (if applicable Tax ID or VAT ID)
- Date of invoice
- Sequential invoice number
- Amount and description of goods delivered
- Time of supply
- Amount due and currency (if applicable itemized by
 - Net amount
 - VAT amount
 - Gross amount
 - Tax rate)
- If applicable, note regarding reverse charge procedure / tax exemption (e.g. intra-Community supplies of goods or exports)
- Our BI purchase order (PO) number. In case our PO contains more than one line, please make sure that your invoice is in sync with our PO line, including the number and description of each PO line.

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

Invoice Submission Channels

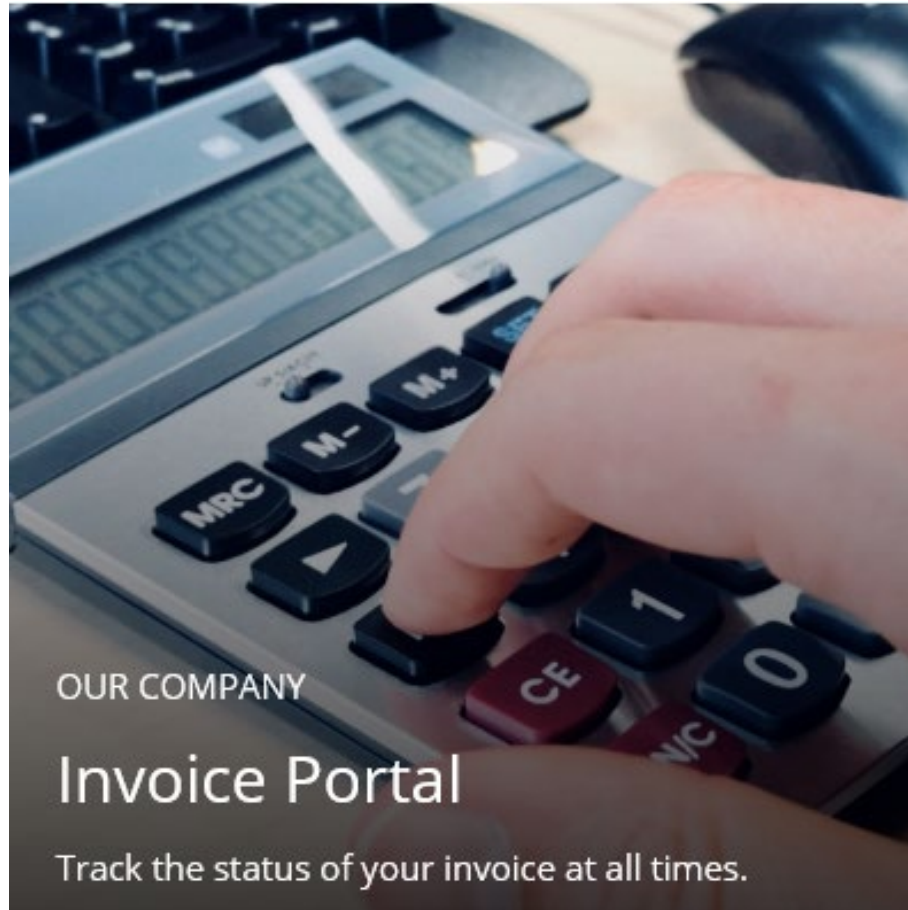


Please note that there might be deviating local requirements (e.g. Mexico), where electronic invoicing is obligatory.

Vendor Invoice Status Portal

Track the status of your invoice at all times:

<https://www.invoice.boehringer-ingelheim.com/>



Contact

Source-to-Pay (S2P) Direct Service

Our S2P support teams will help you with queries or issues regarding purchase orders or invoices via email or phone. Please note that the contact details of your responsible S2P support team is also mentioned in our purchase order.

EMEA region

Service-Mailbox:

P2P.DE@boehringer-ingelheim.com

Service-Phones:

EMEA	+49-6132-77-90283
FR	+33 (0) 32650 – 8883
ES	+34 (93) 4134330
GB	+44 (1344) 74-4783
GR	+30 (210) 8906 – 399
IT	+39 (02) 5355-90283

APAC & NA region

Service-Mailbox: P2P.PH@boehringer-ingelheim.com

Service-Phones:

	Local Service Number	Toll Free
AU	+61 (2) 8875 8838	1800-931-105
CA	1-203-791-6513	1-800-203-2916
CN	+86 (21) 52883554	n/a
HK	+852 25961 356	n/a
IN	+91 (22) 7145-6750	000-800-040-2933
MY	+60 (3) 2092 0042	n/a
NZ	+64 (9) 263 1405	0800-524-736
PH	+63 (2) 876 6907	n/a
PR	1-203-791-6513	1-800-203-2916
SG	+65 6419 8177	n/a
KR	+82 (70) 4732-5002	003-0813-0040
TW	+886 (2) 2512 9652	n/a
TH	+66 (2) 308-8601	n/a
US	1-203-791-6513	1-800-203-2916
VN	+84 (28) 3521-9228	n/a

SUR region & Mexico

Service-Mailbox:

RBSCP2P.AR@boehringer-ingelheim.com

Service-Phones:

AR	+54 011-4-7048501
CL	+56 (2) 327-5097
CO	+57 (1) 319-9141
EC	+593 2 397-9932
MX	+52 (55) 5629-8318
PE	+51 1 412-5009



Thank you!