Submitting invoices to BLS

This document is intended for BLS suppliers to help them correctly and efficiently submit invoices.

1) Invoice recipients / BLS subsidiaries

The four BLS subsidiaries listed below each have their own fixed invoice addresses.* The correct address must be used and must not differ for tax return reasons.

BLS Company	Department	Street	PC Town	Email
BLS AG	Kreditoren	Genfergasse 11	3001 Bern	BLSAG.Kreditoren@bls.ch
BLS Netz AG	Kreditoren	Genfergasse 11	3001 Bern	BLSNetzAG.Kreditoren@bls.ch
BLS Immobilien AG	Kreditoren	Genfergasse 11	3001 Bern	BLSImmoAG.Kreditoren@bls.ch
BLS Fernverkehr AG	Kreditoren	Genfergasse 11	3001 Bern	BLSFernverkehrAG.Kreditoren@bls.ch

Unfortunately, incorrectly addressed invoices will be rejected and must be re-issued.*

2) Sending invoices

There are three different ways to send your invoice to BLS:

    a. **Paper invoice (by post)**
    b. **PDF invoice (by email)**
    c. **E-invoice (EDI connection)**

Reg. a) For reasons of efficiency and sustainability, BLS prefers invoices in electronic format. If you are still sending **paper invoices** to BLS **by post**, please check whether PDF invoices or even e-invoices are an option. With regard to invoice content, the requirements in clause 3 must be observed.

Reg. b) **PDF invoices by email** can be sent directly to the addresses above. No prior registration is necessary.
With regard to invoice content, the requirements in clause 3 must be observed.
Only one (1) PDF document, including the payment slip, may be sent as an invoice per email.
Additional PDF documents with further attachments can be sent in the same email as the invoice. However, the file name of the supplement must begin with "AN", e.g. AN_Furtherinfo.pdf. Advertising material may not be sent together with it.

Reg. c) **E-invoices via EDI interface** offer the most efficient way of processing invoices for both parties. An EDI connection is always associated with one-off costs and coordination effort and is therefore worthwhile only from a certain number of invoices per year. BLS works together with the EDI provider PostFinance. If you require an EDI connection, please contact **Kompetenzcenter_SCM@bls.ch**.

Note: BLS uses **SAP Ariba** for order processing and the associated supplier connection. However, invoice processing via SAP Ariba is unfortunately not possible.

*Invoices to BLS Cargo are processed separately. Contact address: FinanceCargo@bls.ch

3) Invoice content

When invoicing in paper PDF format, the following information must be provided:

a. **Correct invoicing address** of BLS acc. to the table above (clause 1).

b. Invoices may relate to **a max. of one (1) order** by BLS (several partial invoices per order are possible, however).

c. **Correct reference details** are important and are used for internal BLS invoice allocation:
   - Order number (as a rule, BLS generally issues a purchase order before the service is provided) Orders are always 10 digits long and have the number ranges: 42..., 43..., or 45... (47... being discontinued).
   - Contact person (either contact person/orderer from the business units (43 + 50) or buyer from BLS (42 + 45))
     → Especially if no order number is known, a **contact person must be provided**

d. **Invoice items and discounts**:
   - The invoice items must match the items of the order you received.
   - All discounts granted must be listed individually for each invoice item.

e. **Payment conditions:** The standardised terms of payment at BLS are

   30 days net (from date of invoice)

   - Different payment terms may be agreed for individual procurement transactions (in particular before 2023).
   - The respective payment period begins from the date of issue of the invoice.
   - If the terms of payment differ between your invoice and the order, the terms of payment according to the BLS order shall always apply, unless this has been contradicted in writing.
   - Payment conditions must not be indicated in individual invoice items on the invoice, but instead at the end of the invoice.

If the invoices do not meet these requirements or cannot be allocated owing to erroneous information, they will be returned to the respective supplier for correction.

Please understand that invoice processing can only begin once we have received a correctly issued invoice.

The payment period begins on the invoice date of the correct invoice.

Please send **reminders** for outstanding invoices to **Kreditoren@bls.ch**.
Please observe the agreed terms of payment and send us reminders only after the relevant deadlines have been exceeded.

EXAMPLE

Invoices must be issued correctly and **can only be processed and paid if they are complete and correct.**

Our purchase order

BLS AG
Genfergasse 11
CH-3001 Bern
Bls.ch

Kontakt: Name Vorname
Direkt Nr. XXX XXX XX XX
name.vorname@bls.ch

An: Firma Muster
Musterstrasse 12
3000 Musterhausen

Bern, 1 February 2024

Empfänger
BLS AG
Name Vorname
Bollwerk 27
CH-3001 Bern

Rechnungsadresse
BLS AG
Kreditoren
Genfergasse 11
CH- 3001 Bern

Bestellung Nr. 4500007656
Ihre Referenz: Herr Vorname Nachname

Ansprechpartner bei der BLS AG:
Name Vorname, Tel: +XX XXXX XX XX, E-Mail: vorname.name@bls.ch

Für die folgenden Positionen inkl. Konditionen erwarten wir Ihre Auftragsbestätigung.

Pos.	Bezeichnung/Gegenstand Zusatzkonditionen	Menge	Einheit	Einheitspreis	Gesamtpreis
10	Material X BLS Material Nr. Lieferanten Mat. Nr.	1	ST	2,50	2,50
20	Material XY BLS Material Nr. Lieferanten Mat. Nr.	5	ST	85,20	426,00
30	Material Y BLS Material Nr. Lieferanten Mat. Nr.	1	ST	250,00	250,00

Gesamtwert ohne MwSt CHF   678,50

Conditions:
Payment conditions: 30 days net
Terms of delivery: DAP delivery place BLS
Reference: Please state the order number in all correspondence

Your invoice

Firma Muster AG
Hans Muster
Hauptstrasse 11
3000 Musterhausen
Tel. XXX XX
E-Mail. info@muster.ch

BLS AG
Kreditoren
Genfergasse 11
3001 Bern

Musterhausen, 01.03.24

Rechnung Nr. XXX-XX
Ihre Referenz: Herr Vorname Nachname
Bestellnummer BLS: 4500007656
Lieferadresse: BLS AG, Name Vorname, Bollwerk 27   3001 Bern

Pos.	Bezeichnung/Gegenstand Zusatzkonditionen	Menge	Einheit	Einheitspreis	Gesamtpreis
10	Material X BLS Material Nr. Lieferanten Material Nr.	1	ST	2,50	2,50
20	Material XY BLS Material Nr. Lieferanten Material Nr.	5	ST	85,20	426,00
30	Material Y BLS Material Nr. Lieferanten Material Nr.	1	LE	250,00	250,00

Nettowert (ohne MwSt)   678,50
Mehrwertsteuer X,Y % (hier 8%)   54,28
Endbetrag (inkl. MwSt)   732.78

Payment term: within 30 days net

Firma Muster AG
Hans Muster
Hauptstrasse 11
3000 Musterhausen
MwSt. Nr. XXXXX
Bank xyz, Clearing xxxx Swift xxxxxx
Konto Nr. (xxxxxxxx), IBAN (xxxxxxxxxxxxx)

Annotations

The billing address must match the billing address in the order. BLS has 4 different invoicing addresses:
- BLS AG
- BLS Netz AG
- BLS Immobilien AG
- BLS Fernverkehr AG

- If order number is 42... or 45... : BLS contact person is optional.

- 43... or 47... or no order number:
BLS contact person is mandatory on every invoice.

- Always give the BLS order number as the reference.
- Possible BLS order number ranges (10 digits):
42xxxxxxxxx
43xxxxxxxxx
45xxxxxxxxx
47xxxxxxxxx
(being discontinued)
- X order numbers = X invoices.

Invoice item = order item.

Please list discounts per invoice item on the invoice.

Payment conditions must not be listed in the invoice items, but instead indicated separately in the invoice. In the event of discrepancies, BLS will use the payment conditions indicated in the purchase order.