

# How to create quotes for BLS

This document provides guidelines for suppliers on how to create a quote when requested to do so by BLS. Unless specific instructions are provided by BLS you support BLS in efficiently and transparently processing quotes by taking account of the information below when creating your quote.

## General information

### Allocation of the quote request:

- Point of contact in your company
- Point of contact at BLS or quote-request number (where available)
- Provision of the delivery address / address for the execution of the service as indicated by BLS (please note: delivery address ≠ invoicing address)
- Indication of quote period (min. 3 months)

### Cost calculation:

- Costs and discounts (incl. bulk prices) must be clearly and transparently indicated and broken down to the respective items.
- VAT must be clearly indicated
- Payment conditions = 30 days net from invoicing date.
- Incoterms: DDP preferred



### Additional information for **material deliveries**:

- A separate line item in the quote per article
- Precise information required per line item:
  - o Quantity
  - o Packaging unit (e.g. 50 units/pallet, 4 boxes @ 12 units, etc.)
  - o BLS material number (where available)
  - o Own supplier material number
  - o Planned delivery date
  - o In addition: Earliest possible delivery date / planned delivery period per article
- Please provide details of any minimum quantity surcharges / minimum order quantities or other additional charges.
- If a framework contract has been arranged, it is essential that you provide the contract number, including line items.

### Additional information for **services**:

- Please indicate the period for the provision of services (first and last day of performance).
- Please indicate whether on an agency basis or contract basis.
- Please indicate whether fixed price, cost ceiling or performance-based compensation.
- Please make cost calculations transparent:
  - o Name of personnel and level of seniority
  - o Hourly rate per role (for day rates, number of h/day – min. 8 hours)
  - o Resulting total costs
- All expenses and additional costs must be included in the hourly rates / cost ceiling.
- All services and deliverables (milestones, documents, etc.) must be indicated.
- If a framework contract has been arranged, it is essential that you provide the contract number.

## Fundamentals of Cooperation:

- The TACs of BLS are available here: <https://www.bls.ch/en/pages/agb>
- Deviating contractual arrangements (e.g., through contracts or contract drafts) are possible.
- Suppliers must accept the BLS code of conduct (this can also be found on the TAC page).
- Suppliers must register/qualify with the company once through the SAP Ariba network. (see <https://bls.ch/ariba>)

### Please note:

There are separate guidelines on how to correctly and efficiently invoice BLS. You can request it by contacting [Kompetenzcenter\\_SCM@bls.ch](mailto:Kompetenzcenter_SCM@bls.ch). Thank you in advance for your assistance, for which we are very grateful!