

Submitting invoices to BLS

This document is aimed at BLS suppliers to help them correctly and efficiently submit invoices.

1) Invoice recipient / BLS subsidiaries

BLS has four subsidiaries, each with its own fixed invoicing address. The correct invoicing address must be used without exception (in German), as this affects tax payments. The order form will show you the correct respective recipient.

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

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

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 sending BLS **paper invoices by post** today, please check whether PDF invoices or e-invoices might be a suitable option for you. You can send us the completed application (p. 3) in order to switch over to electronic invoices (PDF or e-invoices). With regard to invoice content, the stipulations under clause 3 must be observed.

Reg. b) In order to send BLS **PDF invoices by email**:

- Please complete the application on p. 3 and send this to Kompetenzcenter_SCM@bls.ch.
- You will then receive a confirmation notice and can send your invoices in PDF format.
- With regard to invoice content, the stipulations under clause 3 must be observed.

Reg. c) **E-invoices via EDI interface** represents the most efficient option for invoice processing for both parties. However, the connection involves one-off costs as well as time and effort in terms of coordination. It is therefore only worthwhile once a certain amount of revenue or a certain number of invoices per year has been reached. If you desire an EDI connection, please make a note of this in the application (p.3) and send this to Kompetenzcenter_SCM@bls.ch.

3) Invoice content

When invoicing in paper or PDF format, it is essential that the following information is included:

- a. **Correct invoicing address** BLS acc. to table above (clause 1).
- b. Invoices may relate to a **max. one (1) order** by BLS (several partial invoices per order can be issued, however).
- c. **Reference information** helps BLS internally allocate the invoice:
 - Order number (BLS generally issues a purchase order before the service is provided). Orders feature the following number ranges: 45..., 47..., 50... or 52... and always contain 10 digits.
 - Contact person = Point of contact/person who placed the order, department (47 number) or purchaser (45 number).
 - ➔ A contact person is particularly essential if no order number is available.
- d. **Invoice items and discounts**:
 - The invoice items must match the items of the order you received.
 - Any discounts granted must be individually listed per invoice item.
- e. **Payment conditions**: BLS is using uniform payment conditions:

30 days net

- For certain orders alternative payment deadlines can be arranged.
- The countdown to the payment deadline begins from the issuing date of the invoice.
- In the event of any discrepancy in payment conditions between invoice and purchase order, the payment conditions according to the BLS purchase order shall always apply, insofar as no written objection to these was issued.
- 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 countdown to the payment deadline begins with the issuing date of the correctly issued invoice.

EXAMPLE

Our purchase order

An: Firma Muster
Musterstrasse 12
3000 Musterhausen

BLS AG
Genfergasse 11
CH-3001 Bern
Bls.ch

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

Bern, 11. 02. 2019

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

Konditionen
Ansprechpartner: Name Vorname BLS Kontakt (Technik/Anforderer)
Referenz: Bitte bei jeder Korrespondenz die Bestellnummer angeben.
Zahlungsbedingungen: 30 Tage netto
Lieferbedingungen: DDP

Your invoice

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

BLS AG
Kreditoren
Genfergasse 11
CH- 3001 Bern

BLS Netz AG
Kreditoren
Genfergasse 11
CH- 3001 Bern

BLS Immobilien AG
Kreditoren
Genfergasse 11
CH- 3001 Bern

Bern, 28.03.2019

Rechnung Nr. XXX-XX
Ihre Referenz: Herr Vorname Nachname
Bestellnummer BLS: 4500007656
Lieferadresse: BLS AG, Name Vorname, Bollwerk 2, CH-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

Zahlungsbedingungen: Innerhalb 30 Tage netto

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

The invoice address must match the invoice address found on the purchase order. BLS Ltd has four separate invoice addresses.

- 45... Order number: No BLS contact person required.
- 47... 50... 52... or no order number: BLS contact person on each invoice essential.

Always give the BLS order number as the reference.
- Possible BLS order number ranges: 45...,47...,50..., 52...
- always 10 digits
- Only 1 order number per invoice

Please list discounts per invoice item in the invoice.

Invoice item = order item.

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.

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

Application for electronic invoicing

In order to send future invoices to BLS in digital format:

- We ask that you complete a one-off registration (fill out this application form, sign it and send it to Kompetenzcenter_SCM@bls.ch). You will receive a reply within a few days.
- PDF invoices must then be addressed to the correct respective recipient (see p. 1 clause 1) and always be sent to the different corresponding email addresses.
- With regard to invoice content, the stipulations (see p. 1 clause 3) must be observed.
- Only one (1) PDF invoice must be sent per email. The name of this PDF file can be freely defined. The paying-in form must be contained in the same PDF as the invoice.
- Additional PDF documents with additional attachments to the invoice can be sent in the same email as the invoice itself. The file name of the attachment must begin with "AN", e.g. AN_DeliverySlip123.pdf. No advertising material must be attached.
- Regardless of the invoice recipient, payment reminders must be sent to Kreditoren@bls.ch.

Questions	Answers
Company information, supplier:	Company name: Street/no.: Postcode, town: Country:
Who is your point of contact (purchasing) at BLS?	Name:
Who is the point of contact for PDF invoices within your company?	Name: Tel.: Email:
Are you already sending PDF invoices to BLS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alongside PDF invoices, would you also consider a potential EDI connection (e-invoices) with BLS?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please note: In the event that BLS prefers e-invoices to PDF invoices by email, you will be contacted automatically.
Are you already sending e-invoices to other customers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES: which provider do you use?	Name of provider:
If YES: do you have a test system in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES: who is the point of contact regarding e-invoices within your company?	Name: Tel.: Email:

We (supplier) hereby confirm that:

- We have understood and adhered to the prescriptions concerning invoicing.
- Are aware of and use the email addresses of the various BLS companies (see p. 1 clause 1).
- BLS references (order number/point of contact) are indicated on invoices.
- BLS will be informed immediately of any changes to the above information so that the invoices can be paid on time.

Date / Point of contact, supplier