



A Member of The Linde Group

BOC Limited, Registered in England and Wales No 337663. A Member of The Linde Group
Registered Office: The Priestley Centre, 10 Priestley Road, Surrey Research Park, Guildford, Surrey, GU2 7XY, England

Dear Supplier

The payment of future invoices is likely to be delayed if you fail to comply with Linde Invoice rules. To ensure that your invoice is paid to terms please ensure your invoices are sent to and state the following:

- Send invoices to:

BOC Limited, PO Box 50, Worsley Manchester M28 2UP or
BOC Group Ltd, PO Box 50, Worsley, Manchester M28 2UP

The Purchase Order will indicate the Company to be invoiced.

Please Note: Invoices that are paid by credit card should still be sent directly to the cardholder.

- It is our policy that all invoices must contain a valid purchase order number. **Therefore please ensure you obtain a purchase order prior to commencing and invoicing any work.**
- Invoices that quote multiple purchase order items or multiple purchase orders must show clearly all relevant purchase order numbers and item numbers against each item being invoiced.
- 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 your invoices:
 - Invoice date
 - Date of Supply
 - Invoice number
 - 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)



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- Price (including note of any discounts, reductions, taxes, prepayments received etc).
- Unit of measure - **This should match the Unit of Measure on the Purchase Order**
- Net Value
- VAT Rate

Invoices that are sent direct to a BOC branch as opposed to the quoted PO box above &/or fail to show our purchase order number or any of the above required details will be delayed in processing and ultimately this may **delay payment to yourselves or result in the Invoice being returned to yourselves for correction and re-issue.**

Yours Sincerely

Procurement & Accounts Payable
BOC Limited