



BMC SOFTWARE INVOICE REQUIREMENTS

All invoices are required to be in .PDF format only with the information below:

1. BMC Legal Entity and Bill-To Address
2. BMC Ship-To Address
3. BMC 10-digit PO Number
4. BMC PO Line Item
5. Supplier Information (Legal Name and Address)
6. Description of Goods or Services Delivered (including quantity; PO for services will be issued with a unit price of 1)
7. Unique Supplier Invoice Number
8. Invoice Submission Date
9. Value and Currency (invoice currency must match PO currency)
10. Supplier Banking Details
11. Additional Country Specific Requirements (see below)

Additional Country Specific Requirements:

EMEA*

12. Date on which the goods or services were supplied or the date on which a pre-payment on account was made
13. Supplier IBAN and SWIFT/BIC Codes
14. Supplier Value Added Tax (VAT) Number (Business ID)
15. BMC VAT Number (when reverse charge tax is applied)
16. Indications of any VAT exemption or reverse charge tax mechanism and VAT rate applied
17. VAT amount specified per rate and the taxable amount per rate or exemption, the unit price exclusive of tax and any discount or rebates if they are not included in the unit price
18. Country Specific Instructions
 - Austria: BMC VAT number must be included when invoice amount exceeds €10.000
 - Israel: #14 is not applicable
 - United Kingdom: If billing in a foreign currency, the rate of currency exchange must be mentioned on the invoice copy

*EMEA countries: Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Israel, Italy, Italy Caplan, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, United Kingdom

India

12. BMC Local Body Tax (LBT) Registration Number: PMC-LBT-073-0015141
13. BMC Software India Pvt Ltd Pan Number: AABC6110E
14. Supplier PAN Service Tax Number
15. Supplier GSTIN Number if PO is greater than 20 lakhs INR
16. Soft copy invoices must include Supplier's signature



BMC SOFTWARE PURCHASE ORDER EXAMPLE

Standard Purchase Order 0123456789, 0

BMC Legal Entity
BMC Address Line 1
BMC Address Line 2
BMC Address Line 3

Supplier: **Supplier Legal Name**
Supplier Address Line 1
Supplier Address Line 2
Supplier Address Line 3

Ship To: **Shipping Address Line 1**
Shipping Address Line 2
Shipping Address Line 3

Bill To: **BMC Legal Entity**
BMC Address Line 1
BMC Address Line 2
BMC Address Line 3

Type	Standard Purchase Order
Order	BMC PO Number
Revision	PO Revision Number
Order Date	DD-MMM-YYYY
Created By	
Revision Date	DD-MMM-YYYY
Current Buyer	



Customer Account No.	Supplier No.	Payment Terms	Supplier Term	Freight Terms	FOB	Transportation	Ship Via
Confirm To/Telephone				Requester/Deliver To			
Supplier Contact (Smith, Jane) (123)456-7890				BMC Requestor (Doe, John)			

Notes: Additional notes and information go here.

Line	Part Number/Description	Delivery Date/Time	Quantity	UOM	Unit Price (CUR)	Tax	Amount (CUR)
1	Brief description of goods/services	Needed: DD-MMM-YYYY HH:MM:SS				N	5,000.00
		Ship To: Use the ship-to address at the top of page 1					
		Deliver To: Doe, John BMC Email (john_doe@bmc.com)					
Total: 5,000.00 (CUR)							

