

BGT Supplier Delivery and Invoicing Guidelines – Local Suppliers

To ensure compliance with BGT procedures and to facilitate the timely processing of goods and services, all suppliers are required to follow the guidelines below:

1. No PO, No Delivery, No Payment Policy

- Only BGT Procurement is authorized to issue approved Purchase Orders (POs).
- Goods or services delivered without an approved PO are considered unauthorized and will not be accepted at site.
- **No PO, No Payment:** Invoices without a valid PO reference will not be processed, and deliveries without a PO will not be paid.
- This policy is strictly enforced to maintain proper procurement and finance controls.

2. Delivery & Documentation Requirements

- Always quote the **PO number** clearly on the **Delivery Note, Packing List, and Invoice**.
- Ensure all materials are **packed, labeled, and documented** in accordance with the specifications stated in the PO.
- **Site Access & Coordination**
 - All deliveries must be coordinated in advance with the **BGT Procurement** at procurement@bgt.ictsi.com for gate pass and access requirements.
 - The following must be submitted prior to delivery:
 - Government-issued **ID** of the assigned personnel
 - **Vehicle registration** (car license/plate copy) for gate pass processing
 - Supplier personnel must carry valid identification at all times and strictly comply with all BGT terminal regulations, including safety and security procedures.

3. Post-Delivery Documentation Requirements

- After delivery, suppliers must submit the **signed and stamped Delivery Note (DN)** and the **Invoice** to:
 - **BGT Procurement** → procurement@bgt.ictsi.com
 - **BGT Accounts Payable** → accountspayable@bgt.ictsi.com
- The **Invoice** must include complete **payment/banking details**, as follows:
 - Company Bank Name
 - Bank/Branch Address
 - Account Currency
 - Account Number
 - Account Name
 - IBAN No.
 - SWIFT/BIC/IFSC/ABA Code
 - Intermediary Bank (if applicable)
 - Intermediary Bank SWIFT

4. Process Flow for Deliveries & Payment

Step	Responsibility	Action Required
1	BGT Procurement	Issue approved Purchase Order
2	Supplier	Deliver goods/services to BGT site with PO, Delivery Note, Packing List, and Invoice , as applicable.
3	BGT End-user / Stores / Warehouse	Receive goods or services, sign and stamp Delivery Note.
4	Supplier	Submit signed/stamped Delivery Note + Invoice to BGT Procurement (procurement@bgt.ictsi.com) and BGT Accounts Payable (accountspayable@bgt.ictsi.com).
5	BGT Accounts Payable	Match DN + Invoice with PO, then process payment in accordance with agreed payment terms.

Note: Failure to comply with the above will result in **rejection of delivery** or **delayed payment**.

For any questions or clarifications, please contact procurement@bgt.ictsi.com.