

Invoice Ingestion Email requirements



PDF documents only



One invoice per PDF



Email size: Max 5Mb



Every attachment will create new invoice in myBuy



No compressed (zipped) documents



Documents must NOT be protected



Email body text is ignored



Throughput time (email till ingestion in myBuy) between 1 and 4 hours



Only send invoices to these mailboxes: queries, statements must be sent to the helpdesk



Do not send invoices to multiple email-address: only use the one mentioned to the right. Sending invoices to multiple email-addresses increase the risk of wrong process and double payment

		Send your myBuy invoices to:	Send your VIM invoices to:
Benelux	3000	NL_3000_MyBuy_InvoiceScan@bsci.com	NL_3000_InvoiceScan@bsci.com
	3050	NL_3050_MyBuy_InvoiceScan@bsci.com	NL_3050_InvoiceScan@bsci.com
	3100	BE_3100_MyBuy_InvoiceScan@bsci.com	BE_3100_InvoiceScan@bsci.com
	3570	NL_3570_MyBuy_InvoiceScan@bsci.com	NL_3570_InvoiceScan@bsci.com
	7110	BE_7110_MyBuy_InvoiceScan@bsci.com	BE_7110_InvoiceScan@bsci.com
France	3300	FR_3300_MyBuy_InvoiceScan@bsci.com	FR_3300_InvoiceScan@bsci.com
	3320	FR_3320_MyBuy_InvoiceScan@bsci.com	FR_3320_InvoiceScan@bsci.com
UK	3600	GB_3600_MyBuy_InvoiceScan@bsci.com	UK_3600_InvoiceScan@bsci.com
Nordics	3720	NORD_3720_MyBuy_InvoiceScan@bsci.com	SW_3720_InvoiceScan@bsci.com
DACH	3200	DE_3200_MyBuy_InvoiceScan@bsci.com	DE_3200_InvoiceScan@bsci.com
	3260	AT_3260_MyBuy_InvoiceScan@bsci.com	AT_3260_InvoiceScan@bsci.com
	3240	CH_3240_MyBuy_InvoiceScan@bsci.com	CH_3240_InvoiceScan@bsci.com
Symetis	3460	CH_3460_MyBuy_InvoiceScan@bsci.com	CH_3460_InvoiceScan@bsci.com
Iberica	3400	ES_3400_MyBuy_InvoiceScan@bsci.com	ES_3400_InvoiceScan@bsci.com
	3430	PT_3430_MyBuy_InvoiceScan@bsci.com	PT_3430_InvoiceScan@bsci.com
Italy	3620	IT_3620_MyBuy_InvoiceScan@bsci.com	IT_3620_InvoiceScan@bsci.com
EE	4000	CZ_4000_MyBuy_InvoiceScan@bsci.com	CZ_4000_InvoiceScan@bsci.com
	4040	PL_4040_MyBuy_InvoiceScan@bsci.com	PL_4040_InvoiceScan@bsci.com
South Africa	5710	ZA_5710_MyBuy_InvoiceScan@bsci.com	SA_5710_InvoiceScan@bsci.com
Turkey	5800	TR_5800_MyBuy_InvoiceScan@bsci.com	TU_5800_InvoiceScan@bsci.com