



Prescription Submission to the Business Services Organisation

Within the 30 day payment cycle contractors are responsible for ensuring, on a twice monthly basis, that prescriptions are submitted securely and timely to be Business Services Organisation (BSO).

The timetable for these submissions are detailed in the table below

Prescription Month	Payment Month	Submission 1 collection	Submission 2 collection
January 2026	February 2026	Friday 23 rd January	Thursday 5 th February
February 2026	March 2026	Friday 20 th February	Thursday 5 th March
March 2026	April 2026	Tuesday 24 th March	Wednesday 8 th April
April 2026	May 2026	Thursday 23 rd April	Thursday 7 th May
May 2026	June 2026	Thursday 21 st May	Thursday 4 th June
June 2026	July 2026	Tuesday 23 rd June	Monday 6 th July
July 2026	August 2026	Friday 24 th July	Thursday 6 th August
August 2026	September 2026	Friday 21 st August	Friday 4 th September
September 2026	October 2026	Wednesday 23 rd September	Tuesday 6 th October
October 2026	November 2026	Friday 23 rd October	Thursday 5 th November
November 2026	December 2026	Monday 23 rd November	Friday 4 th December
December 2026	January 2027	Tuesday 22 nd December	Thursday 7 th January 2027

Contractors are reminded that:

- late submissions put your payment at risk;
- when using a courier service your prescription submission must be ready by 9am on the first day of the agreed collection period, noted in table above. If your submission has not been collected and/or where there is a risk of a late submission, it is your responsibility to contact the courier or deliver your submission directly to the BSO, 2 Franklin Street, Belfast, BT2 8DQ. To ensure the smooth transfer of prescriptions to the BSO please comply with the couriers requirements e.g. label, sufficient package, etc, further details can be obtained directly from your courier service.
- when delivering directly to the BSO deliveries must be made on the dates noted in the table above;
- whilst it is not the responsibility of the BSO we will, where possible, bring late submissions to your attention. However, it is not our responsibility to chase up any courier service on your behalf.