

19th June 2026

Ref: MPS 3515

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).

As part of the May 2026 prescription submission 50 contractors did not comply with the agreed three-day delivery schedule.

Three-day Delivery Schedule:

Prescription Month	Payment Month	Submission One	Submission Two
June 2026	July 2026	Tuesday 23 rd June Wednesday 24 th June Thursday 25 th June	Monday 6 th July Tuesday 7 th July Wednesday 8 th July
July 2026	August 2026	Friday 24 th July Monday 27 th July Tuesday 28 th July	Thursday 6 th August Friday 7 th August Monday 10 th August
August 2026	September 2026	Friday 21 st August Monday 24 th August Tuesday 25 th August	Friday 4 th September Monday 7 th September Tuesday 8 th September
September 2026	October 2026	Wednesday 23 rd September Thursday 24 th September Friday 25 th September	Tuesday 6 th October Wednesday 7 th October Thursday 8 th October
October 2026	November 2026	Friday 23 rd October Monday 26 th October Tuesday 27 th October	Thursday 5 th November Friday 6 th November Monday 9 th November

A submission delivery after the final date, noted above, will be marked as a late submission risking your monthly payment.

Deliveries to BSO by Courier

If you use a courier to deliver to BSO the timetable below details the dates the submissions must be ready for collection. Please note it is your responsibility to ensure the courier deliveries to BSO are within the three-day delivery schedule noted above:

Prescription Month	Payment Month	Submission 1 collection	Submission 2 collection
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

DX courier company has asked us to remind their customers that a DX tracking label must be added to the submission box to assure safe delivery to BSO.

If you are using a courier service to deliver your prescriptions to BSO, it is essential that you monitor the tracking information to ensure the submission is received on time, in line with agreed deadlines.

Any queries regarding collection by DX courier company should be emailed to -

Kyle.Walsh@dxdelivery.com Or Ian.Anderson@dxdelivery.com

Contractors are reminded that:

- when delivering directly to the BSO deliveries must be made within the delivery schedule noted above, however, please note we also accept deliveries before these dates;
- when using a courier service your prescription submission must be ready by 9am on the first day of the agreed collection period, noted in the table above. Where 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 courier's requirements e.g. label, sufficient package, etc, further details can be obtained directly from your courier service;
- whilst it is not the responsibility of the BSO we will, where possible, bring late submissions to your attention;
- BSO will not chase up any courier service you choose to use. This contract is between yourself and the courier;
- contractors are reminded to enable BSO to process your payment within 30-days each first submissions must contain a minimum of 60% of total forms for

the month and contain prescriptions from ALL batches noted on the HS30 i.e. NOT only fully coded;

- oxygen prescriptions with a completed P01 form should be submitted as part of the second submission;
- **By not complying with the dates above you are risking your payment.**