Business Services Organisation

Operations Directorate
Family Practitioner Services
Pharmaceutical Services
2 Franklin Street
Belfast
BT2 8DQ

18th November 2026

Ref: MPS 3566

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 October 2026 prescription submission 59 contractors did not comply with the agreed three-day delivery schedule.

Three-day Delivery Schedule:

Prescription Month	Payment Month	Submission One	Submission Two
July 2026	August 2026	Monday 27th July Tuesday 28th July Wednesday 29th July	Friday 7th August Monday 10th August Tuesday 11th August
August 2026	September 2026	Monday 24th August Tuesday 25th August Wednesday 26th August	Monday 7th September Tuesday 8th September Wednesday 9th September
September 2026	October 2026	Thursday 24th September Friday 25th September Monday 28th September	Wednesday 7th October Thursday 8th October Friday 9th October
October 2026	November 2026	Monday 26th October Tuesday 27th October Wednesday 28th October	Friday 6th November Monday 9th November Tuesday 10th November
November 2026	December 2026	Tuesday 24th November Wednesday 25th November Thursday 26th November	Monday 7th December Tuesday 8th December Wednesday 9th December

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
July 2026	August 2026	Friday 24th July	Thursday 6th August
August 2026	September 2026	Friday 21st August	Friday 4th September
September 2026	October 2026	Wednesday 23rd September	Tuesday 6th October
October 2026	November 2026	Friday 23rd October	Thursday 5th November
November 2026	December	Monday 23rd November	Friday 4th December

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.**