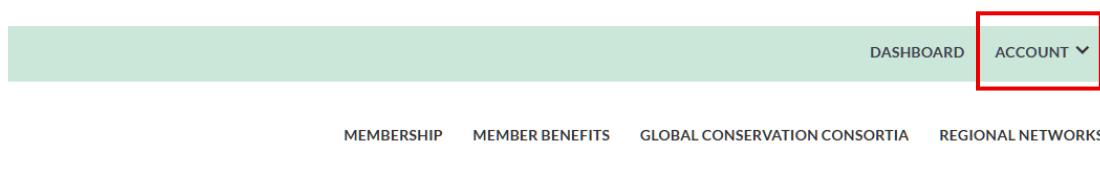


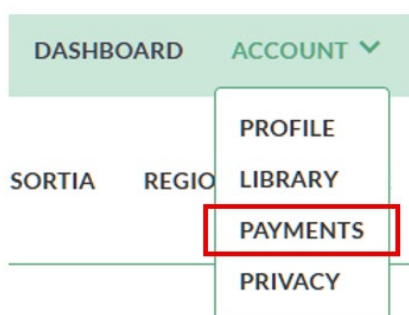
A guide to paying your BGCI Membership

* Payment can only be made by your institution's admin or billing contact.

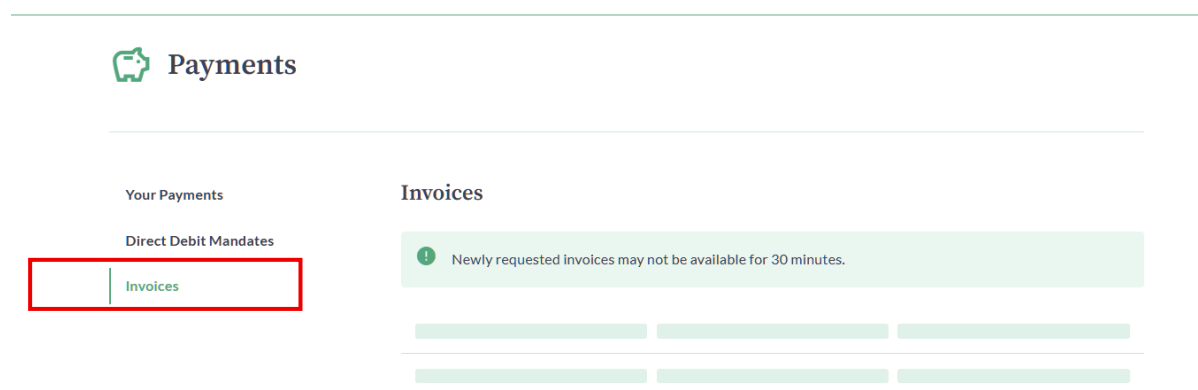
1. **Login** to SheepApp (<https://app.sheepcrm.com/bgci/login>)
2. Click '**Account**' in top right corner:



3. Select '**Payments**' from the drop-down list:



4. Click '**Invoices**' on the left menu:



5. Find the relevant membership from the list and click 'View':

Membership Process Test Org Institutional Membership Grade F USD	6 Feb 2025	View
--	------------	----------------------

6. The invoice will display, showing the amount that is due and the currency that you are being billed in.

7. Payment can be made in one of two ways:

a. Via credit/debit card, by clicking 'Pay by card' on the left:

Invoice

[PAY BY CARD](#)

[DOWNLOAD](#)

INVOICE NO.
5517--2025

INVOICE DATE
Thursday, 6 February 2025

STATUS Open

FROM
Descanso House, 199 Kew
Road, Richmond, United
Kingdom,
TW9 3BW
+44 (0)20 8175 5105

**Amount
due: \$190**

Item Description	Price	Qty	Item Total
Institutional Membership Grade F USD (12 months) (#5517)	\$190	1	\$190

Total	\$190
Paid	\$0
Due	\$190

PAYMENT INSTRUCTIONS

Account name: Botanic Gardens Conservation International
SWIFT/BIC: BUKGBB22
(EUR/€) - IBAN: GB98 BUKB 2072 33 48 5186 55
(USD/\$) - IBAN: GB48 BUKB 2072 33 69 1489 33
(GBP/£) - IBAN: GB08 BUKB 2072 33 73 9278 73
*The Sort Code is the first 6 numbers after BUKB. The Account number is the last 8 numbers.
Charity No. 1098834 - UTR No. 2124200298 - BGCI is a company limited by guarantee No. 4673175.

NOTES

Please include your invoice number in your payment reference for bank transfers.
The payer is responsible for all bank transfer charges.

- b. Or you can make a **BACS** payment, using the currency that matches your invoice:

Invoice

 **PAY BY CARD**

 **DOWNLOAD**

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5517--2025

INVOICE DATE
Thursday, 6 February 2025

STATUS *Open*

FROM
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NOTES

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The payer is responsible for all bank transfer charges.

Make sure to include your Invoice Number in your BACS payment reference.

Make your BACS payment into the account that correlates to your invoice currency (GBP, USD or EUR).

If you have any questions, please contact membership@bgci.org