

March 31, 2026

Boeing Enterprise Invoicing and Payment Requirements

Boeing requires the following criteria for all Boeing Defense Systems (BDS), Boeing Global Services (BGS) and Boeing Commercial Airplanes (BCA) invoices for which "Pay from Receipt" (Self-Billing/Autopay) and E-invoicing via Exostar are not established. Invoices that do not meet these requirements will be rejected, returned to sender, and a corrected invoice must then be resubmitted. This process will be updated as needed.

Enterprise Invoice and Submission Requirements:

- a) Must be submitted by the supplier directly to the group mailbox below
- b) Electronic email invoice submission
 - i. Submit to:
 1. For BCA/BGS-C: bcaapinvoices@boeing.com
 2. For BDS/BGS-G: stlpmtsvcspdf@boeing.com
 - ii. There can be no handwritten alterations on the invoice
 - iii. Include in email subject line
 1. PO Number
 2. Company Code/Purchase Org. (where applicable)
- c) Submit in PDF format:
 - i. One invoice per email
 - ii. One attachment per email
 - iii. Do not submit an encrypted, digitally signed, and/or password protected email/PDF
 - iv. Do not submit via MessageCourier
 - v. No more than 10 pages due to system capacity
- d) Purchase Order Number:
 - i. One PO per invoice
- e) Company Code/Purchasing Org. required: * (examples below)
 - i. ERP – 6XX
 - ii. SAP – 5002/5005
 - iii. RMAS – 5003
- f) Invoice Number:
 - i. Cannot use same invoice number for same PO
 - ii. Payment Remittance may only reflect up to the last 8 digits on the invoice number
- g) Invoice Date (not postdated)
- h) Bill To: The Boeing Company
- i) Supplier Name and Address
- j) Supplier Name must match PO
- k) Do not include Autopay/Self-billing/E-invoice billing line items
- l) Line item Number(s)
 - i. Line Item Breakdown (Quantity and Unit Price)
 1. Line item pricing must be an exact match to PO
 - ii. Subtotal by Line item when there are multiple Line items being billed
 - iii. Line item format on the invoice must match the PO Line item (ex: line 10; line 900)
- m) Total Amount Due
- n) Credit invoices/memos must be indicated by a negative amount
- o) Invoice Currency
 - i. If no currency acronym is displayed, we assume the currency is USD
- p) Tax Amount/Rate (if applicable)

Interim Financing Invoicing/Billing Requirements:**

- a) Do not include Autopay (F310) delivery billing on Interim Financing Invoice.
- b) Do not bill partial Event amounts; invoicing an Event certifies Event completion.
- c) Advance Payment Requests: If the PO incorporates Advance Payments, notate “Advance Payment” prominently on the invoice. Clearly reference Forecast Schedule Line item and Advance Payment dollar amount.
- d) Performance Based Payments (PBP): If the PO incorporates Performance Based Payments, notate PO Forecast Line item, Payment Event Number, and Payment Amount as reflected on PO Forecast Schedule.
- e) Progress Payment Requests: If the PO incorporates Progress Payments, ensure SF1443 version is 6/30/2027 or later. Certification date and signature should be completed.
- f) Milestone Payments (MS): If the PO incorporates Milestone Billing, notate PO Forecast Line item, Payment Event Number, and Payment Amount as reflected on PO Forecast Schedule.

Recoverable Indirect Tax Invoicing/Billing Requirements:**

- a) Originally invoiced Boeing PO Line item(s)
- b) Original dollar amount(s) the tax is applied to
- c) Invoice Currency
- d) Tax dollar amount(s)
- e) Tax type (i.e. VAT, GST, HST, etc.)
- f) If multiple tax types are included on an invoice, the invoice must clearly identify one tax type for each tax amount.

Invoices that do not meet the above requirements will be rejected, returned to sender, and a corrected invoice must then be resubmitted.

Notices:

- a) Mailed invoices will not be reviewed
- b) Do NOT include billing details and/or supporting documentation when submitting invoice.
 - i. Supporting Documentation should be submitted directly to the Boeing Procurement Agent
- c) To view payment history and detail please access the BIVS (Boeing Invoice Visibility System).
 - i. If Supplier does not have access to BIVS please contact the Boeing Procurement Agent.
- d) Send PO invoice inquiries to APSupplierInquiry@boeing.com.
- e) Send all NON-PO invoice inquiries to ischelpdesk@boeing.com.

Payment Method:

- a) If Supplier is located in the United States all payments will be made payable to the order of Supplier by Automated Clearing House (ACH), Supply Chain Financing (SCF) or physical check.
- b) If Supplier is not located in the United States all payments will be made by wire transfer, International ACH (IAT), Supply Chain Financing (SCF), or Physical Check.
- c) Please contact your Boeing Procurement Agent if you are interested in enrolling in the SCF program.
- d) Banking Updates/Setups: Please contact your procurement agent you work with at Boeing or Boeing representative directly to request they utilize the ESLC (Enterprise Supplier Life Cycle) Portal to initiate a banking setup if you are receiving checks and would prefer electronic payment or a banking update if you need to make an update to your banking or have related questions.
- e) Supplier Setups/Updates: Please contact the procurement agent you work with at Boeing or Boeing representative to request they initiate a change or setup in the ESLC (Enterprise Supplier Life Cycle) Portal.

References:

*Only for BCA/BGS-C

**Only for BDS/BGS-G