

## INVOICE REQUIREMENTS – BOEING DEFENCE UK LIMITED

In addition to the Invoice and Payment article of the Boeing UK General Provisions, Seller shall adhere to the following:

### A. INVOICE REQUIREMENTS

#### All invoices must contain the following information:

- 1) Bill To information including: "Boeing Defence UK Limited.", address **Value Added Tax (VAT) address:** 25 Victoria Street, London, SW1H 0EX, or **Main Office Address:** Boeing House, Unit 100c, Bristol Business Park, Coldharbour Lane, Bristol, BS16 1EJ
- 2) Name, address and VAT number of Seller, which must match this Contract.
- 3) Banking information, which must match the bank details held on file by Boeing Defence UK Limited. If Seller requires payment to an alternative or updated bank account, Seller shall liaise with Buyer's Authorised Procurement Agent to obtain an Electronic Funds Transfer (EFT) form to submit Contract.
- 4) Unique invoice number clearly identified as the invoice number.  
*Note:* Remittance E-mail will only reflect up to a maximum of 16 (sixteen) digits of the invoice number. Only 1 (one) remittance address can be provided.
- 5) Invoice date (not postdated) and Invoice due date.
- 6) Ship to address and date of supply.
- 7) This Contract number clearly identified as the Boeing Contract number. Only one Boeing Contract number may be billed per invoice.
- 8) This Contract's line-item number(s) clearly identified as the Boeing Contract line-item number, and the Boeing description of item ordered (i.e. part number).
- 9) A subtotal of each Contract line item without VAT (net invoice amount).
- 10) A subtotal of each Contract line item with VAT including the VAT rate applied (gross amount). If VAT is not applicable Seller must identify the reason.
- 11) Single invoice total, which includes all charges.
- 12) Identify the document as a Tax Invoice or a Credit Memo. Credit Memos/invoices must be indicated by a negative amount.
- 13) Currency code if other than British Pound Sterling (GBP), including foreign exchange (FX) rate if converting to GBP. VAT must always be converted to GBP.
- 14) Name and contact information of Seller's representative to be notified if the invoice is incorrect or further clarity/information is required

**In the event of Buyer's rejection of an Invoice,  
Seller shall contact Buyer's Authorised Procurement Agent.**

### B. INVOICE SUBMITTAL

#### **Seller MUST submit invoices in accordance with the following instructions:**

- 1) Submit the invoice **in Adobe \*.PDF format ONLY.**
- 2) Submit the invoice to Boeing's Payment Services at:  
[svcbdukpoprd@exchange.boeing.com](mailto:svcbdukpoprd@exchange.boeing.com)  
(a) **Only invoices submitted by Seller directly to Boeing's Payment Services will be accepted.**
- 3) Submit invoice from a Seller E-mail address that accepts incoming E-mails.

- 4) Submit **ONE** invoice per E-mail (e.g. three invoices require three separate E-mail submittals).
- 5) Submit the invoice one time only.
- 6) Include this Contract number in the subject line of each E-mail.

**C. Seller shall NOT:**

- 1) Submit an invoice against this Contract unless this Contract contains a corresponding line item.
- 2) Submit invoices via MessageCourier.
- 3) Include billing detail and/or supporting documentation to [svcbdukpoprd@exchange.boeing.com](mailto:svcbdukpoprd@exchange.boeing.com) (see Section D. below).
- 4) Include previously invoiced amounts in the current invoiced amount.
- 5) Submit a paper invoice to Boeing's Payment Services.
- 6) Submit a question with an invoice submittal; this is considered an inquiry and will be rejected.
- 7) Submit an encrypted and/or password protected PDF or email.
- 8) Submit an invoice more than 10 (ten) pages long (due to system capacity concerns).
- 9) For invoices submitted to obtain payment for Goods delivered or Services completed, do not use the following terms on the invoice:
  - (a) Advance Payment,
  - (b) Performance-Based Payment
  - (c) Progress Payment, or
  - (d) Milestone Payment
- 10) Submit a hand-written invoice, or an invoice with handwritten revisions.
- 11) Submit an invoice with notations such as "DO NOT PAY" or "PAID BY CREDIT CARD" "NOT AN INVOICE," etc. or "NOT A TAX INVOICE" if invoice is billing Indirect Tax.
- 12) Submit *statements* to Boeings Payment Services. This is considered an inquiry and will be rejected.

**D. NOTICES**

- 1) Send all invoice inquiries to Buyer's Authorised Procurement Representative.
- 2) **To view payment history and detail on payments please access BIVS (Boeing Invoice Visibility System).** If Seller does not have access to BIVS please contact Buyer's Authorised Procurement Representative or for a statement of account contact only [bdukaccountspayable@exchange.boeing.com](mailto:bdukaccountspayable@exchange.boeing.com)

Disclaimer: If the above required criteria are not clearly identified on the invoice, the invoice will be rejected, and a corrected invoice must be submitted.