

**BDS Terms and Conditions Guide  
Section F**

**Clause Number: F416  
Effective: 06/30/2023  
Page: 1 of 3**

**ADVANCE PAYMENTS INVOICE SUBMITTAL REQUIREMENTS - PROCUREMENTS  
WITH US GOVERNMENT AGENCIES**

This procurement is with a US Government agency and advance payment(s) are authorized.

When the US Government agency is willing to submit an invoice for the advance payment, the following will apply:

**A. INVOICE REQUIREMENTS FOR ADVANCE PAYMENTS:**

**All Advance Payment invoices must contain the following information:**

- 1) Bill To: “The Boeing Company.”
- 2) Name of Seller, which must match this Contract.
- 3) Unique invoice number clearly identified as the invoice number;  
*Note: Payment records will only reflect up to the last 8 digits of the invoice number.*
- 4) Invoice date (not postdated).
- 5) This Contract number clearly identified as the Boeing Contract number. Only one Boeing Contract number may be billed per invoice.
- 6) Notate the words “Advance Payment” prominently on the invoice.
- 7) The associated Forecasted Payment Schedule Event Number(s) and Line Item clearly identified.
- 8) Single invoice total

**In the event of Buyer’s rejection of an Invoice,  
Seller shall contact Buyer’s Authorized 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:  
[STLPMTSVCSPDF@Boeing.com](mailto:STLPMTSVCSPDF@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 invoice one time only.
- 6) Include this Contract number in the subject line of each E-mail.

**C. Seller shall NOT:**

- 1) Submit invoices via MessageCourier.
- 2) Submit invoices for advance payments through the supplier portal for E-Invoicing.
- 3) Include billing detail and/or supporting documentation to [STLPMTSVCSPDF@Boeing.com](mailto:STLPMTSVCSPDF@Boeing.com) (see Section D. below).
- 4) Include previously invoiced amounts in 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 pages long (due to system capacity concerns).
- 9) Submit a hand-written invoice, or an invoice with hand-written revisions.
- 10) 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.
- 11) Submit *statements* to Boeing's Payment Services. This is considered an inquiry and will be rejected.

**D. Advance Payment Requirements:**

- 1) Do not include Autopay (F310) delivery billings on invoices for advance payment.
- 2) Advance Payment Requests. *Clearly* notate "Advance Payment" prominently on the invoice, clearly reference Contract Line Item number and Advance Payment dollar amount.

**E. NOTICES**

- 1) Send all invoice inquiries to Buyer's Authorized Procurement Representative and Buyer's Payment Services ([APSupplierInquiry@boeing.com](mailto:APSupplierInquiry@boeing.com)).
- 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 Authorized Procurement Representative.

- 3) **F416 clause subject to change.** Please refer to:  
[http://www.boeing.com/idscommon/clauses/clause\\_f.htm](http://www.boeing.com/idscommon/clauses/clause_f.htm) for current invoicing guidelines.

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.