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.

   (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.

E. **NOTICES**
   1) Send all invoice inquiries to Buyer’s Authorized Procurement Representative and Buyer’s Payment Services ([APSsupplierInquiry@boeing.com](mailto:APSsupplierInquiry@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:

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.