

## BDS Terms and Conditions Guide

Clause Number: F302

Effective: 8/29/2016

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### INVOICE REQUIREMENTS – COMMON INSTANCE

In addition to the requirements of the “Invoice and Payments” article in the General Provisions incorporated herein, Supplier (Seller) shall adhere to the following requirements.

Seller must ensure that all information is accurate prior to submitting invoice to Boeing (Buyer) Accounts Payable (AP) email [STLPMTSVCSPDF@Boeing.com](mailto:STLPMTSVCSPDF@Boeing.com). In the event Seller’s invoice varies from the purchase contract value by \$10.00 USD or less, Buyer may issue payment in the amount reflected in the purchase contract.

Only invoices submitted by Seller will be accepted. Any invoice submitted by Buyer’s Authorized Procurement Representative (Procurement Agent) on Seller’s behalf will be rejected and Seller will be required to resubmit the invoice following the guidelines defined in this attachment.

Seller will not receive invoice receipt confirmation. If Seller receives an error message or non-deliverable message, Buyer recommends Seller resubmit the invoice.

### INVOICE REQUIREMENTS

All invoices must contain the following information:

- 1) Name and address of Seller, which must match name and address on Boeing Purchase Contract.
- 2) Invoice number clearly identified as Invoice number. AP uses the last 8 digits of the invoice number.
- 3) Invoice date (not postdated).
- 4) Purchase Contract number clearly identified as Boeing Purchase Contract number. Only one Boeing Purchase Contract number per invoice.
- 5) Purchase Contract Line Item number(s) clearly identified as Boeing Purchase Contract line item number and description of item ordered (Boeing part number).
- 6) Each Purchase Contract line item must be subtotaled individually before tax, freight or any additional charges are listed.
- 7) Each invoice must have a single invoice total, not equal to zero, that includes all charges.
- 8) Credit Invoices/Memos must show dollar amount due as negative.
- 9) Sent from an email address that accepts incoming emails in the event of a defective invoice when a rejection email is dispatched back to the email sender.

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If for any reason the invoice does not contain the above information, Seller's invoice may be rejected, which in turn would delay payment. Please contact the Procurement Agent directly to resolve invoice discrepancies.

### INVOICE SUBMITTALS

**NOTE:** Sellers acquiring Purchase Contracts through Exostar are to use E-Invoicing process for eligible non-receivable items. **DO NOT SUBMIT INVOICES TO [STLPMTSVCSPDF@BOEING.COM](mailto:STLPMTSVCSPDF@BOEING.COM) FOR ITEMS INVOICED AND ACCEPTED THROUGH EXOSTAR PROCESS.**

#### Electronic PDF Invoice Submittal

In an effort to support eCommerce initiative, AP requires electronic submission of invoices for non-Autopay, non-E-Invoicing, and non-SLIM Purchase Contract line item billings to E-mail address: [STLPMTSVCSPDF@Boeing.com](mailto:STLPMTSVCSPDF@Boeing.com).

#### Invoicing Process Guidelines

##### Seller MUST:

- 1) Submit invoice directly to: [STLPMTSVCSPDF@Boeing.com](mailto:STLPMTSVCSPDF@Boeing.com).
- 2) Submit invoice in Adobe \*.PDF format, ONLY.
- 3) Invoice must be sent directly TO: [STLPMTSVCSPDF@Boeing.com](mailto:STLPMTSVCSPDF@Boeing.com). Invoices submitted by Procurement Agent on behalf of Seller will be rejected back to Procurement Agent.
- 4) ONE invoice per electronic submittal (e.g. three invoices require three separate email submittals).
- 5) Submit invoice one time only, as multiple submissions may delay payment due to additional administrative effort.
- 6) Seller name and applicable Purchase Contract number should be included in the subject line of each electronic invoice submittal.

##### Seller shall NOT:

- 1) Send invoices directly to AP processor, as electronic submittals will only be recognized if sent to [STLPMTSVCSPDF@Boeing.com](mailto:STLPMTSVCSPDF@Boeing.com).
- 2) Submit invoices for Autopay, E-Invoicing, or SLIM line items to [STLPMTSVCSPDF@Boeing.com](mailto:STLPMTSVCSPDF@Boeing.com).
- 3) Submit multiple invoices per electronic invoice submittal, due to system capacity issues.

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- 4) Submit billing detail and supporting documentation to [STLPMTSVCSPDF@Boeing.com](mailto:STLPMTSVCSPDF@Boeing.com). AP recommends supporting documentation be submitted directly to Procurement Agent.
- 5) Submit paper invoice to AP.
- 6) Submit invoice unless a contract exists covering the specific scope of work invoiced.
- 7) Submit payment/invoicing inquiries to [STLPMTSVCSPDF@Boeing.com](mailto:STLPMTSVCSPDF@Boeing.com), as this mailbox is for invoice submittals only.
- 8) Submit a question with invoice submittal. This is considered an inquiry and can delay payment processing.
- 9) Submit invoice via digitally signed and/or encrypted email.
- 10) Submit invoice more than 10 pages long.
- 11) Use terms "Milestone," "Performance Based Payment," or "Progress Payment," unless these billing terms are included in Purchase Contract.
- 12) Submit hand written invoice, or invoice with hand written revisions.
- 13) Submit invoice with notations such as "DO NOT PAY" or "PAID BY CREDIT CARD."
- 14) Submit statements to [STLPMTSVCSPDF@Boeing.com](mailto:STLPMTSVCSPDF@Boeing.com).

### NOTE:

**\*DO NOT** submit invoices to [STLPMTSVCSPDF@Boeing.com](mailto:STLPMTSVCSPDF@Boeing.com) for the following:

- 1) Non-Receiveable Line Items billed through Exostar
- 2) PC Receiveable Line Items marked 'Autopay'
- 3) PC Line Items subject to the Subcontractor Labor and Invoice Management (SLIM) Process

**\*\*For payment inquiries, please contact AP at [APSupplierInquiry@boeing.com](mailto:APSupplierInquiry@boeing.com)\*\***