

**IDS Terms and Conditions Guide  
Section F**

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**INVOICING ADDRESS – PUGET SOUND**

All invoices and correspondence regarding invoices relevant to this contract should be directed to the following address:

The Boeing Company  
Accounts Payable  
Box 66957  
St. Louis, MO 63166

Note: The Accounts Payable Central Phone Line – 314-232-4354

Invoice Payment Instructions:

The following instructions apply to both “paper” and electronic invoices as specified below:

Invoice Submission Method (note faxed invoices and SupplyPass invoices are not accepted):

Invoices may be submitted by paper or electronically:

**Paper** P.O. Box 66957, St. Louis, MO 63166

**Express Mail** Mailcode S089-1375, 100 Airport Way, Berkeley, MO 63134

**Electronic** PUGETSOUNDAP@Boeing.com

The electronic option of submitting invoices is in lieu of US mail. The following rules / guidelines apply to this alternative process:

- (1) This process is available to all **non-pay from receipt (Autopay)** line items (e.g., invoices should not be submitted for PC (Purchase Contract) line item identified as Autopay).
- (2) The invoice shall be provided in a secure, non-alterable electronic format (Adobe \*.pdf is acceptable) addressed directly to the Boeing group mailbox, [PugetSoundAP@Boeing.com](mailto:PugetSoundAP@Boeing.com). Do not copy the Accounts Payable processor in the e-mail. They will receive the invoice directly from our mail support personnel. The invoice must be clearly marked with the statement “Original” or “Certified Original”. Supplier must ensure each invoice is only submitted once. If the buyer requests

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the supplier to provide a courtesy copy of the invoice, the buyer must maintain their copy or discard. Do not forward to Accounts Payable.

- (3) Paper invoice shall **not** be submitted.
- (4) Invoice shall not be submitted unless a contract exists that covers the specific scope of work invoiced.
- (5) Supplier shall address any payment problems / issues to the Procurement Agent and/or Procurement Manager.
- (6) This Group Mailbox should only apply to invoices, which are currently being paid out of St. Louis Accounts Payable group. The applicable invoices should be limited to those currently addressed to the following St. Louis mailboxes: PO BOX 66957, and including the overnight address of 100 Airport Way. (The group mailbox option is not currently available for invoices processed by Boeing Accounts Payable Southern California).

Note: The Boeing Company reserves the right to discontinue the acceptance of electronic invoice if the above rules / guidelines are not followed.

Effective 1/1/07, verification of your invoice submission method is no longer available via Seattle Invoice Visibility System (SIVS) web site. Please direct non-Autopay payment status questions to Accounts Payable central phone line @ (314) 232-4354. Autopay payment inquiries should be directed to your Procurement Agent.

Invoice Payment Basis:

The purchase contract is the sole basis for your invoice payment. Incorrect invoices for non-Autopay transactions will be returned unpaid. Accounts Payable cannot authorize or negotiate any changes to the purchase contract. Please contact your Procurement Agent directly to resolve invoice discrepancies.

Autopay Transactions pay upon receipt of ordered materials and/or services per the PO terms. Payment is triggered by a receipt being generated within the receiving system for materials or via buyer for services received and fed to the payables system. **Invoices are not to be submitted to Accounts Payable for payments on Autopay purchase order**

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**line items, as payments are triggered by the receipt of material.** If you are uncertain as to whether or not your purchase order line items are on Autopay, please contact your Procurement Agent.

Autopay will not pay shipping charges or taxes. Ship items in accordance with the routing instructions in the purchase order. See the Boeing routing instructions on the Supplier Portal. Boeing will not reimburse for freight paid by suppliers. For tax-related questions, contact Lynn Moore, Tax Department, @ (314) 234-8831. To expedite your request, please reference your purchase order number.

Purchase orders may contain both Autopay and non-Autopay line items.

Payment Terms:

Determination of payment due date, whether under net or discount terms, will be based on the terms noted in the PO and the later of the following:

- The date material is received or services rendered,
- The date provided in the PO for receipt of material or completion of services, or
- The date an accurate invoice is received by Accounts Payable (non-Autopay).

Note: Payment will be deemed to have been made on the payment scheduled date (e.g., when deposited in the mail or on the date the EFT transmission is released from Boeing).

Freight Charges:

Please use one of Boeing's primary freight carriers listed in your purchase order. The freight carrier should bill Boeing collect, which will eliminate the need for your company to bill these cost separately.

Invoice Payment Terms:

Payment terms begin upon receipt of an acceptable invoice by Accounts Payable for non-Autopay transactions and receipt of goods for Autopay transactions. Payments are not scheduled based upon the date of your invoice. Accounts Payable checks are generated daily.

Paper Invoicing:

Paper Invoice Payment Instructions:

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Payments are made from “original” invoices only. Fax copies, statements and copies of invoices will not be accepted. “Duplicate original” invoices must not be sent without prior authorization from either your Procurement Agent or Accounts Payable. Invoices must be legible and scan able. If an invoice cannot be scanned it will be returned unpaid. Duplicate original invoices, altered invoices or computer prints of invoices not on your company letterhead must be signed and dated with the full signature of the appropriate manager in your company. Third party billing is not allowed. Payment will not be made from proforma invoices.

Paper invoices mailing information:

The Boeing Company  
P.O. Box 66957  
St. Louis, MO 63166

Express overnight mailing information:

The Boeing Company  
Mailcode S089-1375  
100 Airport Way  
Berkeley, MO 63134

Original invoices sent to any other physical address or to procurement agents will delay your payment.

Paper invoice requirements:

All paper invoices must contain the following information:

1. The name and address of the supplier which must match the name and address on the purchase contract.
2. Invoice number.
3. Invoice date.
4. Boeing purchase contract number. Only one purchase contract number per invoice.
5. Boeing purchase contract line item number(s) and description of item ordered (Boeing part number).
6. Quantity invoiced must equal quantity shipped and cannot exceed quantity ordered.
7. Deleted.
8. Deleted.
9. Extended Unit Price. Each Boeing purchase contract line item must be subtotaled individually before tax, freight or any additional charges are listed. Each invoice must have a grand total which includes all charges.
10. Payment terms which must agree with the purchase contract.

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11. Shipping information which includes pack slip number, date of shipment and freight carrier.
12. Remittance name and address where invoice payment is to be mailed.
13. Contact name, phone/fax number.

Paper invoice status inquiries:

For all purchase orders, please contact your Procurement Agent or Accounts Payable central phone line @ (314) 232-4354. Historical payments can be viewed in SIVS for a limited time only. All transactions subsequent to 1/1/07 will not be available via SIVS.

Electronic invoicing:

See above *Invoice Payment Instructions*.

Rejected Electronic Invoices:

Rejected invoices will be returned to the supplier. Rejected invoices must be corrected and resubmitted. Payment terms begin with receipt of a correct invoice. Please contact your Procurement Agent directly to resolve invoice discrepancies.

Electronic Invoicing Requirements:

Same as Paper Invoicing Requirements

Electronic Invoice Status Inquiries:

For all purchase orders, please contact your Procurement Agent or Accounts Payable central phone line @ (314) 232-4354. Historical payments can be viewed in SIVS for a limited time only. All transactions subsequent to 1/1/07 will not be available via SIVS.