



July 23, 2020

Boeing Standard Enterprise Invoicing and Payment Method Process

Boeing requires the following standard criteria for all Boeing Defense Systems (BDS), Boeing Global Services (BGS) & Boeing Commercial Airplanes (BCA) invoices for which "Pay from Receipt" (Self-Billing/Auto-Pay) and E-invoicing via Exostar is not established. Invoices that do not meet this criteria will be rejected, returned to sender, and a corrected invoice must then be resubmitted. This process may be updated from time to time as needed.

Enterprise Standard Invoice and Submission Criteria*:**

- a. Must be submitted by the supplier directly to the group mailbox below.
- b. Electronic email invoice submission.
 - i. Submit to:
 1. For BCA/BGS-C: bcaapinvoices@boeing.com
 2. For BDS/BGS-G: stlpmtsvcspdf@boeing.com
 - ii. There can be no handwritten alterations on the invoice.
 - iii. Include PO/Contract number in subject line of email.
- c. Submit in PDF format.
 - i. One invoice per email.
 - ii. One attachment per email.
 - iii. Do not submit a digitally signed, and/or encrypted, and/or password protected email/PDF.
 - iv. Do not submit via MessageCourier.
 - v. No more than 10 pages long due to system capacity.
- d. Purchase Order Number.
 - i. One PO per invoice.
- e. Company Code/Purchasing Org required.* (examples below)
 - i. ERP – 6XX.
 - ii. SAP – 5002/5005
 - iii. RMAS – 5003
- f. Invoice Number.
 - i. Cannot use same invoice number for same PO.
 - ii. Payment Records may only reflect up to the last 8 digits on the invoice number.
- g. Invoice Date (not postdated).
- h. Bill To: The Boeing Company.
- i. Supplier Name and Address.
 - i. Supplier Name must match PO.
- j. Line Item Number(s).
 - i. Line Item Breakdown (Quantity/Unit Price).
- k. Total Amount Due.
- l. Credit invoices/memos must be indicated by a negative amount.
- m. Invoice Currency.
 - i. If no currency acronym is displayed, we assume the currency is USD.
- n. Tax Amount/Rate (if applicable).

** only for BCA/BGS-C*

Notices:

- a. Do NOT include billing detail and/or supporting documentation when submitting invoice.
- b. Send all PO invoice inquiries to Boeing's Authorized Procurement Representative and Boeing's Payment Services (APSupplierInquiry@boeing.com).
- c. Send all NON-PO invoice inquiries to AribaAPSupplierInquiry@boeing.com.
- d. 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 Boeing's Authorized Procurement Representative.



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- e. BDS - In the event Seller's invoice varies from this Contract value by \$10.00 USD or less, Boeing may issue payment in the amount reflected in the Contract. This is not applicable to Interim Financing.
- f. If the above required criteria is not clearly identified on the invoice, the invoice will be rejected and a corrected invoice must be resubmitted.

Payment Method:

- a. If Seller is located in the United States all payments will be made payable to the order of Seller by Automated Clearing House (ACH) electronic funds transfer, wire transfer, or other electronic methods, as determined by Boeing.
- b. If Seller is not located in the United States all payments will be made by wire transfer or other electronic methods, as determined by Boeing.
- c. For supplier profile setups and changes, email requests should be sent to EnterpriseSupplierProfile@boeing.com.
- d. For any banking related questions, please send an email to FinanceEFT@boeing.com.

Interim Financing Invoicing/Billing Requirements:**

- a. Do not include Auto-pay (F310) delivery billing on Interim Financing Invoice.
- b. Do not bill partial Event amounts; invoicing an Event certifies Event completion.
- c. Advance Payment Requests. *If the Contract incorporates F409 Advanced Payments of F410 Advance Payments – Procurements with U.S. Government Agencies:* Notate "Advanced Payment" prominently on the invoice, clearly reference Forecast Schedule Line Item and Advance Payment dollar amount.
- d. Progress Payment Requests, *If the Contract incorporates F400 Progress Payments:* Ensure SF1440 version is Rev 7/2009 or later and unexpired.
- e. Performance Based Payments (PBP). *If the Contract incorporates F408 Performance Bases Payments, F411 Performance Based Payments (Severable) or F412 Performance Based Payments (Cumulative):* Reference Payment Event Number (example: Event 1") as reflected on Contract Forecast Schedule, dollar amount as reflected on Contract Forecast Schedule, and Contract Line Item number on which the Forecast schedule resides.
- f. Milestone Payments (MS). *If the Contract incorporates F402 Milestone Billing and Payment Terms and Conditions:* Reference Milestone Event Number (example: Event 1") as reflected on Contract Forecast Schedule, dollar amount as reflected on Contract Forecast Schedule, and Contract Line Item number on which the Forecast Schedule resides.

Recoverable Indirect Tax Invoicing/Billing Requirements:**

- a. Originally invoiced Boeing Contract line item(s).
- b. Original dollar amount(s) the tax is applied to.
- c. Tax dollar amount(s).
- d. Tax type (i.e. VAT, GST, HST, etc.).
- e. If multiple tax types are included on an invoice, the invoice must clearly identify one tax type for each tax amount.

Supporting Documentation Deliverable to Buyer's Authorized Procurement Representative:**

- a. Progress Payment SF1443 billing detail, if applicable.
- b. Performance Based Payments certified Event Payment Verification Form, if applicable, and "proof" of success criteria.
- c. Cost Reimbursable and Time & Material billing supporting documentation and certified individual invoice substantiation for Seller claimed allowable cost in accordance with the Allowable Cost and Payment Clause (e.g.: FAR 52.216-7, attachment F305).
- d. Other billing detail and supporting documentation as required by the Contract.

** only for BDS/BGS-G

***Standard Invoice and Submission Criteria for Indirect Supply Chain (ISC), International and subsidiaries are in work and once refined will be published accordingly.