

Dear Valued Supplier,

We appreciate your continued support on supply of goods and services to GE's business requirements. To improve timely payment to our business partners we are issuing this communication to clarify key information about our Purchase Order, basic business guidelines for The Perfect Invoice and details about Where to send your invoices - enabling us to process without asking for any clarification or rejection of your invoice

Please note some mandatory guidelines for submission of your invoices. Please update your system accordingly.

Non-adherence to any of these criteria may lead to the invoice being rejected and sent back to you by our Accounts Payable team. Any rejection communication would be sent to your email address registered in our records with providing reason for rejection. In case your invoice is rejected, you need to resubmit your corrected invoice per original instructions in the PO, with the correct details.

GE Supplier Guide to Invoicing


Sections:

1. Document templates
2. Our Orders
3. The Perfect Invoice
4. Where to send your invoices

SOURCE-TO-PAY – PERFECT INVOICE

Date: December 09, 2020

OUR PURCHASE ORDER

 <p>GE</p> <p>Legal Address</p> <p>GE's who is buying, legal entity name</p>		<p>PO Type Standard</p> <table border="1"> <tr> <td>Purchase Order No</td> <td>Amend No.</td> <td>Page</td> </tr> <tr> <td></td> <td>0</td> <td></td> </tr> </table> <p>Purchase Order number is mandatory to be on invoice</p>		Purchase Order No	Amend No.	Page		0																
Purchase Order No	Amend No.	Page																						
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<p>Supplier BUC:</p> <p>Supplier:</p> <p>Supplier GSL Number:</p> <p>Supplier Telephone Number:</p> <p>Supplier e-mail ID:</p> <p>Supplier code at GE and address</p>		<p>Standard Terms and Conditions</p> <p>Attention to T&Cs applied</p> <p>For suppliers located in Brazil GE REN Terms of Purchase Rev. A-Brazil. APPLY TO THIS ORDER.</p> <p>For all other suppliers GE REN Terms of Purchase Rev. A-Europe. APPLY TO THIS ORDER.</p> <p>TO OBTAIN A COPY OF THE APPLICABLE GE RENEWABLE TERMS OF PURCHASE GOVERNING THIS ORDER, PLEASE CONTACT YOUR GE BUYER OR VISIT: https://www.ge.com/renewableenergy/suppliers/document-library</p> <p>GE RENEWABLE SUPPLIER QUALITY REQUIREMENTS (P28A-WE-0004 REV -B) APPLY</p>																						
<p>Ship to:</p> <p>Where material/service will be delivered) with Legal Entity, Tax ID and address.</p>		<p>Bill To:</p> <p>Is the official GE LE. This should never be changed to the invoice receipt address.</p>																						
<p>Note to Supplier:</p>		<p>Buyer Name:</p> <p>Phone:</p> <p>Email:</p> <p>Your fulfillment contact, responsible for the PO</p>																						
Order Date	Revision Date	Payment Terms	Company Code																					
Incoterms Condition	Mode of transport	Ship Via	REG BUC																					
Incoterm as agreed with Sourcing		Payment terms as agreed																						
Line No.	Part Number & Description	UOM	Qty	Unit Price	EXT Price	Labor/Service Start Date	Required Date	Promised Date	Need by Shipment Date															
1	Item: GE part Item Revision: 003 Description: SYMM NCM Number: Tariff code	Unit of measure according to GE's PLM	Quantity	Unit Net Price					Request ship date by GE															
<table border="1"> <thead> <tr> <th colspan="5">Drawing Revision details</th> </tr> <tr> <th>Item Number</th> <th>Item Revision</th> <th>Drawing Number</th> <th>Drawing Revision</th> <th>Drawing Description</th> </tr> </thead> <tbody> <tr> <td>---</td> <td>---</td> <td>---</td> <td>---</td> <td>---</td> </tr> </tbody> </table>										Drawing Revision details					Item Number	Item Revision	Drawing Number	Drawing Revision	Drawing Description	---	---	---	---	---
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Item Number	Item Revision	Drawing Number	Drawing Revision	Drawing Description																				
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1.1	<p>Ship to: Use the ship-to address as in header OTM Order Base Line ID:</p>																							

Note: Please refer "Our Orders" section for more detailed descriptions

PERFECT INVOICE TEMPLATE

(7) Invoice number
- ALPHANUMERIC
- Less than 16 characters

(6) Invoice date
1) Not prior to PO date
2) Not prior to Due Date
3) Not a future date!

(6) DO NOT Issue invoices
prior to goods or services
being delivered

INVOICE

(9) Name it: INVOICE,
CREDIT or DEBIT MEMO,
DOWN PAYMENT,
PAYMENT REMINDER,
DELIVERY NOTE or
RETENTION PAYMENT

ANY VENDOR CO
ANY STREET
ANY TOWN
ZIP POST CODE

INV NUMBER: 12345M INTERNAL CONTACT: Acct s Department
 INV DATE: 19-Dec-13 TELEPHONE: (888) 123-4567
 SHIP DATE: 18-Dec-13 EMAIL: acct s@nycoco.com

(4) Vendor contact details
(person involved on this invoice)

(16) Include complete remit mailing address

BILL TO: SEE INFORMATION ON YOUR PURCHASE ORDER OR CONTACT LOCAL BUYER
DELIVER TO: GE P/O DELIVERY ADDRESS **REMIT TO:** ANY VENDOR CO
 PO BOX 123
 ANYTOWN
 ZIPPOST CODE

GEREQUESTOR: Thomas Edison **(2) Address to bill as shown on GE PO** **Address where goods were shipped as per GE PO**

ORDER NO	DESC - LINE	SHIPT NO	PART NO	LIOM	QTY	UNIT PRICE	TAX	EXTPRICE
505XXXXXX	Copper Wire LINE XX SHIP XX		1200XXXX	EA	200	\$1.50	Y	\$300.00
505XXXXXX	Blasting Kit LINE XX SHIP XX		1200XXXX	BOX	50	\$0.25	Y	\$12.50
505XXXXXX	Hi Glow Torch LINE XX SHIP XX		1200XXXX	EA	5	\$4.50	Y	\$22.50
505XXXXXX	FuseWire LINE XX SHIP XX		1200XXXX	30m ROLL	10	\$12.50	Y	\$125.00
							SUB TOTAL	\$460.00
							VAT	\$80.50
							TOTAL	\$540.40

PACKING / DELIVERY NOTE No: 12356NY

(10), (11) & (14) Contain a valid and detailed description (no more than 15 lines)

(13) Price CANNOT be greater than the PO Price for EACH Line/Item

CARRIER: UPS **(8) Total amounts with and without TAX**

DELIVERY TERMS: FOB

PAYMENT TERMS: P/O PAYMENT TERMS

INVOICE CURRENCY: P/O CURRENCY

VENDOR BANK ACCOUNT DETAILS FOR PAYMENT:

VENDOR VAT REGISTRATION NUMBER:

(19) Delivery terms, payment terms
(15) Currency
(16) Bank details
(3) Vendor Tax identification number

(19) Do not attach or reference your Supplier terms on your invoice !

EVERYTHING EXACTLY SAME as PO

QUICK GUIDE

Note: Please refer "The Perfect Invoice" section for more detailed description per reference nos.

OUR ORDERS

PURCHASE ORDERS

“NO PO – NO PAY Policy”: No payment will be processed without a GE PO number (PO = Purchase Order) & Company Code/Operating Unit (if applicable).

Please note that invoices without a valid PO Number and the 4-digit company code/operating unit (if applicable) are not allowed to be paid if not differently defined by the specific GE legal entity (e.g. carrier business). If invoices are being submitted without a valid PO Number, the payment or processing of your invoice may be rejected or delayed

Do not deliver any goods or services to GE without having an official order (PO Number). Do not take any order from GE without an official Purchase Order (e.g. via phone or e-mail). Suppliers who withhold deliveries of material / service while waiting for an official order from their GE representative cannot be held liable for the delay of the delivery.

All GE PO orders will have the following information:

- **PO number** (PO = Purchase Order) & Company Code/operating unit (if applicable).
- **Supplier BUC** (=Supplier code at GE), and Supplier address
- Standard **Terms and Conditions**
- Ship to (where material/service will be delivered) with Legal Entity, Tax ID and address.
- **Bill-to address** is the official GE LE. This should never be changed to the invoice receipt address.
- Buyer and contact details
- Order Date issue.
- Payment terms as Supplier Connect
- Incoterm
- Purchase Order line number: with part number, UOM, Quantity, Unit price, currency, Description.
- Need by date (GE’s request date for ship/as per incoterm as applicable)
- Tariff code
- Total amounts with and without tax (VAT/GST/SGST/IGST) as applicable.

IMPORTANT! In case you require a copy of your PO, you may check with your buyer for that entity or download the PO from the portals if available to you, like iSupplier, Ariba, etc.

THE PERFECT INVOICE

The following Items are required on each invoice to avoid delayed payments or your invoice being rejected.

1. Valid Purchase Order (PO) Number:

A valid PO needs to be referenced on first page of the Invoice. GE has a **NO PO - NO PAY policy**. Your invoice may be rejected without a valid PO number if not on our exception list. The rejection will delay processing and might include returning your invoice to you.

2. GE Legal Entity Name and Address

Proper GE Legal entity name required as our Bill-to entity also shown on the PO.

We may refer to multiple addresses:

- Bill-to is the official GE LE. This should never be changed to the invoice receipt address.
- Ship to address as per PO where material/service will be delivered
- Mail to is where invoices need to be sent to and is in many cases added to the 'notes' text box on the PO.

3. Supplier Tax Identification number:

Invoice should clearly provide your tax / VAT identification number and any other regulatory reference numbers as per country regulations.

4. Supplier Entity Name, Address, Contact details:

To process your invoice a valid vendor name and address of the party submitting the invoice is required, which will be matched with your vendor master data stored within the GE system.

To assure correct supplier setup, please contact your GE buyer in case you find any incorrect detail in your data mentioned on our PO.

5. One PO / One Invoice:

Only one PO number is allowed per invoice. If multiple orders were issued, a unique invoice must be submitted for each order. This will allow for faster invoice processing. Multiple PO's will require manual keying causing delays in payment and possible mistakes.

6. Invoice Date:

Invoices must contain an invoice date and may only be sent for processing to GE when all requirements of the order have been completed, meaning after full execution of the service delivery of the material as agreed with the Purchaser. Invoices submitted for blanket purchase agreements (BPA) have to state a specific release and shipment number.

Please note that invoice date has to be later than Purchase Order Date and/or Delivery Date. However, invoice date must be the same date of invoice creation and not a future date.

Invoice date format must be consistent with the supplier's country's standard format. Changing the format could impact due date calculation.

DO NOT have Multiple fields in the same text box even if separated by symbol. Example: *Invoice No. / Date*

7. Invoice Number:

Invoice Numbers should be 16 or less, unique, with alpha-numeric characters only.

Some of our computer systems will not accept over 16 characters and will prevent automatic processing which can cause payment delays.

8. Amount:

Invoice should have total amount with and without tax components breakup (VAT/GST), as applicable. Invoice should indicate **Net Amount, Tax & Total amount on separate lines**. Total amount in words should also be mentioned on the invoice.

9. Document Title:

Original legible invoices will be processed only that clearly state INVOICE, CREDIT or DEBIT MEMO, DOWN PAYMENT, RETENTION PAYMENT.

Bank account statements, statements, reminders, non-VAT invoices will not be processed for payment.

10. PO Release Number:

PO Release Number should be clearly stated on the Invoice, in the exact same format as shown on the PO.

Example: *Release 10* on PO cannot be submitted as Release 010 on invoice

11. PO Line Number, Shipment & Packing Slip Number:

Invoice Line Item must indicate the respective PO Line Item being billed.

Invoice to mention the Purchase Order Line number against each value clearly mentioning Unit Price, Quantity supplied and Value in the Purchase Order currency

PO Shipment number should reference the corresponding PO & Line number for the items being billed.

Each PO Line must have at least one scheduled Shipment Line but may have more.

12. Quantity & Unit of Measure (UOM):

Quantity & Unit of Measure must be clearly stated on the invoice and match what is on the PO. Invoice Quantity CAN NOT be greater than the PO Quantity for EACH PO Line. DO NOT Mix Quantity and Unit of Measure.

13. Price & Additional Fees:

Price CANNOT be greater than the PO Price for EACH Line/Item on the PO. The sum of the line items must equal the Sub-Total of Invoice. Any additional charges not on PO are unauthorized and can create a delay in processing.

14. Description:

Invoices must contain a valid and detailed description/Item Code of the Material/Service provided, same as on the purchase order.

15. Currency:

Currency should be included on invoice and match the currency of the Purchase Order.

16. Remit to Address, Email ID and Bank Details:

Include complete remit mailing address and complete banking details (BIC, IBAN, SWIFT) as required by the local regulations.

****Note:** banking details MUST match the banking details provided to GE during your supplier setup.

Where applicable include additional banking references (i.e.: KID number in Norway) to ensure proper payment.

Contact your GE buyer if you have questions or require changes in your master data setup.

17. Invoice Creation After Shipment:

DO NOT Issue invoices prior to goods or services being delivered or performed. GE requires confirmed receipt in the GE receiving system prior to processing any invoice. Do Not Pre-Date, Post Date Invoices. Please contact the buyer on your PO with any receiving questions.

18. Credits:

When issuing a credit, create a separate standalone document clearly **referring to the invoice the credit relates to**. DO NOT add a credit line on invoice.

Your credit note should have the same output and master data characteristics as your invoice and has to clearly state CREDIT NOTE.

19. Terms:

GE issues purchase orders on its standard terms of purchase or pursuant to agreed terms as stated on the PO. Do not attach or reference your Supplier terms on your invoice.

Please contact your buyer on the PO if you have any questions regarding the terms applied.

20. The Country of Origin of the Goods:

Customs requires to specify on the invoice the exact country where the goods were physically made.

For example, just because the shipment is departing from Hong Kong, it doesn't necessarily mean that the goods were manufactured in Hong Kong, and just because the seller's address is shown as Italy, it doesn't mean the goods are of Italian origin.

21. Invoice Layout and Design:

For best results

- Use a white background with black print without a layered design
- Have a maximum of 15 line items.
- Do not use Handwritten items on invoices.
- The layout of your invoice should be simple & clear.
- Items on invoice needs to match details on the Purchase Order.
- PO item number as defined on GE PO should be clearly identified on the invoice to allow 3-way match at line level.
- Where applicable, invoices should be signed and/or stamped by Authorized Signatory
- Handwritten invoices are not preferred.

WHERE TO SEND YOUR INVOICE

Please update your system with the **invoice sending Mail-to address** as shown on the PO.

Invoices sent to a different location will cause delays in payments.

Please send your invoice through **one method only** (e-invoicing OR email OR post)

This address should only be used for submitting your invoice. Contracts, order confirmations, etc. should be sent to the GE entity's registered Bill-to address or to your Buyer via email.

INVOICE MAIL-TO ADDRESS EXAMPLE:

GE Hydro France (2100) BID227150

- Through Tungsten e-invoice
- Via email: GEPays_BID227150@ge.com
- By post: Pf. 30/348, 1440 Budapest Hungary

INVOICE SUBMISSION OPTIONS

A. GE's preferred invoicing method is **e-invoicing**. GE is committed to change to a fully automated billing process. This program helps ensure no loss, nor undelivered invoices and will warrant timely payments. If you are not member of the program yet, please contact your GE Buyer to register. We have multiple service providers for e-invoicing like Tungsten, Ariba, iSupplier.

If you are not enrolled to the elnvoice program yet, in the interim you can send a PDF via e-mail to the billed GE entity's dedicated email address mentioned on the PO.





After successful enrolment on the elnvoice program, please stop submitting invoices in PDF. Your elnvoice is the valid legal document and PDF invoices will be rejected automatically.

B. We recommend that invoices are sent in **PDF** format **via email** to our **GEPays_BIDxxxxxx@ge.com mailbox** to reduce postage costs and maximize speed of receipt and payment of the invoices. Our Gepays mailbox varies per entity. Please check on your PO the dedicated email address of the entity you're billing.

When sending invoices via email, the following process must be adhered otherwise your invoice(s) may automatically fail to load to our system and you may not get notification about the failure:

1. Send your invoice through one method only (e-invoicing OR email OR post)
2. The gepays email address must be in 'To' line (not in Cc or Bcc) otherwise your invoice will not get loaded
3. Buyer or other contact people can be added in Cc
4. One Invoice per PDF attachment. Maximum 5 attachments / email.
5. PDF or TIF formatted file attachments only
6. Supportive documents of your invoice (e.g. delivery notes) have to be sent together with the invoice as one PDF file. No separation.
7. Please do not send any password protected attachments. Our system is fully automated and will not load sealed files.
8. "Delivery request" option has to be switched off, otherwise an automatic reply will be sent, falsely indicating that the e-mail is deleted without reading. This is a Microsoft feature we don't have any impact on.
9. Quote our entity's BID code and the attached invoice's numbers in Subject field for an easier identification
10. To make sure your invoice gets properly loaded, please pay attention to file and email sizes, avoid sending invoices with long email chains.

Example for submitting invoices via e-mail:

	From ▾	GE E2K
	To...	<input type="checkbox"/> GEPays_BIDXXXXXX@ge.com
	Cc...	
	Subject:	BIDXXXXXX_Invoices: 1234567,7654321, 1236547
Attached:	 1234567.pdf (274 KB);  7654321.pdf (274 KB);  1236547.pdf (274 KB)	
Invoices sent to 'GE LEGAL ENTITY NAME'		

C, In case you are not equipped to submit invoices in a digital way, you can send us **hardcopy** invoices to one of our centralized Mailroom locations. Please check your PO for the dedicated postal address of the entity you are billing.

Our postal address may refer to a PO box in certain countries. Registered mail or invoice packages are not accepted at the PO box address.

Please note that our invoice receipt postal address is often different from our Legal Entity official address referred to as 'Bill-to' address.