

# GE Supplier Guide to Invoicing

*SOURCE-TO-PAY – PERFECT INVOICE*

Version 1

Date: August 16, 2017

# Contents

- 1. Valid Purchase Order (PO) Number:..... 3
- 2. One PO on One Invoice: ..... 3
- 3. Document Date Format: ..... 4
- 4. Invoices Design: ..... 4
- 5. Invoice Numbers:..... 5
- 6. No Statements or Summaries:..... 5
- 7. PO Release Number:..... 6
- 8. PO Line Number, Shipment Number & Packing Slip Number: ..... 6
- 9. Layout of Invoice: ..... 6
- 10. Quantity & Unit of Measure: (UoM)..... 7
- 11. Price & Additional Fees: ..... 7
- 12. Currency: ..... 7
- 13. Remit to Address, Email ID and Bank Details: ..... 7
- 14. Invoice After Shipment: ..... 8
- 15. Credits:..... 8
- 16. GE Legal Name, Email Address, ‘Bill To’/‘Ship To’ Address & Tax/VAT Registration #: ..... 8
- 17. Supplier Entity Name, Address and Tax ID: ..... 8
- 18. References to Supplier Terms in the Invoice:..... 9
- 19. The Perfect Invoice – Materials: ..... 10
- 20. The Perfect Invoice – Services: ..... 10
- 21. Country of Origin of the Goods: ..... 10



imagination at work

## Supplier Guide to Invoicing

The following Items are **required** on your invoice to **avoid delayed payments**.

### 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 and your invoice could 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. If no PO# given, please include the FULL NAME of the GE person placing the order and the COST CENTER if known.

Belgium			
Tax ID:	SE556108191901	Sold To:	GE Helathcare Bio-Sciences AB
Customer P.O.:	2078925		Björkgatan 30
Currency -	EUR		75184 Uppsala
Tax Rate/Area	BESEX0000	YES	Sweden

  

Ship to information is listed below in the description section		Invalid	PO NUMBER: CHRIS
BILL TO			CALLER: CHRIS
MDG2015 00014445 1 MB 0439			CUSTOMER PHONE: (281) 452-
			ORDER NUMBER: 3012351087
			INCO TERMS: FOB ORIGIN
GE ENERGY APEX ACCOU			

### 2. One PO on One Invoice:

This will allow for faster invoice processing. Multiple PO's will require manual keying causing delays and possible mistakes.

Bill To:		Ship To:	
GE OIL & GAS		GE OIL & GAS VETCO GRAY INC.	
VETCO GRAY INC. C/O GE APEX		12221 NORTH HOUSTON ROSSLYN ROAD	
PO BOX 5135		HOUSTON, TX 77086	
SCHENECTADY, NY 12301		UNITED STATES	
UNITED STATES			

  

YES				
Customer PO Number	Sales Order	Quote	Export Permit Number	Freight
10065729	41-SN-6608	41-1500-22754-04	CHINA	FREIGHT CHARGE

Poz.	Cikk szám	Vál Cikk megnevezése	Fela.- ME Menny	Elad.- ME Menny	Töm. brutto
		Multi-PO / Invalid			
0001	16-02265	SLEEVE 1WAY 50/150/LL1PK-TGT	35,000 KT	22750 ST	314,265 kg
		1446500 98003035			
		650 db = 1 gyűjtő			
		Rendelészám: 4510042611			
		Cikkszám : 98003035			
0002	16-02265	SLEEVE 1WAY 50/150/LL1PK-TGT	73,000 KT	47450 ST	655,467 kg
		1446500 98003035			
		650 db = 1 gyűjtő			
		Rendelészám: 4510041945			
		Cikkszám : 98003035			
0003	K0000026	GE RAKLAP 800 * 1200 * 140	3,000 ST	3 ST	0,000 kg
		1DB=1DB			

### 3. Document Date Format:

The invoice date format must be consistent with the supplier's country's standard format. Changing the format could impact the due date calculation. **DO NOT** have Multiple fields w/in the same box, separated by symbol ( "/"); Example Invoice No. / Date

**Incorrect Format below:**

Invoice	
SUPPLIER No.	DOCUMENT No. / DATE
DELIVERY No. / SHIP DATE	CUSTOMER CONTACT

**Incorrect Format, each field should be listed separately**

### 4. Invoices Design:

For best results use a white background with black print without a layered design. With a maximum of 15 line items. Do not use Handwritten items on invoices.

品名		数量	单位	金额	备注
服解黄				11185	No. 3649
Handwritten will take longer to process					
销售总额				11185	
营业税				565	
总计				11740	

NN 50259614 統一發票 (三聯式)  
 買受人: 美商奇異日立板能有限公司台灣分公司  
 統一編號: 28415557 中華民國104年1月15日  
 地址: 縣市 鄉鎮 路段 門牌 郵政信箱

營業人簽用統一發票專用章

總計新臺幣 壹千壹百柒拾肆元

## 5. Invoice Numbers:

Invoice Numbers should be a 16 or less unique alpha-numeric characters only. Some of our computer systems will not accept over 16 alpha-numeric characters and will prevent automatic processing which can cause payment delays.

<b>YES</b>  <b>PAY BILLS ONLINE</b> with free eAccountManager	<b>YOUR INVOICE AT A GLANCE</b>	
	Invoice Date	07/13/2016
	Account Number	2234589227
	Invoice Number	13731727
	Invoice Amount(USD)	\$128.82
	Page Number	1 of 1
	<b>PAYMENT DUE DATE UPON RECEIPT</b>	

<b>Invoice Number too long</b>  <b>PAY BILLS ONLINE</b> with free eAccountManager	<b>YOUR INVOICE AT A GLANCE</b>	
	Invoice Date	07/13/2016
	Account Number	2234589227
	Invoice Number	223458922713731727
	Invoice Amount(USD)	\$128.82
	Page Number	1 of 1
	<b>PAYMENT DUE DATE UPON RECEIPT</b>	

## 6. No Statements or Summaries:

"Original Legible Invoices" will be processed and should clearly state INVOICE, CREDIT or DEBIT MEMO, DOWN PAYMENT or RETENTION PAYMENT. For example, do not send any of the following:

<b>Change of bank</b> Due to change of bank, we hereby inform you about the new bank details as below: Name of bank: Address: Denmark For countries within SEPA: Currency EURO: IBAN-no.: BIC/SWIFT: Other currencies: IBAN-no.: BIC/SWIFT:	<b>Industrial Consumables and Service Provider</b>  Page 1 of 2 <b>Consolidated Invoice</b>  <b>Do Not Send</b>
--	--

GE GRID SOLUTIONS (UK) LTD Op Unit: TD, UK PO Box: 130 Budapest 1550 Hungary	<b>Do Not Send</b>	<b>STATEMENT</b>	<table border="1"><tr><td>ACC REF</td><td>KEL00</td></tr><tr><td>DATE</td><td>16/08/2016</td></tr><tr><td>PAGE</td><td>1</td></tr></table>	ACC REF	KEL00	DATE	16/08/2016	PAGE	1
ACC REF	KEL00								
DATE	16/08/2016								
PAGE	1								
PAYMENT TERMS ARE STRICTLY 30 DAYS FROM DATE OF INVOICE BUSINESS CARRIED OUT AS PER OUR TERMS AND CONDITIONS - COPY AVAILABLE ON REQUEST ACCOUNTS THAT ARE OVERDUE AND REACH 90 DAYS PLUS WILL BE AUTOMATICALLY SENT TO OUR SOLICITORS FOR COLLECTION									

<b>Supplier Name &amp; Address</b> 	<b>Do Not Send</b>	<b>DETAILED ORDER SUMMARY</b> SHOP ORDER NO. 441202 Page 1 of __ SHOP ORDER DATE: 6/27/2016 <b>THIS IS NOT AN INVOICE</b>		
	<table border="1"><tr><td>S H I P T O</td><td>GE POWER C/O AGILITY HOUSTON 2928 GREENS ROAD DOOR #65 HOUSTON, TX 77032</td></tr></table>		S H I P T O	GE POWER C/O AGILITY HOUSTON 2928 GREENS ROAD DOOR #65 HOUSTON, TX 77032
	S H I P T O	GE POWER C/O AGILITY HOUSTON 2928 GREENS ROAD DOOR #65 HOUSTON, TX 77032		
	<table border="1"><tr><td>S O L D T O</td><td>GE PACKAGED POWER, LP GE POWER SYS ACCTS PAYABLE PO BOX 5102 SCHENECTADY, NY 12301-5102</td></tr></table>		S O L D T O	GE PACKAGED POWER, LP GE POWER SYS ACCTS PAYABLE PO BOX 5102 SCHENECTADY, NY 12301-5102
S O L D T O	GE PACKAGED POWER, LP GE POWER SYS ACCTS PAYABLE PO BOX 5102 SCHENECTADY, NY 12301-5102			

## 7. PO Release Number:

PO Release Numbers should be clearly stated on the Invoice, in the exact format as on the PO. (Example: Release 10 on PO cannot be submitted as Release 010 on invoice)

<b>SOLD TO:</b> GE PARALLEL DESIGN P.O. BOX 909957 MILWAUKEE, WI 53209 USA <div style="background-color: green; color: white; padding: 2px; display: inline-block;">PO # with 2-digit Release #</div>		<b>SHIP TO:</b> GE PARALLEL DESIGN 4313 E. COTTON CENTER BLVD. SUITE 100 PHOENIX, AZ 85040 USA	
---	--	--	--

  

Sales Order	Cust No	Customer PO #	Order Date	Tax	Mark Shipment	Terms
0003709-0000	GEP010	315028880-58	10/6/2014	E		NET 15 2.5
Sales Rep	Ship Date	Shipped Via	F.O.B. Point	Ins	Waybill Number	
TIMOTHY	10/24/2014	FEDX GROUND	ORIGIN	N		

## 8. PO Line Number, Shipment Number & Packing Slip Number:

PO Line Item must indicate the respective PO Line Item being billed; in addition, the 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.

## 9. Layout of Invoice:

The layout of your invoice should be simple & clear. Items on invoice needs to *match details on the Purchase Order*. The PO item number as defined in GE PO should be clearly identified in the invoice to allow a 3-way match at line level

Számla részletei

Tétel	Termékszám Terméknév Árkondíciók	Price Mennyiség Ár	Quantity Áregység	Érték HUF
000010	1010536-0055	7.700	DB	
SR 856264	1335649 SBOX42WHA/OA/CL/E27/240V NEUT			
Vevő cikkszám: 1335649 Vevői rendelés: 4510041157-1 Az Ön rendelésszáma: 1000010359 az adott napon: 24.02.2016 Szerződés szám: 40498359 Tétel: 010 Teljesítés dátuma: 03.03.2016 Szállítólevél: 81260638 Sarzs: 0001304238 Súly per db: 6,920 G Statisztikai áruszám: 48192000				

Page 1

VERY confusing Invoice

  

Tétel	Termékszám Terméknév Árkondíciók	Mennyiség Ár	Áregység	Érték HUF
	Ár	3.161,38 HUF	1000 DB	24.342,63
	Össz.súly:	53,28 KG		
	Termékdíj egysége:	19,00 HUF	1 KG	
	Termékdíj értéke:	131,48 HUF	1000 DB	1.012,40

Page 2



## 10. 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.

<b>Sold To</b> HYDRIL USA DISTRIBUTION LLC PO BOX 982457 EL PASO, TX 79998-2457 USA		<b>PO UoM = EACH</b> <b>INV UoM = Per 100</b>		<b>Ship To</b> GE HYDRIL USA MFG LLC 5244 NORTH SAM HOUSTON PARKWAY EAST HOUSTON, TX 77032				
Line No	Quantity Ordered	Quantity Shipped	Quantity Backorder	Description	Control No.	Part No.	Price/ Hundred	Amount
1	50	50	0	3112156-11 REV L	697422-1	3112156-11	71,000.0000	35,500.00 N

## 11. Price & Additional Fees:

Price CAN NOT 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.

P.O. No.		Ship Via		Terms		Due Date		Rep		Back Order:	
9000010132		NBWS-truck		Fixed 3.5%,15days ...		12/1/2016					
Qty Order	Qty Ship	Qty B/O	Item		Do not put in additional fees		Rate		Amount		
6	6	0	Welding gases		LO Oxygen 282 (Returned 1) LIN#1		9.52		57.12T		
	1		Delivery Fee		Delivery Fee		10.00		10.00T		

## 12. Currency:

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

<b>Supplier Name &amp; Address</b>		<b>INVOICE</b>		Page Number - 1	
Belgium				Invoice Date - 30-Dec-15	
Tax ID: SE556108191901				Customer - 236570	
Customer P.O. 2078925				Order Nbr - 1413830 SO	
Currency - EUR				Invoice - 15002968 RI	
Tax Rate/Area BESEX0000					
YES		Sold To:		GE Helathcare Bio-Sciences AB	
				Björkgatan 30	
				75184 Uppsala	
				Sweden	

## 13. Remit to Address, Email ID and Bank Details:

Include complete remit mailing address and complete banking details. \*\*Note the banking details MUST match the banking details provided to GE during your supplier setup. Where applicable (ie: Norway) include Kunde ID (KID) number to ensure proper payment. Contact the buyer on the PO if you have questions or to make changes in your setup.

#### 14. Invoice 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.

<b>NO, Product expected in September</b>		<b>GE ENERGY SWITZERLAND GMBH</b>	
<b>Invoice n° 201607251</b>		Po Box.: 30/109 Bid code: 290005 H-1440 BUDAPEST Hongrie	
<b>Customer</b>	<b>CGE006</b>		
<b>Date</b>	<b>VAT reg. No.</b>	<b>Your order</b>	
<b>20/07/2016</b>	<b>NL822435445B01</b>	<b>428114605</b>	
<b>DELIVERY</b> Products were delivered to the address below GE HUNGARY KFT ENERGY SERVICES-ENERGY PARTS Bellsingel 26 1119 SCHIPHOL - Rijk Pays-Bas		Customer n° : GE006 Phone : 003628587732 Cde interne : 31271	
<b>Payment</b>		<b>Due date</b>	
WIRE TRANSFERT AT 120 DAYS		17/11/2016	

#### 15. Credits:

DO NOT add a credit line on invoice, these should be separate documents. If included on invoice it could stop our automated process.

#### 16. GE Legal Name, Email Address, 'Bill To'/'Ship To' Address & Tax/VAT Registration #:

ALL must be exactly as stated on the face of the Purchase Order. If emailing, each invoice must be its own .pdf you may attach up to 5 invoices (.pdf) per email, *no more than 10mg in size, NO .zip files will be processed.*

<b>Supplier Name</b>		<b>Invoice</b>					
<b>Supplier Address</b>		<b>Supplier Logo</b>	<table border="1"><tr><td><b>Date</b></td><td><b>Invoice #</b></td></tr><tr><td>4/27/2016</td><td>176009</td></tr></table>	<b>Date</b>	<b>Invoice #</b>	4/27/2016	176009
<b>Date</b>	<b>Invoice #</b>						
4/27/2016	176009						
<b>Bill To</b>	<b>Ship To</b>						
	2021836527 4000410694 646						
<b>Missing Legal Entity Name</b>		<b>Invalid 'Ship To' address</b>					

#### 17. Supplier Entity Name, Address and Tax ID:

Must be exactly as stated on the PO. Please contact your buyer if you have any differences to include Pay and Purchase sites to assure correct supplier setup.



## **18. References to Supplier Terms in the Invoice:**

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

Supplier agrees to be bound by and to comply with all terms set forth in the Purchase Order and/or expressly incorporated by reference (collectively, the "Order"), including any amendments, supplements, specifications and other documents referred to in the Order. The terms set forth in the Order take precedence over any alternative terms in any other document connected with this transaction unless such alternative terms are: (a) part of a written supply agreement, which has been negotiated between the parties and which the parties have expressly agreed may override these terms in the event of a conflict ("Supply Agreement") and/or (b) set forth on the face of the Order. In the event these terms are part of a written Supply Agreement between the parties, the term "Order" used herein shall mean any purchase order issued under the Supply Agreement. Issuance by Buyer of payment under the Order shall not constitute an acceptance by Buyer of any of Seller's offers to sell, quotations, or other proposals. Reference in the Supplier's invoice or Order to any such supplier terms, offers to sell, quotations or proposals shall in no way constitute a modification of any of the terms of the Order, which shall always prevail over any such supplier terms, offers, quotations or proposals. ANY INVOICE, ACCEPTANCE OR ACKNOWLEDGMENT OF THE ORDER BY SUPPLIER (INCLUDING WITHOUT LIMITATION BY BEGINNING PERFORMANCE OF ANY OF THE WORK OR ACTIVITIES CALLED FOR IN THE ORDER), EVEN IF CONTAINING OR REFERENCING TERMS INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF THE ORDER SHALL BE DEEMED AS A FULL ACCEPTANCE BY SUPPLIER OF THE ORDER, AND THE INCONSISTENT OR ADDITIONAL TERMS SHALL BE DEEMED INEFFECTIVE, UNLESS THEY WERE SPECIFICALLY AND EXPRESSLY ACCEPTED BY BUYER IN WRITING.

**Please contact the buyer on the PO if you have any questions regarding Invoice requirements PRIOR to submitting invoices to avoid unnecessary delays in payment.**

## 19. The Perfect Invoice – Materials:

ANY VENDOR CO ANY STREET ANY TOWN ZIP/POST CODE						INVOICE			
INV NUMBER		12345M		INTERNAL CONTACT		Accts Department		Internal contact - contact department at vendor, including phone number and email address	
INV DATE		19-Dec-13		TELEPHONE		(888) 123-4567			
SHIP DATE		18-Dec-13		EMAIL		accts@anyco.com			
BILL TO:		SEE INFORMATION ON YOUR PURCHASE ORDER OR CONTACT LOCAL BUYER		DELIVER TO:		REMIT TO:			
GE REQUESTOR: Thomas Edison		GE REQUESTOR - Name of the GE Requestor of material or service as indicated on Purchase Order		GE P/O DELIVERY ADDRESS		ANY VENDOR CO PO BOX 123 ANYTOWN ZIP/POST CODE			
Purchase Order Number - must match exactly to the GE PO number. Do not truncate or alter in any way		Description - As stated on Purchase Order Purchase Order Line Item - Invoice line item must indicate the respective PO line item being billed Purchase Order Shipment Number - Invoice line item should reference the corresponding PO shipment line number for the item being billed. Each PO Line must have at least one scheduled shipment line, but may have more		Part Number - As stated on Purchase Order UOM - Unit of Measure as stated on Purchase Order Quantity - As stated on Purchase Order Unit Price - As stated on Purchase Order Tax - Indicate whether items are taxable using Y/N or indicate rate of tax / tax amount for VAT		SUB TOTAL		\$460.00	
PACKING / DELIVERY NOTE No: 12356NY		CARRIER: UPS DELIVERY TERMS:		INVOICE CURRENCY: P/O CURRENCY		VAT		\$80.50	
VENDOR BANK ACCOUNT DETAILS FOR PAYMENT:		VENDOR VAT REGISTRATION NUMBER:		Remit to address Where the payment should be sent:- •If payment by Electronic Funds Transfer (EFT), Remit to must match exactly the details submitted on EFT application form •If not on EFT, DO NOT change 'Remit To' address without emailing the buyer on the PO and asking for confirmation once the changes are completed •If Bank information is required, include Bank Name, branch, address (PO Box, Street, City, Country, Routing (ABA, BLZ, CHIPS, Swift, Sortcode, etc) Account number and Beneficiary of Account). Please notify any changes in this information by emailing the buyer on the PO.		TOTAL		\$540.40	
Delivery terms - terms as stated on Purchase Order Payment terms - terms as stated on Purchase Invoice Currency - Currency of invoice should be stated and should match the currency of Purchase Order VAT Registration Number - VAT or local tax registration number of vendor company									



PO # only ...write the entire PO # out...no XXXXXX...to make it clear that we are talking about a single PO....stick with 4 similar order/PO #s

## 20. The Perfect Invoice – Services:



## 21. The Country of Origin of the Goods:

Country of origin of the goods: Customs requires the invoice to specify the exact country in which 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.

### The Model Invoice for Materials

ANY VENDOR CO ANY STREET ANY TOWN ZIP/POST CODE				INVOICF			
INV NUMBER	12345M	INTERNAL CONTACT	Accts Department				
INV DATE	19-Dec-13	TELEPHONE	(888) 123-4567				
SHIP DATE	18-Dec-13	EMAIL	<a href="mailto:accts@anyco.com">accts@anyco.com</a>				
<b>BILL TO:</b> SEE INFORMATION ON YOUR PURCHASE ORDER OR CONTACT LOCAL BUYER TAX ID GE REQUESTOR: Thomas Edison		<b>DELIVER TO:</b> GE P/O DELIVERY ADDRESS		<b>REMIT TO:</b> ANY VENDOR CO PO BOX 123 ANYTOWN ZIP/POST CODE			
ORDER NO	DESC - LINE - SHIP'T NO	PART NO	UOM	QTY	Country of Origin	UNIT PRICE	EXT PRICE (USD)
505XXXXXX	Copper Wire LINE XX SHIP	1200XXXX	EA	200	China	\$ 1.50	\$300.00
505XXXXXX	Blasting Kit LINE XX SHIP XX	1200XXXX	BOX	50	China	\$ 0.25	\$12.50
505XXXXXX	Hi Glow Torch LINE XX SHIP	1200XXXX	EA	5	Mexico	\$ 4.50	\$22.50
505XXXXXX	Fuse Wire LINE XX SHIP XX	1200XXXX	30m Roll	10	Korea	\$12.50	\$125.00
PACKING/ DELIVERY NOTE No: 12356NY							
CARRIER: UPS						SUB TOTAL \$480.00	
DELIVERY TERMS: FOB						VAT \$80.50	
PAYMENT TERMS: P/O PAYMENT TERMS						TOTAL \$540.40	
INVOICE CURRENCY: P/O CURRENCY							
VENDOR BANK ACCOUNT DETAILS FOR PAYMENT:							
VENDOR VAT REGISTRATION NUMBER:							