

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 Orgin of the Goods:	10



Supplier Guide to Invoicing

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

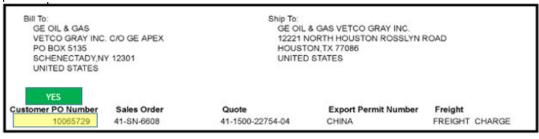
1. Valid Purchase Order (PO) Number:

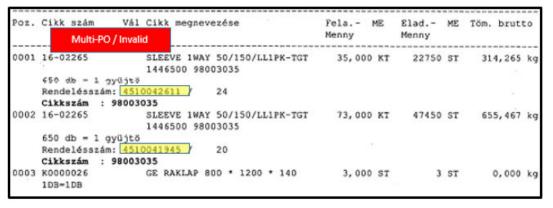
A valid PO needs to be referenced on first page of the Invoice. GE has a NO PO NO PAY policy and your invoice could be rejected without a valid PO number if not on our exception list. The rejection will delay processing and might include returning your invoice to you. If no PO# given, please include the FULL NAME of the GE person placing the order and the COST CENTER if known.



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.





3. Document Date Format:

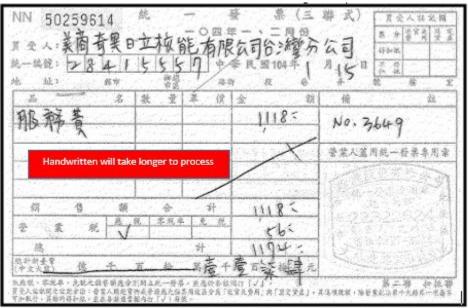
The invoice date format must be consistent with the supplier's country's standard format. Changing the format could impact the due date calculation. <u>DO NOT</u> have Multiple fields w/in the same box, separated by symbol ("/"); Example Invoice No. / Date

Incorrect Format below:



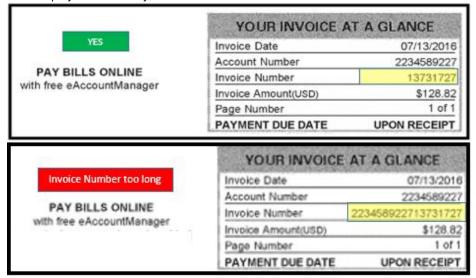
4. Invoices Design:

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.



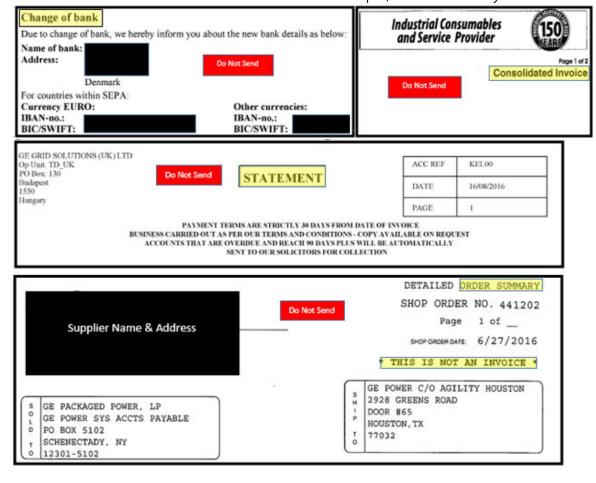
5. Invoice Numbers:

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.



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:



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)

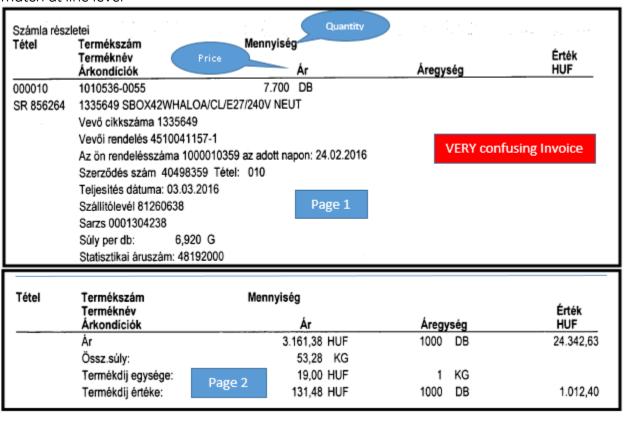


8. <u>PO Line Number, Shipment Number & Packing Slip Number:</u>

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.

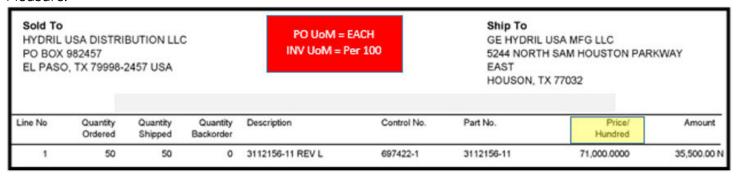
9. <u>Layout of Invoice:</u>

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



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.



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.

-00-1	Ship Via	Terms	Due Date	Rep	Back Order:	
1	NBWS-truck	Fixed 3.5%,15days	12/1/2016			
ty Ship	Qty B/O	Item	Do not put in additional fees		Rate	Amount
6	0	Welding gases	LO Oxygen 282 (I LIN#1	Returned 1)	9.52	57.12T
1		Delivery Fee	Delivery Fee		10.00	10.00T
			ty Ship Qty B/O Item 6 0 Welding gases	ty Ship Qty B/O Item Do not 6 0 Welding gases LO Oxygen 282 (I	ty Ship	ty Ship Qty B/O Item Do not put in additional fees Rate 6 0 Welding gases LO Oxygen 282 (Returned 1) 9.52 LIN*1 9.52

12. <u>Currency:</u>

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

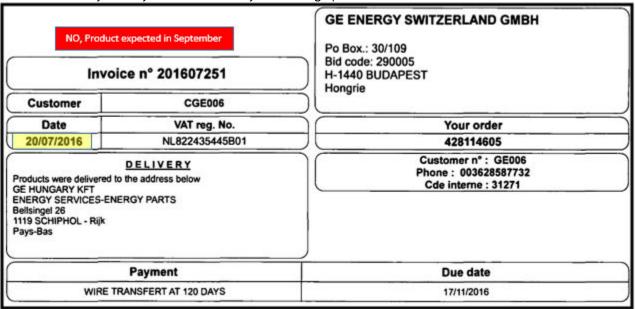


13. Remit to Address, Email ID and Bank Details:

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. <u>Invoice After Shipment:</u>

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.



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

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.



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.

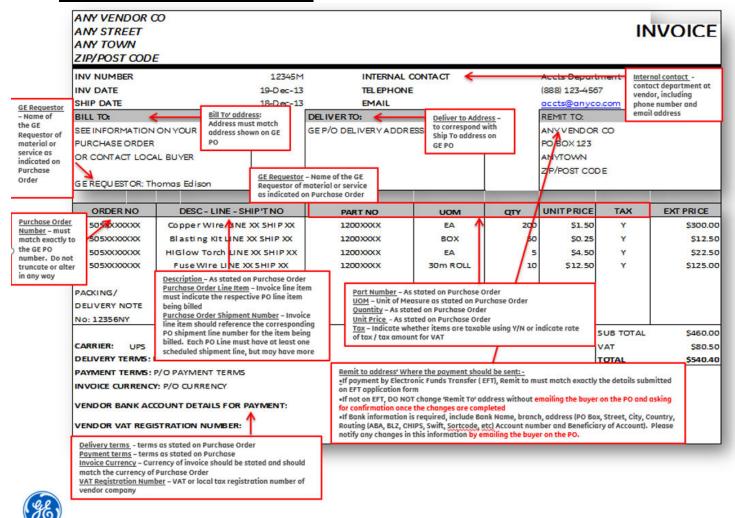
18. References to Supplier Terms in the Invoice:

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.

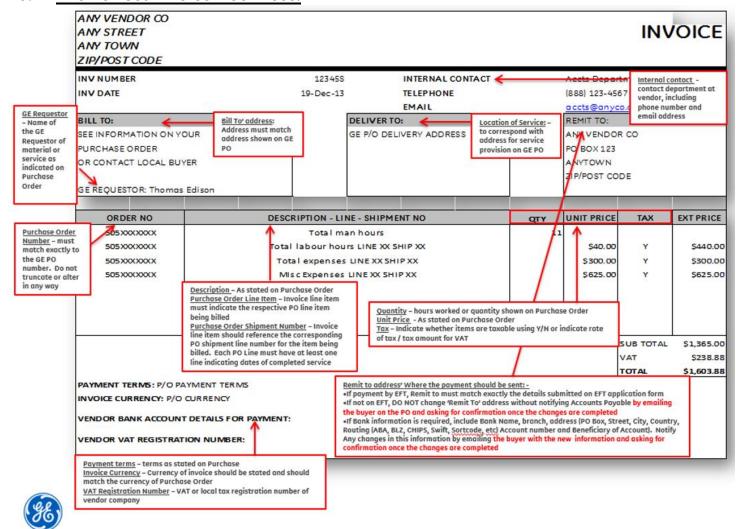
Please contact the buyer on the PO if you have any questions regarding Invoice requirements PRIOR to submitting invoices to avoid unnecessary delays in payment.

19. The Perfect Invoice - Materials:



PO # onlywrite 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

