

GE Supplier Guide to Invoicing

SOURCE-TO-PAY – PERFECT INVOICE

Version 1

Date: August 16, 2017

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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: GE OIL & GAS VETCO GRAY INC. C/O GE APEX PO BOX 5135 SCHENECTADY,NY 12301 UNITED STATES	Ship To: GE OIL & GAS VETCO GRAY INC. 12221 NORTH HOUSTON ROSSLYN ROAD HOUSTON,TX 77086 UNITED STATES			
YES				
Customer PO Number 10065729	Sales Order 41-SN-6608	Quote 41-1500-22754-04	Export Permit Number CHINA	Freight 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 1446500 98003035	35,000 KT	22750 ST	314,265 kg
		650 db = 1 gyűjtő Rendelészám: 4510042611 24 Cikkszám : 98003035			
0002	16-02265	SLEEVE 1WAY 50/150/LL1PK-TGT 1446500 98003035	73,000 KT	47450 ST	655,467 kg
		650 db = 1 gyűjtő Rendelészám: 4510041945 20 Cikkszám : 98003035			
0003	K0000026	GE RAKLAP 800 * 1200 * 140 1DB=1DB	3,000 ST	3 ST	0,000 kg

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
	9046231824 18.11.2015

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.

Handwritten will take longer to process

品名	数量	单位	金额	备注
服解黄			1118	No. 3649
營業人蓋用統一發票專用章				
銷售額合計			1118	
營業稅			56	
總計			1174	

總計新臺幣 (中文大寫) 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.

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

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

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:

<p>Change of bank</p> <p>Due to change of bank, we hereby inform you about the new bank details as below:</p> <p>Name of bank: [Redacted]</p> <p>Address: [Redacted] Do Not Send</p> <p style="padding-left: 40px;">Denmark</p> <p>For countries within SEPA: Currency EURO:</p> <p>IBAN-no.: [Redacted] Other currencies:</p> <p>BIC/SWIFT: [Redacted] IBAN-no.: [Redacted]</p> <p>BIC/SWIFT: [Redacted] BIC/SWIFT: [Redacted]</p>	<p>Industrial Consumables and Service Provider</p> <p style="text-align: right;">150 YEARS</p> <p style="text-align: right;">Page 1 of 2</p> <p style="text-align: right;">Consolidated Invoice</p> <p style="text-align: center;">Do Not Send</p>
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<p>GE GRID SOLUTIONS (UK) LTD Op Unit: TD_UK PO Box: 130 Budapest 1550 Hungary</p> <p style="text-align: center;">Do Not Send STATEMENT</p>	<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						
<p><small>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</small></p>							

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

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)

SOLD TO: GE PARALLEL DESIGN P.O. BOX 909957 MILWAUKEE, WI 53209 USA		SHIP TO: GE PARALLEL DESIGN 4313 E. COTTON CENTER BLVD. SUITE 100 PHOENIX, AZ 85040 USA				
		PO # with 2-digit Release #				
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	Quantity
		Ár	Áregység	Érték HUF
000010	1010536-0055		7.700	DB
SR 856264	1335649 SBOX42WHALOA/CL/E27/240V NEUT			
	Vevő cikkszama 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		
	Termékdij egysége:		19,00 HUF	1 KG	
	Termékdij 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.

Sold To HYDRIL USA DISTRIBUTION LLC PO BOX 982457 EL PASO, TX 79998-2457 USA		PO UoM = EACH INV UoM = Per 100		Ship To 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.

Supplier Name & Address		INVOICE		Page Number - 1
Belgium				Invoice Date - 30-Dec-15
Tax ID: SE556108191901				Customer - 236570
Customer P.O. 2078925	YES			Order Nbr - 1413830 SO
Currency - EUR				Invoice - 15002968 RI
Tax Rate/Area BESEX0000		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.

NO, Product expected in September		GE ENERGY SWITZERLAND GMBH	
Invoice n° 201607251		Po Box.: 30/109 Bid code: 290005 H-1440 BUDAPEST Hongrie	
Customer	CGE006		
Date	VAT reg. No.	Your order	
20/07/2016	NL822435445B01	428114605	
DELIVERY 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	
Payment		Due date	
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.

Supplier Name		Invoice	
Supplier Address			
		Date	Invoice #
		4/27/2016	176009
Bill To	Ship To		
	2021836527 4000410694 646		
Missing Legal Entity Name		Invalid 'Ship To' address	

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
 INV DATE: 19-Dec-13 TELEPHONE: (888) 123-4567
 SHIP DATE: 18-Dec-13 EMAIL: accts@anyco.com

BILL TO: ← Bill To address: Address must match address shown on GE PO
 SEE INFORMATION ON YOUR PURCHASE ORDER
 OR CONTACT LOCAL BUYER
 GE REQUESTOR: Thomas Edison

DELIVER TO: ← Deliver to Address - to correspond with Ship To address on GE PO
 GE P/O DELIVERY ADDRESS

REMIT TO: ← Internal contact - contact department at vendor, including phone number and email address
 ANY VENDOR CO
 PO BOX 123
 ANYTOWN
 ZIP/POST CODE

GE Requestor - Name of the GE Requestor of material or service as indicated on Purchase Order

GE Requestor - Name of the GE Requestor of material or service as indicated on Purchase Order

ORDER NO	DESC - LINE - SHIP'TNO	PART NO	UOM	QTY	UNIT PRICE	TAX	EXT PRICE
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	HIGlow Torch LINE XX SHIP XX	1200XXXX	EA	5	\$4.50	Y	\$22.50
505XXXXXX	Fuse Wire LINE XX SHIP XX	1200XXXX	30m ROLL	10	\$12.50	Y	\$125.00

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

PACKING / DELIVERY NOTE
 No: 12356NY

CARRIER: UPS
 DELIVERY TERMS:

PAYMENT TERMS: P/O PAYMENT TERMS
 INVOICE CURRENCY: P/O CURRENCY
 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.

Delivery terms - terms as stated on Purchase Order
 Payment terms - terms as stated on Purchase Order
 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

SUB TOTAL \$460.00
 VAT \$80.50
TOTAL \$540.40



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:

ANY VENDOR CO ANY STREET ANY TOWN ZIP/POST CODE		INVOICE																																																	
INV NUMBER 12345S INV DATE 19-Dec-13	INTERNAL CONTACT TELEPHONE (888) 123-4567 EMAIL accts@anyco.	Accts Depart Internal contact - contact department at vendor, including phone number and email address																																																	
GE Requestor - Name of the GE Requestor of material or service as indicated on Purchase Order	BILL TO: SEE INFORMATION ON YOUR PURCHASE ORDER OR CONTACT LOCAL BUYER GE REQUESTOR: Thomas Edison	DELIVER TO: GE P/O DELIVERY ADDRESS	REMIT TO: ANY VENDOR CO PO BOX 123 ANYTOWN ZIP/POST CODE																																																
Bill To address: Address must match address shown on GE PO	Location of Service: - to correspond with address for service provision on GE PO																																																		
Purchase Order Number - must match exactly to the GE PO number. Do not truncate or alter in any way	<table border="1"> <thead> <tr> <th>ORDER NO</th> <th>DESCRIPTION - LINE - SHIPMENT NO</th> <th>QTY</th> <th>UNIT PRICE</th> <th>TAX</th> <th>EXT PRICE</th> </tr> </thead> <tbody> <tr> <td>505XXXXXX</td> <td>Total man hours</td> <td>11</td> <td></td> <td></td> <td></td> </tr> <tr> <td>505XXXXXX</td> <td>Total labour hours LINE XX SHIP XX</td> <td></td> <td>\$40.00</td> <td>Y</td> <td>\$440.00</td> </tr> <tr> <td>505XXXXXX</td> <td>Total expenses LINE XX SHIP XX</td> <td></td> <td>\$300.00</td> <td>Y</td> <td>\$300.00</td> </tr> <tr> <td>505XXXXXX</td> <td>Misc Expenses LINE XX SHIP XX</td> <td></td> <td>\$625.00</td> <td>Y</td> <td>\$625.00</td> </tr> <tr> <td colspan="5" style="text-align: right;">SUB TOTAL</td> <td>\$1,365.00</td> </tr> <tr> <td colspan="5" style="text-align: right;">VAT</td> <td>\$238.88</td> </tr> <tr> <td colspan="5" style="text-align: right;">TOTAL</td> <td>\$1,603.88</td> </tr> </tbody> </table>	ORDER NO	DESCRIPTION - LINE - SHIPMENT NO	QTY	UNIT PRICE	TAX	EXT PRICE	505XXXXXX	Total man hours	11				505XXXXXX	Total labour hours LINE XX SHIP XX		\$40.00	Y	\$440.00	505XXXXXX	Total expenses LINE XX SHIP XX		\$300.00	Y	\$300.00	505XXXXXX	Misc Expenses LINE XX SHIP XX		\$625.00	Y	\$625.00	SUB TOTAL					\$1,365.00	VAT					\$238.88	TOTAL					\$1,603.88	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 line indicating dates of completed service	Quantity - hours worked or quantity shown 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
ORDER NO	DESCRIPTION - LINE - SHIPMENT NO	QTY	UNIT PRICE	TAX	EXT PRICE																																														
505XXXXXX	Total man hours	11																																																	
505XXXXXX	Total labour hours LINE XX SHIP XX		\$40.00	Y	\$440.00																																														
505XXXXXX	Total expenses LINE XX SHIP XX		\$300.00	Y	\$300.00																																														
505XXXXXX	Misc Expenses LINE XX SHIP XX		\$625.00	Y	\$625.00																																														
SUB TOTAL					\$1,365.00																																														
VAT					\$238.88																																														
TOTAL					\$1,603.88																																														
PAYMENT TERMS: P/O PAYMENT TERMS INVOICE CURRENCY: P/O CURRENCY VENDOR BANK ACCOUNT DETAILS FOR PAYMENT: VENDOR VAT REGISTRATION NUMBER:	Remit to address' Where the payment should be sent:- •If payment by EFT, Remit to must match exactly the details submitted on EFT application form •If not on EFT, DO NOT change 'Remit To' address without notifying Accounts Payable by 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). Notify Any changes in this information by emailing the buyer with the new information and asking for confirmation once the changes are completed																																																		
Payment terms - terms as stated on Purchase Order 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																																																			



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				<h1>INVOICE</h1>			
INV NUMBER 12345M INV DATE 18-Dec-13 SHIP DATE 18-Dec-13	INTERNAL CONTACT TELEPHONE EMAIL	Accts Department (888) 123-4567 accts@anyco.com					
BILL TO: SEE INFORMATION ON YOUR PURCHASE ORDER OR CONTACT LOCAL BUYER TAX ID GE REQUESTOR: Thomas Edison		DELIVER TO: GE P/O DELIVERY ADDRESS		REMIT TO: ANY VENDOR CO PO BOX 123 ANYTOWN ZIP/POST CODE			
ORDER NO	DESC - LINE - SHIP'T NO	PART NO	UOM	QTY	Country of Origin	UNITPRICE	EXT PRICE (USD)
505XXXXXXX	Copper Wire LINE XX SHIP	1200XXXX	EA	200	China	\$ 1.50	\$300.00
505XXXXXXX	Blasting Kit LINE XX SHIP XX	1200XXXX	BOX	50	China	\$ 0.25	\$12.50
505XXXXXXX	Hi Glow Torch LINE XX SHIP	1200XXXX	EA	5	Mexico	\$ 4.50	\$22.50
505XXXXXXX	Fuse Wire LINE XX SHIP XX	1200XXXX	30m Roll	10	Korea	\$12.50	\$125.00
PACKING/ DELIVERY NOTE No: 12356NY							
CARRIER: UPS DELIVERY TERMS: FOB						SUB TOTAL \$460.00 VAT \$80.50 TOTAL \$540.40	
PAYMENT TERMS: P/O PAYMENT TERMS INVOICE CURRENCY: P/O CURRENCY VENDOR BANK ACCOUNT DETAILS FOR PAYMENT: VENDOR VAT REGISTRATION NUMBER:							