

**The Boeing Company  
Integrated Defense Systems  
Supplier Management and Procurement  
Boeing—Anaheim**

**Boeing — Anaheim Supplier Payment Information**

In order to minimize delays due to invoice discrepancies, The Boeing Company Payment Services (Accounts Payable), has prepared the following Supplier Payment information to assure timely payments. The supplier is encouraged to review all purchase contracts and contact the buyer immediately regarding invoice discrepancies.

**Invoicing**

To insure proper processing (i.e., recording, tracking, payment based on payment terms, etc.) mail ALL original invoices, as instructed on the purchase contract, to:

The Boeing Company  
P.O. Box 61096  
Anaheim, CA 92803-6196

California Resale Permit No. SS-OH-30-001106 is located on the purchase contract under the supplier code number.

NOTE: Do not invoice for items that have not shipped, unless otherwise stated in the purchase contract.

**Direct or Drop Shipments**

Forward signed and completed direct/foreign receiving report, signed receivers, packing slip(s), and source acceptance reports to buyer of purchase contract record.

**Lot Charges**

Lot charges will not be paid prior to receipt and stock of material to which the lot charge applies.

**Payment Due Date**

Payment due date is determined by the terms and conditions of the purchase contract..

**Packing Slips and Invoices**

Packing slips and invoices are very important part of the invoice process; not only for Boeing to accurately receive your shipment, but also for your company to be accurately paid for the material.

The following items are critical elements and must be clearly identified on the packing slip and invoice:

- The packing slip must have the packing slip number and date. The invoice must have the invoice number and date.
- Your company name, address, remit to, and phone number. If company and remit information differs BOTH must be included on the invoice and one must match the supplier name referenced on the PC.
- Boeing Purchase Contract Number
- Part Number(s) as shown on Boeing Purchase Contract. (Boeing and supplier part numbers, if applicable).
- For each purchase contract line item shipped, the document (packing slip and invoice) must show the total quantity, unit price, unit of measure(s), and lot charges to correspond with the line item order number as referenced on Boeing Purchase Contract.

**Pay From Receipt Purchase Contracts (PFR PCs)**

PFR is the standard payment process for the procurement of parts and materials procured by The Boeing Company – Anaheim, CA. For PFR PCs only, the supplier is to invoice for Lot Charges ONLY. On the date the product is stocked, the payment is automatically generated according to the payment terms of the purchase contract. Invoices received for other than lot charges will not be processed, referenced, or returned to the supplier.

If you are interested in becoming a PFR supplier please visit our website at <http://www.boeing.com/companyoffices/doingbiz/anaheim/sitemap.html> and access the PFR booklet for more information.

**Sales Tax on PFR PC**

Payment Services will self assess tax when applicable to the purchase contract.

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**Freight**

Most Boeing – Anaheim purchase contracts specify freight collect and reference the carrier and account number. Contact the buyer immediately to clear up any discrepancies. If the invoice calls out freight charges not authorized on the purchase contract, payment will be delayed. If freight is approved and over \$100.00, forward the paid freight bill with invoice to Payment Services. Payment Services will submit the freight bill to the Traffic department for their approval before payment can be made.

**Events That Create Payments or Deductions**

There are generally four events that will create payments or deductions: 1) Product delivery 2) Rejection, 3) Adjustments, and 4) Invoice Approvals

- 1) Product delivery - On the date the product is stocked, payment is automatically generated according to the payment terms of the purchase contract once a correct invoice has been received by Payment Services.
  - The amount paid will be the quantity entered by Boeing Receiving multiplied by the unit price of the purchase contract item (Item Quantity x Unit Price = Amount Paid).
- 2) Rejection (Deduct) – This section of the process works exactly as it did under the “Payment delivery” process.
  - Rejected parts or materials that are dispositioned by the buyer as Return To Supplier At Supplier Expense, or Return For Credit, will create a debit memo that will deduct from payments due the supplier. In most instances the debit memo will be deducted from the next check to the supplier.
  - The amount deducted will be the quantity rejected multiplied by the applicable unit price of the purchase item (Item Quantity Rejected. x Unit Price = Amount Deducted).
  - Repayment will be initiated when the repaired/replaced parts or materials are stocked at Boeing. This payment will be generated on the same basis as any other stock acceptance.
- 3) Adjustments – There will be occasions when it will be necessary for our Receiving department to adjust (increase or decrease) the quantity of rejected parts.
  - If the adjustment INCREASES the quantity of parts rejected, a debit memo will be generated. Debit memos will be deducted from the next check issued to the supplier.
  - If the adjustment DECREASES the quantity of parts rejected, a credit memo will be generated. Credit memos will be paid in the next check issued to the supplier.
- 4) Invoice Approvals – Certain PCs require approval of Seller’s invoice by the buyer of record and/or other designated Boeing personnel for payment to occur. Such PCs include, but are not limited to, PCs containing Performance-based Payments, Progress Payments or other contract financing terms, cost or incentive-type PCs, and non-receivable PCs. If applicable, invoice approval will be noted on the face of the PC.

**Inquiries**

Inquiries regarding shipments should be directed to the Boeing buyer. Inquiries regarding payments should be faxed to Payment Services (714) 762-0280.