

BDS Terms and Conditions Guide

Clause Number: F302

Effective: 03/07/2017

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INVOICE REQUIREMENTS – COMMON INSTANCE

In addition to the requirements of the “Invoice and Payments” article in the General Provisions incorporated herein, Supplier (Seller) shall adhere to the following requirements.

Seller must ensure that all information is accurate prior to submitting invoice to Boeing (Buyer) Accounts Payable (AP) email STLPMTSVCSPDF@Boeing.com. In the event Seller’s invoice varies from the purchase contract value by \$10.00 USD or less, Buyer may issue payment in the amount reflected in the purchase contract.

Only invoices submitted by Seller will be accepted. Any invoice submitted by Buyer’s Authorized Procurement Representative (Procurement Agent) on Seller’s behalf will be rejected and Seller will be required to resubmit the invoice following the guidelines defined in this attachment.

Seller will not receive invoice receipt confirmation. If Seller receives an error message or non-deliverable message, Buyer recommends Seller resubmit the invoice.

INVOICE REQUIREMENTS

All invoices must contain the following information:

- 1) Name of Seller, which must match name on Boeing Purchase Contract.
- 2) Invoice number clearly identified as Invoice number. AP uses the last 8 digits of the invoice number.
- 3) Invoice date (not postdated).
- 4) Purchase Contract number clearly identified as Boeing Purchase Contract number. Only one Boeing Purchase Contract number per invoice.
- 5) Purchase Contract Line Item number(s) clearly identified as Boeing Purchase Contract line item number and description of item ordered (Boeing part number).
- 6) Each Purchase Contract line item must be subtotaled individually before tax, freight or any additional charges are listed.
- 7) Each invoice must have a single invoice total, which includes all charges.
- 8) Credit Invoices/Memos must show dollar amount due as negative.

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- 9) Sent from an email address that accepts incoming emails in the event of a defective invoice when a rejection email is dispatched back to the email sender.

If for any reason the invoice does not contain the above information, Seller's invoice may be rejected, which in turn would delay payment. Please contact the Procurement Agent directly to resolve invoice discrepancies.

INVOICE SUBMITTALS

NOTE: Sellers acquiring Purchase Contracts through Exostar are to use E-Invoicing process for eligible non-receivable items. **DO NOT SUBMIT INVOICES TO STLPMTSVCSPDF@BOEING.COM FOR ITEMS INVOICED AND ACCEPTED THROUGH EXOSTAR PROCESS (unless Indirect Tax is being billed).**

Electronic PDF Invoice Submittal

In an effort to support eCommerce initiative, AP requires electronic submission of invoices for non-Autopay, non-E-Invoicing, and non-SLIM Purchase Contract line item billings to E-mail address: STLPMTSVCSPDF@Boeing.com.

Invoicing Process Guidelines

A. Seller MUST submit invoices in accordance with the following instructions:

- 1) Submit invoice (in Adobe *.PDF format ONLY) directly to Boeing Payment Services at STLPMTSVCSPDF@Boeing.com.
 - a. Invoices submitted by Procurement Agent on behalf of Seller will be rejected back to Procurement Agent.
 - b. ONE invoice per electronic submittal (e.g. three invoices require three separate email submittals).
 - c. Submit invoice one time only, as multiple submissions may delay payment due to additional administrative effort.
 - d. Seller name and applicable Purchase Contract number should be included in the subject line of each electronic invoice submittal.
 - e. Submit invoices containing Indirect Tax billings for all invoicing methods (i.e. Autopay, E-Invoice, SLIM, Non-Receiveable).

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B. Seller shall NOT:

- 1) Send invoices directly to AP processor, as electronic submittals will only be recognized if sent to STLPMTSVCSPDF@Boeing.com.
- 2) Submit invoices for Autopay, E-Invoicing, or SLIM line items to STLPMTSVCSPDF@Boeing.com (unless Indirect Tax is being billed).
- 3) Submit multiple invoices per electronic invoice submittal, due to system capacity issues.
- 4) Submit billing detail and supporting documentation to STLPMTSVCSPDF@Boeing.com.
- 5) Submit paper invoice to AP.
- 6) Submit invoice unless a contract exists covering the specific scope of work invoiced.
- 7) Submit payment/invoicing inquiries to STLPMTSVCSPDF@Boeing.com, as this mailbox is for invoice submittals only.
- 8) Submit a question with invoice submittal. This is considered an inquiry and can delay payment processing.
- 9) Submit invoice via digitally signed and/or encrypted email.
- 10) Submit invoice more than 10 pages long.
- 11) Use terms "Milestone," "Performance Based Payment," or "Progress Payment," unless these billing terms are included in Purchase Contract.
- 12) Submit hand written invoice, or invoice with hand written revisions.
- 13) Submit invoice with notations such as "DO NOT PAY" or "PAID BY CREDIT CARD."
- 14) Submit statements to STLPMTSVCSPDF@Boeing.com.

NOTE: ***DO NOT** submit invoices to STLPMTSVCSPDF@Boeing.com for the following:

- 1) Non-Receiveable Line Items billed through Exostar
- 2) PC Receiveable Line Items marked 'Autopay'

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- 3) PC Line Items subject to the Subcontractor Labor and Invoice Management (SLIM) Process

***For payment inquiries, please contact AP at APSupplierInquiry@boeing.com

C. In accordance with the Contract Terms and Conditions when invoice billing detail and supporting documentation (e.g.: Progress Payments, Performance Based Payments, Milestone Payments, Cost Reimbursable Contracts, Time & Material and Labor Contracts, Fixed Price Level of Effort Contracts, etc.) is required, Seller MUST send to Boeing Procurement Agent:

- 1) Courtesy Copy of the Invoice.
- 2) Progress Payment SF1443 billing detail and supporting documentation.
- 3) Certified Event Payment Verification Form AND Success Criteria billing detail and supporting documentation for Performance Based Payments or Milestone Events.
- 4) Any other billing detail and supporting documentation as required by the contract terms and conditions.