GE Supplier Invoicing Guidelines

*Supplier Dos & Don'ts for Invoicing*

*Date: March 13, 2017*

**Introduction:**
To ensure timely payments of Supplier invoices which have been submitted to GE, please ensure the following practices are present with your Supplier Invoices. A detailed “Supplier’s Guide to Invoicing” is also attached below for your reference.

**Invoicing - Things Suppliers Should Do:**
- State valid PO on first page
- Only include one PO per Invoice
- Choose the date format corresponding to your country’s standard format
- Use white background with black print for your invoices
- Ensure your document clearly states the words “Invoice”, “Credit”, “Debit Memo”, “Down- payment” or “Retention Payment”
- Include Release number, PO line number, Shipping number & Packing Slip number
- Choose a simple and clear invoice layout
- Clearly state Unit of Measure and ensure Invoice Quantity does not exceed PO Quantity unless previously authorized
- Do not include costs which are not agreed on the PO
- Please include the currency on the invoice and ensure it matches the PO currency
- State accurate Remit to, email ID and Bank details
- Send invoices after shipping
- Send credit notes separately
- State GE Legal Name, Email Address, ‘Bill To’/’Ship To’ Address & Tax/VAT Registration# on your invoice as stated on the PO
- Your Entity Name, Address and TAX ID need to match the PO
- Connect with your buyer in case your records in our system needs to be updated

**Invoicing – Do Not:**
- Use handwriting on your invoice
- Include more than 15 line items on your invoice
- Include more than one PO per invoice
- Deviate on your invoice from address, entities, Unit of Measure, Currency or any other information stated on the PO
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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.

4. **Invoices Design:**
For best results use a **white background with black print** without a layered design. With a **maximum of 15 line** items. Handwritten invoices will take longer to process.

**NOTE:** If it’s handwritten, please include a front page in a document with Vendor name, PO number, Invoice date, PO/line, Amount, Currency, etc...
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. **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.
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.

12. **Currency:**
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. **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.

![Image of Invoice]

**NO, Product expected in September**

**GE ENERGY SWITZERLAND GMBH**

<table>
<thead>
<tr>
<th>Invoice n° 201607251</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>VAT reg. No.</td>
</tr>
</tbody>
</table>

**Delivery**
Products were delivered to the address below
GE HUNGARY KFT
ENERGY SERVICES-ENERGY PARTS
Betonsigel 26
1119 SCHIPHOL - Rijk
Pays-Bas

<table>
<thead>
<tr>
<th>Your order</th>
</tr>
</thead>
<tbody>
<tr>
<td>428114605</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer n° : GE006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone : 003626587732</td>
</tr>
<tr>
<td>Cde interne : 31271</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIRE TRANSFERT AT 120 DAYS</td>
<td>17/11/2016</td>
</tr>
</tbody>
</table>

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.

![Image of Invoice]

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:

**Invoice Details**

- **Company**: ANY VENDOR CO
- **Address**: ANY STREET, ANY TOWN, ZIP/POST CODE
- **Invoice Number**: 12345M
- **Date**: 10-01-13
- **Vendor Contact**: (888) 123-4567, accts@anyco.com

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

**Bill To** - Address must match address shown on GE PO

**Deliver To** - To correspond with ship to address on GE 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

**Order Details**

<table>
<thead>
<tr>
<th>ORDER NO</th>
<th>PART NO</th>
<th>UOM</th>
<th>QTY</th>
<th>UNIT PRICE</th>
<th>EXT PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1200000X</td>
<td>EA</td>
<td>200</td>
<td>$1.50</td>
<td>$300.00</td>
<td></td>
</tr>
<tr>
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<td>3</td>
<td>$4.50</td>
<td>$13.50</td>
<td></td>
</tr>
</tbody>
</table>

**Packing**

- **No.**: 1234567

**Terms & Conditions**

- All payment by Electronic Funds Transfer (EFT). Remit to must match exactly the details submitted on EFT application form.
- Note: Do not change remit to address without notifying 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, BILZ, CHIPS, SWIFT, Sortcode, etc) Account number and beneficiary of account. Please notify any changes in this information by emailing the buyer on the PO.

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**  
**12345M**  
**ZIP/POST CODE**  

### INVOICE

**INVOICE NUMBER**  
12345M  
**INVOICE DATE**  
19-Dec-13  
**SHIP DATE**  
15-Dec-13  
**INTERNAL CONTACT**  
Accounts Department  
**TELEPHONE**  
(888) 123-4567  
**EMAIL**  
accounts@anyco.com  

**BILL TO:**  
SEE INFORMATION ON YOUR PURCHASE ORDER  
OR CONTACT LOCAL BUYER  
TAX ID  
GE REQUESTOR: Thomas Edison  

### DELIVER TO:

**REMIT TO:**  
ANY VENDOR CO  
PO BOX 123  
ANYTOWN  
ZIP/POST CODE  

<table>
<thead>
<tr>
<th>ORDER NO</th>
<th>DESC - LINE - SHIP'T NO</th>
<th>PART NO</th>
<th>UOM</th>
<th>QTY</th>
<th>Country of Origin</th>
<th>UNIT PRICE</th>
<th>EXT PRICE (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>505XXXXXXX</td>
<td>Cooper Wire LINE XX SHIP</td>
<td>12000000</td>
<td>EA</td>
<td>200</td>
<td>China</td>
<td>$1.50</td>
<td>$300.00</td>
</tr>
<tr>
<td>505XXXXXXX</td>
<td>Blasting Kit LINE XX SHIP XX</td>
<td>12000000</td>
<td>BOX</td>
<td>50</td>
<td>China</td>
<td>$0.25</td>
<td>$12.50</td>
</tr>
<tr>
<td>505XXXXXXX</td>
<td>Hi Glow Torch LINE XX SHIP</td>
<td>12000000</td>
<td>EA</td>
<td>5</td>
<td>Mexico</td>
<td>$4.50</td>
<td>$22.50</td>
</tr>
<tr>
<td>505XXXXXXX</td>
<td>Fuse Wire LINE XX SHIP XX</td>
<td>12000000</td>
<td>30m Roll</td>
<td>10</td>
<td>Korea</td>
<td>$12.50</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

**PACK NG/DELIVERYNOTE**  
No: 12356NY  

**CARRIER:** UPS  
**DELIVERY TERMS:** FOB  

**PAYMENT TERMS:** PIpayment terms  
**INVOICE CURRENCY:** $/O CURRENCY  

**VENDOR BANK ACCOUNT DETAILS FOR PAYMENT:**  
**VENDOR VAT REGISTRATION NUMBER:**

**SUB TOTAL** $460.00  
**VAT** $80.50  
**TOTAL** $540.40