

INVOICE REQUIREMENTS – COMMON INSTANCE

In addition to the Invoice and Payment article of the Boeing General Provision, Seller shall adhere to the following:

A. INVOICE REQUIREMENTS

All invoices must contain the following information:

- 1) Bill To: “The Boeing Company.”
- 2) Name of Seller, which must match this Contract.
- 3) Unique invoice number clearly identified as the invoice number;
Note: Payment records will only reflect up to the last 8 digits of the invoice number.
- 4) Invoice date (not postdated).
- 5) This Contract number, clearly identified as the Boeing Contract number; Only one Boeing Contract number may be billed per invoice.
- 6) This Contract’s line item number(s), clearly identified as the Boeing Contract line item number and the Boeing description of item ordered (i.e.: part number).
- 7) A subtotal of each Contract line item without tax, freight or any additional charges included.
- 8) Single invoice total, which includes all charges.
- 9) Credit invoices/memos must be indicated by a negative amount.
- 10) Currency code if other than USD.

**In the event of Buyer’s rejection of an Invoice,
Seller shall contact Buyer’s Authorized Procurement Agent.**

B. INVOICE SUBMITTAL

Seller MUST submit invoices in accordance with the following instructions:

- 1) Submit the invoice **in Adobe *.PDF format ONLY**.
- 2) Submit the invoice to Boeing’s Payment Services at:
STLPMTSVCSPDF@Boeing.com.
 - (a) **Only invoices submitted by Seller directly to Boeing’s Payment Services will be accepted.**
- 3) Submit invoice from a Seller E-mail address that accepts incoming E-mails.

- 4) Submit **ONE** invoice per E-mail (e.g. three invoices require three separate E-mail submittals).
- 5) Submit invoice one time only.
- 6) Include this Contract number in the subject line of each E-mail.

C. Seller shall NOT:

- 1) Submit an invoice against this Contract unless this Contract contains a corresponding line item.
- 2) Submit invoices via MessageCourier.
- 3) Submit invoices for line items subject to Autopay or E-Invoicing to Buyer's Payment Services E-mail address at STLPMTSVCSPDF@Boeing.com, unless:
 - (a) Indirect Taxes are billed (refer to section E for submission requirements) or
 - (b) Buyer's Authorized Procurement Representative directs Seller to submit a credit invoice for the purpose of correcting E-Invoice billing error in Exostar.

NOTE: Autopay line items can be identified by the inclusion of clause F310 at the line item level.

- 4) Include billing detail and/or supporting documentation to STLPMTSVCSPDF@Boeing.com (see Section D. below).
- 5) Include previously invoiced amounts in current invoiced amount.
- 6) Submit a paper invoice to Boeing's Payment Services.
- 7) Submit a question with an invoice submittal; this is considered an inquiry and will be rejected.
- 8) Submit an encrypted and/or password protected PDF or email.
- 9) Submit an invoice more than 10 pages long (due to system capacity concerns).
- 10) For invoices submitted to obtain payment for Goods delivered or Services completed, do not use the following terms on the invoice:
 - (a) Advance Payment,
 - (b) Performance-Based Payment
 - (c) Progress Payment, or
 - (d) Milestone Payment
- 11) Submit a hand-written invoice, or an invoice with hand written revisions.
- 12) Submit an invoice with notations such as "DO NOT PAY" or "PAID BY CREDIT CARD" "NOT AN INVOICE," etc. or "NOT A TAX INVOICE" if invoice is billing Indirect Tax.

- 13) Submit *statements* to Boeings Payment Services. This is considered an inquiry and will be rejected.

D. Invoices Requiring Supporting Documentation

1) Cost-reimbursable and Time & Material

- (a) Cost Reimbursable and Time & Material billing supporting documentation and certified individual invoice substantiation for Seller claimed allowable cost in accordance with the Allowable Cost and Payment Clause (e.g.: FAR 52.216-7, attachment F305).

2) Interim Financing Invoicing/Billing Requirements, if applicable:

- (a) **For Progress Payments:** Include properly completed SF1443 with invoice submittal. Ensure SF1443 version is Rev 11/2021 or later and unexpired (Also, see clause **F414** if applicable).
- (b) **For Performance Based Payments** (Also, see clause **F417** if applicable):

(1) For Header Based Payment Events:

- Reference the Header Based Payments Event Number (example: “Event 1”) and dollar amount as reflected in the Header Based Payments – Events block.

(2) For Line Item Based Payment Events:

- Reference Item Based Payments Event Number (example: “Event 1”), dollar amount as reflected on the Contract line item, and Contract Line Item number.

- (c) **For Advance Payments:** *Clearly* notate the words “Advance Payment” prominently on the invoice, clearly reference the Contract line item and Advance Payment dollar amount (Also, see clause **F415**, if applicable).

- (d) Do not include Autopay (F310) delivery billings on Interim Financing invoice.

3) Other billing detail and supporting documentation as required by this Contract.

E. Recoverable Indirect Tax Invoicing/Billing Requirements:

Seller shall clearly identify the following next to each indirect tax amount on invoice:

- (a) Originally invoiced Boeing Contract line item(s), and

- (b) Original dollar amount(s) the tax is applied to,
- (c) Tax dollar amount(s), and
- (d) Tax type (i.e. VAT, GST, HST, etc.)

If multiple tax types are included on an invoice, the invoice must clearly identify one tax type for each tax amount.

F. Supporting Documentation Deliverable Directly to Buyer's Authorized Procurement Representative

Seller will submit to Buyer's Authorized Procurement Representative a copy of the invoice and supporting documentation, including, but not limited to:

- 1) **Progress Payment** - completed SF1443 billing detail and any required supporting documentation.
- 2) **Performance Based Payments** - Completed and certified Payment Event Verification Form, and all supporting documentation evidencing completion of success criteria.
- 3) **Cost Reimbursable and Time & Material billing** - Supporting documentation and certified individual invoice substantiation for Seller claimed allowable cost in accordance with the Allowable Cost and Payment Clause (e.g.: FAR 52.216-7, attachment F305).
- 4) Other billing detail and supporting documentation as required by this Contract.

G. NOTICES

- Send all invoice inquiries to Buyer's Authorized Procurement Representative and Buyer's Payment Services (APSupplierInquiry@boeing.com).
- **To view payment history and detail on payments please access BIVS (Boeing Invoice Visibility System).** If Seller does not have access to BIVS please contact Buyer's Authorized Procurement Representative.
- **F302 clause subject to change.** Please refer to: http://www.boeing.com/idscommon/clauses/clause_f.htm for current invoicing guidelines.

Disclaimer: If the above required criteria are not clearly identified on the invoice, the invoice will be rejected and a corrected invoice must be submitted.