

## INVOICE REQUIREMENTS – COMMON INSTANCE

In addition to any invoice requirements incorporated elsewhere in this purchase contract (“Contract”), 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](mailto: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, E-Invoicing, or SLIM to Buyer's Payment Services E-mail address at [STLPMTSVCSPDF@Boeing.com](mailto: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.
- 4) Include billing detail and/or supporting documentation to [STLPMTSVCSPDF@Boeing.com](mailto:STLPMTSVCSPDF@Boeing.com).
- 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 can delay payment processing.
- 8) Submit a digitally signed, and/or encrypted, and/or password protected PDF or email.
- 9) Submit an invoice more than 10 pages long (due to system capacity concerns).
- 10) Use the following terms unless these billing terms are included in this Contract:
  - (a) Advance Payment,
  - (b) Performance-Based Payment,
  - (c) Progress Payment, or
  - (d) Milestone
- 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 Buyer's Payment Services E-mail address [STLPMTSVCSPDF@Boeing.com](mailto:STLPMTSVCSPDF@Boeing.com).

**D. Interim Financing Invoicing/Billing Requirements:**

- 1) Do not include Autopay (F310) delivery billings on Interim Financing invoice.
- 2) Do not bill partial Event amounts; invoicing an Event certifies Event completion.
- 3) Advance Payment Requests. *If this Contract incorporates F409 Advance Payments or F410 Advance Payments – Procurements with U.S. Government Agencies:* Notate “Advance Payment” prominently on the invoice, clearly reference Forecast Schedule Line Item and Advance Payment dollar amount.
- 4) Progress Payment Requests. *If this Contract incorporates F400 Progress Payments:* Ensure SF1443 version is Rev 7/2009 or later and unexpired.
- 5) Performance Based Payments (PBP). *If this Contract incorporates F408 Performance Based Payments, F411 Performance Based Payments (Severable) or F412 Performance Based Payments (Cumulative):* Reference Payment Event Number (example: “Event 1”) as reflected on Contract Forecast Schedule, dollar amount as reflected on Contract Forecast Schedule, and Contract Line Item number on which the Forecast Schedule resides.
- 6) Milestone Payments (MS). *If this Contract incorporates F402 Milestone Billing and Payment Terms and Condition:* Reference Milestone Event Number (example: “Event 1”) as reflected on Contract Forecast Schedule, dollar amount as reflected on Contract Forecast Schedule, and Contract Line Item number on which the Forecast Schedule resides.

**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 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 SF1443 billing detail, if applicable,

- 2) Performance Based Payments certified Event Payment Verification Form, if applicable, and “proof” 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](mailto:APSupplierInquiry@boeing.com)).
- In the event Seller’s invoice varies from this Contract value by \$10.00 USD or less, Buyer may issue payment in the amount reflected in the Contract. This is not applicable to Interim Financing.
- **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.boeingsuppliers.com/idscommon/clauses/clause\\_f.htm](http://www.boeingsuppliers.com/idscommon/clauses/clause_f.htm) for current invoicing guidelines.