

E-INVOICING

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

Seller is required to utilize the E-Invoicing process through Exostar. The process is limited to any line item currently set up on a purchase contract as a non-receivable line item. A Seller who utilizes Exostar must not submit invoices in any other manner for related line items currently on the Exostar system. By doing so, this would potentially cause duplicate payments, and increased payment cycle times. Seller must ensure that all information is accurate prior to submitting an invoice via Exostar (see E-Invoicing tips located in the Supplier Portal). If for any reason inaccurate information is submitted, Seller's invoice may be rejected, which in turn would delay payment for the particular line item.

Seller shall NOT:

- 1) Reuse an invoice number.
- 2) Back date an invoice.
- 3) Use a decimal in the quantity field.
- 4) Submit invoices for Advance Payments, Performance Based Payments or Progress Payments through Exostar

For further guidance see E-invoice tip sheet and explanatory video found on the supplier portal under Help/General Help.

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

A. Invoices Requiring Supporting Documentation

Seller will submit to Buyer's Authorized Procurement Representative a copy of the invoice and supporting documentation for the following:

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

IDS Terms and Conditions Guide
Section F

Clause Number: F303
Effective: 08/18/2023
Page: 2 of 2

B. Recoverable Indirect Tax Invoicing/Billing Requirements:

Do not submit invoices for tax through Exostar. All invoices for tax must be provided directly to Boeing through the following E-mail box:
STLPMTSVCSPDF@Boeing.com.

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.)
- (e) Submit the invoice in **Adobe PDF format ONLY**.
- (f) Submit invoice from a Seller E-mail address that accepts incoming E-mails.
- (g) Submit **ONE** invoice per E-mail (e.g. three invoices require three separate E-mail submittals).
- (h) Submit invoice one time only.

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

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.

F303 clause subject to change. Please refer to:
http://www.boeing.com/suppliers/idscommon/clauses/clause_f.htm for current invoicing guidelines.