

## **INVOICE PAYMENT REQUIREMENTS**

**Payments** - Payments are made from "original" invoices only. Fax copies, copies of invoices or statements will not be accepted. "Duplicate original" invoices must not be sent without prior authorization from either your purchasing agent or accounts payable. Duplicate original invoices, altered invoices or computer prints of invoices not on your company letterhead must be signed and dated with full signature of the appropriate manager from your company. Initials will not be accepted. Third party billing is not allowed.

**Payment Terms** - Determination of payment due date, whether under net or discount terms, will be based on the latest of (i) the date goods are received or services performed; (ii) the date provided in this contract for receipt of goods or completion of services; or (iii) the date an accurate invoice is received in accounts payable. Payments are not scheduled based upon the date of your invoice. Payment will be deemed to have been made when deposited in the mail.

### **Invoice Submittals.**

#### **A). Electronic PDF Invoice Submittal (Preferred Method)**

In an effort to support the eCommerce initiative, SSG Accounts Payable (AP) would like to offer our Albuquerque suppliers an electronic option of submitting invoices in lieu of US mail for non-Autopay purchase contract line item billing. The following guidelines apply to this alternative invoicing process:

#### **The supplier MUST:**

- 1) Submit the invoice in Adobe \*.PDF format, **ONLY**.
- 2) Invoice must be addressed to [AlbuquerqueApprovals@Boeing.com](mailto:AlbuquerqueApprovals@Boeing.com).
- 3) Invoice must be clearly marked with the statement "Original" or "Certified Original".
- 4) ONE invoice per electronic submittal - (e.g. three invoices require three separate email submittals).
- 5) Submit invoice one time, as multiple submissions may delay payment due to additional administrative effort.

**Note: It is recommended, supplier name and applicable purchase contract number be included in the subject line of each electronic invoice submittal.**

#### **The supplier shall NOT:**

- 1) Send invoices directly to the AP processor, as electronic submittals will only be recognized if sent to the group mailbox.

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- 2) Submit invoices for Autopay line items.
- 3) Submit *multiple* invoices per electronic invoice submittal, due to system capacity issues.
- 4) Submit detailed supporting documentation to AP via the electronic invoice submittal process. AP recommends supporting documentation be submitted directly to the Procurement Agent.
- 5) Submit a paper invoice to AP in addition to .PDF invoice.
- 6) Submit an invoice unless a contract exists that covers the specific scope of work invoiced.
- 7) Submit payment/invoicing inquiries to [AlbuquerqueApprovals@Boeing.com](mailto:AlbuquerqueApprovals@Boeing.com), as this mailbox is for invoices only.

**General Information**

This group mailbox is applicable to invoices paid out of the St. Louis Accounts Payable Group, only. The applicable invoices should be limited to those currently addressed to the St. Louis Box 66956, including the overnight mailing address of 100 Airport Way, Berkeley, MO 63134.

If the buyer requests a courtesy copy of the invoice from the supplier, the buyer must maintain their copy or discard it. Do not forward the copy to Accounts Payable.

**Disclaimer**

**Invoices received via group mailbox during Boeing business hours (7:00 a.m. - 4:00 p.m. CST) will be date stamped the day received. Exception - mail received after 11:00 a.m. CST on the last day of the calendar month will be date stamped with the following business date.**

The Boeing Company reserves the right to discontinue the acceptance of electronic invoices if the above guidelines are not followed. Additionally due to the volume of electronic correspondence, it is not our practice to provide receipt confirmation. If you receive an error message or non-deliverable message, it is recommended you resubmit the invoice.

**B). Paper Invoices should be mailed to:**

The Boeing Company  
Accounts Payable  
P.O. Box 66956, M/C S089-1375  
St. Louis, MO 63166-6956

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Street address for overnight or express mail delivery only:

The Boeing Company  
100 Airport Way  
Berkeley, MO 63134  
Attn: Accounts Payable  
M/C S089-1375

Original invoices sent to any other address, including directly to the Procurement Agent, may delay your payment.

Note: For payment inquiries, please contact Accounts Payable @ (314) 232-4354.

**Prepaid Freight Charges** - When prepaid freight charges are authorized by the procurement agent, include a copy of each freight bill with the invoice if total charges exceed \$100.00. Freight charges over \$100.00 require approval from Boeing traffic prior to payment and will be deducted from your invoice payment. It is not necessary to re-invoice. When the approval has been received, an additional check will be issued for the approved freight charge.

**Invoice requirements** - All invoices must contain the following information:

1. The name and address of the supplier, which must match the name and address on the purchase contract.
2. Invoice number.
3. Invoice date.
4. Boeing purchase contract number. Only one purchase contract number per invoice.
5. Boeing purchase contract line item number(s) and description of item ordered (Boeing part number).
6. Quantity invoiced which must equal quantity shipped and cannot exceed quantity ordered.
7. Unit of Measure. If the invoice billing unit of measure is different than the purchase contract order unit of measure, both units of measure must be included on the invoice.
8. Unit price, which must agree with the purchase contract unit price. If the invoice billing unit price is different from the purchase contract unit price, both unit prices must be included on the invoice.
9. Extended unit price. Each Boeing purchase contract line item must be subtotaled individually before tax, freight or any additional charges are listed. Each invoice must have a grand total that includes all charges.

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10. Payment terms, which must agree with the purchase contract payment terms.
11. Shipping information, which includes shipment number, date of shipment and freight carrier.
12. Name and address where invoice payment is to be mailed. Name must agree with the purchase contract name.
13. Name, title, phone/fax number and mailing address of person to be notified in event of a defective invoice.

The purchase contract is the sole basis for your payment. Incorrect invoices will be returned unpaid. Accounts Payable cannot authorize or negotiate any changes to the purchase contract. Please contact your procurement agent directly to resolve invoice discrepancies.