

**IDS Terms and Conditions Guide**  
**Section F**

**Clause Number: F303V**  
**Effective: 6/29/2007**  
**Page: 1 of 3**

**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 Submittal Methods.**

**A. Preferred – Electronic PDF invoice:**

(1) The invoice shall be provided in a secure, non-alterable electronic format (Adobe \*.pdf is acceptable) addressed directly to the Boeing group mailbox, [APHSVApprovals@boeing.com](mailto:APHSVApprovals@boeing.com). Do not copy or send directly to the Accounts Payable processor. Invoices are received directly from our mail support personnel. The invoice must be clearly marked with the statement "Certified Original". Supplier must ensure each invoice is only submitted once. If the buyer requests supplier to provide a courtesy copy of the invoice, the buyer must maintain their copy or discard. The buyer shall not forward the copy to accounts payable. 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. There is one exception - the last day of the calendar month mail received after 11:00 a.m. CST will be date stamped with the following business date.

(2) When submitting electronically, supplier shall **not** submit a paper invoice.

(3) Supplier must **not** submit an invoice unless a contract exists that covers the specific scope of work invoiced.

(4) Supplier shall address any payment problems / issues to the Procurement Agent and / or Supplier Manager.

**IDS Terms and Conditions Guide**  
**Section F**

**Clause Number: F303V**  
**Effective: 6/29/2007**  
**Page: 2 of 3**

(5) This Group Mailbox should only apply to invoices, which are currently being paid out of the St. Louis Accounts Payable group. The applicable invoices should be limited to those currently addressed to St. Louis mailbox, P.O. Box 66956, including the overnight address of 100 Airport Way. (The group mailbox option is not currently available for invoices processed by Boeing Accounts Payable Seattle and/or Southern California).

Note: The Boeing Company reserves the right to discontinue the acceptance of electronic invoices if the above rules/guidelines are not followed.

B. Invoice mailing information. Invoices are to be mailed to:

The Boeing Company  
Accounts Payable  
P.O. Box 66956, Mail Code S089-1375  
St. Louis, MO 63166-6956

Supplier name:	A-B	Phone: (314) 234-2805
	C-O	Phone: (314) 232-5594
	P-Z	Phone: (314) 232-8455
Supplier Name	ALL	Fax: (314) 545-6816

Street address for overnight or express mail delivery only:

The Boeing Company  
100 Airport Way  
Berkeley, MO 63134  
Attn: Accounts Payable – Huntsville Division  
M/C S089-1371

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

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 approval freight charge.

Invoice requirements. All invoices must contain the following information:

**IDS Terms and Conditions Guide**  
**Section F**

**Clause Number: F303V**  
**Effective: 6/29/2007**  
**Page: 3 of 3**

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.
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.