



# GE Supplier Invoicing Guidelines

## **Supplier Dos & Don'ts for Invoicing**

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### **Introduction:**

To ensure timely payments of Supplier invoices which have been submitted to GE, please ensure the following practices are present with your Supplier Invoices. A detailed "Supplier's Guide to Invoicing" is also attached below for your reference.

### **Invoicing - Things Suppliers Should Do:**

- State valid PO on first page
- Only include one PO per Invoice
- Choose the date format corresponding to your country's standard format
- Use white background with black print for your invoices
- Ensure your document clearly states the words "Invoice", "Credit", "Debit Memo", "Down-payment" or "Retention Payment"
- Include Release number, PO line number, Shipping number & Packing Slip number
- Choose a simple and clear invoice layout
- Clearly state Unit of Measure and ensure Invoice Quantity does not exceed PO Quantity unless previously authorized
- Do not include costs which are not agreed on the PO
- Please include the currency on the invoice and ensure it matches the PO currency
- State accurate Remit to, email ID and Bank details
- Send invoices after shipping
- Send credit notes separately
- State GE Legal Name, Email Address, 'Bill To'/'Ship To' Address & Tax/VAT Registration# on your invoice as stated on the PO
- Your Entity Name, Address and TAX ID need to match the PO
- Connect with your buyer in case your records in our system needs to be updated
- List the "Country of Origin of the Goods" on the Invoice

### **Invoicing - Do Not:**

- Use handwriting on your invoice
- Include more than 15 line items on your invoice
- Multiple fields w/in the same box, separated by symbol ( "/"); Example Invoice No. / Date
- Include more than one PO per invoice
- Deviate on your invoice from address, entities, Unit of Measure, Currency or any other information stated on the PO

Please refer to the "Supplier Invoicing Instructions Guide" document for further detailed information related to Supplier Invoicing.