



# GE Supplier Invoicing Guidelines

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

### ***Date: March 13, 2017***

#### **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
- 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

#### **Supplier Invoicing Instructions Guide:**

