



The supplier guide to invoicing was developed to provide suppliers with information critical to correctly invoicing GE Vernova. Issuing on time payment to suppliers is a priority to GE Vernova. The supplier's role in understanding and complying with GE Vernova invoice requirements is critical to be able to receive payment on time.

GET HELP

- Questions related to any of the guidelines can be directed to the GE Vernova contact who issue the purchase order.

INVOICE GUIDELINES

- **Purchase Order**
 - A single purchase order must be clearly visible on the invoice document.
 - If an invoice includes multiple purchase order numbers, the invoice will be rejected.
 - Invoices without a PO will be rejected. Work with your GE Vernova contact to obtain a PO.
- **Legal Entity**
 - Invoices are required to be issued to the legal entity which issued the GE Vernova purchase order.
 - If a subsequent communication was received that the original legal entity which issued the PO has been subject to a change, please follow the latest guidelines.
 - Invoices submitted with a legal deemed to be invalid or incorrect will be rejected.
- **Tax Registration Identification**
 - The buyer and seller tax registration numbers should be clearly listed.
- **Each Invoice Should Contain Three Addresses**
 - **Required**
 - Bill To Address: Legal entity address which from the GE Vernova purchase order
 - Ship To Address: Location where the material or service will be delivered.
 - **Recommended**
 - Mail To Invoice: Location or application used to submit the invoice.
- **Document Type**
 - The term "Invoice" or "Credit" must be clearly stated on the document.
 - Documents titled as "proforma", "statement" or "payment request" will be rejected.
- **Currency**
 - The currency name, code or symbol must be clearly visible on the document.
 - The currency which the invoice is issued in must match the currency which the purchase order was issued.
- **Invoice Amount**
 - The invoice should clearly state the subtotal charged, tax amount and total amount billed.
 - The total amount should equal the total sum of the items charged on the invoiced.
 - Invoices with items charged on the invoice which are not present on the GE Vernova purchase order will be rejected. This includes any miscellaneous charges such as shipping, packaging, or any fees. All amounts charged except tax must be present on the GE Vernova purchase order.



- **Invoice Number**
 - The invoice document must clearly state a unique invoice number.
 - Invoices submitted without an invoice number or with an invoice number previously used will be rejected.

- **Remit To Instructions**
 - The invoice document should clearly state the bank account the payment is to be remitted. GE Vernova does not issue payments in the form a check.

- **Invoice Date**
 - The invoice document must clearly state an invoice date. The invoice date must not be a future date.

- **Details of items billed.**
 - Each line item billed should clearly identify.
 - The purchase order line which the item is billed to.
 - The amount which is billed.
 - The quantity which is billed.
 - The unit price which is billed.
 - A description, part number, or item number.
 - Invoice line items which do not clearly indicate which GE Vernova purchase order line the item is billed to will be rejected.
 - The items billed should not differ in terms of price, quantity, or value. Submitting an invoice which exceeds the price or quantity from the issued purchase order will be rejected.

A sample invoice has been included where local regulations allow for company specific invoice formats to be issued which highlight each invoice requirement described in the guidelines.



INVOICE FORMAT EXAMPLE

ANY VENDOR CO ANY STREET ANY TOWN ZIP/POST CODE		INVOICE																																																	
INV NUMBER 12345S INV DATE 19-Dec-13	INTERNAL CONTACT TELEPHONE (888) 123-4567 EMAIL accts@anyco.com	Accounts Department Internal contact - contact department at vendor, including phone number and email address																																																	
BILL TO: SEE INFORMATION ON YOUR PURCHASE ORDER OR CONTACT LOCAL BUYER GE REQUESTOR: Thomas Edison	DELIVER TO: GE P/O DELIVERY ADDRESS	Location of Service - to correspond with address for service provision on GE PO	REMIT TO: ANY VENDOR CO PO BOX 123 ANYTOWN ZIP/POST CODE																																																
GE Requestor - Name of the GE Requestor of material or service as indicated on Purchase Order	Bill To address: Address must match address shown on GE PO																																																		
Purchase Order Number - must match exactly to the GE PO number. Do not truncate or alter in any way	Description - As stated on Purchase Order Purchase Order Line Item - Invoice line item must indicate the respective PO line item being billed Purchase Order Shipment Number - Invoice line item should reference the corresponding PO shipment line number for the item being billed. Each PO Line must have at least one line indicating dates of completed service	Quantity - hours worked or quantity shown on Purchase Order Unit Price - As stated on Purchase Order Tax - Indicate whether items are taxable using Y/N or indicate rate of tax / tax amount for VAT																																																	
PAYMENT TERMS: P/O PAYMENT TERMS INVOICE CURRENCY: P/O CURRENCY VENDOR BANK ACCOUNT DETAILS FOR PAYMENT: VENDOR VAT REGISTRATION NUMBER:	Remit to address: Where the payment should be sent:- •If payment by EFT, Remit to must match exactly the details submitted on EFT application form •If not on EFT, DO NOT change 'Remit To' address without notifying Accounts Payable by emailing the buyer on the PO and asking for confirmation once the changes are completed •If Bank information is required, include Bank Name, branch, address (PO Box, Street, City, Country, Routing (ABA, BLZ, CHIPS, Swift, Sortcode, etc) Account number and Beneficiary of Account). Notify Any changes in this information by emailing the buyer with the new information and asking for confirmation once the changes are completed	Payment terms - terms as stated on Purchase Order Invoice Currency - Currency of invoice should be stated and should match the currency of Purchase Order VAT Registration Number - VAT or local tax registration number of vendor company																																																	
<table border="1"> <thead> <tr> <th>ORDER NO</th> <th>DESCRIPTION - LINE - SHIPMENT NO</th> <th>QTY</th> <th>UNIT PRICE</th> <th>TAX</th> <th>EXT PRICE</th> </tr> </thead> <tbody> <tr> <td>505XXXXXX</td> <td>Total man hours</td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>505XXXXXX</td> <td>Total labour hours LINE XX SHIP XX</td> <td></td> <td>\$40.00</td> <td>Y</td> <td>\$440.00</td> </tr> <tr> <td>505XXXXXX</td> <td>Total expenses LINE XX SHIP XX</td> <td></td> <td>\$300.00</td> <td>Y</td> <td>\$300.00</td> </tr> <tr> <td>505XXXXXX</td> <td>Misc Expenses LINE XX SHIP XX</td> <td></td> <td>\$625.00</td> <td>Y</td> <td>\$625.00</td> </tr> <tr> <td colspan="5">SUB TOTAL</td> <td>\$1,365.00</td> </tr> <tr> <td colspan="5">VAT</td> <td>\$238.88</td> </tr> <tr> <td colspan="5">TOTAL</td> <td>\$1,603.88</td> </tr> </tbody> </table>	ORDER NO	DESCRIPTION - LINE - SHIPMENT NO	QTY	UNIT PRICE	TAX	EXT PRICE	505XXXXXX	Total man hours	1				505XXXXXX	Total labour hours LINE XX SHIP XX		\$40.00	Y	\$440.00	505XXXXXX	Total expenses LINE XX SHIP XX		\$300.00	Y	\$300.00	505XXXXXX	Misc Expenses LINE XX SHIP XX		\$625.00	Y	\$625.00	SUB TOTAL					\$1,365.00	VAT					\$238.88	TOTAL					\$1,603.88			
ORDER NO	DESCRIPTION - LINE - SHIPMENT NO	QTY	UNIT PRICE	TAX	EXT PRICE																																														
505XXXXXX	Total man hours	1																																																	
505XXXXXX	Total labour hours LINE XX SHIP XX		\$40.00	Y	\$440.00																																														
505XXXXXX	Total expenses LINE XX SHIP XX		\$300.00	Y	\$300.00																																														
505XXXXXX	Misc Expenses LINE XX SHIP XX		\$625.00	Y	\$625.00																																														
SUB TOTAL					\$1,365.00																																														
VAT					\$238.88																																														
TOTAL					\$1,603.88																																														