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 invoice.
  - 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.
Supplier Guide to Invoicing

INVOICE FORMAT EXAMPLE

![Invoice Format Example Image]