

The Perfect Invoice: Material Shipments

Any Vendor Co
123 Main Street
OurTown, OH 44483

Make your Company Name the first thing our scanner sees!

Clearly identify if Invoice or Credit Memo

Invoice

Invoice Number	12345M	Internal Contact	AR Department
Invoice Date	6/1/2020	Phone	(888) 123-4567
Ship Date	6/1/2020	Email	<u>accts@anyco.com</u>
PO Number	4510112345	invoice Currency	USD

Invoices without a PO number will be rejected

Invoice needs to state currency. Needs to match the currency on the PO you received

Include our legal entity name from your PO

Bill To
Current Lighting Solutions LLC
AP-E69@GECurrent.com
Requestor: JoAnn Smith

Delivered To
3010 Spartanburg Hwy, East Flat Rock, NC
Packing Slip: ABC123
Carrier: UPS

Include your packing slip or ASN number

Current P/N	Vendor P/N	Description	UoM	Quantity	Unit Price	Price Per	Net Price
95051234	A-1234	CU wire	FT	200	\$12.50	10	\$250.00
95152222	B-5687	Blast Kit	EA	50	\$3.20	1	\$160.00

Do not include tax on a PO number that begins with a 45 or 25. Ask for our exemption certificate.

Please notify your Sourcing contact of any changes in your banking details.

Unit of Measure is required

Clearly state price multiples (ex: \$ per 100 pieces)

Remit To
Bank Name: Main Bank, Our Town
Bank Routing Number: 123456789
Bank Account for Payment: 12345678
Payment Terms: Per PO
Tax Registration Number: 12-3456789

SUBTOTAL: \$460.00
TAX AMOUNT: \$80.50
SHIPPING & HANDLING: -
TOTAL DUE: \$540.50

Thank you for your business!

The Perfect Invoice: Services

Any Vendor Co
123 Main Street
OurTown, OH 44483

Make your Company Name the first thing our scanner sees!

Clearly identify if Invoice or Credit Memo

Invoice

Invoice Number	12345M	Internal Contact	AR Department
Invoice Date	6/1/2020	Phone	(888) 123-4567
Ship Date	6/1/2020	Email	<u>accts@anyco.com</u>
PO Number	4710012300	invoice Currency	GBP

Include our legal entity name from your PO

Bill To

Current Commercial Materials
AP-E5F@GECurrent.com
Requestor: David Brown

Invoices without a PO number will be rejected

Identify Requestor listed on the PO

Remit To

Bank Name: Main Bank, Our Town
Bank Routing Number: 123456789
Bank Account for Payment: 12345678
Payment Terms: Per PO
Tax Registration Number: 12-3456789

Invoice needs to state currency. Needs to match the currency on the PO you received

Please notify your Sourcing contact of any changes in your banking details.

Description	UoM	Quantity	Unit Price	Price Per	Net Price
Total Labor Hours	EA	14	\$145.00	1	\$2030.00
Travel Expenses	EA	1	\$372.49	1	\$362.49

Comments:
Marketing for Atchy Project

SUBTOTAL: \$460.00
TAX AMOUNT: \$80.50
SHIPPING & HANDLING: -
TOTAL DUE: \$540.50

Do not include tax if shipping to Ohio or North Carolina. We have self-pay permits in these states.

Thank you for your business: *Do not include shipping or expediting fees unless authorized in advance*

Invoicing Do's and Don'ts

Failure to follow the below guidelines will result in delays in processing and payment of your invoices.

DO:

- ✓ Ask for a new PO if yours is a year old.
- ✓ Submit your invoice in PDF format. All others will be rejected.
- ✓ Have only 1 invoice per PDF.
- ✓ Include our PO number on your invoice.
- ✓ Have only 1 PO number per invoice.
- ✓ Contact APTTeam@gecurrent.com with questions regarding your invoices
- ✓ Visit our supplier information portal at <https://www.gecurrent.com/supplier>



DON'T:

- X Include tax if your deliver-to address is in Ohio or North Carolina. We have a self-pay permit.
- X Include tax if your PO is for direct materials. Ask for our exemption certificate.
- X Include expediting fees or shipping charges unless included on your PO.
- X Perform work without a PO. It is required in order to get paid. NO PO, NO PAY.
- X Send a ZIP file. It will be returned to sender.



Where to send your invoices – Check your Purchase Order

Purchase Order

Current

Invoice Address:

AP-US60@currentlighting.com
Current Lighting Solutions, LLC
25828 Science Park Dr. ste 400
Beachwood, Oh 44122

Purchase Order 4551111111

Date Created: 12/7/2022
Created by: Buyer One
Buyer: Sam Jones
Buyer's Email: Sam.Jones@currentlighting.com
Buyer's Telephone: 111-111-1111
Buyer's Fax Number: 3.5% 18 net 120
Payment Terms:

Vendor Information

Vendor: 123456
Your Company
547 High Street
Town, OH 44444
USA

Vendor Phone: 111-111-2222
Vendor Fax:

Delivery Information

Please deliver to:

Current Lighting Solutions, LLC
25828 Science Park Dr. suite 400
Beachwood, Oh 44122

Certificate of Origin must be provided # if a blanket certificate has not been provided, please send one to certificateoforigin@currentlighting.com

Supplier agrees to and will comply with all the terms and conditions of the Conditions of Purchase document available at <https://www.currentlighting.com/supplier> including any supplements thereto and with all specifications and other documents referenced therein or in this purchase order. Please do not hesitate to contact us for a hard copy should you have problems entering the site.

The Conditions of Purchase form an integral part of the Purchase Contract between Buyer and Supplier (the Purchase Contract).

Written acceptance or commencement of performance of work specified in the Purchase Order shall be deemed acceptance of the Purchase Order and the terms and conditions.

Buyer hereby rejects any attempted acknowledgement or order acceptance containing terms inconsistent with or in addition to those identified herein.

Item	Our Part#	Description	Date Req @ Dest	Qty	Unit of Measure	Unit Price	Extended Price	Curr.
10	12345	WIDGET	1/31/2023	1400	EA	1.47	2058.00	USD

HTS CODE: 7318317815

DOCUMENT #: 777 DOCUMENT PART: DOCUMENT VERSION: A

TAX STATUS: NON-TAXABLE