



Instructional Guide — Invoicing Harley-Davidson and Buell



The following document will assist you in identifying the information required when submitting invoices to Harley-Davidson Motor Company and Buell Motorcycle Company for payment. Please note that different invoice types have different requirements. This instruction guide provides detailed steps that should be followed when creating an invoice.

BEFORE CREATING AN INVOICE TO HARLEY-DAVIDSON OR BUELL ANSWER THE QUESTION BELOW.

Did Harley-Davidson or Buell issue a PO to your company for goods or services?

- a) If the answer is **YES**, complete the steps under submitting a PO Invoice.
- b) If the answer is **NO**, complete the steps under submitting All Other Invoices.

STEPS FOR SUBMITTING PO INVOICES:

STEPS	DETAILS
1. Refer to the first question in the document labeled Harley-Davidson and Buell Invoice Process Changes — PO Invoice FAQs .	<ul style="list-style-type: none"> • Review options for submitting a PO Invoice to Harley-Davidson or Buell for payment.
2. Refer to the Job Aid labeled PO Invoice — Job Aid .	<ul style="list-style-type: none"> • Ensure that the PO Invoice has all the required fields as indicated on the sample PO Invoice.
3. Refer to the document labeled PO Invoice — Checklist .	<ul style="list-style-type: none"> • Carefully recheck the PO Invoice to ensure that all required information is accurate and complete.
4. If the invoice contains charges over and above those detailed on the PO, refer to the document labeled Freight/Surcharge Invoice — Job Aid .	<ul style="list-style-type: none"> • Ensure that the Freight/Surcharge Invoice has all the required fields as indicated on the sample Freight/Surcharge Invoice.
5. If the invoice contains charges over and above those detailed on the PO, refer to the document labeled Freight/Surcharge Invoice — Checklist .	<ul style="list-style-type: none"> • Carefully recheck the Freight/Surcharge Invoice to ensure that all required information is accurate and complete.

STEPS FOR SUBMITTING ALL OTHER INVOICES:

STEPS	DETAILS
1. Refer to the first question in the document labeled Harley-Davidson and Buell Invoice Process Changes — All Other Invoices FAQs .	<ul style="list-style-type: none"> • Review options for submitting an Invoice to Harley-Davidson or Buell for payment.
2. Refer to the Job Aid labeled All Other Invoices — Job Aid .	<ul style="list-style-type: none"> • Ensure that the Invoice has all the required fields as indicated on the sample Invoice.
3. Refer to the document labeled All Other Invoices — Checklist .	<ul style="list-style-type: none"> • Carefully recheck the Invoice to ensure that all required information is accurate and complete.