



PO Invoice – Supplier Requirements Checklist

REQUIRED ITEMS ON A PURCHASE ORDER (PO) INVOICE:

- Supplier Information (Name, address and phone)
- Unique Invoice Number (16 numeric or alphanumeric characters max)
- Invoice Date
- Bill-to Address:
Harley-Davidson Motor Company
P.O. Bo 493
Milwaukee, WI 53201
- Ship-to Address
- Existing Supplier ID Number
- Purchase Order Number(s)
- Pack List Number (Not required when invoicing for services or equipment)
- Unique Harley-Davidson Part Number (Not required when invoicing for services, equipment or prototype parts)
- Quantity Shipped
- Unit Price
- Total Dollar Amount Invoiced per Line Item
- Total Invoiced Amount

NOTE: COMPLETING ALL FIELDS WILL STREAMLINE THE PROCESSING OF A SUPPLIER'S INVOICE.