

Freight/Surcharge Invoice — Job Aid

FOR FREIGHT AND/OR SURCHARGES ASSOCIATED WITH GOODS SOLD TO HARLEY-DAVIDSON AND/OR BUELL WHEN A PO HAS BEEN ISSUED BEGINNING OCTOBER 2, 2006



<p>1 "[Supplier Name]"</p> <p>[Street Address] [City, ST ZIP Code] Phone [###.###.####] Fax [###.###.####]</p> <p>5</p> <p>BILL TO: ATTENTION: Accounts Payable Harley-Davidson Central Mailing Address EFFECTIVE JANUARY 1, 2007</p>	<p style="text-align: center;">FRIEGHT/SURCHARGE INVOICE 2</p> <p>INVOICE # 3 DATE: AUGUST 22, 2006</p> <p>REMIT PAYMENT TO: 4 [Street Address] [City, ST ZIP Code]</p> <p>CONTACT: 6 [Name]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">SUPPLIER ID# 7</th> <th style="width: 33%;">DATE SHIPPED 8</th> <th style="width: 33%;">PAYMENT TERMS 9</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="height: 100px; vertical-align: top;"> <p>10</p> <p>COMMENTS:</p> <p>PURCHASE ORDER (PO)#:</p> <p>PACK LIST #:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">11 FRIEGHT AMOUNT</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>12 SURCHARGE AMOUNT</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>13 TOTAL FRIEGHT/SURCHARGE INVOICED AMOUNT</td> <td style="text-align: right;">\$</td> </tr> </table> </td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 20px;">NOT ACTUAL INVOICE — FOR ILLUSTRATIVE PURPOSES ONLY</p>	SUPPLIER ID# 7	DATE SHIPPED 8	PAYMENT TERMS 9	<p>10</p> <p>COMMENTS:</p> <p>PURCHASE ORDER (PO)#:</p> <p>PACK LIST #:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">11 FRIEGHT AMOUNT</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>12 SURCHARGE AMOUNT</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>13 TOTAL FRIEGHT/SURCHARGE INVOICED AMOUNT</td> <td style="text-align: right;">\$</td> </tr> </table>			11 FRIEGHT AMOUNT	\$	12 SURCHARGE AMOUNT	\$	13 TOTAL FRIEGHT/SURCHARGE INVOICED AMOUNT	\$
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FIELD	DEFINITIONS
1*	Supplier information
2	Invoice type
3*	Unique invoice number with date created (16 numeric or alphanumeric characters maximum)
4	Address where payment should be sent
5*	Central Harley-Davidson mailing address for all invoices effective January 1, 2007
6*	First and last name of the Harley-Davidson or Buell contact responsible for the PO (i.e., buyer, supply chain analyst) in a separate field from the Bill-to information
7*	Existing Supplier ID number
8	Date order was shipped
9	Standards governing payment
10*	Comments must reference the PO number that the freight/surcharge is tied to and the Pack List number
11*	Breakdown of freight amount if applicable
12*	Breakdown of surcharge amount if applicable
13*	Total invoiced amount of freight/surcharge

*Denotes required field

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