



# Freight/Surcharge Invoice — Checklist



## ITEMS ON A FREIGHT/SURCHARGE INVOICE:

- ☐ Supplier Information\* (Name, address and phone)
- ☐ Invoice Type
- ☐ Unique Invoice Number\* (16 numeric or alphanumeric characters max)
- ☐ Invoice Date\*
- ☐ Remit Payment To
- ☐ Bill-to Address\* (Central Harley-Davidson mailing address effective January 1, 2007)
- ☐ Contact Name\* (First and Last Name of Harley-Davidson or Buell person responsible for the PO. Should not appear in the Bill-to address field)
- ☐ Existing Supplier ID Number\*
- ☐ Date Shipped
- ☐ Payment Terms
- ☐ Comments\* (Must reference the PO number the freight/surcharge is tied to and the Pack List number)
- ☐ Freight Amount\* (Breakdown of freight amount if applicable)
- ☐ Surcharge Amount\* (Breakdown of surcharge amount if applicable)
- ☐ Total Invoiced Amount of Freight/Surcharge\*

*\*Denotes required item*

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