

# PO Invoice — Job Aid

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



**1** "[Supplier Name]"
**2** PO INVOICE

[Street Address]  
[City, ST ZIP Code]  
Phone [###.###.####] Fax [###.###.####]

INVOICE # [3]  
DATE: AUGUST 22, 2006

REMIT PAYMENT TO:  
[Street Address] [4]  
[City, ST ZIP Code]

BILL TO:  
ATTENTION: Accounts Payable  
Harley-Davidson Central Mailing Address  
EFFECTIVE JANUARY 1, 2007

SHIP TO: [6]

SUPPLIER ID#	PURCHASE ORDER #	PACK LIST#	DATE SHIPPED	PAYMENT TERMS
[7]	[8]	[9]	[10]	[11]

DESCRIPTION	HARLEY-DAVIDSON PART #	QUANTITY SHIPPED	UNIT PRICE	INVOICED AMOUNT
			\$	\$
			\$	\$
			\$	\$
[12]	[13]	[14]	\$ [15]	\$ [16]
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

COMMENTS: [17]

**18** TOTAL INVOICED AMOUNT \$

NOT ACTUAL INVOICE — FOR ILLUSTRATIVE PURPOSES ONLY

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*	Destination of goods/services
7*	Existing Supplier ID number
8*	Purchase Order number(s) tied to invoice
9*	Pack List number associated with shipment being invoiced (Not required when invoicing for services or equipment)
10	Date order was shipped
11	Standards governing payment
12	Statement describing goods/services
13*	Unique Harley-Davidson part number assigned to the part (Not required when invoicing for services, equipment or prototype parts)
14*	Total quantity shipped per line item
15*	Dollar amount for each unit per line item
16*	Total dollar amount invoiced per line item
17	Comment field may be used for Pack List # if the field is required and space is not available
18*	Total Invoiced amount

\*Denotes required field

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