

# Tariff/Raw Material Surcharge Invoice – Job Aid



## INVOICE SUBMISSION GUIDELINES AND REQUIREMENTS FOR TARIFFS AND RAW MATERIAL SURCHARGES

**1** “[Supplier Name]”

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

**5** **BILL TO:**  
ATTENTION: Accounts Payable  
3700 W. Juneau Ave  
Milwaukee, WI 53208

**TARIFF INVOICE** **2**

INVOICE # **3**  
DATE:

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

SURCHARGE CONTACT: **6**  
[H-D Material Cost Contact Name]

Vendor ID#	Billing Time Period	Payment Terms
<b>7</b>	<b>8</b>	<b>9</b>

**10** **COMMENTS:**

PURCHASE ORDER (po)#: **NA**

**DO NOT REFERENCE A PO NUMBER**

**11** TARIFF/SURCHARGE AMOUNT \$

**12** SUPPORT DOCUMENTATION WORKSHEET SUBMITTED TO HD MATERIAL COST

NOT ACTUAL INVOICE — FOR ILLUSTRATIVE PURPOSES

FIELD	DEFINITIONS
1*	Supplier information
2*	Invoice type (Raw Material or Tariff only) <b>Note:</b> Invoice containing “Pro Forma” will be automatically rejected by auto scan system
3*	Unique invoice number with date created (16 numeric or alphanumeric characters maximum)
4	Address where payment should be sent
5*	Bill to address for all surcharges is 3700 W. Juneau Ave, Milwaukee, WI 53208
6*	First and last name of the Harley-Davidson Material Cost contact (Elizabeth or Phillip) in a separate field from the Bill-to information OE – Elizabeth Kabacinski or P&A - Philip Laning
7*	Existing 6-digit HD Vendor ID # (needs to be present and identified as “Vendor ID”)
8	Billing Time Period (period parts were shipped, not the date billed)
9	Standards governing payment for your organization per your MSA or existing agreement
10*	<b>Any reference to PO# needs to be marked “NA” or removed</b> Part PO # is not supported for surcharges and will cause an error in approval
11*	Total Tariff or Surcharge amount if applicable
12*	Do not include breakdown on invoice. Supporting documentation needs to be submitted separately to HD Material Cost.

### INVOICE SUBMISSION:

Email **invoices** to [apelectronicinvoices@harley-davidson.com](mailto:apelectronicinvoices@harley-davidson.com)  
Email **supporting documentation** to [hdmaterialcost@harley-davidson.com](mailto:hdmaterialcost@harley-davidson.com)  
[Raw Material Surcharge Template](#) & [Tariff Invoice Detail Template](#)

### NOTE:

- ✓ COMPLETING ALL FIELDS WILL STREAMLINE THE PROCESSING OF A SUPPLIER’S INVOICE
- ✓ ALL INVOICES MUST BE SUBMITTED IN PDF FORMAT
- ✓ EACH INVOICE MUST BE A SEPARATE PDF FILE
- ✓ A SEPARATE INVOICE IS NEEDED FOR THAILAND, US, OE AND P&A (MAY BE COMBINED IN EMAIL AS INDIVIDUAL PDFS)

\*Denotes required field