



Harley-Davidson and Buell Invoice Process Changes – PO Invoice FAQs



HOW WILL PO SUPPLIERS INVOICE HARLEY-DAVIDSON AND BUELL FOR GOODS AND SERVICES?

PO suppliers may invoice Harley-Davidson and Buell for payment using one of the following options:

- Manual (mailed) Invoice
- E-mail Invoice
- Dealer Direct Drop Shipments – Auto Pay (pending an approval process)
- ERS – AutoVouch (pending an approval process)

In the future, suppliers may have the option of electronically submitting invoices using EDI functionality. When this functionality becomes available, suppliers will be notified.

If a supplier is currently approved for Dealer Direct Drop Shipments-Auto Pay and/or ERS-AutoVouch, additional approval is not required.

WHERE WILL MANUAL INVOICES BE SENT BEGINNING JANUARY 1ST?

To streamline the invoice approval and payment process, all Purchase Order (PO) invoices should be mailed to the central Harley-Davidson mailing address. Address specifics will be communicated to suppliers before the end of the 2006 calendar year.

WHEN WILL E-MAIL INVOICING BE AVAILABLE?

Suppliers can start e-mailing their invoices to the central Harley-Davidson e-mail address starting January 1, 2007. The e-mail address will be communicated to suppliers before the end of the 2006 calendar year.



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WHAT IS A UNIQUE INVOICE NUMBER?

Harley-Davidson's new financial systems require that each invoice submitted by a supplier reference an invoice number that the supplier has not used in the past 24 months. All suppliers should utilize an invoice numbering system that will ensure invoice numbers are not reused in a 24 month period. The invoice number field has a tolerance of 16 numeric or alphanumeric characters. Invoice numbers exceeding 16 characters in length will be truncated for payment purposes.

WHEN SHOULD A PACK LIST NUMBER BE INCLUDED ON AN INVOICE?

PO suppliers must always include a Pack List number for all shipments, which is tied to critical receiver information, when invoicing Harley-Davidson or Buell. The only exceptions are invoices for services or equipment. If a shipment has been combined and multiple Pack Lists are created, each Pack List must be invoiced separately.

IS A PACK LIST NUMBER REQUIRED ON INVOICES FOR SERVICE OR EQUIPMENT?

No. Invoices for service rendered or equipment sent to Harley-Davidson or Buell do not require a Pack List number on the invoice.

WHAT HAPPENS WHEN INFORMATION DOES NOT MATCH BETWEEN THE PO AND THE INVOICE?

When data discrepancies create a non-match between an invoice and a purchase order (PO) or receiver, payment will be held up until these discrepancies can be resolved. Harley-Davidson or Buell buyers will be notified and asked to work with their suppliers to correct the problems. Suppliers may be asked to resubmit an invoice with corrected data, or Harley-Davidson may have to change information on a purchase order (PO) to align with an invoice.



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HOW SHOULD CHARGES FOR FREIGHT AND SURCHARGES BE HANDLED ON A PO INVOICE?

Freight and/or surcharge costs will need to be documented and a separate invoice will need to be created. This additional invoice should reference the purchase order (PO) number of the item shipped and the Pack List number.

WILL THE NEW INVOICING PROCESS AFFECT CURRENT OR NEW PURCHASE ORDERS?

Yes. Beginning in September, new purchase orders (POs) will be generated with 10 digits and no dash after the first one or two characters. Existing 12 digit purchase orders that are open will be converted to 10 digits. However, this process change will be ongoing and affected suppliers will be communicated with as this change is implemented.

WILL SUPPLIERS RECEIVE A NEW SUPPLIER ID NUMBER?

Yes. All suppliers will be receiving a new supplier ID number as part of our implementation of the new Accounts Payable system. This new number will be linked to a supplier's current ID number. Therefore, suppliers will not be required to reference this new number when they submit an invoice. However, this new ID number will appear on payment stubs, checks, HDSN, etc. Your existing supplier ID number is required on all invoices.

WILL HARLEY-DAVIDSON'S METHOD OF PAYING SUPPLIERS CHANGE?

No. Harley-Davidson's existing method of payment to suppliers will not change.