

# 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 [###.###.####]

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

INVOICE #  
DATE: AUGUST 22, 2006 **3**

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

**SHIP TO:** **6**

SUPPLIER ID #	PURCHASE ORDER #	PACK LIST #	DATE SHIPPED	PAYMENT TERMS
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>

DESCRIPTION	HARLEY-DAVIDSON PART #	QUANTITY SHIPPED	UNIT PRICE	INVOICED AMOUNT
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>

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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. <b>Identical to pack list number called out in Advanced Shipment Notice (ASN) and Master label</b>
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

*\*Denotes required field*

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