

PO PACK LIST – Job Aid



FOR GOODS/SERVICES SOLD TO HARLEY-DAVIDSON AND/OR BUELL WHEN A PO HAS BEEN ISSUED

"[Supplier Name]" 1		PO PACK LIST	
[Street Address] [City, ST ZIP Code] Phone [###,###,####] Fax [###,###,####]		INVOICE #	DATE: MM/DD/YYYY 2
BILL TO: 3	SHIP TO: 4		
ATTENTION: Accounts Payable Harley-Davidson Central Mailing Address			
SUPPLIER ID#	PURCHASE ORDER#	PACK LIST#	DATE SHIPPED
5	6	7	8
DESCRIPTION	HARLEY-DAVIDSON PART #	QUANTITY SHIPPED	
9	10	11	
COMMENTS: 12	13		

Paper pack list must be placed on outside of package

Field	Definitions
1*	Supplier information
2	Invoice number and date
3	Central Harley-Davidson mailing address for all invoices
4*	Ship-To destination of goods/services
5	Supplier ID number
6*	Purchase Order number tied to invoice
7*	Unique pack list number associated with shipment being invoiced
8*	Date order was shipped
9*	Statement describing goods/services
10*	Unique Harley-Davidson part number assigned to the part
11*	Total quantity shipped per line item
12	Comment field may be used to capture Pack List # if the field is required and not available
13*	All OE shipments to Buell, Powertrain and Tomahawk plants require a quick receive (B12) label attached to the packing list.

NOT ACTUAL PACK LIST – FOR ILLUSTRATIVE PURPOSES ONLY

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

* Denotes Required Field