

How to submit an invoice?

Basics

The basic rule is that **invoices should only be sent by suppliers directly** to these e-mail addresses for multiple reasons:

- 1. Country regulations:** PDF invoices require a clear audit trail to prove the authenticity of an invoice. This can only be ensured if the e-mail containing the PDF invoice is sent directly by the supplier, not forwarded by any GE employee.
- 2. Compliance:** an invoice must be kept in its original format, it cannot be modified. Nothing should be written by GE employees manually, not even a PO reference.
- 3. Paid On Time:** invoices sent via e-mail will get loaded to the system within seconds. E-mails sent from supplier to a GE employee and then forwarded will get there later which has a negative impact on our POT.
- 4. Duplicates:** many invoices sent to the Mailroom for scanning, get also submitted via e-mail. This has a workload and cost impact on all teams working with the invoice and might result in duplicate payment as well.

If suppliers are sending invoices to you, please inform them about the correct e-mail address to use.

If you don't know what is the right e-mail address to share with supplier, please check the Mailroom Master tracker:

http://libraries.ge.com/download?fileid=924462080101&entity_id=66885645101&sid=101

E-mail

To avoid invoices submitted via e-mail going to error queues or being denied, please inform Suppliers about the below requirements.

We recommend that invoices are sent via e-mail (where country regulations allow) to reduce postage costs and maximize speed of receipt and payment of the invoices.

1. Enter GEPays_BIDXXXXXX@ge.com e-mail under “To” address section. Not in “Cc” or “Bcc”. No other e-mail addresses or DL should be entered under “To” section.
2. Subject line: BID XXXXXX & invoice numbers, separated by commas. Do not include multiple PO numbers when sending multiple invoices attached – this applies to both the subject and the e-mail body.
3. Send invoices/credits only to the e-mail address – no statements, contracts.
4. One invoice per attachment. Supporting documents of your invoice (e.g. delivery notes) have to be sent together with the invoice as one attachment. No separation.
5. Maximum of 5 invoice attachments per e-mail.
6. File format: PDF or TIFF only. Please do not attach password protected files. This feature would not allow the inbound of the invoice into the system.
7. Switch off Outlook setting “Deliver request”. Otherwise an automatic reply will be sent, indicating that the e-mail is deleted without reading, although it is inbounded.

Example:

The screenshot shows an email composition window with the following details:

- To:** GEPays_BIDXXXXXX@ge.com
- Cc:** any other email address
- Subject:** BIDXXXXXX_Invoices: 1234567, 7654321, 1236547
- Attached:** Three PDF files: 1236547.pdf (147 KB), 7654321.pdf (147 KB), and 1234567.pdf (147 KB).

At the bottom of the window, a status bar reads: "Invoices sent to 'GE LEGAL ENTITY NAME'"

