

Ford Motor Company

Supplier's Guide for On-time Payment

With the large volume of invoices Ford Motor Company receives every year for material and services, essential that invoices contain all the necessary information to simplify invoice processing and avoid delays in payment. Following the guidelines below will help make to ensure these delays are avoided and that you are paid on time. Please help us to help you!

Do's

1. Ensure that all supplies and services are covered by a purchase order or release to a blanket order
2. Act strictly in accordance with all instructions on the Purchase Order/Release
3. Include your **5 character GSDB Supplier Code** on all documentation
4. Ensure that the **currency** and **prices** are consistent with those shown on the Purchase/Blanket Order
5. Make sure that you have an order amendment to cover price/quantity revisions
6. Ensure that the **quantity invoiced is the same as the quantity delivered**
7. Use the same **unit of measure** as that shown on the Purchase Order/Release
8. Send your original invoices to the correct **"Bill to"** address as quoted on the official Purchase/Release Orders
9. State the correct and **complete Ford legal Entity** on the invoice i.e., Ford Motor Company Limited, Ford India Private Limited, etc.,
10. Include the **contact details** name, e-Mail address (preferably generic eMail ID), phone number & fax number on the invoice to enable Accounts Payable to contact you if necessary
11. Inform the Buyer in writing if your Company's title and **address on the Purchase Order/Release differs from the details shown on your invoice**
12. Send **SEPARATE invoices** for each installment if **installment payments** are agreed
13. **Send the invoices** as soon as the goods/services are provided

14. Provide the location to which **material was delivered** or services performed, showing plant locations, codes (two character plant code / 5 character 'ship to' GSDB code) and address and include the name of the person (only for Non-Production services) to whom the delivery was addressed

15. **Date** your invoice with the date of dispatch of material or performance of service and quote a unique **invoice number** together with your **statutory registration number and Ford VAT registration number**

For example:

- **PAN #, Service Tax Registration #, TIN #, ECC # for Ford India**
- **Australia Business Number (ABN #) is required for Ford Australia invoices**

16. Describe the **goods and services** clearly and use the same **reference numbers** and **descriptions** as per Purchase Order. for e.g., Ford Part number (Prefix – Base – Suffix), Item number etc.,

17. Show your **delivery note / packing slip / advise note** number clearly on the invoice

18. Quote the **full Purchase Order / Release number** on your invoice, including any prefixes or suffix e.g., E TL RL05 G37472 or LD1234557.

19. Quote on all Credit Notes the **original Invoice number** to which they refer and the full Purchase Order Number

20. If the invoice is **VAT / TAX free**, you should state the **reason** why VAT / TAX is not being charged (reference the applicable provision or a description of why the supply of goods or services is not subject to VAT/TAX)

21. Provide copy of **PSW** (Parts Submission Warrant) and show the PSW number on all the production tooling invoices including the country where the tooling is located

22. Ensure **invoice number length** is not more than 10 characters long and invoice sequencing should be from right to left

23. **Page number** to be specified on each page of the invoice

24. Manage your **bank details** on line to keep them up to date if you are a GSDB on-line registered supplier; if not, send a communication to your buyer if there is any change in the bank details

25. Invoice should contain the below details (Mandatory)

- a. Bill from Supplier GSDB code & address (Including Phone, Fax & e-mail ID)
- b. Ship from Supplier GSDB code & address
- c. Bill to Ford legal entity Name & address
- d. Ship to Ford plant location & address
- e. Supplier **Statutory** registration number for eg., VAT, ABN etc.,
- f. Ford Purchase order number
- g. Ford Part number / Item reference
- h. Invoice Number (Note - Invoice number should not be > 10 characters, avoid usage of any special characters, Sequence number should be from right to left, Previous year invoice number should not be used for following year)
- i. Delivery note / Packing slip / ASN / Advice note number
- j. Invoice date (DD/MM/YY)
- k. Shipment date (DD/MM/YY)
- l. Quantity (As per shipment)
- m. Unit Price (as per Ford PO)
- n. Invoice currency (Should match with Ford PO, No symbols)
- o. Unit of measurement (As per Ford PO)
- p. Invoice net amount
- q. VAT / Tax amount at line level
- r. Invoice total amount
- s. Original invoice reference in case of Debit / Credit note.
- t. Ford Buyer contact

Don'ts

1. Do not Invoice until you are in receipt of an **official Purchase Order/Release or Amendment / Release** issued by the Buyer
2. Do not send **Delivery Notes** to the Accounts Payables activity; send them along with the goods to the receiving location
3. Do not send **acknowledgement/acceptance of order** documents to the Accounts Payables activity
4. Do not issue an invoice that quotes **more than ONE official Purchase Order/Release Order** number; if so, the invoice will not be able to be processed
5. Do not submit an invoice for payment quoting an **order** number that has **expired**
6. Do not charge any **additional cost** like carriage on your invoice if it is NOT specified on the Purchase Order
7. Do not Invoice for **VAT / TAX** unless you are **officially registered**, and the VAT / TAX are properly chargeable. Also do not send **VAT / TAX only invoices**
8. Do not send **multiple copies** of invoice (original/duplicate) to Accounts Payable. Also do not send the invoice through Fax or e-Mail
9. Do not send **poor quality** invoices as this will delay payment
10. DO not send invoices if there is an **ERS(Evaluated Receipt Settlement) / SBI(Self Billing Invoice)** agreement
11. DO not print the **totals** at the end of each invoice page

Help Contact:

Payables operations

- India - gfordind@ford.com
- Thailand - apquery@ford.com
- Australia – accpay@ford.com
- New Zealand – fbscfnz@ford.com
- South Africa – fsapay@ford.com
- ASEAN Markets - ovspay@ford.com