

# Supplier Invoicing Instructions and Procedure Manual

Effective Date: 05/20/2019	Last Revision: 05/03/2019
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## **1.0 Purpose**

The purpose of the Supplier Invoicing Instructions and Procedure Manual is to provide consistent procedures for the suppliers that invoice Xcel Energy (“Company”) for goods and/or services rendered. These procedures are intended to provide instructions for maintaining the quality of supplier invoices submitted to Company.

## **2.0 Authority**

The Company shall be responsible for the implementation and interpretation of this manual, as well as enforcement of the manual, in accordance with current Company policies and applicable laws.

The Company shall issue, maintain and update any procedure, control and form needed to ensure compliance with this manual.

## **3.0 Definitions**

AP means Company’s Accounts Payable department.

Company means the entity or entities set forth as the Company in the Agreement which issues the Purchase Order.

Supplier means the person, firm or corporation that provides goods and/or services to Company in connection with the purchase order.

## **4.0 Suppliers**

All suppliers must be registered and approved by Company prior to performing work or providing goods. Click here [https://www.xcelenergy.com/working\\_with\\_us/suppliers](https://www.xcelenergy.com/working_with_us/suppliers) if Supplier has not yet registered to do business with Company.

Only suppliers who have registered and been approved by Company will be paid.

## **5.0 Purchase Orders**

The Company’s procurement of goods and/or services is initiated with the release of a purchase order to the Supplier authorizing the purchase of goods and/or services. Invoices must reference specific information, which is detailed in the Supplier Invoicing Instructions Appendix 1.0 to this Procedure Manual. The goods must be received or services rendered before the invoice will be paid.

See Appendix 1.0 – Supplier Invoicing Instructions

## **6.0 Invoice Processing for Payment**

Payments shall be made on the original invoices received from Suppliers. Payments to Suppliers will not be made based on statements from Suppliers.

It is the practice of the Company to require Suppliers to send invoices directly to Company AP. Invoices sent anywhere other than the Company AP email will not be accepted. Each invoice must be submitted as its own pdf file. Upon receipt of the Supplier invoice, invoice data is electronically extracted and entered

into the Company's financial system and the invoice is matched to the purchase order. Invoices enter the AP workflow for appropriate review and approvals.

Before processing an invoice for payment, the following is to be verified for the AP staff:

- PO number, Supplier name and amount on the invoice match the PO
- Items on the invoice match the PO line items
- Remit address on invoice matches AP system address
- Partial receiving orders match the PO and invoice
- Ensure required supporting documentation, such as packages, shipping papers and correspondence, is submitted along with the invoice.
- Invoice has not already been paid

**Invoices will be returned and payment delayed if the correct information is not included on the invoice.**

See Appendix 1.0 - Supplier Invoicing Instructions

## **7.0 Invoice Deadlines**

Invoices should be submitted to AP as they become available.

It is the goal of Company to provide payment for valid invoices received within the time period allowed in the Agreement or Purchase Order. To support this goal, Supplier is responsible for its timely invoice submittals to Company. Supplier shall not invoice Company in whole or in part prior to the completion of the work, without prior approval from Company. Payment will be processed once the properly completed invoice and all supporting documentation are received by Company AP.

See Appendix 1.0 - Supplier Invoicing Instructions

# Supplier Invoicing Instructions and Procedure Manual: Appendix

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## 1.0 Supplier Invoicing Instructions

# Appendix 1.0

## Supplier Invoicing Instructions

### 1. Introduction

This document provides instructions for submitting Supplier invoices to Company for goods and/or services ordered and successfully rendered.

**\*\*\*Failure to provide the required information on invoices will result in the rejection and return of invoice. Payment terms will begin when the corrected and complete invoice is received by Company AP.\*\*\***

- a. Supplier must be in receipt of a Company issued Agreement, Release or Purchase Order before any work is performed.
- b. All Company business will be transacted on Purchase Orders:
  - General (Non-Nuclear) Purchase Orders start at 4500000000
  - Nuclear Purchase Orders start at 4000000000
- c. A Purchase Order issued by Company requires the Supplier's acknowledgement of Purchase Order and details of the Purchase Order including price, unit of measure and delivery date verification. An email confirmation to Company Sourcing or Purchasing representative is sufficient.
- d. If Supplier cannot perform the work and invoice as detailed in the Purchase Order, Supplier must request a Purchase Order modification from its Company Sourcing or Purchasing representative prior to commencing work, delivering goods or submitting an invoice.
- e. Invoice submittal prior to goods being delivered and/or work being performed is not authorized, unless a milestone payment plan has been agreed to in writing in advance by both Supplier and Company.

### 2. Automated Processing Requirements

- a. The Company's financial system extracts information from invoices through automated processing. Therefore, in order for accurate and timely invoice processing to occur, each invoice must comply with the following:
  - i. The invoice and supporting documentation must be submitted as a single scanned PDF file and must not exceed 10 pages (do not scan multiple invoices in the same file - unless specifically instructed otherwise in these Instructions, Supplier shall render a separate invoice for each PO); Each invoice submitted must be a separate pdf file;
  - ii. The invoice itself must be the first page(s) of the scanned file;
  - iii. The scanned file must be highly legible and not contain any handwriting;
  - iv. –The invoice must be oriented upright in the file;
  - v. Only send supporting documentation, such as packages, shipping papers and correspondence, with an invoice (no statements, work orders, copies of purchase orders etc.); and,
  - vi. If possible include a blank page separating the invoice from the supporting documentation
- b. Company requires **ALL** invoice submissions to match Purchase Order sequence, including reference to the Purchase Order line number, material or services description, unit of measure (UOM), and pricing for timely payment. For material invoices only, the Supplier must include the Material Identification Number on the invoice in addition to those details previously mentioned.
- c. Payment terms begin at Company's receipt of the accurate and complete invoice in the AP email system and not based on Supplier's invoice date.

### 3. Required Information for Invoices

- a. Purchase Orders are created and issued only by Company Sourcing and Purchasing representatives. The Company business contact is not authorized to provide verbal or written approval for Purchase Orders.
- b. Prior to performing the work or delivering goods, Supplier must obtain a valid Purchase Order from the Company Sourcing and Purchasing representative. Supplier must include the assigned Purchase Order number on all invoices submitted for payment.
- c. Invoices for Purchase Orders for work performed or goods delivered must be submitted electronically to the applicable automated Company AP email address, as specified on the Purchase Order (and shown below):
  - General (Non-Nuclear) Invoices: [AcctsPayable-PO@xcelenergy.com](mailto:AcctsPayable-PO@xcelenergy.com)
  - Nuclear Invoices: [AcctsPayNuclear-PO@xenuclear.com](mailto:AcctsPayNuclear-PO@xenuclear.com)
- d. Only submit an invoice ONCE. If an invoice needs to be resubmitted, it must be submitted under a new invoice number and invoice date. Duplicate submission will cause a delay in payment. Contact a Sourcing or Purchasing representative with questions regarding resubmission.
- e. **Invoices must include:**
  - i. PO number,
  - ii. Applicable Agreement number,
  - iii. Name of the Company buying goods or services
  - iv. Company ship to location/address (if applicable)
  - v. Supplier name;
  - vi. Supplier contact name;
  - vii. Supplier remit address and telephone number;
  - viii. Supplier's Taxpayer I.D. Number or Social Security Number (unless previously submitted to Company AP)
  - ix. Exact PO line items being billed
- f. **Additional Requirements:**
  - i. Invoices must match the PO detail, including PO line item number, line item description, quantity, unit of measure and price (not to exceed the original value on the PO), extended price and/or total amount due for goods and/or work
  - ii. PO number must be referenced on all supporting documentation, such as packages, shipping papers and correspondence.
  - iii. Invoices must have a unique numbering convention (i.e., a repetitive account number lends to confusion on the invoices that need to be paid).
  - iv. Freight must be a separate line item on the Supplier's invoice.
- g. **Returned Invoices:**
  - i. Invoices that have been returned due to missing or inaccurate information must be credited/cancelled by Supplier and re-submitted to Company. Payment terms will start over when the correct and complete revised invoice is received by the Company.
  - ii. Invoices following Scope of Work Change. Prior to invoicing following a documented change in Scope of Work, Supplier must obtain a revised Purchase Order from the Company Sourcing or Purchasing representative, and, where applicable, a fully executed Change Order to the Agreement.
- h. **Material Invoices:**
  - i. Invoices must match exact Purchase Order line item number, material ID number (if available), material description, unit of measure (UOM), and price.
  - ii. Invoices must reference the Company's facility name or site location where the material is delivered and quantity shipped.

i. **Invoicing for Milestone Payments:**

- i. If a milestone payment plan has been agreed to in writing by Company and Supplier in the Agreement, invoices must call out the specific milestone title(s) being invoiced and verification of milestone completion.

j. **Invoicing for Services (Non-Service Entry Sheet)**

- i. Invoices for “Time & Equipment” or “Time & Material” work must include the hours completed by labor titles or rental rates included in the Purchase Order, unless the Purchase Order refers to a single lump sum amount.
- ii. Invoices must match the Purchase Order UOM rates, where applicable.

#### 4. **Unacceptable Information for Invoices**

- a. Goods or services that are paid by Company via credit card **DO NOT** require a Purchase Order and **SHOULD NOT** be invoiced through Company’s Accounts Payable.
- b. Do not send an invoice referencing multiple Purchase Order numbers (one Purchase Order number per invoice only).
- c. Invoices sent to any person or email address other than those stated above will **NOT** be accepted or processed.
- d. No handwritten invoices or handwriting on the invoices.

#### 5. **Service Entry Sheet for Specific Services:**

- a. Service Entry Sheet (SES) is an alternative form of invoicing that Supplier and Company may elect to use at the time an Agreement is entered into. If the use of SES is elected, it will be activated in the Company’s internal Outline Agreement and referenced in the invoicing instructions in the Supplier Agreement. All Work performed by the Supplier against the Agreement will then require SES entry from Company to facilitate payment for Work completed.
- b. If Company and Supplier have agreed to utilize SES, then the Supplier **must not** send an invoice to Company for the same services that it has submitted with an SES entry.
- c. If authorized by Company, Supplier and Supplier Personnel who will perform SES input must be enrolled in SES and Fiori© before access is granted to enter data in service entry sheets.
- d. SES input must be completed within the specified days authorized in the Agreement following work completion.
- e. Supplier must retain Company’s SES number and related PO # in its internal invoicing details for future Company review.
- f. Supplier must also enter its internal invoice number within Company’s service entry sheet “Reference” field.
- g. SES Suppliers must receive a written Change Order to its Purchase Order for all scope changes before data entry can be performed in Fiori©.
- h. Supplier must enter “F” if submitting final billing within the Company’s SES “Document Text” field.

#### 6. **Credit Memos:**

- a. A credit memo is a document that is issued by the Supplier when credits need to be issued for items that have been invoiced but have been damaged and returned or discrepancy discovered and items are returned, subsequent to invoicing.
- b. Credit Memo requirements:
- i. Line item detail must match the original Purchase Order line item detail completely;
- ii. Must reference the original invoice number (anywhere in the body of the credit memo); and
- iii. Must reference a unique credit memo reference number.

## 7. Vendor Information Updates

Supplier must promptly communicate all remit to address or wire transfer changes to Company's vendor management team at [vendormanagement@xcelenergy.com](mailto:vendormanagement@xcelenergy.com)

## 8. Supplier Statement of Accounts

- a. In order to support Company's invoice payment process, Company requires Supplier to submit a current statement of accounts on a monthly basis, even if there is a zero balance. This will help facilitate accurate account balances between Company and Supplier and in some cases potentially reduce or centralize the number of accounts the parties have.
- b. **Please note the difference between where to send invoices versus statements. These are unmanned email boxes and if items are sent incorrectly it will create a delay in payment processing.**
- c. Please send your statement via e-mail message to [Statements@xcelenergy.com](mailto:Statements@xcelenergy.com)

## 9. Invoice FAQs

### **Q: Do I need an account to submit an invoice?**

A: No. Company system access is not required for invoice submittal unless Company has authorized Supplier as a SES Supplier.

### **Q: What additional information must be included on a material packing slip?**

A: In addition to the invoice matching the Purchase Order, all Supplier provided packing slips must reference the following Purchase Order information:

- Purchase Order number
- Purchase Order line item number
- Quantity shipped

### **Q: Can I submit an invoice for partial completion of a project or partially delivered materials?**

A: Yes, but only if authorized in the Agreement, Release or Purchase Order, such as invoicing for milestone or progress payments.

### **Q: Can I inquire on an invoice payment status or any other invoice issues?**

A: Yes, please contact your Company Sourcing and Purchasing representative directly or email [supplychainhotline@xcelenergy.com](mailto:supplychainhotline@xcelenergy.com).

### **Q: I cannot change my invoicing to meet the line item requirements, who do I contact for help?**

A: Invoices should reference appropriate Purchase Order line items, and should not exceed the allowable spend on any line item. Any amounts that will exceed a Purchase Order line item should be approved in advance and the Purchase Order updated appropriately. If you have questions about a specific invoice, please contact Company AP representative.

### **Q: How do I update my company's contact information for invoice questions with Company?**

A: Please contact your Company Sourcing and Purchasing representative directly or email [vendormanagement@xcelenergy.com](mailto:vendormanagement@xcelenergy.com).

**Q: I never received an updated Purchase Order. Can I send in the invoice without an updated Purchase Order that reflects the right dollars and line items?**

A: Please do not submit invoices until you have received the updated Purchase Order and confirmed its accuracy. Contact your Company Sourcing and Purchasing representative directly to inquire about a missing Purchase Order.

**Q: If the invoice cannot match the Purchase Order what do I do?**

A: Please see instructions above. If the Supplier cannot perform the work and invoice as detailed in the Purchase Order, Supplier must request a Purchase Order modification from its Company Sourcing or Purchasing Supply Chain representative prior to commencing work, delivering goods or submitting an invoice.

**Q: How do I send in supporting documentation with my invoice?**

A: The invoice and supporting documentation must not exceed 10 pages. If additional information is required to support an invoice please contact your Company Sourcing and Purchasing representative directly.