

Doc. No: PRP-007

Rev.: A

Date: 4/21/2023

RFS Technologies Invoice Guidelines



Uncontrolled copy, if printed or downloaded

Document Summary

Title:

RFS Technologies Invoice Guidelines

Policy Approver:

Rebecca Reed, Chief Accounting Officer

Mark Trombly, Head of North America Operations

Policy Owner:

Chuck Weiss, Procurement Category Manager

It is the responsibility of the user of this document to verify that it is the most current version.
The official, online version is the current, controlled version. Any downloaded or printed
version is considered an uncontrolled copy.

Doc. No: PRP-007 Rev.: A Date: 4/21/2023	RFS Technologies Invoice Guidelines	
<i>Uncontrolled copy, if printed or downloaded</i>		

<u>Table of Contents</u>	Page
1. Invoice Requirements	2
2. Acceptable Invoice Submission Method	3
3. Document Change History	4

To enable smooth internal processing and avoid rejection of invoices, suppliers are advised to follow the invoice requirements below. Paper invoices will be rejected.

1. Invoice Requirements

The following information is required on each invoice submitted for payment:

- Supplier’s legal name and remittance address
- Correct name and address in the “Bill To”
 - RFS Technologies
200 Pond View Dr
Meriden, CT 06450
- Unique Invoice number and Invoice date
 - Invoices should be dated on the date of shipment or completion of service
- Invoices line items must match to PO line items, in price and unit of measure
- A valid RFS Technologies Purchase Order (PO) number
- Purchase Order (PO) Line Item Number for items billed must be included on the actual invoice
 - Example: If your purchase order has 5 lines of which you invoice for lines 2 and 3 only, your invoice must reference PO line number 2 and number 3
- Detailed description of goods purchased (including quantity, unit price, and unit of measure) and / or services rendered
- The value of the invoice line item (including previous invoices against the line item) must not exceed the value of the purchase order line item. Do not invoice for items that do not match the price or the description / item on the purchase order
- Invoices must be from the supplier named on the purchase order; third party billing cannot be processed.

The following information must be included on the invoice, if applicable.

- Applicable taxes, based on ship-to location

<u>Doc. No:</u> PRP-007 <u>Rev.:</u> A <u>Date:</u> 4/21/2023	RFS Technologies Invoice Guidelines	
<i>Uncontrolled copy, if printed or downloaded</i>		

- Location of service and/or destination of product
- Shipping, handling and freight (if incurred outside RFS Technologies standard shipping terms)
- Consultants/contractors/service invoices must include:
 - Proof-of-service (e.g., timesheet with contractor's RFS Technologies ID number, if applicable) signed by authorized RFS Technologies personnel
 - Project name, if applicable, and RFS Technologies project manager's name
 - Itemization of reimbursable expenses listed separately from project/labor fees and including third-party receipts to support expense
 - Any other supporting documents as requested

Do not submit an invoice until after services have been rendered.

Do not submit invoices for Credit Card purchases.

RFS Technologies does not pay late fees or finance charges, unless stated on original contract or PO.

If an invoice contains Current Charges and Past Due Charges, only the Current Charges are paid.

Variations from the purchase order prices must be resolved with the RFS Technologies requestor prior to invoicing.

The value of the invoice line item (including previous invoices against the line item) must not exceed the value of the purchase order line item. Do not invoice for items that do not match the price or the description / item on the purchase order.

2. Acceptable Invoice Submission Method

- Only PDF format is accepted for invoices.
- All PDF invoices should be sent to apinquiry@rfstechnologies.com
- Do not send a paper copy of invoices.
- Each invoice, including any attachments, should be scanned and sent as one PDF file.
- One email can contain multiple PDF files, but the total email size cannot exceed 10MB.

<u>Doc. No:</u> PRP-007 <u>Rev.:</u> A <u>Date:</u> 4/21/2023	RFS Technologies Invoice Guidelines	
<i>Uncontrolled copy, if printed or downloaded</i>		

3. Document Change History

Revision	Revision Date	Reason for Change	Originator	Approver
A	4/21/2023	New	C. Weiss	M. Trombly
	5/15/2023	Review name and logo change only	C. Weiss	