



## Vendor Invoicing Guidelines

In an effort to promote the timely and accurate processing of all vendor invoices, Axis Automation ("the Company") has established formal invoicing policies and procedures. Adherence to the outlined policy is required by all vendors of the Company.

### Invoice Documentation:

- Purchase Order Reference: Invoices require specific reference to the related purchase order from the Company, including the proper payment terms.
- Project Number: For any vendors providing parts, materials, labor or other services associated with a specific Axis project as indicated on the Purchase Order, that project number must be referenced on the invoice. In instances where costs for multiple projects are included on the same invoice, total costs for each project reconciling to the final invoice amount must be provided.
- Progressive Billings: Any invoices relating to interim milestone payments as specified in the Company's purchase order must be accompanied by support for having achieved that specific milestone to the invoice as an attachment (i.e. if delivery milestone is met, shipping documentation would be provided).

### Invoice Submission:

- All invoices are to be sent electronically to the Company's accounts payable inbox at [payables@axisco.com](mailto:payables@axisco.com)
- Vendor invoice submissions require the naming convention of "vendor name", "date", "invoice number", and "purchase order" in the subject line when submitted to the payables inbox. (i.e. "AxisVendor-DATE-INV234-PO789.PDF").
- All invoices must be dated within 3 business days of the related receipt date.
- Vendor submission of backdated invoices is prohibited. All invoices will be entered in the Company's system as having been dated the day the invoice was received, with payment due dates calculated accordingly.

### Proof of Delivery:

- Shippers and/or packing slips that accompany the shipment must reference the correct purchase order number and originating party, if shipped from a 3rd party vendor.
- Work orders for onsite work completed against a purchase order must be signed by Axis personnel and include the date of completion as well as the purchase order number.

### Cost Recovery Provisions:

In an effort to acknowledge the substantial administrative costs associated with the receipt and processing of invoices not submitted according to the above guidelines, the Company will assess a standard administrative charge of \$250 per invoice submitted in error. Common issues causing administrative burden to the Company for which cost recovery applies include, but are not limited to, the following:

- Invoice Dates: Invoices dated more than 3 days prior to the purchase order terms.
- Terms: Invoices with terms or due dates inconsistent with the effective purchase order related to the transaction.
- Amounts: Invoices with charges assessed in excess of the agreed upon milestone or contract price.
- Liens: While the Company acknowledges the Uniform Commercial Code ("UCC") Article 1, any and all filings must be terminated within 30 days of payment of the final purchase order. The administrative charge will recur every 30 days that the filing(s) have not been terminated.

Adherence to the aforementioned guidelines is critical in the Company's timely and accurate processing of supplier invoices. Processing of invoices does not constitute acceptance of goods and is not a guarantee of payment. Final payment against invoices is contingent on the Company's verification of the functionality and quality of goods received as outlined in the General Terms and Conditions of Purchases available at [www.axisco.com/suppliers](http://www.axisco.com/suppliers).

Please feel free to contact the accounts payable team with any specific questions related to the guidelines established above.

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