



# How to Use This Packet



**PURPOSE:**

To assist your company in creating and submitting invoices to Harley-Davidson Motor Company and Buell Motorcycle Company. Meeting the requirements outlined in this packet will ensure timely payment of your invoice.

**WHEN TO USE:**

Beginning **October 16, 2006**, Harley-Davidson and Buell suppliers should begin submitting invoices using the processes and information outlined in the attached materials.

**IMPORTANT NOTE:**

Suppliers should not send invoices to the central processing location until **January 1, 2007**.

**MATERIALS INCLUDED:**

- Instructional Guide (1)
- FAQs (2)
- Job Aids (3)
- Checklists (3)
- Postcard (1)

STEPS:	DETAILS:
1. Verify that your folder includes the materials listed above.	a) Your folder should include a copy of each document listed above. If you do not have a copy of each document please notify your Harley-Davidson or Buell contact.
2. Read through the Instructional Guide thoroughly.	a) Carefully read through the instructional guide for submitting invoices.
3. Read through the FAQ documents.	b) Carefully read each question and the detailed answer provided. c) There are a few answers where we have indicated that more information will be forthcoming. As noted, watch your mail for additional information.
4. Review the Job Aids thoroughly.	a) Become familiar with the Job Aids, as they provide an illustration of the information that <u>must</u> be included on an invoice to Harley-Davidson or Buell for payment. Required fields are denoted with an asterisk. b) Note the required fields that are indicated by an asterisk. Information required for each field is defined in the table. Missing information in a required field will result in a delay in payment. c) Note the layout format shown is <u>only</u> for illustrative purposes. This format is not required. d) Post the Job Aids in a place where they can be quickly referenced when creating an invoice for Harley-Davidson or Buell for payment.
5. Review the Checklists thoroughly.	a) Become familiar with the Checklists, as they itemize all the information that <u>must</u> be included on an invoice to Harley-Davidson or Buell for payment. All required fields are denoted with an asterisk. b) Post the Checklists in a place where they can be quickly referenced when creating invoices for Harley-Davidson or Buell for payment.
6. Complete and mail the enclosed postcard.	a) Confirm that you understand the material you have reviewed by completing the company information and answering the questions on the postcard. b) Answer the questions that best apply to your company. c) Return the self-addressed postage-paid postcard to Harley-Davidson by September 15, 2006.