This document should answer the majority of questions regarding doing business with GE Aerospace Research in Niskayuna NY:

PO Types: There are three types of POs. You can tell the type of PO by referencing the "Bill to" on the PO.

1. **Goods**: Bill-to will state do not send invoice
2. **Services**: Bill-to will instruct to send invoice via email
3. **Credit Card:** Bill-to will contain Credit card info will be on the PO.

See below for more information. There may be instances where the POs are mistakenly created as the wrong type (services vs goods & vice versa)- contact Buyer if this occurs (see below)

Credit Card purchase orders:

➢ Card is approved only for the value of the purchase order (do not add any additional fees or card will decline if exceeds PO total)
➢ Card is Preapproved – DO NOT pre-authorize
➢ Cardholder Name: GEAERO GBLRESEARCH
➢ Cardholder Address: 1 Neuman Way Cincinnati OH 45215
➢ Card only valid for 75 days from date of purchase order – if you try to charge past this date – contact the Buyer Name at the top of the purchase order - right under the "Header" section:

PURCHASE ORDER

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HEADERS			
PO Number	401223085	Date	27-Feb-2025
Revision	0	Revision Date	
Release No.		Status	

BUYER			
Name	GRCAUTOPO,	E-mail	GRCAUTOPOBUYER@ge.com

| SUPPLIER | | | |

➢ Use "Card Expiration Date" not "Auth. Expiration Date"

Services purchase orders:

➢ Invoices are to be emailed to: GEPays_BID410654@geaerospace.com
(Reference "Bill to" section on PO to ensure you have the correct instructions).

➢ Invoice documents sent by email must be sent to AP as a PDF
➢ Ensure invoice has valid GE Aerospace Research PO # along with appropriate line item #.
➢ Emails may contain more than one file, however only one invoice per file. The total size of attachments in one email is limited to 10MB

➢ Zip files cannot be processed and will be rejected

Goods purchase orders:

➢ <u>No</u> invoice needed – we pay based upon receipt of the item(s) in our purchasing system.<u>(Reference "Bill to" section on PO to ensure you have the correct instructions)</u>

Payment (non-credit card PO's):

➢ Log onto gepays.com and input the GE Aerospace purchase order #. If you do not find your answer there – please contact the buyer at the top of the PO
➢ Refer to "Bill to" section on the PO – this will tell you what you need to do – examples: Do not send invoice; send invoice..... or credit card # to charge.
➢ Do not send Statements to crdap@research.ge.com
➢ At this website we have a Commercial invoice template:

https://www:geaerospace.com/research-sourcing

Shipping Label/Logistics:

➢ Please ensure GE Aerospace Research purchase order # is reflected on the outside of the package. Refer to Research Sourcing | GE Aerospace and GE Research Center Logistics Flow-down

Who to Contact:

➢ For delivery/fulfillment information please contact the requestor as found on the PO.
➢ Buyers email address is at the top of the PO – for buyers name. Also copy the requestor with any communication. FYI GRCAUTOPOBUYER@ge.com - this is a monitored mail box and someone will get back to you.

BUYER			
Name	GRCAUTOPO,	E-mail	GRCAUTOPOBUYER@ge.com

Setting up GE Aerospace Research as a customer:

Go to this website for our W9, Direct Pay Permit and credit info

https://www.geaerospace.com/research-sourcing

Note – GE Aerospace Research is not tax exempt – however we have a Direct Pay Permit which means we self-assess and pay New York State directly. Document can be found here: https://www:geaerospace.com/research-sourcing

This document provides general guidance and does not supersede applicable Terms & Conditions etc... https://www.geaerospace.com/research-sourcing