



Invoice Instructions

NRG’s Suppliers are a critical link in our vision to build a more sustainable future. We are committed to paying our Suppliers accurately and on time, so we use scanners and optical character recognition to read invoices. Invoices from Suppliers that follow these instructions can be scanned, processed, and paid more efficiently.

Invoice Content Requirements

Purchase Order Invoices	<p>Suppliers must prepare invoices containing the following information taken from Buyer’s Purchase Order:</p> <ul style="list-style-type: none"> • Purchase Order number (Contact your NRG point of contact if you have questions about the purchase order that you should use on your invoices) • PO line item number • PO part number (if applicable) • Description of the product or service exactly as it appears on the NRG PO • Unit of measure • Unit price • Item quantity • Total invoice value
Non-Purchase Order Invoices	<p>Suppliers submitting invoices for goods or services that fall into one of the exempted categories may invoice NRG without a valid NRG PO number.</p> <ul style="list-style-type: none"> • For non-PO invoices, Supplier must include the name and email address for the NRG employee requesting the product or service (e.g. John Smith, john.smith@nrg.com)
General Invoicing Guidelines	<ul style="list-style-type: none"> • Suppliers shall prepare a separate invoice for each shipment or service order. • The first page of the attachment should be the first page of the invoice. • Suppliers shall also provide such evidence as the Buyer may reasonably require in support of the invoice. • No invoice shall be issued prior to completion of services or shipment of products. <p>One and only one of the below methods for sending invoices should be used.</p>
All Invoices	<p>Supplier’s invoice shall also include</p> <ul style="list-style-type: none"> • Supplier’s phone number and remit-to address • Invoice number • Date prepared • E-mail address where we can contact you if there are issues with the invoice