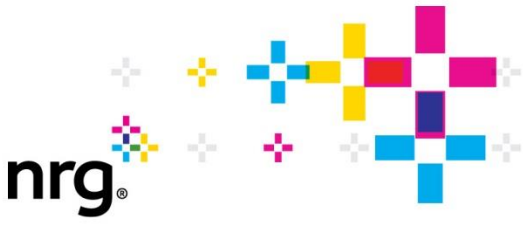


# Invoice Instructions

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

<p><b>Purchase Order Invoices</b></p>	<p>Suppliers must prepare invoices containing the following information taken from Buyer's Purchase Order:</p> <ul style="list-style-type: none"> <li>• <b>Purchase Order number</b> (Contact your NRG point of contact if you have questions about the purchase order that you should use on your invoices)</li> <li>• PO line item number</li> <li>• PO part number (if applicable)</li> <li>• Description of the product or service exactly as it appears on the NRG PO</li> <li>• Unit of measure</li> <li>• Unit price</li> <li>• Item quantity</li> <li>• Total invoice value</li> </ul>
<p><b>Non-Purchase Order Invoices</b></p>	<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"> <li>• <b>For non-PO invoices</b>, Supplier must include the <b>name and email address</b> for the NRG employee requesting the product or service (e.g. John Smith, <a href="mailto:john.smith@nrg.com">john.smith@nrg.com</a>)</li> </ul>
<p><b>General Invoicing Guidelines</b></p>	<ul style="list-style-type: none"> <li>• Suppliers shall prepare a separate invoice for each shipment or service order.</li> <li>• The first page of the attachment should be the first page of the invoice.</li> <li>• Suppliers shall also provide such evidence as the Buyer may reasonably require in support of the invoice.</li> <li>• No invoice shall be issued prior to completion of services or shipment of products.</li> </ul> <p>One and only one of the below methods for sending invoices should be used.</p>
<p><b>All Invoices</b></p>	<p>Supplier's invoice shall also include</p> <ul style="list-style-type: none"> <li>• Supplier's phone number and remit-to address</li> <li>• Invoice number</li> <li>• Date prepared</li> <li>• <b>E-mail address</b> where we can contact you if there are issues with the invoice</li> </ul>



## Preferred Submittal Method (Email)

- Invoices may be emailed to [invoices@nrg.com](mailto:invoices@nrg.com)
- Invoices are to be attached as PDF files and one PDF is to contain one invoice. Sending invoices in any other format is not allowed and will not be processed.
- Only invoices should be delivered to the [invoices@nrg.com](mailto:invoices@nrg.com) email address and any other information is discarded.
- There can be multiple PDF invoices included in one email and each of the PDF files will be processed as one invoice. One and only one PO per invoice should be used.

## Alternate Submittal Method (Fax/Mail)

The alternate method for invoice submittal is via mail or facsimile. The preferred method (noted above) should be used whenever possible in order to minimize transaction costs for both the Supplier and NRG. If invoices are submitted via mail or facsimile, Suppliers must not send duplicate invoices via email. Do not use multiple methods for submitting the same invoice.

- Each invoice must contain all information (Purchase Order Number and corresponding Purchase Order Line items) as indicated in the General Instructions (noted above).
- Suppliers shall only submit invoices to the NRG Accounts Payable, regardless of any approvals which may be indicated on Purchase Order. NRG Accounts Payable will be responsible for routing invoice for appropriate internal approvals.
- Invoices may be **faxed** to 225-618-4039.
- Invoices may be **mailed** to 112 Telly St, New Roads, LA 70760.

## Supplier Invoices not Doing the Above Will be Rejected (or Delayed)

NRG wants to pay your firm in accordance with agreed upon terms. We greatly appreciate your cooperation in adhering to these requirements as it will help us to process your invoice faster. Any exception to these rules may result in **invoice rejection or delayed payment** as well as additional communication and coordination between our companies. The following examples lead to delays:

- Sending the same invoice multiple times.
- Sending an invoice to an email address other than [invoices@nrg.com](mailto:invoices@nrg.com).
- Faxing or mailing an invoice as opposed to emailing the invoice.
- Emailing a single PDF file with multiple invoices (the invoices after the first will not be processed).
- Emailing a ZIP file invoice or similarly unreadable format.
- Not including a PO number or an NRG contact's email on the invoice; invoices without a PO number or NRG email address cannot be matched to goods receipts or routed for approval.
- Sending documents that aren't invoices, such as statements, inquiries, and notices, to [invoices@nrg.com](mailto:invoices@nrg.com)

## Preferred Method of Payment

NRG prefers to pay Suppliers electronically via the ACH (Automated Clearing House) payment system. To receive payments via ACH, log into your existing supplier profile at <http://apps.adaptone.com/nrg/> and provide your company's banking instructions and remittance advice email address.

## We're Here to Help You

For general Accounts Payable questions, contact NRG Accounts Payable at [accountspayable@nrg.com](mailto:accountspayable@nrg.com) or call our Supplier Hotline at 225-618-4030. For specific PO questions, you should contact your NRG Buyer or NRG Field Representative directly.