

Invoice Requirements Checklist

Accounts Payable Reviewer

Guidance

| | |
|--|--|
| <input checked="" type="checkbox"/> Subcontractor Name | As listed on the PO |
| <input checked="" type="checkbox"/> Remittance Address | Verify address with the current invoice AND UPDATE SITE IN ORACLE IF NEEDED |
| <input checked="" type="checkbox"/> Telephone Number and/or email address | Of the VENDOR requesting payment |
| <input checked="" type="checkbox"/> FRA Purchase Order/ Subcontractor Number | Must be stated. If there is no PO # send invoice to Procurement |
| <input checked="" type="checkbox"/> Invoice Number | Must be stated. No Proforma invoices allowed. |
| <input type="checkbox"/> Invoice Due Date | Must be stated. Scheduled payment date can be changed in Oracle to next check-run. |
| <input checked="" type="checkbox"/> Total Invoice Amount | Must be stated and documented as required |
| <input checked="" type="checkbox"/> Payment Terms | We do not accept terms less favorable than those stipulated in subcontract. However, we MUST prioritize Small Business Net 10/Net 15 |
| <input checked="" type="checkbox"/> Receipt | For Goods Received (GR), System release when all goods received |
| <input type="checkbox"/> Shipping Terms/ required documentation | Copy of pre-paid freight bill is required of charges are \$250 or more |
| <input type="checkbox"/> Travel | For travel lines items, please submit invoice to Susan Schaer to complete travel audit sheet |
| <input type="checkbox"/> Procurement Specialist | Add Procurement Specialist to DDF field to route for their Approval |

Procurement Reviewer

| | |
|--|--|
| <input type="checkbox"/> Period of Performance (POP) | <ul style="list-style-type: none"> - For Services (SN), a detailed description of services provided and dates of service i.e., work dates - For Non-Goods (GN), time frame is required i.e., warranty dates, licensing dates |
| <input type="checkbox"/> Invoiced Amount Support | Documentation MUST support total invoiced amounts & be specific, complete and contain satisfactory detailed description of material/service provided with quantity and pricing, delivered or completed, required timesheets, performance reports, travel receipts, etc. Summary data is not acceptable. NOTE: All documentation MUST be attached in eBS to support invoiced amount. |
| <input type="checkbox"/> Subcontract Payment Instruction | <p>Review <i>Subcontract Type, Subcontract Vehicle, DOE PO Type</i>, and/or <i>Closed Code</i> in OBIEE to determine if additional info needed. See below:</p> <ul style="list-style-type: none"> - For Firm Fixed Price (FFP)GN and/or SN with line DESCRIPTIONS milestones, Review milestone schedule (frequency/amount) for payment - For Labor Hour (LH) that is not DOE PO Type is NOT 4 – Construction, Review rates approved, including rate by POP, and/or other terms such as OT, Holiday, etc. as applicable. - For Firm Fixed Price/Labor Hour (FFP/LH) that is DOE PO Type is 4 – Construction, approved rates MUST be verified in the LCP Tracker. Must be in Accepted Status to Pay, if none are stated, reject invoice to Supplier to Upload the Certified Payroll and cc AP, if status shows as Submitted Procurement Specialist needs to Review/Approve, in order to show status as Accepted. - For Basic Ordering Agreement (BOA), Review established rates (frequency/amount) and/or pricing elements per division or PO. Reject invoice for any unallowable fees listed to subcontractor and cc AP. <p>NOTE: If any of the above information is not identified in the PO, Procurement will review and update PO as required.</p> |
| <input type="checkbox"/> Domestic/Foreign Travel | If travel is stated on the invoice & there is no PO Line for Travel, then the subcontractor must provide documented support, after all is gathered, Procurement must route to Susan Schaer to complete a Travel Audit Sheet (Example: York University, Arup) |

INVOICE 16277979



FOR ACCOUNTS RECEIVABLE INQUIRIES PLEASE EMAIL AR@PFEIFFER-VACUUM.COM

FOR CUSTOMER SERVICE PLEASE CALL 1-800-248-8254

Pfeiffer Vacuum Inc.
 24 Trafalgar Square
 Nashua, NH 03063
 Phone (603) 578-6500
 Fax (603) 578-6550
 www.pfeiffer-vacuum.com
 VAT ID # DE308022080
 VAT Reg # (St.-Nr.) 205/5928/5692

Bill To: **ACCOUNTS PAYABLE**

Fermilab Inc.
PO Box 500
Batavia, IL 60510-0500

Ship To:

Fermilab Inc.
Receiving Warehouse 2
Kirk Road & Wilson Street
Batavia, IL 60510-5011

Customer 102211
 Your PO No. 700401
 Customer Ref. PO #700401
 Invoice Date 07/31/2023
 Our Order 12230539 - 04/30/2023
 Specialist sduffy

Payment Net 30
 Delivery FCA Origin
 Ship via FedEx Ground PPA

Ship Date 07/29/2023
 Tracking # 781788660344

Pfeiffer Vacuum Inc. certifies that the information on this invoice is correct.
 REF. QT. 11165140

| Item | Description | Qty | \$ Unit Price | \$ Ext. Price |
|------|---|-----|---------------|---------------|
| 7.0 | HV gate valve, DN 100 ISO-FManual, 304/FKM Catalog # GV-S08300 Serial # 22-250290 | 1 | 2,196.00 | 2,196.00 |
| 18.0 | Centering ring, DN 16 ISO-KFStainless Steel 304/1.4301,O-Ring FKM Catalog # 122ZRG016 | 1 | 6.00 | 6.00 |

| | | |
|--------------------|-----------|-----------------|
| Item Total | \$ | 2,202.00 |
| Freight | \$ | 0.00 |
| Taxes | \$ | 0.00 |
| Order Total | \$ | 2,202.00 |

ROGER RABEHL 630 840-3000
AR@pfeiffer-vacuum.com 603-578-6500
DNM EM INV: apinvoices@fnal.gov + frt bill > \$100

| |
|-----------------------|
| Remit to: |
| Pfeiffer Vacuum Inc. |
| PO Box 414278 |
| Boston, MA 02241-4278 |
| FED ID #02-0482717 |

1. No returns for credit will be accepted without prior management approval. All returns will be subject to a handling charge of not less than 15%. Return freight charges must be prepaid.

2. All claims and shortages must be reported within 10 days after receipt of shipment. All claims for loss or damage in transit must be made against the carrier.

3. All freight charges will be collect unless otherwise noted above. All goods shipped FCA Origin unless otherwise noted above.

We certify that to the best of our knowledge and belief, goods covered by this order have been produced in conformity with the Fair Labor Standards Act of 1938.

Any tax imposed by any law on the sales articles made or sold by this company shall be in addition to and a part of the sales price thereof.

This document includes all of the terms and conditions on both the face and attached documents hereof. The attached detail terms and conditions of :

Pfeiffer document version (Form #14-006) are incorporated by reference as fully as if set forth on the face of this form.

This offer may be accepted only on the exact terms set forth herein and no other agreement in any way modifying any of said terms and conditions shall be accepted or be binding on Pfeiffer unless accepted in writing.

OVERDUE BALANCES ARE SUBJECT TO A FINANCE CHARGE OF 1% PER MONTH.