

Dear Sir / Madam,

At Airbus we strive to improve our processes and ways of working, and are pleased to inform you about a new invoicing channel ("e-PDF"), through which you can send your non-dematerialized invoices.

This new invoicing channel provides many advantages compared to sending paper invoices. There is a positive environmental and cost impact, and physical contact with paper invoices is eliminated which is important during the current challenging context. In addition, the direct mailing of the invoice avoids the risk of physical loss, and a process where invoices are booked within 48 hours reduces 'days to book', and helps supporting our commitment regarding on-time payment.

We therefore kindly request that you send your invoices in e-PDF format, carefully respecting the "golden rules" detailed below to the relevant email address related to your company as indicated in the Annex. Please take care to select the correct e-mail address, to respect the "golden rules" and mandatory invoicing criteria to ensure that your invoice will not be rejected.

If after invoicing you require additional information (payment status, invoice status), please contact your regular Accounts Payable contact.

The golden rules for the e-PDF channel, which must be strictly respected, are as follows:

- 1- Please ensure that you are not already deployed or are in the process of deploying Click'n Pay (Coupa e-invoicing module), or AirSupply. If this is the case, please ignore this mail and remain with these electronic invoicing platforms;
- 2- Please e-mail only invoices to the stated e-mail addresses (no statements, order confirmations, payment reminders, advertising or other mails);
- 3- Please send invoices in native PDF format once only (not a PDF generated by scan). All other formats such as ZIP files, word, excel formats etc... will be rejected;
- 4- Please ensure that each PDF contains only one invoice;
- 5- Attachments to the invoice must be contained in the same PDF as the invoice itself;
- 6- Do not send a PDF file with a name greater than 100 characters;
- 7- Once you have sent your PDF invoice to the indicated email address, please do not send a paper invoice in parallel or the invoice via another invoicing channel. Failure to respect this will lead to invoices being blocked with a consequent impact on the payment thereof

As a reminder, **your invoice should contain the following mandatory information:**

1. On Headed Paper, your information : Name, address (registered address and billing address if different), VAT number and phone number (e-mail and bank details are strongly recommended);
2. On Headed Paper, Airbus information: Legal entity, address (as detailed on the Purchase Order), VAT number;
3. Invoice number, date of invoice;
4. Supplier code
5. Valid Purchase Order number;
6. Quantity, unit price, item number (totality of amount invoiced must not exceed the totality of the purchase order amount);
7. Currency must be the same as the purchase order;
8. Tax local rate, VAT amount;
9. Total amount (without VAT & VAT included)
10. Equivalent in euros of the VAT invoiced in foreign currency / exchange rate
11. If VAT exemption indicate the reference text (article of the EU directive or local tax reference)

Please refer to the Annex to select the correct e-mail address to be used to send invoices for your concerned entity.

Many thanks for your understanding, support and continued collaboration.

Best regards,
Airbus Accounts Payable team

[Helicopters entities: invoices-airbus-helicopters@schaetzi.com](mailto:invoices-airbus-helicopters@schaetzi.com)

FACTS code (Kapis)	Company Name	VAT ID
1466	Airbus Helicopters SAS	FR 52352383715
1457	Airbus Helicopters Espana, S.A.	ESA 78648110
5404	Airbus Helicopters Deutschland GmbH	DE129273268

[Commercial entities: invoices-airbus-commercial@schaetzi.com](mailto:invoices-airbus-commercial@schaetzi.com)

FACTS code (Kapis)	Company Name	VAT ID
3510	AIRBUS SAS	FR89383474814
1155	Airbus Defence&Space GmbH	DE167015661
1157	Airbus Defence & Space SA	ESA28006104
3631	Airbus Operations LTD	GB762702827
2769	Airbus Operations SAS	FR13420916918
5405	Airbus Operations GmbH	DE118540886
2916	Airbus Operations SL	ESB82875055
3510	Airbus SAS Material, Logistics & Suppliers	DE167015661
2552	Airbus Urban Mobility	DE323258105
1064	KID-Systeme GmbH	DE812761609
5405	Airbus Operations GmbH Cabin Electronics...	DE118540886

[AD&S entities: invoices-airbus-defenceandspace@schaetzi.com](mailto:invoices-airbus-defenceandspace@schaetzi.com)

FACTS code (Kapis)	Company Name	VAT ID
2854	Airbus Defence & Space SAS	FR63393341516
1140	Airbus Defence & Space SAS	FR63393341516
1263	Airbus CyberSecurity SAS	FR9523941037
1821	Airbus Def&Space GmbH - Border security	DE167015661
4305	Cybersecurity GmbH	DE813889015
4289	Airbus Def&Space GmbH	DE167015661
5205	Airbus Def&Space GmbH - Manching	DE167015661
8706	Airbus Def&Space GmbH -TB CF	DE167015661
5406	Airbus Defence & SpaceFlugzeug-Union Süd GmbH	DE811121586
2601	Airbus Secure Land Communications GmbH	DE811208395
1455	Airbus Military	ESA28006104.
1123	Airbus Defence and Space GmbH FACTS 1123 BKR 2000	DE167015661
5211	Airbus Defence and Space GmbH FACTS 5211 BKR 0070	DE167015661
1099	Airbus Defence and Space GmbH FACTS 1099 BKR 2019	DE167015661
1775	Airbus Defence and Space GmbH FACTS 1775 BKR 3000	DE167015661

[Stelia: Invoices-airbus-stelia@schaetzi-invoice.com](mailto:Invoices-airbus-stelia@schaetzi-invoice.com)

FACTS code (Kapis)	Company Name	VAT ID
2781	Stelia Aerospace SAS	FR57778127613

Future deployments

FACTS code (Kapis)	Company Name	VAT ID
1161	PAG	
1362	AD Geo Germany	
2917	CASA SP	
4107	Airbus Military S.L.	