

AIRBUS

[Airbus Amber]

Memorandum

To
Airbus Suppliers

From
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PJ - all
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Location
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Digital Invoicing Solutions

Dear Suppliers,

At Airbus we continually strive to improve our processes and ways of working. In recent months, we have continued to roll-out several invoicing channels to support the dematerialization of invoice flows and to remove paper from the Purchase-to-Pay (P2P) process.

These invoicing channels help to support our commitment in terms of on-time payment, and in addition they are environmentally friendly, avoid the need for physical contact and eliminate the risk of missing invoices. In the current challenging context the advantages compared to sending paper invoices are self-evident and more important than ever.

The two solutions proposed are Click n' Pay, which is the end-to-end electronic invoicing solution provided by COUPA and e-Pdf, where invoices are e-mailed to a generic address for processing via one of our scanning providers.

If you are not currently using Click n' Pay or ePdf, we strongly encourage you to adopt one of these channels to send your invoices as soon as possible. The necessary information to "on-board" is included in attachment and also in each Purchase Order.

Thank you for your understanding, support and continued collaboration.

Yours faithfully,

Olivier Cauquil, SVP General Procurement
Thierry Antras, Head of Accounting Shared Services

