

Dear Sir/Madam,

At Airbus we strive to improve our processes and ways of working, and are pleased to inform you about 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 environment and cost impact, and physical contact with paper invoices are eliminated which is important during 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 work', 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, 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:**

- 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.
- Please email only invoices to the stated e-mail address (no statements, order, confirmations, payment reminders, advertising or other emails)
- Please send invoices in native PDF format only (not a PDF generated from Scan). All other formats such as ZIP files, word, excel formats Etc... will be rejected.
- Please ensure each PDF contains only one invoice.
- Attachments to the invoice must be contained in the same PDF as the invoice itself;
- Do Not send a PDF file with a name greater than 100 characters;
- Once you have sent the PDF Invoice to the indicated email address, please do not send 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:**

(a) Name, address and Goods and Services Tax Identification Number of the supplier;

(b) Invoice number and date

(c) Name, address and Goods and Services Tax Identification Number or Unique Identity Number, of the AGIPL unit billed to;

(d) Name, address and Goods and Services Tax Identification Number or Unique Identity Number, of the AGIPL unit shipped to;

(e) Harmonized System of Nomenclature code for goods or services (HSN / SAC at 6 digits mandatory if turnover is more than 5 crores);

(f) Description of goods or services;

(g) Quantity in case of goods and unit or Unique Quantity Code thereof;

(h) Total value of supply of goods or services or both;

(i) Taxable value of the supply of goods or services or both taking into account discount or abatement, if any;

(j) Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess );

(k) Amount of tax charged in respect of taxable goods or services (central tax, State tax, integrated tax, Union territory tax or cess);

(l) Place of supply along with the name of the State;

(m) Whether the tax is payable on reverse charge basis;

(n) Signature or digital signature of the supplier or his authorized representative;

(o) Quick Response code, having embedded Invoice Reference Number (IRN) in it [where turnover in any year from 2017 onwards exceeds 20 crores (10 crores from 1 October 2022)]

(p) A declaration as below, that the requirements in (o) above are not required, in all cases where an invoice is issued without the details in

(q) above, by the taxpayer having aggregate turnover in any preceding financial year from 2017-18 onwards more than the aggregate turnover of INR 20 crores (10 crores from 1 October 2022 onwards) *"I/We hereby declare that though our aggregate turnover in any preceding financial year from 2017-18 onwards is more than the aggregate turnover notified under sub-rule (4) of rule 48, we are not required to prepare an invoice in terms of the provisions of the said sub-rule."*

Email ID for sharing the invoices: [accounts-payable.india@airbus.com](mailto:accounts-payable.india@airbus.com)

<b>Facts Code</b>	<b>Company Name</b>	<b>AGIPL location</b>	<b>GST Number</b>
1127	Airbus Group India Private Limited	Karnataka	29AAGCA1513R1ZD
1127	Airbus Group India Private Limited	Delhi	07AAGCA1513R1ZJ
1127	Airbus Group India Private Limited	Mumbai	27AAGCA1513R2ZG
1127	Airbus Group India Private Limited	Haryana	06AAGCA1513R1ZL
1127	Airbus Group India Private Limited	Karnataka - ISD	29AAGCA1513R2ZC