



Airbus Amber

June 6th, 2022
Airbus Americas Finance
Airbus Americas General Procurement

Airbus Americas Invoicing and Payment Process

Dear Vendor,

We at Airbus value your business and we would like to remind you of the process to follow to ensure a timely payment of your invoices:

1. No Purchase Order - No Pay Policy
2. Invoice Documentation
3. Invoice Submission Process
4. Payment Terms

1. No Purchase Order - No Pay Policy

Suppliers should only start working after receiving a PO from Airbus. Referencing a Purchase Order (PO) is mandatory when invoicing Airbus.

2. Invoice Documentation

All invoices must be sent in PDF format ONLY (one invoice per file) and original documents (account statements are not acceptable), with the following information:

- Invoice Date.
- Unique Invoice Number.
- Purchase Order Number (all 10 digits provided by Airbus, all capital letters) on the first page of the invoice.
- Amount allocation per Purchase Order Line Item number (Purchase Order Line Item must match the Purchase Order lines provided by Airbus).
- Invoice Amount & Currency.
- Bill To address must be in line with the Purchase Order provided by Airbus, as specified in Section 3 of this letter.
- Description of the services / goods provided (i.e. Unit Price, Quantity, freight charges, sales tax, total price, length of service...).
- Airbus Point of Contact email address.
- If the document is a credit note, the word "credit note" or "credit memo" shall be clearly written at the front of the document.

All revised invoices and applicable credits must reference the original invoice number.

When submitting a duplicate invoice, it must be the exact replica of the original invoice; the same invoice number and the same invoice date must be used. You must indicate "duplicate" on the face of the invoice.

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3. Invoice Submission Process

Address all invoices (strictly one invoice per pdf) and any supporting documents via email (preferred method) or regular mail (please note that mail submission may cause potential delays in invoice processing) as follows:

Email to:

For Airbus Americas Inc.

na_accounts.payable@airbus.com

For Airbus Americas Customer Services Inc.

na_cssvc.payable@airbus.com

For Acubed Inc.

invoices@airbus-sv.com

For Airbus Helicopters, Inc.

accountspayable@airbus.com

Bill to:

For Airbus Americas Inc.

For Airbus Americas Customer Services Inc.

For Acubed Inc.

Accounts Payable
Airbus Americas Inc
2550 Wasser terrace
Suite 9100
Herndon VA 20171-6177

For Airbus Helicopters Inc.

Accounts Payable
Airbus Helicopters Inc.
2701 N. Forum Drive
Grand Prairie, TX 75052

Please be informed that our Accounts Payable Finance process has been transferred to our Service Center "Airbus Global Business Services" (AGBS), located in Lisbon, Portugal.

In case of any inquiries regarding the AP Process please contact the email addresses referenced above.

The supplier must issue the invoices after actual delivery of goods and/or services and the invoice must be sent according to invoice date.

Invoices which comply with the guidelines in this letter will be processed for payment in a timely manner.

In case of banking information updates, the supplier must contact:

airbusamericas.vendormaster@airbus.com

In case of general inquiries or vendor address changes, please contact:

us.procurement@airbus.com

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4. Payment Terms

- Payment terms are defined in the Purchase Order submitted by Airbus.
- Airbus default payment terms are 60 days End Of Month with payment processed on the 10th day of the following month (60EOM10), starting at the invoice date. Payment terms will not be modified unless otherwise defined in your contract or purchase order.
- Vendors which adhere to industry size standards established by the U.S. Small Business Administration (SBA) may be subject to payment terms that are 30 days End Of Month with payment processed on the 10th day of the following month (30EOM10).

Thank you for your collaboration.
Yours sincerely,

Patrick BERGUES
CFO

Mohamed DENDEN
VP Procurement