

Dear Supplier:

Last month we informed you of plans to centralize the BAE Systems Accounts Payable function at the company's Resource Center in Charlotte, N.C. USA. **Effective March 2, 2015, all invoices related to BAE Systems – Platforms and Services Weapons Systems sites** (formerly Land and Armaments Weapon Systems) (see page 3) will be processed at the Resource Center. This affects you if you are submitting documentation to one of the addresses in the left column (see last page).

Beginning March 2, there will be different email and postal addresses for invoice submission. No fax number will be available for invoice submittal. Electronic submission is more efficient and cost effective, so if you are able to send electronic invoices, please do so.

Invoices and supporting documentation sent by email should be submitted as PDF attachments ONLY. Each attachment should include **one** invoice and all supporting documentation. Multiple invoices in a single PDF or multiple attachments relating to one invoice **will cause processing delays.**

If you currently submit your invoices via:	Send to this address starting March 2, 2015:
Email: AccountsPayable.ASD.LandA@baesystems.com	Email: ap.LAMPLS@baesystems.com (all suppliers)
Fax number: 763-572-6928	Fax Number: N/A
Postal service: See locations on back page	Postal service: BAE Systems Shared Services Inc. ATTN: 602 11215 Rushmore Drive Charlotte, NC 28277

Detailed invoice submittal changes and instruction are provides on the back page.

When you submit invoices via email, you will receive an automatically generated reply with one of two acknowledgments:

- Positive acknowledgment — email and attachments were successfully received and will be processed.
- Negative acknowledgment — email and attachments were not successfully received due to submission error.

To ensure timely payment processing, it's important that invoices describe the nature and purpose of the expenditure and include all required supporting documentation. Additionally, invoices must contain:

- Supplier name and remit-to address.
- Invoice number and date.

PLEASE NOTE: All leading zero's, spaces, and special characters will be removed from your invoice number conventions.

For example: Invoice 0073 AP-0634016 will be entered into the BAE Systems AP system as 73AP0634016. This reformatted invoice number will appear on the remittance advice.

Additionally:

- Invoice file size must not exceed 10MB.
- Include the purchase order number and release number (if applicable).
- Include the P.O. line item number(s) associated with item(s) being billed, including
 - Item number
 - Line item descriptions
 - Quantity being invoiced
 - Unit price
 - Extended price

The email address above is for submission of invoices only. Send all other correspondence to 855BAEVEND@baesystems.com. Include as much information about your request as possible (e.g., supplier ID number, invoice/P.O. number, ship-to location) to expedite processing. If you have questions, call the BAE Systems Resource Center at 1 855 223 8363 (1 855 BAE VEND).

BAE Systems

Weapons Systems - Minneapolis

Minneapolis LOCATIONS

All supplier invoices that fall under the locations below will be processed by the Resource Center in Charlotte, North Carolina.

4800 East River Road Minneapolis, MN 55421-1498	163 Rochester Drive Louisville, KY 40214	3317 8th Avenue NE Aberdeen, SD 57401
6275 Horse Creek Boulevard Cordova, AL 35550	11655 Central Parkway Suite 308 Jacksonville, FL 32224-2659	16541 Commerce Drive King George, VA 22485
155 West 35th Street Suite E National City, CA 91950	750 West Berkley Ave Norfolk, VA 23523	131 Rochester Drive Louisville, KY 40214

