

SUBJECT: Accounts Payable Process Changes Effective January 1, 2019

Dear Supplier:

Effective January 1, 2019, the BAE Systems Weapon Systems business is moving to a new shared ERP system with BAE Systems P&S York. BAE Systems Weapon Systems will continue as BAE Systems Weapon Systems and the change only affects your current business relationship with these Weapon Systems locations:

4800 East River Road Minneapolis, MN 55421-1498 Shipping location: <i>BAE Systems Minneapolis</i> <i>C/O: Berger Allied</i> <i>2950 Long Lake Road</i> <i>Roseville, MN 55113</i>	163 Rochester Drive Louisville, KY 40214
131 Rochester Drive Louisville, KY 40214	3317 8th Avenue NE Aberdeen, SD 57401
155 West 35th Street Suite E National City, CA 91950	11655 Central Parkway Suite 308 Jacksonville, FL 32224-2659

This change will impact the invoice submission process **effective January 1, 2019**. An overview of the changes is provided below.

CHANGES FOR INVOICE SUBMISSIONS

- **No action is required at this time.**
- **Invoices should not be submitted to the new address until January 1.** Invoices submitted to the new addresses prior to January 1 will be subject to processing delays.

Refer to the chart below for invoice submission addresses.

Invoice submission channel	Invoice submission until Dec.31, 2018	Invoice submission beginning Jan. 1, 2019
Email	ap.LAMPLS@baesystems.com	ap.layork@baesystems.com
Postal service	BAE Systems Shared Services Inc. Attn: 602 11215 Rushmore Drive Charlotte, NC 28277	BAE Systems Shared Services Inc. Attn: 601 11215 Rushmore Drive Charlotte, NC 28277

- For invoice submission by email, invoices must be in a PDF format only and one invoice attachment per email. ***Each invoice must be attached as a separate PDF file and include the invoice image followed by all supporting documentation in the same PDF file.*** File types other than PDF that are received for invoice submission will be rejected by the system and generate a negative acknowledgment notification. Signatures, logos, and pictures in the email should be avoided. A specific email subject line is not required.
- Please do not send statements or other correspondence to the email address above as it is reserved for invoices only. Send statements and other correspondence to 855BAEVEND@baesystems.com.
- Detailed invoice submittal instructions are provided on the back page.

COMMON SUPPLIERS AND ERS / ASN

- Suppliers who currently engage in business with the York, PA Combat Vehicles facility or any of its associated locations -- San Jose, CA; Aiken, SC; Sterling Heights, MI -- that participate in the ERS invoicing process (Evaluated Receipt Settlement and/or (ASN) Advanced Shipping Notice) for inbound material will be impacted.

- Invoicing activities for suppliers providing materials or services to the Weapon Systems locations -- Minneapolis, MN; Louisville, KY; Aberdeen, SD; National City, CA; Jacksonville, FL -- will be switched to the ERS process currently in place for your company with BAE Systems - York.
- Any unbilled receipts at the time of conversion will be processed via the ERS process. Please ensure that paper invoicing or email submission of invoices is ***turned off*** for the BAE Systems Weapon System address customers in your system. If you are unsure if your company is under the ERS process, please contact your York buyer.

CORRESPONDENCE, INVOICE AND PAYMENT STATUS INQUIRIES – No Change

- Continue directing **all** correspondence-- including invoice and payment status inquiries, address changes and contact information-- to 855BAEVEND@baesystems.com. To expedite your inquiry, please include detailed information about your request (e.g. supplier name, supplier ID number, invoice/PO number, ship-to location).

Please forward this notice to the appropriate personnel within your business to ensure there are no invoice processing or payment delays. We appreciate your support and look forward to our continued business relationship.

If you have any questions, please contact BAE Systems Shared Services at (855) 223-8363.

Sincerely,

BAE Systems Shared Services Inc

Invoice Submittal Instructions:

Invoices submitted via email will automatically generate one of the following acknowledgments:

- **Positive acknowledgment:** Email and attachments were successfully received and will be processed.
- **Negative acknowledgment:** Submission error. Email and attachments were not successfully received and will not be processed.

To ensure timely payment processing, invoices must 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.

Invoice Formatting and Submission Guidelines

- Remove all leading zeroes, spaces, and special characters from your invoice number.
 - *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.
- Invoice file size must not exceed 10MB.
- Include the P.O. 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

Invoice Submission Addresses

- **Until Dec. 31, 2018**, submit invoices to ap.LAMPLS@baesystems.com.
- **Beginning Jan. 1, 2019**, submit invoices to ap.layork@baesystems.com.

Send inquiries to 855BAEVEND@baesystems.com. To expedite your inquiry, please include detailed information about your request (e.g. supplier name, supplier ID number, invoice/PO number, ship-to location).