

# Accounts Payable Transition to Shared Services **P&S Phoenix**

Effective January 1, 2018

## Phoenix AP Transitioning to Shared Services

- BAE Systems, Inc. is centralizing Accounts Payable activities at its Shared Services center in Charlotte, North Carolina.
- On **January 1, 2018**, BAE Systems – Phoenix Arizona facility will be moving to a shared ERP System with BAE Systems Combat Vehicle and as a result, will adopt this model for all invoices currently paid from its Phoenix location.
- **Please note that an exception applies for common suppliers.**
  - 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 Phoenix, AZ 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 Phoenix address customer in your system. If you are unsure if your company is under the ERS process, please contact your buyer.
- **Beginning Tuesday, January 2, 2018, suppliers that are *not* ASN and/or ERS participants have two ways to submit invoices: email and paper mail.** Since electronic submission is more efficient and cost-effective, email is the preferred method.
- If you have questions, call 1 855 BAE VEND (1 855 223 8363) to reach a representative at the BAE Systems Resource Center.

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- Invoices and all supporting documentation that are emailed should be submitted as **PDF attachments ONLY**. Each email/attachment should include **one** invoice, and all supporting documentation. Multiple invoices in a single PDF attachment or multiple attachments relating to one invoice *will* cause processing delays. 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 addresses below as they are reserved for invoices only. Send statements and other correspondence to [855BAEVEND@baesystems.com](mailto:855BAEVEND@baesystems.com).
- If you have questions, call 1 855 BAE VEND (1 855 223 8363) to reach a representative at the BAE Systems Resource Center.

Invoice submission method	Invoice submission until Dec. 31, 2017	Invoice submission beginning Jan. 1, 2018
<b>ANS/ERS</b>	ANS/ERS	ANS/ERS
<b>Email</b>	apphoenix@baesystems.com	Ap.layork@baesystems.com
<b>Postal service</b>	BAE Systems Protection Systems Attn: Accounts Payable 7822 S. 46 <sup>th</sup> Street Phoenix, AZ 85044	BAE Systems Shared Services Inc. Attn: 601 11215 Rushmore Drive Charlotte, NC 28277

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- When submitting invoices via email, an automatically generated reply with one of two acknowledgments will be sent:
  - Positive acknowledgement — email and attachments were successfully received and will be processed.
  - Negative acknowledgement — email and attachments were not successfully received due to a 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.
  - Purchase order number and release number (if applicable).
  - 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
- **Changes for Correspondence, Invoice and Payment Status Inquiries**
  - As of January 1, all correspondence - including invoice and payment status inquiries, address changes and contact information - should be directed to [855BAEVEND@baesystems.com](mailto: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).
- If you have any questions, please contact BAE Systems Shared Services at 1 855 223 8363 (1 855 BAE VEND).
- We appreciate your cooperation as we complete this transition.