

Best practices for a rapid payment of your invoices

- ◆ **VAT code, Fiscal Id or Tax Id** of the supplier must appear in the header or the footer of the invoice
- ◆ Each invoice should only refer to one single order and one single delivery note
- ◆ Le **Number of the Order** must appear at the top of the invoice.
- ◆ After the Order Nbr, never write an item number or the amendment Nbr of the Rolling Procurement Plan, (even if your separate them with a slash), e.g. never write **45000xxx / item Nbr** or **55000xxx – Amendment Nbr**.
- ◆ **The delivery note number** must appear at the top of the invoice, with the mention “delivery note” (or equivalent) : xxxxxxxxxx.
The maximum number of digit for the delivery note number is 10 characters.
- ◆ No characters must be added or removed in front of or behind the delivery note number.
- ◆ Do not use special characters (@ / () _ - # or others), no empty spaces between characters. This is particularly important for the number of the delivery note.
- ◆ **The billing address** and the **mailing address** for the invoices **are different**, in addition, there are two possibilities for the mailing address, pls. see page 2.
- ◆ Try to use only one single bank account for the whole SAFRAN group.

To obtain information about the status of your invoice(s):

fournisseurs@sfs-safran.fr or +33 (0)1 55 64 36 00

10am to 12pm and 2pm to 4pm, French time

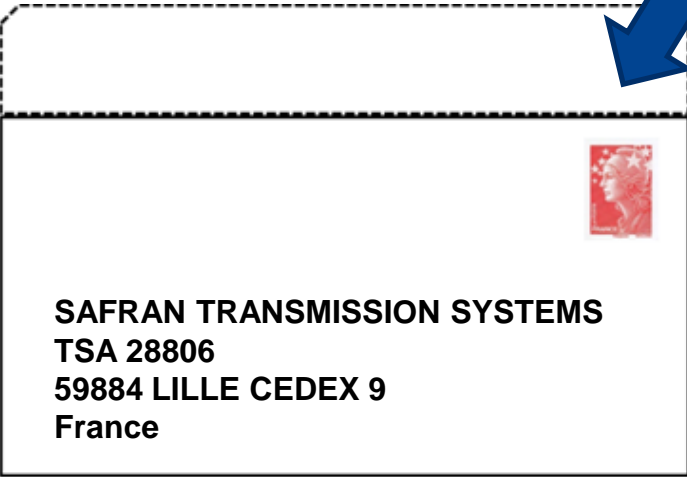
INVOICE				
Order : 55000xxxx		Supplier identification:		
Invoice Number : xxxxxx		Suppliers' name		
Delivery note : xxxxxxxx		VAT code :		
STS Contact		Address		
Tel/mail		Contact at supplier		
		Tel/mail		
Delivery address : STS Colombes (or other)				
Billing address			Payment terms	
SAFRAN TRANSMISSION SYSTEM			Code TVA intracom	
16 Boulevard Louis Seguin			FR 59692015217	
92707 COLOMBES				
France				
item	Qty	Description	unit	Total
010	xx	P/N xxxx	price	xxx
020	xx	P/N xxxxxxxx	xxx	xxx
090	x	xxxxxxxxxxxx	xx	xx
100	xx	xx	xxxx	xxx
Supplier bank information: IBAN, SWIFT, account Nbr				



See next page for mailing addresses

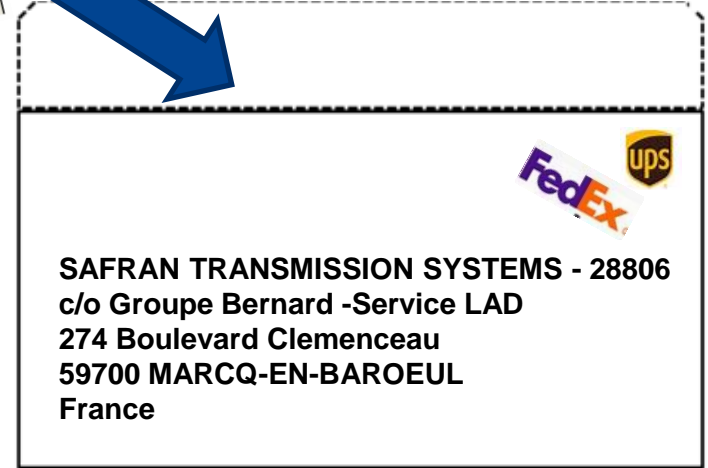
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Invoice **mailing address** with regular mail service
best transmission mode to speed up the payment of your invoices



INVOICE					
Order : 55000xxxx	Supplier identification:				
Invoice Number : xxxxxx	Suppliers' name				
Delivery note : xxxxxxxx	VAT code :				
STS Contact	Address				
Tel/mail	Contact at supplier				
Tel/mail					
Delivery address : STS Colombes (or other)					
Billing address	Payment terms				
SAFRAN TRANSMISSION SYSTEM	Code TVA intracom				
16 Boulevard Louis Seguin	FR 59692015217				
92707 COLOMBES					
France					
item	Qty	Description	unit	price	Total
010	xx	P/N xxxxx		xxx	xxx
020	xx	P/N xxxxxxxxxx		xx	xx
090	x	xxxxxxxxxxxxxxx		xxx	xxx
100	xx	xx		xxx	xxx
Supplier bank information: IBAN, SWIFT, account Nbr					

Invoice **mailing address** with express delivery (FedEx, UPS, DHL...) (*).
Might be used for non UE area countries if regular mail service is not reliable.



- ◆ Paper invoice mailing is only for non-dematerialized invoices
- ◆ join to the delivery of the goods only the delivery note, not the invoice. (except for imported product, where a pro-forma invoice is necessary for the customs)
- ◆ all invoices must be sent to one of the 2 addresses as indicated here, (for imported product on not).
- ◆ Any Invoice sent by electronic mail is not taken into account.

(*) For express deliveries (FedEx, UPS, DHL...), Bernard Group phone is 00 33 3 20 12 12 12