ISSY LES MOULINEAUX, JUNE 28TH, 2018

OBJECT: Modification of invoice mailing Address – Safran Aircraft Engines

Dear all,

We are pleased to contact you today as part of our Procure to Pay (P2P) initiative, which aims to improve our on-time payment performance to our suppliers. The current main mailing address c/o SAFRAN FINANCE SERVICE at ISSY-LES-MOULINEAUX will no longer be available after July 30th, 2018.

From July 13th, 2018, you will have to send your invoices to the new mailing addresses. We would like to remind you that they differ according to the order number issued by our different ERP. These different addresses are listed in appendices with some recommendations.

Invoice billing address stays unchanged

SAFRAN AIRCRAFT ENGINES
10 Allée du Brévent
CE1420 COURCOURONNES
91019 EVRY CEDEX
France

For any question, please get in touch with Safran Finance Services Hot Line or your usual prescriber.

Please keep in mind that it is mandatory to respect the SAFRAN Process to facilitate the on-time payment of your invoices.

Please take into account that if you are interested in starting electronic invoices project, Safran Group has already made a partnership with GENERIX in order to insure the electronic billing.

You can get in touch with them at the following addresses:

iberry@generixgroup.com
If you wish to have more information about best practices related to the invoicing process, you will find all the useful documentation in the suppliers section of the Safran website (https://www.safran-group.com/suppliers). This including:

- Guide to billing
- Mailing and billing addresses of Safran Group companies
- Specificities by company of the Group

For any other question, you can contact the **Safran Finance Services hotline** at +33 (0) 1 55 64 36 00 from 10am to 12am and from 2pm to 4pm from Monday to Friday or register on the portal accessible at:


If you are not the right person, please transfer this information to the concerned departments.

Yours sincerely,

Mr. Thierry HAUD
Vice President, Safran Purchasing
Appendice 1: Addresses for sending invoices by post

For orders starting with 454 or 550 or 554
From SAP - P74

SAFRAN AIRCRAFT ENGINES
TSA 88803
59884 LILLE CEDEX 9
France

For orders starting with 10, 11, 12, 13, 14, 15, 16, 19, 51 and 52 with or without ‘0’ devant
From SAP - P83

SAFRAN AIRCRAFT ENGINES
TSA 78802
59884 LILLE CEDEX 9
France

For other orders
From Baan4 - P87 - Ariba

SAFRAN AIRCRAFT ENGINES
TSA 68801
59884 LILLE CEDEX 9
France
Appendice 1BIS: Addresses for sending invoices by express mail
(Fedex, UPS...)

For orders starting with 454 or 550 or 554
From SAP - P74

SAFRAN AIRCRAFT ENGINES - 88803
 c/o Groupe Bernard-Service LAD
   274 Boulevard Clemenceau
   59700 MARCQ-EN-BAROEUL
   France

For orders starting with 10, 11, 12, 13, 14, 15, 16, 19, 51 and 52 with or without ‘0’ devant
From SAP - P83

SAFRAN AIRCRAFT ENGINES - 78802
 c/o Groupe Bernard-Service LAD
   274 Boulevard Clemenceau
   59700 MARCQ-EN-BAROEUL
   France

For other orders
From Baan4 - P87 - Ariba

SAFRAN AIRCRAFT ENGINES - 68801
 c/o Groupe Bernard-Service LAD
   274 Boulevard Clemenceau
   59700 MARCQ-EN-BAROEUL
   France
Appendix 2: Some important reminders specific to Safran Aircraft Engines

- In the header of the invoice, **Order number** must be 920[PO number] without any special characters or spaces and without addendum number, line / position or other character. ex : 924xxxx54 ou 14xxxx39

  *For e-supply suppliers: [PO number] or [Contract number] should EXACTLY match the number in e-supply. ex : 920xxxx42*

- Your "Delivery note : [9999]" must appear in the header of the invoice, [9999] is the delivery note number and is **10 digits max without any special characters or spaces**

  *For e-supply suppliers: [9999] should EXACTLY match the number entered in e-supply: NO character should be added or removed before/after*

- Each invoice should only refer to **ONE SINGLE** delivery note number

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**SAFRAN AIRCRAFT ENGINES**

**TSA XXXXX**

**59884 LILLE CEDEX 9**

**France**

*Regular mail by post*

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**EXPRESS Delivery service (FEDEX, UPS...):**

SAFRAN AIRCRAFT ENGINES - XXXXX
c/o Groupe Bernard-Service LAD
274 Boulevard Clemenceau
59700 MARCO-EN-BAROEUL

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**Terms and Conditions:**

IBAN Code :
Fiscal or Tax ID :
DUNS code if available :
Name :
Address :
Supplier contact :
Phone & Email address :
Settlement Condition :
VAT number :

**Transaction identification elements:**
Amount and names of products or services sold