29 July 2026

Supplier Invoicing Instructions:

Failure to follow these instructions will cause the invoice(s) to be returned and significant delay in receiving payment.

All supplier invoices **must** be in pdf format and submitted via email to: ap.layork@baesystems.us

For invoice submission by email:

- Invoices must be in a PDF format only
- Each invoice must be attached as a separate PDF file
- All supporting documentation should be contained in the same PDF file behind the invoice.
- 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 as they may also generate a negative acknowledgement even when your pdf invoice went through successfully.
- A specific email subject line is not required.
- **ERS (Evaluated Receipt Settlement)** is an automated invoice and payment system or Pay-On-Receipt (POR) system. BAE creates an invoice on your company's behalf when goods are received into our ERP System. The ERS invoice will be used to make payment to you according to purchase order prices, terms and conditions. ERS invoices still need to be submitted but only if they have a 2-way service line as those do not auto generate within the system.

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. (note: negative acknowledgement can sometimes be generated by logos or pictures in email body even when pdf was received successfully)

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 for mailing
- Invoice number and date – Future dated invoices will be rejected

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 Purchase Order number and release number (if applicable).
- Include the Purchase Order line-item number(s) associated with item(s) being billed, including:
  - Item number, Line-item descriptions, Quantity being invoiced, Unit price, Extended price

Payment Inquiries:

If you are actively doing business with BAE Systems, your organization should already have access to our Ivalua supplier portal and invoice/payment statuses.

If a specific contact at your company does not have access and requires it, they can request by emailing: ebusiness@baesystems.us

The request must include the details listed below. This information is required to validate that the company and supplier account already exists without our system.

1. Your name and email address, as well as the names and email addresses of anyone else requiring access.
2. Your company name, as well as any Doing Business As (DBA) that may be applicable.
3. Your company tax ID

Please reach out to your procurement representative with any questions.