

15 August 2023

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, not on ERS*, **must** be in pdf format and submitted via email to:
ap.layork@baesystems.com.

All supplier invoices **must** include the Purchase Order Number and corresponding Line item number.

All supplier invoices **must** list a detailed description of the goods and/or services delivered.

*ERS (Evaluated Receipt Settlement) is an automated invoice and payment system or Pay-On-Receipt (POR) system. BAE creates an invoice in your company's behalf when goods are received into our ERP System. Invoices do not need to be sent to receive payment, as the ERS invoice will be used to make the payment to you according to purchase order prices, terms and conditions.

Payment Inquiries:

Please take advantage of our self-serve portal and get real-time status updates by sending an email requesting access to ebusiness@baesystems.com.

In the email, please include:

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

For immediate assistance with invoice and payment questions and concerns call (855) 223-8363.