



SAFRAN  
Centre Paul-Louis Weiller  
46, rue Camille Desmoulins  
92781 Issy les Moulineaux Cedex 9  
France

Issy les Moulineaux, April 15th, 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 June 30<sup>th</sup>, 2018.

From June 1<sup>st</sup>, 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 your usual buyer, or 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](mailto: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



Websites and applications

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:

**BILLING SUPPORT – Safran Finance Services**

Safran provides this Billing Hotline to its suppliers to improve the handling of billing incidents.

**Before reporting an incident, please check that the billing address and mailing address where bills are sent are correct. To do this, go to the Billing addresses for Group companies file.**

The Billing Hotline is a service provided by Safran Finance Services.

**To start, create your account :**

1. Go to the "Create account" tab and then fill in your company information.
2. You will receive a confirmation email sent to your email address within 24 hours.
3. Confirm your registration by activating the link sent in the confirmation email.
4. Keep your username and password safe for future logins.

**Report your incident:**

1. Go to the "Log in" tab
2. Fill in the information and confirm.

You can then track the resolution of your incident by accessing the interface.

<https://sfssupport.microsoftcrmportals.com/en-US/>

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

Yours sincerely,

Safran Aircraft Engines  
Senior Vice President Purchasing  
Mr. Dominique Dupuy

## **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' at the beginning**

From SAP - P83 (MRO)

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' at the beginning**  
From SAP - P83 (MRO)

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

**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

## Appendice 2 : Some important reminders specific to Safran Aircraft engines

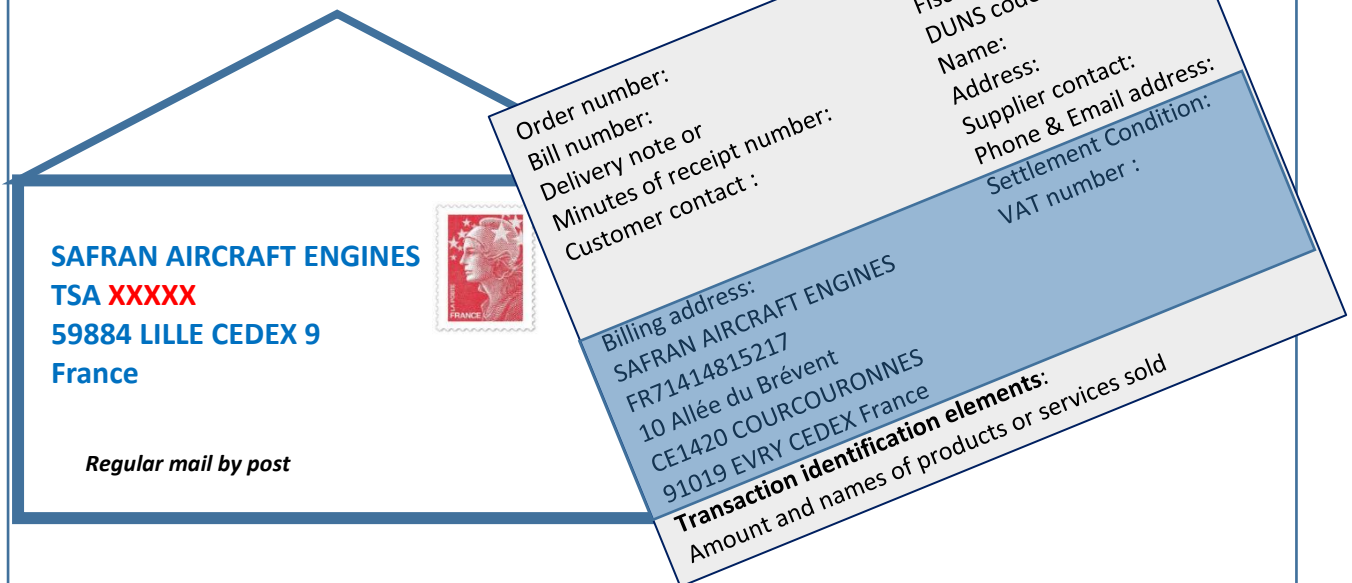
- In the header of the invoice, **Order number** must be 920[PO number] **without any special characters or spaces and without addendum number, line / position or other character**. ex : 924xxxx54 ou 14xxxx39

*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



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

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