

Important Announcement relating to invoice submission

BE Aerospace Kilkeel, continues to strive to improve the invoice processing solution. Our goal is to simplify invoice submission and processing, ensure prompt payment and provide invoice status and payment visibility for our valued suppliers via the supplier portal.

Kilkeel Invoice Submission Requirements

- Kilkeel Invoices must be emailed to kkinvoices@rockwellcollins.com, ensuring the bill to is: **BE Aerospace UK Ltd**.
- Invoices must continue to be in digital PDF format and attached to the email.
- Each invoice needs to be a separate attached PDF document (“1 PDF – 1 invoice”)
- Secure PDFs (password controlled) are not accepted.

Supplier Self-Service Portal

The link to the supplier self-service portal is
<https://portal.rockwellcollins.com/web/suppliers>
which will provide you with:

- Visibility into open PO's
- Visibility into open invoices
- Visibility into paid invoices

There will be no changes at this time to our Leighton Buzzard invoice submission please continue to send invoices, to invoice@beaerospace.com in PDF format (1 PDF per invoice) ensuring the bill to is: **BE Aerospace UK Ltd**

Supplier Statements and Invoice queries for both sites should be directed to interiors.kk.accountspayable@collins.com (Please do not email invoice(s) to this address unless requested)

Thank-you for your co-operation,

BE Aerospace Kilkeel - Accounts Payable Team