

Date
August 22nd, 2023

Subject
Vendor Information – New Accounts Payable
Tool Implementation



Dear valued Vendor,

As we continue to refine our processes to ensure we provide a seamless service to our customers, suppliers, and partners, we are delighted to inform you that we will be implementing a new Accounts Payable tool across the company, starting with our site in Geneva. A phased roll-out will follow for other sites and we will keep you informed accordingly.

Effective **October, 2023**, your invoices to Jet Aviation AG, Geneva should be sent to the new Baseware.com tool (details below) via JGVA.AP.Invoices@pdf.basware.com. The exact go-live date will be confirmed in a second communication.

Emails sent to the above Baseware.com address will receive a 'no-reply' notification as confirmation of receipt.

The new system will automatically handle the approval process. To facilitate a faster approval process, we recommend conforming the invoice to the below requirements. Incomplete or in-correctly issued invoices may not be handled in time or may require additional internal approvals which could delay payments.

Invoice Requirements:

Invoice Header information:

- Always use the correct company legal entity name
- Indicate the correct location (ship to)
- Purchase Order Number (if received)
- Cost Center Number (if received)
- Email address of Jet Aviation employee who ordered the goods/services
- Tail Number if available

Invoice format:

- One invoice per PDF with all attachments (supporting documents included in the same PDF)
- Multiple invoices can be sent in the same email where possible
- Email size shall not exceed 30MB
- Please use Smart-PDF (machine readable pdf) not PDF images
- No special characters in the file name (/, \, ?, *, :, |, ", <, >)

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— PDF files shall not be password-protected

If you need to send statements of account, changes of bank data or address, or any other query, please send directly to the Accounts Payable team at JGVA.AP.Queries@jetaviation.com. Please note that this email address should not be used for sending invoices.

In case you would like to cross-check this information, please visit on our global home page see our [General Terms and Conditions | Jet Aviation](#).

Please share this information with your Master Data team to update your records and inform your billing team to correctly issue the future invoices.

Thank you for your cooperation. If you have any further questions, please contact our Geneva AP team: JGVA.AP.Queries@jetaviation.com .

Best regards,

Jet Aviation Geneva Finance AP Team

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