



## Confirmation of supplier data for Exostar

**Originator:** Levi Redmond  
**Job Title:** Purchasing Development Leader  
**Business Unit:** Global Purchasing

**NTS Number:** 345  
**Issue:** 1  
**Date:** 25<sup>th</sup> July 2013

For the attention of the Sales Manager, Operations Manager, Accounts Receivable Manager and Quality Manager:

**Dear Sir or Madam,**

**Scope/Applicability:**

All suppliers to Rolls-Royce.

**Introduction:**

Over the coming months all suppliers will need a valid Exostar account in order to do business with Rolls-Royce. We will be launching electronic invoicing, electronic concession and online approved supplier lists, as well as expanding the use of existing tools such as electronic purchase orders and delivery schedules.

In order to facilitate this process we are confirming all of our supplier contact information to ensure it remains as up-to-date as possible. Therefore, starting immediately, a mixed team from Exostar and Rolls-Royce will be contacting all suppliers to ensure your details are correct within our system. Please respond promptly to the e-mail or phone call to ensure you are prepared for the changes and look out for further communications.

**Action Required:**

- Provide us with your correct data when contacted.
- When you receive an 'invitation to on-board' e-mail, follow the link and instructions to register with Exostar.

**NTS Category Type:**

General Information / Communication

**Authorised by:**

Robin Balderstone  
Purchasing Development Executive