

Notice to Suppliers



Rolls-Royce

Number: 207
Issue: 001
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No Purchase Order No Payment

For the attention of the Managing Director, Finance Director and Sales Director

Dear Sir or Madam,

Scope:

- All suppliers operating to SABRe processes in accordance with Rolls-Royce approval and purchase order requirements.
- All suppliers (both Production and Indirect), who submit invoices to the Rolls-Royce plc European Finance Service Centre (Derby).

Background:

Rolls-Royce plc is introducing a No Purchase Order No Payment (NPNP) policy for all supplier invoices commencing on 1st January 2007.

This means that a valid purchase order number must be present on all invoices sent to the Rolls-Royce plc European Finance Service Centre in Derby.

Action Required:

From 1 January 2007, if you are undertaking work for Rolls-Royce plc, which will result in an invoice being submitted to the European Finance Service Centre, please ensure you have a valid Purchase Order number prior to commencing the project.

A valid Purchase Order number is one of the following:

- SAP (10 numeric)
- Exostar (3 numeric-hyphen - 3 / 4 numeric)

For all SAP Purchase Orders (which can be identified from the Text on the Purchase Order), a valid Service Entry Sheet (SES) number (beginning 1XXXXXXXX) must be obtained from the user of the service also identified on the Purchase Order, and submitted on the invoice along with the Purchase Order Number. Without this, Rolls-Royce plc will be unable to process the invoice for payment.

Cascade the content of this NTS within your company as necessary and instruct all relevant employees of the above and ensure that they refer any requests for goods or services, without a Purchase Order from Rolls-Royce plc, to your normal purchasing contact from the business unit placing the orders.

No Purchase Order No Payment

Should additional clarification be required, please refer to your normal purchasing contact or the NPNP Helpdesk on +44 (0) 1332 333773.

**Yours faithfully,
for Rolls-Royce plc.**



**Colin Glynn
Controller - Rolls-Royce plc
European Finance Service Centre.**

Authorised by:



**Gordon Tytler
Global Purchasing Director -
Investments & Services, Rolls-
Royce plc.**