



2014-11-06

Dear Supplier,

We hereby want to inform you that SAS has now established a work process where all work, assignments and services that SAS order from our external suppliers need to be based on a **Purchase Order (PO)** that SAS send to the supplier.

Referencing a Purchase Order is strictly mandatory when invoicing SAS (No Purchase Order – No Pay”)

Concretely the work process means that referencing a purchase order is strictly mandatory when invoicing SAS and that SAS has introduced a strict “No Purchase Order – No Pay” policy that has been widely communicated internally. Please make sure that you as a supplier always ask SAS to initiate a Purchase Order as soon as we request you to do work for us and secure that you have got or will get a PO from SAS before sending future invoices.

For your information, when a Purchase Order is approved internally it will be sent as a pdf by e-mail to your company.

This work process has clear benefits for both SAS and our suppliers to use purchase orders. The pre-approval process gives the supplier an assurance that the order has been approved by a SAS manager/approver before the order reaches you. It also ensures that the supplier receives all the necessary invoice information which minimizes the risk of extra administration and payment delays.

We thank you for your cooperation.

If you have any questions related to this information do not hesitate to contact us.

Best regards,

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