



2014-11-24

## Minimum requirements for receiving call-offs of offered goods and services, to invoicing SAS

- 1. Each invoice should be addressed to your contact person at SAS using the SAS Reference**  
To be able to process the invoice in the system it needs to have a correct SAS-reference to the person at SAS that has requested the goods and/or services. Currently the SAS reference is on the format (Employee number/Full name/Dept. code).
- 2. Make sure to always receive a PO before starting your delivery to SAS**  
Every call-off of your offered goods and/or services must be based on a SAS issued purchase order. Please ensure that you always receive a correct purchase order before starting your delivery or work to SAS as SAS has a "No Purchase Order, No Pay" policy.
- 3. Mandatory electronic invoicing**  
Invoicing shall be made by done electronically. SAS will accept pdf-invoices for ad hoc/one-time suppliers, or according to agreement.
- 4. Each invoice must refer to a valid PO number and exactly match the PO**  
Each invoice should refer to a valid PO-number and exactly mirror the purchase order to allow a systematic matching between invoices and purchase orders. That means that the invoice should include purchase order number, line number, currency, quantity and amount as specified in the purchase order.
- 5. Each invoice should be accompanied with all relevant documentation**  
Each invoice shall be accompanied with relevant and detailed specifications, in accordance with SAS' directions.
- 6. Payment terms are 45 days after SAS has registered the receipt of a correct invoice**  
Payment will be made 45 days after receipt of a correct invoice, unless otherwise agreed in contract. The supplier will not be able to invoice SAS before the delivery or performance is accepted by SAS as final and complete.
- 7. No separate invoicing for items less than SEK 500**  
For administrative purposes, items amounting to SEK 500 (or its equivalent in any other currency) or less may not be invoiced separately and invoices shall be sent to SAS no more often than on a monthly basis.

For the full SAS Group General Terms and Conditions, please contact SAS Group Supply Chain. Sincerely,  
SAS Group Procure-to-Pay

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