

Airbus validation rules/ important invoice rules

› Invoice rules

- Invoice creation date
 - The creation date can be up to max. of 30 days in the past. Exceeding the required day, the invoice will not be sent
- PO acknowledgement
 - Has to be done before invoice creation. Acceptance based on the date, quantity, price and currency. Please contact the Airbus procurement responsible provided in the PO in case of problems
- Billable items
 - All PO lines that are not fully invoiced will be published by your customer in AirSupply
- The correct invoice prices
 - The invoice *must not* be sent if the pre-filled price based on the PO is incorrect

› Correcting an already sent invoice

- The recommended process:
 - Send a full credit note on the invoice which is already sent
 - Collaborate on the PO to have the correct quantity, price and currency in the PO
 - Create a new invoice with the correct price and the correct quantity based on the PO
 - This process is not necessary if the PO was carefully examined before