



Attention NNS Suppliers:

Newport News Shipbuilding is excited to announce that beginning in 2016 we will be implementing an automated Accounts Payable solution. The new automated solution will offer increased efficiencies and visibility to the invoicing and payment process. The most notable change for vendors is that invoices will be accepted electronically! Please note that invoices must still continue to be sent via mail until the solution has been implemented and you have been notified. The solution will be implemented on a phased approach with the first phase being in the fourth quarter 2015 as a pilot program. If your company is interested in being a part of the pilot, please email [renee.bilodeau@hii-nns.com](mailto:renee.bilodeau@hii-nns.com). In the meantime, your company can start preparing for the new solution by ensuring the following:

- The purchase order is identified on the invoice (if applicable)
- The remit address is clearly identified on the invoice
- The purchase order line is clearly identified on the invoice
- The unit of measure on the invoice is the same as the purchase order
- Review the invoice and purchase order to ensure the quantity and price are correct
- Ensure all documentation is submitted with the invoice (i.e. travel receipts, waivers, insurance papers)

Please note that as we get closer to implementation, additional information will be cascaded.

A DIVISION OF HUNTINGTON INGALLS INDUSTRIES

4101 Washington Avenue • Newport News, VA 23607 • Telephone (757) 380-2000 • [www.huntingtoningalls.com](http://www.huntingtoningalls.com)