

## **Important Message from MBAA**

Dear Supplier

### **Payment method change**

As a company we are moving toward digitalization and as part of our initiation, we request to opt to change your payment method to EFT from Check. We can assure you payments will be more swift and with less hassle.

Please fill the w9 form attached with this email and send it to [trds@mbaa.com](mailto:trds@mbaa.com)

### **How to Submit Invoices:**

Always submit invoices to below email addresses and pay attention to the conditions below

1. Every email should have only one invoice
2. Invoice has to be in PDF format
3. Any supporting document should be attached accordingly with a prefix of ATT in the file name

Not following the above rules will result in failure to submit the invoice and will also delay your payment

Email: [xyz@mbaa.com](mailto:xyz@mbaa.com)

For any questions on the above topics, please reach out to [abcd@mbaa.com](mailto:abcd@mbaa.com)