



Dear Supplier,

As an integral part of the transition from SAP Ariba (iBuy) to Coupa, we have been driving a campaign to close open invoices against iBuy Purchase Orders (e.g. 8XXXXXXXXX series orders).

In case you have any outstanding invoice for goods/ services **delivered prior to 31st March**, you are kindly requested to **submit your invoices before 30th April**.

Such invoices can be submitted:

- Via email in a PDF format to:

AstraZeneca Entity	Business Unit	Invoice Submission Mail ID
AstraZeneca UK Limited	Hubs	P2Pinvoice@astrazeneca.com
AstraZeneca UK Limited	Marketing Company	apinvoicesgb@astrazeneca.com
MedImmune Ltd	MedImmune UK (Cambridge)	MedImmuneCambridge.AccountsPayableInvoices@astrazeneca.com

- Via Ariba Network*

Please make sure that iBuy Purchase Order number is updated on the invoice.

Please ignore this notification if there are no outstanding invoices against SAP Ariba (iBuy) purchase orders for goods/ services delivered prior to 31st March.

If you have any questions in regards to the outstanding invoices, please contact [AstraZeneca Helpdesk](#).

Thank you for your support!

Yours sincerely,

AstraZeneca Coupa Supplier Enablement Team



**Option available only for open for action orders. If you receive an error when attempting to submit invoice, please be informed that you must send the invoice via email.*