

Q1. How do End of Accumulation Period (EOAP) pay terms work?

A1. The EOAP process collects invoices with invoice dates falling inside the defined “accumulation period.” At Avaya, the accumulation period will be thirty days. The beginning and end of the 30 days will be dependent on the payment term. At the end of the accumulation period, any invoices collected by Avaya Accounts Payable that fall within that period will have the payment term (e.g., 60 days) applied. The payment will be issued in the first payment run in the month following the end of the payment term.

Q2. After the end of an Accumulation Period, when should a supplier expect to receive payment?

A2. This new process calls for payments to be executed in the first Accounts Payable run in the month following completion of the Accumulation Period plus the payment term. Payment type (ACH, Wire, Check, etc) will dictate when suppliers will receive payment. To improve predictability of receipt, Avaya AP has provided a monthly payment run schedule attached to his notice. In addition, suppliers can access Avaya’s supplier portals to view when an invoice is due for payment:

PO series beginning with 452 and 454: <https://esupply.avaya.com/?s=1>

PO series beginning with 450, 55, and V: www.avaya.com/iinquire

Q3. Who will be affected?

A3. Avaya is requesting all current and future suppliers to accept these terms.

Q4. Why is Avaya doing this?

A4. The primary purpose for this change is to focus on improved efficiencies and predictability in Avaya’s AP process. Efficiencies are created through fewer and larger payment runs on a defined monthly schedule. Predictability is also important to our suppliers so they can be confident of when funds will be received. EOAP is not unique to Avaya and many other companies have implemented EOAP or monthly payment processes.

Q5. As a supplier, what is the benefit of accepting EOAP terms?

A5. To ensure this program is successful, Avaya is committing resources that will be focused on the issues preventing invoices from being paid on time and EOAP invoices will be their first priority. Avaya wants suppliers to feel confident they will receive their payment on time and reduce the

need for both parties to waste time and energy “chasing” payments. Less chasing means more efficiency and lower costs to our suppliers. Lower costs are good for suppliers and Avaya.

Q6. Who can I talk to for more information?

A6. A Global Sourcing commodity manager will be the best point of contact. This individual will address your questions directly or ensure the appropriate resources are involved to answer your questions.

Q7. What other terms are available?

A6. Avaya is able to offer other EOAP variations. Your Avaya contact will be able to advise what other terms are acceptable. New business awards will be contingent on agreement with EOAP terms.