

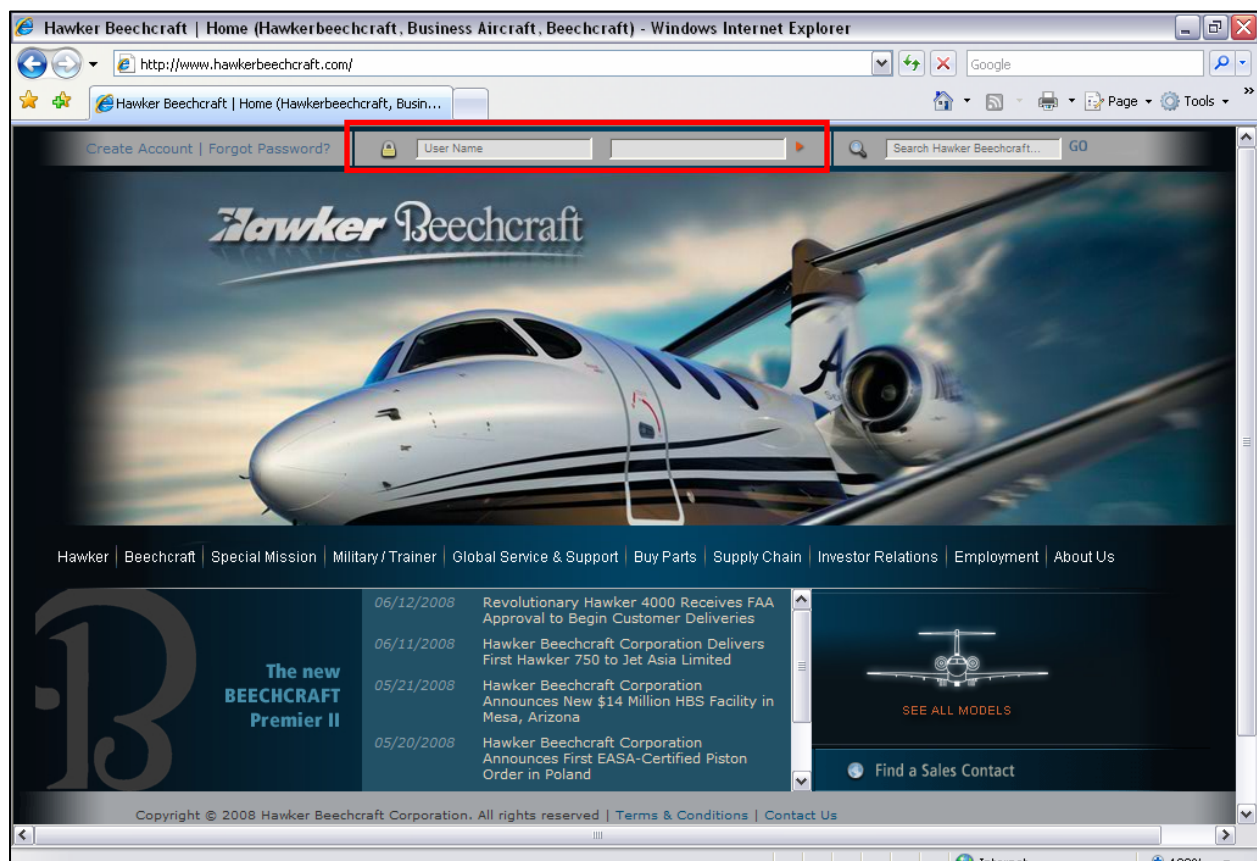


## Using the Accounts Payable Website

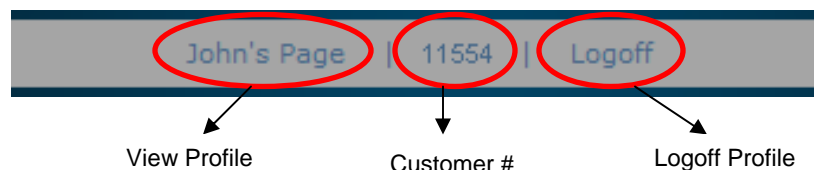
The Hawker Beechcraft website now offers you visibility of your Account Reconciliation statement and the ability to print copies of invoices for sales and services from both RAPID and Hawker Beechcraft Corporation (Technical Publications, Support Plus, and Repair Design Office.)

**NOTE:** If you are not already authorized to access the Accounts Payable site, please request your company's financial manager to send an email to [HBC\\_C&C@hawkerbeechcraft.com](mailto:HBC_C&C@hawkerbeechcraft.com) approving your access. The email should include the names of the users and your customer account number.

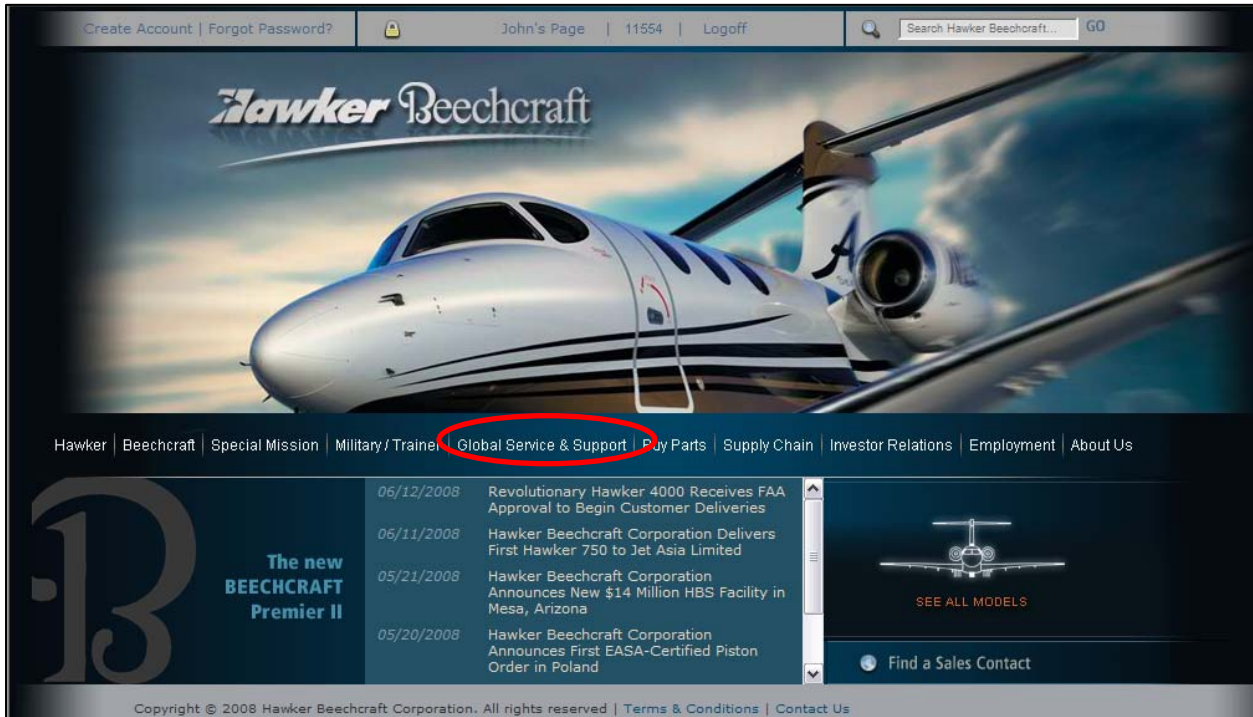
**STEP 1:** Go to [www.hawkerbeechcraft.com](http://www.hawkerbeechcraft.com) and **login** to your customer account.



Once you login to your **account**, you will see your profile links at the top of the screen.



**STEP 2:** On the HBC homepage, click on the **Global Service & Support** link.



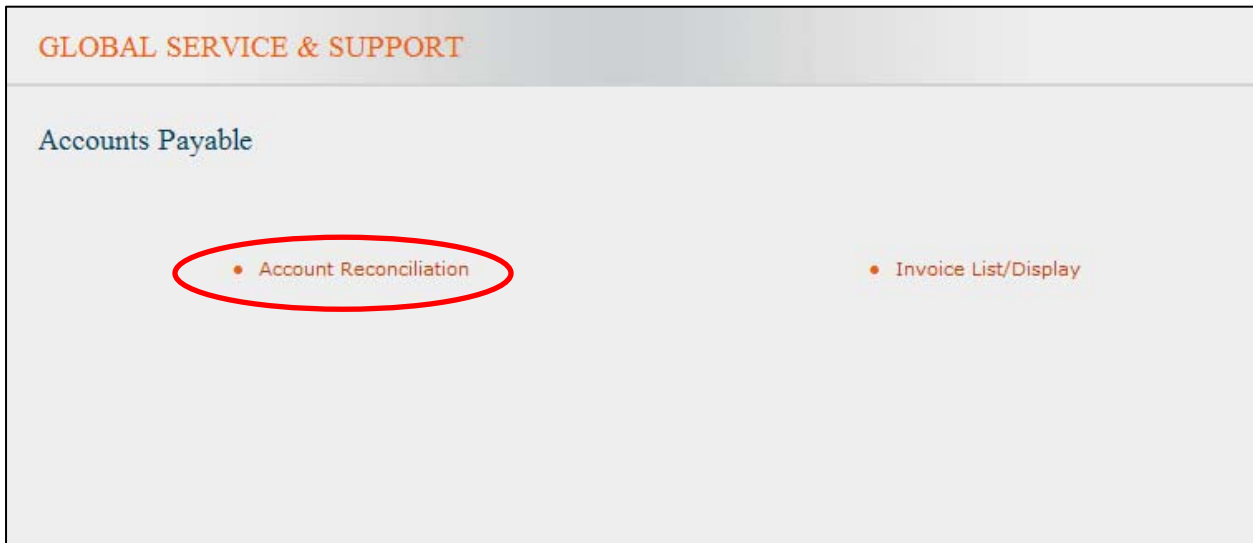
At the Global Service & Support homepage, click on the **Accounts Payable** link.



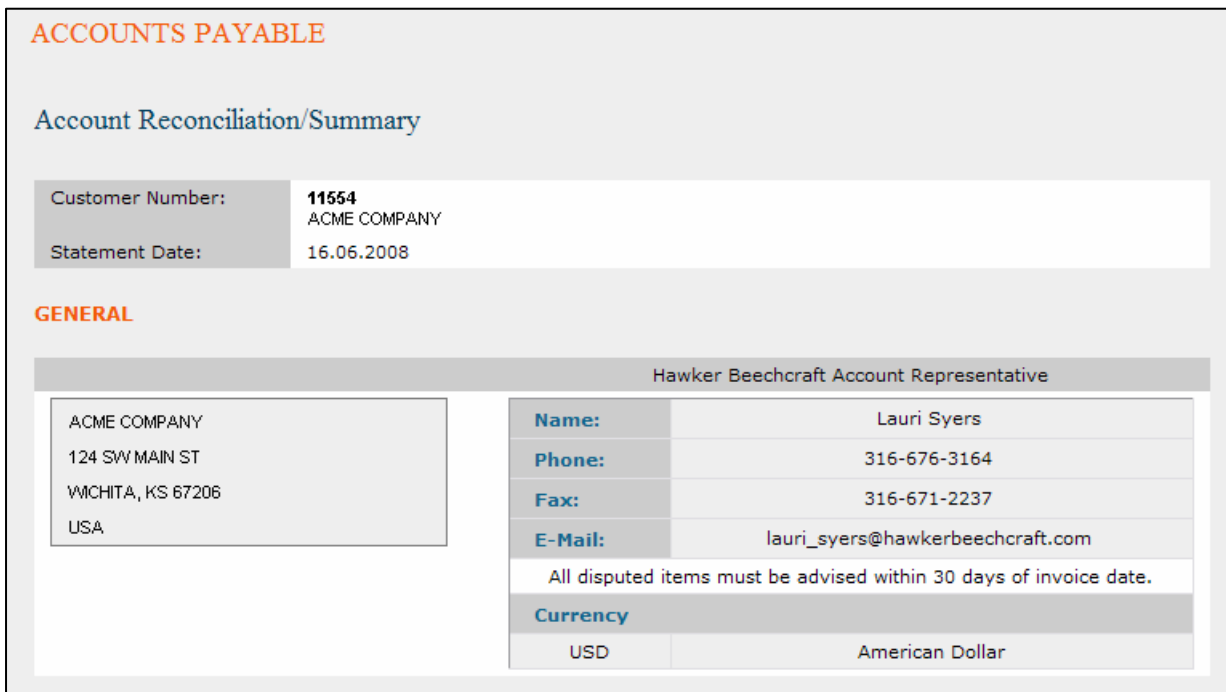
**STEP 3:** You are now at the Accounts Payable homepage. Here you will find two links:  
**Account Reconciliation** and **Invoice List/Display**.

- The Account Reconciliation page displays information relating to the current balance on your account, contact information for your Credit & Collections account representative and payment addresses.
- The Invoice List/Display page allows you to search for and view invoices from RAPID and HBC purchases.

Click on the **Accounts Reconciliation** link.



You are now at the **Accounts Reconciliation/Summary** page.



**Scroll down** to view more information. Under the **Status** section, you can click on the company names (ex: RAPID) to view the open items on your account. This gives you visibility of the status of your account without waiting to receive your monthly statement.

**PAYMENT ADDRESSES**

Send detailed remittance advice with payment or fax to 316 671 2038

Checks by standard mail	Checks by overnight courier	Electronic payments/bank wire transfers
Hawker Beechcraft Corporation PO Box 102470 Atlanta GA 30368-2470 United States	Hawker Beechcraft Corporation SunTrust Lockbox 102470 100 Southcrest Dr Stockbridge GA 30281 United States Telephone 877.786.3333	Hawker Beechcraft Corporation Bank of America 100 W 33rd St, New York NY 10001 Account 1233246081 Routing 026009593 SWIFT BOFAUS3N

**STATUS**

Company	Current Amount	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Total Due
HBC	8858.34	225.00	0.00	0.00	0.00	9083.34
RAPID	569206.59	62559.06-	132737.27-	0.00	0.00	373910.26
RAPID	0.00	5147.47-	0.00	0.00	0.00	5147.47-
Total	578064.93	67481.53-	132737.27-	0.00	0.00	377846.13

**COMPANY CODES**

Code	Name
HBC	Hawker Beechcraft Corporation
RAPID	Rapid Aircraft Parts Inventory and Distribution Company, LLC
RAPID	Rapid Aircraft Parts Inventory and Distribution Company, LLC (UK)
Total	Hawker Beechcraft

**STEP 4:** Back on the Accounts Payable homepage, click the **Invoice List/Display** link.

**GLOBAL SERVICE & SUPPORT**

Accounts Payable

- Account Reconciliation
- Invoice List/Display


You are now at the **Document Search** page. Here you can search for invoices by document number, PO number or part number. You can also define a start and end date to narrow your search. Click on the **Search** button when you are ready to retrieve your results.


**ACCOUNTS PAYABLE**

Document Search

Customer Number: 11554

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Start Date:   Document Number:











End Date:   PO Number:

Part Number:

**Search**


Your **search results** will now appear. You can sort the invoices by clicking the company column. By clicking the numbers below, you can go the next page of results. To view a copy of an **invoice**, click the PDF icon in the View Document column.

 **Search Results**

Type	Document	Date Created	PO Number	Items	Company	View Document
Inv	0000000001	06/11/2008	06-0212	2	HBC	
Inv	0000000002	06/05/2008	07-0298	2	HBC	
Inv	0000000003	05/29/2008	10-0298	4	HBC	
Inv	0000000004	05/25/2008	08-0240	1	HBC	
Inv	0000000005	05/25/2008	08-0300	1	HBC	
Inv	0000000006	05/23/2008	12-0298	4	HBC	
Inv	0000000007	05/23/2008	04-0298	2	HBC	
Inv	0000000008	05/21/2008	05-0600	1	HBC	
Inv	0000000009	06/16/2008	02-0234	1	RAPID	
Inv	0000000010	06/13/2008	01-0238	2	RAPID	

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 ...

A PDF of the **invoice** you clicked on will now appear. You can print a copy for your own records.

		<b>INVOICE</b>		Hawker Beechcraft Corporation 9709 E. Central Wichita, KS 67206  Telephone 316.676.7111
<b>Invoice</b>	98635627			<b>Page 1</b>
<b>Customer Identification</b>				
<b>Bill To:</b> 11554  ACME COMPANY 112 SW MAIN ST WICHITA, KS 67206 USA		<b>Sold To:</b> 11554  ACME COMPANY 112 SW MAIN ST WICHITA, KS 67206 USA		

You have now successfully navigated the **Accounts Payable** website!