

REQUIREMENTS FOR THE ACCEPTANCE OF INVOICES AND PAYMENT DOCUMENTS

1. Submission of the document

The Contractor must submit for review and approval, all Payment Statement or Itemised cost breakdowns, or Proforma, by Eiffage, according to the format provided by Eiffage and complying with the requirements stipulated for the forwarding thereof, no later than the **20th of the month**, each time any of the following situations is met:

1. Any of the payment milestones established in the contract is complied with.
2. On a monthly basis in contracts for the progress of works or services.

Documents received after the 20th of each month shall be processed in the following month.

In addition to the contractual deliverables which underpin the execution recorded in each Payment Statement or Itemised cost breakdowns, the Contractor must certify compliance of its Labour Obligations with its own personnel and obligations with Subcontractors, pursuant to that set forth in the General Terms and Conditions for the contracting of Works and Services.

2. Approval and acceptance

Eiffage shall internally review the Payment Statement, Itemised cost breakdowns or Proforma, verifying the progress or compliance of the milestone registered and its requirements for approval and shall conclude its approval by means of signatures.

Eiffage shall forward within the contractually stipulated deadline, the approved Payment Statement, Itemised cost breakdowns or Proforma, so that the contractor can proceed with the issuance of the invoice.

3. Issuance and forwarding of the invoice or credit note:

The deadline for the issuance and forwarding of shall be the **25th of each month**, all invoices received with an issue date after the 25th of each month shall be automatically rejected and must be issued with the date of the following month.

The document must include mention of the Contract/Order number signed with Eiffage. In addition to complying with the legal requirements set forth in prevailing regulations:

- Must be specifically referred to a sales invoice.
- Surnames and name or corporate name and Tax ID number (RUT) of the seller or service provider.
- Surnames and name or corporate name and Tax ID number (RUT) of Eiffage Energía Chile Ltda 76.328.136-1, together with the separate VAT paid.
- Include a number corresponding to a consecutive numbering system for sales invoices.
- Date of issue.
- Specific or generic description of the items sold or services rendered which matches the contents of the Contract/Order, otherwise the invoice shall be rejected.
- A single invoice shall be issued for each Order/Contract.
- Total value of the transaction.

The invoice shall be sent in the following manner, otherwise it shall not be understood to have been received and may be rejected for this reason:

- The mailbox enabled for sending invoices and other DTEs is Proveedores.Chile.EIE.SPAIN@eiffage.com.
- For each document issued, an email must be sent to the aforementioned account.
- The PDF of the invoice issued must be enclosed to the Payment Statement, Itemised cost breakdowns or Proforma, approved by Eiffage.

- The email must be sent specifying in the SUBJECT MATTER of the email the Project Number or Cost Centre - Order No.- Corporate Name of the supplier- Eiffage Energía Chile.

In the event of a corrective invoice or credit note, the reference of the charge invoice against which the credit has been issued must be specified; it must likewise note the Order/Contract number or credit request reference where appropriate.

The documentation required from subcontractors shall be that specified in the Order/Contract with which same was contracted, as well as the means for the updating thereof.

Invoices which do not comply with the instructions set out in this document shall be rejected and returned to the supplier until the rectification thereof.

For the follow-up of invoices, please contact the email address:
<https://buzonproveedores.energia.eiffage.es/>