

INVOICING INSTRUCCION EIFFAGE ENERGÍA S.L.U. Succursal in Germany (the Company)

IMPORTANT that, in addition to the formal requirements prescribed by VAT law, (§ 14 Abs. 4 i.V.m. § 14a Abs. 5 UStG) **each Invoice must be issued in compliance with the following instructions:**

- Invoice must include reference to the Delivery Note number, Certification number, or contractual Milestone,
- each Invoice shall be issued against a single Purchase Order / Contract, expressly mentioning it, and a recapitulative Invoice may be issued only for deliveries made from the same calendar month and from the same Purchase Order / Contract,
- Invoice shall include all the Company's identification data as indicated in the Purchase Order / Contract reference,
- Invoice must include the Subject of the Contract and/or detailed description of the operations, including separately the quantities and unit prices applied, coinciding, where appropriate, with the content of the Purchase Order/Contract.

The Invoice issue date must not be prior to 5 days before the date of receipt of the Invoice by the Company.

HOW TO SEND YOUR INVOICES?

Invoices must be issued and sent no later than **25th day of each month**, all invoices with a day of dispatch and/or date of issue after the 25th day of each month will be **automatically rejected** and must be issued and sent within **the first 10 days** of the following month.

The original Invoice in PDF electronic format will be sent to the following e-mail:
Suppliers.Deutschland.EIE.SPAIN@eiffage.com.

Invoice due date shall be calculated from the day of receipt of the Invoice at the above address.

SUPPORT DOCUMENTATION

Invoices must be attached with the necessary support documentation related to the invoicing process, such as delivery notes, certifications signed by both parties, and any other proof documents that are required in the Purchase Order / Contract.

The Company reserves the right to provide at any time sufficient facilities and channels for the provision of such support documentation.

SUBCONTRACTOR'S DOCUMENTATION

The documentation required from subcontractors or services providers shall be as indicated in the Purchase Order / Contract, as well as the facilities for updating it.

INTRASTAT

For the intra-community acquisitions of goods, in addition to the above, it is necessary to include in the Invoice the data to be declared to Intrastat for each imported good: **Commodity Code and Net Mass in Kilograms.**

AMENDMENT INVOICE OR CREDIT NOTE

In the event of an Amendment or Credit Note, this must indicate the reference of the charge Invoice against which the credit memo has been Issued; it must also indicate the Purchase Order / Contract number and the reference of the credit request.

The new Invoice, if any, must be issued on the same date as the Amendment or Credit Note.

Invoices that do not comply with the instructions set out in this document will be rejected and returned to the supplier until rectified.

INVOICE ENQUIRY

If you have any queries regarding invoices, contact us by e-mail to <https://buzonproveedores.energia.eiffage.es/>