

## REQUIREMENTS FOR THE ACCEPTANCE OF INVOICES

### 1. Submission of the document

The Contractor must submit for review and approval, all Payment Statement or Itemised cost breakdowns 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 so that the contractor can proceed with the issuance of the invoice.

### 3. Issuance of invoice or credit note, or electronic payment document:

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.

For the issuance and forwarding of the invoice or electronic document, the Contractor must comply with the following procedures:

The document must include mention of the Contract/Order number signed with Eiffage. In addition to complying with the legal requirements in the Payment Receipts Regulations:

- Identification details of the seller or service provider:
  - o Surnames and names, or corporate or business name.
  - o Address of the tax domicile and of the establishment where the issuance point is located.
  - o Tax Identification number.
- Name of the receipt as an INVOICE.
- Numbering: series and correlative number of sales invoices.
- Details of the printing or graphics company which carried out the printing: Tax Identification number (RUC) and date of printing, as well as the printing authorisation number granted by SUNAT (National Tax Administration Supervisory Authority).
- Recipient of the original and copies
- Invoice issued to: Corporate name Eiffage Energía Perú SAC Tax Identification number (RUC) 20601398606
- The Invoice must include the separate VAT paid.
- 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.
- Total value of the transaction.
- Specify whether the operation is subject to SPOT (Payment of Tax Obligations System) and rate thereof.

- A single invoice shall be issued for each Order/Contract.

a. For those Contractors **who are now under a legal obligation to use electronic invoicing:**

- The mailbox enabled for the submission of electronic invoicing is [Proveedores.Peru.EIE.SPAIN@eiffage.com](mailto:Proveedores.Peru.EIE.SPAIN@eiffage.com).
- The electronic XML document must include the Contract/Order Number
- For each document issued, an email must be sent to the aforementioned account.
- For the Validation, the XML and the graphic representation shall be sent in PDF format, which must arrive in a .zip file attaching the Payment Statement or Itemised cost breakdowns signed by Eiffage. (In the event of receiving only the XML or only the PDF, your document shall be automatically rejected, as well as in the case of not including the Payment Statement or Itemised cost breakdowns).
- 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 Perú.

b. For those Contractors who are not under a legal obligation to use electronic invoicing, the following must be complied with:

- The forwarding of an email for each invoice to the address [Proveedores.Peru.EIE.SPAIN@eiffage.com](mailto:Proveedores.Peru.EIE.SPAIN@eiffage.com).
- The following must be attached to the email:
  - o The image of the invoice in PDF format.
  - o The Payment Statement or Itemised cost breakdowns signed by Eiffage.
- The Payment Statement or Itemised cost breakdowns signed by - Eiffage Energía Perú.
- For each document issued, an email must be sent to the aforementioned account.

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: [Proveedores.Peru.EIE.SPAIN@eiffage.com](mailto:Proveedores.Peru.EIE.SPAIN@eiffage.com).