

The companies of the Eiffage Energía Sistemas Group hereby notify their suppliers of the intention to changeover to the electronic invoicing method as the only means of invoice submission.

Available on our website (<https://www.eiffageenergiasistemas.com/facturacion-de-proveedores-en-formato-electronico/>) are the manuals and formats accepted for the submission of electronic invoices.

The following requirements are established for the correct issuance and submission of electronic invoices:

- 1) **The invoice shall be submitted on the web portal <https://www.b2bconecta.com/einvoiceng/login/>**
- 2) **It shall be invoiced per order.** A single order reference per invoice only. All our orders/contracts have a unique order reference number for each document. **It is an essential condition for the acceptance of your invoice that our order reference is specified.** Grouped invoicing of delivery notes or certifications on the same invoice is only possible if these match in the order reference and, where applicable, of the certifications delivered by our works departments. A delivery note may not be partially invoiced.
- 3) **Invoices shall specify the references of the delivery notes supplied. In addition to the invoice, a COPY of the delivery notes of the material or service, as supporting invoicing documents must be included.** The signed physical delivery notes shall be kept by the supplier and shall only be claimed therefrom if required.
- 4) Once the invoice has been submitted **via the web portal, there is the option to follow up the acceptance procedure until payment** and will be notified of any incidents that the invoice may have.
- 5) **Invoices whose date of issuance is prior to 15 days** from the date of submission on our portal **shall not be accepted.**
- 6) **The method and payment deadline shall be stipulated in our orders.** The date of submission of the invoice shall determine the commencement of the payment terms; the deadline agreed in the order shall be added to this date. From the date obtained in this calculation, the following 5th or 20th day of the month (payment days) shall be the due date for payment of the invoice (with the exception of June and December, which shall be carried over to the following month).
- 7) **The items invoiced must be included in our order,** and match in prices and invoiced units. Without these requirements, invoices shall not be processed for payment and **shall be rejected.**
- 8) **In the event of a corrective invoice (credit note),** these must be issued in a separate document to the charge invoices and, in either event, in any case, **must specify the reference of the charge invoice to which is rectified;** and must likewise note the order number or credit note request reference.
- 9) The **documentation required from subcontractors** shall be that specified in the order document with which same was contracted, as well as the means for the updating thereof. **In the event of partially invoiced subcontracting works,** it shall be necessary for the Eiffage Energía Sistemas Group, to deliver work certifications beforehand. Said certification, signed by Eiffage Energía Sistemas and by the subcontractor, must be forwarded as an attached document to the electronic invoice, in the option enabled on the web portal. Invoices may only be issued without a works certificate **upon completion of the works,** and shall be a single invoice for the total amount of the order. All invoices sent to the Eiffage Energía Sistemas Group must visibly and clearly identify our order number and, where appropriate, certification number.
- 10) **The only documentation which must be notified via the electronic invoicing web portal is business documentation related to the invoicing process,** such as invoices, orders or purchase orders, delivery notes and/or partial or total certifications. **The submission of other documents is not accepted,** in particular, none which include personal data such as employees' employment contracts, identity documents of own or subcontracted workers or any other. The Eiffage Energía Sistemas Group shall not be held liable for the purpose or use given to personal data, or any other type of data, which suppliers may unduly disseminate via the enabled web portal. Therefore, the supplier hereby accepts to declare and hold harmless the Eiffage Energía Sistemas Group from any claim and/or liability of its own or of any third party which may be derivative from actions, omissions or non-compliance of the supplier in the undertaking of this procedure.

Accordingly, the supplier below, **expressly consents to accept, as the only and valid means of invoicing submission between both companies, this channel for the submission of invoices and payments in electronic format,** and agrees to the requirements specified in this document for the submission of the electronic invoice in the Eiffage Energía Sistemas Group. *The undersigned certifies the veracity of the information and that he/she has the authority to grant this consent.*

Date (presentation of this document and acceptance of the commencement of electronic invoicing): _____

Corporate Tax ID (CIF) No.: _____

Name _____ supplier: _____

Signatory (name and surnames): _____ Position: _____

Email: _____

Corporate signature and stamp :