

REQUIREMENTS FOR THE APPROVAL OF ESTIMATES, ITEMISED COST BREAKDOWNS AND THE ISSUANCE AND FORWARDING OF INVOICES

1. Submission of the document

The Contractor must submit for review and approval, all Estimates, 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 Estimate, Itemised cost breakdowns or Proforma, 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 Estimate, 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 Estimate, 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.

Invoices must meet the legal requirements stipulated by the Tax Administration Service (SAT), which can be consulted at the following link <http://omawww.sat.gob.mx/factura/Paginas/default.htm>. The printed representation must contain the requirements included in the current Miscellaneous Tax Resolution.

Furthermore, all invoices or credit notes shall be issued and sent in compliance with the following instructions:

- In all invoices for the supply of materials, administrative services and subcontracted services, the cost centre and the Order/Contract number must be included in the concept or description.
- 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.
- Invoices must be accompanied by the corresponding Estimate or Itemised cost breakdowns approved and signed by the managers of Eiffage Energía México.
- For the Validation, the XML and the graphic representation shall be sent in PDF format, which must arrive in a .zip file attaching the Estimate 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 Estimate of Itemised cost breakdowns).
- Invoices must be sent via email to the following address: Facturas-Mexico.EIE.SPAIN@eiffage.com and with a copy to the persons specified in the Order/Contract.
- 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 México.
- 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.

In the event of a cancellation of invoice. it shall be necessary to send notification of the cancellation of the Digital Tax Invoice via Internet (CFDI), either with or without acceptance, to the email address Facturas-Mexico.EIE.SPAIN@eiffage.com.

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/>