

INVOICING INSTRUCTIONS EIFFAGE ENERGIA TALIA SRL

IMPORTANT that, in addition to the formal requirements prescribed by VAT law, **each Invoice must be issued in compliance with the following instructions :**

- The 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,
- The Invoice shall include all the EEItalia's identification data as indicated in the Purchase Order/Contract reference,
- The 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 date of issue of the Invoice must be no later than 5 days before the date of receipt of the invoice by EEItalia.

HOW TO SEND YOUR INVOICES TO EEITALIA?

The Invoices's issuing and sending date shall be maximum on the **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 email address for sending invoices is Facturas.Italia.EIE.SPAIN@eiffage.com
- For each document issued, an email must be sent to the email above, attaching the Certification or Valued Report signed by both parties.
- The mail should be sent indicating in the Subject the Project Number-Purchase Order No.-Company Name of the supplier-Eiffage Energía Italia.

The due date shall be the starting date of receipt of the Invoice at the above address.

SUPPORTING DOCUMENTATION FOR THE INVOICE

The Invoices shall be sent together with the necessary supporting documentation related to the invoicing procedure, such as delivery notes, certifications signed by both parties, and whatever other evidence document is required in the Purchase Order/Contract.

EEItalia reserves the right to provide at any time sufficient means and channels for the provision of such supporting documentation.

SUBCONTRACTOR'S DOCUMENTATION

The documentation required from subcontractors or service providers shall be as indicated in the Purchase Orders/Contract, as well as the means for updating it.

INTRASTAT

If it is an intra-Community acquisition of goods, in addition to the above, it is necessary to include in the Invoice the data to be declared to Intrastat for each shipped good: **Commodity Code and Net Mass in kilograms.**

AMENDMENT INVOICE OR CREDIT NOTE

In the event of a 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 revised Invoice, if any, must be issued on the same date as the Credit Note.

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

INVOICE ENQUIRY

For any query related to invoices sent, you can do so through the email

<https://buzonproveedores.energia.eiffage.es/>

