

REQUIREMENTS FOR THE ACCEPTANCE OF INVOICES AND PAYMENT DOCUMENTS

1. Submission of the document

The Contractor must submit for review and approval, all Payment Statement or 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 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

Internamente Eiffage realizará la revisión del Estado de Pag, Relación Valorada o Proforma, verificando el avance o el cumplimiento del hito registrado y sus requisitos para aprobación y formalizará su aprobación mediante firmas.

Eiffage shall forward within the contractually stipulated deadline, the approved Payment Statement, 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.

The document must include mention of the Contract/Order number signed with Eiffage. In addition to complying with the legal requirements set forth in Section 22 and Regulation 8 of the GCT Act and the current Regulations:

- The words "Tax Invoice" must be referred to at the top of the invoice;
- The name, address and tax registration number (TRN) or tax identification number of the issuer of the tax invoice;
- The serial number of the tax invoice;
- The date of issue of the document;
- The name, tax registration number (TRN) and address of Eiffage Energía Jamaica;
- The quantity and description of the delivery or performance which matches that included in the Contract/Order, otherwise the invoice shall be rejected;
- The total amount of the consideration for the taxable supply;
- The tax rate and the amount of tax payable;
- The total amount of the consideration and the tax applicable to the supply or performance.
- A single invoice shall be issued for each Order/Contract.

The invoice shall be sent in the following manner, otherwise it shall not be understood to have been received and may be rejected for this reason:

- The mailbox enabled for sending invoices and other credit notes is Invoices-Jamaica.EIE.SPAIN@eiffage.com.
- For each document issued, an email must be sent to the aforementioned account.
- The PDF of the invoice issued must be enclosed to the Payment Statement, Itemised cost breakdowns or Proforma, approved by Eiffage.

- 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 Jamaica.

For foreign, non-English speaking suppliers, the invoice must always be sent in English or a copy translated into English must be enclosed to the invoice.

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