



Supplier Invoice Requirements

This document is intended to provide the minimum requirements for submitting invoices to our Accounts Payable Department. **The requirements herein must be met for invoices to be processed and paid.** Note that there may be additional requirements for invoices submitted for work performed by Contractors/Subcontractors.

Purchase Order Related Invoices:

The following is required on the face of the invoice.

- The word "INVOICE" and not "Statement", "Quote", "Order", "Sales Order" or "Pro-forma Invoice"
- Supplier/Vendor Name and Phone #
- Invoice number
- Invoice date
- Invoice subtotal, tax, and total amount
- Purchase order number
- Purchase order line item(s)
- Quantity, unit of measure, unit price and extended amount per Purchase Order line item
- Date(s) of service/delivery
- Description of service/material

Additional requirements that need to be attached to each Contractor/Subcontractor invoices include, but may not be limited to:

- Number of Contractor/Subcontractor employees worked
- Hours worked by each Contractor/Subcontractor employee
- Miles Driven by each Contractor/Subcontractor employee per Day

Please refer to the Master Contract between the parties for additional requirements.

Credits:

Credits are to be submitted on a credit memo and shall not be included on an invoice nor deducted from open balances. Credit memos are submitted the same way invoices are submitted. Include the following information when submitting credit memos for the original (incorrect) invoice:

- The word "Credit Memo"
- Supplier/Vendor Name and Phone #
- Credit Memo number
- Credit Memo date
- Credit Memo subtotal, tax, and total amount
- Reference the original invoice number
- Purchase order number
- Purchase order line number
- Original invoice number
- Explanation of credit

Submission of Invoices:

All invoices are to be submitted upon delivery of goods or completion of services, and in no event later than 30 days thereafter, to the email address on the face of the Purchase Order. For Ferrovial Services companies, the email addresses are as follows:

REInvoices@ferrovialservices.com	Ferrovial Services U.S., Inc., Ferrovial Services Oil and Gas, Inc., Broadspectrum Downstream Services, Inc., Timec Oilfields, LLC, Timec Specialty Services, Inc., T.R.S.C., Inc., HRI, Inc., Timec Upstream Holdings, LLC	For invoice/payment inquiries, contact: teap@ferrovialservices.com
TIInvoices@ferrovialservices.com	Ferrovial Services Infrastructure, Inc., Ferrovial Services Canada Limited, Ferrovial Services Ontario Limited	For invoice/payment inquiries, contact: tiap@ferrovialservices.com