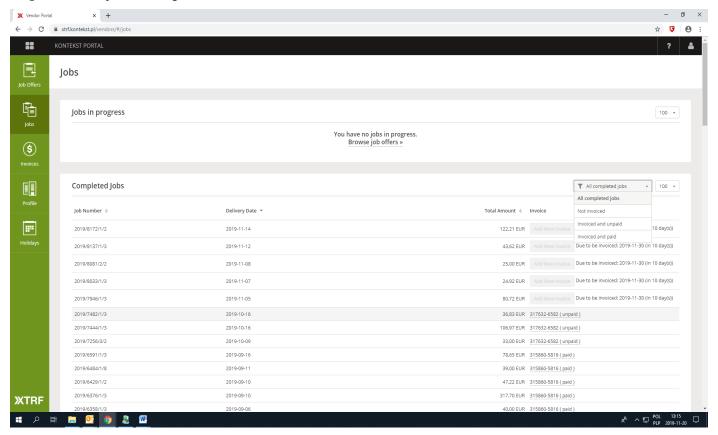
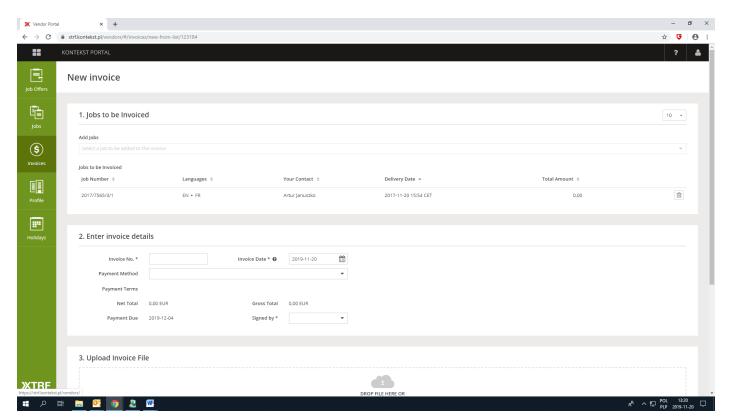
HOW TO ISSUE INVOICES IN VENDOR PORTAL

- Step 1: Log in to Vendor Portal.
- **Step 2:** On the left-hand panel, select **Jobs** → **Completed jobs**. Filter by **Not invoiced** to display all jobs which have been completed, but not invoiced.
- Step 3: Select a job from a given month and click on Add new invoice.



You will be redirected to the **New invoice** window:



Step 4: In section **1. Jobs to be invoiced**, in field **Add jobs**, use the drop-down list to select numbers of projects you want to invoice in a given settlement period (month).

Step 5: Fill in invoice details in section **2. Enter invoice details**:

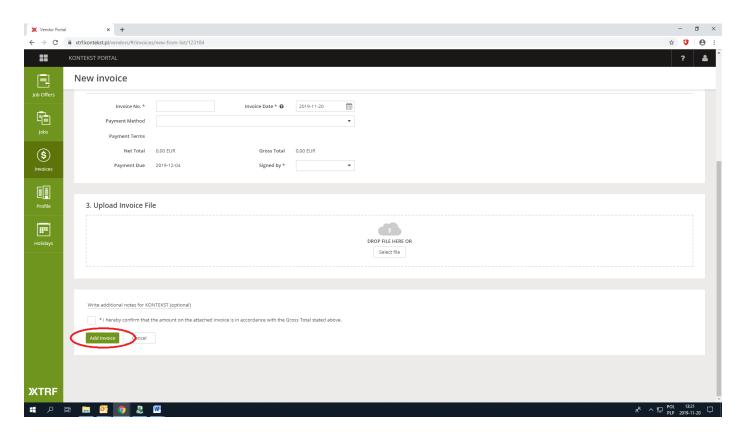
- Choose the invoice date (the <u>actual</u> date of issuing the invoice and uploading it on the portal which must be the same date).
- The payment date is set automatically by the system. Payments are made by KONTEKST each Thursday, 30 days after receiving an invoice in vendor portal.

Note: After you create the invoice in Vendor Portal, create one in your financial software.

Step 6: Drop your invoice (as a PDF/scan) in the DROP FILE HERE field or upload it using the button Select file.

Note: Make sure all details entered in XTRF are consistent with those on your invoice, namely: date of issue, date of sale, net and gross amounts and invoice number – this information *must* be identical in XTRF and in your invoice document.

Step 7: Click on Add invoice. Only then will your invoice be saved in the system.



NOTE:

- Please keep track of your receivables on your profile. Should you spot any discrepancies or missing amounts/settlements etc., please contact the relevant Project Manager directly or email us at kontekst@kontekst.pl to request a correction.
- Each month, the invoicing feature in Vendor Portal is only active on the last day of that month.
- The invoice date in Vendor Portal must be the same as the invoice issue date in your financial software.
- An invoice can only cover one settlement period, i.e. one month. Invoices for jobs delivered in different months will be rejected.
- It is paramount that the sale/delivery date on the invoice be the same as the completion/delivery date of the last job in the given month (column Delivery date).
- This means that even if in a given month you have delivered only a single job, it must be invoiced separately according to the new procedure.
- The invoice must be issued in English, specifying the following payer: KONTEKST spółka z ograniczoną odpowiedzialnością sp. k., Nowogrodzka 56A, 00-695 Warsaw, Poland, TAX ID: PL1132194970
- The new procedure applies starting from 2019-11-01.