HOW TO ISSUE INVOICES IN VENDOR PORTAL

NOTE: Please read the instructions below before you create an invoice

Please keep track of the details of your services on your profile:

1. 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.

The Vendor Portal invoice option for the job(s) delivered in a given month is activated on the last day of that (calendar) month:

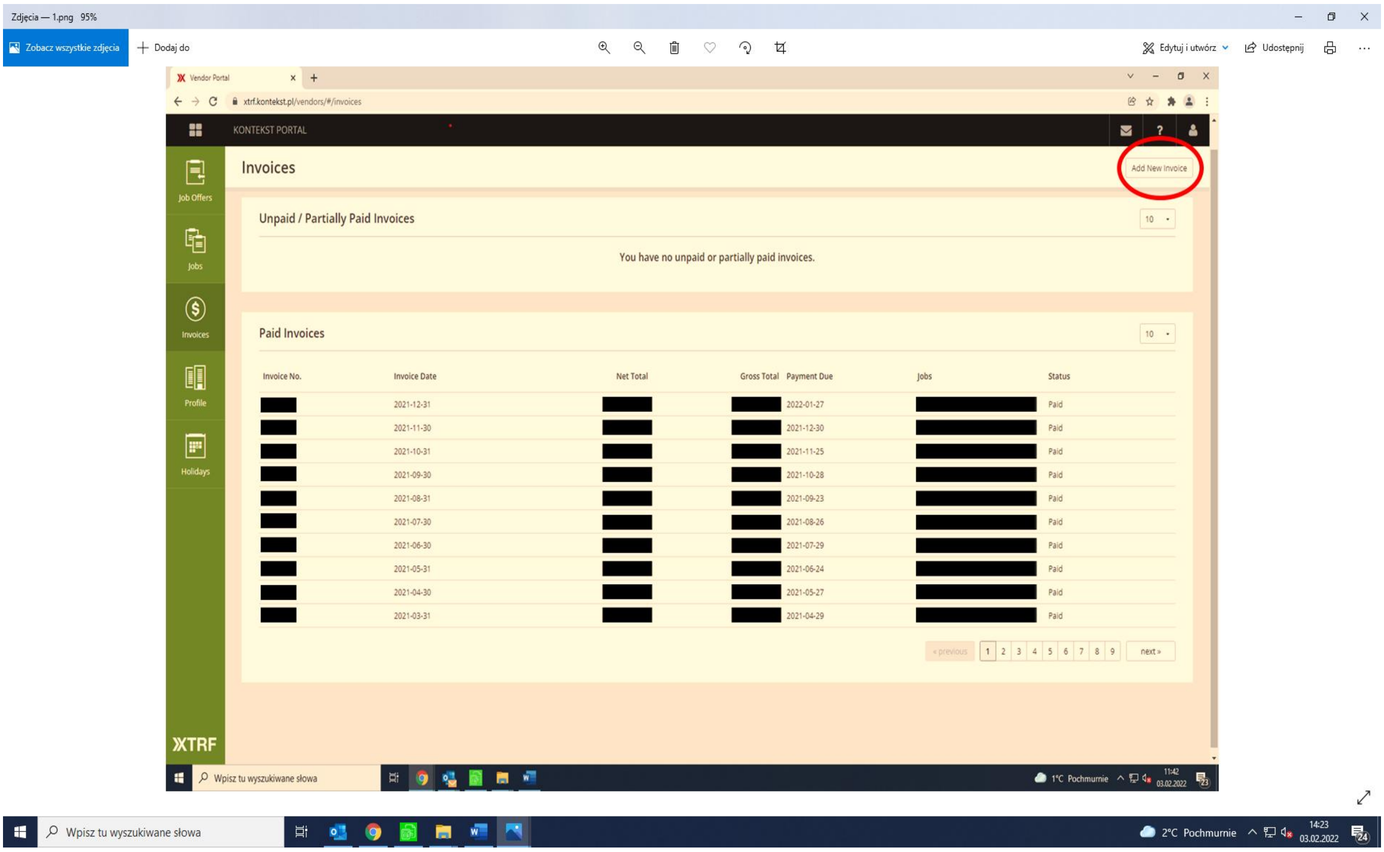
1. When the last day of a given month is a Saturday or a Sunday, please generate the invoice in your accounting software and send it only to invoices@kontekst.pl.

The input data in Vendor Portal and in your accounting software should be identical, which means that:

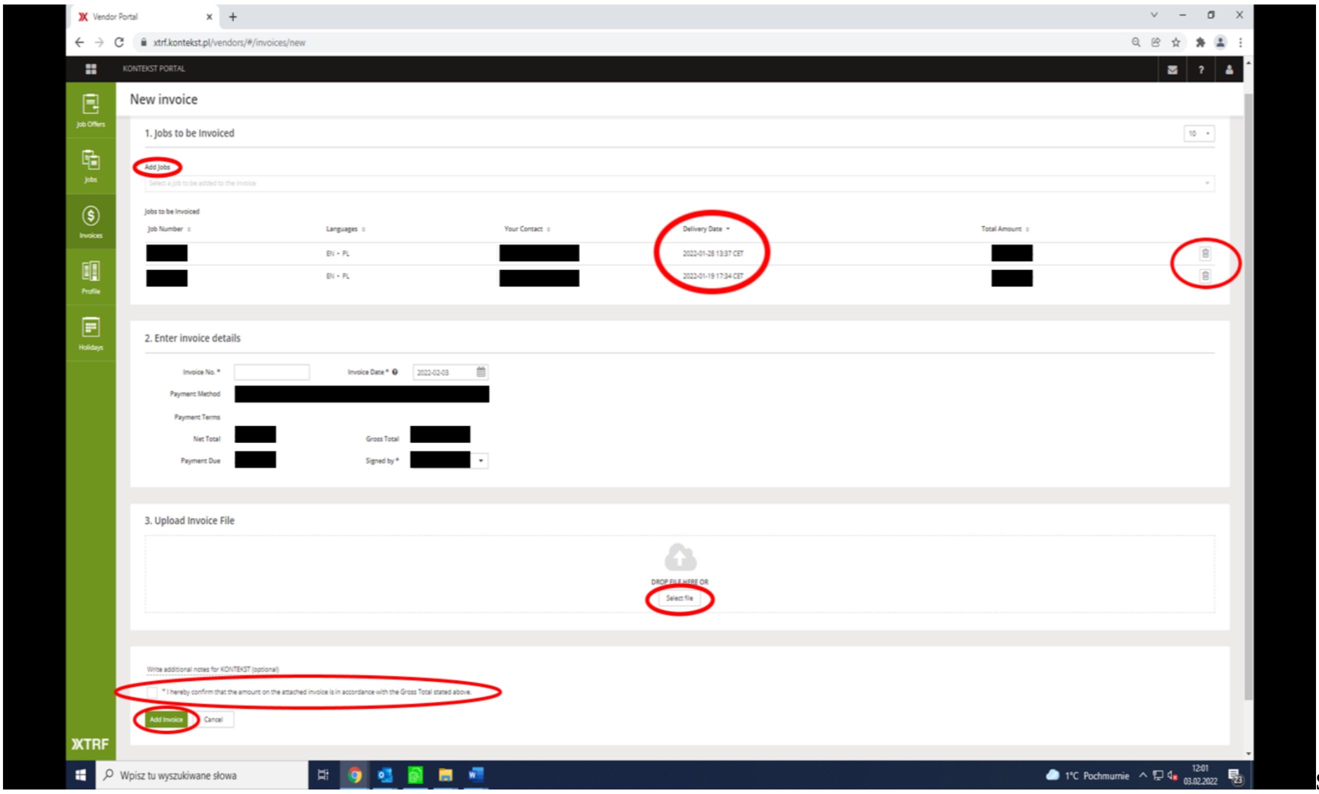
1. The invoice date in Vendor Portal must be the same as the invoice date in your accounting software.
2. An invoice must cover one settlement period (i.e. only jobs delivered in a given month), which means that where several outstanding periods need to be covered, a separate invoice must be created for each settlement period, with the same issue date but with different sale/service delivery dates corresponding to the periods covered (these can also be the last days of the month if an invoice lists several jobs);
3. Note: invoices covering jobs delivered in different months will be ***rejected***;
4. The invoice payer should be: **KONTEKST A. Wolski spółka komandytowa, Ul. Nowogrodzka 56A, 00-695 Warszawa, NIP: PL1132194970**

Step 1: Log in to Vendor Portal.

Step 2: On the left-hand panel, choose the ***Invoices*** tab and click on ***Add New Invoice*** in the top right corner. You will be redirected to a new tab titled ***New Invoice***. This step will create an invoice with today's date as the "Invoice Date" for jobs that have the status "Ready."



Step 3: Make sure that the column ***Delivery Date*** contains a list of jobs whose delivery date was within the given month; all jobs dated otherwise (e.g. uninvoiced jobs) must be removed by clicking on the ***Delete*** button (right-hand column). In the ***Add Jobs*** field you can use the drop-down list to select project numbers you want to invoice in that settlement period (month).



Step 4: Please pay attention to the following:

- the invoice date (this is the ***actual*** date the invoice is created on the portal) <u>Note: you cannot choose a past date here.</u>
- the Payment Due date – it is set automatically to 21 days after the invoice date. <u>Note: payments are made by KONTEKST each Thursday.</u>

Step 5: Drop your own invoice (as a PDF/scan) in the **DROP FILE HERE** field or upload it using the button **Select file**.

<u>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.</u>

Step 6: Click on **Add Invoice**. <u>Note: if you do not click this button, the invoice will not be created.</u>