

## [Azule Energy Invoice requirements for suppliers](#)

The following guidelines will help to ensure that invoices are paid in accordance with the negotiated terms and Azule Energy internal Controls.

### **When to submit invoices:**

Invoices must only be submitted to Azule-Energy after the supply of goods or commencement of work.

Please only issue and send invoices to Azule Energy after full delivery (or transfer of title) of the goods or services being invoiced. Azule can only process invoices after (1) full delivery is rendered and (2) sufficient proof of delivery is received. Where services are provided over multiple months, invoice at the end of each month or when the work is complete, whichever is earlier or per the terms of the contract.

### **What to submit on invoices:**

Invoices must conform to all local legal requirements, be on company letterhead and/or invoice template, be a valid tax invoice (not pro-forma or other communication) and must include as a minimum the following information:

- Header Information:
  - Azule Energy legal company name / Address (for PO invoices should match PO)
  - Invoice type (“Invoice” or “Credit” clearly stated on the first page of the document)
  - Single invoice reference number (16 characters or less)
  - Invoice date
  - Single PO number per invoice
  - Service Entry Sheet Number
  - Invoice currency (for PO invoices should match PO, Except for Resident | Local Vendors)
  - Supplier legal name and address (for PO invoices should match PO)
  - Supplier VAT /NIF/ /Tax registration number
  - Remittance banking details (including IBAN / Swift Code where used)

Resident vendors are required to adhere to Angola invoicing Law:

1. Invoices or Equivalent Documents, except sales receipts or receipts for services provided, are required to contain the following items:
  - a) name, style or company name, Tax Identification Number, registered office or address of the supplier of the goods or provider of services, and also of the respective purchaser, when he is an individual or legal entity in the performance of his professional, commercial, industrial and civil activity with or without a commercial form;
  - b) sequential and chronological numbering by type of document and financial year, and one or more duly identified series may be used;
  - c) itemisation of the goods or services provided, with an indication of the quantities or units of reference, and the non-marketable packaging must be indicated separately and with an express statement that its return has been agreed;

- d) the unit and total price in national currency, except invoices arising from the process of import or export, which are subject to the rules of international trade;
  - e) the applicable rates of tax and the amount of the tax, when due;
  - f) the reason justifying non-assessment of tax, when due, with an indication of the statutory rule on which this is based;
  - g) the date and place at which the goods were made available to the purchasers, at which the services were provided and also, where applicable, the date on which the advance payments were made;
  - h) they must be written in the Portuguese language;
  - i) the date of issue;
  - j) the identification of the computer system used for the issue of the invoice or equivalent document, and also, where applicable, its certificate number.
2. When the goods and services are subject to different rates of tax, their description will be made separately.
  3. In the case of an Invoice/Receipt issued by self-billing as specified in the previous article, the sequential and chronological numbering referred to in item 1(b) of this article must be different from the invoice or equivalent document of sales or services provided issued by the taxpayers.
  4. Generic invoices to be issued by financial institutions must meet the requirements stated in item 1 of this article.
  5. Invoices or equivalent documents issued by foreign entities will be translated in accordance with current legislation.

In addition, suppliers are required adhere to the following timelines:

- Resident vendors providing services to Solenova Limited, shall submit invoices no later than 60 days after the invoice issuance date.
- Resident vendors providing services to all other Azule entities, shall submit invoices no later than 90 days after the invoice issuance date.

#### **What to submit on Credit Notes:**

- Credit Notes are expected to be received for the Invoices already paid by Azule Energy and a total or partial offset is required.
- Credit Notes are to be submitted to each legal entity separately, with reference to at the following for each line item:
  - A PO number or clear identification of the service being credited;
  - An original invoice number.
- If the credit note applies to multiple documents, include the name of the Azule Energy Business contact | Contract Administrator/Manager, and supporting documentation in sufficient detail for Azule Energy to understand to what activity the credit note applies including references to the original POs, invoices and cost objects by line item.

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### Supporting Documentation:

- Supporting documentation, regardless of format, must provide sufficient evidence for the designated Azule-Energy representative to validate that the referenced services have been received as invoiced and provide a proper audit trail.
- Optimally, the supporting documentation should be signed by the Azule Energy's employee who received the service at the time it was performed, and who can best validate that it was performed. However, in the absence of access to a Azule Energy's employee or representative who can confirm performance of the work onsite, other acceptable supporting documentation may be used. Please liaise with the Azule Energy Business contact person to confirm and provide the correct supporting documentation before submitting an invoice.
- Where required to confirm service receipt, 'signatures' on supporting documentation include legible hand-written signatures and electronically verified signature stamps (i.e., DocuSign).

### How to submit invoices:

Azule Energy preferable submission method is through the ARIBA Order Collaboration Portal.

However, for specific vendors, a dedicated country specific email address (not an individual person), will be shared for invoice ingestion.

Please use only the submission method that have been instructed to you by the Company.

If the vendor is e-mail enabled and is emailing an invoice to Azule Energy, send only to the appropriated e-mail address communicated by the Azule Energy business contact, do not send invoices to any other email address.

Please note that:

1. Each email attachment will be processed as an individual invoice. Each attachment must:
  - a. Not be encrypted and include a single invoice and all supporting documents in the same file;
  - b. Include invoice pages first followed by supporting documentation;
  - c. Be in PDF format - all other file extensions will be rejected;
  - d. Not include viruses.
2. Total email size must be less than 10MB - this limit includes all attachments and headers. It is recommended to keep attachments to less than 10MB to keep under the limit. If the invoice and supporting documentation are greater than 10 MB, please contact the Azule Energy Business contact | Contract Administrator/Manager to agree which additional pages should be eliminated.
3. The subject line and text content of email will not be systematically read and therefore will not be communicated to the Azule Energy Business contact | Contract Administrator/Manager or approver.
4. Remove all letterhead or signature lines from the email that may result in an additional file from the email.

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The email ingestion email address is unique by each business country from where the supplier is sending and is not monitored for correspondence and communications. Any documents, other than invoices, sent to this email address will not be considered.

Please note that any invoice not complying with the above requirements will not be processed and will not result in a communication back to the vendor about this failure.

If the invoice fails to be processed as it does not meet the requirements, a resubmission of a compliant invoice and the due date will be calculated based on the new submission date.

### Resubmitting Invoices:

All the invoices rejected will be shared with the supplier and the reason for the rejection will be shared by e-mail. If an invoice has been rejected previously, please correct the reason for rejection, ensure that the invoice meets the minimum invoice requirements detailed above. In addition:

- Do not consolidate previously submitted invoices;
- Do not change or add to the previous invoice number (do not add an "A" to the end of paper or email invoices);
- Do include all supporting documentation.

### What not to do when submitting invoices:

- Do not submit an invoice that does not meet the minimum invoice requirements detailed above.
- Do not include any unauthorized charges - the Azule Energy Order or non-PO invoice reference pertains to a specific scope of work and should not be used for work that is outside of that agreed scope.
- Do not submit a PO|COFF invoice which exceeds the value or quantity of the order line being invoiced – if the value of the materials or work delivered exceeds the PO|COFF value please contact the Azule Energy Business Contact | Contract Administrator/Manager so that it can be increased appropriately.
- Do not submit an invoice or credit note which is not mathematically correct.
- Do not submit an invoice without appropriate supporting documentation.
- Do not hold onto credit notes, credits are to be issued to the Azule Energy as soon as they are recognized.
- Do not submit duplicate or multiple copies of the same invoice. These duplicates can result in delay of all versions submitted.
- Do not consolidate previously submitted invoices when resubmitting.

### Invoice payments:

Payment of an invoice depends on the payment terms we have agreed with in the contract, the date when a valid invoice is received, and the accuracy and completeness of the invoice submitted.

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Azule Energy, will reject non-compliant invoices, provide reasons for rejection and request the Supplier to resubmit a revised invoice. If an invoice is rejected, the payment terms will not begin until a corrected invoice has been resubmitted and received by Azule Energy.

### **Invoices and Payment Inquiries:**

For any query related to the invoice status or payment, ARIBA should be used in first place.

Additionally, if the status in ARIBA is not clear or additional information is required, supplier should e-mail the Accounts Payable address: [Angola.AccountsPayable@azule-energy.com](mailto:Angola.AccountsPayable@azule-energy.com) who will reply to queries within 3 working days.

In the event of no response within the above timeline, please forward the e-mail to: [escalation.accountspayable@azule-energy.com](mailto:escalation.accountspayable@azule-energy.com)

Suppliers are instructed to use the escalation e-mail only for escalation purposes only.