

REQUIREMENTS FOR CORRECT REMITTANCE AND PRESENTATION OF INVOICES

All suppliers of Séché Group Peru (Kanay SAC), must comply with the digital delivery of documents as appropriate:

NATIONAL SUPPLIERS:

1. Purchase order or contract (whichever is applicable if applicable).
2. Act of conformity - conformity of the service (duly signed and sealed by the person responsible for the service).
3. Referral and/or carrier waybills (whichever corresponds to the service, duly stamped and/or signed by KANAY personnel).
4. Importation liquidation (in case of goods imports).
5. Report of the service performed (if applicable).
6. Sending of XML file.
7. Suspension of Fourth Category Income (only for the case of suppliers that issue receipts for fees).
8. Validation of the receipt before SUNAT.
9. Valuation (if applicable).
10. Other additional documents that support the commercial operation (quotations, etc.).

FOREIGN SUPPLIERS:

1. Certificate of residence.
2. Report of the service performed (if applicable).
3. Purchase order or contract (if applicable).

INTERNAL USERS:

1. Distribution by cost center of those vouchers given by contract.
2. Communication of the month to which the voucher under contract corresponds.
3. Attach the contract (if applicable).