

## REQUIREMENTS FOR CORRECT REMITTANCE AND PRESENTATION OF INVOICES

All suppliers of Séché Group Perú (with corporate name Kanay SAC) must comply with the digital sending of documents through the **Portal de Proveedores Séché** (<https://suppliers.sechegroup.com.pe/>) which must meet the following requirements:

### NATIONAL SUPPLIERS:

1. Purchase order or contract (as applicable if applicable).
2. Act of conformity - conformity of the service (duly signed and sealed by the person in charge of the service).
3. Referral guides and / or carrier (whichever corresponds to the service, duly stamped and / or signed by Séché Group Peru - Kanay SAC personnel).
4. Import Liquidation (in the case of goods imports).
5. Report of the service performed, duly signed by the supplier (if applicable).
6. Sending 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).

**REMEMBER!** The Séché logistics team will provide you with the files (instructions and video) that will help in the registration process to make your experience within the portal more user-friendly.