

Vendor Administrative, Purchasing and Invoicing Procedure

This procedure applies to **vendors (Uruguayan or non-Uruguayan suppliers)** invoicing to **Terminal Cuenca del Plata S.A. (TCP)** and establishes the **mandatory administrative, purchasing, invoicing, tax, and payment requirements** applicable.

Compliance with this procedure is a **condition for invoice acceptance, booking, and payment**.

1. Vendor Registration

TCP Accounting (tcp.contaduria@katoennatie.com.uy) will provide the registration and bank account declaration forms required for Vendor registration.

- **Invoices will not be accepted, recorded, or processed unless the Vendor has been duly registered in advance.**
 - Payments may only be made to bank accounts:
 - Held in the name of the Vendor, and
 - Previously declared and approved.
 - Payments to third-party, non-declared, or non-approved accounts are not permitted.
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2. Purchase Order (PO)

- All services **must be covered by a TCP Purchase Order (PO)**.
 - Any agreement or contract executed **does not replace nor waive the requirement of a Purchase Order**.
 - The issuance and use of a PO is **mandatory** for invoicing and payment purposes.
 - The PO number **must be included on all invoices** issued by the Vendor.
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3. Applicable Purchasing Conditions

- All purchases are governed by **TCP's General Purchasing Conditions**, as published on TCP's official website.
- These purchasing conditions apply in addition to any specific agreement executed with the Vendor.

4. Tax Documentation for Services Provided by Foreign Suppliers

- On an **annual basis**, the Vendor must provide:
 - a **Certificate of Tax Residence**, and
 - an **Income Tax Rate Certificate**,

both issued and formatted in accordance with the requirements of the **Uruguayan tax authority**.

- These certificates must be valid and in force and **will also be requested and managed by TCP Accounting**.
 - **Failure to provide the required tax documentation may result in invoice rejection, withholding, or suspension of payment**, in accordance with applicable tax regulations.
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5. Invoicing Process

5.1 Invoicing Frequency

- Invoices must be issued **on a monthly basis**.
 - Each invoice may only cover **one (1) calendar month** of services.
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5.2 Invoice Content

Each invoice must include:

- A clear description of the services rendered during the invoiced month.
 - Reference to the corresponding **TCP Purchase Order number**.
 - If expressly agreed, the Vendor may re-invoice expenses on a strict pass-through basis (no mark-up, no handling fee).
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5.3 Prior Approval - Services

Before issuing an invoice, the Vendor must obtain written approval from the TCP representative who authorized the services:

1. The Vendor sends a **proforma invoice or a detailed breakdown of the services rendered** to the TCP service authorizer.

- The body of the email must include a clear and concise summary of the services submitted for approval, avoiding empty or generic approval requests.
 - When applicable, reimbursable expenses must be reported and invoiced separately, accompanied by the corresponding original receipt or invoice issued in the name of Terminal Cuenca del Plata S.A. (TCP) and attached to the invoice package. Expenses that are not supported by the required original documentation, or that are not issued in the name of TCP, shall be deemed non-reimbursable and will be rejected and excluded from payment.
2. The TCP service authorizer replies granting approval and copies **TCP Accounting** (tcp.contaduria@katoennatie.com.uy).
 3. The Vendor issues the final invoice, attaching:
 - The detailed service breakdown
 - The expense report and the associated receipts
 - The written approval received

Invoices issued without this prior approval may be rejected.

5.4 Formal Requirements and Special Rules

Invoices must:

- Be issued to **Terminal Cuenca del Plata S.A.**
- Include TCP's tax identification number (RUT / Fiscal Number): **214480290019**
- Comply with all formal requirements applicable in the country of issuance.

Detailed information on services — **such as hours worked, applicable rates, and reimbursable expenses** — **must be provided** in documents attached to the invoice.

If the Services are invoiced from abroad, those performed in Uruguay must be invoiced separately and may not be included in the same invoice as services rendered outside Uruguay.

5.5 Submission Deadline

- Invoices must be received by **TCP Accounting** (tcp.contaduria@katoennatie.com.uy) **no later than the 5th day of the month immediately following the invoicing period.**

Invoices received after this deadline may be deferred to the next payment cycle.

6. Payment Terms

- Prior to payment, TCP Accounts Payable could request a statement of account in order to reconcile outstanding balances.
 - Payments to foreign suppliers may be made from **Uruguay or Belgium**.
 - Invoices are payable within thirty (30) days following the date of approval of a valid invoice, in accordance with the payment schedule published on TCP's website.
 - Any bank fees, charges, or costs related to the receipt of funds are borne exclusively by the Vendor.
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7. Code of Conduct

The Vendor shall perform the services in full and timely compliance with:

- All applicable laws and regulations, and
- The “**Code of Conduct for Suppliers of the Katoen Natie Uruguay Group**”, available at the [website](#):

TCP shall not be liable under any circumstances for non-compliance by the Vendor with these rules, particularly with respect to social security obligations and occupational accidents.

8. On-Site Working Conditions

- TCP shall not be liable for any accident, incident, damage, or loss — whether direct, indirect, or consequential — occurring while the Vendor's personnel or representatives visit or perform work at TCP sites.
- The provision and proper use of personal protective equipment (PPE) is the sole responsibility of the Vendor and its personnel.