Dear Supplier,

To improve our administrative processes and our relationship with suppliers, **TÉCNICA Y PROYECTOS, S.A. (TYPSA)** has introduced a new system for receiving invoices electronically. This change will affect the usual process for submitting, registering and tracking invoices.

To facilitate the transition to this new system**,** we offer two free channels for submitting invoices. You may use whichever best suits your processes:

1. Submission via FACeB2B (electronic invoicing)[1]
2. Submission by email.

Once an invoice has been submitted through either of these channels, you will receive status updates by email from **TÉCNICA Y PROYECTOS, S.A. (TYPSA).**

[1] This is the preferred channel if you already use an electronic invoicing system.

TYPSA (Técnica y Proyectos, S.A.)
A28171288
C/ Gomera, 9
28703. San Sebastián de los Reyes. Madrid

TYPSA
INGENIEROS
CONSULTORES
Y ARQUITECTOS

1. SUBMISSION VIA FACeB2B

If you already use a service to issue electronic invoices via FACeB2B or a private electronic invoicing platform, you may use it to send us your invoices.

The DIRe code for TÉCNICA Y PROYECTOS, S.A. (TYPSA) for submitting invoices via FACeB2B is: **ESA281712880000**

Invoice content and submission deadline[2]:

For the invoice to be correctly processed and approved, the following requirements must be met:

- The purchase order number (4 letters and 7 digits), provided by your TYPSA contact:
  - **TYESxxxxxxx**

  This purchase order number must be entered in the "*ReceiverTransactionReference*" field of the *Facturae 3.2 / 3.2.2* electronic invoice format.
- The invoice must be submitted within 30 days of its issue date.
- The supplier's registered company name and tax identification number (CIF or NIF).
- The registered company name and tax identification number (CIF) of Técnica y Proyectos, S.A.: A28171288.

[2] These requirements regarding invoice content and the submission deadline apply to both FACeB2B and email submissions. However, for invoices submitted by email, the purchase order number must appear on the invoice but does not need to be entered in a specific field.

TYPSA (Técnica y Proyectos, S.A.)
A28171288
C/ Gomera, 9
28703. San Sebastián de los Reyes. Madrid

Supporting documents:

You may also attach supporting documents (timesheets, bank account ownership certificates, etc.) to the invoice, following the instructions provided by FACeB2B or your private electronic invoicing platform.

2. SUBMISSION BY EMAIL

The supplier's tax identification number must be correctly labelled on the invoice, for example as "CIF", "C.I.F." or "N.I.F.". Invoices must be submitted in PDF format as email attachments.

How does it work?

Send an email to facturas.proveedores.typsa@grupotypsa.com with the invoice attached in PDF format.

Invoices must be **original PDFs** created digitally (**not scanned documents**). **Scanned invoices will be rejected**.

You may send up to 20 invoices in a single email. Each invoice must be attached as a separate PDF file.

A **PDF file** must contain information for **one invoice only** and must not include other invoices, delivery notes or other documentation.

TYPSA (Técnica y Proyectos, S.A.)
A28171288
C/ Gomera, 9
28703. San Sebastián de los Reyes. Madrid

Invoices do not require a specific file name. This invoice reception channel uses Optical Character Recognition (OCR) technology to recognise invoices automatically.

PDF invoices **must not be password-protected**.

The **supplier's details** must appear **in text format** on the invoice. If they are provided as an image, the invoice will be rejected.

You may attach a delivery note, purchase order or any other supporting document to the same email as the invoice. In this case, the file name must begin with the prefix "**adjunto_"** or "**attachment_".**

Any **supporting documents** whose file names **do not begin with "adjunto_" or "attachment_" will be ignored.**

When supporting documents (delivery notes, purchase orders or similar) are attached to an invoice, only one PDF invoice is permitted per email.

Only one PDF invoice per email is permitted when supporting documents are attached ("adjunto_" or "attachment_").

TYPSA (Técnica y Proyectos, S.A.)
A28171288
C/ Gomera, 9
28703. San Sebastián de los Reyes. Madrid

REMEMBER

- ✓ Invoices must be in **original PDF format** (not scanned documents).
- ✓ Files must **not be password-protected.**
- ✓ If you are **sending several invoices** in one email:
  - **Each invoice must be in a separate PDF file.**
  - **Do not attach any files other than invoices.**
- ✓ If you are **sending an invoice with supporting documents:**
  - **Only one invoice** in PDF format per email.
  - The names of files supporting the invoice must begin **with "adjunto_" or "attachment_"**.
  - The **accepted formats for supporting documents** are: **pdf, bmp, jpg, gif, tif, png, doc, rtf, odt, docx, xls, xlsx, ods, xml.**
  - The **total size** of all attachments must not exceed **10 MB.**
- ✓ Email attachments that do not begin with "adjunto_" or "attachment_" and are not PDF invoices will be ignored.
- ✓ PDF files sent in the same email must have different names; otherwise, the second file with the same name will be ignored.

Note: This letter will be updated to reflect the development of the Public Electronic Invoicing Solution and other legal requirements

TYPSA (Técnica y Proyectos, S.A.)
A28171288
C/ Gomera, 9
28703. San Sebastián de los Reyes. Madrid

If you have any questions about this new procedure, please contact **TÉCNICA Y PROYECTOS, S.A. (TYPSA**) through the TYPSA person who requested the service or materials.

Best regards,

TÉCNICA Y PROYECTOS S.A (TYPSA)

TYPSA (Técnica y Proyectos, S.A.)
A28171288
C/ Gomera, 9
28703. San Sebastián de los Reyes. Madrid