



Dear supplier,

We hereby inform you of the procedure for the issuance and delivery of all types of fiscal documentation (invoices, credit notes, debit notes, etc.) within the framework of the commercial relationship with the company.

For each contracted campaign, a purchase order (P.O.) will be provided to you. This P.O. will detail the stipulated conditions including locations, periods, billing conditions, payment terms, etc. It is hereby stated that the company will not accept invoices that are not associated with a specific and valid P.O.

In case that errors or discrepancies with the agreed conditions are detected, the supplier will have 72 hours to make observations and request potential corrections. After this period, the P.O. will be considered accepted and it must be invoiced and sent within 10 business days of receipt.

The procedure to issue invoices shall be as stated below:

- Each invoice must reference the number of the P.O. being billed. **The name of the campaign or the final client should not be mentioned.** Only the P.O. number should be included.
- **One invoice** must be issued for each P.O. Under no conditions should more than one P.O. be referenced on a single invoice, nor should several invoices be issued for only one P.O.
- Once the invoice is issued, it must be uploaded to the Supplier Portal: <https://recipio.io/login>
- Invoices that are not uploaded to the portal will not be considered. For the purposes of this commercial relationship, invoices that are not uploaded in the portal will not be regarded as received.
- Invoices with an issue date prior to the month in which delivery is made will not be accepted.

Invoices that do not adhere to the procedure outlined in this communication will not be accepted and will not be processed for payment. LATCOM will not be held responsible for any delays or lack of payment.



In case of any inquiries regarding the registration, cancellation and/or modification of suppliers, please contact: [suppliers@latcom.com](mailto:suppliers@latcom.com)

In case of difficulties with the Supplier Portal, please contact: [support@recipio.com](mailto:support@recipio.com)

In case of inquiries following the issuance of the order, please contact the Supplier Portal: <https://recipio.io/login>

Sincerely  
Suppliers Payment Department  
LATCOM GROUP / WORLDCOM