

Invoice Instructions

Clearway Energy's Suppliers are a critical link in our vision to build a more sustainable future. We are committed to paying our Suppliers accurately and on time, so we utilize a cloud-based Procure-to-Pay platform called Coupa. Invoices from Suppliers utilize the Coupa Supplier Portal or otherwise follow the instructions here can be paid more efficiently.

Invoice Content Requirements

<p>Purchase Order Invoices</p>	<p>Suppliers must prepare invoices containing the following information taken from Buyer's Purchase Order:</p> <ul style="list-style-type: none"> • Purchase Order number (Contact your Clearway point of contact if you have questions about the purchase order that you should use on your invoices) • PO line item number • PO part number (if applicable) • Description of the product or service exactly as it appears on the Clearway PO • Unit of measure • Unit price • Item quantity • Total invoice value
<p>Non-Purchase Order Invoices</p>	<p>Suppliers submitting invoices for goods or services that fall into one of the exempted categories may invoice Clearway without a valid Clearway PO number.</p> <ul style="list-style-type: none"> • For non-PO invoices, Supplier must include the name and email address for the Clearway employee requesting the product or service (e.g. John Smith, John.Smith@clearwayenergy.com)
<p>General Invoicing Guidelines</p>	<ul style="list-style-type: none"> • Suppliers shall prepare a separate invoice for each shipment or service order. • The first page of the attachment should be the first page of the invoice. • Suppliers shall also provide such evidence as the Buyer may reasonably require in support of the invoice. • No invoice shall be issued prior to completion of services or shipment of products. • One and only one of the below methods for sending invoices should be used.
<p>All Invoices</p>	<p>Supplier's invoice shall also include</p> <ul style="list-style-type: none"> • Supplier's phone number and remit-to address • Invoice number • Date prepared • E-mail address where we can contact you if there are issues with the invoice

Preferred Method of Payment

Clearway prefers to pay Suppliers electronically via the ACH (Automated Clearing House) payment system. To receive payments via ACH, log into your existing supplier profile at <https://supplier.coupahost.com> and provide your company's banking instructions and remittance advice email address.

Preferred Submittal Method (Coupa)

- Invoices should be submitted directly against the Purchase Order in your Coupa Supplier Portal.
- Detailed instructions on how to submit an invoice in Coupa can be found here: https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Work_with_the_CSP/Create_or_Edit_an_Invoice
- Backup invoice documents can be attached there as PDF files and one PDF is to contain one invoice.
- One and only one PO per invoice should be used.

Alternate Submittal Methods (Electronic and Postal Mail)

The alternate methods for invoice submittal are via email and postal mail. The preferred method (noted above) should be used whenever possible in order to minimize duplications in processing and transaction costs for both the Supplier and Clearway. If invoices are submitted via Coupa, Suppliers must not send duplicate invoices via email or mail. Do not use multiple methods for submitting the same invoice.

- Each invoice must contain all information (Purchase Order Number and corresponding Purchase Order Line items) as indicated in the General Instructions (noted above).
- Suppliers may email invoices to invoices@clearwayenergy.coupahost.com
 - Invoices should be attached there as PDF files and one PDF is to contain one invoice.
 - One and only one PO per invoice should be used.
- Suppliers shall only mail invoices to Clearway Accounts Payable, regardless of any approvals which may be indicated on Purchase Order. Clearway Accounts Payable will be responsible for routing invoice for appropriate internal approvals.
- Invoices may be **mailed** to:
Attn: Accounts Payable
4900 N. Scottsdale Rd. Suite #5000
Scottsdale, AZ 85251

Supplier Invoices not Doing the Above Will be Rejected (or Delayed)

Clearway wants to pay your firm in accordance with agreed upon terms. We greatly appreciate your cooperation in adhering to these requirements as it will help us to process your invoice faster. Any exception to these rules may result in **invoice rejection or delayed payment** as well as additional communication and coordination between our companies. The following examples lead to delays:

- Sending the same invoice multiple times.
- Sending an invoice to an email address other than invoices@clearwayenergy.coupahost.com
- Mailing an invoice as opposed to emailing the invoice.
- Emailing a single PDF file with multiple invoices (the invoices after the first will not be processed).
- Emailing a ZIP file invoice or similarly unreadable format.
- Not including a PO number or a Clearway contact's email on the invoice; invoices without a PO number or Clearway email address cannot be matched to goods receipts or routed for approval.
- Sending documents that aren't invoices, such as statements, inquiries, and notices, to invoices@clearwayenergy.coupahost.com

We're Here to Help You

For general Accounts Payable questions, contact Clearway Accounts Payable at accountspayable@clearwayenergy.com. For specific PO questions, you should contact your Clearway Buyer or Clearway Field Representative directly.