

## INVOICE AND IBAN COMMUNICATIONS

### New invoice and other supplier documentation's shipment method

Starting from the 1st of January 2015, Fincantieri S.p.A. will adopt the legally compliant electronic storage for all accounting documents pertaining to all orders issued to your company.

Therefore all documentation must be issued to:

**FINCANTIERI S.P.A.– VIA GENOVA, 1 – 34121 TRIESTE**

(as already required by the general conditions) and must be then sent as the following described methods. Invoices, credit notes and pertaining attachments are to be sent to the following e-mail address:

[FC.fornitori@fincantieri.it](mailto:FC.fornitori@fincantieri.it)

The documents should be sent in PDF/A format. Each file must contain a single invoice or credit note (with all the pertaining attachments), making sure that all files are headed by the invoice or credit note with all attachments contained in the following pages. Alternatively PDF format can be used if containing only the image of the document to be sent (example scan).

It's possible to attach to the invoice the job order working progress, but no other documents (e.g. delivery note, order copy, order confirmation, statement of ownership, notoriety act, etc)

The following options are to be applied while digitizing the documents, in PDF or PDF/A format:

- ISO 19005-1:2005 ISO standard published on the 1st of October 2005[1]
- The scan resolution must not exceed 300 DPI
- The images are to be correctly rotated
- If possible, rename the file with your company name and document number (for example: DittaMarioBianchi-533-2014.pdf)
- Do not use any special characters within the file name, such as: /<slash>, \<reverse slash>, |<pipe>, "<double quote>, '<quote>, ?, \*, \$, %, &, <space>
- If possible avoid using color images
- Set the grayscale to use 16-bit

- Remove any macro and/or script and/or bookmark from the file
- Remove any link to any external resource from the file
- To avoid protecting file and digital signature

Each file must not exceed the maximum size of 3 MB.

If these guidelines are not followed, your files will not be processed automatically and will therefore cause for a slower archiving process.

The invoice forwarding via e-mail will significantly reduce sending and receiving times and therefore render the invoice checking and accounting processes much faster.

To create correctly PDF/A files, we suggest to follow the guidelines provided by the legislation accessible through the website <http://www.agid.gov.it/>, attachment n. 20 to the GAZZETTA UFFICIALE ([http://www.agid.gov.it/sites/default/files/leggi\\_decreti\\_direttive/dpcm\\_3-12-2013\\_conservazione.pdf](http://www.agid.gov.it/sites/default/files/leggi_decreti_direttive/dpcm_3-12-2013_conservazione.pdf)), with particular reference to the paragraph regarding the admitted formats (chapter 5).

The e-mail address provided is destined for the sole receiving of accounting documentation. Any other communication will not be regarded or processed.

If the e-mail format cannot be used for the sending of invoices, credit notes or pertaining attachments, these are to be issued to FINCANTIERI S.P.A.– VIA GENOVA, 1 – 34121 TRIESTE and can be sent via traditional post to the following address:

**Fincantieri S.p.A.**  
**Casella Postale n. 307**  
**34074 Monfalcone**

This P.O. Box is to be used for the sole receiving of accounting documentation.

We take the opportunity to remind the company to complete all invoices and credit notes with all the information required by the fiscal regulations and any other useful information.

Some of the required information are the following:

- Order number and position (even for credit notes)
- An indication of the Operational Unit where the supply or action has been provided
- SAL number when contractually required
- EU compliant VAT number
- Invoice date and number
- Reference currency

All documentation provided without the above information cannot be processed with the new methodology.

#### IBAN Code

Italian Legislative Decree no. 11 dated 27 January 2010 has introduced European Directive 2007/64/EC into Italian law, establishing, among other things, the adoption of the IBAN as the sole identifier for the execution of bank transfers; this means that now banks simply check that the IBAN is an existing and correct one, and no longer check that the name of the payee matches the account holder to which the IBAN refers.

Consequently, any changes notified by a supplier or by a supplier's appointed bank, of changes in the IBAN of their preferred bank and/or of any channels and mandates signed by the supplier, will be treated by our Company as valid only if they are received in writing on the supplier's letterhead, with the original copy signed by the legal representative, indicating, by stamp or text format, the name, surname and position of the legal representative signing the notice.

In the absence of even one of the items of required information, the notice will be ignored and our Company will continue to make any payments on the basis of the existing IBAN.

#### Some information regarding Intrastat

In light of the new regulations regarding the legally compliant electronic document storage with a special note for the fiscal regulations regarding Intrastat for companies that commerce within the union, we ask all suppliers to add to all invoices some information necessary for us to be compliant with Intrastat regulations.

In the case of *goods supply within the union* the following information is necessary:

- Unit of measure
- Supply weight
- TARIC Code
- Origin and source of goods
- Destination Organizational Unit of the goods

In the case of *services provided within the union* the following information is necessary:

- Provided service identification code
- Destination Organizational Unit of the service

On the website [www.fincantieri.com](http://www.fincantieri.com), within the Suppliers section, you will find all contact information as also all the possible ways to send any sensitive information to Fincantieri.

Thank for your attention

*[1] The standard does not define an archiving method or objective; it does however identify a "profile" for all electronic documents in order to guarantee that these can be accessed and viewed in the future in the same exact form as when they were received. A key element is that these files are to be produced as "standalone" PDF/A documents: all the information needed for the correct viewing of the document are to be incorporated in the document itself. All content (texts, raster images and vector graphics), fonts, colors and general viewing information is to be contained in the document itself. A PDF/A document must not use any information connected to external sources (fonts or hyperlinks for example). Other compatibility elements to be followed are:*

- *Video or audio content is forbidden*
- *Javascript or links to executable files are forbidden*
- *All fonts are to be incorporated and must not have copyright limitations. This is also the case with standard PostScript fonts, such as Times or Helvetica*
- *Spaces and colors are to be independent of the devices used*
- *Encryption is dropped*