

PAYMENT PROCEDURE TO SUPPLIERS

Objective

This section aims to define the manner and timelines in which payments to suppliers and their respective cycle must be executed, providing guidelines on approval structures, restrictions, and associated documentation, among other things.

Invoice accounting and release

Once the invoice is received and reviewed by accounting (Invoice Receipt), it proceeds to be accounted for and subsequently released. Every invoice must be released to enter the payment process.

Invoice payment

Once accounted for and released, it is sent for payment according to the term established by law or the commercial commitments or agreements that exist between the supplier and Hanseatic Global Terminals. Among the relevant points to consider:

- All suppliers must have their bank details entered.
- All suppliers must send a certificate indicating their name, Tax ID (RUT), bank, and account number; this certificate must be issued by the respective banking institution.
- Payments will not be made to accounts whose ownership differs from the company name and/or natural person entered as the supplier.
- All payments will be made via bank transfer.
- Inquiries regarding invoice payments must be made directly with the contact person or to the email: facturacionypagoproveedores@hgt.com

Informing the procedure

It is the responsibility of the requesting user to inform the supplier, in case they are unaware, of the correct purchasing procedure. Otherwise, there is a risk of having problems with invoicing at the time of payment. The above is for the purpose of having an agile, structured process that complies with the minimum required standards. Non-compliance with any point previously mentioned in the document will cause delays in the process. Therefore, it is necessary to ensure that all involved parties are aware.