



BUSINESS PARTNER INVOICE STANDARD REQUIREMENTS

Effective immediately all invoices submitted to Swinerton must adhere to the below standards:

Invoices should be submitted to eInvoice@Swinerton.com

- Invoices must be in pdf format.
- Each invoice must be a separate pdf file.
- Multiple files can be submitted on the same email.
- In lieu of scanned images, hard copies can be mailed to 2001 Clayton Road, 7th Flr Concord, CA 94520

Invoices must include the following details-

- a. Swinerton Project Number
- b. Unique Vendor Invoice Number
- c. Invoice Date
- d. Swinerton Billing Information, including purchaser's name and contact information.
- e. Swinerton Shipping Details, including ship to address.
- f. Payment Terms and/or Due Date
- g. Remittance Information, including payee name and mailing address.
- h. Purchase Details, as applicable.
 - Description of goods or services.
 - Quantity purchased.
 - Price per unit
 - Hours & Rates for Services Provided
- i. Total amount Due
- j. Applicable Sales Tax
- k. Supporting documentation such as receipts, timesheets, quotes, or other records that substantiate the current billing.

Invoices submitted in the wrong format or that omit necessary information will be delayed or possibly returned for correction.

Thank you for your cooperation.

Regards,
Paula Mortensen
Swinerton Incorporated
Accounts Payable Manager