



Rohožník 1.10.2021

Subject:  
Changes in electronic invoicing - basic information for customers

Dear Customer,

CRH (Slovakia) a.s. (Danucem Slovensko as of 1.10.2021) has implemented an advanced system of electronic invoicing that we would like to inform you about in more detail. In addition to the current functionality, which remains unchanged, the electronic invoicing system brings customers new technical possibilities in the form of an invoicing portal.

**What does the advanced electronic invoicing system bring to the customer?**

- Secure, structured, and easy access to documents. Documents remain for the download on portal for **60 days** after they are made available.
- Access to the portal for up to **5 people** (authorized in the attached Notice), secured by users' own passwords
- **Overview** of electronic invoices paired with digital delivery notes, including the possibility of sorting and filtering by product segment (cement, concrete, aggregates), by place of delivery or other criteria.
- Automatic sending of e-mail notifications in case of **new invoices**, delivery notes or notifications for expiration of the time for downloading documents.

**What needs to be done by the customer to have access to the portal?**

- Fill in and sign the "Notice" (Appendix No. 1), which can be found in the appendix to this letter. The "Notice" must be signed by the members of statutory body of the company, who grant portal access to their selected employees, as it is sensitive financial information.
- To access the portal, each customer with electronic invoicing can specify a maximum of 5 authorized persons to whom the username, initial password and other important information will be sent. After receiving the password and clicking on the link, the customer can then log in and start using the portal.
- If you do not yet have electronic invoicing available from us and you would be interested in this service and subsequently access to the portal, please also fill in the form "**Consent to electronic invoicing**" (Appendix No. 2) and send it together with "Notice" to our address.
- Signed **attachments** must be sent to the e-mail address [zakaznickyservis@sk.crh.com](mailto:zakaznickyservis@sk.crh.com) or by post to the address CRH (Slovakia) a.s., 906 38 Rohožník.

If you have any questions, do not hesitate to contact your sales representative.

Yours sincerely



Jozef Marušík  
Commercial Manager White Cement



André Peralta  
Commercial Director North Danube



ANNEX No. 1 (to be filled by customers who already have set up electronic invoicing)

Notification of authorized persons and e-mail addresses for the purpose of access to the billing portal.

By signing this notice, the customer confirms to the supplier CRH (Slovakia) a.s. (Danucem Slovensko a.s. as of 1.10.2021 ) 906 38 Rohožník the list of authorized persons and their e-mail addresses, to whom the access rights and electronic invoices from the Invoicing Portal will be sent.

The customer declares that he has exclusive access to the e-mail addresses specified in this consent, is responsible for their functionality and undertakes to immediately inform the supplier in writing in case of any changes.

Authorized persons of the customer (min 1, max 5) and their e-mail addresses for sending access rights:

	Name & Surname	E-mail address
Person No.1		
Person No.2		
Person No.3		
Person No.4		
Person No.5		

Company name: .....

Seat: .....

ID: .....

Signature: .....

Name & surname of  
statutory body: .....



In ..... Date .....

**ANNEX No 2 (to be filled in by customers who are interested in electronic invoicing)**  
**Consent to electronic invoicing**

By signing this consent, the customer confirms to the supplier CRH (Slovensko) a.s. (Danucem Slovensko a.s. as of 1.10.2021) 906 38 Rohožník that in accordance with § 71 par. 1 letter b) of the Act no. 222/2004 Coll. on value added tax agrees with issuing electronic invoices as well as the following conditions for sending them:

- The Supplier is entitled to make the electronic invoice available to the Customer via the Secufex invoicing portal with notifications and login data sent to the Customer's e-mail addresses specified in this consent. Invoices will be made in pdf format with an embedded xml data file.
- Credibility of origin, integrity of content and legibility of the invoice is ensured not only by the control mechanisms of business processes but also by an electronic signature, which is a part of the electronic invoice.
- The electronic invoice is a tax document in accordance with § 71 par. 1 letter b) of the VAT Act and is identifiable and acceptable by the tax administration exclusively in electronic form, therefore the customer is obliged to download the electronic invoice from the invoicing portal Secufex and keep it in electronic form.
- Part of electronic invoicing is also making available an electronic copy of delivery notes, which were handed over in paper form to the customer upon delivery of goods and services. Invoices and delivery notes may be placed on the portal independently, at different times, first an invoice is available on the portal and then, with a time lag, also delivery notes.
- The electronic invoice is considered delivered at the moment of its availability on the Secufex invoicing portal, while the customer will be informed about the availability of the invoice at the customer's e-mail address.
- The customer declares having an exclusive access to the e-mail addresses specified in this consent, being responsible for their functionality and the customer undertakes to immediately inform the supplier in writing of changes affecting electronic invoicing, i.e. on changes to the e-mail address and names of persons authorized to access the portal.
- Electronic invoicing shall start from the 1st working day of the month following the day of signing this consent. The consent is granted for an indefinite period, and the customer is entitled to revoke this consent in writing delivered to the supplier, in which case electronic invoicing will be terminated on the first working day of the month following the date of delivery of revocation of this consent to the supplier.

Billing email address: \_\_\_\_\_

(you will receive a notification of a new invoice or delivery note on the Secufex portal at this address)



Authorized persons of the customer (min 1, max 5) and their e-mail addresses for sending access rights to access the invoicing portal Secufex:

	Name & Surname	E-mail address
Person No.1		
Person No.2		
Person No.3		
Person No.4		
Person No.5		

Company name: .....

seat: .....

ID: .....

signature: .....

name surname

statutory body: .....

Place ..... Date .....