



BHP

# Invoice issuance and payment process

Minerals Americas

Contents

<b>1. Invoicing and Payment Process for Contractors established in Chile .....</b>	<b>3</b>
<b>2. Invoicing and Payment Process for Contractors not established in Chile .....</b>	<b>7</b>
<b>3. Invoicing and Payment Process for Cerro Quebrado (Ecuador) .....</b>	<b>8</b>
<b>4. Invoicing and Payment Process for BHP Explorations Peru .....</b>	<b>9</b>
<b>5. Invoicing and Payment Process for BHP Minerals Resources Inc. (USA) .....</b>	<b>9</b>

## **SPECIFIC INVOICING AND PAYMENT PROCESS CONDITIONS FOR MINERALS AMERICAS**

### **1. Invoicing and Payment Process for Contractors established in Chile**

To start the payment process, the following must be taken into account:

- (i) For services: The vendor must send the service user detailed information on the charges that will be made. This information can be sent as a pro form invoice (PDF) or as an email. What is important is to provide all the detail on the charges to be made.

The user will review the information and will proceed to approve/reject the payment or request more details. Once the payment has been approved, the vendor shall generate the SES (Service Entry Sheet) request through the link <https://case.bhpbilliton.com/es-ES/BHPB-Vendor-ServiceEntrySheet/>. In the case of vendors enrolled in ARIBA, enter through the link [www.ariba.com/es](http://www.ariba.com/es) and then click on enter.

Once the SES is generated, the user of the service will approve it in our system.

In order to proceed with the invoicing, it is important that the invoice issued by the vendor includes the approved SES number and the purchase order (PO) number, or it will be rejected. Later in this document, it will be shown how to add these references in the invoice XML.

- (ii) For materials: At the time of delivering materials, the vendor must ensure that the person who receives them signs the corresponding god receipt. The quantity delivered cannot be more than what the purchase order indicates otherwise invoice will be rejected.

After delivering the material, the vendor can issue an invoice, which must mandatorily include the purchase order number, the reference number of the good receipt and the line number of the purchase order that is being invoiced, otherwise the invoice will be rejected. Later in this document, it will be shown how to add these references in the invoice XML

1.1 The relevant fields that must be completed by the contractor when invoicing BHP companies are described below:

#### **(a) Company's Registered Name:**

- i. National invoices: This field is validated by the BHP payments area and must coincide with the company name registered in the Chilean tax entity SII ([www.sii.cl](http://www.sii.cl)).
- ii. Foreign invoices: This field must coincide with the Contractor's name registered in the BHP database.

Any difference will cause the invoice to be rejected.

#### **(b) Identification of the Company**

The identification of the Company for which the corresponding purchase order applies is entered in this field:

- i. BHP CHILE INC.  
Address: Cerro El Plomo 6000, 15<sup>th</sup> Floor, Las Condes, Santiago. Taxpayer ID No.: 86.160.300.8  
Line of business: Exploitation of other mines and quarries
- ii. COMPAÑÍA MINERA CERRO COLORADO  
Address: Cerro El Plomo 6000, 15<sup>th</sup> Floor, Las Condes, Santiago Taxpayer ID No.: 94.621.00 5  
Line of business: Copper mining
- iii. MINERA ESCONDIDA LIMITADA  
Address: Cerro El Plomo 6000, 15<sup>th</sup> Floor, Las Condes, Santiago. Taxpayer ID No.: 79.587.210 8

Line of business: Exploitation of other mines and quarries

iv. MINERA SPENCE S.A.

Address: Cerro El Plomo 6000, 15<sup>th</sup> Floor, Las Condes, Santiago Taxpayer ID No.: 86.542.100 1

Line of business: Copper mining

v. BHP BILLITON CHILE INVERSIONES LIMITADA

Address: Cerro El Plomo 6000, 15<sup>th</sup> Floor, Las Condes, Santiago Taxpayer ID No.: 77.950.280-5

Line of business: Storage and deposit services

vi. TAMAKAYA ENERGIA SPA

Address: Cerro El Plomo 6000, 15<sup>th</sup> Floor, Las Condes, Santiago Taxpayer ID No.: 76.349.223-0

Line of business: Generation in thermoelectric plants

vi. KELTY S.A.

Address: Cerro El Plomo 6000, 15<sup>th</sup> Floor, Las Condes, Santiago Taxpayer ID No.: 76.454.918-K

Line of business: Electric energy transmission

**(c) Issuance Date:**

The date of issuance of the invoice must be within the tax period (30 days) immediately following the date of acceptance of the good or service.

**(d) Reference Documents:**

- i. Purchase Order for Goods: The PO No. 45XXXXXXXX, the items being invoiced (10, 20, 30, ..) and the good receipt reference number need to be indicated.
- ii. Purchase Order for Services: The PO No. 45XXXXXXXX and SES No. 100XXXXXXXX need to be indicated.

The XML code must include the above information according to the following detail:

A. Purchase Order for Goods (see Annex A).

<Referencia>	(Reference)
<NroLinRef>1</NroLinRef>	(Line Number Reference)
<TpoDocRef>801</TpoDocRef>	(Type of Document Reference)
<FolioRef>4500XXXXXXXX</FolioRef>	(Folio Reference)
<FchRef>2021-14-20</FchRef>	(Date Reference)
</Referencia>	(Reference)
<Referencia>	(Reference)
<NroLinRef>2</NroLinRef>	(Line Number Reference)
<TpoDocRef>52</TpoDocRef>	(Type of Document Reference)
<FolioRef>105</FolioRef>	(Folio Reference)
<FchRef>2021-05-17</FchRef>	(Date Reference)
</Referencia>	(Reference)

B. Purchase Order for Services (see Annex B).

<Referencia>	(Reference)
<NroLinRef>1</NroLinRef>	(Line Number Reference)
<TpoDocRef>801</TpoDocRef>	(Document Type Reference)
<FolioRef>45XXXXXXXX</FolioRef>	(Folio Reference)
<FchRef>2012-10-17</FchRef>	(Date Reference)
<Referencia>	(Reference)
<Referencia>	(Reference)
<NroLinRef>2</NroLinRef>	(Line Number Reference)
<TpoDocRef>HES</TpoDocRef>	(Type of Document SES Reference)
<FolioRef>100XXXXXXXX</FolioRef>	(Folio Reference)
<FchRef>2012-10-17</FchRef>	(Date Reference)
</Referencia>	(Reference)

**(f) Detail:**

The description on the invoice must include details of each one of the items charged, according to the same numbering indicated on the corresponding purchase order, as follows:

- i. No.: Indicate the item number from the Purchase Order (not just any sequential number).
- ii. Quantity: The quantity invoice must be equal to the quantity delivered.
- iii. Unit: The unit of measure of the item, which must correspond to the unit defined in the Purchase Order.
- iv. Price: Unit price defined in the Purchase Order
  - For Electronic Invoices:

The identification of the item is defined with the "QBLI" coding, respecting the associated position of the item on the purchase order.

<Detalle>	(Detail)
<NroLinDet>1</NroLinDet>	(Detail Line Number)
<Cdgitem>	(item Code)
<TpoCodigo>QBLI</TpoCodigo>	(Code Type QBLI)
<VlrCodigo>30</VlrCodigo>	(Value Code)
</Cdgitem>	(Item Code)
<NmbItem>Material ejemplo tipo A</NmbItem>	(Item No. Example Type A Material)
<QtyItem>500</QtyItem>	(Item Quantity)
<Prcltem>280</Prcltem>	(Item Price)
<Montoltem>140.000</Montoltem>	(Item Amount)
</Detalle>	(Detail)

**(g) Invoice effective date:**

At the time of receipt, the invoice must have an effective issuance date.

**1.2 Considerations for an electronic invoice:**

- i. The cession of a credit contained in an electronic invoice must be made through electronic means and reported to the Company, according to law, through an annotation in the Electronic Public Register of Transfers administered by the S.I.I. (Chilean tax entity).
- ii. Exactly the same procedure mentioned above applies for credit notes.
- iii. If an invoice does not meet the requirements requested by BHP, it cannot be processed, and the Company will be authorized to make a claim against its content, within the time periods indicated in this instrument.

**1.3 Remittal of Invoices issued by Contractors established in Chile:****(a) Electronic Invoicing:**

Once the SES/eSES (Service Entry Sheet) has been approved and the Contractor has received the number of the approved SES/eSES, or the merchandise has been received by means of a stamped good receipt, the Contractor will proceed to issue its invoice, which shall be sent in XML format, as explained above, to only one (1) of the following email addresses as applicable. It should be kept in mind that if it is sent to more than one address, it will be considered a duplicate remittal, which could be cause for rejection by the Company:

- i. BHP CHILE INC.: [bhpchilerecepcion@custodium.com](mailto:bhpchilerecepcion@custodium.com)
- ii. COMPAÑÍA MINERA CERRO COLORADO: [cerrocoloradorecepcion@dte.custodium.com](mailto:cerrocoloradorecepcion@dte.custodium.com)
- iii. MINERA ESCONDIDA LIMITADA: [escondidarecepcion@custodium.com](mailto:escondidarecepcion@custodium.com)

- iv. MINERA SPENCE S.A.: [spencerecepcion@dte.custodium.com](mailto:spencerecepcion@dte.custodium.com)
- v. BHP BILLITON CHILE INVERSIONES LIMITADA: [bbcilrecepcion@custodium.com](mailto:bbcilrecepcion@custodium.com)
- vi. TAMAKAYA ENERGIA SPA: [tamakayarecepcion@custodium.com](mailto:tamakayarecepcion@custodium.com)
- vii. KELTY S.A.: [windte\\_dte@custodium.com](mailto:windte_dte@custodium.com)

**(b) Manual Invoicing:**

Starting on February 1, 2018, all companies must invoice electronically according to law 20,727.

Contractors shall prepare and present their invoices as follows:

Once the SES/eSES (Service Entry Sheet) has been approved and the Contractor has received the number of the approved SES/eSES, or the merchandise has been received by means of a stamped good receipt, the Contractor will proceed to issue its invoice, which once issued in accordance with the law, will be sent to the Company with its legal copies by means of a letter indicating that its content is an invoice, and its number, addressed exclusively to a single postal address and according to the following invoicing information:

i. BHP CHILE INC.

Address: Cerro El Plomo 6000, 15<sup>th</sup> Floor, Las Condes, Santiago. Taxpayer ID No.: 86.160.300\_8  
Line of business: Exploitation of other mines and quarries

ii. COMPAÑÍA MINERA CERRO COLORADO

Address: Cerro El Plomo 6000, 15<sup>th</sup> Floor, Las Condes, Santiago Taxpayer ID No.: 94.621.00 5  
Line of business: Copper mining

iii. MINERA ESCONDIDA LIMITADA

Address: Cerro El Plomo 6000, 15<sup>th</sup> Floor, Las Condes, Santiago. Taxpayer ID No.: 79.587.210 8  
Line of business: Exploitation of other mines and quarries

iv. MINERA SPENCE S.A.

Address: Cerro El Plomo 6000, 15<sup>th</sup> Floor, Las Condes, Santiago Taxpayer ID No.: 86.542.100 1  
Line of business: Copper mining

v. BHP BILLITON CHILE INVERSIONES LIMITADA

Address: Cerro El Plomo 6000, 15<sup>th</sup> Floor, Las Condes, Santiago Taxpayer ID No.: 77.950.280-5  
Line of business: Storage and deposit services

vi. TAMAKAYA ENERGIA SPA

Address: Cerro El Plomo 6000, 15<sup>th</sup> Floor, Las Condes, Santiago Taxpayer ID No.: 76.349.223-0  
Line of business: Generation in thermoelectric plants

vii. KELTY S.A.

Address: Cerro El Plomo 6000, 15<sup>th</sup> Floor, Las Condes, Santiago Taxpayer ID No.: 76.454.918-K  
Line of business: Electric energy transmission

Examples of Manual Invoices for goods and services are shown in Annexes C and D, respectively.

- (1) The Contractor promises not to send its invoices to an address or destination other than the one indicated, waiving any right to collection or indemnity that could derive from sending the invoice to another address of the Company. If an invoice is assigned, the Contractor will instruct the assignee of the invoice to make notification of that assignment at the document reception address indicated above. If the Contractor does not comply with this last obligation, it will be responsible for any damage caused to the Company in virtue of making payment to a third party who is not the holder of the title.
- (2) The Company can modify the addressee of the invoices and/or their address, having to notify the Contractor of that circumstance at least 7 days in advance.

- (3) The lack of any of the indications herein referenced or errors in them will result in the rejection of the invoice and delays in payment.
- (4) Invoices correctly issued and without claims will be paid to the Contractor based on the Purchase Order terms.
- (5) Communication channels for questions regarding payments:

To follow up on invoices and/or for questions regarding payments, the following are the only channels that can be used by Contractors:

**Step 1a:** Enter the Local Vendors Query Platform [portalbhp.unilinkcorp.com](http://portalbhp.unilinkcorp.com) to look for information on the invoice.

**Step 1b:** If the invoice does not appear as released for payment or if there is a discrepancy with the payment to be made or already made (date or amount), or you need a payment voucher, a case must be raised through the link [Supplier Payment and Purchase Order Queries](#) and click 'Payment', detailing the problem and providing all the information, plus a copy of the invoice. The resolution time is 5 business days.

- (6) If the Contractor carries out an action different from what is explained above in terms of form or timing to make a query regarding a payment associated with a particular invoice, the Company will not be obligated to respond for any damages.

## 2. Invoicing and Payment Process for Contractors not established in Chile

To start the payment process, the following must be taken into account:

- (i) For services: The vendor must send the service user detailed information on the charges that will be made. This information can be sent as a pro forma invoice (PDF) or as an email. What is important is to provide all the detail on the charges to be made.

The user will review the information and will proceed to approve/reject the payment or request more details. Once the payment has been approved, the vendor shall generate the SES (Service Entry Sheet) request through the link <https://case.bhpbilliton.com/es-ES/BHPB-Vendor-ServiceEntrySheet/>. In the case of vendors enrolled in ARIBA, the SES must be generated through this platform. Once the SES is generated, the user of the service will approve it in our system.

In order to proceed with the invoicing, it is important that the invoice issued by the vendor includes the approved SES number and the purchase order (PO) number, or it will be rejected.

- (ii) For materials: At the time of delivering materials, the vendor must ensure that the person who received them signs the corresponding waybill.

After delivering the material and it is accepted, the vendor can issue an invoice, which must mandatorily include the purchase order number, or it will be rejected.

2.1 Foreign invoices or other collection documents, such as service fee billings, collection notes, credit notes or debit notes, among others, must be sent to [PSInvoices@bhpbilliton.com](mailto:PSInvoices@bhpbilliton.com) indicating in the body of the PDF the purchase order number. Otherwise the document will not be paid in the agreed upon term. Keep in mind that the remittal email must contain only the document to be recorded. If there is more than one invoice, they must be sent in separate emails.

In case of rejection, the notification will be sent to the email address from where the invoice was sent.

2.2 Any remittal of a tax document or invoice that a Contractor makes in a way or to an address different from what is mentioned here could be considered by the Company as a foreign invoice or collection document not received through the formal channel and may not be recorded by the Company.

### 2.3 Obligations of Contractors not established in Chile

If a Contractor is a resident of a country with which Chile has an Agreement for Avoiding Double Taxation, BHP must be provided with the information indicated in sub-clauses 2.3.1 and 2.3.2 below in order to be able to take advantage of the reduced rates that Agreement may establish. The documentation shall be provided at the time of signing the Contract or the corresponding Terms and Conditions. If the Contractor does not attach the required documentation, the general rates established in Chile's Income Tax Law will apply. The Contractor cannot in any case claim that BHP is responsible for not applying the applicable reduced rates of the Agreement to Avoid Double Taxation if it does not provide the documentation required. The following is the documentation that the Contractor must provide to the Company:

2.3.1 Affidavit contained in Annex E, signed by the company's legal representative, in virtue of which the Contractor states that it has not constituted a permanent establishment in Chile. The Affidavit will be valid for 1 year, so if the Contractor's relationship with BHP continues, the information contained in the Affidavit must be updated annually.

2.3.2 Certificate of Tax Residence issued by the tax authorities of the Contractor's country of residence. The Contractor must update the referenced certificate if there is a change in its tax residence, or after 1 year has been completed since its delivery to BHP.

### 3. Invoicing and Payment Process for Cerro Quebrado (Ecuador)

To start the payment process, the following must be taken into account:

- (i) For services: The vendor must send the service user detailed information on the charges that will be made. This information can be sent as a pro forma invoice (PDF) or as an email. What is important is to provide all the detail on the charges to be made.

The user will review the information and will proceed to approve/reject the payment or request more details. Once the payment has been approved, the vendor shall generate the SES (Service Entry Sheet) request through the link <https://case.bhpbilliton.com/es-ES/BHPB-Vendor-ServiceEntrySheet/>. In the case of vendors enrolled in ARIBA, the SES must be generated through this platform.

Once the SES is generated, the user of the service will approve it in our system.

In order to proceed with the invoicing, it is important that the invoice issued by the vendor includes the approved SES number and the purchase order (PO) number, or it will be rejected.

- (ii) For materials: At the time of delivering materials, the vendor must ensure that the person who received them signs the corresponding waybill (GR for guía de remisión in Spanish).

After delivering the material, the vendor can issue an invoice, which must mandatorily include the purchase order number, or it will be rejected.

#### 3.1 Hard copy invoices from Ecuadorian vendors

Hard copy invoices will be received in Cerro Quebrado's offices located at Avenida Simón Bolívar and Nayón Way, Ekopark Tower 2, 9<sup>th</sup> Floor. Quito. Office hours Monday to Friday from 08:00 a.m. - 5:00 p.m.

Withholding vouchers can be picked up at Cerro Quebrado's headquarters on the fifth business day after the invoice is received.

### 3.2 Electronic Invoices

i) Electronic invoices issued by Ecuadorian vendors: Electronic invoices from Ecuadorian vendors will be downloaded daily from the SRI (Ecuadorian Internal Revenue Service).

The respective withholding vouchers will be issued electronically within the legal term of 5 business days from the receipt of the invoice.

ii) Electronic invoices issued by foreign vendors: All invoices generated by foreign vendors must be sent by email to [cqfacturas@anc.com.ec](mailto:cqfacturas@anc.com.ec).

## 4. Invoicing and Payment Process for BHP Explorations Peru

To start the payment process, the following must be taken into account:

(i) For services: The vendor must send the service user detailed information on the charges that will be made. This information can be sent as a pro forma invoice (PDF) or as an email. What is important is to provide all the detail on the charges to be made.

The user will review the information and will proceed to approve/reject the payment or request more details. Once the payment has been approved, the vendor shall generate the SES (Service Entry Sheet) request through the link <https://case.bhpbilliton.com/es-ES/BHPB-Vendor-ServiceEntrySheet/>. In the case of vendors enrolled in ARIBA, the SES must be generated through this platform. Once the SES is generated, the user of the service will approve it in our system.

In order to proceed with the invoicing, it is important that the invoice issued by the vendor includes the approved SES number and the purchase order (PO) number, or it will be rejected.

(ii) For materials: At the time of delivering materials, the vendor must ensure that the person who received them signs the corresponding waybill (GR for guía de remisión in Spanish).

After delivering the material, the vendor can issue an invoice, which must mandatorily include the purchase order number, or it will be rejected.

### 4.1 Hard copy invoices from Peruvian vendors

Hard copy invoices will be received at the address Santo Toribio 143, office 801 San Isidro, during office hours Monday to Friday from 9 am to 1 pm, bringing the invoice, printed purchase order and mail with the confirmation of the approved SES.

### 4.2 Electronic Invoices

i) Electronic invoices issued by Peruvian vendors: Electronic invoices from Peruvian vendors must be sent to [bhpbilliton@pe.pwc.com](mailto:bhpbilliton@pe.pwc.com).

ii) Electronic invoices issued by foreign vendors: All invoices generated by foreign vendors must be sent by email to [bhpbilliton@pe.pwc.com](mailto:bhpbilliton@pe.pwc.com).

## 5. Invoicing and Payment Process for BHP Minerals Resources Inc. (USA)

To start the payment process, the following must be taken into account:

(i) The vendor must send the service user detailed information on the charges that will be made. This information can be sent as a progress payment (PDF) or as an email. What is important is to provide all the detail on the charges to be made.

The user will review the information and will proceed to approve/reject the payment or request more details. Once the payment has been approved, the vendor shall generate the SES (Service Entry Sheet) request through the link <https://case.bhpbilliton.com/es-ES/BHPB-Vendor-ServiceEntrySheet/>.

In order to proceed with the invoicing, it is important that the invoice issued by the vendor includes the approved SES number and the purchase order (PO) number, or it will be rejected.

All invoices from both national and international vendors must be sent to [PSInvoices@bhpbilliton.com](mailto:PSInvoices@bhpbilliton.com).

**6. Annexs:**

**Annex A: Example of an Electronic Invoice for Goods**

Siempre debe informar el número de Orden de Compra y el folio de la guía de despacho

**R.U.T.:**  
**FACTURA ELECTRÓNICA**  
**Nº**  
**S.I.I - SANTIAGO CENTRO**

Señor (es) : Minera Escondida Ltda Direccion : Cerro El Plomo 8000 R.U.T. : 79.587.210-8 Giro : Expl.Minas y Cantera	Comuna : Las Condes Ciudad : SANTIAGO Forma De Pago : Crédito Fecha Emis. : 28 MAYO 2021	Cod. Cliente : Fecha Venc. : 27 JUNIO 2021													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Doc.Referencia</th> <th>Folio</th> <th>Fecha</th> <th>Razon Ref.</th> </tr> </thead> <tbody> <tr> <td>ORDEN DE COMPRA</td> <td style="border: 2px solid red;">45XXXXXXXXX</td> <td>2021-04-20</td> <td></td> </tr> <tr> <td>GUÍA DE DESPACHO ELECTRÓNICA</td> <td style="border: 2px solid red;">105</td> <td>2021-05-17</td> <td></td> </tr> </tbody> </table>	Doc.Referencia	Folio	Fecha	Razon Ref.	ORDEN DE COMPRA	45XXXXXXXXX	2021-04-20		GUÍA DE DESPACHO ELECTRÓNICA	105	2021-05-17				
Doc.Referencia	Folio	Fecha	Razon Ref.												
ORDEN DE COMPRA	45XXXXXXXXX	2021-04-20													
GUÍA DE DESPACHO ELECTRÓNICA	105	2021-05-17													
Nº	Cantidad	Unidad	Código	Descripción	Precio	Desc/Recargo	Total								
1	24.0	EA	20	P31107 105166	588.361		14.120.664								
La cantidad, descripción y valor unitario deben ser completados conforme a la orden de compra															
Observaciones					<b>Montos Totales</b>										
					<b>Monto Neto</b>	\$	14.120.664								
					<b>Monto I.V.A.</b>	\$	2.682.926								
					<b>Monto Total</b>	\$	16.803.590								

Siempre debe informar el número de Orden de Compra

Folio	4502223463
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R.U.T.:  
**FACTURA ELECTRÓNICA**  
Nº

S.II - SANTIAGO CENTRO

Señor (es) : BHP DE CHILE INC.	Comuna : P 8	
Dirección : AMERICO VESPUCCIO SUR 100	Ciudad : LAS CONDES	
R.U.T. : 86.160.300-8	Forma De Pago :	
Giro : EXPLOTACION DE OTRA	Fecha Emis. : 18 JUNIO 2014	Fecha Venc. : 25 JUNIO 2014

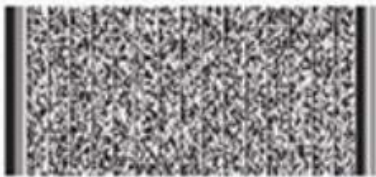
Documento Ref.	Folio	Fecha	Razón Referencia
Orden De Compra	4502223463	18-06-2014	-

Nº	Cantidad	Unidad	Código	Descripción	Precio	Desc/Rcarga	Total
1	400	UNO		PORTACREDENCIAL CINTURON (YO-YO)ADIX NEGRO	302		120.800

La cantidad, descripción y valor unitario deben ser completados conforme a la orden de compra

SON:

Montos Totales		
Neto	\$	120.800
I.V.A. 19%	\$	22.952
Total	\$	143.752



Timbre Electrónico SII  
Res. 23 del 2006  
Verifique documento: [www.sii.cl](http://www.sii.cl)

**Annex B: Example of an Electronic Invoice for Services**

Siempre debe informar el número de Orden de Compra y HES

**Folio**  
1002317469  
4500689274

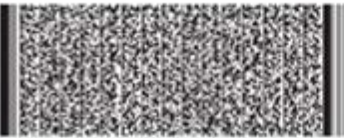
**R.U.T.:**  
**FACTURA ELECTRÓNICA**  
**N°**  
**S.LI - SANTIAGO CENTRO**

Señor (es) : BHP CHILE INC	Comuna : LAS CONDES	Dirección : VESPUCIO SUR 100 P 8	Ciudad : STGO
R.U.T. : 86.160.300-8	Forma De Pago :	Giro : EXPLOTACION DE OTRAS MINAS Y CANTERAS N	Fecha Emis. : 03 JUNIO 2013

Documento Ref.	Folio	Fecha	Razón Referencia
HES Orden De Compra	1002317469 4500689274	03-06-2013 03-06-2013	- según proveedor 124473

N°	Cantidad	Unidad	Código	Descripción	Precio	Desc/Recargo	Total
	1	C/U		MantElectricaAlumbP7-59 -10	880.472		880.472

SON:



Timbre Electrónico SII  
Res. 86 del 2005  
Verifique documento: [verif.sii.cl](http://verif.sii.cl)

**Montos Totales**

Neto	\$	880.472
L.V.A. 19%	\$	167.290
<b>Total</b>	<b>\$</b>	<b>1.047.762</b>

Annex C: Example of a Manual Invoice for Goods

**R.U.T.:**  
**FACTURA**  
**Nº**

S.L.L. - SANTIAGO CENTRO  
FECHA VIGENCIA EMISION HASTA 31 DICIEMBRE 2015

Siempre debe informar el número de Orden de Compra

<b>BHP CHILE INC</b>	Fecha 27 DE MAYO 2014
	Rut 86.160.300-8
	Ciudad O.Compra 4.502.144.549
	Ciudad Despacho 3009
FONO : AMERICO VESPICIO SUR 100 Las Condes / Santiago	Fecha pago 30 DIAS

DESCRIPCION	CANTIDAD	UNITARIO	TOTAL
DISCO 4 TB seagate expansion item 28	4	140.000	\$ 560.000
<p>La cantidad, descripción y valor unitario deben ser completados con forme a la orden de compra</p>			
			\$ 560.000
			Iva \$ 106.400
			TOTAL \$ 666.400

DEPOSITAR EN BANCO BCI 298 298 01

SOB: SEIS CIENTOS SESENTA Y SEIS MIL CUATROCIENTOS PESOS

Nombre: _____	CANCELADO
R.U.T.: _____ (Recibo) _____	
Fecha: _____ Firma: _____	/ /

El cliente debe cancelar en este acto, de acuerdo a lo dispuesto en la Ley N° 17.348, y la Ley N° 17.349 de la Ley 17.348, además que la entrega de este documento a ser emitido por el proveedor, hace este documento.

IMPRESION: CANCELADO - Rut: 76.160.300-8 - Tipo: 2014/07 - Fecha: 27/05/2014

ORIGINAL: CLIENTE

Annex D: Example of a Manual Invoice for Services

XXXXXX X XXXXX XX

**R.U.T.:** XX.XXX.XXX-X

**FACTURA**

N° XXXXX

S.I.I. - SANTIAGO ORIENTE  
**FECHA VIGENCIA EMISION HASTA 31 Diciembre 2013**  
*Fecha vigencia emision hasta 30 junio 2014*

Santiago, 12 de JUNIO de 2014

Señor(es): BHP CHILE INC.

R.U.T.: 86.160.300-8 Giro: EXPLOTACION DE OTRAS MINAS Y CANTERAS

Dirección: AVDA. AMERICO VESPUCIO 100, PISO 8

Comuna: LAS CONDES Ciudad: SANTIAGO Teléfono/Fax:

Factura N°: Condiciones de Pago: 30 DIAS O/C N°:

**POR LO SIGUIENTE: ACTIVATE PRODUCCIONES LIMITADA DEBE**

DETALLE	TOTAL
SERVICIO DE PARAMEDICOS Y AMBULANCIA EN FAENA MINERA PROYECTO INTI MES DE MAYO	
Siempre debe informar el número de Orden de Compra y HES	
Orden 4500972191	0451 12 JUN 2014
HES 1003469771	0451 12 JUN 2014
BHP INTI	
SON: CUARENTA Y CINCO MILLONES TREINTA MIL CIENTO OCHENTA Y UN Pesos.-	
CANCELADO:	
NOMBRE: _____ R.U.T.: _____	
FECHA / / RECINTO / LUGAR: _____ FIRMA _____	
<b>NETO \$</b>	37.840.488
<b>LVA. \$</b>	7.189.693
<b>TOTAL \$</b>	45.030.181

"El acuse de recibo que se declara en este acto, de acuerdo a lo dispuesto en la letra k) del Art. 4° y la letra c) del Art. 5° de la Ley 19.863, acredita que la entrega de mercaderías o servicio(s) prestado(s) ha(s) sido recibido(s)!"

ORIGINAL: CLIENTE

## Annex E: Affidavit (Spanish version)

**DECLARACIÓN JURADA DE OPERACIONES HABITUALES SUSCRITAS CON UN BENEFICIARIO EN PAÍS CON EL QUE EXISTA CONVENIO VIGENTE PARA EVITAR LA DOBLE TRIBUTACIÓN CON EL OBJETO DE ACREDITAR LAS CIRCUNSTANCIAS SEÑALADAS EN EL N° 4, DEL ARTÍCULO 74 DE LA LEY DE IMPUESTO A LA RENTA Y EL AGENTE RETENEDOR NO RETENGA EL IMPUESTO O APLIQUE UNA TASA REBAJADA EN VIRTUD DE DICHO CONVENIO**

<b>1) IDENTIFICACIÓN DEL DECLARANTE (BENEFICIARIO DE LA RENTA)</b>			
Razón social o nombre completo del declarante			
Tipo jurídico (persona natural, sociedad u otras entidades)	Fecha de constitución o de nacimiento	Número o código de identificación tributaria	
Dirección Calle y número, oficina, departamento	Ciudad de residencia	País de residencia	
Dirección correo electrónico	Teléfono	Código postal	Giro o actividad

<b>2) IDENTIFICACIÓN DE LOS REPRESENTANTES</b>			
Nombre completo del Representante 1			
Fecha de nacimiento	Número o código de identificación tributaria		
Dirección Calle y número, oficina, departamento	Ciudad de residencia	País de residencia	
Dirección correo electrónico	Teléfono	Código postal	Giro o actividad

Nombre completo del Representante 2			
Fecha de nacimiento	Número o código de identificación tributaria		
Dirección Calle y número, oficina, departamento	Ciudad de residencia	País de residencia	
Dirección correo electrónico	Teléfono	Código postal	Giro o actividad

<b>3) IDENTIFICACIÓN DEL PAGADOR (AGENTE RETENEDOR)</b>			
Razón social o nombre completo del Pagador			
RUT del Pagador (incluyendo dígito verificador)			

<b>4) DECLARACIÓN</b>	
Lugar (país, ciudad, provincia) de la declaración	Fecha de la declaración
Fecha de inicio del acuerdo o suscripción del contrato	Duración del contrato
Naturaleza de las operaciones que realizará	Periodicidad de las operaciones
<p>El Declarante identificado en el número 1), (cuando corresponda, debidamente representado por su (s) Representante (s) indicado (s) en el número 2)), en relación a las operaciones que serán realizadas de manera habitual con el agente retenedor identificado en el número 3), declara bajo juramento lo siguiente:</p> <p>i.- Las operaciones descritas no son ni serán realizadas a través de un establecimiento permanente o base fija al cual deban atribuirse las rentas o cantidades que se paguen, distribuyan, retiren, remeses, abonen en cuenta o pongan a disposición por el Pagador, y</p> <p>ii.- Será el beneficiario efectivo de las rentas o cantidades que se perciban, o bien, tendrá la calidad de residente calificado en .....  <i>(indicar nombre del otro Estado Contratante) (según lo exija el Convenio).</i></p> <p>El cumplimiento de las condiciones señaladas en los literales i y ii, será ratificado el 31 de diciembre del año respectivo o al término del acuerdo o contrato suscrito.</p>	
Nombre y firma Declarante o su(s) Representante(s)	Nombre y firma Declarante o su(s) Representante(s)

**Annex F: Affidavit (English version) - Model for Affidavit I****SWORN STATEMENT OF COMMON OPERATIONS SUBSCRIBED WITH A BENEFICIARY IN A COUNTRY WITH WHICH THERE IS A CURRENT AGREEMENT TO AVOID DOUBLE TAXATION**

**IN ORDER TO ACCREDIT THE CIRCUMSTANCES MENTIONED IN No. 4, FROM ARTICLE 74 OF THE INCOME TAX LAW AND FOR THE WITHHOLDING AGENT NOT TO WITHHOLD THE TAX OR TO APPLY A RATE REDUCED BY VIRTUE OF SUCH AGREEMENT**

<b>1) IDENTIFICATION OF DECLARER (BENEFICIARY OF THE INCOME)</b>			
Company name or full name of declarer			
Legal entity type (individual, company or other entity)	Date established or Date of birth	Tax identification number or code	
Address Street and number, office, apartment	City of residence	Country of residence	
Email address	Telephone	Postal code	Line of business or activity

<b>2) IDENTIFICATION OF REPRESENTATIVES</b>			
Full name of Representative 1			
Date of birth	Tax identification number or code		
Address Street and number, office, apartment	City of residence	Country of residence	
Email address	Telephone	Postal code	Line of business or activity

Full name of Representative 2			
Date of birth	Tax code number or code		
Address Street and number, office, apartment	City of residence	Country of residence	
Email address	Telephone	Postal code	Line of business or activity

<b>3) IDENTIFICATION OF THE PAYER (WITHHOLDING AGENT)</b>			
Company name or full name of Payer			
Taxpayer No. of the Payer (including verification digit)			

<b>4) DECLARATION</b>	
Place (country, city, province) of the declaration	Declaration date
Start date of the agreement or contract signing	Contract period
Nature of operations performed	Frequency of operations
<p>The Declarer identified in number 1), (when applicable, duly represented by its Representative(s) indicated in number 2)), in relation to the operations to be performed regularly with the withholding agent identified in item 3), declare under oath that:</p> <p style="margin-left: 40px;">i.- The operations described are not nor will be made through a permanent establishment or a fixed base which should be attributed to income or amounts paid, distributed, withdrawn, remitted, or credited to an account or made available by the Payer, and,</p> <p style="margin-left: 40px;">ii.- It will be the beneficial owner of the income or amounts which are paid or will have the quality of resident qualified . . . . . <b><i>(Indicate the name of the other Contracting State) (as required by the Treaty).</i></b></p> <p style="margin-left: 40px;"><b>The fulfilment of the conditions listed in subparagraphs i and ii, will be ratified on December 31 of the respective year or the term of the agreement or contract signed.</b></p>	
Name and signature of the Declarer or its Representatives	Name and signature of Declarer or its Representatives