

SCHEDULE 8: PAYMENT PROCEDURES

1. Monthly Financial Report and Invoice summary

For any potentially grant-funded works, at the monthly project delivery progress meetings, the EVCPO shall present:

- a. details of its monthly spend / claim on Connection Works.
- b. its projections for forthcoming Connection Work (based on estimates that have been obtained), along with an indicative timeline for when it plans to invoice the Buyer for these works.
- c. If the Supplier is being reimbursed for a percentage of the cost of the charge point equipment cost which has been agreed within any potential grant funding, its projections for the number of charge points to be installed which should be based on its project plan.

2. New Vendors

Where the EVCPO is not a current supplier to CCBC, the EVCPO will be required to complete a New Supplier Registration form, noting that this form does request bank account details, should any funds need to be transferred.

3. Invoicing

Invoicing will be carried out in accordance with Clause 12 of the contract.

For any potentially grant-funded contributions to works, The EVCPO will confirm to CCBC, on a monthly basis during the project meetings, of costs associated with the delivery of the electrical supply and Connection Works at each site that will be accrued that month. Both parties should agree these costs and record this in the meeting minutes. CCBC will provide the EVCPO with a Purchase Order number within seven days of the meeting to allow it to invoice CCBC and recover any agreed costs.