



## SUPPLIER INVOICE INSTRUCTIONS COSTA RICA

Suppliers for Alaska Airlines and Horizon Air play an important role in helping us provide the highest quality services to our customers. As a supplier, we want to familiarize you with our payment processes. This document outlines important guidelines. **We ask that you follow them to ensure timely payment of your invoices.**

If there is a conflict between these guidelines and your fully executed contract with Alaska Airlines or Horizon Air, the terms of your fully executed contract with Alaska Airlines or Horizon Air will control.

**Payment Terms:** Payment terms are Net 30 from receipt of invoice, unless stated otherwise in your fully executed contract and subject to any other terms in your fully executed contract.

**Payment Methods:** Our method of payment is ACH direct deposit and international ACH or Wire Transfer.

**Invoice Submittals:** Invoices must be sent via email to Accounts Payable at [facturacion.ascr@alaskaair.com](mailto:facturacion.ascr@alaskaair.com) and must include the following:

- **Submitted in U.S. Dollars (USD) or Costa Rican Colón (₡), in accordance with the terms of your fully executed contract with Alaska Airlines or Horizon Air.**
- Email Subject Line must include the Supplier Name and Invoice Number.
- Maximum size of email - 5 MB
- Invoice documents must be included as attachments, not embedded in the text of the email.
- Electronic Invoice in PDF and XML formats and supporting documents must be clearly readable.
- Multiple attachments (invoices) may be provided in one email.
- Copy ("Cc") your main Company Contact, Project Manager, Station Leadership, or Supply Chain Management directly.

**Invoice Requirements:** ALL invoices must comply with all Costa Rican electronic invoicing legal requirements and contain the following information:

1. Cover page or other appropriate written report (email acceptable), setting forth a description of the services or expenses.
2. **MUST BE INCLUDED ON ALL INVOICES:**  
Alaska Airlines, Inc. Tax ID #: Identificacion/Cedula Juridica: 3012695121
3. Supplier Name
4. Remittance Address
5. Invoice Date
6. Unique Invoice Number and Tax ID number provided by the Costa Rica fiscal authority.  
Identification / "Cedula Juridica" (i.e. Supplier Tax Register number).
7. Service Dates and Location(s). Include separate line items for each type of service, including separation of materials or product as defined in the contract. Quantity for each type of service invoiced must equal the actual quantity provided.
8. Unit of Measure.
9. Unit Price (which must agree with the contract unit price), and extended unit price. Each line must be subtotaled individually before tax, freight or any additional charges are listed. Each invoice must have a grand total that includes all charges.
10. Payment Terms, which must agree with the contract payment terms.
11. For Services, include a daily summary of volumes for each type of service (including specific deliverables, and hourly rates, hours worked, total hours or related fees (include aircraft type, if applicable)
12. For any Credit Memos:
  - a. Must reference original invoice number(s)
  - b. Must reference "price correction" if applicable.

Unless otherwise agreed in advance, the fully executed contract is the sole basis for payment. Incorrect invoices will cause a delay in payment. Accounts Payable cannot authorize or negotiate any changes to the contract. Please contact the Contract Point of Contact, Project Manager, Station Leadership, or Supply Chain Management directly to resolve invoice discrepancies. All payment inquiries shall be addressed to [facturacion.ascr@alaskaair.com](mailto:facturacion.ascr@alaskaair.com).

If you have any questions about billing, please contact:

Attention: Alejandra Bonilla

Phone: (+52 55) 5580111356

Email. [Alejandra.bonilla@alaskaair.com](mailto:Alejandra.bonilla@alaskaair.com)

If you have any questions, please do not hesitate to contact us.