



Invoice Submission Guidelines for Clearway Energy Suppliers

Clearway Energy values our suppliers as essential partners in building a sustainable future. To ensure timely and accurate payments, we use the SAP Ariba Network, a cloud-based Procure-to-Pay platform. Following these guidelines will help us process your invoices efficiently.

Invoice Content Requirements:

Purchase Order (PO) Invoices

Invoices must include the following details from the Buyer's Purchase Order:

- Purchase Order number (Contact your Clearway representative if you have questions about which PO to reference.)
- PO line-item number
- PO part number (if applicable)
- Exact description of the product or service as listed on the PO
- Unit of measure
- Unit price
- Item quantity
- Total invoice value

Non-Purchase Order Invoices

For exempted goods or services without a PO:

Include the Clearway employee's **name and email address** who requested the product or service (e.g., John Smith, John.Smith@clearwayenergy.com)

General Invoicing Guidelines

- Submit a **separate invoice for each shipment or service order**.
- The first page of the attachment must be the first page of the invoice.
- Provide supporting documentation as reasonably requested.
- **Do not** issue invoices before services are completed or products shipped.
- Use **only one submission method** (see below).

Required Information on All Invoices

- Supplier's phone number and remit-to address
- Invoice number
- Invoice date
- Contact email for invoice inquiries.

Preferred Payment Method

Clearway prefers **ACH (Automated Clearing House)** electronic payments.

To enable ACH:

- Log into your supplier profile at <https://www.ariba.com>
- Provide banking details and remittance email address.



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Invoice Submission Methods

Preferred Method: SAP Ariba Network

- Submit invoices directly against the Purchase Order in your **Ariba Supplier Portal**.
- Attach backup documents as **one PDF per invoice**.
- Use **one PO per invoice**.
- Detailed instructions:
 - [Create PO-Flip Invoices](#)
 - [Create Credit Memos](#)
 - [Receive Purchase Orders](#)
 - [Create Order Confirmations](#)
 - [Create Ship Notices](#)

Alternate Methods: Email or Postal Mail

Use these only if Ariba submission is not possible:

- Email: Send invoices to VIMInvoices@clearwayenergy.com
 - Attach as one PDF per invoice.
 - Include all required PO details.
- Postal Mail:

Attn: Accounts Payable Department
4900 N. Scottsdale Rd., Suite #5000
Scottsdale, AZ 85251

Important: Do not submit the same invoice via multiple methods. Duplicate submissions cause delays.

Avoid Common Errors That Cause Delays

- Sending the same invoice multiple times
- Using incorrect email addresses
- Combining multiple invoices in one PDF
- Sending ZIP files or unreadable formats
- Missing PO number or Clearway contact email
- Sending non-invoice documents (e.g., statements) to VIMInvoices@clearwayenergy.com

Need Assistance?

- **General Accounts Payable inquiries:** AccountsPayable@ClearwayEnergy.com
- **Purchase Order Inquiries:** ProcurementInquiries@ClearwayEnergy.com
- **Supplier Enablement Assistance:** SupplierEnablement@ClearwayEnergy.com