



Pattern Energy Group LP
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San Francisco, CA 94111

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www.patternenergy.com

Invoicing Instructions

Dear Vendor,

Pattern Energy Group LP and its affiliates have a centralized receiving and processing system for all invoices. It is important that all the steps enumerated below be followed to ensure prompt processing. Payment delays will occur if these guidelines are not followed.

- 1) All invoices must be addressed to the correct legal entity for which you are providing services and a clear description of the project for which you are billing.
 - The type of work performed must be included on each invoice (e.g. material number, description of the Products and/or Services, quantities, unit price, freight charges, and totals) and project descriptions such as “miscellaneous” or “various” are not acceptable. Please contact the person who engaged your services if you are unsure what description must be used.
 - Seller is responsible for any and all taxes and import duties unless Buyer has expressly assumed in writing the obligation to pay such costs. Seller will issue an invoice within ten (10) days following the end of the month in which the Products or Services are delivered.
- 2) Buyer shall have no liability for payment of any invoices which are not issued within the foregoing time requirement. Each invoice will be due and payable forty-five (45) days following its receipt by Buyer or required by agreement.
- 3) Please submit only one invoice per project (i.e., do not bill for more than one project and/or one Purchase Order (PO) per invoice).
- 4) Invoice must be assigned with a unique invoice number. PO Number and dates of service must be clearly specified on the invoice. If you don't know your PO Number, please request a copy from your Pattern contact before submitting invoice.

Please submit all invoices for payment to following email addresses in PDF format:

For US and Mexico invoices, email to apinvoicesUS@patternenergy.com

For Canadian invoices, email to apinvoicesCA@patternenergy.com

Above inboxes are not monitored for inquiries. Inquiries should be sent directly to apinquiries@patternenergy.com.

Invoices can also be mailed to:

[Name of Company and/or Related Project Entity]

c/o Pattern Energy Group LP

Attention: Accounts Payable

1088 Sansome St.

San Francisco, CA 94111

Thank you in advance for assistance in ensuring the efficiency of our payment procedures. For questions regarding payment of your bills, please contact our Accounts Payable team at apinquiries@patternenergy.com or call +1 (415) 283-4000.