

Sovos Invoice Network (SIN)

This Data Sheet is effective for orders placed on or after **01 November 2025**.

This Data Sheet describes the following Cloud Solutions and Services (the “Software”) to be provided the Sovos entity identified in the Order Form that includes these products (“Sovos”) to the customer named on an applicable Order Form (the “Customer”) in accordance with this Data Sheet.

- **Sovos VAT Certified invoicing – Portugal:** Cloud based application, certified by Portuguese Tax Authority (Autoridade Tributária), under the system number n° 1835, to generate Fiscal Relevant Documents, in accordance with the legislation applicable in Portugal.
- **Sovos VAT Certified invoicing - Delivery Add-On – Portugal:** Add-on component that provides the Delivery of the generated electronic Fiscal Relevant Documents to the recipients.
- **Sovos VAT Certified invoicing - Additional Tax IDs – Portugal:** Additional Tax IDs for Certified e-Invoicing in Portugal.
- **Sovos VAT invoicing - PDF Qualified Signature and eDelivery – Portugal:** A Service which applies qualified electronic signatures to PDF invoices (generated and submitted by Customer), stores these invoices for the statutory period prescribed in tax legislation, and optionally supports delivery via email.
- **Sovos VAT invoicing eDelivery – Portugal:** Enables the electronic transmission of invoices in a structured format, compliant with Portuguese legislation and aligned with B2G standards, thorough Sovos’ REST API.
- **Interoperability Add-on – Portugal:** Add-on that enables the transmission of documents via integrated flows to recipients connected to other networks. The usage of this add-on requires that interconnection with relevant networks has been previously acquired and configured.
- **Sovos VAT invoicing eReception – Portugal:** Enables the electronic receipt of invoices in a structured format, compliant with Portuguese legislation and aligned with B2G standards, through Sovos’ REST API.
- **Sovos VAT Document Inbound – Portugal:** A tailored inbound of electronic documents solution designed to meet the specific operational and integration needs of individual clients. This service builds upon SIN platform by incorporating bespoke configurations, data formats, workflows, and project-driven implementation activities.
- **Sovos VAT Document Outbound – Portugal:** A tailored outbound of electronic documents solution designed to meet the specific operational and integration needs of individual clients. This service builds upon SIN platform by incorporating bespoke configurations, data formats, workflows, and project-driven implementation activities.
- **Sovos VAT Document - Additional Tax IDs – Portugal:** Additional Tax IDs for document inbound or outbound in Portugal.
- **Sovos VAT Document Inbound - OCR – Portugal:** Receive and process paper and PDF invoices using automated workflows, enabling them to be handled with similar efficiency and structure as electronic invoices.
- **Integration Support - PS – Portugal:** Supporting services, from Professional Services (PS) team, for customer assistance during implementation. Three different levels (0, 1 and 2), that corresponds to number of hours.
- **Sovos VAT invoicing - Specialized Advisory Support - PS – Portugal:** Recurring service designed to provide expert functional and technical assistance related to Sovos solutions in Portugal.
- **DI Interoperability Connection - PS – Portugal:** Activate and configure the EDI connectivity to specified business partners, that are in third party networks but reachable from within SIN, for specified business processes and document types.

1 DEFINITIONS.

1.1 “API” means Application Programming Interface.

1.2 “Application” means the version of Customer’s ERP, financial, or transaction system used in conjunction with the System.

1.3 “ATCUD” is a unique identification code for each issued document, based on the document number and on a validation number issued by the Portuguese Tax Authority for the number series.

1.4 “B2G standards” refers to the mandatory requirements for electronic invoicing in Business-to-Government transactions in Portugal, based on the CIUS-PT (Core Invoice Usage Specification for Portugal) schema.

1.5 “Default Layout (PDF)”, means the out-of-the-box PDF that is generated for each successfully submitted document, following a default Sovos template

1.6 “Delivery” means the electronic processes to remit the generated Fiscal Relevant Documents to the identified recipient.

1.7 “EDI” means Electronic Data Interchange, a standardized method for electronically exchanging business documents, such as invoices, purchase

orders, and payment instructions, between organizations in a structured, machine-readable format.

1.8 “ERP” means Enterprise Resource Planning, a category of integrated business management software that enables organizations to manage and automate core business processes, such as finance, accounting, procurement, inventory, human resources, and operations, within a unified system.

1.9 “Fiscal Relevant Documents” includes invoices, simplified invoices, debit notes, credit notes.

1.10 “REST API” means a web-based API that conforms to the principles of Representational State Transfer (REST).

1.11 “SIN” means Sovos Invoice Network.

1.12 “Standard Adapter” means a pre-built, supported integration component provided or licensed by Sovos, designed to facilitate data exchange between the Customer’s ERP, financial, or transaction systems and the Sovos platform.

1.13 “System” means the Software and Sovos Data collectively.

1.14 “Tax ID” means a valid Portuguese or EU tax identification number associated with the Customer or its affiliates.

1.15 “Transaction” means any electronic document or message that is processed by the System, including but not limited to invoice submissions, receptions, status updates, or rejections. Individual updates of the status of the electronic document in the Software (e.g., finalized, rejected, etc.) are not considered individual Transactions.

1.16 “Updates” means a new version of the Software. Updates include bug fixes, patches, Error corrections, minor and major releases, non-new platform changes, or modifications or revisions that enhance existing performance. Updates exclude new products, modules, or functionality for which Sovos generally charges a separate fee.

1.17 “User Organization” means a legal entity using the Software, which can be the Customer, the final User or a different legal entity authorized by the Customer to use the Software.

2 PRODUCTS. All Sovos products listed above are licensed separately. Sovos will provide Customer with credentials to test and development systems to allow appropriate testing.

2.1 Sovos VAT Certified invoicing functionality:

2.1.1 Provides an API enabling the following operations: document issuing, search and access to issued document, document number series management, tax rates management, request and obtain Billing SAF-T report.

2.1.2 Generation of a ‘Default’ Layout (PDF), including the mandatory QR code, for each successfully submitted document.

2.1.3 Generates ATCUD code for documents using number series that have the AT validation number configured.

2.1.4 Provides storage of electronic documents.

2.1.5 Provides a qualified electronic signature with Sovos digital certificate, for each issued document.

2.2 Sovos VAT Certified invoicing – Delivery Add-On functionality:

2.2.1 Automatically sends notifications, via email, to the document recipient for each issued document. These notifications contain a link where the recipient can access to view and download the document.

2.2.2 If the document recipient is also a user of Sovos’ platform, or any other that Sovos’ has interconnectivity with, for document reception services then issued documents are delivered in the format, and through the communication channel, agreed with the document recipient.

3 CUSTOMER RESPONSIBILITIES.

3.1 Technical and process aspects. Customer shall (i) only send data to the Software that represent legitimate production business data pertaining to User Organizations; and (iii) ensure that all data sent to the Software is appropriately formatted and contains the information required for the correct performance of the Software according to Sovos’ Documentation.

3.2 VAT and other compliance aspects. Customer (i) shall obtain the necessary legal authorizations for Sovos to sign, issue, clear, retrieve or store electronic documents from User Organizations; (ii) is responsible to comply with any requirements for prior notification, authorization, system documentation, derogation or any other types of government, authority or law enforcement approval that may be required as a precondition for using the Software; and (iii) is responsible for requirements related to invoice data in accounting systems, including reporting, presentation, audit, analysis etc. as well as the determination of applicable law and jurisdictions for invoices, and the country of a legal entity’s establishment. Whenever necessary, and whenever applicable, Sovos will electronically sign the invoices issued by Sovos in the name and on behalf of Customer in accordance with current legislation. To this end, Customer authorizes and delegates to Sovos the responsibility for signing, with a qualified electronic signature. Customer shall ensure that it has an enforceable agreement with all User Organizations that is consistent with this Data Sheet, before a User

Organization gains access to the Services. Customer shall obtain the necessary legal authorizations for Sovos to sign, issue, and archive invoices from User Organizations. Such authorizations shall be consistent with and at a minimum contain the stipulations provided to Customer for such purposes in the Sovos integration documentation. Customer is authorized by Sovos to extend an offer to enter into such authorizations to User Organizations, with acceptance by the User Organizations constituting a bilateral agreement with regard to this authorization, to which Sovos is bound.

3.3 Tax authority. Customer must provide all communications and reporting required by the Portuguese Tax Authority. This includes, but is not limited to, submitting the SAF-T reporting, registering the number series, and obtaining a validation number.

3.4 Data processing. To the extent that any data submitted to the Software constitutes Personal Data, Customer acknowledges that Sovos may require transferring, processing and archiving of the Customer data in data centers located in third countries. The processing activities are necessary for the provision of the Software in Portugal, and storage is limited to the period needed for legitimate administrative purposes under applicable laws and regulations.

4 INTEGRATION AND ADAPTERS. Customer is solely responsible for data mapping. Customer may purchase the right to use a Standard Adapter, if available from Sovos. Customer’s use of such Standard Adapter is subject to all terms and conditions of the Governing Agreement. If no Standard Adapter is available or purchased by Customer, Customer is responsible for: (i) developing and maintaining the adapter; and (ii) updating the adapter to be compatible with new releases of the Software and Customer’s Application. Sovos can provide adapter services on a time and materials basis pursuant to the Services provisions of the Governing Agreement.

5 ACCESS AND USE. Access to the Cloud Solution may require installation of specific client components or connectors in the Customer’s data environment. Such components are licensed solely for access and use of the SIN Cloud Solution, subject to the restrictions of the Governing Agreement.

6 DATA ACCURACY AND RESPONSIBILITY. Customer remains solely responsible for the accuracy, completeness, and validity of all data imported or transmitted through the System. Customer is liable for ensuring compliance with applicable accounting, tax, and data protection regulations.

7 CHANGES. Sovos may, from time to time and in its sole discretion, make changes to this document or the terms and conditions set forth herein, provided however, in no event shall Sovos make any changes that will degrade the products or services applicable to this Data Sheet without prior written notice to Customer. When Sovos makes changes hereto which do not degrade the products or services applicable to this Data Sheet, Sovos will provide notice as appropriate under the circumstances, e.g., by displaying a notice within the applicable Sovos products or services, by updating the Data Sheet located at <https://sovos.com/customer-legal-data-sheets/> or by sending Customer an email.

8 TERMS AND CONDITIONS. Customer’s execution of an applicable Order Form for the Software and Services applicable to this Data Sheet signifies Customer’s agreement to the terms and conditions in this Data Sheet and its acknowledgment that the Software and Services are provided under and are governed by such applicable Order Form and the separate written agreement between the parties that expressly governs Sovos’ delivery of products and services (the “Governing Agreement”).

9 DEFINED TERMS. Except as defined herein or otherwise required by the context herein, all defined terms used in this Data Sheet have the meaning set forth in the Governing Agreement. This document constitutes a Data Sheet as defined in the Governing Agreement.

SOVOS MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN THIS DOCUMENT.