



**CIRCULAR INFORMATIVA A PROVEEDORES
CIERRE 2020**

**Señores:
Proveedores
Bogotá D.C, 30 de octubre de 2020**

REF: ACTIVIDADES DE CIERRE AÑO 2020

En relación con las actividades de cierre del año 2020, nos permitimos informar lo siguiente:

1. La fecha límite para radicar las facturas será el 11 de diciembre de 2020
2. El último pago a proveedores del año será el 18 de diciembre de 2020.
3. Inicio de recepción de facturas el 04 de enero de 2021 con cumplimiento de requisitos de radicación.
4. El horario de radicación de correspondencia es de lunes a viernes de 8:00 a.m. a 1:00 p.m.
5. Radicar la totalidad de la facturación pendiente de servicios ya prestados por todo concepto en 2020, esta disposición aplica para todos los proveedores, especialmente los profesionales de la salud.
6. No se aceptarán facturas de bienes o servicios de 2020 en 2021.

Muchas gracias por su atención y colaboración

Atentamente,

DocuSigned by:
Uriel Chivata
0D0B10EF25E047F...
URIEL CHIVATA

Gerente de Contabilidad e Impuestos

DocuSigned by:
Marisol Lopez
41EE776CFAAB447...
EDITH MARISOL LÓPEZ B.

Jefe de Impuestos

Certificado de finalización

ID de sobre: E2C887164EB54A3E99ECCF7AC62CDD92	Estado: Completado
Asunto: Aplicar DocuSign a: CIRCULAR INFORMATIVA A PROVEEDORES CIERRE AÑO 2020.pdf	
Sobre de origen:	
Páginas del documento: 1	Firmas: 2
Páginas del certificado: 4	Iniciales: 0
Firma guiada: Activado	Autor del sobre:
Sello de la identificación del sobre: Activado	Maria Cristina Rodriguez
Zona horaria: (UTC-05:00) Bogotá, Lima, Quito, Rio Branco	Grenzacherstrasse 124
	Basel, Basel-Stadt 4070
	maria_cristina.rodriguez@roche.com
	Dirección IP: 198.21.24.251

Seguimiento de registro

Estado: Original 26/10/2020 16:27:02	Titular: Maria Cristina Rodriguez maria_cristina.rodriguez@roche.com	Ubicación: DocuSign
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Eventos de firmante

Marisol Lopez
marisol.lopez@roche.com

Nivel de seguridad: Correo electrónico,
Autenticación de cuenta (ninguna)

Detalles del proveedor de firma:

Tipo de firma: DS Electronic

Firma

DocuSigned by:
Marisol Lopez
41EE776CFAA8447...

Adopción de firma: Estilo preseleccionado
Utilizando dirección IP: 198.21.24.251

Fecha y hora

Enviado: 26/10/2020 16:27:53
Reenviado: 26/10/2020 22:43:33
Visto: 26/10/2020 16:29:39
Firmado: 27/10/2020 5:45:12

Información sobre confidencialidad de registros y firmas electrónicos:

Aceptado: 05/06/2020 10:39:50
ID: a0051e4e-51af-45e0-821f-2a785d68bbec
Nombre de la empresa: Integr Atrium France - Sub Account_789

Uriel Chivata
uriel.chivata@roche.com

Nivel de seguridad: Correo electrónico,
Autenticación de cuenta (ninguna)

Detalles del proveedor de firma:

Tipo de firma: DS Electronic

DocuSigned by:
Uriel Chivata
0D0B10EF25E047F...

Adopción de firma: Estilo preseleccionado
Utilizando dirección IP: 198.21.24.251

Enviado: 27/10/2020 5:45:14
Visto: 27/10/2020 5:54:38
Firmado: 27/10/2020 5:56:02

Información sobre confidencialidad de registros y firmas electrónicos:

Aceptado: 07/05/2020 16:54:29
ID: 4c11e2c0-4027-4167-99d4-92809fa20260
Nombre de la empresa: Integr Atrium France - Sub Account_789

Eventos de firmante en persona	Firma	Fecha y hora
Eventos de entrega al editor	Estado	Fecha y hora
Eventos de entrega al agente	Estado	Fecha y hora
Eventos de entrega al intermediario	Estado	Fecha y hora
Eventos de entrega certificada	Estado	Fecha y hora
Eventos de copia oculta	Estado	Fecha y hora
Eventos del testigo	Firma	Fecha y hora
Eventos de notario	Firma	Fecha y hora
Eventos de resumen de sobre	Estado	Marcas del tiempo

Eventos de resumen de sobre	Estado	Marcas del tiempo
Sobre enviado	Con hash/cifrado	27/10/2020 5:45:14
Certificado entregado	Seguridad comprobada	27/10/2020 5:54:38
Firma completa	Seguridad comprobada	27/10/2020 5:56:02
Completado	Seguridad comprobada	27/10/2020 5:56:02

Eventos de pago	Estado	Marcas del tiempo
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Información sobre confidencialidad de registros y firmas electrónicos

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