

# SUPPLIER KIT

## HOW TO SEND PDF-INVOICES

December 2019



Suppliers follow the Supplier Kit.



ENGIE improves purchase to payment cycle and process efficiency.



Invoices are paid on time, saving time and money.



Basware Corporation

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## ENGIE is moving to electronic invoicing

This guide contains detailed instructions on how to send PDF-invoices to CUSTOMER. When following these instructions, CUSTOMER will receive PDF-invoices as electronic invoices. This service is free of charge.

Watch this short registration video attached in this [link](#) and activate the service:

- Register to the Basware Portal: <https://portal.basware.com/open/EngiePDFeInvoice140319>
- Add to Basware Portal the email address(es) from which you will send PDF-invoices.
- Go to your email or invoicing software and attach a PDF-invoice to your email and start sending.

### Useful links

<b>PDF e- Invoice user guide</b>	User guide in English	<a href="https://basware.servicenow.com/bw?id=bw_kb_article&amp;sys_id=82cbcca5db31d304394380ab0b961989">https://basware.servicenow.com/bw?id=bw_kb_article&amp;sys_id=82cbcca5db31d304394380ab0b961989</a>
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Kind regards,

ENGIE

## Registration process

By using this free of charge PDF-service you can start sending e-invoices to ENGIE. To get started you must register to the PDF e-Invoice service via Basware Portal. Watch this short registration video attached in this [link](#) and activate the service:

### 1. Create an account

Open the registration link: <https://portal.basware.com/open/EngiePDFeInvoice140319>

On the service landing page, enter your email address and click **Sign Up**. Choose a secure password and create the account. The service sends a confirmation message to your email address. The confirmation message is sent from <no.reply@basware.com> and could end up in your spam filter. Open the confirmation message to activate your account.

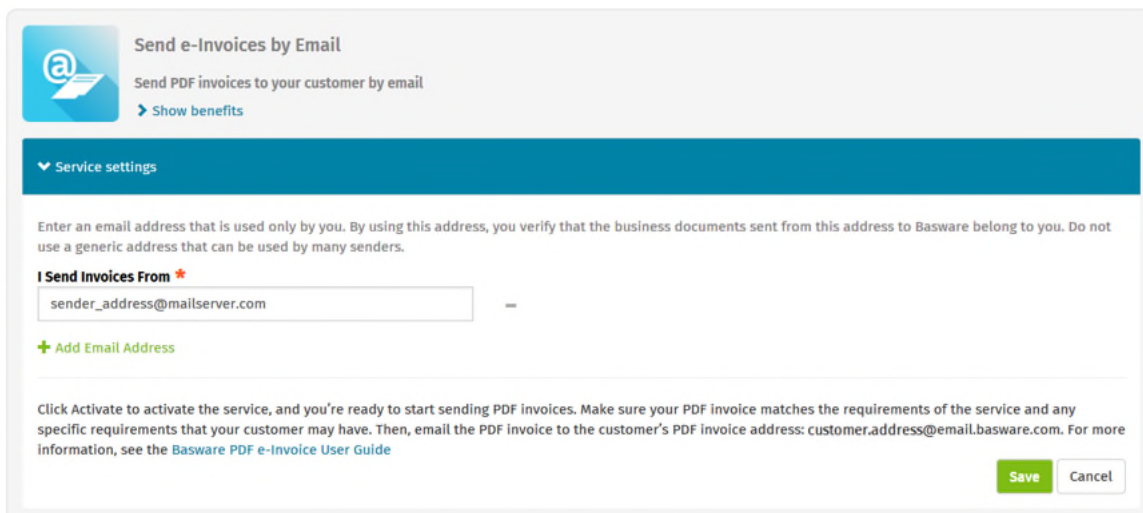
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## 2. Fill in your company details

Now, you must fill in some details about your organization to activate the Basware PDF e-Invoice for Receiving -service. In the My Organization section, fill in your organization's details. You can enter your VAT number by selecting 'Add Organization Identifier' under Organization Identifiers. From the dropdown, please select the VAT and enter your Business Number.

## 3. Add email address(es) for PDF invoices

To add the email address(es) from which you will send PDF e-Invoices, click **Add Email Address**. You can only send invoices from the address(es) that you define here. Invoices sent from other addresses will not be delivered to ENGIE. You can add up to 200 email addresses here:



The screenshot shows a web interface for configuring email settings. At the top left is an '@' icon. The main heading is 'Send e-Invoices by Email'. Below it, there is a sub-heading 'Send PDF invoices to your customer by email' and a link 'Show benefits'. A blue bar with a dropdown arrow contains the text 'Service settings'. Below this, there is a paragraph of instructions: 'Enter an email address that is used only by you. By using this address, you verify that the business documents sent from this address to Basware belong to you. Do not use a generic address that can be used by many senders.' This is followed by a section titled 'I Send Invoices From' with a red asterisk. It contains a text input field with the placeholder 'sender\_address@mailserver.com' and a minus sign to its right. Below the input field is a green plus sign and the text 'Add Email Address'. At the bottom, there is a paragraph of instructions: 'Click Activate to activate the service, and you're ready to start sending PDF Invoices. Make sure your PDF invoice matches the requirements of the service and any specific requirements that your customer may have. Then, email the PDF invoice to the customer's PDF invoice address: customer.address@email.basware.com. For more information, see the Basware PDF e-Invoice User Guide'. At the bottom right, there are two buttons: 'Save' (green) and 'Cancel' (white).

If you wish to add more email addresses later, please go to the [Basware Portal](#) and login. Go to the tab **Services** and click on the box named **PDF e-Invoice**. Click on **View details**. Next, go to section **I send invoices from** and click on **Add an email address** from which you will send invoices to ENGIE.

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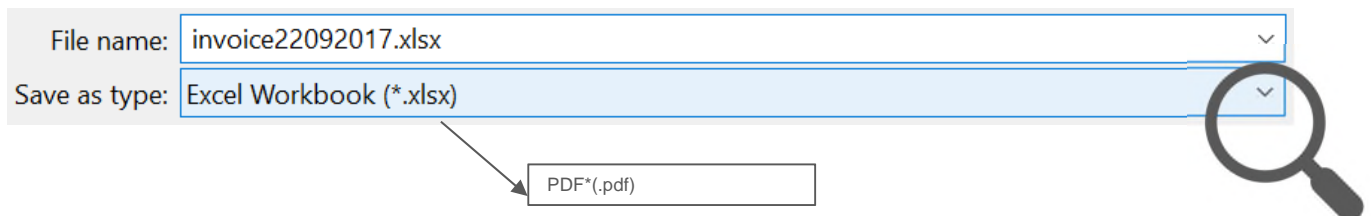
## Start sending PDF-invoices

For the service to work, the invoices that you send in must have the same layout as the first invoice. Because the invoices are read electronically, the content of each invoice must be in [machine-readable](#) text format - the invoices cannot be hand-written, scanned or contain the information in image format. Please make sure that your PDF-invoices are machine-readable and that they are sent to the correct ENGIE email address for PDF-invoices (found in section A of this supplier kit).

### 1. Create a PDF-invoice

There are many ways you can create a PDF invoice:

- You can use your current accounting software, if it allows you to export invoices in machine-readable PDF format.
- You can use a word processing or spreadsheet software - for example, tools from the Microsoft Office, if it allows you to save documents in machine-readable PDF format:



### 2. Attachment policy

If you attach invoice attachments to your email message, make sure that you follow the attachment policy of the service:

- You can only send attachments in PDF format. The service ignores all other attachment types.
- Name the attachment so that it contains the word attachment, anhang, anlage, adjunto, annex, or liite. For example, attachment\_112233.pdf.
- If you send multiple attachments, Basware recommends that you send only one invoice per each email.
- If you must send multiple PDF e-Invoices and attachments in a single email, follow these guidelines:
  - Make sure that each attachment has the keyword attachment in their filename.
  - Make sure that each attachment is associated to a business document PDF:
    - Single business document PDF: each attachment is automatically linked to the business document PDF.
    - Multiple business document PDFs: attachments are linked to a business document PDF, if the filename of the attachments contains the filename (without the file extension) of the business document. For example, document1\_attachment.pdf will be linked to document1.pdf.
  - The attachments are valid, if:
    - The email contains at least one business document PDF.
    - Each extra attachment is linked to a business document PDF.

More information about the attachment policy can be found [here](#).

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### 3. Send the PDF-invoice

1. Using your standard email client, create a new email message.
2. Attach the PDF-invoice you have saved on your computer to the email message.
3. If you want to send invoice attachments to your customer, attach them to the email. For instructions on how to name the attachments, see Attachment Policy.
4. Type ENGIE's PDF-invoice address in the email receiver field. Customer's email addresses for PDF-invoices are found in section A of this supplier kit.
5. Send the email.

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**THE BASWARE PDF-SERVICE DELIVERS TO ENGIE ONLY PDF-INVOICES THAT ARE SENT FROM EMAIL ADDRESSES THAT ARE REGISTERED TO THE SERVICE. THE SERVICE WILL AUTOMATICALLY REJECT INVOICES THAT ARE SENT FROM AN UNREGISTERED EMAIL ADDRESS.**

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### 4. Invoice delivery

Basware sets up the conversion process when you send the first invoice into the service. For the service to work, the invoices that you send in must have the same layout as the first invoice.

Basware will notify you by email when the first email has been delivered to ENGIE successfully. The first PDF-invoice can take a few business days to be mapped and delivered to your customer. No further confirmation emails will be sent unless there are delivery problems with the invoices.

#### A. ENGIE e-mail addresses

Please use the following email addresses when sending PDF-invoices to ENGIE:

Company Unit	Company VAT ID	E-invoice Address	Email address
ENGIE Green	478 826 753 00186	FR 93 478 826 753	ENGIE_GREEN@email.basware.com
ENGIE Green's Subsidiary	Please see order form	Please see order form	ENGIE_GREEN@email.basware.com

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## B. Mandatory content requirements for PDF-invoices

Please ensure that the following information is included in your PDF-invoice prior to your email being sent. **If one mandatory field is found empty, your invoice will be returned.**

N	General Information	Field
1	Invoice number	Mandatory
2	Tax invoice/tax credit note (keyword that indicates if debit or credit invoice)	Mandatory
3	If credit note, reference to erroneous invoice	*
4	Doc Date (Invoice date)	M2
5	Due Date **	Mandatory
6	Delivery Date / Date Of Delivery Month***	Mandatory
7	Currency	Mandatory
8	Buyer Order Number	*
9	Customer Reference	*
10	Contract Number	*
	<b>Customer Information</b>	
11	Full name of customer	Mandatory
12	Full address of the customer	Mandatory
13	Receiver VAT number	Mandatory
	<b>Supplier Information</b>	
14	Full name of the sender (Supplier Name)	P (M)
15	Full address of the sender (Supplier Address)	P (M)
16	The VAT identification number or other appropriate business identification number of the supplier	P (M)
17	IBAN (bank account in IBAN format)	*
18	SWIFT (BIC)	*
19	Sender Bank Account (local format)	*
20	Payment Reference (Maksuviite, OCR nummer, KID nummer, FIK code, OGM-VCS))	*
	<b>Summary</b>	
21	Net amount (VAT excluded)	Mandatory
22	Gross amount (VAT included) <sup>2</sup>	Mandatory
23	Freight	*
24	VAT rates applied	Mandatory
25	Break-down of the taxable amount (excluding VAT) per VAT rate or exemption	Mandatory
26	Break-down of the VAT amount per VAT rate or exemption	*
27	Total VAT amount payable (total VAT amount)	Mandatory

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P	Populated from the information supplier provides when registering into the service.
Mandatory	Mandatory. The invoice is rejected to the sender by e-mail, if the field is found empty.
M1	Mandatory. The invoice is rejected to the sender by email, if both of these fields are found empty.
M2	Mandatory. The invoice is rejected to the sender by email, if the date is not a valid calendar date.
*	Captured if this data is found on the first invoice the supplier sends into the service. The invoice data must be found on the invoice in a machine-readable format.
**	Mandatory only for France
***	Mandatory for France and Belgium
<sup>2</sup>	If Gross amount does not equal Net amount + Total VAT amount (+ Freight), the invoice is rejected to the sender.

### C. Invoice validation and rejections

Typical scenarios where the PDF-invoice is being rejected:

- The PDF invoice file is not machine-readable.
- The email invoice was sent from an un-registered email address.
- A mandatory field does not have content.
- The name of the attachment file does not include one of the following words: attachment/anlage/adjunto/annex/liite.

Basware will notify by email if the invoice cannot be delivered.