

Storengy France

(SA)

RCS Nanterre 487 650 632
(TVA FR42487650632)

storengy
une société de ENGIE

INVOICING PROCEDURE

Storengy

(SAS)

RCS Nanterre 833 718 653
(TVA FR10833718653)

Dear Supplier,

Processing your invoices on time is our first priority and you will find below the rules to comply with to enable us to meet our commitments.



- Make sure you have received a purchase order prior to the performance of any service or delivery, this reference is mandatory to be indicated on your invoices.
- All invoices must be directly sent to accounting department, cf. 2.

1. INVOICES VALIDATION

- Invoice can only be validated after performance of the service/delivery approved/witnessed by Storengy representative,
- To be compliant an invoice:
 - Is dated less than 30 days prior to shipment,
 - Contains a valid Storengy SAS or Storengy France purchase order number,
 - Includes IBAN and BIC bank details,



Before sending your invoice to our accounting services, we recommend you to send a copy by email to Storengy representative who will confirm its validation. **Storengy representative is not authorised to send invoices on your behalf to our accounting services.**

2. SENDING AND LABELLING YOUR INVOICES

- The original of the invoice must be directly sent by normal post to our accounting services:

STORENGY SAS at ENGIE

CSP AcclS France
TSA 95701
59783 LILLE Cedex 9

OR

STORENGY France at ENGIE

CSP AcclS France
TSA 95701
59783 LILLE Cedex 9



There are two legal entities in France, please refer to the Purchase Order instructions, no proper labelling will be rejected.

- You can send your invoices by e-mail in pdf format to a secure e-mail address (DIGITALIZATION):



- Please register your company, filling in the web form available from below link: https://www.engie-docapost.com/facebox_demande_fournisseur.php?set_lang=en
- You will receive under 48:00 your user data to allow you to send your invoices, it is important to **wait for the confirmation of account activation before sending your invoices** :
 - One pdf file per invoice,
 - Message size up to 2 MB



The secure e-mail address for sending your invoices is only communicated to you after validation of your user account.

3. PAYMENT OF YOUR INVOICES

- Storengy's terms of payment are 60 days from the date of invoice,



- Please refer to the order you received,
- Only compliant invoices received before the deadlines can be processed within the deadlines.

Thank you for your cooperation,
Procurement Department.

