

## Storengy

(SAS)

RCS Nanterre 833 718 653  
(TVA FR10833718653 )



# INVOICING PROCEDURE

## Storengy France

(SA)

RCS Nanterre 487 650 632  
(TVA FR42487650632 )

Processing your invoices on time is our 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 representatives,
- To be compliant an invoice:
  - Is dated less than 30 days prior to shipment,
  - Contains a valid Storengy 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. LABELLING AND SENDING YOUR INVOICES

- The original of the invoice must be labelled to the correct legal entity:

**STORENGY** at ENGIE FRQ6  
CSP AcclS France  
TSA 32130  
59784 LILLE Cedex 9

OR

**STORENGY France** at ENGIE FR3E  
CSP AcclS France  
TSA 22129  
59784 LILLE Cedex 9



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

- Your invoices shall be sent by e-mail in pdf format, after registration to BASWARE solution:



- Please register your company, filling in the web form available from below link: <https://portal.basware.com/open/EngiePDFeInvoice140319>
- **Once registered** you will be in position sending us your invoices directly by e-mails
  - Storengy\_SAS\_FRQ6@email.basware.com for STORENGY SAS
  - Storengy\_France\_FR3E@email.basware.com for STORENGY France SA
- **INVOICES FORMAT is PDF "readable"** please verify you can select and copy text within your document

Contact support at [supportbasware@storengy.com](mailto:supportbasware@storengy.com)



**Sending invoices by e-mail is only authorized to basware registered accounts (free solution)**

### 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.