

Storengy

(SAS)

RCS Nanterre 833 718 653

(VAT FR10833718653)

storengy

une société de ENGIE

Storengy France

(SA)

RCS Nanterre 487 650 632

(VAT FR42487650632)

INVOICING PROCEDURE



- Please make sure you have received a formal order prior performance or delivery of any service to STORENGY, this Purchase ORDER (PO) must appear on your invoices.
- All invoices must be sent by e-mail directly to accounting department,

1. VALIDATION OF YOUR INVOICES

- An invoice is valid if the service/delivery is performed and confirmed by a Storengy representative,
- A compliant invoice :
 - Is less than 30 days old when sent,
 - Contains a valid **Storengy SAS** or **Storengy France** purchase order number,
 - Includes IBAN and BIC bank details,



Before sending your invoice to our accounting department, we recommend to inform Storengy requestor, you can copy him/her the e-mail. The Storengy representative is not authorized to send invoices on your behalf to our accounting department.

2. LABELLING AND ISSUEING YOUR INVOICES

- The invoicing address depends on the CLIENT:

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 order instructions, otherwise the invoice will be rejected.

- Your invoices are to be sent by e-mail after your registration on the BASWARE portal:

<https://portal.basware.com/open/EngiePDFelInvoice140319>



Simplify Operations, Spend Smarter.

- 1 Create your BASWARE administrator account
- 2 Enable pdf-invoicing services, (SERVICES)
- 3 Declare an email address authorized to send your invoices, **note that you will have to reply to an email to confirm this address,**
 - Once your BASWARE account has been created, you can send your invoices directly by e-mail to the following addresses
 - Storengy_SAS_FRQ6@email.basware.com for **STORENGY SAS >ICI**
 - Storengy_France_FR3E@email.basware.com for **STORENGY France SA >ICI**
 - THE FORMAT OF THE INVOICES TO BE USED is "editable PDF" (possibility to select and copy the text directly into the document)



Only suppliers who have a confirmed e-mail address in BASWARE can send their invoices by e-mail, from their usual e-mail tool.

Need help: supportbasware@storengy.com

3. PAYMENT OF YOUR INVOICES

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



- Please refer to the order you received,
- Only compliant invoices received before the legal deadlines can be processed in time. Invoices are received within a maximum of 30 days after their date of issue.