



## PAPERLESS IS POSSIBLE!!

Thanks to the dematerialisation of your invoices!!

### BENEFITS

Reduce carbon footprint and eliminate transmission costs and time  
Ensure the integration of the invoice and follow the progress of its processing in the EDF information system  
Anticipate the roll-out of electronic invoicing in France on 01/09/2026

To join our dematerialisation portal, a single address: [projet-defacto@edf.fr](mailto:projet-defacto@edf.fr)

## Mandatory legal notices on your invoices

### Your company name

Your address  
Your SIRET or RCS no. (French suppliers)  
Your Intra-Community VAT no.

### Invoice recipient:

EDF Group legal entity company name<sup>(1)</sup>  
Intra-Community VAT no. of the EDF Group legal entity<sup>(2)</sup>  
SIREN no. of the EDF legal entity  
Delivery address  
Invoice address

### The indication "INVOICE" (or credit note, advance, down payment)

Invoice date  
Invoice no.  
Due date  
Type of operation: goods, services or mixed

**EDF order no.: XXXX-XXXXXXXXXX**  
(e.g. 5100-4210156750 - at least the last 10 digits)

**The order no. must be mentioned in all your communications with EDF**

| Description  | Quantity | unit       | unit price excl. tax         | AMOUNT EXCL. TAX |  |  |                     |          |                |       |            |     |         |          |     |         |                              |          |          |     |         |  |  |  |
|--|----------|------------|------------------------------|------------------|--|--|---------------------|----------|----------------|-------|------------|-----|---------|----------|-----|---------|------------------------------|----------|----------|-----|---------|--|--|--|
| Name of the product or service, reference...   | 1        | Unit       | 100.00 €                     | 100.00 €         |  |  |                     |          |                |       |            |     |         |          |     |         |                              |          |          |     |         |  |  |  |
| <table border="1"> <thead> <tr> <th colspan="3">VAT summary</th> <th>Total NET excl. tax</th> <th>100.00 €</th> </tr> <tr> <th>base excl. tax</th> <th>VAT %</th> <th>VAT amount</th> <th>VAT</th> <th>30.00 €</th> </tr> </thead> <tbody> <tr> <td>100.00 €</td> <td>20%</td> <td>20.00 €</td> <td>TOTAL incl. tax and CURRENCY</td> <td>130.00 €</td> </tr> <tr> <td>100.00 €</td> <td>10%</td> <td>10.00 €</td> <td></td> <td></td> </tr> </tbody> </table> |          |            |                              | VAT summary      |  |  | Total NET excl. tax | 100.00 € | base excl. tax | VAT % | VAT amount | VAT | 30.00 € | 100.00 € | 20% | 20.00 € | TOTAL incl. tax and CURRENCY | 130.00 € | 100.00 € | 10% | 10.00 € |  |  |  |
| VAT summary  |          |            | Total NET excl. tax          | 100.00 €         |  |  |                     |          |                |       |            |     |         |          |     |         |                              |          |          |     |         |  |  |  |
| base excl. tax   | VAT %    | VAT amount | VAT                          | 30.00 €          |  |  |                     |          |                |       |            |     |         |          |     |         |                              |          |          |     |         |  |  |  |
| 100.00 €   | 20%      | 20.00 €    | TOTAL incl. tax and CURRENCY | 130.00 €         |  |  |                     |          |                |       |            |     |         |          |     |         |                              |          |          |     |         |  |  |  |
| 100.00 €   | 10%      | 10.00 €    |                              |                  |  |  |                     |          |                |       |            |     |         |          |     |         |                              |          |          |     |         |  |  |  |

VAT statement on debits or receipts

Without this information, the invoice cannot be integrated and will be returned/rejected.

In this case, you will be informed by e-mail (if you send your invoices on paper), notified on your dematerialisation portal or rejected in the processing report (for EDI suppliers).

Your invoice must be sent as close as possible to the date of issue.

| (1) Company name of EDF entities           | (2) Intra-Community VAT | The EDF entities' registered office                         | New address for sending paper invoices  |
|--|-------------------------|---|---|
| EDF SA *                                   | FR03552081317           | 22-30 avenue de Wagram 75008 Paris, France                  | <p><b>EDF CSP2C</b><br/><b>TSA 52500</b><br/><b>62971 ARRAS CEDEX</b><br/><b>9 FRANCE</b></p> |
| EDF PRODUCTION ELECTRIQUE INSULAIRE SAS    | FR90489967687           | 20 Place de la Défense 92050 Paris La Défense CEDEX, France |   |
| GROUP SUPPORT SERVICES                     | FR31529281347           | 32 avenue Pablo PICASSO 92000 Nanterre, France              |   |
| IMMOBILIERE DU PLATEAU                     | FR28513433680           | 4 rue Floréal 75017 Paris, France                           |   |
| SOCIETE FONCIERE IMMOBILIERE & de LOCATION | FR36572184190           | 4 rue Floréal 75017 Paris, France                           |   |
| EDVANCE                                    | FR96829997600           | 165 -173 Pierre Brossollette 92120 Montrouge, France        |   |
| CERGA                                      | FR07728500521           | CHANTIER EDF 67760 Gombshein, France                        |   |

\* excluding invoices sent to Direction Combustibles Nucléaires (Nuclear Fuels Division), 10/12 rue James Watt 93200 Saint Denis, France

## Your contacts:

Your dedicated space on the EDF website: <https://www.edf.fr/groupe-edf/espaces-dedies/fournisseurs>

For any questions related to the service/supply that is the subject of the order: the technical contact person who initiated the request

To submit a paperless invoice and find out its status: our paperless service provider's portal [To join EDF reverse factoring](#)

For any questions relating to invoicing: write to [compta-fournisseurs@edf.fr](mailto:compta-fournisseurs@edf.fr) (you must mention your order no. in your communications)



## SPECIFIC INVOICING CASES

### SUB-CONTRACTING:

The contractor must complete the special deed and send it to EDF, in accordance with the contractual provisions. The templates are available on the EDF Purchasing Portal.

In your invoice, include the following for each subcontractor: “of which ... € incl. tax to be paid to my subcontractor X”, and attach the invoice of the subcontractor(s) issued to your company (in EDI, attached in XML format).

The invoicing terms are specified in the special deed.

### CO-CONTRACTING/CONSORTIUM:

For paper invoices, the lead company validates and sends to EDF the invoice of each co-contractor with the words “seen and transmitted” and the signature of each person on the invoice, which must be made out to EDF.

For suppliers who dematerialise their invoices, the associated system was communicated to you when you joined.

### PRICE REVISION:

If the invoiced amount is subject to a price revision, the Contractor must show on the corresponding invoice:

- the amounts to be invoiced calculated on the basis of the initial prices of the Contract, and
- the amounts of the price revision on an additional dedicated invoicing line, with the explicit mention “price revision”, and referring precisely to the service concerned should there be several service line items on the same invoicing document. The invoice containing a price revision must also include the details of its calculation. If this procedure is not followed, the invoice cannot be accepted.

If only the price revision is invoiced, the number of the original invoice must be mentioned.

For dematerialised invoices, the details of the price revision calculation and the supporting documents must be **appended to the invoice (encl.)**.

### HOLDBACKS, GUARANTEES AND BANK GUARANTEES:

The holdback, first-demand guarantee or bank guarantee is mentioned in the Contract.

- **For a guarantee holdback:** After the report of perfect completion has been signed by the 2 Parties, you must send a request to EDF to lift the retention of guarantee so that the amount withheld is paid to you no later than one month after your request. This takes place WITHOUT an invoice being issued by you.

- **For a first-demand guarantee or bank guarantee:** to provide the first-demand guarantee or bank guarantee, you must send the original document issued by your financial institution to EDF’s accounting department (the billing address of which appears on your order) with a copy to [compta-fournisseurs@EDF.fr](mailto:compta-fournisseurs@EDF.fr). After the report of perfect completion has been signed by the 2 parties, you must send a request to EDF to release the first-demand guarantee or bank guarantee.

### PENALTIES:

If penalties are applied by EDF as provided for in the Contract, they must:

- appear on a dedicated line deducting the amount including tax of an invoice for the order and/or the contract concerned

- or, failing this, be the subject of a credit note stating the number of our order and contract at the origin of the penalty (when invoicing is no longer possible)

Penalties are not subject to VAT.

### ADVANCES/DOWN PAYMENTS:

As a reminder, an advance invoice corresponds to a financial payment before any service or delivery is performed. A down payment is a start of a delivery or service.

If the order affirms the principle of an advance/down payment, an advance or down payment invoice must be issued. The final invoice must deduct the advance or down payment that has been paid.