

INVOICING INSTRUCTIONS FOR SUPPLIERS

Procurement & Performance

V17 - August 21st, 2023



BNP PARIBAS

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INTRODUCTION

The BNP Paribas Group is composed by several Entities.

Since January 2016, BNP Paribas has implemented a new “invoice processing” solution that will enable its vendors to benefit from an easier, uniform and faster accounts payable process.

The purpose of this document is to communicate to vendors a summary of all expected elements in the accounting documents in order to allow an optimal processing, i.e., in the best quality and time standards. The information described is effective for all referenced Entities, regardless of the support documentation used (paper or electronic).

For French Entities, these supplier invoices instructions were updated to comply with Article L441-9 of the French “Code de Commerce” which mentions that whenever the “Invoicing Address” is different from the “Legal Address”, the both must be mandatorily mentioned on the invoicing documents. This also applies to the Purchase Order reference if previously established by the buyer. *

For more information on invoice tracking and as well if you are interested in BNP Paribas electronic invoicing solution, please contact our Help Desk service:

French Entities	
E-mail	group.procurement_performance_supplier_relationship_mo@bnpparibas.com
Phone	+33 (0)1 40 14 91 11

German Entities	
E-mail	ispl.germanyaccountspayable@asia.bnpparibas.com

*Except when the legislation differs in the vendor’s country or allows it for a different use

DETAILS REQUIRED ON ACCOUNTING DOCUMENTS

BNP Paribas Group is committed to process your documents as fast as possible. Due to the diversity and size of the Entities, it is of the utmost importance to always indicate:

- a **Purchase Order** reference (if applicable)
- a **Cost Center** reference
- a **Contact person** related to the material or services provided to (mandatory for German Entity).

Please refer to your business contact to obtain the accurate references and always indicate them on your documents, if it differs from the legal mailing address.

1 Issuer's Legal Company Name	7 Invoiced Entity Legal Name
2 Issuer's Legal Address	8 Invoiced Entity Legal Address
3 Issuer's VAT ID number	9 Invoiced Entity VAT ID number
4 SIRET	
5 Issuer's Invoicing Address (only if different from Legal Address)	7 Invoiced Entity Legal Company Name
Telephone	10 Department
Email	11 Entity Code
	12 Invoiced Entity Invoicing Address
6 Contact details of Supplier's referent	17 Delivery address
13 Invoice/Credit note	18 Date of service or delivery
14 Invoice/Credit note number	19 Name of BNPP contact
15 Document date	
16 Currency	20 Purchase Order number
	21 Cost center
	22 Contract/file number

Line item	Item Reference code	Description	Quantity	Unit Price	Tax Rate	Amount before tax
23	24	25	26	27		28

Total Amount before tax	VAT Rate	Total VAT Amount	Total Amount with tax	Downpayment	Total amount due
29	30	31	32		33

34 Payment conditions / terms	40 Issuer's legal form and share capital
35 Payment method	41 VAT Scheme / Regime
36 Due date	42 IBAN
37 Penalty conditions	43 SWIFT
38 Discount conditions	
39 Standard penalty	

Figure 1 – Invoice example layout

Table 1 – Invoice mentions and criticality level

N°	INFORMATION	IMPORTANCE	COMMENTS
Header			
1	Issuer's Company Name	mandatory	
2	Issuer's Legal Address	mandatory	Address, city, postal code, country
3	Issuer's VAT identification number	mandatory	
4	SIRET	essential	Issuer's company ID number (French Suppliers only)
5	Issuer's Invoicing Address	mandatory	Only if different from Issuer's Legal Address (#2)
6	Contact details of Supplier's referent	useful	
7	Invoiced Entity Company Name	mandatory	Check Table 3 for details
8	Invoiced Entity Legal Address	mandatory	
9	Invoiced Entity VAT ID number	mandatory	
10	Sub-Entity name or Department	useful	
11	Entity code *	useful	
12	Invoiced Entity Invoicing Address	mandatory	
13	Invoice or Credit Note	mandatory	
14	Invoice or Credit Note reference	mandatory	If Credit note, the related invoice reference is mandatory
15	Document Date	mandatory	Must be prior to date of reception at BNP Paribas
16	Currency	mandatory	
17	Delivery address	useful	
18	Date of service or delivery	mandatory	
19	Name of BNPP contact	useful	Refers to beneficiary (paying) client for the service or supply
20	Purchase Order number	mandatory	
21	Cost Center	mandatory	if Purchase Order number not provided
22	Contract/file number	essential	

* For documents in Electronic format such as EDI or My-Invoice (PDF Signé), the Entity Code still remains as mandatory

N°	INFORMATION	IMPORTANCE	COMMENTS
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Line items

23	Line item number	useful	
24	Item Reference code	mandatory	
25	Item Name or Description	mandatory	
26	Quantity	mandatory	
27	Unit price before tax	mandatory	If several taxes are applied, replace by tax rate
28	Amount before tax	mandatory	

Footer

29	Total Amount before tax	mandatory	
30	VAT rate	mandatory	
31	Total VAT amount	mandatory	
32	Total Amount including VAT	mandatory	
33	Total Amount due	useful	
34	Payment terms / conditions	useful	
35	Payment method	useful	Bank transfer, Direct Debit †, ...
36	Due date	mandatory	
37	Penalty terms	mandatory	
38	Discount terms	mandatory	
39	Standard penalty	mandatory	Standard penalty for collection charges incurred on sales transactions
40	Issuer's legal form and share capital	mandatory	
41	VAT Scheme	useful	
42	Issuer's bank account number (IBAN)	mandatory	
43	SWIFT	useful	

In addition to the details mentioned above, the elements on Table 2 should also be included in the accounting documents only if applicable:

† In case of Direct Debit, its mention as well as the debited Bank Account Number is mandatory.

Table 2 – Supplementary Invoice mentions and criticality level

N°	INFORMATION	IMPORTANCE	COMMENTS
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Line items

	Unit of measure	useful	
	Legal mention of VAT exoneration justification or Reverse Charge Mechanism	mandatory	If applicable
	Rebate, reduction or discount	mandatory	If applicable
	Charges	mandatory	If applicable

Footer

	For each VAT rate: - base amount before tax, - tax code or rate, - VAT amount, - type of tax	mandatory	If more than 1 VAT tax rate or code
	Reference to the application of VAT exoneration or Reverse Charge Mechanism	mandatory	If applicable
	Rebate, reduction or discount	mandatory	If applicable
	Charges	mandatory	If applicable

The tables above have the following criticality grid:

RED	Mandatory: This level corresponds to mandatory elements in accordance with the rules of tax dematerialization under Article 289-VII.3 of the CGI as well as the particulars required by BNP Paribas in order to process accounting documents.
Yellow	Essential: Lack of reference at this level does not block the accounting document processing, but will significantly affect the process, hence it could lead to misunderstandings and late payments.
GREEN	Useful: It will enable a faster processing of the accounting document if this information is included, but if absent, it will not block the process.

HOW TO FILL IN THE RECIPIENT'S INVOICING ADDRESS BOX

For French Entities, the Accounting Document processing has been centralized for the BNP Paribas Group's Entities listed on Addressing your Accounting Documents section. As mentioned above, Article L441-9 of the French "Code de Commerce" sets as mandatory the mention of the "Legal Address" and the "Invoicing Address" (Except when the legislation differs in the vendor's country or allows it for a different use).

The Legal and Invoicing Address boxes must be filled in as indicated on Table 3 and Table 4 depending of the geographical scope to whom the invoicing document is being issued.

FRENCH ENTITIES

Table 3a – Legal Address mentions and criticality level

Row	IMPORTANCE	INFORMATION	COMMENTS
1	Mandatory	COMPANY NAME *	Name of the Company or Legal Entity invoiced *
4	Mandatory	ADDRESS	Legal Address
5	Mandatory	ZIP CODE / CITY	
6	Useful	COUNTRY	France

Table 4a – Invoicing Address mentions and criticality level

Row	IMPORTANCE	INFORMATION	COMMENTS
1	Mandatory	COMPANY NAME *	Name of the Company or Legal Entity invoiced *
2	Useful	ADDRESS 1	Sub-Entity name or Department
3	Useful	ADDRESS 2 §	Entity Code §
4	Mandatory	ADDRESS 3	TSA 10001
5	Mandatory	ZIP CODE / CITY	14913 CAEN CEDEX 9
6	Useful	COUNTRY	France

* REMARK: Only the Companies or Legal Entities listed on Table 7 are accepted.

§ For documents in Electronic format such as EDI or My-Invoice (PDF Signé), the Entity Code still remains as mandatory



GERMAN ENTITY

Table 5b – Legal Address mentions and criticality level

Row	IMPORTANCE	INFORMATION	COMMENTS
1	Mandatory	COMPANY NAME *	Name of the Company or Legal Entity invoiced *
4	Mandatory	ADDRESS	Legal Address
5	Mandatory	ZIP CODE / CITY	
6	Useful	COUNTRY	Germany

Table 6b – Invoicing Address mentions and criticality level

Row	IMPORTANCE	INFORMATION	COMMENTS
1	Mandatory	COMPANY NAME *	Name of the Company or Legal Entity invoiced *
2	Mandatory	ADDRESS 1	Sub-Entity name or Department
3	Mandatory	ADDRESS 2 §	Entity Code §
4	Mandatory	ADDRESS 3	Street indication or Postal box
5	Mandatory	ZIP CODE / CITY	60325 Frankfurt
6	Useful	COUNTRY	Germany

Each row of the 2 address boxes should be filled in accordance with information as shown on Addressing your Accounting Documents section.

* REMARK: Only the Companies or Legal Entities listed on Table 7 are accepted.

§ For documents in Electronic format such as EDI or My-Invoice (PDF Signé), the Entity Code still remains as mandatory

ADDRESSING YOUR ACCOUNTING DOCUMENTS

Table 7 – Legal and Invoicing Address per Entity

Company	VAT ID	Invoicing Address	Legal Address
BNP Paribas SA	FR76 662042449	BNP Paribas SA Department or Sub-Entity ** Entity Code ** TSA 10001 14913 CAEN cedex 9	BNP Paribas SA 16 Boulevard des Italiens 75009 PARIS
BNP Paribas Personal Finance SA	FR60 542097902	BNP Paribas Personal Finance SA Department or Sub-Entity ** EA... ** TSA 10001 14913 CAEN cedex 9	BNP Paribas Personal Finance SA 1 Boulevard Haussmann 75009 PARIS
DOMOFINANCE SA	FR20 450275490	DOMOFINANCE SA Department or Sub-Entity ** EO... ** TSA 10001 14913 CAEN cedex 9	DOMOFINANCE SA 1 Boulevard Haussmann 75009 PARIS
Neuilly Contentieux GIE	FR75 340103167	Neuilly Contentieux GIE Department or Sub-Entity ** EQ... ** TSA 10001 14913 CAEN cedex 9	Neuilly Contentieux GIE 143 Rue Anatole France 92300 LEVALLOIS PERRET
COFICA BAIL SA	FR80 399181924	COFICA BAIL SA Department or Sub-Entity ** ES... ** TSA 10001 14913 CAEN cedex 9	COFICA BAIL SA 1 Boulevard Haussmann 75009 PARIS
Loisirs Finance SA	FR20 410909592	Loisirs Finance SA Department or Sub-Entity ** ET... ** TSA 10001 14913 CAEN cedex 9	Loisirs Finance SA 143 Rue Anatole France 92300 LEVALLOIS PERRET

++ Optional field – Please check Table 8 and Table 9

** Mandatory field for EDI and MY-Invoice formats (PDF Signé) - Please check Table 8 and Table 9

Company	VAT ID	Invoicing Address	Legal Address
Portzamparc SA	FR71399223437	Portzamparc SA Department or Sub-Entity ** B2PI_0691 ** TSA 10001 14913 CAEN cedex 9	Portzamparc SA 1 Boulevard Haussmann 75009 PARIS
Portzamparc gestion SA	FR85326991163	Portzamparc gestion SA Department or Sub-Entity ** B2PI_0694 ** TSA 10001 14913 CAEN cedex 9	Portzamparc gestion SA 10 Rue Meuris 44100 NANTES
Lilas Brasserie SCI	FR67411769060	Lilas Brasserie SCI Department or Sub-Entity ** B2PI_0695 ** TSA 10001 14913 CAEN cedex 9	Lilas Brasserie SCI 13 Rue de la Brasserie 44100 NANTES
BNP Paribas Lease Group SA	FR50632017513	BNP Paribas Lease Group SA Department or Sub-Entity ** BNPP1CAPP ** TSA 10001 14913 CAEN cedex 9	BNP Paribas Lease Group SA 12 Rue du Port 92000 NANTERRE
BNP Paribas 3 STEP IT SA	FR11383759289	BNP Paribas 3 STEP IT SA Department or Sub-Entity ** BNPP1CAPP ** TSA 10001 14913 CAEN cedex 9	BNP Paribas 3 STEP IT SA 12 Rue du Port 92000 NANTERRE
APROLIS Finance SAS	FR58 337646798	APROLIS Finance SAS Department or Sub-Entity ** BNPP1CAPP *** TSA 10001 14913 CAEN cedex 9	APROLIS Finance SAS 12 Rue du Port 92000 NANTERRE

** Optional field – Please check Table 8 and Table 9

** Mandatory field for EDI and MY-Invoice formats (PDF Signé) - Please check Table 8 and Table 9

Company	VAT ID	Invoicing Address	Legal Address
CLAAS Financial Services SAS	FR52422379594	CLAAS Financial Services SAS Department or Sub-Entity ** BNPP1CAPP ** TSA 10001 14913 CAEN cedex 9	CLAAS Financial Services SAS 12 Rue du Port 92000 NANTERRE
CNH Industrial Capital Europe SAS	FR22413356353	CNH Industrial Capital Europe SAS Department or Sub-Entity ** BNPP1CAPP ** TSA 10001 14913 CAEN cedex 9	CNH Industrial Capital Europe SAS 12 Rue du Port 92000 NANTERRE
FORTIS Lease SA (France)	FR90351382429	FORTIS Lease SA Department or Sub-Entity ** BNPP1CAPP ** TSA 10001 14913 CAEN cedex 9	FORTIS Lease SA 12 Rue du Port 92000 NANTERRE
JCB Finance SAS	FR18398051045	JCB Finance SAS Department or Sub-Entity ** BNPP1CAPP ** TSA 10001 14913 CAEN cedex 9	JCB Finance SAS 12 Rue du Port 92000 NANTERRE
MGF SAS	FR29451190300	MGF SAS Department or Sub-Entity ** BNPP1CAPP ** TSA 10001 14913 CAEN cedex 9	MGF SAS 12 Rue du Port 92000 NANTERRE
NATIOCREDIBAIL SA	FR40998630206	NATIOCREDIBAIL SA Department or Sub-Entity ** BNPP1CAPP ** TSA 10001 14913 CAEN cedex 9	NATIOCREDIBAIL SA 12 Rue du Port 92000 NANTERRE

++ Optional field – Please check Table 8 and Table 9

** Mandatory field for EDI and MY-Invoice formats (PDF Signé) - Please check Table 8 and Table 9

Company	VAT ID	Invoicing Address	Legal Address
NATIOCREDIMURS SNC	FR28332199462	NATIOCREDIMURS SNC Department or Sub-Entity ++ BNPP1CAPP ** TSA 10001 14913 CAEN cedex 9	NATIOCREDIMURS SNC 12 Rue du Port 92000 NANTERRE
Same Deutz Fahr Finance SAS	FR23419057690	Same Deutz Fahr Finance SAS Department or Sub-Entity ++ BNPP1CAPP ** TSA 10001 14913 CAEN cedex 9	Same Deutz Fahr Finance SAS 12 Rue du Port 92000 NANTERRE
BNP Paribas Arbitrage SNC	FR30394895833	BNP Paribas Arbitrage SNC Department or Sub-Entity ++ BNPP1CAPP ** TSA 10001 14913 CAEN cedex 9	BNP Paribas Arbitrage SNC 1 Rue LAFFITTE 75009 PARIS 9
Groupement Auxiliaire de Moyens GIE (GIE GAM)	FR42309904340	Groupement Auxiliaire de Moyens GIE Department or Sub-Entity ++ BNPP1CAPP ** TSA 10001 14913 CAEN cedex 9	Groupement Auxiliaire de Moyens GIE 1 Boulevard Haussmann 75009 Paris 9
Groupement d'Etudes et de Prestations GIE (GIE GEP)	FR15733000483	Groupement d'Etudes et de Prestations GIE Department or Sub-Entity ++ BNPP1CAPP ** TSA 10001 14913 CAEN cedex 9	Groupement d'Etudes et de Prestations GIE 1 Boulevard Haussmann 75009 Paris 9
BNP Paribas S.A. Niederlassung Deutschland	DE191528929	BNP Paribas S.A. Niederlassung Deutschland Department or Sub-Entity ++ BNPP1CAPP Senckenberganlage 19 60325 Frankfurt am Main	BNP Paribas S.A. Niederlassung Deutschland Senckenberganlage 19 60325 Frankfurt am Main

++ Optional field – Please check Table 8 and Table 9

** Mandatory field for EDI and MY-Invoice formats (PDF Signé) - Please check Table 8 and Table 9

APPENDIX – ENTITY CODES

Table 8 – Departments / Sub-Entities and respective Entity Codes of BNP Paribas SA

Department / Sub-Entity	Entity Code	Department / Sub-Entity	Entity Code
DGL - Direction Générale	BNPP_DGL	PPA - BCEF Porte Parole	BNPP_PPA
AFG - Affaires Fiscales Groupe	BNPP_AFG	RET - BCEF Retail	BNPP_RET
AIG - Affaires Juridiques Groupe	BNPP_AIG	RHU - BCEF Ressources Humaines	BNPP_RHU
COG - Conformité Groupe	BNPP_COG	STR - BCEF Stratégie et Consulting	BNPP_STR
Conseil Stratégique	BNPP_FDG	AUD - BCEF Audit	BNPP_AUD
DAI - Direction des Affaires Institutionnelles	BNPP_FDG	PUS - RB pilotage US	BNPP_PUS
FDG - Finance Groupe	BNPP_FDG	Code et Nom de la Direction Régional	Code de la DR ****
GRM - Group Risk Management	BNPP_GRM	Code et Nom du Centre d'Affaires Entreprises	Code du CAE ****
IGL - Inspection Générale	BNPP_IGL	Code et Nom du Groupe d'Agences	Code du Groupe ****
COM GPE - Communication Groupe	BNPP_CPG	Code et Nom de la Succursale	Code de l'Agence****
RHG - Ressources Humaines Groupe	BNPP_RHG	Code et Nom du Groupe de Production et d'Appui Commercial	Code du Groupe ****
RSE - Responsabilité Sociale et Environnementale	BNPP_RSE	OPS - BCEF Opérations	BNPP_OAV
Stratégie et Développement Groupe	BNPP_DEV	DMS - Retail Banking Distribution, Marché et Solutions	BNPP_DMS
CSG - Consulting Groupe	BNPP_CSG	EM - Europe Méditerranée	BNPP_EM
REG - Recherche Economique Groupe	BNPP_ECO	Europe Méditerranée - DSI	EM_IT
ASR - BCEF Affaires Spéciales et Recouvrement	BNPP_ASR	ITP Gouvernance	ITP
08444 - BCEF Banque en Ligne	08444	IT Groupe	ITG
COM - BCEF Communication	BNPP_COM	BCEF Information and Technology	BNPP1CAPP
EMA - BCEF Etat Major	BNPP_EMA	P&P – Procurement & Performance	
ENT - BCEF Entreprises	BNPP_ENT	BNP Paribas Corporate & Institutional Banking	
FFI - BCEF Finances	BNPP_FFI	BNP Paribas Epargne Retraite Entreprise	
IEC - BCEF Informations et Etudes Commerciales	BNPP_IEC	BNP Paribas Wealth Management	
IPA - BCEF Immobilier, Process, Automates & Qualité	BNPP_IPA	BNP Paribas Securities Services	
MOA - BCEF Maîtrise d'Ouvrage	BNPP_MOA	BNP Paribas Principal Investments	
POM - BCEF DOM POM	BNPP_POM	IMEX	

**** Code composed of 5 Characters – Please add a “0” on the left, if necessary

Table 9 –Entity Codes of BNP Paribas’s Subsidiaries

Company name	Department	Entity code	Company name	Department	Entity code
BNP Paribas Personal Finance SA	Department or contact person ****	EA... \$\$\$\$	BNP Paribas Lease Group SA	Department or contact person ****	BNPP1CAPP
DOMOFINANCE SA		EO... \$\$\$\$	BNP Paribas 3 STEP IT SA		
Neuilly Contentieux GIE		EQ... \$\$\$\$	APROLIS Finance SAS		
COFICA BAIL SA		ES... \$\$\$\$	CLAAS Financial Services SAS		
Loisirs Finance SA		ET... \$\$\$\$	CNH Industrial Capital Europe SAS		
Portzamparc SA	B2PI_0691 ****	B2PI_0691	FORTIS Lease SA (France)		
Portzamparc Gestion SA	B2PI_0694 ****	B2PI_0694	JCB Finance SAS		
Lilas Brasserie SCI	B2PI_0695 ****	B2PI_0695	MGF SAS		
BNP Paribas Arbitrage SNC	Department or contact person ****	BNPP1CAPP	NATIOCREDIBAIL SA		
Groupeement Auxiliaire de Moyens GIE			NATIOCREDIMURS SNC		
Groupeement d’Etudes et de Prestations GIE			Same Deutz Fahr Finance SAS		
BNP Paribas S.A. Niederlassung Deutschland					

**** Optional field

\$\$\$\$ Code composed of 5 characters that starts with...