

# INVOICING INSTRUCTIONS FOR SUPPLIERS

Group Strategic Sourcing Services

v12 - 1st April 2021



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**BNP PARIBAS**

The bank  
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# INVOICING INSTRUCTIONS FOR SUPPLIERS

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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.

This document was drawn up by the Group Strategic Sourcing Services and its purpose 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).

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, please contact our Help Desk service:

- by phone: **+33 (0)1 40 14 91 11**
- by mail: [pay4u@bnpparibas.com](mailto:pay4u@bnpparibas.com)

If you are interested in BNP Paribas electronic invoicing solution, please contact us for more information at [psap.qualitysupplier@bnpparibas.com](mailto:psap.qualitysupplier@bnpparibas.com).

## 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
- a **Cost Center** reference

Please refer to your business contact to obtain the accurate references and always indicate them on your documents.

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

  

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

  

Total Amount before tax	VAT Rate	Total VAT Amount	Total Amount with tax	Downpayment	Total amount due
<b>29</b>	<b>30</b>	<b>31</b>	<b>32</b>		<b>33</b>

  

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

Figure 1 - Invoice example layout

**Table 1** – Invoice mentions and criticality level

N°	INFORMATION	IMPORTANCE	COMMENTS
<b>Header</b>			
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	
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:

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† 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:

<b>RED</b>	<p><b>Mandatory :</b></p> <p>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.</p>
<b>Yellow</b>	<p><b>Essential :</b></p> <p>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.</p>
<b>GREEN</b>	<p><b>Useful :</b></p> <p>It will enable a faster processing of the accounting document if this information is included, but if absent, it will not block the process.</p>

## HOW TO FILL IN THE RECIPIENT'S INVOICING ADDRESS BOX

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".

The Legal and Invoicing Address boxes must be filled in as indicated on Table 3 and Table 4.

**Table 3** – 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 4** – 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

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

### Attention:

Accounting Document processing is not centralized for the following entity:

Legal Entity	Sub-Entity name
BNP Paribas SA	IMEX

Please contact your business partner within this sub-entity to know the specific invoicing instructions for this sub-entity.

† **REMARK: Only the Companies or Legal Entities listed on Table 5 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 5 – Legal and Invoicing Address per entity

Company	VAT ID	Invoicing Address	Legal Address
BNP Paribas SA	FR76662042449	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	FR60542097902	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	FR20450275490	DOMOFINANCE SA Department or Sub-Entity ** EO... ++ TSA 10001 14913 CAEN cedex 9	DOMOFINANCE SA 1 Boulevard Haussmann 75009 PARIS
Neuilly Contentieux GIE	FR75340103167	Neuilly Contentieux GIE Department or Sub-Entity ** BNPP1CAPP ++ TSA 10001 14913 CAEN cedex 9	Neuilly Contentieux GIE 143 Rue Anatole France 92300 LEVALLOIS PERRET
COFICA BAIL SA	FR80399181924	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	FR20410909592	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 6 and Table 7

++ Mandatory field for EDI and MY-Invoice formats (PDF Signé) - Please check Table 6 and Table 7

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 Securities Services SCA	FR60552108011	BNP Paribas Securities Services SCA Department or Sub-Entity ** BNPP1CAPP §§ TSA 10001 14913 CAEN cedex 9	BNP Paribas Securities Services SCA 3 Rue d'Antin 75002 PARIS
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

\*\* Optional field – Please check Table 6 and Table 7

§§ Mandatory field for EDI and MY-Invoice formats (PDF Signé) - Please check Table 6 and Table 7

Company	VAT ID	Invoicing Address	Legal Address
APROLIS Finance SAS	FR58337646798	APROLIS Finance SAS Department or Sub-Entity *** BNPP1CAPP +++ TSA 10001 14913 CAEN cedex 9	APROLIS Finance SAS 12 Rue du Port 92000 NANTERRE
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

\*\*\* Optional field – Please check Table 6 and Table 7

+++ Mandatory field for EDI and MY-Invoice formats (PDF Signé) - Please check Table 6 and Table 7

Company	VAT ID	Invoicing Address	Legal Address
NATIOCREDIBAIL SA	FR40998630206	NATIOCREDIBAIL SA Department or Sub-Entity *** BNPP1CAPP \$\$\$ TSA 10001 14913 CAEN cedex 9	NATIOCREDIBAIL SA 12 Rue du Port 92000 NANTERRE
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

\*\*\* Optional field – Please check Table 6 and Table 7

\$\$\$ Mandatory field for EDI and MY-Invoice formats (PDF Signé) - Please check Table 6 and Table 7

## APPENDIX – ENTITY CODES

Table 6 – 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 - BDDF Porte Parole	BNPP_PPA
AFG - Affaires Fiscales Groupe	BNPP_AFG	RET - BDDF Retail	BNPP_RET
AIG - Affaires Juridiques Groupe	BNPP_AIG	RHU - BDDF Ressources Humaines	BNPP_RHU
COG - Conformité Groupe	BNPP_COG	STR - BDDF Stratégie et Consulting	BNPP_STR
Conseil Stratégique	BNPP_FDG	AUD - BDDF 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 - BDDF Opérations	BNPP_OAV
Stratégie et Développement Groupe	BNPP_DEV	DMS - Retail Banking Distribution, Marché et Solutions	BNPP_DMS
CSG - Consulting Groupe	BNPP_CSG	IRB - International Retail Banking	BNPP_IRB
REG - Recherche Economique Groupe	BNPP_ECO	International Retail Banking - DSI	IRB_IT
ASR - BDDF Affaires Spéciales et Recouvrement	BNPP_ASR	ITP Gouvernance	ITP
08444 - BDDF Banque en Ligne	08444	IT Groupe	ITG
COM - BDDF Communication	BNPP_COM	Banque De Détail France Information and Technology	BDDF_IT
EMA - BDDF Etat Major	BNPP_EMA	GSS - Group Strategic Sourcing	BNPP1CAPP
ENT - BDDF Entreprises	BNPP_ENT	Personal Investors	
FFI - BDDF Finances	BNPP_FFI	BNP Paribas Corporate & Institutional Banking	
IEC - BDDF Informations et Etudes Commerciales	BNPP_IEC	BNP Paribas Epargne Retraite Entreprise	
IPA - BDDF Immobilier, Process, Automates & Qualité	BNPP_IPA	BNP Paribas Wealth Management	
MOA - BDDF Maîtrise d'Ouvrage	BNPP_MOA	BNP Paribas Principal Investments	
POM - BDDF DOM POM	BNPP_POM	BNP Paribas Cash Management	

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

**Table 7 –Entity Codes of BNP Paribas’s Subsidiaries**

Company name	Department	Entity code
BNP Paribas Personal Finance SA	Department or contact person ****	EA... ****
DOMOFINANCE SA		EO... ****
Neuilly Contentieux GIE		EQ... ****
COFICA BAIL SA		ES... ****
Loisirs Finance SA		ET... ****
Portzamparc SA	B2PI_0691 ****	B2PI_0691
Portzamparc Gestion SA	B2PI_0694 ****	B2PI_0694
Lilas Brasserie SCI	B2PI_0695 ****	B2PI_0695
BNP Paribas Securities Services SCA	Department or contact person ****	BNPP1CAPP

Company name	Department	Entity code
BNP Paribas Lease Group SA	Department or contact person ****	BNPP1CAPP
BNP Paribas 3 STEP IT SA		
APROLIS Finance SAS		
CLAAS Financial Services SAS		
CNH Industrial Capital Europe SAS		
FORTIS Lease SA (France)		
JCB Finance SAS		
MGF SAS		
NATIOCREDIBAIL SA		
NATIOCREDIMURS SNC		
Same Deutz Fahr Finance SAS		

\*\*\*\* Optional field

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