

INVOICING INSTRUCTIONS FOR SUPPLIERS



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Introduction

Given the size of the BNP Paribas Group and the large number of entities it comprises, the BNP Paribas accounting system is highly complex. We are currently carrying out a project designed to lead to a single harmonised process that will enable us to substantially speed up and improve invoice processing.

We are meanwhile implementing a number of initiatives with a view to simplifying the invoice processing system in the short term.

One of these initiatives is to draw up a summary of the information, which we recommend you include in the invoices you send us, whatever the Group Entity you are invoicing or the channel used (paper or electronic). This is the subject of this document, which has been drafted by the Purchasing Solutions & Accounts Payable Department in conjunction with Group Procurement. We are providing you this document in order to ensure that all administrative correspondence with our suppliers flows as quickly and smoothly as possible. We therefore ask you kindly to take note of the advice and instructions in this document and follow them carefully.

We would particularly like to draw your attention to the information required in the recipient's address box (page 7). This information is structured in such a way that we can process your invoices optimally.

If anything is unclear or if you require any additional information, please contact our helpdesk on

+33(0) 1 40 14 91 11 or email us at pay4u@bnpparibas.com

In the following pages you will find:

- All details that should ideally be included in your invoice
- The impact of each item of information on the smooth processing of your invoice
- Specific details, which may – or in some cases must – be included
- An explanation of the various levels of importance of your information
- How to fill in the address box
- A list with the correspondence details to use between each BNP Paribas legal entity, for which invoice reception is centralised, with the invoice address and the VAT identification number to include in your invoices
- Two correct sample invoices corresponding to the two main situations you will meet: i.e. with or without specific purchase order (in French)

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Explanation of levels of importance of information submitted

To help you read the tables on the following pages more easily, we provide here an explanation of the levels of importance of the information you are requested to submit.

Obligatory:

Information labelled 'obligatory' is required both according to the rules on submitting French tax-related information online (General Tax Code article 289-VII.3) and in terms of vital details that BNP Paribas needs in order to settle your invoice.

Essential

If you omit to include any information labelled 'essential' it will have a negative effect on the invoice-settlement procedure. Your invoice will still be processed, but there may be misunderstandings and/or payment delays.

Useful:

It will be easier to process your invoice if you include this information, but your invoice will not be rejected if you leave it out.



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Levels of importance of information submitted

N°	INFORMATION	IMPORTANCE	COMMENTS
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Header

1	Issuer's company name	obligatory	
2	Issuer's address	obligatory	Address, city, postal code, country
3	Issuer's VAT identification number	obligatory	
4	SIRET	essential	Issuer's company identification number
5	Contact details of supplier contact person	useful	
6	Legal entity being invoiced	obligatory	See page 7 of the document: 'address box', line 'name'
7	Entity name and abbreviation	essential	See page 7 of the document: 'address box', line 'Address 1' name of Group Entity
8	Entity code	essential	See page 7 and list of BNP Paribas legal entities (Annex C1)
9	Recipient's address	obligatory	Corresponds to lines 4, 5 and 6 of the address box (See page 7 and list of BNP Paribas legal entities)
10	Recipient's VAT number	essential	See list of BNP Paribas legal entities
11	Invoice or Credit note	obligatory	
12	Invoice or Credit note number	obligatory	If a Credit note, reference to the related invoice is obligatory
13	Currency	obligatory	
14	Delivery address	useful	
15	Document date	obligatory	Must be prior to date of reception at BNP Paribas
16	Date of service or delivery	obligatory	
17	Name of BNPP contact	essential	Refers to beneficiary (paying) client for the service or supply Essential for sending your invoices to the right place
38	Order number	essential	Report the order number in case of you received an order from beneficiary client
39	Contract/file number	essential	
40	Cost center	obligatory	Obligatory information whenever n° 38 is not shown Refers to beneficiary (paying) client for the service or supply for sending your invoices to the right place

Line

18	Order Line number	useful	
19	Item code	obligatory	
20	Name of item	obligatory	
21	Quantity	obligatory	
22	Unit price pre tax	obligatory	If several taxes are applied, replace by tax rate
23	Amount pre tax	obligatory	

Footer

24	Total amount pre tax	obligatory	
25	VAT rate	obligatory	
26	Total VAT	obligatory	
27	Total amount including VAT	obligatory	
28	Total net payable	useful	
29	Payment terms	useful	
30	Means of payment	useful	
31	Due date	obligatory	
32	Penalty terms	obligatory	
33	Discount terms	obligatory	
34	Issuer's account number/IBAN	useful	
35	Issuer's legal form and share capital	obligatory	
36	VAT rate	useful	
37	Standard penalty	obligatory	Standard penalty for collection charges incurred on sales transactions



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Specific details and their levels of importance

The details below have to be included in your invoices in addition to the preceding details only if they are needed:

N°	INFORMATION	IMPORTANCE	COMMENTS
----	-------------	------------	----------

Line

	Unit of measurement	useful	
	Reference to legal provisions on VAT exoneration or reverse charge mechanism	obligatory	
	Rebate, reduction, or discount	obligatory	
	Charges	obligatory	

Footnote

	For each VAT rate, base amount pre tax, basic code or rate, VAT amount, type of tax	obligatory	
	Reference to application of exoneration from VAT or reverse charging	obligatory	
	Rebate, reduction or discount	obligatory	
	Charges	obligatory	

How to fill in the recipient's address box

Invoice processing has been centralised for those Group Entities listed in the following pages. The 'Invoice address' box must be filled in as follows :

Line 1	Company name	Name of the company or legal entity being invoiced
Line 2	Address 1	Name and abbreviation of the entity
Line 3	Address 2	Entity code
Line 4	Address 3	TSA code (TSA 10001 or TSA 20002)
Line 5	Post code/City	14913 - Caen Cedex 9
Line 6	Pays	France

Lines 'address 1', 'address 2' and 'address 3' should be filled out in accordance with the tables shown on the following pages (Appendix C1).

NB: invoice settlement is not processed centrally for the Entities named below

For these Entities, invoices should always be addressed to the business line in question.

Our only recommendation here is to ensure that your recipient's ACI internal mailing code is shown in the address box.

Raison Sociale	Entité
BNP Paribas SA	Corporate Investment Banking
	Investment Solutions
	Epargne Retraite Entreprise
	Banque Privée
	Investment Partner
	Imex
BNP Paribas Securities Services	-
BNP Paribas Fund Services	-



Company name
Entity name
Contact
Postal address of your contact
ACI code of your contact if available



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Addressing your invoices (appendix C1)

Entity and company	Adresses of invoices					Line 6 TVA Intra communautaire code	Rules
	Line 1 Company name (zone 6)	Line 2 Abbreviation and entity name (zone 7)	Line 3 Entity code (zone 8)	Line 4 TSA code (zone 9)	Line 5 Zip code/City (zone 9)		
BNP PARIBAS SA							
Direction Générale	BNP PARIBAS SA	DGL - Direction Générale	BNPP_DGL	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP contact name
Group Departments							
Affaires Fiscales Groupe	BNP PARIBAS SA	AFG - Affaires Fiscales Groupe	BNPP_AFG	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
Affaires Juridiques Groupe	BNP PARIBAS SA	AJG - Affaires Juridiques Groupe	BNPP_AJG	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate the BNPP contact name plus the BNPP references for the file in question. Any of the following documents should be addressed directly to your business department correspondent: summons, court-filed submissions, statement of termination, convocation to a tribunal, court rulings, deeds of pledge, asset seizure orders and petitions.
Conformité Groupe	BNP PARIBAS SA	COG - Conformité Groupe	BNPP_COG	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
Conseil Stratégique	BNP PARIBAS SA	Conseil Stratégique	BNPP_FDG	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
Direction des Affaires Institutionnelles	BNP PARIBAS SA	DAI - Direction des Affaires Institutionnelles	BNPP_FDG	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
Finance Groupe	BNP PARIBAS SA	FDG - Finance Groupe	BNPP_FDG	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
Group Risk Management	BNP PARIBAS SA	GRM - Group Risk Management	BNPP_GRM	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
Inspection Générale	BNP PARIBAS SA	IGL - Inspection Générale	BNPP_IGL	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
Communication Groupe	BNP PARIBAS SA	COM GPE - Communication Groupe	BNPP_CPG	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
Ressources Humaines Groupe	BNP PARIBAS SA	RHG - Ressources Humaines Groupe	BNPP_RHG	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
Responsabilité Sociale et Environnementale	BNP PARIBAS SA	RSE - Responsabilité Sociale et Environnementale	BNPP_RSE	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
Stratégie et Développement Groupe	BNP PARIBAS SA	Stratégie et Développement Groupe	BNPP_DEV	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
Consulting Groupe	BNP PARIBAS SA	CSG - Consulting Groupe	BNPP_CSG	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
Recherche Economique Groupe	BNP PARIBAS SA	REG - Recherche Economique Groupe	BNPP_ECO	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name


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BNP PARIBAS SA							
ITP IT	BNP PARIBAS SA	ITP	ITP	TSA 20002	14913 - CAEN CEDEX 9	FR76 662 042 449	If this relates to you, indicate the contract reference (order number) on the top of the invoice. The reference should consist of 7 or 10 characters beginning with 1 or 2. If you do not have a reference, indicate the name of the person who made the order, or the cost centre (start "BB")
RBIS	BNP PARIBAS SA	RBIS	RBIS	TSA 20002	14913 - CAEN CEDEX 9	FR76 662 042 449	If this relates to you, indicate the contract reference (order number) on the top of the invoice. The reference should consist of 7 or 10 characters beginning with 1 or 2. If you do not have a reference, indicate the name of the person who made the order, or the cost centre (start "BZ")
BDDF Central Departments							
BDDF Affaires Spéciales et Recouvrement	BNP PARIBAS SA	ASR - BDDF Affaires Spéciales et Recouvrement	BNPP_ASR	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate the BNPP contact name plus the BNPP references for the file in question. Any of the following documents should be addressed directly to your business department correspondent: summons, court-filed submissions, statement of termination, convocation to a tribunal, court rulings, deeds of pledge, asset seizure orders and petitions.
BDDF Banque en Ligne	BNP PARIBAS SA	08444 - BDDF Banque en Ligne	8444	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
BDDF Communication	BNP PARIBAS SA	COM - BDDF Communication	BNPP_COM	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
BDDF Divers Fonctions	BNP PARIBAS SA	DIV - BDDF Divers Fonctions	BNPP_DIV	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
BDDF Etat Major	BNP PARIBAS SA	EMA - BDDF Etat Major	BNPP_EMA	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
BDDF Entreprises	BNP PARIBAS SA	ENT - BDDF Entreprises	BNPP_ENT	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
BDDF Finances	BNP PARIBAS SA	FFI - BDDF Finances	BNPP_FFI	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
BDDF Informations et Etudes Commerciales	BNP PARIBAS SA	IEC - BDDF Informations et Etudes Commerciales	BNPP_IEC	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
BDDF Immobilier, Process, Automates & Qualité	BNP PARIBAS SA	IPA - BDDF Immobilier, Process, Automates & Qualité	BNPP_IPA	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
BDDF Maîtrise d'Ouvrage	BNP PARIBAS SA	MOA - BDDF Maîtrise d'Ouvrage	BNPP_MOA	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
BDDF DOM POM	BNP PARIBAS SA	POM - BDDF DOM POM	BNPP_POM	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
BDDF Porte Parole	BNP PARIBAS SA	PPA - BDDF Porte Parole	BNPP_PPA	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
BDDF Retail	BNP PARIBAS SA	RET - BDDF Retail	BNPP_RET	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
BDDF Ressources Humaines	BNP PARIBAS SA	RHU - BDDF Ressources Humaines	BNPP_RHU	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
BDDF Stratégie	BNP PARIBAS SA	STR - BDDF Stratégie et Consulting	BNPP_STR	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
BDDF Audit	BNP PARIBAS SA	AUD - BDDF Audit	BNPP_AUD	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
BDDF RB pilotage US	BNP PARIBAS SA	PUS - RB pilotage US	BNPP_PUS	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name


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BDDF Networks & Operations							
Directions Régionales	BNP PARIBAS SA	Code et Nom de la DR	Code de la DR	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	The DR code must be composed of 5 figures. Add one or more "0" at the head, if needed
Centres d'Affaires Entreprises	BNP PARIBAS SA	Code et Nom du Centre d'Affaires Entreprises	Code du Centre d'Affaires Entreprises	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	The business centre code must be composed of 5 figures. Add one or more "0" at the head, if needed
Groupes d'Agences	BNP PARIBAS SA	Code et Nom du Groupe d'Agences	Code du Groupe d'Agences	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	The agency group code must be composed of 5 figures. Add one or more "0" at the head, if needed
Succursales	BNP PARIBAS SA	Code et Nom de la Succursale	Code de la Succursale	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	The branch code must be composed of 5 figures. Add one or more "0" at the head, if needed
BDDF Opérations	BNP PARIBAS SA	OPS - BDDF Opérations	BNPP_OAV	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
Groupes de Production et d'Appui Commercial	BNP PARIBAS SA	Code et Nom du Groupe de Production et d'Appui Commercial	Code de L'Agence de Production et d'Appui Commercial	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name. The agency code must be composed of 5 figures. Add one or more "0" at the head, if needed
DM - RETAIL DEVELOPMENT & INNOVATION							
Retail Banking Distribution, Marché et Solutions	BNP PARIBAS SA	DMS - Retail Banking Distribution, Marché et Solutions	BNPP_DMS	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
International Retail Banking	BNP PARIBAS SA	IRB - International Retail Banking	BNPP_IRB	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
Equipement Solutions	BNP PARIBAS SA	EQS - Equipement Solutions	BNPP_EQS	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate BNPP department and contact name
Cortal Consors	BNP PARIBAS SA	B2PI - 0690	B2PI_0690	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449	Indicate the Cortal Consors department and contact name



Entity and company	Adresses of invoices					Line 6 TVA Intra communautaire code	Rules
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SUBSIDIARY COMPANIES							
Personal Finance							
Personal Finance	BNP PARIBAS PERSONAL FINANCE SA	Code destinataire	Code Entité (en 5 caractères qui commencent par EA...)	TSA 10001	14913 - CAEN CEDEX 9	FR60 542 097 902	The business department will provide you with the recipient & entity codes.
Cetelem Expansion	CETELEM EXPANSION SNC	Code destinataire	Code Entité (en 5 caractères qui commencent par EC...)	TSA 10001	14913 - CAEN CEDEX 9	FR81 302 209 440	The business department will provide you with the recipient & entity codes.
Leval Developpement	LEVAL DEVELOPPEME NT SARL	Code destinataire	Code Entité (en 5 caractères qui commencent par EE...)	TSA 10001	14913 - CAEN CEDEX 9	FR29 342 911 625	The business department will provide you with the recipient & entity codes.
Leval 3	LEVAL 3 SA	Code destinataire	Code Entité (en 5 caractères qui commencent par EG...)	TSA 10001	14913 - CAEN CEDEX 9	FR20 403 243 876	The business department will provide you with the recipient & entity codes.
Norrsken Finance	NORRSKEN FINANCE SA	Code destinataire	Code Entité (en 5 caractères qui commencent par EM...)	TSA 10001	14913 - CAEN CEDEX 9	FR56 414 701 334	The business department will provide you with the recipient & entity codes.
Projeo	PROJEO SA	Code destinataire	Code Entité (en 5 caractères qui commencent par EN...)	TSA 10001	14913 - CAEN CEDEX 9	FR05 482 025 525	The business department will provide you with the recipient & entity codes.
Domofinance	DOMOFINANCE SA	Code destinataire	Code Entité (en 5 caractères qui commencent par EO...)	TSA 10001	14913 - CAEN CEDEX 9	FR20 450 275 490	The business department will provide you with the recipient & entity codes.
Neuilly Contentieux	NEUILLY CONTENTIEUX GIE	Code destinataire	Code Entité (en 5 caractères qui commencent par EQ...)	TSA 10001	14913 - CAEN CEDEX 9	FR75 340 103 167	The business department will provide you with the recipient & entity codes.
Cofica Bail	COFICA BAIL SA	Code destinataire	Code Entité (en 5 caractères qui commencent par ES...)	TSA 10001	14913 - CAEN CEDEX 9	FR80 399 181 924	The business department will provide you with the recipient & entity codes.
Loisirs Finance	LOISIRS FINANCE SA	Code destinataire	Code Entité (en 5 caractères qui commencent par ET...)	TSA 10001	14913 - CAEN CEDEX 9	FR20 410 909 592	The business department will provide you with the recipient & entity codes.
Personal Investor							
B Capital	B CAPITAL SA	B2PI - 0691	B2PI_0691	TSA 10001	14913 - CAEN CEDEX 9	FR71 399 223 437	Indicate the B Capital department and contact name
Portzampac Société de Bourse	PORTZAMPAC SOCIÉTÉ DE BOURSE SA	B2PI - 0693	B2PI_0693	TSA 10001	14913 - CAEN CEDEX 9	FR86 786 001 339	Indicate the Portzampac Société de Bourse department and contact name
Portzampac Société de Gestion	PORTZAMPAC GESTION SA	B2PI - 0694	B2PI_0694	TSA 10001	14913 - CAEN CEDEX 9	FR85 326 991 163	Indicate the Portzampac Société de Gestion department and contact name
SCPI Brasserie Les Lilas	BRASSERIE LES LILAS SCI	B2PI - 0695	B2PI_0695	TSA 10001	14913 - CAEN CEDEX 9	FR67 411 769 060	Indicate the SCPI Brasserie Les Lilas department and contact name
BNP PARIBAS Dealing Services	BNP PARIBAS DEALING SERVICES SA	BNPP-FIN	BNPP_FIN	TSA 10001	14913 - CAEN CEDEX 9	FR49 454 084 237	Indicate the BNP PARIBAS Dealing Services department and contact name
BNP PARIBAS Wealth Management SA	BNP PARIBAS WEALTH MANAGEMENT SA	BNPP-WMI	BNPP_WMI	TSA 10001	14913 - CAEN CEDEX 9	FR46 542 110 960	The subsidiary company is the sole addressee (SIREN 542 110 960) Indicate the BNP PARIBAS Wealth Management SA department and contact name



Example of an invoice without a purchase order

EXAMPLE 1

SIRET : 75123456789101
N° de TVA intracommunautaire : FR46751234567

Date : 01/11/2015

Siège social : 4, rue des peupliers
17000 LA ROCHELLE
Tél : 05 05 05 05 05 Mail : exemple1@exemple.fr

FACTURE

N° : 131154
Devise : euro

BNP PARIBAS SA
FDG – Finance Groupe
BNPP_FDG
TSA 10001
14913 CAEN CEDEX 9

Contact BNPP : **Carole Martin**
Centre de coût :
Référence contrat / dossier :

FR7662042449
Prestation effectuée : octobre 2015

Code	Dénomination	Quantité	Prix unitaire HT	Montant HT
Z33	Chaise noire	4	125	500

MONTANT TOTAL HT	500,00 €
TAUX DE T.V.A.	20 %
MONTANT TOTAL T.V.A.	100,00 €
TOTAL TTC	600,00 €

Règlement : virement
Echéance : 15/12/2015

Tout paiement anticipé est net d'escompte.
Pénalités de retard pour paiement tardif : 3 fois le taux d'intérêt légal et indemnité forfaitaire de recouvrement de 40 euros

EXEMPLE 1 SAS au capital de 500 000 euros



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Example of an invoice with a purchase order

EXAMPLE 2

SIRET : 75123456789101
N° de TVA intracommunautaire : FR46751234567

Date : 01/11/2015

Siège social : 4, rue des peupliers
17000 LA ROCHELLE
Tél : 05 05 05 05 05 Mail : exemple2@exemple.fr

FACTURE

N° : 131154
Devise : euro

BNP PARIBAS SA
ITP
ITP
TSA 20002
14913 CAEN CEDEX 9

Contact BNPP : Carole Martin
Commande n° : **123456**

FR7662042449
Prestation effectuée : octobre 2015

Code	Dénomination	Quantité (jours)	Prix unitaire HT	Montant HT
Z33	Assistance	20	400	8 000

MONTANT TOTAL HT	8 000,00 €
TAUX DE T.V.A.	20 %
MONTANT TOTAL T.V.A.	1 600,00 €
TOTAL TTC	9 600,00 €

Règlement : virement
Echéance : 15/12/2015

Tout paiement anticipé est net d'escompte.
Pénalités de retard pour paiement tardif : 3 fois le taux d'intérêt légal et indemnité forfaitaire de recouvrement de 40 euros

EXEMPLE 2 SAS au capital de 500 000 euros



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