

INVOICING INSTRUCTIONS FOR SUPPLIERS



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Contents

Introduction.....	3
Details required on your invoices.....	4
Explanation of levels of importance of information submitted.....	5
Level of importance of information submitted.....	6
Specific details and their levels of importance.....	7
How to fill in the recipient's address box.....	7
Addressing your invoices (appendix)	8
Example of invoice without purchase order	12
Example of invoice with purchase order	13



Introduction

The BNP Paribas Group consists of several entities.

Since January 2016, BNP Paribas has implemented a new process for the processing of supplier invoices. The aim is to benefit from an easier and uniform solution to process your invoices.

This document below was drawn up by the Purchasing Solutions & Accounts Payable Department in collaboration with the Procurement Group. Its purpose is to communicate you a summary of all expected elements that have to be on your invoices in order to allow an optimal processing, in a meaning of time and quality. The informations introduced inside are effective for all referenced entities, regardless of the support used (paper or electronic).

Thank you in advance for caring about these recommendations, in the benefit of all.

For more informations on your invoices tracking, please contact our Help Desk :

By phone: +33 (0) 1 40 14 91 11 or by mail: 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	OBLIGATORY	COMPANY NAME	Name of the company or legal entity being invoiced
LINE 2	USEFUL	ADDRESS 1	Name and abbreviation of the entity
LINE 3	OBLIGATORY	ADDRESS 2	Entity Code
LINE 4	OBLIGATORY	ADDRESS 3	TSA 10 001
LINE 5	OBLIGATORY	POST CODE / CITY	14913 CAEN CEDEX 9
LINE 6	USEFUL	COUNTRY	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		
	Corporate Institutional Banking		
	Investment Solutions		
	Epargne Retraite Entreprise		
	Banque Privée		
	Investment Partners		
	Wealth Management		
BNP Paribas SA			
BNP Paribas Securities Services			
BNP Paribas	Imex		

→

Raison Sociale

Entité

Votre contact

Code ACI de votre contact (si disponible)



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Addressing your invoices (appendix C1)

Addressing your invoices : BNP PARIBAS SA

Entity	Adresses of invoices					TVA Intra communautaire code (zone 10)
	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)	
Direction Générale	BNP PARIBAS SA	DGL - Direction Générale	BNPP_DGL	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449
Affaires Fiscales Groupe		AFG - Affaires Fiscales Groupe	BNPP_AFG			
Affaires Juridiques Groupe (1)		AJG - Affaires Juridiques Groupe	BNPP_AJG			
Conformité Groupe		COG - Conformité Groupe	BNPP_COG			
Conseil Stratégique		Conseil Stratégique	BNPP_FDG			
Direction des Affaires Institutionnelles		DAI - Direction des Affaires Institutionnelles	BNPP_FDG			
Finance Groupe		FDG - Finance Groupe	BNPP_FDG			
Group Risk Management		GRM - Group Risk Management	BNPP_GRM			
Inspection Générale		IGL - Inspection Générale	BNPP_IGL			
Communication Groupe		COM GPE - Communication Groupe	BNPP_CPG			
Ressources Humaines Groupe		RHG - Ressources Humaines Groupe	BNPP_RHG			
Responsabilité Sociale et Environnementale		RSE - Responsabilité Sociale et Environnementale	BNPP_RSE			
Stratégie et Développement Groupe		Stratégie et Développement Groupe	BNPP_DEV			
Consulting Groupe		CSG - Consulting Groupe	BNPP_CSG			
Recherche Economique Groupe		REG - Recherche Economique Groupe	BNPP_ECO			

(1) 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.


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Addressing your invoices : BNP PARIBAS SA

Entity	Addresses of invoices					TVA Intra comm unautaire code (zone 10)
	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)	
BDDF Affaires Spéciales et Recouvrement (1)	BNP PARIBAS SA	ASR - BDDF Affaires Spéciales et Recouvrement	BNPP_ASR	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449
BDDF Banque en Ligne		08444 - BDDF Banque en Ligne	08444			
BDDF Communication		COM - BDDF Communication	BNPP_COM			
BDDF Etat Major		EMA - BDDF Etat Major	BNPP_EMA			
BDDF Entreprises		ENT - BDDF Entreprises	BNPP_ENT			
BDDF Finances		FFI - BDDF Finances	BNPP_FFI			
BDDF Informations et Etudes Commerciales		IEC - BDDF Informations et Etudes Commerciales	BNPP_IEC			
BDDF Immobilier, Process, Automates & Qualité		IPA - BDDF Immobilier, Process, Automates & Qualité	BNPP_IPA			
BDDF Maîtrise d'Ouvrage		MOA - BDDF Maîtrise d'Ouvrage	BNPP_MOA			
BDDF DOM POM		POM - BDDF DOM POM	BNPP_POM			
BDDF Porte Parole		PPA - BDDF Porte Parole	BNPP_PPA			
BDDF Retail		RET - BDDF Retail	BNPP_RET			
BDDF Ressources Humaines		RHU - BDDF Ressources Humaines	BNPP_RHU			
BDDF Stratégie		STR - BDDF Stratégie et Consulting	BNPP_STR			
BDDF Audit		AUD - BDDF Audit	BNPP_AUD			
BDDF RB pilote US		PUS - RB pilote US	BNPP_PUS			

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Addressing your invoices : BNP PARIBAS SA

Entity	Addresses of invoices					TVA Intra communautaire code (zone 10)
	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)	
Directions Régionales	BNP PARIBAS SA	Code et Nom de la DR	Code de la DR (2)	TSA 10001	14913 - CAEN CEDEX 9	FR76 662 042 449
Centres d'Affaires Entreprises		Code et Nom du Centre d'Affaires Entreprises	Code du Centre d'Affaires Entreprises (2)			
Groupes d'Agences		Code et Nom du Groupe d'Agences	Code du Groupe d'Agences (2)			
Succursales		Code et Nom de la Succursale	Code de la Succursale (2)			
Groupes de Production et d'Appui Commercial		Code et Nom du Groupe de Production et d'Appui Commercial	Code de L'Agence de Production et d'Appui Commercial (2)			
BDDF Opérations		OPS - BDDF Opérations	BNPP_OAV			
Retail Banking Distribution, Marché et Solutions		DMS - Retail Banking Distribution, Marché et Solutions	BNPP_DMS			
International Retail Banking		IRB - International Retail Banking	BNPP_IRB			
DSI IRB		International Retail Banking	IRB_IT			
ITP Gouvernance		ITP Gouvernance	ITP			
ITG		IT Groupe	ITG			
DSI BDDF		Banque De Détail France Information and Technology	BDDF_IT			
Personal Investors		BNPP ONECAP	BNPP1CAP			

(2) The code must be composed of 5 figures. Add one or more "0" at the head, if needed



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Addressing your invoices : SUBSIDIARY COMPANIES

Company	Adresse de Facturation					TVA Intra communautaire code (zone 10)	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)		
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
Cetelem Expansion	CETELM 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
Leval Developpement	LEVAL DEVELOPPEMENT 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
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
Norrskén 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
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
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
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
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
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
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



Example of an invoice without a purchase order

EXAMPLE 1

SIRET : 75123456789101
N° de TVA intracommunautaire : FR46751234567

Date : 02/11/2016

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 : **ask your customer**
Référence contrat / dossier : **xxx..**

FR7662042449
Prestation effectuée : octobre 2016

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 : 15/12/2016

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 : 02/11/2016

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 Gouvernance
ITP
TSA 20002
14913 CAEN CEDEX 9

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

FR7662042449
Prestation effectuée : octobre 2016

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
Échéance : 15/12/2016

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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