

INVOICING INSTRUCTIONS FOR SUPPLIERS



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.

This document was drawn up by the Purchasing Solutions & Accounts Payable Department in collaboration with the Procurement Group. 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).

BNP Paribas appreciates that these recommendations are taken into consideration, regarding the benefit of all stakeholders.

For more information on invoice tracking, please contact our Help Desk service:

By phone: **+33 (0) 1 40 14 91 11** or by mail: pay4u@bnpparibas.com

In the following pages vendor will find:

- All details that should ideally be included in the accounting documents;
- The impact of each item of information in the overall processing of the accounting documents;
- Specific details, which may – or in some cases must – be included;
- An explanation of the various levels of importance of vendors' information
- How to fill in the address box
- A list with the details to be used for each BNP Paribas legal entity, which invoice reception is centralized with the invoice address and the VAT identification number to be included in vendors accounting documents;
- Two examples of compliant invoices corresponding to the two main situations a vendor will meet: i.e. with or without specific purchase order (in French).

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Details required on accounting documents

2	Issuer's company name	1	6	Legal entity invoiced	7
	Issuer's address			Entity name and abbreviation	
	Telephone			Entity code	
	Fax			Receiver's address	
	Email			8	
4	Issuer's VAT id number	3	Receiver's VAT id number		10
	SIRET		Delivery address		
Name and address of supplier contact		5	Document date		15
11	Invoice/Credit note		12	Date of service or delivery	
13	Invoice/Credit note number	Name of BNPP contact		17	
Currency		38			40
Order number		39	39		
Contract/file number			39		
Cost center		39			

Line number	Item code	Name of item	Quantity	Unit price pre tax	Amount pre tax
18	19	20	21	22	23

Total pre tax	VAT rate	Total VAT	Total including VAT
24	25	26	27

Net payable	28
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29	Payment conditions	30	Bank details	34
31	Means of payment		Bank name	
	Due date		Account number	
		IBAN	36	
		BIC		
32	Penalty conditions	33	VAT rate	37
Discount conditions			Standard penalty	
35	Issuer's legal form and share capital			

In order to interpret the tables in the following pages, below the reading grid for criticality levels.



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.



Essential:

Lack of reference at this level does not block the accounting document processing, but will significantly impact the process, hence it could lead to misunderstandings and late payments.



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.



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List of information criticality levels

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

Header

1	Issuer's company name	mandatory	
2	Issuer's address	mandatory	Address, city, postal code, country
3	Issuer's VAT identification number	mandatory	
4	SIRET	essential	Issuer's company identification number
5	Contact details of supplier contact person	useful	
6	Legal entity being invoiced	mandatory	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	mandatory	See page 7 and list of BNP Paribas legal entities (Annex C1)
9	Recipient's address	mandatory	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	mandatory	
12	Invoice or Credit note number	mandatory	If a Credit note, reference to the related invoice is mandatory
13	Currency	mandatory	
14	Delivery address	useful	
15	Document date	mandatory	Must be prior to date of reception at BNP Paribas
16	Date of service or delivery	mandatory	
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	mandatory	mandatory 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	mandatory	
20	Name of item	mandatory	
21	Quantity	mandatory	
22	Unit price pre tax	mandatory	If several taxes are applied, replace by tax rate
23	Amount pre tax	mandatory	

Footer

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



Specific details and their levels of importance

The details below have to be included in the accounting documents 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	mandatory	
	Rebate, reduction, or discount	mandatory	
	Charges	mandatory	

Footnote

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

How to fill in the recipient's address box

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

LINE 1	MANDATORY	COMPANY NAME	Name of the company or legal entity being invoiced
LINE 2	USEFUL	ADDRESS 1	Name and abbreviation of the entity
LINE 3	MANDATORY	ADDRESS 2	Entity Code
LINE 4	MANDATORY	ADDRESS 3	TSA 10001
LINE 5	MANDATORY	POST CODE / CITY	14913 CAEN CEDEX 9
LINE 6	USEFUL	COUNTRY	France

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

Attention:

Invoice processing is not centralized for the entity below

Company name	Entity
BNP Paribas SA	Imex



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Addressing your invoices (appendix C1)

Addressing accounting documents : BNP PARIBAS SA

Company	Adresse de Facturation					VAT 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 the correspondent business department: summons, court-filed submissions, statement of termination, court subpoena, court rulings, deeds of pledge, asset seizure orders and petitions.


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Addressing accounting documents : BNP PARIBAS SA

Company	Adresse de Facturation					VAT 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 pilotage US		PUS - RB pilotage US	BNPP_PUS			

(1) Any of the following documents should be addressed directly to the correspondent business department: summons, court-filed submissions, statement of termination, court subpoena, court rulings, deeds of pledge, asset seizure orders and petitions.


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Addressing accounting documents : BNP PARIBAS SA

Company	Adresse de Facturation					VAT 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 ONECAPP	BNPP1CAPP			
BNP Paribas Corporate & Institutional Banking		BNP Paribas Corporate & Institutional Banking				
BNP Paribas Epargne Retraite Entreprise		BNP Paribas Epargne Retraite Entreprise				
BNP Paribas Wealth Management	BNP Paribas Wealth Management					
BNP Paribas Principal Investments	BNP Paribas Principal Investments					

(2) code composed of 5 Numeric Character -Add "0" on the left, if necessary



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Addressing your invoices : SUBSIDIARY COMPANIES

Company	Adresse de Facturation					VAT 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)	
Personal Finance	BNP PARIBAS PERSONAL FINANCE SA	Code destinataire *	Entity code (in 5 characters that start with EA...)	TSA 10001	14913 CAEN CEDEX 9	FR60 542 097 902
Cetelem Expansion	CETEM Expansion SNC	Code destinataire *	Entity code (in 5 characters that start with EC...)			FR81 302 209 440
Leval Developpement	LEVAL DEVELOPPEME NT SARL	Code destinataire *	Entity code (in 5 characters that start with EE...)			FR29 342 911 625
Norrskan Finance	NORRSKEN FINANCE SA	Code destinataire *	Entity code (in 5 characters that start with EM...)			FR56 414 701 334
Projeo	PROJEO SA	Code destinataire *	Entity code (in 5 characters that start with EN...)			FR05 482 025 525
Domofinance	DOMOFINANCE SA	Code destinataire *	Entity code (in 5 characters that start with EO...)			FR20 450 275 490
Neuilly Contentieux	NEUILLY CONTENTIEUX GIE	Code destinataire *	Entity code (in 5 characters that start with EQ...)			FR75 340 103 167
Cofica Bail	COFICA BAIL SA	Code destinataire *	Entity code (in 5 characters that start with ES...)			FR80 399 181 924
Loisirs Finance	LOISIRS FINANCE SA	Code destinataire *	Entity code (in 5 characters that start with ET...)			FR20 410 909 592
B Capital	B CAPITAL SA	B2PI_0691 ‡	B2PI_0691			FR71 399 223 437
Portzampac Société de Bourse	PORTZAMPAC Société de Bourse SA	B2PI_0693 ‡	B2PI_0693			FR86 786 001 339
Portzampac Société de Gestion	PORTZAMPAC GESTION SA	B2PI_0694 ‡	B2PI_0694			FR85 326 991 163
SCPI Brasserie Les Lilas	BRASSERIE LES LILAS SCI	B2PI_0695 ‡	B2PI_0695			FR67 411 769 060
BNP PARIBAS Securities Services	BNP Paribas Securities Services	BNP Paribas Securities Services ‡	BNPP1CAPP			FR60 552 108 011

* - The Business will provide you the Code de Destinataire and the Entity Code

‡ - Indicate the Service and the person contact name within the Business



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Addressing your invoices : SUBSIDIARY COMPANIES

Company	Adresse de Facturation					VAT 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)	
BNP Paribas Lease Group	BNP Paribas Lease Group	Code destinataire ‡	BNPP1CAPP	TSA 10001	14913 CAEN CEDEX 9	FR50 632 017 513
ARIUS SA	ARIUS SA	Code destinataire ‡				FR11 383 759 289
APROLIS FINANCE	APROLIS FINANCE	Code destinataire ‡				FR58 337 646 798
CLAAS FINANCIAL SERVICES	CLAAS FINANCIAL SERVICES	Code destinataire ‡				FR52 422 379 594
CNH INDUSTRIAL CAPITAL EUROPE	CNH INDUSTRIAL CAPITAL EUROPE	Code destinataire ‡				FR22 413 356 353
FORTIS LEASE	FORTIS LEASE	Code destinataire ‡				FR90 351 382 429
JCB FINANCE	JCB FINANCE	Code destinataire ‡				FR18 398 051 045
MFF	MFF	Code destinataire ‡				FR29 451 190 300
NATIOCREDIBAIL	NATIOCREDIBAIL	Code destinataire ‡				FR40 998 630 206
NATIOCREDIMURS	NATIOCREDIMURS	Code destinataire ‡				FR28 332 199 462
SAME DEUTZ FAHR FINANCE	SAME DEUTZ FAHR FINANCE	Code destinataire ‡				FR23 419 057 690

‡ - Indicate the Service and the person contact name within the Business



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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

Contact BNPP: **Carole Martin**
Centre de coût : **ask your customer**
Référence contrat / dossier: **xxx..**

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

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

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

BNP PARIBAS SA
ITP Gouvernance
ITP
TSA 20002
14913 CAEN CEDEX 9

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
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 2 SAS au capital de 500 000 euros



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