



PAPERLESS IS POSSIBLE!!

Thanks to e-invoicing!!

BENEFITS

- Reduces carbon footprint and eliminate transmission costs and time
- Secures the invoice integration process and its monitoring in the EDF information system
- Gives a head start for the roll-out of electronic invoicing in France on 01/09/2026

To join our e-invoicing portal, a single address: projet-defacto@edf.fr

Mandatory (legal) information on your invoices

Your company name

Your address

Your company country tax ID.

The document type “INVOICE” or “credit note”, “advance” or “down payment”

Invoice date

Invoice number

Due date

Type of operation(goods, services or mixed)

Invoice recipient information:

EDF Group legal entity company name⁽¹⁾

Intra-Community VAT number of the EDF Group legal entity⁽²⁾

SIREN number of the EDF legal entity

Delivery address

Invoice address

EDF purchase order (PO) number

(e.g. 5100-4210156750 - at least the last 10 digits)

The PO number must referred to in all your communications with EDF


Description	Quantity	unit	unit price excl. tax	AMOUNT EXCL. TAX
Description of goods/services, reference...	1	Unit	100.00 €	100.00 €
VAT summary				
Discount conditions	base excl. tax	VAT %	VAT amount	Total NET excl. tax
Late payment penalty rates	100.00 €	20%	20.00 €	30.00 €
Legal warranty	100.00 €	10%	10.00 €	130.00 €
TOTAL incl. tax and CURRENCY				130.00 €

VAT statement on debits or receipts

Without the above information, the invoice cannot be processed and will be returned or rejected.

Rejected invoices will be communicated via email (for paper invoices), on the dematerialization portal or noted in the processing report (for EDI suppliers).

Invoices should be sent as close as possible to the date of issue.

(1) Company name of EDF entities	(2) Intra-Community VAT	The EDF entities' registered office	New address for sending paper invoices
EDF SA *	FR03552081317	22-30 avenue de Wagram 75008 Paris, France	 EDF CSP2C TSA 52500 62971 ARRAS CEDEX 9 FRANCE
EDF PRODUCTION ELECTRIQUE INSULAIRE SAS	FR90489967687	20 Place de la Défense 92050 Paris La Défense CEDEX, France	
GROUP SUPPORT SERVICES	FR31529281347	32 avenue Pablo PICASSO 92000 Nanterre, France	
IMMOBILIERE DU PLATEAU	FR28513433680	4 rue Floréal 75017 Paris, France	
SOCIETE FONCIERE IMMOBILIERE & de LOCATION	FR36572184190	4 rue Floréal 75017 Paris, France	
EDVANCE	FR96829997600	165 -173 Pierre Brossollette 92120 Montrouge, France	
CERGA	FR07728500521	CHANTIER EDF 67760 Gambesheim, France	

* excluding invoices sent to Direction Combustibles Nucléaires (Nuclear Fuels Division), 10/12 rue James Watt 93200 Saint Denis, France

Your contacts:

Your dedicated space on EDF's website: <https://www.edf.fr/groupe-edf/espaces-dedies/fournisseurs>

For any questions about the service/supply that the order relates to: the technical contact person who initiated the request

To submit a e-invoice and enquire about its status: our e-invoicing service provider's portal [To join EDF reverse factoring](#)

For any questions relating to invoicing: write to compta-fournisseurs@edf.fr, quoting the purchase order.



SPECIFIC INVOICING CASES

SUB-CONTRACTING:

The contractor must complete the special deed and send it to EDF, in accordance with the contractual provisions. The templates are available on the EDF Supplier Portal.

The invoicing terms must be described in the special deed.

Your invoice must include the following for each subcontractor: “of which ... € incl. tax to be paid to my subcontractor X”, and attach the invoice of the subcontractor(s) issued to your company (in EDI, attached in XML format).

CO-CONTRACTING/CONSORTIUM:

- For paper invoices, the lead company must approve the invoice of each co-contractor and send it to EDF. The approval is made by adding the words “read and transmitted” and the signature of a representative on the invoice, which must be made out to EDF.
- For suppliers that use e-invoicing, the relevant process was provided to you when you joined..

PRICE INDEXING:

If the invoiced amount is subject to a price indexing, the invoice must include the following additional information:

- the portion of the invoiced amount related to the initial prices of the Contract, and
- the amounts of the price indexing on an additional dedicated invoicing line, with the explicit mention “price indexing”, and referring precisely to the service concerned should there be several service line items on the same invoicing document. The invoice containing a price indexing must also include the details of its calculation. If this procedure is not followed, the invoice cannot be accepted.

If the invoice only covers the price indexing component, the number of the original invoice (initial prices of the contract) must be mentioned.

For e-invoices, the details of the price indexing calculation and the supporting documents must be **appended to the invoice (encl.)**.

HOLDBACKS, GUARANTEES AND BANK GUARANTEES:

Any holdback, first-demand guarantee or bank guarantee must be mentioned in the Contract.

- **For a guarantee holdback:** After the report of perfect completion has been signed by the 2 Parties, you must send a request to EDF to lift the retention of guarantee so that the amount withheld is paid to you no later than one month after your request. This does NOT require you to issue an additional invoice.
- **For a first-demand guarantee or bank guarantee:** to provide the first-demand guarantee or bank guarantee, you must send the original document issued by your financial institution to EDF's accounting department (the billing address of which appears on the related order) with a copy to compta-fournisseurs@EDF.fr. After the report of perfect completion has been signed by the 2 parties, you must send a request to EDF to release the first-demand guarantee or bank guarantee.

PENALTIES:

If penalties are applied by EDF as provided for in the Contract, they must:

- appear on a dedicated line deducting the amount including tax of an invoice for the related purchase order and/or contract,
- when invoicing is no longer possible, be subject to a credit note stating the number of the related purchase order and contract the penalty stems from
- penalties are not subject to VAT.

ADVANCE/DOWN PAYMENTS:

As a reminder, an advance invoice corresponds to a financial payment before any service or delivery is performed. A down payment is a start of a delivery or service.

If the order affirms the principle of an advance or a down payment, an advance or a down payment invoice must be issued. The final invoice must deduct the advance or the down payment that has been paid.