

Electronic Invoices Solution



Guide to sending supplier invoices in PDF format by e-mail



Dear Supplier,

Orange and its subsidiaries wants to reduce the time it takes to process your invoices to ensure that they are paid on time.

For this, the accounting department has decided to generalize electronic invoices with its suppliers.

We invite you to adopt this simple, fast and inexpensive solution: sending your invoices in PDF format by e-mail.

By following the guidelines described in this document, you will play an important role in reducing the delivery and processing times of your invoices and thus help us pay them within the contractual deadlines.

The quality of your invoices and the format you choose for sending them are now an integral part of the assessment of our suppliers in a partner relationship that we want as smooth as possible.

Thank you for your action.



Quality rules of your invoices

Your invoice must be sent immediately after issuance in order to treat and pay it quickly within the contractual deadline

Your invoice must respect the following requirements :

- Orange SA purchase order number
- billing address find it on component 1 of the purchase order
- an invoice number for each invoice
- date of issue of the invoice
- legal VAT rate and VAT amount
- intra-community VAT number as well as the Orange SA number
- SIRET number (for suppliers located in France)
- invoices lines number in accordance with the purchase order lines number while respecting the quantities and unit prices
- your bank account details on the invoice



Sending rules of your electronic invoices

Creation of the document

- don't send a scanned paper document
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the creation of the PDF file must be done directly from your information system (ERP, Word, Excel, etc.) via the print function
- For a better reading of your invoice, the color fields are to be avoided

File structure

Type of file

- only files with a pdf extension are taken into account
- don't secure the document with a password

File name

- 50 characters maximum
- no special or accented characters § à % £ ç é ° μ

File size

- 1 Mo max per PDF file

Contents of the file one invoice per file, the invoice can contain several pages

Structure of the e-mail

- 1 e-mail = 1 invoice in pdf as an attachment
- Body of the email must contain text
- Photos or images in the signature will result in the rejection of your email
- text format: HTML or plain text, don't send in enriched text format
- for Apple messaging, please check :
 - "Always send Windows compatible attachments" option must be enabled
 - "Always insert attachments at the end of the message" option must be enabled



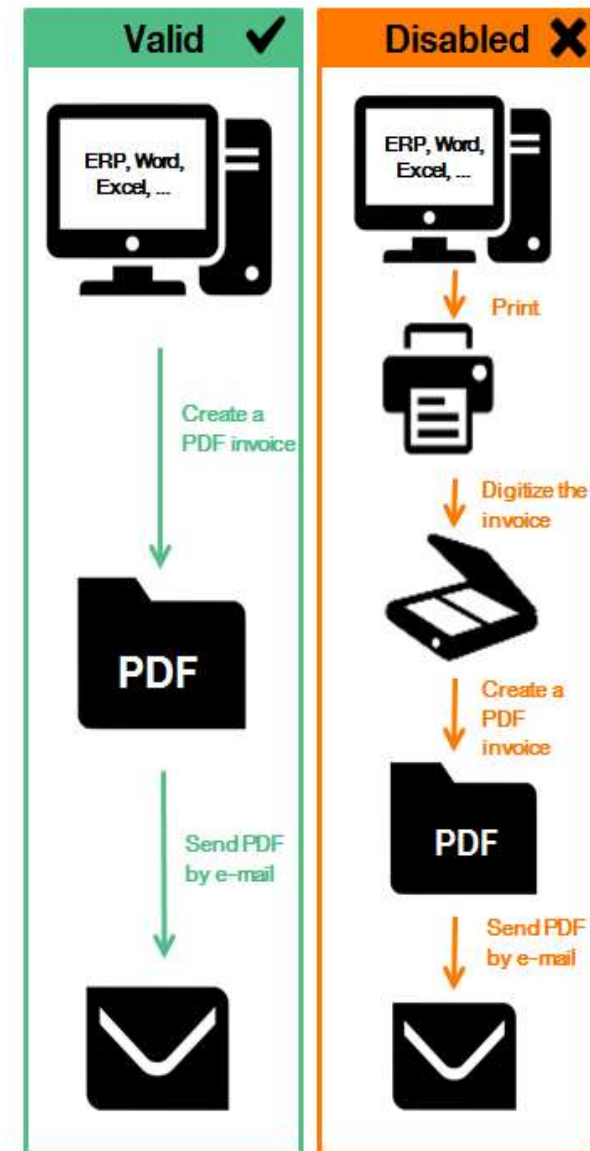
How to transmit your PDF invoice?

The PDF document must be created directly from your information system

Do not print and scan the invoice to create the PDF file.

There is no acknowledgement of your email

A detailed rejection email will be sent to the sending address if your email is not compliant.



To send your invoices electronically, please refer to the **email address** indicated in the « Billing » section at the bottom left of the « Sheet 1 » of your order.

IMPORTANT :

This **email address** is only for the receipt of your invoices, excluding any other communication or document (reminder, etc.)

Use this **email address** as a single recipient.



Using this solution means to stop sending paper invoice.

see you soon



**Bring you closer of
the essential**