

Modifying the ordering and management of ENGIE's supplier invoices

Since **January 2025**, you can discover **GET**, the transformation and harmonization program for business processes and applications that **ENGIE** has put in place to offer the best experience to its customers, employees and suppliers.

For you, the supplier, this means in concrete terms:

2 Deployed platforms

SAP Ariba 
(SAP Business Network)

For the **receipt** and **confirmation** of **our orders** as well as supplier **qualification** and **Calls for tenders**

A new management supplier **invoices**

For the sending of your **supplier invoices**, new email addresses have been set up (see page 8)



You are concerned if you work with one or more ENGIE entities.

Please note that each entity makes its transition on different dates



GET in-service date

January 25

January 26

S2 26

January 27

LEI France (ex :ESF)

ENGIE Green

ENGIE AMEA

ENGIE Italy

ENGIE Energie Peru

ENGIE Energie Chile

South Africa

ENGIE SA

Energy Management & Giants
(ex: GEMS)



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What changes for you?

	Before January 2025	After January 2025
Responses to calls for tenders	SAP Business Network	No change
Supplier qualification	No tools	NEW SAP Business Network
Visualisation de The order	No tools	NEW Mail & SAP Business Network
Sending your invoices	Basware	No change
Your legal documents	Aprovall (ex e-Attestations)	No change
Checking your bank details	Trustpair	No change

The address that sends you ENGIE order forms is: ordersender-prod@ansmtp.ariba.com or ordersender-prod@eusmtp.ariba.com. To make sure you receive the purchase orders, remember to add this email address to your allow list. You can consult the procedure to follow in the document "How to make sure I receive ENGIE emails sent through SAP Business Network?". Also remember to check your spam regularly.



What changes for you?

Change in the format of the purchase order

The format of the purchase order is evolving. Below and on the following page you will find an example of the new format, and the main information you will find there.

Entity issuing the purchase order

Payment terms

General Terms and Conditions of Purchase

Billing terms and address for sending invoices

Purchase order : 4700078002

This purchase order was created via SAP Business Network. For more information on Ariba and SAP Business Network, visit: <https://www.ariba.com>.

From :
ENGIE GREEN FRANCE
1, PLACE SAMUEL DE CHAMPLAIN
92400 COURBEVOIE

France

To:

Purchase Order (New)
4700078002
Amount: 50,000 EUR
Version: 1

Payment terms
60 NET

Comments
Comment Type: Terms and Conditions
Body:FR :
Pour rappel, tel qu'indiqué dans nos conditions générales d'achat, articles 1 et 2 :
Le bon de commande est composé des présentes conditions particulières d'achat et des conditions générales d'achat que vous retrouvez sur le site : <https://www.engie-green.fr/conditions-generales-achat/>

Pour rappel, tel qu'indiqué dans nos conditions générales d'achat, article 3 :
Toute facture non reçue dans un délai de 30 jours à compter de la date d'émission de la facture vous sera retournée.
Il est fortement recommandé d'envoyer vos factures électroniquement, en utilisant l'adresse indiquée ci-dessous, pour garantir un traitement plus rapide de vos factures :
ENGIE_GREEN@email.basware.com.
N.B. : Pour la 1ère utilisation, il vous faudra au préalable vous inscrire au portail BASWARE : <https://portal.basware.com/open/EngiePDFelInvoice01102025>.
Un kit d'aide à la connexion, « Comment envoyer des factures PDF ? », est disponible à cette adresse : <https://www.engie-green.fr/conditions-generales-achat/>
Si vous rencontrez des difficultés de connexion au portail BASWARE, merci de contacter : support-portal-basware@engie.com.
Toute facture doit reprendre le numéro de commande, la dénomination sociale de l'entité à facturer, le numéro d'identification intra-communautaire, les coordonnées bancaires où adresser le paiement.
Toute facture sans numéro de commande vous sera systématiquement retournée.

EN :
As a reminder, articles 1 and 2 of our general terms and conditions of purchase state the following:
The purchase order consists of these special terms and conditions of purchase and the general terms and conditions of purchase, which can be found on the website: <https://www.engie-green.fr/conditions-generales-achat/>

As a reminder, article 3 of our general terms and conditions of purchase states that:
Any invoice not received within 30 days of the invoice date will be refused.
To ensure faster processing, we strongly recommend that you send your invoices electronically to the following address: ENGIE_GREEN@email.basware.com.
N.B.: First-time users will need to register on the BASWARE portal beforehand: <https://portal.basware.com/open/EngiePDFelInvoice01102025>.
You can find a connection help kit entitled 'How to send PDF invoices' on the website: <https://www.engie-green.fr/conditions-generales-achat/>
If you encounter difficulties connecting to the BASWARE portal, please email: support-portal-basware@engie.com.
All invoices must include the purchase order number, the company name of the entity to be invoiced, the intra-community identification number, and the details of the bank account to which payment is to be made.
Any invoice without a purchase order number will be refused."

Others informations :

Conditions de paiement :	60 jours après date de document
E-mail :	egn.mock2@yopmail.com
PU ID and Name :	EGN - ENGIE GREEN
Nom de l'entité achat :	ENGIE GREEN
Conditions générales d'achat et mentions légales :	*FR : Non applicable EN : Not applicable *

toBillingTelephoneRefNm0 : +330130286969
businessIdentNo : 5000091470
specialInstructionsNo : 4700078002

Vendor Credentials

What changes for you?

Change in the format of the purchase order

Shipping address → EXPÉDIER TOUS LES ARTICLES À
FRJX_EGN GRAND SUD
250 RUE MARYAM MIRZAKHANI
34000 MONTPELLIER
France
Code de livraison: 1527-0001
E-mail: demence.alric@yopmail.com

Billing address → FACTURATION
ENGIE GREEN FRANCE
1, PLACE SAMUEL DE CHAMPLAIN
92400 COURBEVOIE
France

Applicant with ENGIE Green (having placed the order) → DESTINATAIRE
Clémence ALRIC
FRJX_EGN GRAND SUD

Description of the order line(s) →

N° de ligne	Nombre d'échéances	N° de réf./Description	Type	Retour	Qté (unité)	Date réception demandée	Prix unitaire	Sous-total
1		EGN_83 801416070 - Séminaires et autres événements internes avec agence	Matériel		1 (EA)	27 nov. 2025	5000,00 EUR	5000,00 EUR

Order Quantity → 1 (EA)

Desired delivery date → 27 nov. 2025

Total amount of the item (excluding taxes) → 5000,00 EUR

Total order amount (excluding taxes) → Sous-total : 5000,00 EUR

Autres Informations
N° de ligne de demande d'achat : 1
Émetteur de la demande : Clémence ALRIC
N° de PR : PR406827
Name : 801416070 - Séminaires et autres événements internes avec agence
Procurement Governance : PM
Domaine de classification : custom
Code de classification : 801416070

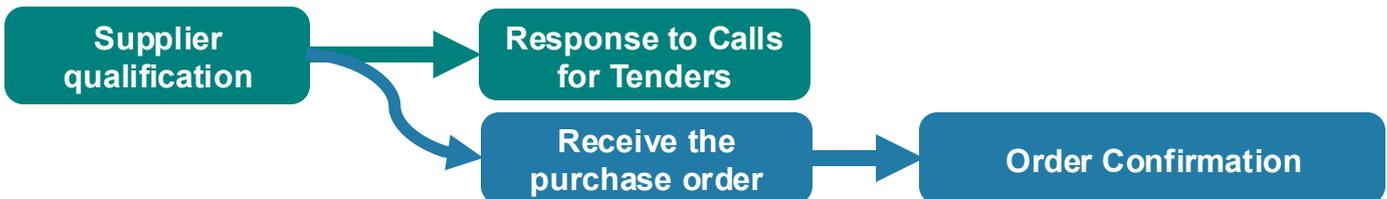
Informations Incoterm
Code Incoterm:
Emplacement Incoterm:

Commande soumise le : jeudi 13 nov. 2025 0:52 GMT-08:00
Requ(e) par SAP Business Network : jeudi 13 nov. 2025 0:53 GMT-08:00
Ce bon de commande a été envoyé par ENGIE - TEST AN01635787075-T et remis par SAP Business Network.

PDF généré par le jeudi 13 nov. 2025 0:53 GMT-08:00

Presentation of SAP BUSINESS NETWORK (ARIBA NETWORK)

SAP BUSINESS NETWORK (ARIBA NETWORK)
is your platform for :



Benefits of the platform for suppliers

1/ Increased operational efficiency



- ✓ **Automation and simplification of exchanges** between customers and suppliers (prices, specifications, calls for tenders, legal documents, etc.).
- ✓ **Ergonomic and more efficient** environment.
- ✓ Order status available **online**.

2/ Maximized visibility



- ✓ **More** visible and clear supplier offer to users (catalogue, contract).

Registration and follow-up



To take advantage of the full benefits of the **SAP BUSINESS NETWORK (Ariba Network) platform**, we recommend that you **register** to more easily receive and confirm your purchase orders. The Standart account (free) is sufficient to work with ENGIE.

Next steps

M-2

We discover!

I contact my usual buyers to prepare for the changeover.
I check the supplier portal and documentation to prepare.

M-1

Let's get ready!

I have read the communication sent by ENGIE.
Depending on my case, I exchange with SAP to confirm my account types and number to use in my relations with ENGIE.
Regular monitoring will be put in place to ensure success on the day of the GET switchover.

D-Day

Here we go!

SAP BUSINESS NETWORK becomes my new tool for receiving orders and calls for tenders.
I send my supplier invoices to the new email addresses.

Contacts

Do you have any questions?

To provide you with the best possible support, a supplier information portal has been set up. Here you will find all the information you need to benefit from all the benefits of the SAP BUSINESS NETWORK (Ariba Network) platform and send your invoices.



>> [Supplier Information Portal](#) <<

<p>About SAP Business Network (Ariba Network) and your enrollment as an Enterprise supplier</p>		<p>➔ Technical questions? Contact form</p> <p>➔ Other questions? Please send an email to engieonboardingproject@engie.com</p>
<p>On the sending of your supplier invoices</p>	<p>To send your new supplier invoices from the toggle, indicating: SIREN number, invoice date, invoice number, amount including VAT and purchase order</p>	<ul style="list-style-type: none"> • LEI France (ex: ESF): PDF_MAIL_ENGIE_ESF@pdf.basware.com • ENGIE Energia Chile: chile.receiving.basware@estelahub.com • ENGIE Energia Peru: facturacion.electronicaeep@app.engie.com (ENGIE Energía Peru, ENGIE Peru, Andino, Huambos, Aparic), facturacion.electronica.taruca@app.engie.com (Taruca), facturacion.electronica.paino@app.engie.com (Paino) • ENGIE Green:ENGIE_GREEN@email.basware.com • Energy Management & Giants (ex: GEMS): FROO_ENGIE_SA@pdf.basware.com
<p>On the follow-up of your supplier invoices</p>	<p>To track your new supplier invoices from the</p>	<ul style="list-style-type: none"> • LEI France (ex: ESF): relances-fournisseurs.cofely@engie.com • ENGIE Energia Peru: diego.condori@engie.com, leonor.castillo@engie.com, nory.lopez@engie.com, milagros.norabuena@external.engie.com • ENGIE Green: support-portail-basware@engie.com, 04 67 20 70 10
<p>On your commercial and/or operational relations</p>		<p>Usual contact (buyer and/or specifier)</p>

How to log in to SAP BUSINESS NETWORK (ARIBA NETWORK) ?

You are **free to choose the type of SAP Business Network** account that suits you best for your relationship with ENGIE: **STANDARD** account (FREE plan) or **ENTERPRISE account** (PAID plan).

The use of a STANDARD account (FREE plan) is **sufficient** to continue any interaction with ENGIE.

ATTENTION: please make sure of the type of account chosen: if you select an incorrect type of account, ENGIE cannot accept responsibility for it or the costs incurred.

1

If you wish to set up a **STANDARD** account (free plan), please refer to your situation:

CASE	SITUATION	NEXT STEPS
a)	You don't have an <u>account on SAP BUSINESS NETWORK</u> yet (ARIBA NETWORK) and you want to connect to ENGIE via the STANDARD package (free plan)	The first order form will be sent by email via the address ordersender-prod@ansmtp.ariba.com or ordersender-prod@eusmtp.ariba.com . You will then have the option to create a STANDARD account on SAP BUSINESS NETWORK (ARIBA NETWORK) to manage your ENGIE orders.
b)	You have a STANDARD account (free plan) on SAP BUSINESS NETWORK (ARIBA NETWORK) <u>not yet connected to ENGIE</u>	The first order form will be sent by email (via the ordersender-prod@ansmtp.ariba.com address). You will then have the option to connect your existing STANDARD account to manage your ENGIE orders.
c)	You have a STANDARD account (free plan) on SAP BUSINESS NETWORK (ARIBA NETWORK) <u>already connected to ENGIE</u>	No action to be taken. You will receive purchase orders from new entities that switch directly to your existing account.

Note: You can visit [the SAP support site](#).

How to log in to SAP BUSINESS NETWORK (ARIBA NETWORK) ?

2

If you wish to set up an ENTERPRISE account (paid plan), please refer to your situation:

Case	Situation	Next steps
a)	You do <u>not yet</u> have an account on SAP Business Network and you want to connect to ENGIE via the ENTERPRISE package	<ol style="list-style-type: none"> To help you create and log in to the account, could you provide us with engieonboardingproject@engie.com name, email address and phone number of the contact person within your organization who will follow up on your registration. SAP Ariba teams will contact your representative to guide them through the various steps. One The Commercial Relationship Request (DRC) will be sent to you and you will then have 5 days to accept it.
b)	You have: a COMPANY account but <u>not yet connected</u> to ENGIE	To help you log in to the account, could you provide us with engieonboardingproject@engie.com the name, email address and phone number of the contact person within your organization who will follow up on your registration. SAP Ariba teams will contact your representative to guide them through the various steps.
c)	You have: a COMPANY account <u>already connected</u> to ENGIE	You will receive purchase orders from new entities that switch directly to your existing account.
d)	You have a STANDARD account connected to ENGIE and <u>want to switch to a COMPANY account</u>	You have the option to make the switch directly via your STANDARD account ("Upgrade")

3

If you do not create a STANDARD account:

You will still receive your purchase orders by email but will not have access to certain features (possibility of making order confirmations,...).

*** Important:** To be sure to receive the purchase orders, remember to add the ordersender-prod@ansmtp.ariba.com or ordersender-prod@eusmtp.ariba.com email address to your allow list. You can consult the procedure to follow in the document "How to make sure I receive ENGIE emails sent through SAP Business Network?". Also remember to check your spam regularly.

How can I make sure I receive emails from ENGIE?

As suppliers, to ensure that you receive ENGIE emails sent through SAP Business Network, you must add the domain name to a list also known as the **allow list**. It legitimizes the sender's status as **non-spam**. This will allow you to ensure that you receive emails containing ENGIE Green purchase orders in your inbox.

Procedure for Orange accounts

- 1 On your mailbox, click on the settings icon at the top right. Then select "**all settings**".
- 2 Then click on **Security**. In the Authorized **Senders section**, select "**view list**."
- 3 Enter the domain name of the ENGIE sender you want to authorize:
@ansmtp.ariba.com and @eusmtp.ariba.com.
Click **Add**.

Procedure for Gmail accounts

- 0 Prerequisites: You must have already received at least one email before you can do this procedure.
- 1 In the main menu of your mailbox on the left, click **More** and then **Spam**.
- 2 Check the box next to the email from the ENGIE sender you want to remove from spamming, to select it. At the top, click **No spam**.
- 3 In the search bar, click the **Search option** icon. On the "**From:**" line, type the domain name of the ENGIE contact @ansmtp.ariba.com and @eusmtp.ariba.com. Select **Create filter**.
- 4 Select the "**Never send to Spam folder**" checkbox.
Click on "**Create Filter**" again.

Procedure for Yahoo accounts

- 0 Prerequisites: You must have already received at least one email before you can do this procedure.
- 1 Open the **Spam** folder. If you don't see it, click **More** under the **Sent folder**.
- 2 Select the email sent by the sender ENGIE @ansmtp.ariba.com and @eusmtp.ariba.com.
Click **No Spam** to place the message in your inbox.

Duty of care e-Certificates

Framework of the initiative

ENGIE, as part of its **GET project**, mandates the online platform **e-Attestations** to manage the collection of documents on its behalf.

Documents collected

The legal framework for the duty of vigilance covers:

- URSSAF vigilance certificate;
- List of names of foreign employees subject to a work permit present in your company;
- Your proof of registration will be automatically generated when you register.

In addition to this legal obligation, ENGIE chooses to monitor the compliance of other documents via the platform according to applicability:

- Certificate of liability insurance
- Tax certificate
- Ten-year certificate if applicable
- Various certifications according to professions
- Commitment upon signature of specific Engie documents (HSE Charters, General Terms and Conditions, etc.)
- ...

The use of the e-Attestations platform

The use of the e-Attestations platform **is free of charge** and will allow you to securely submit your documents for all ENGIE entities.

- **If you do not yet have a** declarant account on the e-Certificates platform, you will receive an invitation email with your provisional identifiers, from the noreply@e-attestations.com address. To ensure you receive requests, we recommend that you add the noreply@e-attestations.com address to your address book.
- **If you are already registered** on the e-Certificates platform, you do not have to do anything, ENGIE will appear on your supplier account. All you have to do is submit any missing documents specific to ENGIE.