What is e-invoicing?

1 Am I concerned?

Yes, if you are a company subject to VAT in France or subject to a local e-invoicing obligation.

or

No, if you are not a company subject to VAT in France and not subject to a local e-invoicing obligation.

2 Key dates

September 2026

All companies must be able **to receive** electronic invoices.

Large companies and mid-caps must also be able **to issue** them.

September 2027

The issuance obligation extends to SMEs and micro-enterprises

3 The advantages

Invoices are exchanged via an Approved Platform (AP)

- Simplifying exchanges
- Improve invoice tracking
- Strengthen tax compliance

4 What should I do?

Affected company

Log in to the dedicated portal and let yourself be guided:

Electronic invoicing: All you need to know - ENGIE

Company not concerned

Follow the billing guidelines below

How to send and fill in your invoices?

This document is intended only for ENGIE Green's suppliers

Sending invoices

Invoices must be sent by email
in **PDF** (recent version) or **XML format**, depending on the procedure defined by your entity.

Observe the following points

- Only one invoice per PDF file;
  Multiple files can be sent in an email.
- No special characters in the file names.
- If you are using a compressed file (.zip),
  Make sure that the PDF and XML file names match.

- Links to invoices are not accepted.
- Each shipment generates an acceptance or rejection notification.
  If there is an error, you will receive a message inviting you to correct and resend the invoice.

Mandatory information and best practices

Check that your invoice includes all the legal notices:
full company name, intra-community VAT number

Make sure you have an order number and report it on the invoice

Check the conformity of the amounts with the purchase order.

Send the invoice only after the service has been completed.

Attachments

The document (invoice/credit note) can be accompanied by attachments, if necessary

It must comply with the file naming policy:

- The attachment must be a **PDF file**.
- The file name of the attachment should start with the name **of the business document**, followed by "_", and then the description of the attachment.

Example

Invoice:
100500.pdf
Attachment:
100500_bondelivraison.pdf

My privileged contacts

This document is intended only for ENGIE Green's suppliers

To facilitate your collaboration with ENGIE,
Your priority contact remains your referring buyer.

Sending an invoice

Email address for sending invoices:

ENGIE_GREEN
@email.basware.com

Invoice Tracking

Email address for invoice tracking:

basware-portal-support
@engie.com

Phone line for invoice tracking:

04 67 20 70 10

SAP Help

Email address for your SAP onboarding:

engieonboardingproject@engie.com