

How to send and fill in your invoices?



This document is intended only for ENGIE Energia Peru providers

Sending invoices

- Invoices must be sent by e-mail in **PDF** (recent version) or **XML format**, according to the procedure defined by your entity.
- Observe the following:
- Only one invoice per PDF file; Multiple files can be sent in a single email.
- No special characters in the file names.
- If you are using a compressed (.zip) file, 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 information: 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) may be accompanied by attachments if deemed necessary. The file naming policy must be respected:
- The attachment must be a **PDF file**.
- The file name of the attachment must start with the name **of the business document**, followed by "_", then "attachment".
- **Example:** if the name of the invoice is **100500.pdf**, the "delivery note" attachment should be called: **100500_attachment.pdf**.

My privileged contacts



This document is intended only for ENGIE Energia Peru providers

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

Invoice Shipment

The email address dedicated to sending your invoices is

facturacion.electronicaeep@app.engie.com

(ENGIE Energía Perú, ENGIE Perú, Andino, Huambos, Aparic),

facturacion.electronica.taruca@app.engie.com (Taruca),

facturacion.electronica.paino@app.engie.com (Paino)

Invoice follow-up

The email address dedicated to the follow-up of your invoices is

diego.condori@engie.com,

leonor.castillo@engie.com,

nory.lopez@engie.com,

milagros.norabuena@external.engie.com

SAP Help

The email address dedicated to your integration into SAP is

engieonboardingproject@engie.com