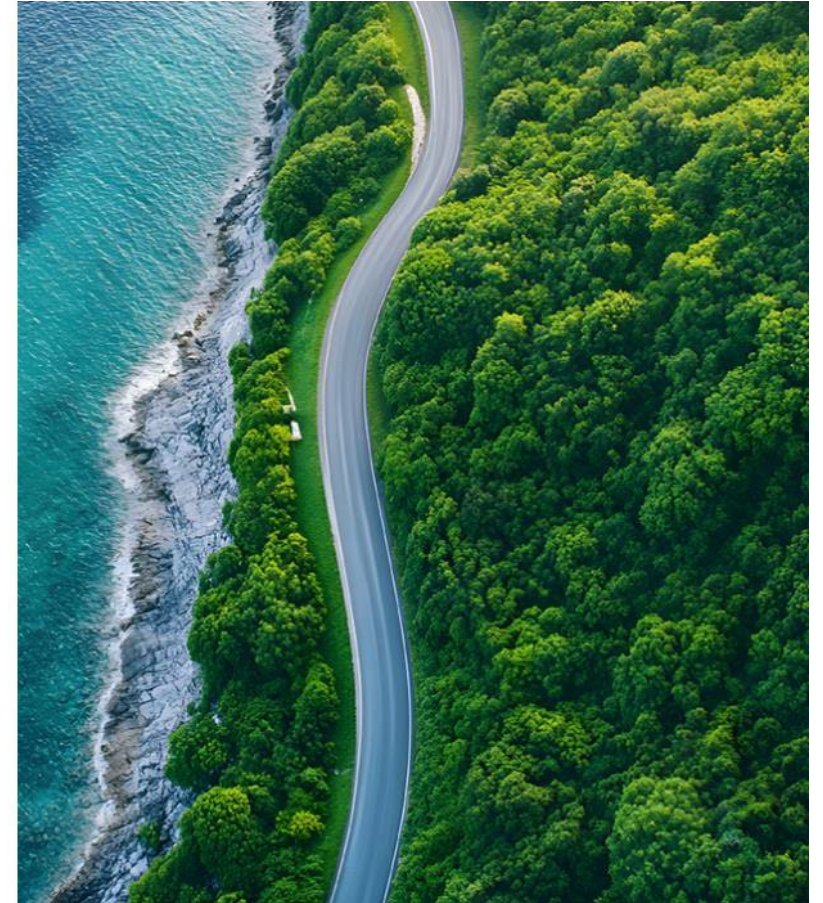




*Innovating for a low-carbon
and sustainable world*

THE ESSENTIAL : THE GUIDE TO GOOD INVOICING

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BILLING TERMS

AS THE ISSUER OF THE INVOICE



- ☐ Name and corporate name
- ☐ Address
- ☐ VAT Number
- ☐ IBAN et SWIFT

AS THE BENEFICIARY OF THE INVOICE



- ☐ Company Name, Address
- ☐ Billing Address specified on the order, delivery address
- ☐ Service code Ifpen
- ☐ VAT Number

INFORMATION ON THE CONTENTS OF THE INVOICE

- ☐ Purchase Order number on 10 numeric characters IFPEN
- ☐ Invoice items corresponding of the order items
- ☐ VAT Amount by VAT rate
- ☐ Total excluding taxes + VAT = All Taxes included
- ☐ Invoice due date

INVOICE IDENTIFICATION INFORMATION

- ☐ Type of document : Invoice, Credit note (with reference of the original invoice) or deposit or advance invoice
- ☐ Invoice issue date
- ☐ Invoice or document number


VIGILANCE



- ☐ Only one purchase order number per invoice (multi-order invoice rejected)
- ☐ Favor the submission of invoices in EDI mode
- ☐ To facilitate the processing of your invoices, indicate your IBAN in the bank details
- ☐ Creation of invoice PDFs => the first document must be the invoice followed by other documents

INVOICE STATUS

Statuses allow you to track the progress of your invoice processing. The table below describe the statuses of an invoice depending on the stage of IFPEN processing.

PROCESSING STAGE	STATUS	DEFINITION
Issuing of invoices by the suppliers Invoice processing progress by IFPEN	Submitted	The invoice was sent to Chorus Pro
	Available	The invoice was received by Ifpen
	Input	The invoice was charged by Ifpen
	Approved for payment	The invoice is matched to the order awaiting payment on its due date
	Payment	The bank transfer has been made
	Rejected	<div>The invoice is rejected by IFPEN due to incorrect billing data.  You must generate a credit note for the rejected invoice and generate a new invoice with a new number.</div>



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