



“This document outlines the invoicing (billing) rules of Keolis Group Subsidiaries which have the order management tool (list available on the www.keolis.com site suppliers area section).

The compliance of the following recommendations ensures not only an efficient invoices and credit notes processing but also a payment on time”.

THANK YOU

In order to have your invoices and credit notes processed **efficiently** and paid **promptly**,

- Display mandatorily legal notices on invoices and credit notes
- Apply the specific rules related to the receipt of an order management
- Follow the recommendations in terms of the normal structure of invoices and credit notes
- Respect the specifications for sending your invoices and credit notes

Your main contact remains your internal stakeholder

KEOLIS GROUP INVOICING RULES

KEOLIS PROCUREMENT & SUPPLY DEPARTMENT

KEOLIS

KEOLIS GROUP INVOICING RULES

1 – LEGAL NOTICES DISPLAY ON YOUR INVOICES AND CREDIT NOTES

(Bellow the main mentions (non-exhaustive list))

Article L441-9-1 of the French Civil Code

1. Complete corporate name of the KEOLIS Group subsidiary invoiced
2. The invoice and the headquarters addresses of the KEOLIS Group subsidiary invoiced
3. Your invoice/credit note number
4. The invoice/credit note date (DD/MM/YYYY)
5. Your legal information
 - Corporate name
 - Address
 - EU VAT number
 - Phone, mail address
6. The order number of the KEOLIS Group subsidiary invoiced. Example of an order number: 9104CAAG2
7. Follow the specific rules:
 - 1 invoice = order
 - 1 delivery = 1 invoice
 - Invoice must be issued after the good or service delivery
8. The values of the invoice: without and with tax, VAT

Caution

Failure to follow these instructions will lead to the interruption of the process.

2 - SENDING METHODS

1. THE SENDING MODES

- By EDI : please refers to **3.2. Dematerialization**
- By Portal : se reporter au **3.2. Dematerialization**
 - Unprotected native PDF
 - One invoice / PDF
- > Loading only one invoice at a time in the portal
- > Mass loading of invoices by email
- By Paper mail :
 - Complete corporate name of the KEOLIS Group subsidiary invoiced:
TSA 70001
93 417 Saint Denis CEDEX

2. FORMATS

- A4 format only
- **Prohibited**
 - Hand-written invoice
 - Grey areas / Background colours
 - Staples / Special characters
 - Quotes
 - Reminders / Statements

3 - CONTACT US

1. FOLLOW UP

- Follow up consultation portal (the invoices and the detail of payments)
 - Only one access by EU VAT number
 - Access request to be sent to:
infos.dematerialisation@keolis.com
- All follow up request must be sent to:
csp-national@keolis.com

Please always join your invoice

2. DEMATERIALIZATION

- For all request regarding dematerialisation of invoices through the loading portal or by EDI:
 - Access request to be sent to:
infos.dematerialisation@keolis.com

PAYMENTS CONDITIONS

Transfer in 40 days date of invoice, except in case of legal delay of contractual clauses or exceptions validated by Keolis Procurement and Supply Department