

“This document outlines the invoicing (billing) rules of Keolis Group Subsidiaries which have the order management tool (list available on the [www.keolis.com](http://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 BELOW THE MAIN MENTIONS (NON-EXHAUSTIVE LIST)

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 invoiceInvoice 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

#### a) By EDI

#### b) By Portail

- Unprotected native PDF
- One invoice / PDF
- Loading only one invoice at a time in the portal
- Mass loading of invoices by email

a) and b) => refer to Dematerialization

#### c) By sending a native PDF or scanned invoice

by email to :

**factures@fournisseurs-keolis.com**

(maximum of 5 invoices/credit notes in 5 attachments per email)

Only documents such as invoices or credit notes will be processed.

### 2. FORMATS

A4 format only

#### Prohibited :

- Hand-written invoice
- Grey areas / Background colours
- Staples / Special characters
- Quotes
- Reminders / Statements

## 3 - CONTACT US

For suppliers listed in the KEOLIS subsidiary (RIB/KBIS)

### 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**

### PAYMENT CONDITIONS

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

- In case of an exceptional need of a deposit, this must be processed as follows:

- The supplier provides a «deposit invoice» without and with VAT

- Then, once the service or delivery has been completed, the supplier produces an «invoice» for the total amount of the order.