

INVOICING INSTRUCTIONS FOR SUPPLIERS

Procurement & Performance

V18 (de) – July 2023, Germany



BNP PARIBAS

The bank
for a changing
world

INTRODUCTION

The BNP Paribas Group is composed by several entities.

Beginning from August 1st 2023, BNP Paribas S.A. Branch Germany will implement a new “invoice processing” solution for their sub-entities Corporate and Institutional Banking, Wealth Management and Security Services (hereafter referred to “BNP Paribas S.A.”) that will enable its vendors to benefit from an easier, uniform and faster accounts payable process. For all other BNP Paribas entities in Germany, the process will remain unchanged for the time being. For all other BNP Paribas entities in Germany (e.g. Personal Investors/Consorsbank/DAB/Private Banking, Personal Finance/Consors Finanz), the process will remain unchanged for the time being.

The purpose of this document is to communicate to you as supplier a summary of all expected elements in the accounting documents in order to allow an optimal processing, i.e., in the best quality and time standards. The information described is effective for all referenced entities, regardless of the support documentation used (paper or electronic).

From August 1st onwards, all invoice documents shall be addressed to the following email address:

- **DE-InvoicingHub@bnpparibas.com**

All other communication e.g. with regard to invoice tracking shall be addressed to the following separate email address:

- **ispl.germanyaccountspayable@asia.bnpparibas.com**

Automatic payment advices are sent to you via email. In order to assure proper reception on your side, please ensure that a proper email address was provided to BNP Paribas and is up-to-date. Please use the above mentioned email address (other communication) for this purpose.

BNP Paribas “invoice instructions for suppliers” are also available via the following internet address Allgemeine Einkaufsbedingungen - BNP Paribas Germany (<https://www.bnpparibas.de/de/allgemeine-einkaufsbedingungen>).

For more information please contact your local BNP Paribas business counterpart or Procurement.

Sincerely,

Jürgen Kern

Chief Sourcing Officer, Germany & Austria
Sourcing Hub Germany

DETAILS REQUIRED ON ACCOUNTING DOCUMENTS

BNP Paribas Group is committed to process your documents as fast as possible. Due to the diversity and size of the entities, it is of the utmost importance to always indicate:

- a **Purchase Order** reference (if applicable);
- a **Cost Center** reference* (mandatory);
- a **Contact person** related to the material or services provided to (mandatory).

Please refer to your business contact to obtain the proper references and always indicate them on your documents.

<p>1 Issuer's Legal Company Name</p> <p>2 Issuer's Legal Address</p> <p>3 Issuer's VAT ID number</p> <p>4 SIRET</p> <p>5 Issuer's Invoicing Address (only if different from Legal Address)</p> <p>Telephone</p> <p>Email</p> <p>6 Contact details of Supplier's referent</p> <p>13 Invoice/Credit note</p> <p>14 Invoice/Credit note number</p> <p>15 Document date</p> <p>16 Currency</p>	<p>7 Invoiced Entity Legal Name</p> <p>8 Invoiced Entity Legal Address</p> <p>9 Invoiced Entity VAT ID number</p> <p>7 Invoiced Entity Legal Company Name</p> <p>10 Department</p> <p>11 Entity Code</p> <p>12 Invoiced Entity Invoicing Address</p> <p>17 Delivery address</p> <p>18 Date of service or delivery</p> <p>19 Name of BNPP contact</p> <p>20 Purchase Order number</p> <p>21 Cost center</p> <p>22 Contract/file number</p>
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Line item	Item Reference code	Description	Quantity	Unit Price	Tax Rate	Amount before tax
23	24	25	26	27		28

Total Amount before tax	VAT Rate	Total VAT Amount	Total Amount with tax	Downpayment	Total amount due
29	30	31	32		33

<p>34 Payment conditions / terms</p> <p>35 Payment method</p> <p>36 Due date</p> <p>37 Penalty conditions</p> <p>38 Discount conditions</p> <p>39 Standard penalty</p>	<p>40 Issuer's legal form and share capital</p> <p>41 VAT Scheme / Regime</p> <p>VAT exemption or Reverse Charge Mechanism</p> <p>42 IBAN</p> <p>43 SWIFT</p>
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*) please be aware that from Aug 1st the new Cost Center nomenclature will be a 5-digit code (DExxx) and will replace the former 6-digit codes.

Figure 1 -Table 1 – Invoice mentions and criticality level

N°	INFORMATION	IMPORTANCE	COMMENTS
Header			
1	Issuer's Company Name	mandatory	
2	Issuer's Legal Address	mandatory	Address, city, postal code, country
3	Issuer's VAT identification number	mandatory	
4	SIRET	essential	Issuer's company ID number (French suppliers only)
5	Issuer's Invoicing Address	mandatory	Only if different from Issuer's Legal Address (#2)
6	Contact details of Supplier's referent	useful	
7	Invoiced Entity Company Name	mandatory	Check Table 3 for details
8	Invoiced Entity Legal Address	mandatory	
9	Invoiced Entity VAT ID number	mandatory	
10	Sub-Entity name	useful	
11	Entity code *	useful	
12	Invoiced Entity Invoicing Address	mandatory	
13	Invoice or Credit Note	mandatory	
14	Invoice or Credit Note reference	mandatory	If Credit note, the related invoice reference is mandatory
15	Document Date	mandatory	Must be prior to date of reception at BNP Paribas
16	Currency	mandatory	
17	Delivery address	useful	
18	Date of service or delivery	mandatory	
19	Name of BNPP contact	useful	Refers to beneficiary (paying) client for the service or supply
20	Purchase Order number	mandatory	
21	Cost Center	mandatory	if Purchase Order number not provided
22	Contract/file number	essential	(French suppliers only)

N°	INFORMATION	IMPORTANCE	COMMENTS
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Line items

23	Line item number	useful	
24	Item Reference code	mandatory	
25	Item Name or Description	mandatory	
26	Quantity	mandatory	
27	Unit price before tax	mandatory	If several taxes are applied, replace by tax rate
28	Amount before tax	mandatory	

Footer

29	Total Amount before tax	mandatory	
30	VAT rate	mandatory	
31	Total VAT amount	mandatory	
32	Total Amount including VAT	mandatory	
33	Total Amount due	useful	
34	Payment terms / conditions	useful	
35	Payment method	useful	Bank transfer, Direct Debit †, ...
36	Due date	mandatory	
37	Penalty terms	mandatory	
38	Discount terms	mandatory	
39	Standard penalty	mandatory	Standard penalty for collection charges incurred on sales transactions
40	Issuer's legal form and share capital	mandatory	
41	VAT Scheme	useful	
42	Issuer's bank account number (IBAN)	mandatory	
43	SWIFT	useful	

In addition to the details mentioned above, the elements on Table 2 should also be included in the accounting documents only if applicable:

† In case of Direct Debit, its mention as well as the debited Bank Account Number is mandatory.

Table 2 – Supplementary Invoice mentions and criticality level

N°	INFORMATION	IMPORTANCE	COMMENTS
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Line items

	Unit of measure	useful	
	Legal mention of VAT exoneration justification or Reverse Charge Mechanism	mandatory	If applicable
	Rebate, reduction or discount	mandatory	If applicable
	Charges	mandatory	If applicable

Footer

	For each VAT rate: - base amount before tax, - tax code or rate, - VAT amount, - type of tax	mandatory	If more than 1 VAT tax rate or code
	Reference to the application of VAT exoneration or Reverse Charge Mechanism	mandatory	If applicable
	Rebate, reduction or discount	mandatory	If applicable
	Charges	mandatory	If applicable

The tables above have the following criticality grid:

RED	<p>Mandatory: This level corresponds to mandatory elements in accordance with the rules of tax dematerialization under Article 289-VII.3 of the CGI as well as the particulars required by BNP Paribas in order to process accounting documents.</p>
Yellow	<p>Essential: (French suppliers only) Lack of reference at this level does not block the accounting document processing, but will significantly affect the process, hence it could lead to misunderstandings and late payments.</p>
GREEN	<p>Useful: It will enable a faster processing of the accounting document if this information is included, but if absent, it will not block the process.</p>

HOW TO FILL IN THE RECIPIENT'S INVOICING ADDRESS BOX

The Accounting Document processing has been centralized for the BNP Paribas Group's Entities listed on Addressing your Accounting Documents section.

The Legal and Invoicing Address boxes must be filled in as indicated on Table 3 and Table 4.

Table 3 – Legal Address mentions and criticality level

Row	IMPORTANCE	INFORMATION	COMMENTS
1	Mandatory	COMPANY NAME †	Name of the Company or Legal Entity invoiced †
4	Mandatory	ADDRESS	Legal Address
5	Mandatory	ZIP CODE / CITY	
6	Useful	COUNTRY	Germany

Table 4 – Invoicing Address mentions and criticality level

Row	IMPORTANCE	INFORMATION	COMMENTS
1	Mandatory	COMPANY NAME †	Name of the Company or Legal Entity invoiced †
2	Mandatory	ADDRESS 1	Sub-Entity name or Department
3	Mandatory	ADDRESS 2	Entity Code
4	Mandatory	ADDRESS 3	Street name / Postal Box
5	Mandatory	ZIP CODE / CITY	60325 Frankfurt
6	Useful	COUNTRY	Germany

Each row of the 2 address boxes should be filled in accordance with information as shown on Addressing your Accounting Documents section.

* REMARK: Only the Companies or Legal Entities listed on Table 5 are accepted.

ADDRESSING YOUR ACCOUNTING DOCUMENTS

Table 5 – Legal and Invoicing Address per entity

Company	VAT ID	Invoicing Address	Legal Address
BNP Paribas SA	FR76 662042449	BNP Paribas SA Department or Sub-Entity Entity Code TSA 10001 14913 CAEN cedex 9	BNP Paribas SA 16 Boulevard des Italiens 75009 PARIS
BNP Paribas Personal Finance SA	FR60 542097902	BNP Paribas Personal Finance SA Department or Sub-Entity EA... TSA 10001 14913 CAEN cedex 9	BNP Paribas Personal Finance SA 1 Boulevard Haussmann 75009 PARIS
DOMOFINANCE SA	FR20 450275490	DOMOFINANCE SA Department or Sub-Entity EO... TSA 10001 14913 CAEN cedex 9	DOMOFINANCE SA 1 Boulevard Haussmann 75009 PARIS
Neuilly Contentieux GIE	FR75 340103167	Neuilly Contentieux GIE Department or Sub-Entity EQ... TSA 10001 14913 CAEN cedex 9	Neuilly Contentieux GIE 143 Rue Anatole France 92300 LEVALLOIS PERRET
COFICA BAIL SA	FR80 399181924	COFICA BAIL SA Department or Sub-Entity ES... TSA 10001 14913 CAEN cedex 9	COFICA BAIL SA 1 Boulevard Haussmann 75009 PARIS
Loisirs Finance SA	FR20 410909592	Loisirs Finance SA Department or Sub-Entity ET... TSA 10001 14913 CAEN cedex 9	Loisirs Finance SA 143 Rue Anatole France 92300 LEVALLOIS PERRET
Portzamparc SA	FR71399223437	Portzamparc SA Department or Sub-Entity B2PI_0691 TSA 10001 14913 CAEN cedex 9	Portzamparc SA 1 Boulevard Haussmann 75009 PARIS

Company	VAT ID	Invoicing Address	Legal Address
Portzamparc gestion SA	FR85326991163	Portzamparc gestion SA Department or Sub-Entity B2PI_0694 TSA 10001 14913 CAEN cedex 9	Portzamparc gestion SA 10 Rue Meuris 44100 NANTES
Lilas Brasserie SCI	FR67411769060	Lilas Brasserie SCI Department or Sub-Entity B2PI_0695 TSA 10001 14913 CAEN cedex 9	Lilas Brasserie SCI 13 Rue de la Brasserie 44100 NANTES
BNP Paribas Lease Group SA	FR50632017513	BNP Paribas Lease Group SA Department or Sub-Entity BNPP1CAPP TSA 10001 14913 CAEN cedex 9	BNP Paribas Lease Group SA 12 Rue du Port 92000 NANTERRE
BNP Paribas 3 STEP IT SA	FR11383759289	BNP Paribas 3 STEP IT SA Department or Sub-Entity BNPP1CAPP TSA 10001 14913 CAEN cedex 9	BNP Paribas 3 STEP IT SA 12 Rue du Port 92000 NANTERRE
APROLIS Finance SAS	FR58 337646798	APROLIS Finance SAS Department or Sub-Entity BNPP1CAPP TSA 10001 14913 CAEN cedex 9	APROLIS Finance SAS 12 Rue du Port 92000 NANTERRE
CLAAS Financial Services SAS	FR52422379594	CLAAS Financial Services SAS Department or Sub-Entity BNPP1CAPP TSA 10001 14913 CAEN cedex 9	CLAAS Financial Services SAS 12 Rue du Port 92000 NANTERRE
CNH Industrial Capital Europe SAS	FR22413356353	CNH Industrial Capital Europe SAS Department or Sub-Entity BNPP1CAPP TSA 10001 14913 CAEN cedex 9	CNH Industrial Capital Europe SAS 12 Rue du Port 92000 NANTERRE

Company	VAT ID	Invoicing Address	Legal Address
FORTIS Lease SA (France)	FR90351382429	FORTIS Lease SA Department or Sub-Entity BNPP1CAPP TSA 10001 14913 CAEN cedex 9	FORTIS Lease SA 12 Rue du Port 92000 NANTERRE
JCB Finance SAS	FR18398051045	JCB Finance SAS Department or Sub-Entity BNPP1CAPP TSA 10001 14913 CAEN cedex 9	JCB Finance SAS 12 Rue du Port 92000 NANTERRE
MGF SAS	FR29451190300	MGF SAS Department or Sub-Entity BNPP1CAPP TSA 10001 14913 CAEN cedex 9	MGF SAS 12 Rue du Port 92000 NANTERRE
NATIOCREDIBAIL SA	FR40998630206	NATIOCREDIBAIL SA Department or Sub-Entity BNPP1CAPP TSA 10001 14913 CAEN cedex 9	NATIOCREDIBAIL SA 12 Rue du Port 92000 NANTERRE
NATIOCREDIMURS SNC	FR28332199462	NATIOCREDIMURS SNC Department or Sub-Entity BNPP1CAPP TSA 10001 14913 CAEN cedex 9	NATIOCREDIMURS SNC 12 Rue du Port 92000 NANTERRE
Same Deutz Fahr Finance SAS	FR23419057690	Same Deutz Fahr Finance SAS Department or Sub-Entity BNPP1CAPP TSA 10001 14913 CAEN cedex 9	Same Deutz Fahr Finance SAS 12 Rue du Port 92000 NANTERRE
BNP Paribas Arbitrage SNC	FR30394895833	BNP Paribas Arbitrage SNC Department or Sub-Entity BNPP1CAPP TSA 10001 14913 CAEN cedex 9	BNP Paribas Arbitrage SNC 1 Rue LAFFITTE 75009 PARIS 9

Company	VAT ID	Invoicing Address	Legal Address
Groupement Auxiliaire de Moyens GIE (GIE GAM)	FR42309904340	Groupement Auxiliaire de Moyens GIE Department or Sub-Entity BNPP1CAPP TSA 10001 14913 CAEN cedex 9	Groupement Auxiliaire de Moyens GIE 1 Boulevard Haussmann 75009 Paris 9
Groupement d'Etudes et de Prestations GIE (GIE GEP)	FR15733000483	Groupement d'Etudes et de Prestations GIE Department or Sub-Entity BNPP1CAPP TSA 10001 14913 CAEN cedex 9	Groupement d'Etudes et de Prestations GIE 1 Boulevard Haussmann 75009 Paris 9
BNP Paribas S.A. Niederlassung Deutschland	DE191528929	BNP Paribas S.A. Niederlassung Deutschland Corporate & Institutional Banking BNPP1CAPP Senckenberganlage 19 60325 Frankfurt am Main	BNP Paribas S.A. Niederlassung Deutschland Senckenberganlage 19 60325 Frankfurt am Main
BNP Paribas S.A. Niederlassung Deutschland	DE191528929	BNP Paribas S.A. Niederlassung Deutschland Wealth Management BNPP1CAPP Senckenberganlage 19 60325 Frankfurt am Main	BNP Paribas S.A. Niederlassung Deutschland Senckenberganlage 19 60325 Frankfurt am Main
BNP Paribas S.A. Niederlassung Deutschland	DE191528929	BNP Paribas S.A. Niederlassung Deutschland Security Services BNPP1CAPP Senckenberganlage 19 60325 Frankfurt am Main	BNP Paribas S.A. Niederlassung Deutschland Senckenberganlage 19 60325 Frankfurt am Main

APPENDIX – ENTITY CODES

Table 6 – Departments / Sub-Entities and respective Entity Codes of BNP Paribas SA

Department / Sub-Entity	Entity Code	Department / Sub-Entity	Entity Code
DGL - Direction Générale	BNPP_DGL	PPA - BCEF Porte Parole	BNPP_PPA
AFG - Affaires Fiscales Groupe	BNPP_AFG	RET - BCEF Retail	BNPP_RET
AIG - Affaires Juridiques Groupe	BNPP_AIG	RHU - BCEF Ressources Humaines	BNPP_RHU
COG - Conformité Groupe	BNPP_COG	STR - BCEF Stratégie et Consulting	BNPP_STR
Conseil Stratégique	BNPP_FDG	AUD - BCEF Audit	BNPP_AUD
DAI - Direction des Affaires Institutionnelles	BNPP_FDG	PUS - RB pilotage US	BNPP_PUS
FDG - Finance Groupe	BNPP_FDG	Code et Nom de la Direction Régional	Code de la DR [§]
GRM - Group Risk Management	BNPP_GRM	Code et Nom du Centre d'Affaires Entreprises	Code du CAE [§]
IGL - Inspection Générale	BNPP_IGL	Code et Nom du Groupe d'Agences	Code du Groupe [§]
COM GPE - Communication Groupe	BNPP_CPG	Code et Nom de la Succursale	Code de l'Agence [§]
RHG - Ressources Humaines Groupe	BNPP_RHG	Code et Nom du Groupe de Production et d'Appui Commercial	Code du Groupe [§]
RSE - Responsabilité Sociale et Environnementale	BNPP_RSE	OPS - BCEF Opérations	BNPP_OAV
Stratégie et Développement Groupe	BNPP_DEV	DMS - Retail Banking Distribution, Marché et Solutions	BNPP_DMS
CSG - Consulting Groupe	BNPP_CSG	EM - Europe Méditerranée	BNPP_EM
REG - Recherche Economique Groupe	BNPP_ECO	Europe Méditerranée - DSI	EM_IT
ASR - BCEF Affaires Spéciales et Recouvrement	BNPP_ASR	ITP Gouvernance	ITP
08444 - BCEF Banque en Ligne	08444	IT Groupe	ITG
COM - BCEF Communication	BNPP_COM	BCEF Information and Technology	BNPP1CAPP
EMA - BCEF Etat Major	BNPP_EMA	P&P – Procurement & Performance	
ENT - BCEF Entreprises	BNPP_ENT	BNP Paribas Corporate & Institutional Banking	
FFI - BCEF Finances	BNPP_FFI	BNP Paribas Epargne Retraite Entreprise	
IEC - BCEF Informations et Etudes Commerciales	BNPP_IEC	BNP Paribas Wealth Management	
IPA - BCEF Immobilier, Process, Automates & Qualité	BNPP_IPA	BNP Paribas Securities Services	
MOA - BCEF Maîtrise d'Ouvrage	BNPP_MOA	BNP Paribas Principal Investments	
POM - BCEF DOM POM	BNPP_POM	IMEX	

Table 7 –Entity Codes of BNP Paribas’s Subsidiaries

Company name	Department	Entity code
BNP Paribas Personal Finance SA	Department or contact person **	EA... ++
DOMOFINANCE SA		EO... ++
Neuilly Contentieux GIE		EQ... ++
COFICA BAIL SA		ES... ++
Loisirs Finance SA		ET... ++
Portzamparc SA	B2PI_0691 **	B2PI_0691
Portzamparc Gestion SA	B2PI_0694 **	B2PI_0694
Lilas Brasserie SCI	B2PI_0695 **	B2PI_0695
BNP Paribas Arbitrage SNC	Department or contact person **	BNPP1CAPP
Groupement Auxiliaire de Moyens GIE		
Groupement d’Etudes et de Prestations GIE		

Company name	Department	Entity code
BNP Paribas Lease Group SA	Department or contact person **	BNPP1CAPP
BNP Paribas 3 STEP IT SA		
APROLIS Finance SAS		
CLAAS Financial Services SAS		
CNH Industrial Capital Europe SAS		
FORTIS Lease SA (France)		
JCB Finance SAS		
MGF SAS		
NATIOCREDIBAIL SA		
NATIOCREDIMURS SNC		
Same Deutz Fahr Finance SAS		

REQUIREMENTS OF ISSUED E-MAIL – SUBJECT

The Subject of the e-mail must contain one of the following keywords:

- “Invoice”
- “Invoicing”
- “Credit Note”
- “Document”
- “Downpayment”
- “Facture”
- “Avoir”
- “Acompte”
- “Facturation”
- “Rechnung”
- “Gutschein”
- “Gutschrift”
- “Anzahlung”
- “Fakturierung”

REQUIREMENTS OF ISSUED E-MAIL – CONTENT

The following requirements must be respected by the sender:

- Only e-mails that contain one single PDF file are accepted;
- The PDF file must only contain a single financial document;
- The PDF file must be in A4 format;
- Appendixes to the invoice must be included inside of the PDF file:
 - Original Invoice + (optional) attachments to the invoice (activity report, expenses notes, etc)
+ (optional) accompanying letter.

E-mails and documents that do not comply with all the conditions will be rejected, the Supplier is notified with an

appropriate email message, such as:

- Text/editable PDF's;
- Documents received via any other way than a mail (paper, file input, EDI);
- Any other image format;
- Password encrypted PDF-invoices;
- Blank (empty) e-mails are not accepted, and are rejected;

Emails larger than 20MB are not accepted. An email exceeding this limit will be automatically sent back to the sender.