

SUPPLIER INVOICE CHARTER



Being a supplier of La Poste Group

La Poste SA - La Banque Postale - La POSTE IMMOBILIER

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AIMS OF THE CHARTER



To set out key rules that will allow efficient processing of supplier invoices

To manage payment terms

KEY POINTS OF THE SUPPLIER INVOICE CHARTER E-INVOICING



From 1 September 2026, all French companies must be able to receive electronic invoices.

The obligation to issue electronic invoices will be gradually deployed according to company size, in compliance with the timetable defined by the tax authorities:

- ❖ Large Enterprises (GE) and Intermediate-Sized Enterprises (ETI): from 01/09/2026.
- ❖ Small and Medium Enterprises (SME) and Micro-Enterprises: from 01/09/2027

Data structuring must comply with e-invoicing regulations (structured and standardised tags).

Only non-mandatory (BT) tags necessary for proper invoice processing are referenced in this charter.

KEY POINTS OF THE SUPPLIER INVOICE CHARTER E- INVOICING

SUPPLIER ACTION	REQUIREMENTS
Submitting an invoice	→ Structured or hybrid electronic format (e.g.: Factur-X, UBL, CII) in accordance with standards imposed by the Approved Platform (PA).
Identifying customer at La Poste Group	→ Indicate the electronic billing address corresponding to the SIREN for the transmission of your electronic invoices : Exemple : La Poste SA: 356000000 La Banque Postale : 421100645 La Poste Immobilier : refer to appendix list page 12
What to include on the invoice	→ Full name of the entity to be invoiced (billing and delivery address) → Supplier SIRET number (used as ID key in our databases) → Supplier details (email and postal addresses, tax number and bank details) → For products or services supplied with a purchase order, the purchase order number (new regulatory obligation) sent by the company placing the order (one purchase order per invoice only). Failure to provide this may lead to the invoice being rejected. → For products or services supplied without a purchase order, the "Regate*/IRSI* code" provided by the company placing the order. Failure to provide this may lead to the invoice being rejected. → In case of credit note: also include the original invoice number (excluding credit note, Year-End Discount...) → In case of advance invoice: also include the indicate Purchase Order number → In case of final invoice : mention advance payment(s) already received - Service date (delivery or service period) → The service date corresponding to the delivery related to a good or service or to the start and end date of the service
Sending the invoice	Must be within 15 days following the supply date : → On my Authorized Transmitting Platform (PA-E) which transmits it to the client's Authorized Receiving Platform

* See glossary page 10

SUPPLIER INVOICE PAPER OR DOCAMAIL

SUPPLIER ACTION	REQUIREMENTS
Submitting an invoice	→ Digital format: 1 native PDF file for 1 invoice + appendices, good print quality, A4 format (invoice must be on first page followed by appendices, if any) → Paper format: single copy, with attachments only exceptionally, no staples, good print quality, A4 format
Identifying customer at La Poste Group	→ La Poste SA companies: Courrier - Colissimo - La Poste RESEAU – Group and Digital Services Department - Real Estate Operations Department → La Poste Immobilier: CIPOSTE – LOCAPOSTE - SCI plus full company name → La Banque Postale
What to include on the invoice	→ Full name of the entity to be invoiced (billing and delivery address) → Supplier SIRET number (used as ID key in our databases) → Supplier details (email and postal addresses, tax number and bank details) → For products or services supplied with a purchase order, the purchase order number (new regulatory obligation) sent by the company placing the order (one purchase order per invoice only). Failure to provide this may lead to the invoice being rejected. → For products or services supplied without a purchase order, "Regate*/IRSI* code" provided by the company placing the order. Failure to provide this may lead to the invoice being rejected. → In case of credit note: also include the original invoice number (excluding credit note, Year-End Discount...) → In case of advance invoice: also include the indicate Purchase Order number → In case of final invoice : mention advance payment(s) already received - Service date (delivery or service period) → The service date corresponding to the delivery related to a good or service or to the start and end date of the service
Sending the invoice	→ Must be within 15 days following the supply date PDF invoice: send a specific email to the company placing the order via the DOC@MAIL system in the Supplier Area on the La Poste Group website. Paper invoice: send the invoice directly to the appropriate accounting centre at La Poste Group as specified in the purchase order or by the decision-maker. ⇒ To avoid double-billing, do not send the same invoice twice in both formats. See table of company billing addresses page 19

* See glossary page 10

PAYMENT TERMS



La Poste Group strictly complies with the payment terms prescribed by the [Law of 4 August 2008 on modernising the economy](#) (LME), as implemented by [Article L441-6](#) of the French Commercial Code

Article L441-6 has since been transposed to Article L441-10 et seq.

https://www.economie.gouv.fr/files/files/directions_services/dgccrf/documentation/fiches_pratiques/fiches/conditions-generales-de-vente.pdf

PRESENTATION AND CONTENT OF INVOICES



In PDF or paper format, the presentation of the invoice is very important, insofar as it conditions the ease with which we will be able to process it. In E-Invoicing format, the structuring of the data must comply with E-Invoicing regulations (structured and standardized tags).

Only the tags (BT) that are not mandatory but necessary for the proper processing of the invoice are mentioned in this chart.

General characteristics (heading)

REQUIRED ITEMS	COMMENTS
ID	Name of company issuing the invoice
Name of company invoiced	→ Name of entity invoiced (see "Identifying customer at La Poste Group") and the billing address provided on the purchase order or by your customer contact
Type of document	→ The words INVOICE, CREDIT NOTE or DEPOSITE must be clearly visible.
Purchase order number	A unique number included on the purchase order issued by the company placing the order (one purchase order per invoice) Include in the invoice: → The word "order" followed by the purchase order number (for all services except Colis transport services) → The freight order number (for Colis transport services only)
Régate and decision-maker codes	If only one Regate code is provided to you by your client contact: (if multiple regatta codes are provided, refer to the information at the station) → The word "Regate" must be present on the invoice. For E-invoicing: fill in BT-10
Special case for factoring	Make sure to include the legal notices and mandatory wording in the invoice. Include all information relating to factoring in the invoice.
Invoice date	The invoice date is the date the invoice or credit note is issued. The invoice must be sent as soon as the product or service has been delivered. <i>Please note: "delivery" takes place when the ownership rights are transferred rather than when the product is physically delivered.</i> A maximum delay of 15 days between the supply date and the invoice date is permitted to allow for companies' administrative processes. Sending invoices as early as possible makes it easier to meet payment terms.
Supply date	The supply date on the header corresponds to: • the delivery date of the good or service • the start date and end date of the service For E-invoicing: fill in BT-73 and 74
Settlement date	In accordance with the General Terms of Purchase agreed with the buyer

General characteristics (lines)

REQUIRED ITEMS	COMMENTS						
Reference number and description of product or service supplied	The nature and quantity stated on the invoices must correspond to the details in the purchase order sent by the company placing the order.						
Special case for transport services	Make sure to include the specific terms and legal wording provided for the contract and reiterated by your contacts.						
Regate codes or IRSI or other data → for direct invoices (without Purchase Order)	If multiple Regate or IRSI codes are provided to you by your client contact, you should indicate at the workstation: → The world « Regate » For E-invoicing: fill in BT-133 → Or The world « IRSI », «building code » (specific to LPI) For E-invoicing: fill in BT-128 and 128-1 <table border="1"> <tr> <td>BT-128-1</td><td>BT-128</td></tr> <tr> <td>ACD</td><td>IRSI code with six numeric characters</td></tr> <tr> <td>PE</td><td>Building code in six numeric characters</td></tr> </table>	BT-128-1	BT-128	ACD	IRSI code with six numeric characters	PE	Building code in six numeric characters
BT-128-1	BT-128						
ACD	IRSI code with six numeric characters						
PE	Building code in six numeric characters						
Supply Date	The supply date at the post corresponds to: • the date of delivery of the good or service • the start date and end date of the service For E-invoicing: fill in BT-134 and 135						
Figures	Quantity invoiced, Unit price excl. VAT, Total excl. VAT, Total VAT and applicable VAT rate, Total incl. VAT						

Characteristics of the issuing company

REQUIRED ITEMS	COMMENTS
Your contacts	List the people at your company who may be contacted by our teams if they need clarification regarding contracts, orders or invoices. This will help them process the invoices more efficiently. Provide details for two levels of your organisation: - your sales contact: name, telephone, email - your accounts contact: name, telephone, email
Bank details for payment	Bank details of the account to which the payment should be credited. If you change your IBAN, attach an original copy of the new IBAN to the invoice so we can update our system. If you have a factoring agreement, include the factor's details.

BILLING ADDRESSES OF LA POSTE GROUP COMPANIES

E-Invoicing



The electronic billing address corresponding to the SIREN for issuing your electronic invoices.

Example : La Poste SA : 356000000

La Banque Postale : 421100645

La Poste Immobilier : Thank you for referring to the attached list in the Appendix (page 12).



Paper invoices or Doc@mail

Company	PDF invoice sent by email	Paper invoice sent by mail
LA POSTE SA – COURRIER (Billing adresse DIJON)	DOC@MAIL La Poste Group's free system for submitting invoices and credit notes by email in SIGNED PDF or UNSIGNED PDF formats (up to 10 MB) Simply sign up for the service using the form found at Bienvenue sur l'espace Fournisseurs du groupe La Poste La Poste Groupe	LA POSTE Solutions comptabilité fournisseurs BP88301 21083 DIJON cedex 9
LA POSTE SA – COURRIER (Billing adresse BRIVE)		LA POSTE Solutions comptabilité fournisseurs BP50600 19313 BRIVE LA GAILLARDE cedex
Group and Digital Services Department		LA POSTE Solutions comptabilité fournisseurs CP53 - 68 Avenue du Général de Gaulle 94715 MAISONS-ALFORT CEDEX
LA POSTE SA - RESEAU		LA POSTE Solutions comptabilité fournisseurs BP47002 25070 BESANCON cedex
LA POSTE COLISSIMO		LA POSTE Solutions comptabilité fournisseurs COLISSIMO CP55 - 68 Avenue du Général de Gaulle 94715 MAISONS-ALFORT CEDEX
LA BANQUE POSTALE		LA BANQUE POSTALE Solutions comptabilité fournisseurs BP 61485 8 Rue Jacquard 25008 BESANCON CEDEX - FRANCE
LA POSTE IMMOBILIER: CIPOSTE / LOCAPOSTE	DOC@MAIL La Poste Group's free system for submitting invoices and credit notes by email in UNSIGNED PDF format (up to 10 MB) Simply sign up for the service using the form found at Bienvenue sur l'espace Fournisseurs du groupe La Poste La Poste Groupe	LA POSTE IMMOBILIER / CIPOSTE / LOCAPOSTE / SCI-[company name] Solutions comptabilité fournisseurs 11 Rue Vaneau CS53268 35032 RENNES CEDEX
LA POSTE IMMOBILIER: SCI		LA POSTE IMMOBILIER/ SCI-[company name] Solutions comptabilité fournisseurs BP98302 21083 DIJON cedex 9

Contacts

COMPANY	CONTACT DETAILS
- COURRIER - COLISSIMO - GROUP & DIGITAL SERVICES DEPARTMENT - RESEAU - BANQUE POSTALE - LA POSTE IMMOBILIER	Email: accueil.fournisseurs@laposte.fr Indigo number: 0820 364 904

Glossary

IRSI code	Building ID number – Analytic code used by La Poste Immobilier
Régate code	Reference system for La Poste Group entities – 6 character digital code starting with the code for the department The account assignment object used by La Poste Group
Cost center	Represents the analytical allocation object used by the La Poste Group that is responsible for the budget and the approval of the purchase request
Approved Issuing Platform (PA-E)	Platform on which the supplier will submit these dematerialized invoices
Factur-X, UBL, CII	Structured or mixed electronic format corresponding to the standards imposed by the approved platform (PA)

INVOICE EXAMPLE



Nom /Dénomination sociale de la société émettrice	Type de Pièce FACTURE / AVOIR
Contacts - Commercial Tel : Email : - Comptabilité Tel : Email :	Nom de l'entité juridique : (Sociétés La Poste SA ou Post Immo ou La Banque Postale) Nom de l'entité facturée : Adresse de facturation :
Numéro de facture ou Avoir : xxxxxxxx	Date d'émission : JJ/MM/AA
Références client à indiquer N° bon de commande : Code Décideur / IRSI : Code Régate : N° centre de coût :	Date de la prestation : JJ/MM/AA Conditions de règlement* : XX Jours net Date d'Échéance : XX/XX/XXXX *conforme aux dispositions contractuelles

Poste	Description	Quantité	PU HT	Montant HT	Taux de tva	Montant TVA	Montant TTC
1	Description 1	10,00	7,15 €	71,50 €	20%	14,30 €	85,80 €
2	Description 2	5,00	18,00 €	90,00 €	20%	18,00 €	108,00 €
						Total HT	161,50 €
						Total TVA	32,30 €
						Total TTC	193,80 €

Coordonnées bancaires (Informations RIB)
Mentions légales : Adresse du siège social, forme juridique de l'entreprise, montant du capital social, n° de SIRET, n° de TVA intracommunautaire

ANNEXES



La Poste Immobilier - List of legal companies by SIREN AOUT 2026

Société juridique	Société juridique	SIREN_e-Facturation
5000	La Poste DOI	356000000
7000	SA POSTE IMMO	428579130
7010	SAS LOCAPOSTE	479145484
7020	SAS CIPOSTE	356000000 CIPOSTE
7210	SCI CRSF DOM	445047442
7220	SCI CRSF METROPOLE	445061369
7230	SCI TERTIAIRE ST ROMAIN	478301286
7240	SAS ACTIV. COURRIER PROXI	445047707
7250	SCI ACTIVITES COLIS	445051840
7260	SCI ACTIV.COURRIER INDUST	402904163
7270	SCI ACTIVITES ANNEXES	478282361
7280	SCI CENTRES DE LOISIRS	479202350
7300	SCI LOGEMENT	478282429
7310	SAS BP MIXTE	478282452
7320	SCI BP	478292998
7330	SAS TERTIAIRE	478282304
7340	SAS TERTIAIRE MIXTE	451079412
7350	SCI DOM	479190498
7360	SCI DU MOULIN BATEAU B.	478301484
7370	SCI RUE DU CHAMP MACRET - ROYE	800385239
7390	SAS PI ENERGIES RENOUVEL	493372742
7430	SAS POSTE IMMO DEVELOPPT	529217242
7470	SCI PI BORDEAUX TOURVILLE	805349693
7480	SCI Poste Immo Tertiaire	805349552
7490	SAS PI Invest	808113088
7510	SCI GREEN OPALE	820209963
7550	SC PYXIS	820067445
7580	SCI PI 17	832027494
7610	SCI RES. SENIORS LA POSTE	848330403
7620	PI LOGISTIQUE URBAINE	898019518
7630	TETRA LOGISTIQUE	892410192
7640	TETRA TERTIAIRE	922306121