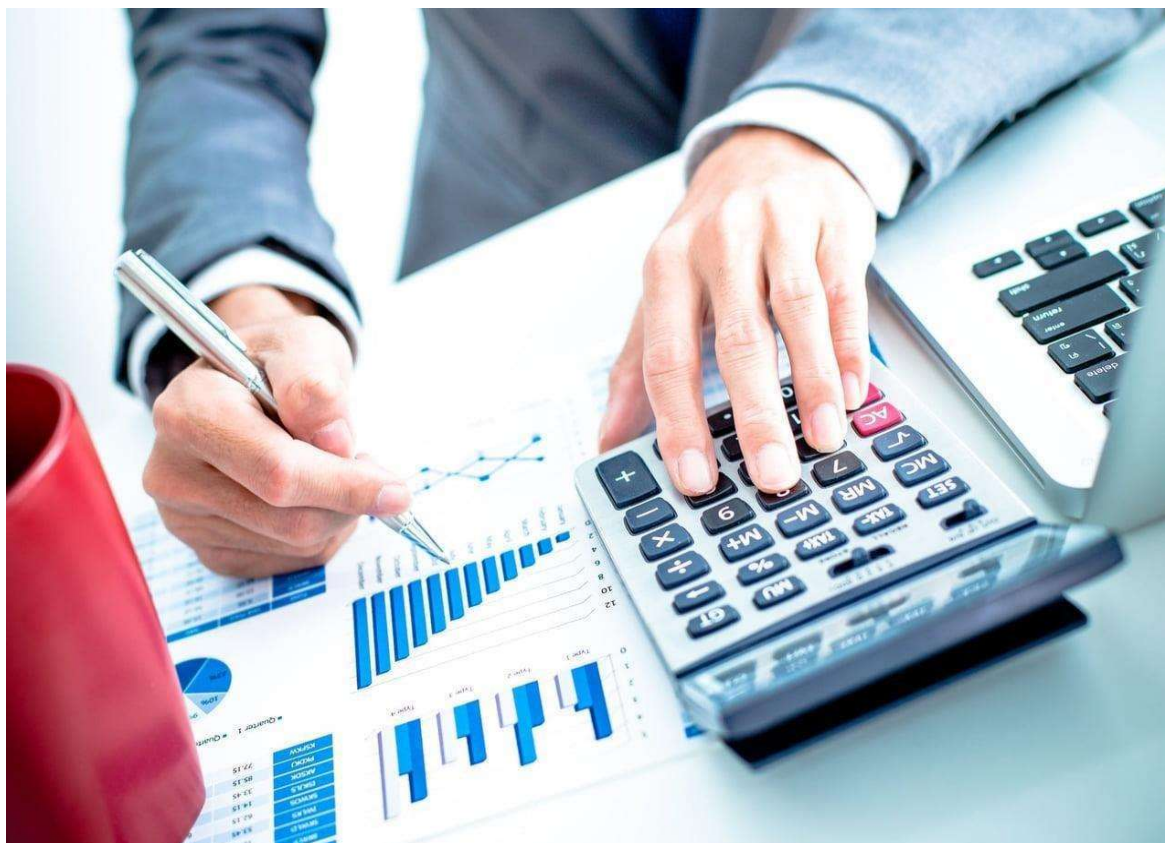


# SUPPLIER INVOICE CHARTER



## 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



SUPPLIER ACTION	REQUIREMENTS
Submitting an invoice	<ul style="list-style-type: none"> <li>→ 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)</li> <li>→ Paper format: single copy, with attachments only exceptionally, no staples, good print quality, A4 format</li> </ul>
Identifying customer at La Poste Group	<ul style="list-style-type: none"> <li>→ La Poste SA companies: Courrier - Colissimo - La Poste RESEAU – Group and Digital Services Department - Real Estate Operations Department</li> <li>→ La Poste Immobilier: CIPOSTE – LOCAPOSTE - SCI plus full company name</li> <li>→ La Banque Postale</li> </ul>
What to include on the invoice	<ul style="list-style-type: none"> <li>→ Full name of La Poste Group company to be invoiced</li> <li>→ Supplier SIRET number (used as ID key in our databases)</li> <li>→ Supplier details (email and postal addresses, tax number and bank details)</li> <li>→ 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.</li> <li>→ For products or services supplied without a purchase order, the “decision-maker code*” and “Regate*/IRSI* code” provided by the company placing the order. Failure to provide this may lead to the invoice being rejected.</li> <li>→ In the case of a credit note, also include the original invoice number.</li> <li>→ Delivery date DD/MM/AAAA (of the product or service supplied)</li> </ul>
Sending the invoice	<ul style="list-style-type: none"> <li>→ Must be within 15 days following the supply date</li> <li>PDF invoice: send a specific email to the company placing the order via the DOC@MAIL system in the <a href="#">Supplier Area</a> on the La Poste Group website.</li> <li>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.</li> <li>⇒ To avoid double-billing, do not send the same invoice twice in both formats. See table of company billing addresses page 15</li> </ul>

\* See glossary page 16

## 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/dgcrf/documentation/fiches\\_pratiques/fiches/conditions-generales-de-vente.pdf](https://www.economie.gouv.fr/files/files/directions_services/dgcrf/documentation/fiches_pratiques/fiches/conditions-generales-de-vente.pdf)



The presentation of the invoice is very important, whether in PDF or paper format, and will determine how efficiently we are able to process it.

## PRESENTATION AND CONTENT OF INVOICES

### 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 or CREDIT NOTE 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	Your customer contact will provide you with these codes → The words “decision-maker” followed by the code provided → The word “Régate” or “IRSI” (for real estate only) followed by the code provided (a 6-9 character code; may also be labelled “cost centre”, “internal order” or “CAE”)
Invoice/credit note number	The words “Invoice/credit note no.” followed by the number must be as legible as possible. In the case of a credit note, include the original invoice number as well.
Invoice date and supply 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> The supply date is the date the product or service is delivered. 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.
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.
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.
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	<p>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.</p> <p>Provide details for two levels of your organisation:</p> <ul style="list-style-type: none"><li>- your sales contact: name, telephone, email</li><li>- your accounts contact: name, telephone, email</li></ul>
Bank details for payment	<p>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.</p> <p>If you have a factoring agreement, include the factor's details.</p>

# BILLING ADDRESSES OF LA POSTE GROUP COMPANIES



Company	PDF invoice sent by email	Paper invoice sent by mail
LA POSTE SA – COURRIER (facturation DIJON)		LA POSTE Solutions comptabilité fournisseurs BP88301 21083 DIJON cedex 9
LA POSTE SA – COURRIER (facturation BRIVE)	DOC@MAIL	LA POSTE Solutions comptabilité fournisseurs BP50600 19313 BRIVE LA GAILLARDE cedex
Group and Digital Services Department	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)	LA POSTE Solutions comptabilité fournisseurs CP53 - 68 Avenue du Général de Gaulle 94715 MAISONS-ALFORT CEDEX
LA POSTE SA - RESEAU	Simply sign up for the service using the form found at <a href="#">Bienvenue sur l’espace Fournisseurs du groupe La Poste   La Poste Groupe</a>	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)	LA POSTE IMMOBILIER / CIPOSTE / LOCAPOSTE / SCI- <i>[company name]</i> Solutions comptabilité fournisseurs 11 Rue Vaneau CS53268 35032 RENNES CEDEX
LA POSTE IMMOBILIER: SCI	Simply sign up for the service using the form found at <a href="#">Bienvenue sur l’espace Fournisseurs du groupe La Poste   La Poste Groupe</a>	LA POSTE IMMOBILIER/ SCI- <i>[company name]</i> Solutions comptabilité fournisseurs BP98302 21083 DIJON cedex 9

## Contacts

COMPANY	CONTACT DETAILS
<ul style="list-style-type: none"><li>- COURRIER</li><li>- COLISSIMO</li><li>- GROUP &amp; DIGITAL SERVICES DEPARTMENT</li><li>- RESEAU</li><li>- BANQUE POSTALE</li><li>- LA POSTE IMMOBILIER</li></ul>	<p>Email: <a href="mailto:accueil.fournisseurs@laposte.fr">accueil.fournisseurs@laposte.fr</a></p> <p>Indigo number: 0820 364 904</p>

## 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
Cost centre	The account assignment object used by La Poste Group
Decision-maker	The person with responsibility for the budget and approving the purchase request

# EXEMPLE DE FACTURE



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

Poste	Description	Quantité	PU HT	Montant HT	Montant HT	Montant TVA	Montant TTC
01	Description 1	10,0	7,15 €	71,50 €	19,6%	14,01 €	85,51 €
02	Description 2	5,0	18,00 €	90,00 €	19,6%	17,64 €	107,64 €
						Total HT	161,50 €
						Total TVA	31,65 €
						Total TTC	193,15 €

Coordonnées bancaires (Informations RIB) .....

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**Mentions légales : Adresse du siège social, forme juridique de l'entreprise, montant du capital social, n° de SIRET, n° de TVA intracommunautaire**