VINCI
ENERGIES

SUPPLIER KIT

How to send PDF-invoices to VINCI Energies in Belgium

July 2023

Clear process

VINCI Energies improves purchase to payment cycle and process efficiency.

Invoices are paid on time, saving time and money.

Contents

VINCI Energies is moving to electronic invoicing

This guide contains detailed instructions on how to send PDF-invoices to VINCI Energies. When following these instructions, VINCI Energies will receive PDF-invoices as electronic invoices. This service is free of charge for the supplier.

VINCI Energies has chosen Basware as partner for digital invoices.

Watch this short registration video and activate the service:

- Register to the Basware Portal (see process below)
- Add to Basware Portal the email address(es) from which you will send PDF-invoices.
- Go to your email- or invoicing software and attach a PDF-invoice to your email and start sending.

If you have questions about sending invoices to VINCI Energies, please do not hesitate to contact us as per below:

Contact details

VINCI Energies in English or Dutch	Questions regarding invoice content	digitalisation@vinci-energies.com
Basware customer support	Questions regarding Basware services	https://basware.service-now.com/bw?id=bw_sc_cat_item_public

Registration process

By using this free of charge PDF-service you can start sending e-invoices to VINCI Energies. To get started you must register to the PDF e-Invoice service via Basware Portal. Watch this short registration video and activate the service.

1. Use existing Basware account

If you are already using Basware Platform, you do not have to create a new account.

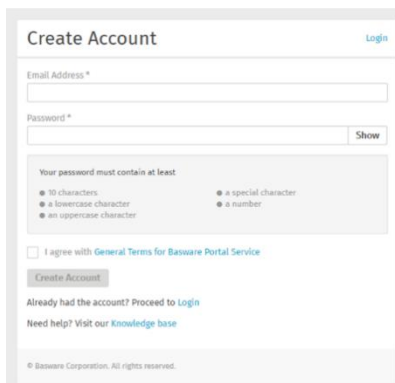You have to join our network in Basware Portal by accepting our invitation:
https://portal.basware.com/open/PDFemailVinciEnergiesBelgium

Then, jump tp step § Send PDF invoices

2. Create an account

Open the registration link: https://portal.basware.com/open/PDFemailVinciEnergiesBelgium
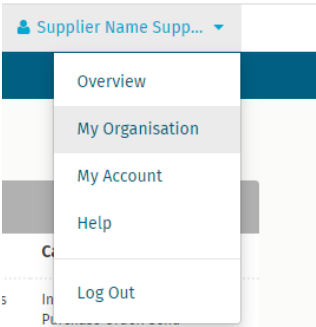On the service landing page, enter your email address and click **Sign Up**.

Create an Account page opens:

Enter your email address, choose a secure password and create the account. The service sends a confirmation message to your email address. The confirmation message is sent from <no.reply@basware.com> and could end up in your spam filter. Open the confirmation message to activate your account.

3. Fill in your company details

Now, you must fill in some details about your organization to activate the Basware PDF e-Invoice for Receiving -service.

- **Provide your company identification:**

- **Your company address and Company size:**

- **Bank data**

Banking Details   ⊕ Add Bank Account

☆ **Favorite**   ⛔   ❓

Country

| Belgium | ⌄ |

Account type

| IBAN | ⌄ |

Account No.

BE6666666666666

SWIFT/BIC

BBNPOOS

Account name

Currency

EUR

Bank Name

Bank State Branch

Routing transit number   ⊕ Add routing transit number

4. Add email address(es) for PDF invoices

To add the email address(es) from which you will send PDF e-Invoices, click **Add Email Address**. You can only send invoices from the address(es) that you define here. Invoices sent from other addresses will not be delivered to VINCI Energies. You can add up to 200 email addresses here:

If you wish to add more email addresses later, please go to the Basware Portal and login.

1- Go to services:
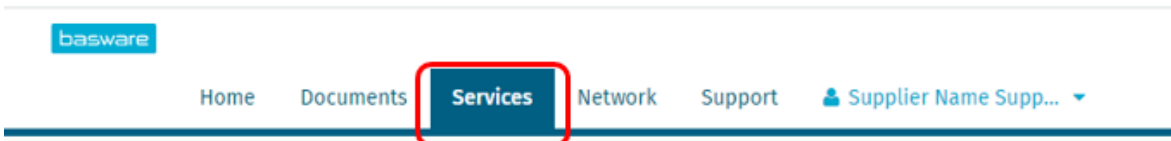
2- Select PDF eInvoice:
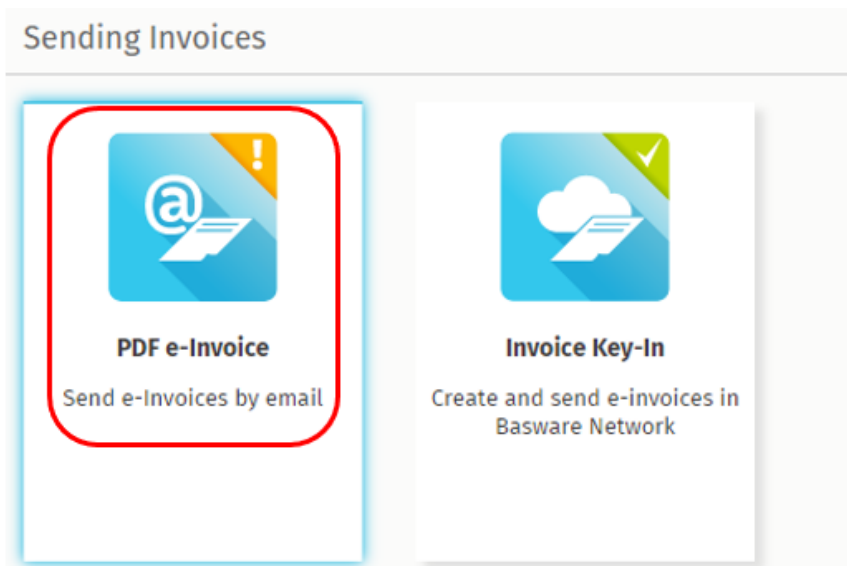
3- Add the email addresses
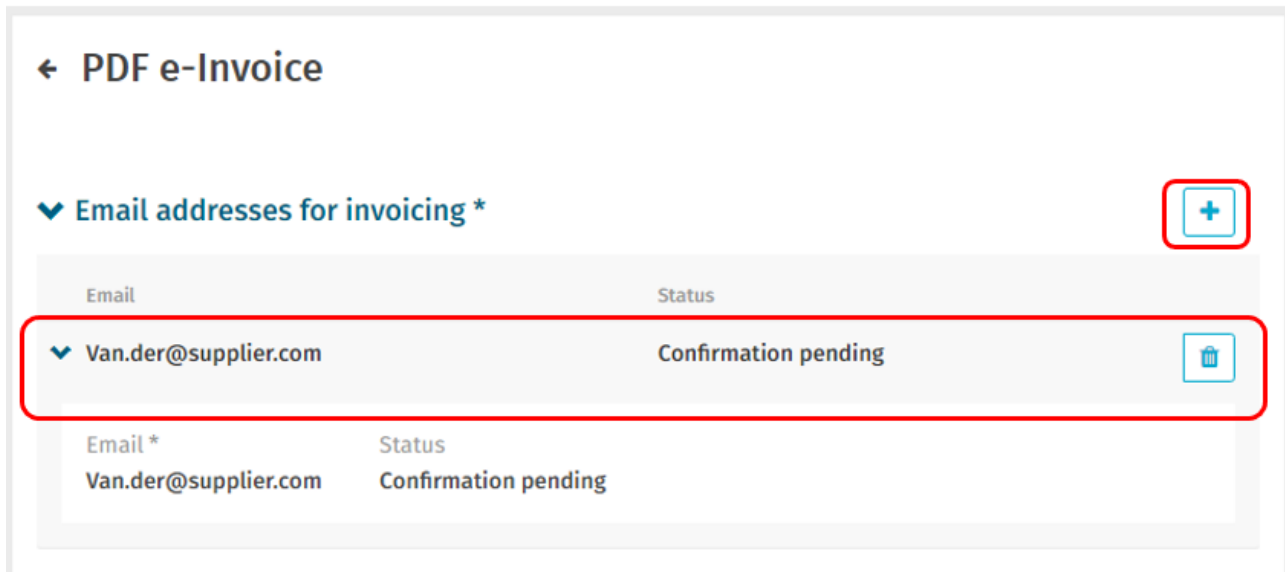
All user email or system email will need to be confirmed. An email will be sent from
no.reply@basware.com in order to confirm the email address. If the email is not confirmed the user or
system will not be able to send PDF invoices.

Important: in case of using a generic email address (Noreply@supplier.com) and cannot be confirmed,
please send us an email to § Contact

Sending PDF invoices

5. Start sending PDF-invoices

For the service to work, the invoices that you send in must have the same layout as the first invoice.
Because the invoices are read electronically, the content of each invoice must be in machine-readable
text format - the invoices cannot be hand-written, scanned or contain the information in image format.
Please make sure that your PDF-invoices are machine-readable and that they are sent to the correct
VINCI Energies email address for PDF-invoices (found in section A of this supplier kit).

6. Create a PDF-invoice
There are many ways you can create a PDF invoice:
- You can use your current accounting software, if it allows you to export invoices in machine-readable PDF format.
- You can use a word processing or spreadsheet software - for example, tools from the Microsoft Office, if it allows you to save documents in machine-readable PDF format:
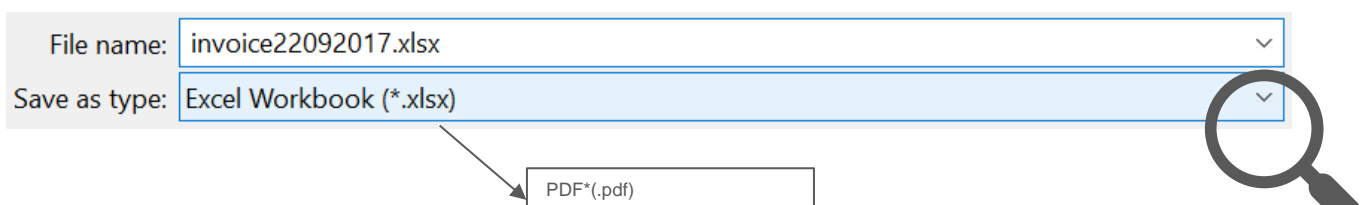
7. Attachment policy

If you attach invoice attachments to your email message, make sure that you follow the attachment policy of the service:

- **Included in the invoice:** you can include the attachments in PDF invoice. First pages must be dedicated to Invoice
- **In separate files:**
  - You can only send attachments in PDF format. The service ignores all other attachment types.
  - Name the attachment so that it contains the word attachment, anhang, anlage, adjunto, annex, or liite. For example, attachment_112233.pdf.
  - If you send multiple attachments, Basware recommends that you send only one invoice per each email.

More information about the attachment policy can be found here.

8. Send the PDF-invoice

1. Using your standard email client (Outlook, Gmail,…) , create a new email message.
2. Attach the PDF-invoice you have saved on your computer to the email message.
3. If you want to send invoice attachments to your customer, attach them to the email. For instructions on how to name the attachments, see Attachment Policy.
4. Type VINCI Energies' PDF-invoice address in the email receiver field. VINCI Energies email addresses for PDF-invoices are found in section A of this supplier kit.
5. Send the email.

THE BASWARE PDF-SERVICE DELIVERS TO VINCI Energies ONLY PDF-INVOICES THAT ARE SENT FROM EMAIL ADDRESSES THAT ARE REGISTERED TO THE SERVICE. THE SERVICE WILL AUTOMATICALLY REJECT INVOICES THAT ARE SENT FROM AN UNREGISTERED EMAIL ADDRESS.

9. Invoice delivery

Basware sets up the conversion process when you send the first invoice into the service. For the service to work, the invoices that you send in must have the same layout as the first invoice.

Basware will notify you by email when the first email has been delivered to VINCI Energies successfully. **The first PDF-invoice can take a few business days** to be mapped and delivered to VINCI Energies. No further confirmation emails will be sent unless there are delivery problems with the invoices.

10. Mandatory content requirements for PDF e-invoice

Please ensure that the following information is included in your PDF-invoice prior to your email being sent. If one mandatory field (M) is found empty, your invoice will be returned.

General Information	Field
Invoice number	M
Tax invoice/tax credit note (indicates if debit or credit invoice)	M
If credit note, reference to erroneous invoice	*
Doc Date (Invoice date)	M2
Due Date (Valuta Due Date)	*
Delivery Date/ Date Of Delivery Month	M2
Currency	M
Buyer Order Number	*
Customer Reference	*
Contract Number	*
Customer Information	
Full name of the customer	M
Full address of the customer	M
Receiver VAT number	M
Project Code	*
Supplier Information	
Full name of the sender (Supplier Name)	P (M)
Full address of the sender (Supplier Address)	P (M)
The VAT identification number or other appropriate business identification number of the supplier (SIRET Number, SIREN Number)	P (M)
Factor	*
IBAN (bank account in IBAN format)	*
SWIFT (BIC)	*
Sender Bank Account (local format)	*
Payment Reference (Maksuviite, OCR nummer, KID nummer, FIK code, OGM-VCS))	*
Summary	
Net amount (VAT excluded)	M
Gross amount (VAT included) [2]	M
Freight	*

VAT rates applied	M
Break-down of the taxable amount (excluding VAT) per VAT rate or exemption	M
Break-down of the VAT amount per VAT rate or exemption	*
Total VAT amount payable (total VAT amount)	M

P	Populated from the information supplier provides when registering into the service.	
M	Mandatory. The invoice is rejected to the sender by e-mail, if the field is found empty.	
M1	Mandatory. The invoice is rejected to the sender by email, if both of these fields are found empty.	
M2	Mandatory. The invoice is rejected to the sender by email, if the date is not a valid calendar date.	
*	Captured if this data is found on the first invoice the supplier sends into the service. The invoice data must be found on the invoice in a machine-readable format.	
²	If Gross amount does not equal Net amount + Total VAT amount (+ Freight), the invoice is rejected to the sender.	

11. Invoice validation and rejections

Typical scenarios where the PDF-invoice is being rejected:
- The PDF invoice file is not machine-readable.
- The email invoice was sent from an un-registered email address.
- A mandatory field does not have content.
- The name of the attachment file does not include one of the following words: attachment/anlage/adjunto/annex/liite.

Basware will notify by email if the invoice cannot be delivered.

12. Invoice monitoring

If you want to check on invoice delivery status, please go to the [Basware Portal](#) and login. Go to the tab **Documents** and see an overview of your sent PDF-invoices.

Please note that the first PDF-invoice that you send to VINCI Energies new email addresses can take a few business days to be delivered and visible in the portal. Basware will notify you by email when the first email has been delivered to VINCI Energies successfully. No further confirmation emails will be sent unless there are delivery problems with the invoices.

For other purposes you do not need to login or use the portal anymore, it was only needed once for registration and activation of the service.

13. VINCI Energies email addresses

Please use the following email addresses when sending PDF-invoices to VINCI Energies in Belgium:

Company Unit	Company VAT ID	Email address
Cegelec Infra Technics NV Bourgetlaan / Avenue Bourget 44 1130, Brussel BELGIQUE	BE0476190123	CegelecInfraTechnics@email.basware.com
VINCI ENERGIES BELGIUM Bourgetlaan 44 1130, Brussel BELGIQUE	BE0881526496	VinciEnergiesBELGIUM@email.basware.com
PROMATIC-B 24 Leon Bekaertlaan 9880, AALTER BELGIQUE	BE0427372793	PromaticB@email.basware.com
PROMATIC-W Rue de Hermée 177A 4040, HERSTAL BELGIQUE	BE0444085695	PromaticW@email.basware.com
Cegelec SA Bourgetlaan / Avenue Bourget 44 1130, Brussel BELGIQUE	BE0402031346	CegelecSA@email.basware.com
Cegelec SA Bourgetlaan / Avenue Bourget 44 1130, Brussel BELGIQUE	LU14629164	CegelecSALU@email.basware.com
FACEO BELGIUM SA Avenue du Port 86C, Boîte 201 1000, BRUXELLES BELGIQUE	BE0461149381	FaceoBelgium@email.basware.com
PPP Betrieb Schulen Eupen S.A. Werthplatz 4-8 4700, Eupen BELGIQUE	BE0831842108	PPPBetriebSchulenEupen@email.basware.com
Vinci Energies International Belgium Avenue Bourget 44 1130, Bruxelles BELGIQUE	BE0841646927	VinciEnergiesInternationalBelgium@email.basw are.com
Cegelec Fire Solutions Bourgetlaan / Avenue Bourget 44 1130, Brussel BELGIQUE	BE0844082716	CegelecFireSolutions@email.basware.com
Cegelec Industry NV/SA Bourgetlaan / Avenue Bourget 44 1130, Brussel	BE0539891310	CegelecIndustry@email.basware.com

Company Unit	Company VAT ID	Email address
BELGIQUE		
VINCI Facilities Belgium Havenlaan/Av. du Port 86C Bus 201 1000, Brussel BELGIQUE	BE0508450838	VINCIFacilitiesBelgium@email.basware.com
COMANTEC Hogenakkerhoekstraat, 10 9150, Kruibeke BELGIQUE	BE0473477883	Comantec@email.basware.com
Fit IT Verlorenbroodstraat , 122 9820, Merelbeke BELGIQUE	BE0458581158	FitIT@email.basware.com
HOOYBERGHS HVAC Industriezone Veedijk , Bleukenlaan 9 2300, Turnhout BELGIQUE	BE0435758048	HooyberghsHvac@email.basware.com
INSTALLATIETECHNIEK BELGIE (ITB) Hogenakkerhoekstraat, 10 9150, Kruibeke BELGIQUE	BE0431998111	InstallatieTechniekBelgie@email.basware.com
ITB HOLDING Hogenakkerhoekstraat, 10 9150, Kruibeke BELGIQUE	BE0880532841	ITBHolding@email.basware.com
RADAR AUTOMATION NV Leon Bekaertlaan, 24 9880, Aalter BELGIQUE	BE0436003815	RadarAutomationNV@email.basware.com
RADAR AUTOMATION SARL rue Marie Curie 1 56890, Plescop FRANCE	FR52428569552	RadarAutomationSARL@email.basware.com
AXIANS AV Bourgetlaan 42 1130, Brussels BELGIQUE	BE0435513865	AxiansAV@email.basware.com
TranzCom Quai de Biestebroeck 300 1070, Bruxelles BELGIQUE	BE0457961942	TranzCom@email.basware.com
FEM Electronique 13 Rue Georges Auric 75019, Paris 19	FR46445217854	FEMElectronique@email.basware.com

Company Unit	Company VAT ID	Email address
FRANCE		
Cegelec Fire Solutions NL Calandstraat 1 3316EA, DORDRECHT NEDERLAND	NL851441841B01	CegelecFireSolutionsNL@email.basware.com
AVTEurope Postbaan 65 2910, Essen BELGIQUE	BE0821531305	AVTEUROPE@email.basware.com
SEContracting Verlorenbroodstraat , 122 9820, Merelbeke BELGIQUE	BE0820406501	SEContracting@email.basware.com
EVT Postbaan 65 2910, Essen BELGIQUE	BE0534692506	EVT@email.basware.com
Cegelec Control Sys&Serv 22 avenue Jean Mermoz Charleroi BELGIQUE	BE0842188642	CegelecCSS@email.basware.com
Legendre Conveyors 't Hofveld 11 1702 Dilbeek BELGIQUE	BE0883727606	Legendreconveyors_BE@email.basware.com
IZEN Energy Systems Hoeksken 56 2275 LILLE BELGIE	BE0461969032	IZENENERGYSYSTEMS@email.basware.com
IZEN Renewable Energy Bijsterhuizen 24-13 6604 LK Wijchen NEDERLAND	NL851487981B01	IZENRENEWABLES@email.basware.com

Track your invoice status

VINCI Energies ERP updates the invoice status in Basware on the daily basis:

Invoice status will follow the following steps:

| Steps	Status in Basware	Description in Basware Portal (History Tab)
Lack of required data	Rejected during delivery	The document is unreadable
Unreadable by Basware		
Sent to VE ERP System	Delivered to Recipient	Delivered document to receiver
Received in VE ERP system & being handled	In flow	Ongoing
Posted and blocked	Rejected by Recipient	The document has been blocked
Posted and validated	Transferred for payment	The payment has been processed

Frequently Asked Questions (FAQ)

- **Question 1:** Do I need to load the invoice in Basware Portal?

  No, ePDF is sending PDF invoices from your mail client (Outlook, Gmail, ERP server …) to email provided in (§ D. VINCI Energies email addresses)
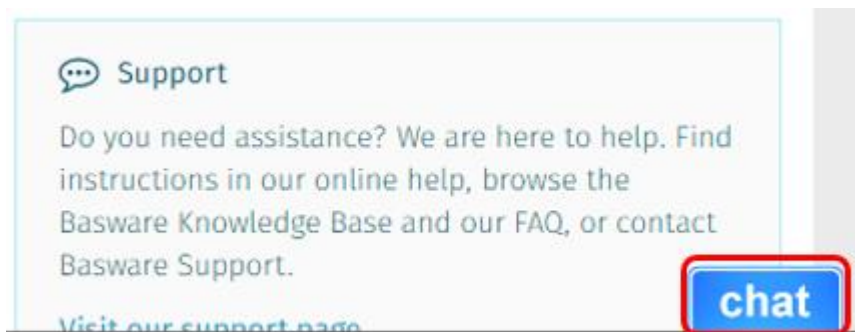
- **Question 2:** I sent the first invoice and I do not see it in Basware Portal, nor I received a notification

  First invoice is handled and reviewed by Basware. Delivery of the invoice is delayed by few days.
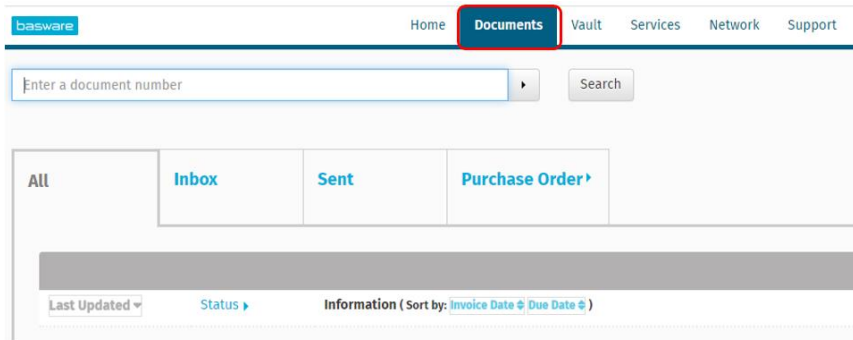
If it is more than 2 working days, please use Chat to contact Basware


- **Question 3:** I sent the invoice and Basware rejected it

Basware provides the reason for rejection. If the reason is unregistered email address, check that the sender email address has been confirmed (§ How to confirm sender email address)

If the rejection is due to missing information on invoice, please check (§ Mandatory fields)

If you think that rejection reason is not valid, please contact Basware via Chat:
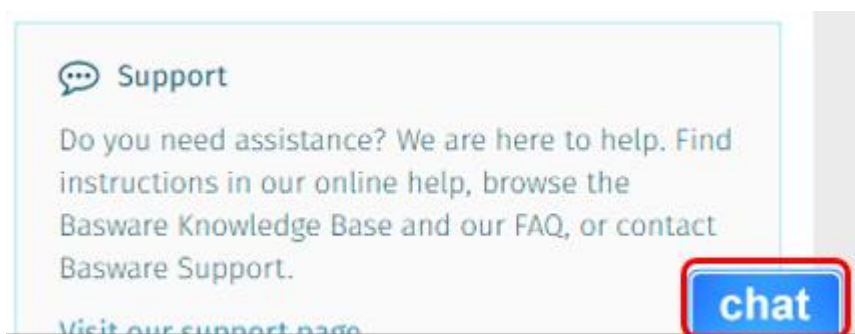
- **Question 4:** How to make sure that the right person will receive the invoice?

Invoices are routed to the right person based on the invoiced VINCI Energies company, which is **legal entity**

- **Question 5:** Should I put VINCI Energies VAT number on the invoice?

VINCI Energies company legal ID (VAT) is retrieved from the invoice email address. It is mandatory to have all § Mandatory fields

- **Question 6:** Does VINCI Energies check the item in the Invoice?

  Basware executes checks on header data not the items. VINCI Energies accountants manually book the invoice in SAP using the items

- **Question 7:** Do I need to send paper/PDF to my contact in VINCI Energies?

  No, ePDF is legally accepted by government. There is no need to contact our accountants. We will update the invoice status in Basware Portal (§ Invoice status)

- **Question 8:** Can I send a TEST Invoice?

  No, Basware records all the invoices received by VINCI Energies in Belgium and perform legal archiving. Thus, Test invoice is considered as a transaction and a credit note is needed to reverse the transaction in Basware.

  It is recommended to send a real invoice and inform VINCI Energies in order to track it.

- **Question 9:** Can I have many accounts in Basware?

  Yes, you can create many accounts. However, the email addresses sending the invoices cannot be activated in two accounts.

- **Question 10:** I sent the invoice to Basware email address and my mail client informs me that it does not exist
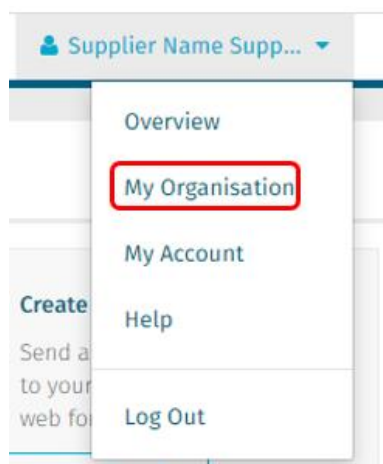
Please check carefully the Basware email address. Frequent error is: CegelecIndustry@email.bas**E**ware.com

instead of CegelecIndustry@email.basware.com

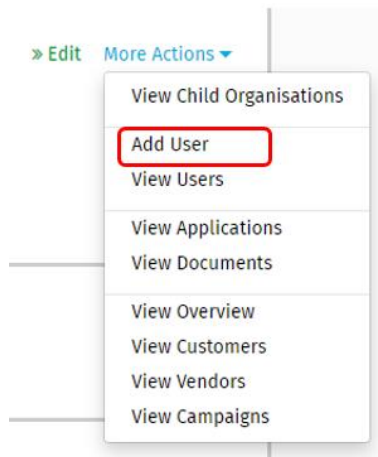- **Question 11:** I want to share access to my company with my employees:

  Login to Basware: Portal.basware.com

  Our recommendation is to manage the account centrally and give access to users

  →Select **My account**

  →Select **More actions > Add user**

à **Fill the detail of the user**

The user will receive an invitation with a request to choose the password.

- **Question 12:** Should I pay for this service?

This service is free of charge for all VINCI Energies suppliers.