

" The aim of this document is to present the invoicing rules of the Keolis Group subsidiaries which have the **KAPP Appro'** tool (list available on the [www.keolis.com](http://www.keolis.com) site).

Following these recommendations will enable efficient processing of invoices and credit notes, and prompt payment "

Thank you



### IN ORDER TO HAVE YOUR INVOICES AND CREDIT NOTES PROCESSED EFFICIENTLY AND PAID PROMPTLY, YOU MUST:

- Display legal notices on invoices and credit notes
- Apply the specific rules related to the receipt of an order
- Follow the recommendations in terms of the formal structure of invoices and credit notes
- Send your invoices and credit notes to the right address

For more information:

Please go to [www.keolis.com](http://www.keolis.com), «Suppliers area», and see the explanatory video

Or,

**Contact** the supplier of the Keolis subsidiary or the Keolis buyer

# Keolis



## KEOLIS GROUP INVOICING RULES

Keolis Purchasing & Supply Division

# KEOLIS GROUP INVOICING RULES



The Keolis Purchasing & Supply Division teams are at your service in the 145 France subsidiaries



## 1 Display of legal notices on your invoices and credit notes

1. Invoice/credit note number
2. Your EU VAT number
3. Invoice/credit note date (DD/MM/YYYY)
4. Corporate name of the KEOLIS Group subsidiary invoiced

### N.B.

If all these points are not adhered to, it will lead to an interruption in the processing and a delay in the payment of your invoices and credit notes.

## 2 Specific rules related to the receipt of an order

### DELIVERY & INVOICING

Show the purchase order number

Example of order no.: 9104CAAG2

### BILLING

- ▶ 1 invoice = 1 order
- ▶ 1 delivery = 1 invoice

## 3 Formats A4 format only

### Prohibited:

- ✓ Hand-written invoice
- ✓ Background colours/images
- ✓ Grey areas
- ✓ Staples
- ✓ Prohibited characters: <, >, ...

## 4 Sending methods



By e-mail

[factures@fournisseurs-keolis.com](mailto:factures@fournisseurs-keolis.com)

- Unprotected native PDF
- One PDF invoice
- One file per e-mail

If you experience difficulties, contact:

[infos.dematerialisation@keolis.com](mailto:infos.dematerialisation@keolis.com)



By paper mail

«Corporate name of the KEOLIS Group subsidiary invoiced»

TSA 70001

93417 St. Denis Cedex

## 5 Reminders

All reminders must be sent to:

[csp-national@keolis.com](mailto:csp-national@keolis.com)

DO NOT ATTACH YOUR INVOICE

## 6 Payment conditions

Transfer in 40 days / date of invoice, except if there is a contract.