

SUPPLIER BILLING GUIDELINES

July 2019

REDUCING PAYMENT TERMS

A critical and shared issue

- 1 **Comply with the legal invoice payment terms**
- 2 **Improve supplier cashflow**
- 3 **Increase efficiency for Supplier and Customer Accounting departments**
- 4 **Improve Societe Generale's image**

Let's work together for greater efficiency

Societe Generale commits to
payment terms of 30 days

The supplier of Societe Generale commits to
comply with the supplier guidelines

CHOOSE

Formalised spending commitment: purchase order

- Reduces payment times for your invoices
- Improves financial supervision of your activity

Transmission of the digital invoice on the TradeShift portal

- Free of charge
- Easy to use
- Step by step invoice tracking and communication in real time

For any question about your non-paid invoices go to My e-finance portal: <https://le-fil-facture-fournisseur.socgen.com>
Our call center team is available from 14 to 16h, from Monday to Friday at +33 (0)1 42 14 50 50, in case you need more information on our written answers to your requests on the portal.

You are a supplier of Societe Generale

To ensure that your invoices are settled within 30 days

Ask for a formalised spending commitment

According to the nature of the service and the payment process in place, the customer (demander) must give you confirmation for the service or the product purchased. Then they will transmit to you the number of the purchase order and/or the contract. This information is mandatory on your invoices.

For invoices without a purchase order, the customer must transmit to you their CA cost center number (paying dept. ID) and the name of the demander.

Fill in your invoices correctly

On the last page you will find all the information that are required when submitting your invoice on TradeShift supplier portal.
If you have any doubts about what you need to communicate, contact your Societe Generale customer.

Transmit your invoices on TradeShift

The portal enables you to reduce delivery time for your invoices and to track their processing status.

For more on the TradeShift portal:
<https://tradeshift.com/>

For any other questions please contact:
sgdemat.fr@socgen.com

TRADESHIFT PORTAL

Why use TradeShift?

Easy to use

- No installation of hardware/software needed.
- Works with manual options or highly automated ones to enable suppliers to send their invoices via their existing billing software solution.

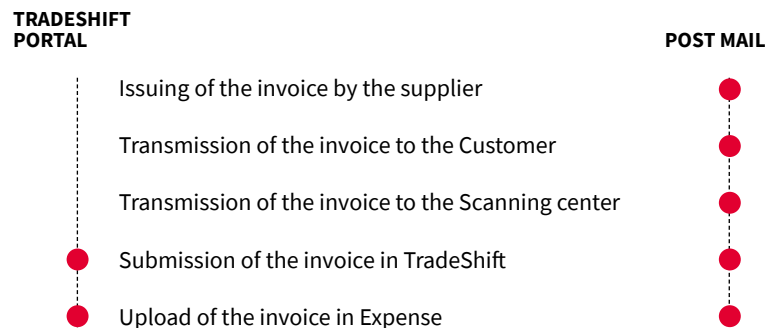
Real time tracking and communication

- You can check the invoice status with real time updates via web browser or mobile application.
- Invoice delivery is confirmed; no delay because of missing information or lost paper invoices.
- You can communicate and attach documents directly in TradeShift.

Free of charge

No installation, transaction or service costs.

Contrary to the paper invoice, the digital solution significantly reduces invoice delivery time



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Submitting an invoice

The following information is mandatory

Entity of the Societe Generale group

The entity to be charged, as indicated to you (on the purchase order or by your customer contact).

Number of the invoice or credit note

Must not include special characters or spaces and must be in upper case letters with a maximum of 30 characters.

Date of the invoice or credit note

Must not be later than the current date.

Number of the purchase order

It is mandatory when there is no paying dept. ID number (CA cost center) available. It is the reference number of the purchase order or the number of the contract or the amendment. It includes 5 alphanumeric characters in upper case, followed by a dash and 10 digits.

Cost center (CA)

It is mandatory when there is no order number. Ask your customer contact for it.

Billing items

Quantity, price, VAT, etc.

VAT status

Charged or paid.

The following information is mandatory in some cases:

IT CONSULTANT SERVICES

CONTRACT NUMBER

Is mandatory if it starts by 'ATU', 'ATG' or 'FOR'

Select the "contract number" field in the drop-down list of non-required fields in the header of the invoice /credit note.

PERIOD CODE

Is mandatory, in addition to the number of the order, only for contracts starting by 'ATU', 'ATG' or 'FOR'

The period code includes 2 letters ('AS', 'ST', 'DE') followed by 2 digits corresponding to the month and 2 digits corresponding to the year of the assignment.

LEGAL SERVICES

REFERENCE OF THE COLLECTION CASE (CODEP@TRIC)

Is mandatory only for Legal services providers

The P@tric code must be indicated in the "case number" field in the drop-down list of non-required fields in the header of the invoice/credit note.