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

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

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.
**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**

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