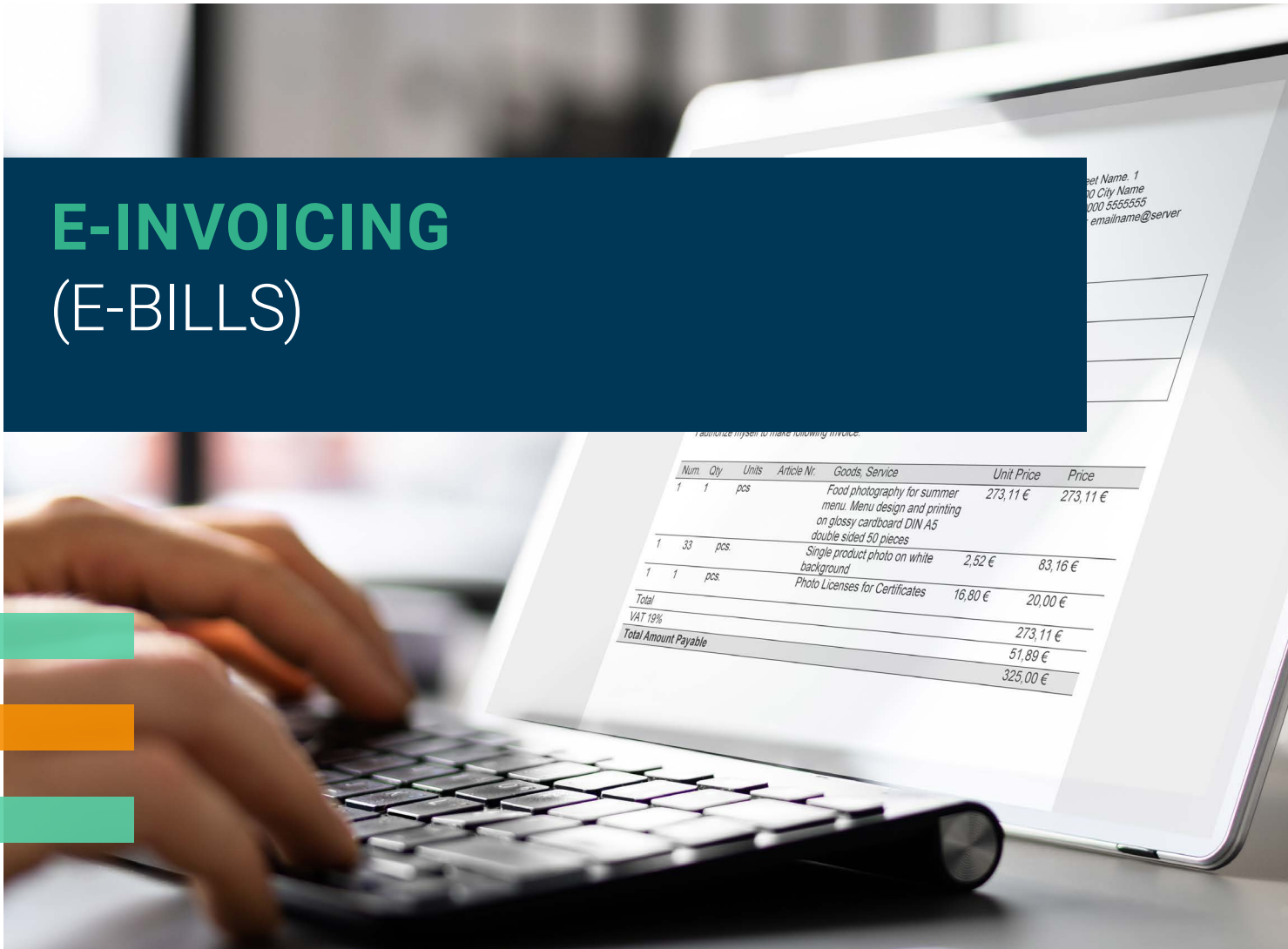


# E-INVOICING (E-BILLS)



The Swiss companies of the Bouygues E&S InTec Group process invoices from suppliers electronically. In this document, partners and suppliers will find all relevant information on the topic of e-invoicing. Bouygues recommends using the new technology as an alternative to paper invoices. The following platform is available:

## Conextrade platform



## Invoice addresses

Every company of the Bouygues E&S InTec Group has its own invoicing address. Here you can find the overview of all companies and addresses:

<b>Bouygues E&amp;S InTec Switzerland Ltd.</b> Scanning Center Postfach 430 CH-8901 Urdorf  Link: <a href="#">Conextrade Plattform</a>	<b>Bouygues E&amp;S Process Automation Ltd.</b> Scanning Center Postfach 430 CH-8901 Urdorf  Link: <a href="#">Conextrade Plattform</a>	<b>Equans Switzerland Facility Management Ltd.</b> Postfach 430 CH-8901 Urdorf  Link: <a href="#">Conextrade Plattform</a>
<b>Bouygues E&amp;S EnerTrans Ltd.</b> Scanning Center Postfach 430 CH-8901 Urdorf  Link: <a href="#">Conextrade Plattform</a>	<b>Kummler+Matter EVT Ltd.</b> Scanning Center Postfach 434 CH-8901 Urdorf  Link: <a href="#">Conextrade Plattform</a>	

## Invoicing channels

Paper or PDF? Portal or integrated solution? There are several ways for partners and suppliers to send their invoices to the companies of the Bouygues E&S InTec Group. Here is an overview:

### Invoicing channel 1: Integrated solution (Edi)

A direct connection of the invoicing application via an interface makes sense especially when there is a very large invoice volume. The initial cost of implementing such a solution can be amortized within a short period of time.

#### Suitable for suppliers who ...

- ... are already able to create structured invoice data records and send them automatically from the invoicing application via a provider using an interface.
- ... do not yet meet the system requirements, but send a very large number of invoices (more than 1000 documents per year) to the Bouygues E&S InTec Group.

#### Requirements

- Minimum of 1 000 invoices per year to the Bouygues E&S InTec Group.
- Fulfilment of the system requirements for creating invoices

as electronic records. The permitted formats are: Structured flat file, UN/EDIFACT D01B, XML-IDOC or XML-ETS.

- Availability of a communication interface directly to the Conextrade portal or via an interconnect provider.
- Periodic download of the original invoice documents from the portal for archiving purposes (archiving can also be obtained from the Conextrade portal as a service).

#### Next steps

- Detailed clarifications are required per supplier to set up an integrated solution. Just get in touch with us.
- The service provider is the first point of contact for questions regarding legal aspects of electronic invoice transmission.

## Invoicing channel 2: Invoice via portal (file transfer)

Suppliers who are able to prepare invoices as electronic data records can deliver them via a portal (file transfer). A secure and convenient solution that brings benefits, especially for larger invoice volumes.

### Suitable for suppliers who ...

- ... have no possibility (for technical reasons or because the invoice volume is too small) to use an integrated channel (EDI).
- ... are already able to create structured invoice data records, but cannot send them automatically from the invoicing application.
- ... send a large number of invoices (between 100 and 1000 documents per year) to the Bouygues E&S InTec Group.

### Requirements

- Fulfilment of the system requirements for creating invoices as electronic records. The permitted formats are: Structured flat file or XML-ETS.

## Invoicing channel 3: PDF invoice

Invoices to companies of the Bouygues E&S InTec Group can also be transmitted as PDF files. This saves printing, material and postage costs – and is even faster.

### Suitable for suppliers who ...

- ... have no possibility (for technical reasons or because the invoice volume is too small) to use an integrated channel or submit invoices via a portal.
- ... plan to migrate to an integrated channel or portal and use the PDF solution as an interim solution.
- ... send only a small number of invoices (less than 1000 documents per year) to the Bouygues E&S InTec Group.

- Access to an invoice file server; alternatively, entry via a form (with or without template) on the Conextrade portal is also possible.
- Periodic download of the original invoice documents from the portal for archiving purposes (archiving can also be obtained from the Conextrade portal as a service).

### Next steps

- Invoices can be delivered at any time via the mentioned platforms. Please note the reference information that needs to be included on each invoice.
- The service provider is the first point of contact for questions regarding legal aspects of electronic invoice transmission.

### Requirements

- Fulfilment of the system requirements for creating PDF invoices.
- Registration on a platform for submitting PDF invoices (Conextrade).

### Next steps

- Invoices can be delivered at any time via the mentioned platforms in the PDF format. Please note the reference information that needs to be included on each invoice.
- Only one PDF containing an invoice may be sent by e-mail.
- As soon as your trading partner request has been accepted, you can send the receipts by e-mail to the following address: [BYES@scan.conextrade.com](mailto:BYES@scan.conextrade.com).

## Invoicing channel 4: Paper invoice

It is still possible to submit invoices to companies of the Bouygues E&S InTec Group in paper form. Please note the specific invoicing addresses and reference information.

### Suitable for suppliers who ...

- ... have no possibility (for technical reasons or because the invoice volume is too small) to use one of the three electronic channels.
- ... are planning or will soon be making a switch to an electronic channel.

### Requirements

- None.

### Next steps

- Paper invoices can be sent to companies of the Bouygues InTec Group at any time. Please note the reference information that needs to be included on each invoice.

### Postal address:

Company name  
Scanning Center

### Postal address:

Ernenstrasse  
Scanning Center  
Postfach 430  
CH-8901 Urdorf

## REFERENCE INFORMATION ON INVOICES

In order for invoices to the Bouygues E&S InTec Group to be processed quickly, it is essential to include reference information on them.

**Ordering party/person:** Name and surname of the ordering person

**Reference:** Project number (11- or 16-digit; e.g. A.1234.567890)

OR Cost center number (4 digits; e.g. 1310)

Specify invoices for the company **Bouygues E&S EnerTrans Ltd.** with a valid order number (10 digits; e.g. 45xxxxxxxxxx).

Specify invoices for the company **Equans Switzerland Facility Management Ltd.** with a valid order number (10 digits; e.g. 21xxxxxxxxxx).

The reference information must be included with all invoices, irrespective of whether they are sent physically (on paper) or electronically. This is because all invoices are processed centrally and distributed electronically to employees for approval. Incomplete invoices must be returned to the sender.

If you have any questions regarding registration, please contact us at the following e-mail address:

[customercare.conextrade@swisscom.com](mailto:customercare.conextrade@swisscom.com)

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