**Specific Procedure: PRE-INVOICE PROCESS**

**Introduction**

This document provides an explanation of the Pre-Invoice process that is used for external consultants working at Electrabel s.a or at Engie IT s.a. (the Client) under the conditions of a Time and Material contract.

The Contractor is contacted via the general mailbox “Suppliers zone contact” (FMSUZOCO@ENGIE.com) if this procedure applies.

If the Contractor applies the procedure outlined below, he can be sure of fast invoicing and payment and of correct monitoring of the services rendered and costs incurred.

**General Principles**

Each month, the services performed by the consultants have to be uploaded by entering Service Entry Sheets (SES) numbers by using the Suppliers Zone.

Once the Purchase order is created and released the Contractor will receive all the needed information (Purchase order, Service Number, Personnel Number,...) by mail from the **Suppliers Zone Contact Mailbox** (FMSUZOCO@ENGIE.com).

After validation by the Client’s Manager(s) of the created Service Entry Sheets (SES numbers), a pre-invoice will be sent out by the **Suppliers Zone Contact Mailbox** (FMSUZOCO@ENGIE.com).

The Invoicing department of the Contractor creates the invoice, taking care to mention the Pre-Invoice number (51xxxxxxxx) and  **the exact amount as mentioned on the Pre-Invoice**.

The following points need to be respected:

* Every invoice needs to have a pre-invoice number
* Don’t put any SES numbers (100xxxxxx) on your invoice, only the pre-invoice number is needed
* Please fill in only one pre-invoice number per invoice
* One pre-invoice = One invoice => one pre-invoice number cannot be split into several invoices
* Use the correct invoicing address (**ENGIE IT** or **ELECTRABEL NV/SA)** that you find on the pre-invoice
* On receipt of our invoice proposal, check if it matches your expectation. In case it doesn’t then contact Suppliers Zone Contact **before** sending your invoice to us to solve the issue pro-actively.
* All SES not included in the invoice proposal of this month (SES that were uploaded too late or that have been blocked by the supervisor), will be processed next month with the following pre-invoice run.

Please contact the **Suppliers Zone Contact Mailbox** (FMSUZOCO@ENGIE.com) when you have any questions about the pre-invoice you received.

The invoice is sent:

* by post to the address mentioned at the beginning of the purchase order
* or sent by email with PDF to the following email address: GDFSUEZACCISAPBE@ENGIE.COM (conditions for sending by email: see document 15 on the Suppliers Zone : [https://www.ENGIE-electrabel.be/en/suppliers/conditions/production](https://www.engie-electrabel.be/en/suppliers/conditions/production))

Please contact **Vendor Help** (vendor.help.electrabel@ENGIE.com) when you have questions about the payment terms of the invoice.

**PRE-INVOICE PROCEDURE**

 **PROCEDURE**

Before the end of the month the consultants and/or the Contractor needs to upload the performed hours /services of the same month into the STARSES Webtool by using a CSV file in order to register a Service Entry Sheet (SES)

 1.Contractor

2. Client

2. Electrabel Manager

The **S**ervice **E**ntry **S**heets number(s) need(s) to be approved by the Client

3. Suppliers Zone Contact

3. Suppliers Zone Contact

Once the approval has been given for all the external consultants of the Contractor, the pre-invoice will be send out towards the Contractor by the Suppliers Zone Contact Mailbox (FMSUZOCO@ENGIE.com)

4. Contractor

4. Supplier

The invoicing department of the Contractor creates the invoice, taking care to mention the Pre-Invoice number (51xxxxxxxx). The invoice is then sent to SCAP.