Dear,

We can offer you a new functionality by sending your invoices via mail instead off paper (PDF format). If you do so you don’t need to send your invoices on paper anymore.

Hereafter you will find a list with the company’s and their specific mailing address.

In order to accept your request in sending your PDF invoices via mail you have to fulfill following conditions:

* **Please mention your mailing address from which you will send your invoices.**
* **1 invoice represents 1 PDF document (attachment included).**
* **The invoice must be conform to the invoicing rules as stipulated in the VAT regulation.**
* **Once you send via mail it is not allowed to send paper invoices.**

When these requirements are met your invoice will be treated accordingly. If not the invoice will be rejected which can lead to overdue payments.

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPANY** | **VAT NUMBER** | **MAILING ADDRESS FOR INVOICES** | **MAILING ADDRESS FOR REMINDERS** |
| ELECTRABEL NV | BE0403.170.701 | Pdf.apbe.electrabel@engie.com | Vendor.help.electrabel@engie.com  |
| LABORELEC CVBA | BE0400.902.582 | Pdf.apbe.laborelec@engie.com | Vendor.help@engie.com  |
| LABORELEC NEDERLAND | NL8170.29.035.B01 | Pdf.apbe.laborelec@engie.com | Vendor.help@engie.com |
| EEM CORP | BE0831.958.211 | Pdf.apbe.othersgp2@engie.com  | Vendor.help@engie.com |
| EEM | BE0831.958.211 | Pdf.apbe.othersgp2@engie.com  | Vendor.help@engie.com |
| ENGIE IT SUCCURSALE | BE0565.954.121 | Pdf.apbe.engie.it@engie.com  | Vendor.help@engie.com |
| TRACTEBEL | BE0412.639.681 | Pdf.apbe.tractebel@engie.com | Vendor.help@engie.com |
| IMDC | BE0422.376.305 | Pdf.apbe.otherstpa@engie.com  | Vendor.help@engie.com |
| ENGIE CC SCRL | BE0442.100.363 | Pdf.apbe.engie.cc@engie.com | Vendor.help@engie.com |
| ENERGY EUROPE INVEST SCRL | BE0427.337.062 | Pdf.apbe.otherstp4@engie.com  | Vendor.help@engie.com |
| INTERNATIONAL POWER | BE0403.203.264 | Pdf.apbe.otherstp4@engie.com  | Vendor.help@engie.com |
| SYNGENIA | BE0413.790.221 | Pdf.apbe.otherstp4@engie.com  | Vendor.help@engie.com |
| ENGIE GBS | BE0505.619.626 | Pdf.apbe.engie.gbs@engie.com  | Vendor.help@engie.com |

Sincerely,

Accounts Payable

Finance Service Line

Global Business Support

