**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 under the conditions of a Time and Material contract.

The Contractor is contacted via the general mailbox “Suppliers zone contact” (FMSUZOCO@electrabel.com) if this procedure applies. This specific procedure can be found at https://www.electrabel.com/en/suppliers/conditions/production (document 018).

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**

All external consultants working at Electrabel under the conditions of a Time and Material contract have to register the services they performed by entering Service Entry Sheets (SES) numbers.

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@electrabel.com).

At the end of each month the Contractor (or the external consultants from the Contractor) need to upload their service by using the Suppliers Zone.

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

The Invoicing department of the Contractor creates the invoice, taking care to mention the Pre-Invoice number (51xxxxxxxx) and **only 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 (**GDF SUEZ IT** or **ELECTRABEL NV/SA)** that you find on the pre-invoice

Please contact the **Suppliers Zone Contact Mailbox** (FMSUZOCO@electrabel.com) when any questions arise 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@GDFSUEZ.COM (conditions for sending by email: see document 15 on the Suppliers Zone : <https://www.electrabel.com/en/suppliers/conditions/production>)

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

**PRE-INVOICE PROCEDURE**

 **PROCEDURE**

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

 1.Contractor (or external consultants from the Contractor)

2. Electrabel Manager

The **S**ervice **E**ntry **S**heets number(s) need(s) to be approved by the manager(s) of the external consultant

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@electrabel.com)

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.