**AGREEMENT FOR ELECTRONIC EXCHANGE OF INVOICES VIA E-MAIL PDF**

Dear supplier,

As of 01/09/2014 Electrabel offers the possibility to send your invoices by e-mail PDF instead of paper to the following e-mail address:

**E-MAILADRESS:** **GDFSUEZACCISAPBE@GDFSUEZ.COM**

*Please fill in from which e-mail address you will send your invoices:*

 ……………………………………..

In order to accept your invoices we kindly ask you to keep attention that the following information shall be mentioned on the invoices:

|  |  |
| --- | --- |
| ***COMPANY NAME:*** | **ELECTRABEL NV** |
| ***INVOICING ADDRESS:***  | **SIMON BOLIVARLAAN 34****1000 BRUSSEL****BELGIUM** |
| ***PO NUMBER:*** | **SEE PURCHASE ORDER ELECTRABEL NV** |
| ***OUR VAT- NUMMER:***  | **BE0403.170.701** |

***For lack of above mentioned information the invoice will be sent to the e-mail address you mentioned above.***

***Each invoice must be added as a separate PDF document (attachments included) into the mail. You can add several PDF-invoices into one e-mail.***

***Questions regarding payments and or invoices: just sent a mail towards to*** ***vendor.help@electrabel.com******.***

We ask you, if you agree, to sign this document and sent it back to vendor.help@electrabel.com.

After reception of this document we will only accept PDF invoices and no longer paper documents. For further questions on this subject please contact Franky.Vergauwen@gdfsuez.com.

Yours sincerely, For Agreement (date)…………………...............

 In name of (Your VAT-number)…………………...

 Signature (Name and position)

Juul De Mondt

Manager Accounts Payable

Shared Service Center AccIS

GDF SUEZ SSC ………………….