

SUPPLIER KIT

HOW TO SEND PDF- INVOICES TO VINCI ENERGIES ENTITIES IN THE Germany

June 2025



Clear process



Invoices are paid on time,
saving time and money.

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VINCI Energies is moving to electronic invoicing

This guide contains detailed instructions on how to send PDF-invoices to VINCI Energies. When following these instructions, VINCI Energies will receive PDF-invoices as electronic invoices. This service is free of charge for the supplier. Invoices in valid ZUGFeRD format can also be sent using this channel. In case the ZUGFeRD version is invalid, then the tool will use the PDF file instead. Please note that the PDF file has to be machine readable.

VINCI Energies has chosen Basware as partner for digital invoices.

Watch this short [registratie video](#) and activate the service:

- Register to the Basware Portal (see process below)
- Add to Basware Portal the email address(es) from which you will send PDF-invoices. If you use multiple sender email addresses, please maintain them all in the Basware Portal.
- If you use a “No-Reply” email address, please also maintain an additional email address, which can receive notifications from Basware.
- An email with confirmation link will be sent from no.reply@basware.com for each email address maintained in the Basware Portal. If these email addresses are not confirmed through the links, then no invoices will be accepted from these email addresses.
- Go to your email- or invoicing software and attach a PDF-invoice to your email and start sending.

If you have questions about sending invoices to VINCI Energies, please do not hesitate to contact us as per below:

Contact details

Basware customer support	Questions regarding Basware services, registration, rejection notifications	https://basware.service-now.com/bw?id=bw_sc_cat_item_public
VINCI Energies	Questions relating to invoice content	e-rechnung.vesidach@vinci-energies.com

Registration process

By using this free of charge PDF-service you can start sending e-invoices to VINCI Energies. To get started you must register to the PDF e-Invoice service via Basware Portal. Watch this short [registratie video](#) and activate the service:

1. Create an account

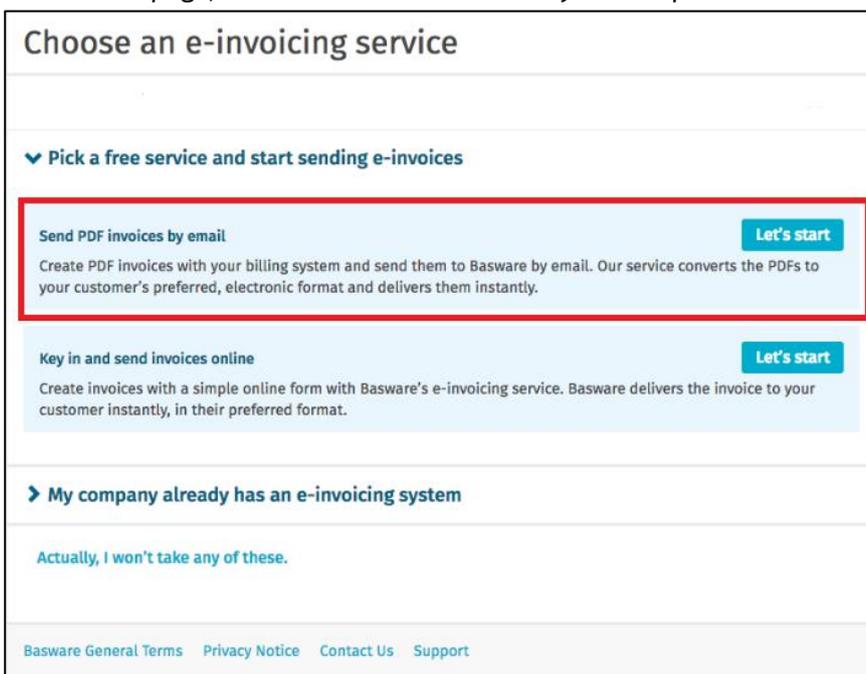
Open the following registration link:

<https://portal.basware.com/open/PDFemailVinciEnergiesGermany>

Change the language, if necessary (1) and click on **Get started** (2):



On the next page, choose Send PDF invoices by email option and click **Let's start**.



Create an Account page opens:

Enter your email address, choose a secure password and create the account. The service sends a confirmation message to your email address. The confirmation message is sent from <no.reply@basware.com> and could end up in your spam filter. Open the confirmation message to activate your account.

2. Fill in your company details

Now, you must fill in some details about your organization to activate the Basware PDF e-Invoice for Receiving service. In the My Organization section, fill in your organization's details. You can enter your VAT number by selecting 'Add Organization Identifier' under Organization Identifiers. From the dropdown, please select the VAT and enter a Business Identification Number.

3. Add email address(es) for PDF invoices

To add the email address(es) from which you will send PDF e-Invoices, click **Add Email Address**. You can only send invoices from the address(es) that you define here. Invoices sent from other addresses will not be delivered to VINCI Energies. You can add up to 200 email addresses here:

If you wish to add more email addresses later, please go to the [Basware Portal](#) and login. Go to the tab **Services** and click on the box named **PDF e-Invoice**. Click on **View details**. Next, go to section **I send invoices from** and click on **Add an email address** from which you will send invoices to VINCI Energies.

All user email or system email will need to be confirmed. An email will be sent from no.reply@basware.com in order to confirm the email address. If the email is not confirmed the user or system will not be able to accept PDF invoices.

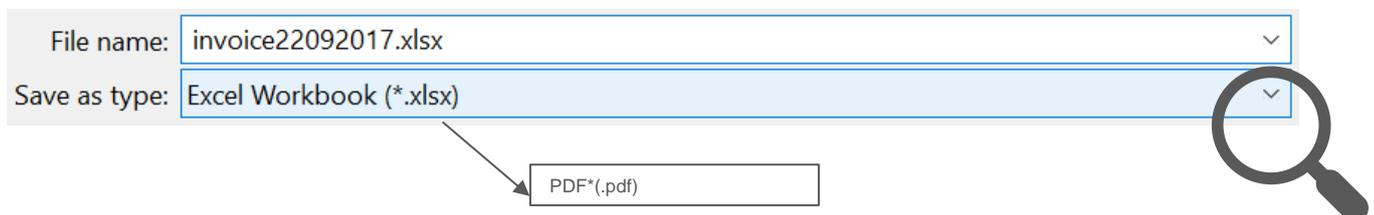
Start sending PDF-invoices

For the service to work, the invoices that you send in must have the same layout as the first invoice. Because the invoices are read electronically, the content of each invoice must be in [machine-readable](#) text format - the invoices cannot be hand-written, scanned or contain the information in image format. Please make sure that your PDF-invoices are machine-readable and that they are sent to the correct VINCI Energies email address for PDF-invoices (found in section A of this supplier kit).

1. Create a PDF-invoice

There are many ways you can create a PDF invoice:

- You can use your current accounting software, if it allows you to export invoices in machine-readable PDF format.
- You can use a word processing or spreadsheet software - for example, tools from the Microsoft Office, if it allows you to save documents in machine-readable PDF format:



2. Attachment policy

If you attach invoice attachments to your email message, make sure that you follow the attachment policy of the service:

- You can only send attachments in PDF format. The service ignores all other attachment types.
- Name the attachment so that it contains the word attachment, anhang, anlage, adjunto, annex, or liite. For example, attachment_112233.pdf.
- If you send multiple attachments, Basware recommends that you send only one invoice per each email.
- If you must send multiple PDF e-Invoices and attachments in a single email, follow these guidelines:
 - Make sure that each attachment has the keyword attachment in their filename.
 - Make sure that each attachment is associated to a business document PDF:
 - Single business document PDF: each attachment is automatically linked to the business document PDF.
 - Multiple business document PDFs: attachments are linked to a business document PDF, if the filename of the attachments contains the filename (without the file extension) of the business document. For example, document1_attachment.pdf will be linked to document1.pdf.

- The attachments are valid, if:
 - The email contains at least one business document PDF.
 - Each extra attachment is linked to a business document PDF.

More information about the attachment policy can be found [here](#).

3. Send the PDF-invoice

1. Using your standard email client, create a new email message.
2. Attach the PDF-invoice you have saved on your computer to the email message.
3. If you want to send invoice attachments to your customer, attach them to the email. For instructions on how to name the attachments, see Attachment Policy.
4. Type VINCI ENERGIES's PDF-invoice address in the email receiver field. VINCI ENERGIES email addresses for PDF-invoices are found in section A of this supplier kit.
5. Send the email.

THE BASWARE PDF-SERVICE DELIVERS TO VINCI ENERGIES ONLY PDF-INVOICES THAT ARE SENT FROM EMAIL ADDRESSES THAT ARE REGISTERED TO THE SERVICE. THE SERVICE WILL AUTOMATICALLY REJECT INVOICES THAT ARE SENT FROM AN UNREGISTERED EMAIL ADDRESS.



4. Invoice delivery

Basware sets up the conversion process when you send the first invoice into the service. For the service to work, the invoices that you send in must have the same layout as the first invoice.

Basware will notify you by email when the first email has been delivered to VINCI Energies successfully. The first PDF-invoice can take a few business days to be mapped and delivered to VINCI Energies. No further confirmation emails will be sent unless there are delivery problems with the invoices.

B. Mandatory content requirements for PDF e-invoice

Please ensure that the following information is included in your PDF-invoice prior to your email being sent. If one mandatory field (M) is found empty, your invoice will be returned.

General Information	Field
Invoice number	M
Tax invoice/tax credit note (indicates if debit or credit invoice)	M
If credit note, reference to erroneous invoice	*
Doc Date (Invoice date)	M2
Due Date (Valuta Due Date)	*
Delivery Date/ Date Of Delivery Month	M2
Currency	M
Buyer Order Number	*
Customer Reference	*
Contract Number	*
Customer Information	
Full name of the customer	M
Full address of the customer	M
Receiver VAT number	
Project Code	*
Supplier Information	
Full name of the sender (Supplier Name)	P (M)
Full address of the sender (Supplier Address)	P (M)
The VAT identification number or other appropriate business identification number of the supplier (e.g. Kamer van Koophandelnummer, DUNS, GLN)	P (M)
Factor	*
IBAN (bank account in IBAN format)	*
SWIFT (BIC)	*
Sender Bank Account (local format)	*
Payment Reference (Maksuviite, OCR nummer, KID nummer, FIK code, OGM-VCS))	*
Summary	
Net amount (VAT excluded)	M
Gross amount (VAT included) ²	M
Freight	*
VAT rates applied	M

Break-down of the taxable amount (excluding VAT) per VAT rate or exemption	M
Break-down of the VAT amount per VAT rate or exemption	*
Total VAT amount payable (total VAT amount)	M
P	Populated from the information supplier provides when registering into the service.
M	Mandatory. The invoice is rejected to the sender by e-mail, if the field is found empty.
M1	Mandatory. The invoice is rejected to the sender by email, if both of these fields are found empty.
M2	Mandatory. The invoice is rejected to the sender by email, if the date is not a valid calendar date.
*	Captured if this data is found on the first invoice the supplier sends into the service. The invoice data must be found on the invoice in a machine-readable format.
²	If Gross amount does not equal Net amount + Total VAT amount (+ Freight), the invoice is rejected to the sender.

C. Invoice validation and rejections

Typical scenarios where the PDF-invoice is being rejected:

- The PDF invoice file is not machine-readable.
- The email invoice was sent from an un-registered email address.
- A mandatory field does not have content.
- The name of the attachment file does not include one of the following words:
attachment/anlage/adjunto/annex/liite.

Basware will notify by email if the invoice cannot be delivered.

D. Invoice monitoring

If you want to check on invoice delivery status, please go to the [Basware Portal](#) and login. Go to the tab **Documents** and see an overview of your sent PDF-invoices.

Please note that the first PDF-invoice that you send to VINCI ENERGIES new email addresses can take a few business days to be delivered and visible in the portal. Basware will notify you by email when the first email has been delivered to VINCI ENERGIES successfully. No further confirmation emails will be sent unless there are delivery problems with the invoices.

For other purposes you do not need to login or use the portal anymore, it was only needed once for registration and activation of the service.

Track your invoice status

VINCI Energies ERP updates the invoice status in Basware on the daily basis:

All	Inbox	Sent	Purchase Order ▶
Showing all 1 results			
Last Updated ▼	Status ▶	Information (Sort by: Invoice Date ⚡ Due Date ⚡)	
4/30/2020 2:10:34 AM	Transferred for Payment	Invoice 13124656 - Document Date 04/29/2020 Total 3,554.14 EUR	

Line Data	0 line items	Files	6 attachments	History	4 events
Event Date	Status	Created by	Event Details		
4/30/2020 2:10:34 AM	Transferred for Payment		The recipient has sent the document for payment		
The payment has been processed			Hide		

Invoice status will follow the following steps:

Steps	Status in Basware	Description in Basware Portal (History Tab)
Lack of required data	Rejected during delivery	The document is unreadable
Unreadable by Basware		
Sent to VE ERP System	Delivered to Recipient	Delivered document to receiver
Received in VE ERP system & being handled	In flow	Ongoing
Posted and blocked	Rejected by Recipient	The document has been blocked
Posted and validated	Transferred for payment	The payment has been processed