



The Swiss companies of Equans Switzerland process invoices from suppliers electronically. In this document, partners and suppliers will find all relevant information on the topic of e-invoicing. Equans Switzerland recommends using the new technology as an alternative to paper invoices. The following platform is available:

Conextrade platform



Invoice addresses

Every company of Equans Switzerland has its own invoicing address. Here you can find the overview of all companies and addresses:

Equans Switzerland AG Scanning Center Postfach 430 CH-8901 Urdorf Link: Conextrade Plattform	Equans Switzerland Process Automation AG Scanning Center Postfach 430 CH-8901 Urdorf Link: Conextrade Plattform	Equans Switzerland Facility Management AG Scanning Center Postfach 430 CH-8901 Urdorf Link: Conextrade Plattform
EnerTrans Switzerland AG Scanning Center Postfach 430 CH-8901 Urdorf Link: Conextrade Plattform	Kummler+Matter EVT Ltd. Scanning Center Postfach 434 CH-8901 Urdorf Link: Conextrade Plattform	

Invoicing channels

Paper or PDF? There are several ways for partners and suppliers to send their invoices to the companies of Equans Switzerland. Here is an overview:

Invoicing channel: PDF invoice

Invoices to companies of Equans Switzerland can be transmitted as PDF files. This saves printing, material and postage costs – and is even faster.

Requirements

- Fulfilment of the system requirements for creating PDF invoices.
- Registration on a platform for submitting PDF invoices (Conextrade).

Next steps

- Invoices can be delivered at any time via the mentioned platforms in the PDF format. Please note the reference information that needs to be included on each invoice.
- Only one PDF containing an invoice may be sent by e-mail.
- As soon as your trading partner request has been accepted, you can send the receipts by e-mail to the following address: BYES@scan.conextrade.com.

Invoicing channel: Paper invoice

It is still possible to submit invoices to companies of Equans Switzerland in paper form. Please note the specific invoicing addresses and reference information.

Postal address:

Company name
Scanning Center
Postfach 430
CH-8901 Urdorf

Requirements

– None.

Next steps

– Paper invoices can be sent to companies of Equans Switzerland at any time. Please note the reference information that needs to be included on each invoice.

REFERENCE INFORMATION ON INVOICES

So that invoices for Equans Switzerland can be processed quickly, it is essential to include reference information on them.

Ordering party/person: Name and surname of the ordering person

Reference: Project number (11- or 16-digit; e.g. A.1234.567890)

OR Cost center number (4 digits; e.g. 1310)

Specify invoices for the company **EnerTrans Switzerland AG** with a valid order number (10 digits; e.g. 45xxxxxxxxx).

Specify invoices for the company **Equans Switzerland Facility Management AG** with a valid order number (10 digits; e.g. 21xxxxxxxxx).

The reference information must be included with all invoices, irrespective of whether they are sent physically (on paper) or electronically. This is because all invoices are processed centrally and distributed electronically to employees for approval. Incomplete invoices must be returned to the sender.

If you have any questions regarding registration, please contact us at the following e-mail address:

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