

INFORMATION FOR THE SUPPLIER



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 Plattform



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 Techniques SA Fournisseurs Case postale 630 CH-8901 Urdorf Link: Conextrade Plattform	EnerTrans 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 Solutions Suisse SA Kreditoren Postfach 163 CH-8901 Urdorf Link: Conextrade Plattform	Caliqua AG Kreditoren Postfach 630 8CH-901 Urdorf Link: Conextrade Plattform
Equans Switzerland Facility Management AG Scanning Center Postfach 430 CH-8901 Urdorf Link: Conextrade Plattform	Kummler+Matter EVT AG 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:
equans@scan.conextrade.com

Billing channel: EDI

Where there are very large volumes of invoices, a direct interface connection with the invoicing application makes particular sense. The initial expense incurred in implementing such a solution pays off very quickly.

Suitable for suppliers who

- are already able to create structured invoice data records and send them automatically from the invoicing application via the provider through an interface.
- do not yet meet the system requirements, but send a very large number of invoices (over 1 000 documents a year) to Equans Switzerland.

Requirements

- Minimum 1 000 invoices a year sent to Equans Switzerland.
- Fulfilment of the system requirements for the creation of invoices as electronic data records. The permitted formats are: structured flat file, UN/EDIFACT D01B, XML-IDOC and XML-ETS.

- Existence of a communications interface directly to the Conextrade platform or via an Interconnect provider.
- Periodic download of the original invoices from the portal for the purposes of archiving (archiving can also be purchased as a service from the Conextrade platform).

Next steps

Setting up an integrated solution requires detailed consultations with each supplier. Get in touch with our Purchasing department (eprocurement.ch@equans.com).

Billing channel: Paper invoice

You can still submit paper invoices to Equans Switzerland companies. Please note the specific billing addresses and reference information.

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.

Postal address:

See billing addresses.

Reference information on invoices

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

Reference: Order number, project number or cost centre

The reference information must be included on all invoices, regardless of whether they are sent physically (on paper) or electronically. This is because all invoices are processed centrally and distributed to employees electronically 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:

customercare.conextrade@swisscom.com

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