



SUPPLIER INVOICE CHARTER

Being a supplier at Barrière

Administrative best practices guide



KEY POINTS OF THE INVOICE CHARTER



My actions	Instructions to be observed
I submit my invoice	<ul style="list-style-type: none"> + I prioritise the pdf format + I send a file for each invoice + I use A4 format paper
I indicate the following information on the invoice	<ul style="list-style-type: none"> + The purchase order number and/or the contract number (unique reference) + My SIRET (business activity) number + My postal, tax and banking identification details) + The trigram of the establishment that placed the order + The name of the company that placed the order + The name of the contact person at Barrière that placed the order
I send my invoice	<ul style="list-style-type: none"> + IN PDF FORMAT: To the following address: envoifact-csp@groupebarriere.com + IN PAPER FORMAT: To the unique address: Establishment trigram + Name of the invoiced company Chez GIE LB SERVICES Village 5 – 50 Place de l'Ellipse CS 70082 92985 La Défense cedex

CHARTER'S OBJECTIVES



Establishing the key rules for the processing and recording of supplier invoices

Avoiding late payments

Improving administrative flows and reducing disputes

CONTENT

- + **The list of documents to be provided** when first entering into a business relationship with the Barrière group **3**
- + **Transmission methods** for the supplier invoice **4**
- + **Presentation and content of the supplier invoice** **5**
- + **Processing of down payments** to suppliers **9**
- + **Your contact persons** **9**
- + **Details of companies and establishments** in the Barrière group **10**

LIST OF DOCUMENTS



When a supplier first enters into a business relationship with the Barrière group, we record each supplier in our reference system. You will be contacted by email and will receive a call back upon initiating your first business relationship with the Group, or when you update your bank details.

To do this, we require the following documents for each supplier:

- + Extract of the Kbis
- + Bank details (RIB/IBAN)
- + Postal and digital details
- + SIRET number
- + Intracommunity VAT number

PAYMENT TERMS

In accordance with the LME law (French law on the Modernisation of the Economy) of 4 August 2008, the Barrière group's payment terms are 45 days end-of-month from the invoice's issue date.

Any other terms and conditions (shorter timeframe or down payment request) must be the subject of a written agreement between the initiator of the purchase order and the supplier.

INVOICE TRANSMISSION METHOD

The invoice must be issued on the day the merchandise is delivered or on the last day the service is provided.

Accepted formats: pdf, paper or EDI (please contact us for the 1st EDI invoice).

Priority should be given to the pdf format

The electronic invoice in PDF format attached to the e-mail or available in the supplier's client portal must be the original document.

The following are strictly prohibited for the issue of invoices in PDF format:

- + Sending duplicate copies,
- + Sending zip files (rejected without notification),
- + Multiple dispatches of the same document,
- + A paper scan of original invoices,
- + Simultaneously sending a copy of the document in paper format to our accounting departments.

INVOICE TRANSMISSION METHOD



PDF FORMAT

To enable it to be accepted and recorded in the best possible conditions, the invoice transmitted in PDF format must, from a technical viewpoint:

- + be either sent directly by the supplier to the e-mail address:
envoifact-csp@groupebarriere.com
- + or posted in the supplier's portal and the access procedures communicated to the Barrière group
- + be a single legal company (no invoicing concerning several legal companies),
- + be the subject of a single PDF file (one invoice per file, with appendices included in this same file),
- + contain the minimum number of dashes, frames, colours, shaded areas... liable to make it difficult to read the data,
- + be presented in PDF format (Article 289 VII of the French General Tax Code).

PAPER

To simplify invoice processing, a single unstapled copy of the invoice must be sent.

There is a distinction between the invoicing address and the delivery address:

- + **Invoicing address:** this is a unique address for all the companies listed in this charter (see "company details").

All invoices sent by post must be addressed to:

Establishment trigram (see end of charter) + Name of the invoiced company

Chez GIE LB SERVICES

Village 5 – 50 Place de l'Ellipse

CS 70082

92985 La Défense cedex

- + **Delivery address :** legal notion, must appear on the invoice and be consistent with the address mentioned on the order. It must correspond to the address of the company or the establishment that placed the order. All the invoicing addresses are reiterated in "company details").

INVOICE CONTENT



In paper or PDF format, the presentation of the invoice is very important, since it governs the fluidity with which we are able to record and therefore process it.

The technologies used by the Barrière group (automatic document reading, acceptance of PDF invoices) can sometimes lead to new requirements.

The presentation for the A4 paper format and the PDF format is the same.

Characteristics of the issuing company

Information required	Comments
Issuing company's details	Company name, postal address, SIRET number , intracommunity VAT-number
Name, telephone number and e-mail address of a representative who can be contacted in the event of a problem	
Bank details of the account to which the payment must be made	If there is a factoring contract, it is essential to indicate the factor's contact details and the date of the contract

Characteristics of the client company

Information required	Comments
Establishment trigram	Corresponds to the three letters of the establishment that has placed the order. This trigram is indicated in "company details" (see end of charter).
Name or company name of the client	Corresponds to the establishment that places the order. Must begin with the trigram of the establishment and its company name (see "company details" at end of charter)
Invoiced company's details	Address indicated on the purchase order
Invoicing address (not required for the pdf version)	This is the address to which you must send your invoice for processing Establishment trigram (see end of charter) + Name of the invoiced company Chez GIE LB SERVICES Village 5 – 50 Place de l'Ellipse CS 70082 92985 la défense cedex

Delivery address. With the name of the person who placed the

General characteristics (in the invoice header)

Information required	Comments
Purchase order number	Unique number communicated by the person who placed the order at Barrière. Its absence may lead to the invoice being returned
Contract number	Unique number corresponding to the contract reference communicated to the Barrière group
Document type	Invoice, credit note, down payment etc.
Invoice number	Unique number based on a chronological and continuous sequence
Invoice date	Invoice issue date
Payment date	Date at which payment must take place. Must match the purchase order and the sales negotiation

INVOICE CONTENT



General characteristics (in lines)

Information required	Comments
Reference and clear designation of the supplies or service	
Delivery note number	It is essential for invoice processing in the event of repetitive and frequent deliveries of the same item
Quantity invoiced	Quantity complies with the order and the delivery
Unit price excluding VAT	Unit price in the invoicing currency
Invoicing currency	Mandatory data, it must be the same as the order currency
Total price excluding VAT	It must be equal to the quantity invoiced, multiplied by the unit price excluding VAT
Shipping costs excluding VAT	These costs must match the order, i.e. they must have been provided for and segregated from the beginning of the negotiations. This only concerns exceptional cases where the transport cost is not included in the price of the supplies

Characteristics of the issuing company

Information required	Comments
Amount of VAT per VAT rate	Total amount excluding tax x VAT rate, for each different VAT rate
VAT regime	Mandatory data specifying "Debit" or "Receipt"
Total amount including tax	Mandatory data corresponding strictly to: Total amount excluding tax + VAT = Total amount including tax

STANDARD INVOICE: INFORMATION TO BE INCLUDED



Issuing company's details (SIRET number in		Document type				
Contact details of a representative who can		Delivery address				
Purchase order number Contract number Invoice number Invoice date Payment date		Name of the invoiced company: establishment trigram Client's company name Chez GIE LB SERVICES Village 5 ; 50 Place de l'Ellipse CS 70082 92985 La Défense cedex France				
Delivery note No.	Quantity invoiced	Reference and clear designation of the supplies or service	Unit price excluding tax	Invoicing currency	Total price excluding tax	Shipping costs excluding tax
Amount of VAT per VAT rate VAT regime Total amount including tax Down payment Net amount to be paid						
Bank details of the account to which the payment must be made						

DOWN PAYMENT



DOWN-PAYMENT INVOICE

In order to be compliant, the down payment invoice must:

- + Contain the phrase “down-payment invoice” or clearly refer to the term “down payment”,
- + Contain the amount of the down payment to be made,
- + Contain the exact price of the good or service when it does not vary, observe the VAT rules:

be exclusive of tax for the purchase of goods or supplies,

be inclusive of tax for the provision of services

In order to be compliant, the final invoice must clearly indicate, before the zone “Net

Amount of VAT per VAT rate			
VAT regime			
Total amount including tax			
Down payment			
Net amount to be paid			
Down payment			
Net amount to be paid			

MY CONTACT PERSONS



My actions	Contact persons
Understanding the order/delivery	Issuer of the order/Instructing party
Change of postal address or e-mail address or change of RIB bank details	referentiels-csp@groupebarriere.com
Supplier relations/Incident management	fournisseurs-csp@groupebarriere.com

COMPANY DETAILS



Trigram	Name	Delivery address	Siren (business identification) No.
HEAD OFFICE			
BAA	SAS GROUPE LUCIEN BARRIÈRE	33, rue d'Artois - 75008 Paris	320 050 859
RESORTS			
CANNES			
CAA	Hôtel Le Majestic - SIEHM	14, La Croisette, BP 63, 06407 Cannes Cedex	695 420 331
CBA	Hôtel Le Gray d'Albion	38, rue des Serbes 06400 Cannes	316 057 116
CFA	Casino Barrière Le Croisette SFCMC	1, Espace Lucien Barrière 06400 Cannes	695 720 284
CHA	Societe d'Exploitation des Jeux et Loisirs du Croisette	1, Espace Lucien Barrière 06400 Cannes	914 581 368
CKA	SCI 8 Cannes Croisette	10, boulevard de la Croisette 06400 Cannes	492 651 328
CPA	Plage du Majestic - SEPM	14, La Croisette, BP 63, 06407 Cannes Cedex	788 673 564
BAA	Société d'exploitation de la plage du Gray d'Albion	38, rue des Serbes 06400 Cannes	832 680 649
ENGHIEN-LES-BAINS			
DJA	Casino Barrière Enghien - STTE	3, avenue de Ceinture 95880 Enghien-les-Bains	831 842 828
DJB	Grand Hôtel Enghien - STTE	85, rue du Général de Gaulle, 95880 Enghien-les-Bains	831 842 828
DMC	L'Hôtel du Lac - SIEHL	89, rue du Général de Gaulle, 95880 Enghien-les-Bains	775 742 919
DJD	Thermes Enghien - STTE	38, rue de Maleville, 95880 Enghien-les-Bains	831 842 828
DJE	Soins, Sports & Spa Diane Barrière - STTE	3, avenue de Ceinture 95880 Enghien-les-Bains	831 842 828
DJF	Siège Hôtels Enghien - STTE	85, rue du Général de Gaulle 95880 Enghien-les-Bains	831 842 828
DNA	Le Fouquet's Enghien PAVLAC	66, rue du Général de Gaulle 95880 Enghien-les-Bains	790 129 050

COMPANY DETAILS



Trigram	Name	Delivery address	Siren (business identification) No.
DEAUVILLE			
DAA	Casino Barrière Deauville SHCD	2, rue Edmond Blanc 14800 Deauville	475 750 337
DAB	Planches Deauville - SHCD	2, rue Edmond Blanc 14800 Deauville	475 750 337
DAC	Hôtel Le Normandy - SHCD	38, rue Jean Mermoz, BP 44100, 14804 Deauville Cedex	475 750 337
DAD	Hôtel Le Royal - SHCD	Boulevard Cornuché, 14800 Deauville	475 750 337
DAE	Hôtel du Golf - SHCD	Le Mont Canisy, 14800 Deauville	475 750 337
DAF	Golfs de Deauville - SHCD	Mont Canisy - Saint Arnould, 14800 Deauville	475 750 337
DAK	Les 3 Mages / Folie Douce	1 avenue des Terrasses 14800 Tourgeville	502 716 608
DAH	Siège Hôtels Deauville - SHCD	2, rue Edmond Blanc 14800 Deauville	475 750 337
DAJ	Siège Casino Barrière Deauville - SHCD	2, rue Edmond Blanc 14800 Deauville	475 750 337
LA BAULE			
BAC	L'Hermitage - SITH	5, esplanade Lucien Barrière, BP 108, 44503 La Baule Cedex	005 780 960
BAD	Le Castel Marie Louise - SITH	1, avenue Andrieu, BP 409, 44504 La Baule Cedex	005 780 960
BAE	Golf La Baule - SITH	Domaine de Saint Denac 44117 Saint André-des-Eaux	005 780 960
BAF	Tennis La Baule - SITH	113, avenue de Lattre de Tassigny, 44500 La Baule	005 780 960
BCA	Le Royal Thalasso - SITH	6, avenue Pierre Loti, BP 174, 44504 La Baule Cedex	005 780 960
BCB	Medimer - SITH	5, esplanade Lucien Barrière 44500 La Baule	005 780 960
BBC	Galerie Commerciale La Baule - SITH	5, esplanade Lucien Barrière 44500 La Baule	005 780 960
BAB	Siège La Baule - SITH	12 avenue Victor Duruy 44500 La Baule	005 780 960
BBA	Casino Barrière La Baule - SECB	24, esplanade Lucien Barrière 44500 La Baule	312 826 811

COMPANY DETAILS



Trigram	Name	Delivery address	Siren (business identification) No.
MULTI-ESTABLISHMENT SITES			
LILLE			
FDA	Casino Barrière Lille - SLAT	777, pont de Flandres 59777 Lille	444 388 250
FDB	Hôtel Barrière Lille - SLAT	777, pont de Flandres 59777 Lille	444 388 250
FDC	Siège Barrière Lille - SLAT	777, pont de Flandres 59777 Lille	444 388 250
RIBEAUVILLÉ			
ESA	Casino Barrière Ribeauvillé SECTR	Route départementale 106 68150 Ribeauvillé	433 231 768
ESB	Hôtel Barrière Ribeauvillé SECTR	D106, 68150 Ribeauvillé	433 231 768
ESC	Siège Barrière Ribeauvillé SECTR	Route départementale 106 68151 Ribeauvillé	433 231 768
SINGLE-ESTABLISHMENT CASINOS			
BOA	Casino Barrière Biarritz - SETB	1, avenue Edouard VII 64200 Biarritz	572 722 114
FGA	Casino Barrière Blotzheim SAJL	777, allée du Casino 68730 Blotzheim	487 542 474
ECA	Casino Barrière Bordeaux SATBL	Rue Cardinal Richaud 33300 Bordeaux	841 461 650
FTA	Casino Barrière Cap d'Agde	Rond-Point Carré d'As 34300 Agde	342 673 753
EGA	Casino Barrière Carry Le Rouet SDTCR	Route bleue, BP 1 13620 Carry Le Rouet	782 712 673
EFA	Casino Barrière Cassis	Avenue du Professeur René Leriche, 13260 Cassis	352 640 262
BFA	Casino Barrière Dinard - SNPE	4, boulevard Wilson 35800 Dinard	340 813 112
EJA	Casino Barrière Bénodet	7, corniche de la Plage 29950 Bénodet	331 099 762
DKA	Casino Barrière La Rochelle	15 allée du Mail 17000 La Rochelle	354 016 255
FVA	Casino Barrière Megève	199, rue Charles Feige 74120 Megève	308 711 746

COMPANY DETAILS



Trigram	Name	Delivery address	Siren (business identification) No.
SINGLE-ESTABLISHMENT CASINOS			
DOA	Casino Barrière Menton SETM	2 bis avenue Félix Faure 06500 Menton	378 247 902
EEA	Casino Barrière Nice - SNEB	1, promenade des Anglais 06000 Nice	318 026 820
EDA	Casino Barrière Niederbronn - SFCMNB	10, place des Thermes 67110 Niederbronn-les-Bains	558 503 785
DCA	Casino Barrière Ouistreham - SFCRB	Place Alfred Thomas 14150 Ouistreham	683 820 146
BKA	Casino Barrière Royan - SNECR	Esplanade de Pontailiac 17200 Royan	337 829 824
BHA	Casino Barrière Saint-Malo - SFCSM	2, chaussée du Sillon 35400 Saint-Malo	333 276 400
EHA	Casino Barrière Saint-Raphaël - CDSR	Square de Gand 83700 Saint-Raphaël	343 142 923
EKA	Casino Barrière Sainte-Maxime - CSSM	23, avenue Charles de Gaulle 83120 Sainte-Maxime	400 130 704
DEA	Casino Barrière Toulouse - STIR	18, chemin de la Loge 31400 Toulouse	481 705 275
EYA	Casino Barrière Le Touquet - SGCT	Place de l'Hermitage 62520 Le Touquet	348 974 254
DBA	Casino Barrière Trouville - SACT	1, place du Maréchal Foch 14360 Trouville-sur-Mer	318 572 740
SINGLE-ESTABLISHMENT HOTELS			
DFA	Le Fouquet's - SEHRF	4 Rue Vernet - 75008 PARIS	402 594 006
BGA	Grand Hôtel Dinard - GHD	46, avenue George V 35800 Dinard	350 054 425
BQA	SIE de l'Hôtel Westminster Le Touquet	5, avenue du Verger 62520 Le Touquet	813 732 591
CSA	SEH Le Carl Gustaf Saint Barthélemy	Lieu dit Lurin, rue des Normands 97133 Saint Barthélemy	813 322 914
BIA	Hôtel Les Neiges Courchevel	422, rue de Bellecôte 73120 Courchevel 1850	798 234 753

COMPANY DETAILS



Trigram	Name	Delivery address	Siren (business identification) No.
OTHERS			
BSA	LB SERVICES	50, place de l'Ellipse 92000 Nanterre	799 453 998
DLA	Traiteur Barrière - LB Traiteur	RD 579, Zone Industrielle de Launay 14130 Pont-L'Évêque	438 702 458
AIA	B-RESA - SLBRHL	513, avenue Willy Brandt 59000 Lille	450 450 283
ABA	Société de participations casinotières	33, rue d'Artois - 75008 Paris	353 930 282
ADA	GEFRESTE HOLDING	33, rue d'Artois - 75008 Paris	398 161 745
AGA	SATA Société d'animation touristique et artistique	33, rue d'Artois - 75008 Paris	394 973 093
AHA	Foncière Casino	33, rue d'Artois - 75008 Paris	423 941 145
AKA	COLEVEN	33, rue d'Artois - 75008 Paris	434 301 735
ASA	SOPARCA	33, rue d'Artois - 75008 Paris	479 493 363
BJA	SARL du Grand Bec	Avenue du Compte Greyfié de Bellecombe 73570 Brides-1es-Bains	804 997 443
AFA	Fondation Barrière	99, avenue des Champs-Élysées 75008 Paris	
DGA	SEMF - Société d'exploitation de la marque Fouquet's GIE campus Barrière	33, rue d'Artois - 75008 Paris	420 525 552
FZA	Société d'exploitation du puck	31, rue d'Oberstdorf 74120 Megève	823 890 728
BUA	Le Club SPEJL	104 Avenue des Champs Élysées 75008 Paris	820 532 547
RHA	Campus Barrière GIE	33, rue d'Artois - 75008 Paris	844 926 220
BWA	BARRIERE DIGITAL ENTERTAINMENT	33, rue d'Artois - 75008 Paris	877 841 353

