



## OFFERR project

eurOpean platForm For accEssing nucleaR R&d facilities

Webinar  
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# Pre-financing: required documents and step-by-step procedure

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<https://snetp.eu/offerr/>



**OFFERR**  
EUROPEAN USER FACILITY NETWORK



# Payments from EDF: Documents to provide

**After acceptance**, once Subawardee contract (for third parties), including two annexes joint in the same document (technical and financial), are signed by the 2 parties, in order to prepare payments, it is mandatory to provide:

- **Supplier form** filled in, with all the requested information, to be sent to EDF in PDF format
- **Financial identification** (signed by the bank and the company), and dated less than 3 months), to be sent to EDF in PDF format. *To be noted: we only accept one banking reference per currency.*

Nota: We draw your attention to the fact that if this information is incomplete, it may delay the payments.

➤ Supplier form:

SUPPLIER INFORMATIONS FORM

EDF CONTACT			
NAME		PHONE	-
EMAIL ADDRESS		FAX	-
ADDRESS	-		
DATE			

To make easier our trade, please return by letter or scanned by [e-mail](#) :

- [this information form](#)
- [an official document from your bank certifying ownership of the bank account entered](#)

SUPPLIER CONTACT	
NAME	
PHONE	
FAX	
EMAIL ADDRESS	

SUPPLIER IDENTIFICATION	
FULL TRADE NAME/BUSINESS NAME	
TRADE STYLE	
EUROPEAN VAT NUMBER (only for members of EU)	
DUN'S NUMBER (if known) OR NIP NUMBER	

SUPPLIER ADDRESS *	
NUMBER AND STREET	
ZIP CODE	
CITY	
POST OFFICE BOX	
ZIP CODE (IF PO BOX)	
CITY (IF PO BOX)	
COUNTRY	
STATE	
PHONE	

\* if not completely written on the original document

BANKING REFERENCES REQUIRED ON THE CERTIFICATE FROM YOUR BANK:	
•	For all countries: Bank Name (number, street, City, State, Country) + Account holder name + Account number + BIC ( <u>Bank</u> Identifier Code) or SWIFT code (if exists for the bank)
•	+ For countries using <b>IBAN</b> standard: IBAN (International Bank Account Number) with BIC/ SWIFT code <u>required</u>
•	+ For the United States: ABA Code or routing number
<b>OUR RECOMMENDATIONS :</b>	
•	Your "Account holder name" and "Business name" must be similar.
•	We only accept one banking reference for each currency.

## ➤ Financial identification :



FINANCIAL IDENTIFICATION	
PRIVACY STATEMENT <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm#en">http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm#en</a>	
Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.	
<b>BANKING DETAILS ①</b>	
ACCOUNT NAME ②	<input type="text"/>
IBAN/ACCOUNT NUMBER ③	<input type="text"/>
CURRENCY	<input type="text"/>
BIC/SWIFT CODE	<input type="text"/> BRANCH CODE ④ <input type="text"/>
BANK NAME	<input type="text"/>
ADDRESS OF BANK BRANCH	
STREET & NUMBER	<input type="text"/>
TOWN/CITY	<input type="text"/> POSTCODE <input type="text"/>
COUNTRY	<input type="text"/>
<b>ACCOUNT HOLDER'S DATA AS DECLARED TO THE BANK</b>	
ACCOUNT HOLDER	<input type="text"/>
STREET & NUMBER	<input type="text"/>
TOWN/CITY	<input type="text"/> POSTCODE <input type="text"/>
COUNTRY	<input type="text"/>
REMARK	<input type="text"/>
BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑤	DATE (Obligatory) <input type="text"/>
	SIGNATURE OF ACCOUNT HOLDER (Obligatory) <input type="text"/>

① Enter the final bank data and not the data of the intermediary bank.  
② This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.  
③ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established  
④ Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.  
⑤ It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder and the date are ALWAYS mandatory.

