

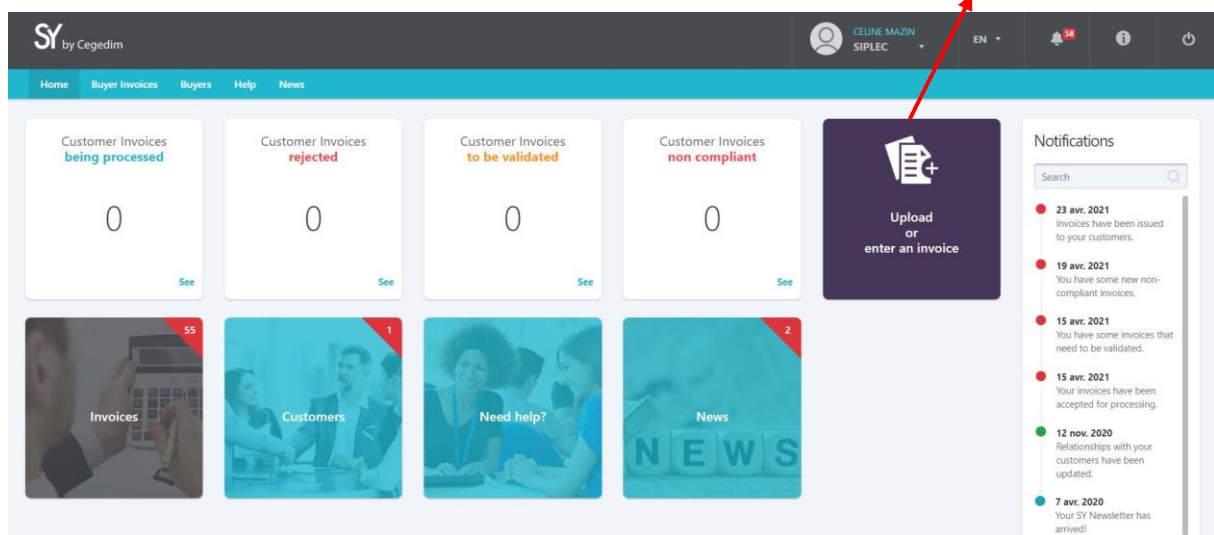
Supplier's guide to upload and validate your invoice

You have 2 possibilities to submit your invoices :

- On the SY portal
- By email

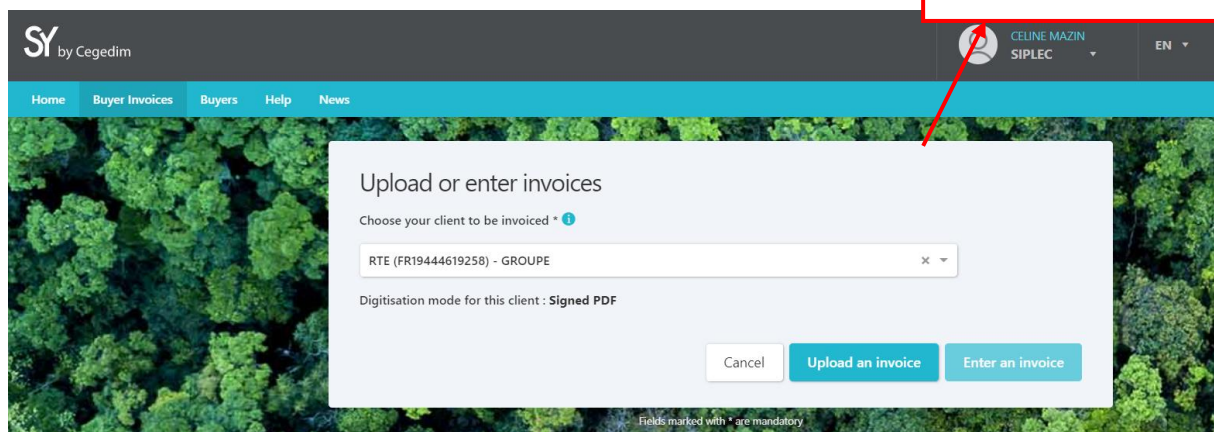
1- Upload your invoice on the portal

Click here to upload your invoice



Choose your client

Choose your client



Upload your invoice and attachments

The screenshot shows a web interface for uploading invoices. At the top, there's a header 'Upload or enter invoices'. Below it, a dropdown menu is set to 'RTE (FR19444619258) - GROUPE'. The digitisation mode is 'Signed PDF'. A section titled 'Upload your invoices' contains a drag-and-drop area and a 'Find' button. Below this, a list titled 'My invoices and attachments' shows a file named 'FST2003943 FACTURE.pdf'. At the bottom are 'Cancel' and 'Confirm your invoice uploads' buttons. Three red callout boxes with arrows point to specific elements: Box 1 points to the 'Find' button; Box 2 points to the file name in the list; Box 3 points to the chain icon next to the file name.

Upload or enter invoices

Choose your client to be invoiced * i

RTE (FR19444619258) - GROUPE

Digitisation mode for this client : Signed PDF

Upload your invoices i

Drag & drop your document here or click the button to upload a document from your computer

Find

My invoices and attachments i

2-Your invoice is there

Reference FST2003943 FACTURE.pdf

3- Click on the attach to add your document at the format pdf, jpeg, tiff

Cancel Confirm your invoice uploads

Fields marked with * are mandatory

Attachments

The documents attached to your invoice **FST2003943 FACTURE.pdf** are shown below

Upload your attachment

Drag & drop your document here or click the button to upload a document from your computer

Find

4-you can choose the document attached (statement, invoices from subcontractors or others ...)

Deliv

Purchase order

Quote

Credit note

Invoice

Annex

F2101_261_FOSELEV.pdf

5/17/21

Cancel

Save

5- Save to confirm you have added your document

My invoices and attachments

Reference FST2003943 FACTURE.pdf

Cancel

Confirm your invoice uploads

Upload or enter invoices

Choose your client to be invoiced *

RTE (FR19444619258) - GROUPE

Digitisation mode for this client : **Signed PDF**

Upload your invoices

Drag & drop your document here or click the button to upload a document from your computer

Find

6-your document is properly uploaded

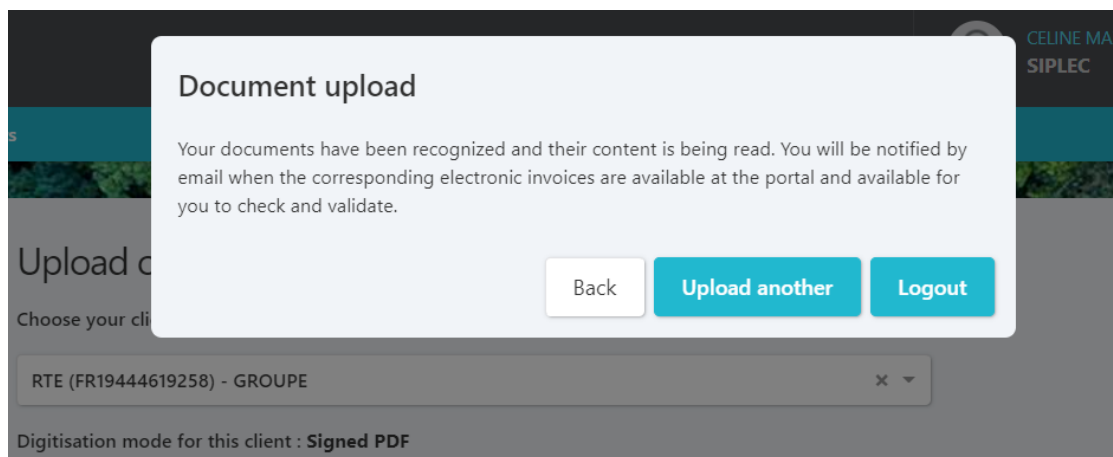
My invoices and attachments

Reference FST2003943 FACTURE.pdf

Cancel

Confirm your invoice uploads

7-Confirm your invoice uploads



2- Upload your invoice by email : ONLY for the invoices without attached documents

You can also upload you invoice in **native pdf format** by email at rte@efactures-cegedim.fr

ATTENTION : the first invoice submission must be made from the SY portal so that the system can immediately check the compatibility of the invoice format.

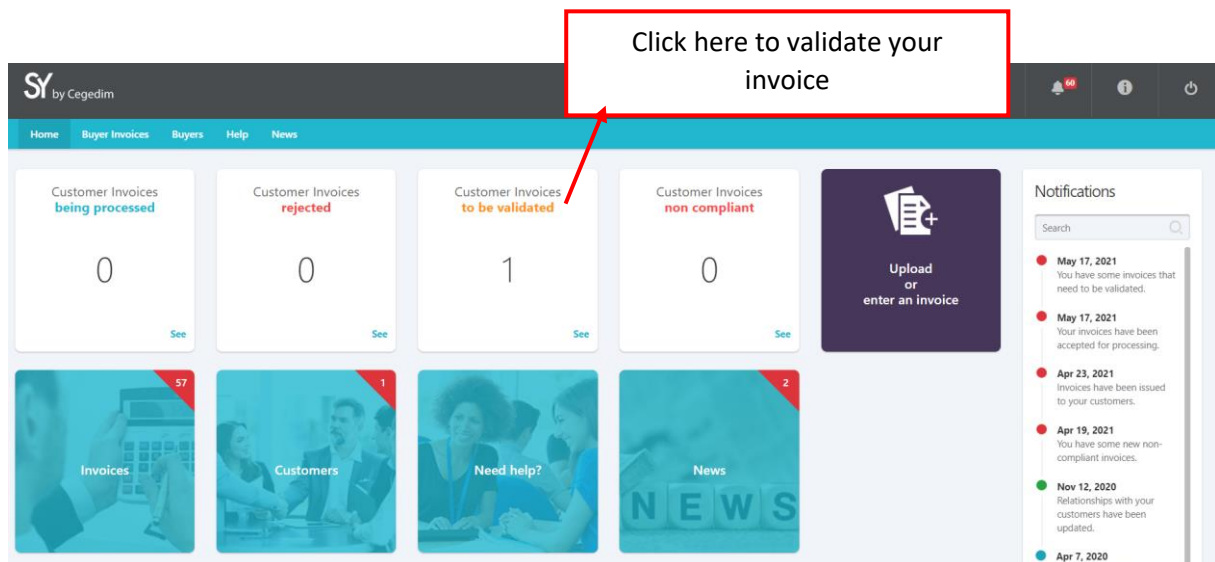
Once this step has been completed, other sending can be made by email if desired.

Validate your invoice :

Whatever the method (portal or email), you have to validate your invoice

The objective is to check that the required fields are correctly completed in order to process your invoice correctly.

1- I connect to the SY portal to validate it



I check that all the field on the left side are corrects

Check HERE if it is an invoice, a credit note or a deposit

Picture of your invoice

Validate my invoice

☒ Invoice ☐ Credit note ☐ Exemption credit note ☐ Advance payment

SIPLEC
AVENUE JEAN PREVOST
34500 BEZIERS
France

Supplier identifier
Unrecognised ID
☐ I confirm that my ID FR37315281113 is on the invoice

RTE (GROUPE)
7C place du Dome
92073 Paris La Defense
France

Customer
The company name is not recognized or is incorrect
☐ I confirm that my client's company name is on the invoice

Customer-order reference:

Invoice date: 02/03/2025

Invoice number:

Picture of your invoice

FACTURE N° FST2003943
RTE - Réseau de Transport d'Electricité
LAD FACTURES
TSA 90010
78457 VELIZY VILLACOUBLAY CEDEX

Adresse installation
RTE Window
54 Quai de la Seine
7 Place du Dome
92073 Paris La Defense
France

Description	PU	Qté	Montant
Contrat CH337CA003			
Période facturable: octobre 2020			
Facturation biennale chaufferie 40 03040 25	10 233,25 €	1	10 233,25 €
Facturation Trac : 1204 2 20	2 081,25 €	1	2 081,25 €
Facturation appareil automatique à biennale			
Bilan de comptage N° 400710224 - 1920			
Donc montant à payer au client facturé			
** 10 215,31 € TTC à CAPTAIN MARCEL			
Part à payer à STEAMO : 1 802,09 € TTC			

I check all the mandatory fields :

Identification supplier

Identification customer

Invoice date

Invoice number

Purchase Order

Invoicing currency

I check the fields and I complete with yes or no the characteristics of my invoice.

If this field is not filled in, it will be considered as "no"

Home Buyer Invoices Buyers Help News

Contract Reference

Factoring Flag (Yes or No)

Subcontracting Flag (Yes or No)

Sample Flag (Yes or No)

Unique mandat reference (Yes or No)

Invoicing currency

EUR

Flag VAT exemption (Yes or No)

Reverse charge Flag (Yes or No)

Assignment of claim Flag (Yes or No)

Guarantee Flag (Yes or No)

Sampling date

Periods facturées : octobre 2020

Facturation bilatérale chèque 40 93300.05

Facturation trile : 0 1200.0.20

Facturation séparée : 0 information à l'acheteur

Don de commande N° 4500719224 / 1000

Dont montant à payer au sous-traitant : 13 210.01 € TTC à l'acheteur (N° 4500719224 / 1000)

Plan à payer à STEAMO : 1 800.00 € TTC

Base H.T.	Taux TVA	Montant TVA	Condition de règlement	TOTAL
12 814.00 €	20%	2 500.00 €	18/100	Total HT 12 814.00 €
Total		2 500.00 €		TVA 2 500.00 €
				Total TTC 15 314.00 €

CONDITIONS GÉNÉRALES DE VENTE

Pour documents accessibles en cas de paiement anticipé : Pénalités pour paiement anticipé : 0.5% le jour d'entrée en compte - Indemnité latente de recouvrement : 10 euros

Domestication bancaire : C/C / IBAN : FR76300010000000000000000000 / Code SWIFT : CMCIFRPP

CCN / IBAN : FR763000100000000000000000 / Code SWIFT : CMCIFRPP

Page 1

Tout à jointure à votre règlement :

N° Client : 000007

N° Facture : 101200000

Totals					
Total amount excluding taxes	Other taxes	Other costs	Total VAT amount	Tax-inclusive amount	Amount of advance payment
514.38	0.00	0.00	102.88	617.26	0.00

VAT summary		
VAT rate	VAT base	VAT amount
20.00	514.38	102.88

Payment terms & conditions	
Due date	<input type="text"/>

I check all the mandatory fields :

Amount excluding taxes

Tax-inclusive amount

VAT rate

VAT base

VAT amount

1-Click to check or to add the attach documents

Attachments (1)
<input type="checkbox"/> I certify that I have checked that the mandatory wording appears on the invoice. I confirm that the information shown (which I have validated) is consistent with the information shown on the invoice.

2-I certify the information shown

3-I validate my invoice

Flag VAT exemption (Yes or No)

yes

This field must be completed « yes »

Home	Buyer Invoices	Buyers	Help	News
Contract Reference				
		Flag VAT exemption (Yes or No)		
Factoring Flag (Yes or No)				
		Reverse charge Flag (Yes or No)		
Subcontracting Flag (Yes or No)				
		Assignment of claim Flag (Yes or No)		
Sample Flag (Yes or No)				
		Guarantee Flag (Yes or No)		
Unique mandat reference (Yes or No)				
		Sampling date		
Invoicing currency				
EUR				

Facturation factures chèque 40 00000 25	10 235,25 €	1	10 235,25 €
Facturation Finp - 0 125X 0 25	2 081,20 €	1	2 081,20 €
Chèque de paiement : montant du règlement à l'émission			
Bon de commande N° 4000710224 / 1033			
Cont. montant à payer au client-fournisseur			
= 13 316,45 € TTC et CAPAUX BANQUES.			
Part à payer à STEAMMO : 1 832,09 € TTC			

Base H.T.	Taux TVA	Montant TVA	Condition de règlement	TOTAUX
12 514,50 €	20%	2 502,90 €	10/1500	Total HT 12 514,50 €
Total		2 502,90 €		TVA 2 502,90 €
				Total TTC 15 017,40 €

COMPAGNIE DÉVELOPÉE DE RECHERCHES
Pas d'abonnement en cas de paiement anticipé - Périodes pour paiement à l'échéance à l'ordre du client - Informations relatives au recouvrement - 07 ans

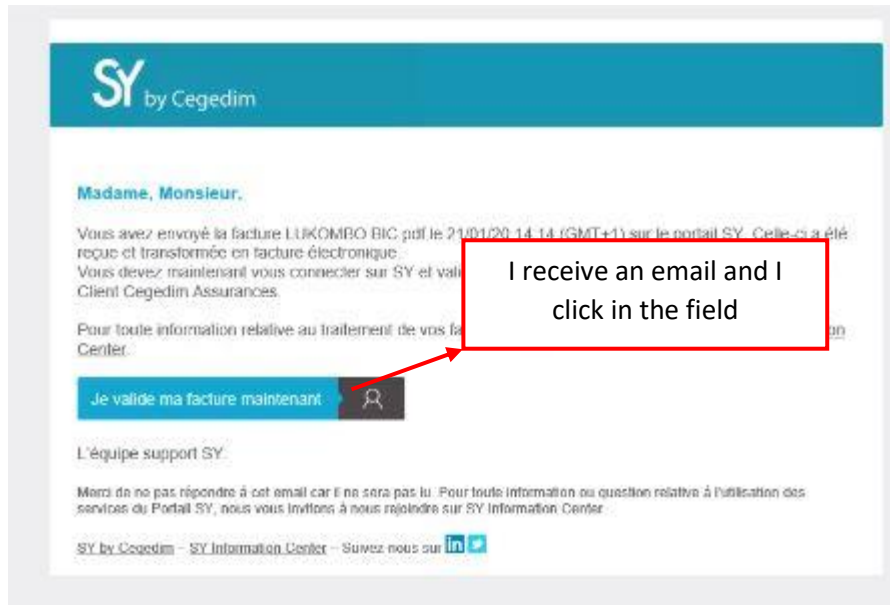
Domiciliation bancaire : CIC / IBAN : FR753006100300050489101 / Code bic : CMCIFRPP
CCN / IBAN : FR7530071002137110050004 / Code bic : NORDFRPP

Page : 1

Depending on the case, you will have to fill in and confirm all the mandatory fields before the portal's artificial intelligence allows these fields to be automatically read (It means that they are filled in with the correct data from your invoice).

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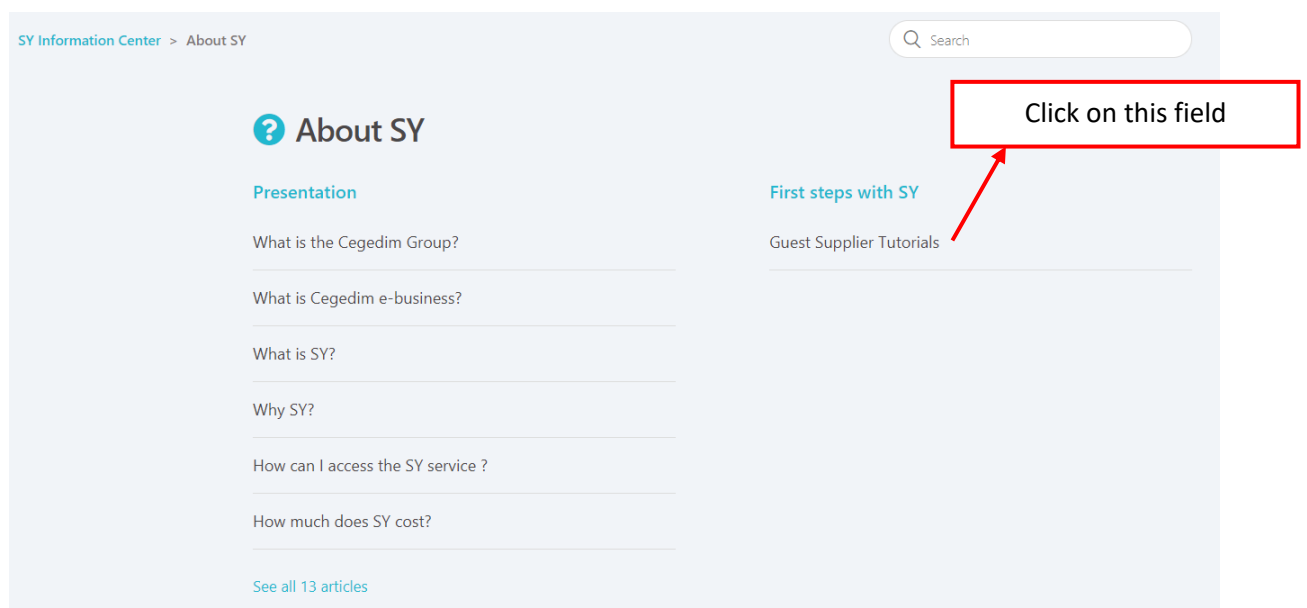
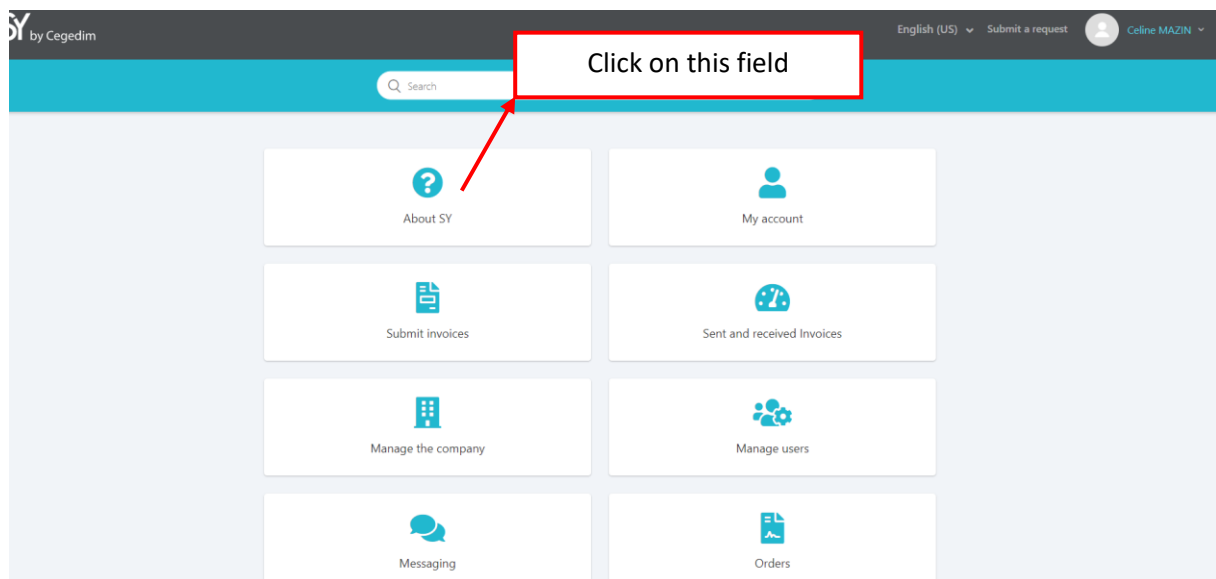
2-If you have sent your invoice by email



You must follow the procedure « validate my invoice »

Once validation has been done, your invoice will be checked by Cegedim before being integrated into the RTE system. You will be able to follow its status in your SY account.

Video steps to upload your invoice on the SY portal



Guest Supplier Tutorials



Franck

1 year ago · Updated

Watch our videos !

[Registering on the SY portal](#)

[Uploading and processing an invoice on SY](#)

[Tracking invoices on the SY portal](#)

[Generate an invoice from an order \(POFlip\)](#)

Good use of the SY portal

For any anomaly on your SY account, please open a ticket with Cegedim support at the link below :

<https://support-sy.sybycegedim.com/>