

IKEA/INGKA

Invoice requirements

Country France

**Information and requirements to support a
smooth invoicing process**





Content

- 1 IKEA companies in scope**
- 2 Invoice Requirements**
- 3 Invoicing methods**
- 4 PEPPOL invoicing instructions**
- 5 Pdf invoicing instructions & addresses**
- 6 How to get support & FAQ**

Company Addresses in scope*

Company code	Company	Siren	Siret (Siège)	Address
1301	KEA Holding France SAS	305302812	30530281200170	425 Rue Henri Barbusse, 78370 Plaisir
1310	Meubles IKEA France SAS	351745724	35174572400200	425 Rue Henri Barbusse, 78370 Plaisir
1320	Distribution Services IKEA France SAS	351705298	35170529800062	425 Rue Henri Barbusse, 78370 Plaisir
1326	Actionvest SAS - SUPPORT UNIT	419911672	41991167200022	425 Rue Henri Barbusse, 78370 Plaisir
1327	SAS Finvest	443633979	44363397900028	425 Rue Henri Barbusse, 78370 Plaisir
1330	IKEA Developpement SAS	304200371	30420037100041	425 Rue Henri Barbusse, 78370 Plaisir
1335	SCI Franconville Saint Marcs	395342330	39534233000036	425 Rue Henri Barbusse, 78370 Plaisir
1352	SCI Velizy Petit Clamart	443683057	44368305700022	425 Rue Henri Barbusse, 78370 Plaisir
1354	Ferme Eolienne De Hauteville 1 SAS	483135190	48313519000039	425 Rue Henri Barbusse, 78370 Plaisir
1355	Ferme Eolienne De Hauteville 2 SAS	444882872	44488287200047	425 Rue Henri Barbusse, 78370 Plaisir
1356	Le Champ Eolien Des Rochers	483135299	48313529900038	425 Rue Henri Barbusse, 78370 Plaisir
1357	Ferme Eolienne De Corpe SAS	503262602	50326260200033	425 Rue Henri Barbusse, 78370 Plaisir
1358	Parc Eolien Nordex VIII SAS	501287130	50128713000048	425 Rue Henri Barbusse, 78370 Plaisir
1359	Parc Eolien Nordex XI SAS	501738983	50173898300045	425 Rue Henri Barbusse, 78370 Plaisir
1360	Parc Eolien Des Pelures Blanches SAS	495364036	49536403600055	425 Rue Henri Barbusse, 78370 Plaisir
1361	Parc Solaire De Langeron SAS	824675276	82467527600045	425 Rue Henri Barbusse, 78370 Plaisir
4591	SCI Du Lot A-1 Paris Nord II	332890482	33289048200042	425 Rue Henri Barbusse, 78370 Plaisir
4593	SCI Legrand But	344008198	34400819800048	425 Rue Henri Barbusse, 78370 Plaisir
4850	IKEA Trading Services France EURL	382332864	38233286400034	425 Rue Henri Barbusse, 78370 Plaisir
5354	SCI Rivoli	888537271	88853727100015	425 Rue Henri Barbusse, 78370 Plaisir

* Ingka Centres excluded

Company Addresses in scope – merged into 1330, IKEA Development SAS

Company code	Company	Siren	Siret (Siège)	Address
1331	SCI DU LAC	-	-	Merged into 1330
1332	SCI LE MORELLON			Merged into 1330
1334	SCI PLAISIR			Merged into 1330
1336	SCI VILLIERS ARMOIRIES			Merged into 1330
1337	SCI ROQUES			Merged into 1330
1338	SCI STRASBOURG CRONENBOURG			Merged into 1330
1339	SCI LORRAINE LA MAXE			Merged into 1330
1340	SCI SAINT HERBLAIN ATLANTIS			Merged into 1330
1343	SCI MOSELLE LA MAXE			Merged into 1330
1344	SCI TOULON LA VALETTE			Merged into 1330
1345	SCI MARSEILLE LA RAVELLE			Merged into 1330
1351	SCI VAL BREON			Merged into 1330
1353	SCI SAINTE SOPHIE			Merged into 1330

Invoice requirements

As supplier you are responsible for making sure your invoice contains all necessary information, as per below, and complies to all local legal requirements

Supplier information	IKEA/INGKA information	Purchase Order information (PO)	Additional information
• Company name • Street address • Zip-code • City • Contact email address • EU VAT number • In case of EU bank accounts: IBAN number, SWIFT, Bank name • In case of NON-EU bank accounts: account number, SWIFT, routing number (ABA/ACH/Wire/Bank code/CNAPS/IFSC Code), bank • Currency • Payment terms	• IKEA full entity name • Store name/number (if applicable) • Store/IKEA entity address • IKEA VAT number • Contact name at IKEA	• Correct PO number • If you have multiple entities with different account/VAT numbers, please ensure that the invoice is issued with the details provided in the received order • Ensure the product quantity and price match the received order. • Use the same product description as in the received order. • Follow the same sequence of products on the issued invoice as in the received order.	• Ensure the document includes an invoice number, using terms like “Rechnung” or “Invoice”. • For credit notes, ensure that the original invoice reference number is included. • If you are invoicing for a service, please make sure you state where the service was carried out • Billing proposal number for CFF* If you are delivering direct services to CFF, you must include the billing proposal number on the invoice. • If you are issuing an invoice for a co-worker travel or expense cost, please send your invoice through the relevant e-invoicing address – see page 7

Invoicing methods in France

IKEA promotes a more efficient and environmentally friendly handling of supplier invoices and recommends suppliers to send electronic invoices (e-invoices).

For domestic transactions

- ✓ Electronic invoicing via PEPPOL – mandate starting September 2026
- ✓ **Please note:** PO flip for domestic transactions via SAP Business Network is no longer allowed

For non- domestic transactions, if PEPPOL is not possible

- PO flip electronic invoicing via SAP Business Network
SAP Business Network integration
- PDF Attachment to Email – See slides 8 and 9



Addresses for sending PEPPOL Invoices

Company code	Company	Siren E-invoice address	For Pre-paid travel and expense invoices
1301	KEA HOLDING FRANCE SAS	305302812	
1310	MEUBLES IKEA FRANCE SAS	351745724	351745724_NDF
1320	DISTRIBUTION SERVICES IKEA FRANCE SAS	351705298	351705298_NDF
1326	ACTIONVEST SAS - SUPPORT UNIT	419911672	
1327	SAS FINVEST	443633979	
1330	IKEA DEVELOPPEMENT SAS	304200371	
1335	SCI FRANCONVILLE SAINT MARCS	395342330	
1352	SCI VELIZY PETIT CLAMART	443683057	
1354	SCI RIVOLI	888537271	
1355	FERME EOLIENNE DE HAUTEVILLE 2 SAS	444882872	
1356	LE CHAMP EOLIEN DES ROCHERS	483135299	
1357	FERME EOLIENNE DE CORPE SAS	503262602	
1358	PARC EOLIEN NORDEX VIII SAS	501287130	
1359	PARC EOLIEN NORDEX XI SAS	501738983	
1360	PARC EOLIEN DES PELURES BLANCHES SAS	495364036	
1361	PARC SOLAIRE DE LANGERON SAS	824675276	
4591	SCI DU LOT A-1 PARIS NORD II	332890482	
4593	SCI LEGRAND BUT	344008198	
4850	IKEA TRADING SERVICES FRANCE EURL	382332864	
5354	SCI RIVOLI	888537271	

Information for sending invoices as PDF attachments

If electronic invoicing isn't possible, pdf invoices are allowed but please ensure the below requirements are met, else there is a risk of having the invoice rejected.

- **There is one email address per legal/buyer entity** (Please refer to next page).
- The email address must be entered in the recipient "TO" field in the email message. Multiple email addresses are not supported in "TO"-field.
- Only PDF attachments are accepted.
 - Supported and required PDF formats: 1.2, 1.3, 1.4, 1.5, 1.6, 1.7 and PDF/A-1, PDF/A-2, PDF/A-3
 - If an email also contains other non-valid attachments (i.e. .docx) only the PDF attachment will be processed, and rest of the attachments will be ignored without any acknowledge to Sender or Customer.
 - One attachment is one invoice. If one attachment includes several invoices, they are handled as one
- One attachment must contain both invoice and its attachments. If one invoice and its appendixes are in separate files, they are not handled as one invoice. The separate appendix is rejected.
- One email can include up to 10 attachments.
- Maximum size for one attachment or one email in total is 10 MB.
- Maximum layout size for an attachment is A4 (no minimum size limitation).
- Maximum page limit for one attachment (one invoice) is 500 pages.
- PDF files cannot be encrypted or password protected.
- Fonts need to be included in the PDF if it contains text layouts.
- The email shall follow standard protocols Java based encoding, MIME 1.0/1.1 with RFC 5322, 2231 and 2045.

Email addresses for invoices sent as pdf attachments

These addresses are only to be used for sending invoices and credit notes. Any other documents may risk getting rejected.

Company code	Company	PDF Mail Address
1301	KEA Holding France SAS	ikea000002-fr-1301-idf1@pdfinbound.com
1310	Meubles IKEA France SAS	ikea000002-fr-1310-idf1@pdfinbound.com
1320	Distribution Services IKEA France SAS	ikea000002-fr-1320-idf1@pdfinbound.com
1326	Actionvest SAS – Support Unit	ikea000002-fr-1326-idf1@pdfinbound.com
1327	SAS Finvest	ikea000002-fr-1327-idf1@pdfinbound.com
1330	IKEA Developpement SAS	ikea000002-fr-1330-idf1@pdfinbound.com
1335	SCI Franconville Saint Marcs	ikea000002-fr-1335-idf1@pdfinbound.com
1352	SCI Velizy Petit Clamart	ikea000002-fr-1352-idf1@pdfinbound.com
1354	Ferme Eolienne De Hauteville 1 SAS	ikea000002-fr-1354-idf1@pdfinbound.com
1355	Ferme Eolienne De Hauteville 2 SAS	ikea000002-fr-1355-idf1@pdfinbound.com
1356	Le Champ Eolien Des Rochers	ikea000002-fr-1356-idf1@pdfinbound.com
1357	Ferme Eolienne De Corpe SAS	ikea000002-fr-1357-idf1@pdfinbound.com
1358	Parc Eolien Nordex VIII SAS	ikea000002-fr-1358-idf1@pdfinbound.com
1359	Parc Eolien Nordex XI SAS	ikea000002-fr-1359-idf1@pdfinbound.com
1360	Parc Eolien Des Pelures Blanches SAS	ikea000002-fr-1360-idf1@pdfinbound.com
1361	Parc Solaire De Langeron SAS	ikea000002-fr-1361-idf1@pdfinbound.com
4591	SCI Du Lot A-1 Paris Nord II	ikea000002-fr-4591-idf1@pdfinbound.com
4593	SCI Legrand But	ikea000002-fr-4593-idf1@pdfinbound.com
4850	IKEA Trading Services France EURL	ikea000002-fr-4850-idf1@pdfinbound.com
5354	SCI Rivoli	ikea000002-fr-5354-idf1@pdfinbound.com

Email addresses for invoices sent as pdf attachments

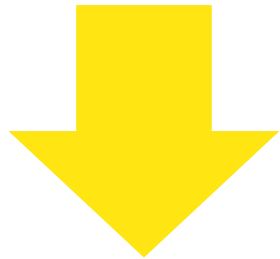
These addresses are only to be used for sending invoices and credit notes. Any other documents may risk getting rejected.

Company code	Company	E-mail Address
1331	SCI Du Lac	ikea000002-fr-1331-idf1@pdfinbound.com
1332	SCI Le Morellon	ikea000002-fr-1332-idf1@pdfinbound.com
1334	SCI Plaisir	ikea000002-fr-1334-idf1@pdfinbound.com
1336	SCI Villiers Armoires	ikea000002-fr-1336-idf1@pdfinbound.com
1337	SCI Roques	ikea000002-fr-1337-idf1@pdfinbound.com
1338	SCI Strasbourg Cronenbourg	ikea000002-fr-1338-idf1@pdfinbound.com
1339	SCI Lorraine La Maxe	ikea000002-fr-1339-idf1@pdfinbound.com
1340	SCI Saint Herblain Atlantis	ikea000002-fr-1340-idf1@pdfinbound.com
1343	SCI Moselle La Maxe	ikea000002-fr-1343-idf1@pdfinbound.com
1344	SCI Toulon La Valette	ikea000002-fr-1344-idf1@pdfinbound.com
1345	SCI Marseille La Ravelle	ikea000002-fr-1345-idf1@pdfinbound.com
1351	SCI Val Breon	ikea000002-fr-1351-idf1@pdfinbound.com
1353	SCI Sainte Sophie	ikea000002-fr-1353-idf1@pdfinbound.com

How to get Support

Finance Support

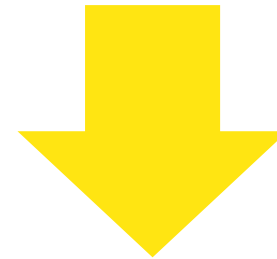
- Invoice Status
- Invoice Dispute
- Remittance Advice
- Payment reminders



Accounts.payable.fr@ingka.ikea.com

Procurement Support

- Questions related to SAP Business Network Purchase Orders
- Change of your company address
- Change of your PO receiving e-mail address



Procurement.operations.fr@ingka.ikea.com

FAQ

Q: We are interested in e-invoicing, how can we get support to set it up?

A: Procurement.operations.fr@ingka.ikea.com

Q: Why do we sometimes receive emails from cbd.ssc.poz@ingka.ikea.com and is there any action needed?

A: It is the supplier data confirmation team, asking you to confirm VAT/bank details.

Q: Why can I only send my invoice through either PDF or electronically – If I use several methods I will be sure you have received it.

A: Duplicate invoices requires a lot of manual administration which is very time consuming.

Q: How do I know if you (IKEA) have received my invoice?

A: If you are unsure, contact accounts payable before sending a new invoice

Q: Why does IKEA prefer digital invoices and not hand-written?

A: The data from your invoices is extracted automatically and handwritten invoices require a lot of manual administration

Q: Why is it preferable to have the invoice in black text on white background?

A: It enables automatic invoice processing

Q: Why can't I send PO confirmation via the pdf invoice address?

A: We can only handle invoices and credit notes via that address

