



# HOW TO MANAGE MY PHOTOVOLTAIC INVOICE ?

This manual reminds you the steps to  
achieve to be invoiced

*A well written invoice for a well paid invoice !*

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The conformity of your invoice is the surety of your payment

# When should i establish my invoice ?



You can only send your first invoice after your purchase agreement has been signed by EDF

## **WARNING**

Transcripts communicated by the electrical grid supervisor may be realized on a different cycle than your invoicing period. In this case do not transcribe indexes as they appear, on your invoice.

- ▶ The invoicing frequency is defined on the specific conditions section of your purchase agreement
- ▶ Invoicing either takes place on the commissioning anniversary date or on the termination half-yearly period date of your contract \*
- ▶ The production invoiced matches the injected energy on the electrical grid during the past invoicing period

\*\* For owners of a S01 contract, the invoicing is made yearly and takes place every end of October.

# Before establishing my invoice

## Indexes to note

On the invoicing date, **you have to write down the indexes (values) appearing on the meters** of your installation named :

P (Production) ;

A (Auxiliary) by convention.

*Note: Indexes A are very low compared to indexes P*



**Production meter** (or injection) shows the energy accumulation produced by your system since the installation of the meter.



**Non-consumption meter** (or withdrawal, or consumption of auxiliaries) shows the energy accumulation consumed by your inverter mostly when your photovoltaic installation doesn't produce electricity.

Meters transcript made by yourself is necessary and complementary to transcripts realized by ERDF that are usually not realized on the contract anniversary date.



### WARNING!

Do not transcribe your inverter index. If a technical problem occurs on your meter, please contact ERDF who will provide, if necessary, an estimation of your indexes.

These index statements are necessary to establish your invoice. You also have to keep them for the next invoice.

# Before establishing my invoice



A mistake in the indexes continuation systematically leads to a return of your invoice.

If an event on your installation led to an action on your meter, see « specific cases ».

\*Coefficient L is calculated in accordance with the article VII-5 on the terms and conditions section of your contract based on the indicators calculated by INSEE and published on its website. It is formulated with 5 digits after the decimal point.

## Take your contract number

It is written on the first page of the specific cases of your purchase agreement. It starts with a « B » and includes 7 digits.

## Take your past indexes

If it is your 1st invoice, these are the indexes stated during meters installation (« 0 » most of the time).

If they are your next invoices, past indexes are necessarily those from the end of the last invoicing period in order to ensure indexes continuation

## Take your purchase rate

If it is your first invoice, prices are defined on the specific cases section of your purchase agreement.

For all of the other invoices the fee is calculated on the contract anniversary date by multiplying the fee indicated on the particular cases section of your contract by the coefficient L and is applicable for a production year.

Find your purchase fee by logging in your personal space on [www.edf-oa.fr](http://www.edf-oa.fr)

These calculations are automatically realized, in order to avoid mistakes.

# Specific Cases

If an event on your installation led to an action on your meter or modifications have been brought to your contract, specific manuals are available (in French):

- *Vente d'un bien équipé de panneaux photovoltaïques (Selling a property owning photovoltaic panels);*
- *Destruction ou dépose de mon installation (Destroying or removing my installation);*
- *Panne de mon compteur : changement, réinitialisation, perte de production (Meter breakdown: modification, reset, production loss);*
- *Augmentation de la puissance de mon installation (Power increase of my setup);*

For any other situation or for information supplement, please contact

**0 891 700 130** Service 0,25 € / min  
+ prix appel

Or on  
[www.edf-oa.fr](http://www.edf-oa.fr)  
Section « nous contacter »



**Any questions ?**

See our FAQ  
section on

[www.edf-oa.fr](http://www.edf-oa.fr)

# Establishing my invoice

Facture N°		1	Etablie le		2
Contrat d'achat photovoltaïque			n°	3	
Période annuelle de facturation			du	4	au
<b>Coordonnées Producteur</b>					
Détail adresse					
Code postal Commune	5				
Tél					
mail					
N° TVA Intracommunautaire	FR	---	---	---	6
RCS (ou RM) / NAF	/				
Forme juridique et capital	7				
Adresse du site de production (si nécessaire)					
Détail adresse					
Code postal Commune	8				
<b>Coordonnées Acheteur EDF</b>	EDF Agence Obligation d'achat Solaire				
Détail adresse	TSA 10295				
Code postal Commune	94962 CRETEIL CEDEX				
Tél	0891 700 130 (0,225 €/minute + coût opérateur depuis un mobile)				
mail	<a href="mailto:OA-SOLAIRE@edf.fr">OA-SOLAIRE@edf.fr</a>				
site internet	<a href="http://www.edf-oasolaire.fr">www.edf-oasolaire.fr</a>				
TVA intracommunautaire EDF :	FR03552081317				

# Establishing my invoice

1. Every invoice needs an identification code defined by the producer
2. Establishing date of the invoice\*
3. Contract number written on the specific cases (starting with a B)\*
4. Start and end of invoicing period dates\*
5. The contract holder's details have to be strictly identical to those appearing on your purchase agreement\*
- 5 bis. If your contract owns a SIRET number, the informations have to be strictly identical to those published on your company registration paper or SIREN register\*
6. If you are subjected to VAT, the intra-Community VAT number needs to be mentioned\*
7. Complementary information
8. Production site address

***(\*) Required fields***



# Establishing my invoice



Compteur de production, .....<sup>9</sup> n° :

Date nouveau relevé du : **10**

Date ancien relevé du :

Valeur du nouvel index (P1) : **11**

Valeur de l'ancien index (P2) : **12**

Production (P1-P2) : **13**

Compteur de contrôle de non-consommation (vente en totalité), .....<sup>9</sup> n° :

Date nouveau relevé du : **10**

Date ancien relevé du :

Valeur du nouvel index (A1) : **14**

Valeur de l'ancien index (A2) : **15**

Consommation Auxiliaires (A1-A2) : **16**

Production de kWh livrés (net des auxiliaires). Pnet = (P1-P2)-(A1-A2) :

**17**

Plafond annuel de l'énergie livrée, donné à l'article 5 du contrat :

**18**

# Establishing my invoice

9. Meters' numbers are specified on your connection contract
10. « Date nouveau relevé »: end of the invoicing period date. « Date ancien relevé »: start of the invoicing period date
11. P1: production index at the end of the invoicing period date\*
12. P2: production index at the start of the invoicing date (which corresponds to the new index of the former invoice; if it is your first invoice, it is the index indicated on the meter installation day)\*
13. Difference between former and new production index (P1-P2)
14. A1: Non-consumption index transcribed at the end of the invoicing period\*
15. A2: Non-consumption index transcribed at the start of the invoicing period (which corresponds to the new index of the former invoice; if it is your first invoice, it is the index indicated on the meter installation day)\*
16. Difference between former and new non-consumption index
17. Delivered production: difference between production and non-consumption (Result obtained on case « 13 » - result obtained on case « 16 »)\*
18. The annual energy limit is defined on the specific cases of your contract.

# Establishing my invoice

Montant de la facture				
<b>Production livrée en kWh, jusqu'au plafond (Q1)</b>	<b>19</b>	au tarif (T1) de	<b>20</b> c/kWh	Soit un montant <b>en J</b> de $(Q1 \times T1) \div 100$ : <b>21</b>
<b>Production livrée en kWh, au-delà du plafond (Q2)</b>		au tarif (T2) de		Soit un montant <b>en J</b> de $(Q2 \times T2) \div 100$ :
<i>Option TVA sur les débits (payer si ce n'est pas le cas)</i>				
		<b>Autoliquidation</b>	<b>23</b>	<b>Montant en €</b> <b>22</b>
<p>Conditions de règlement:</p> <p>Cette facture est payable au plus tard 30 jours à compter de la date de réception.</p> <p>À défaut de paiement intégral dans le délai contractuel, hors le montant contesté, le client devra verser majoré de plein droit, et sans qu'il ait besoin d'une mise en demeure, de pénalités calculées sur la base du taux d'intérêt légal multiplié par trois, ce taux étant celui du dernier jour du mois précédant l'émission de la facture. Tout professionnel en situation de retard de paiement est de plein droit débiteur à notre égard d'une indemnité forfaitaire pour frais de recouvrement de 40 euros.</p>			<b>Signature :</b>	<b>24</b>

# Establishing my invoice

19. If the delivered production is below the annual limit, please write the index down on the first line.  
— If the delivered production is over the annual limit, please write the annual limit down on the first line and the delivered energy over the limit on the second line (difference between delivered production and annual limit)  
*19 bis.* In case of a half-yearly invoice period, please take into account the delivered production on the production year since the anniversary date, in order to calculate a possible annual limit surplus
20. Contract rate until and over the limit (be careful, these tariffs are indexed by coefficient L from the second invoice year). It is always expressed in eurocents per kWh, rounded to 3 digits after the decimal point.
21. The delivered production multiplied by the corresponding purchase price. Be careful the invoiced amount is expressed in euro with 2 digits after the decimal point.
22. The amount requested to EDF: corresponding to the sum of previous amounts written on case "21".\*  
*22 bis.* If the invoice has to be settled by a general treasury, you must join an enforcement order (« titre exécutoire » in French) corresponding to the amount of the invoice \*
23. If subjected to VAT: please write « autoliquidation »\*  
— If not subjected to VAT: please write « exonéré »
24. Sign your invoice

# Sending my invoice

- ▶ The invoice has to be sent by postal system at

**EDF AOA Solaire**  
**TSA 10295**  
**94962 CRETEIL CEDEX**

- ▶ You have to keep a copy of your invoice
- ▶ If you have any problems concerning invoicing, please call

**0 891 700 130** Service 0,25 € / min  
+ prix appel

*(Please keep in mind all of our advisors speak French)*



As far as possible,  
please avoid joining  
another type of  
correspondence or  
documents when  
you are sending  
your invoice (mail,  
contract,  
endorsement, ...)



As part of public service tasks, as provided for in Article L.314-1 of the energy code, EDF is required to buy electricity produced by particular installations which the government wants to support the development, following conditions defined by public authorities.