FORMAL AGREEMENT (ACCORD FORMEL)

Designation of mySupply as receiving platform (plateforme agréée) and request to register electronic invoicing addresses in the PPF directory

Template v0.4 — based on the FNFE model (AIFE, Processus de désignation et de changement de plateforme agréée, V1.2, annexe 16.1)

Purpose of this agreement

By signing this agreement, the company named in section 1 designates mySupply as its plateforme agréée (PA) for receiving electronic invoices under the French e-invoicing reform, and instructs mySupply to register the electronic invoicing addresses listed in section 4 in the national directory (annuaire de la facturation électronique) operated by the Portail Public de Facturation (PPF).

Under French law, every company subject to the e-invoicing reform must choose a plateforme agréée to receive its electronic invoices, by signing a formal agreement with that platform, either itself or through an authorised representative (CGI art. 289 bis; CGI annexe II art. 242 nonies E bis). This document is that formal agreement; where one entity signs for several companies, Schedule A is used as well. It applies in both situations:

- **New connection** — the company has not yet designated a receiving platform. Leave section 5 blank.
- **Migration from another platform** — the company currently uses another plateforme agréée for some or all of the addresses in section 4. Complete section 5; mySupply will notify the previous platform and manage the switch in the directory and in the Peppol network on the effective date (or on a later date resulting from the previous platform's response or a dispute).

This agreement only governs the registration in the directory. It does not affect the validity, performance or termination of any contract the company may have with a previous platform.

1. Company giving the mandate

The company (assujetti) giving a mandate to the platform designated in section 2 to register one or more electronic invoicing addresses in the PPF directory.

Legal name (dénomination sociale)	
SIREN number (9 digits)	
Registered postal address	
Signing on behalf of the company	☐ Legal representative ☐ Person holding a delegation ☐ Authorised third party (lawyer, notary, chartered accountant) or group mandatary (complete the two lines below)
Signing entity, if not the company itself (third party or group mandatary) — legal name	
Signing entity — SIREN number (9 digits)	
Contact person for this agreement (name, e-mail, phone)	

2. Designated plateforme agréée

The platform designated by the company in section 1 to register its electronic invoicing addresses in the PPF directory.

Legal name	mySupply ApS
SIREN number	Not applicable — mySupply ApS is a Danish company and is not registered in France; its PA registration number below is used instead.
PA registration number (numéro de matricule)	0121

3. Effective date and mandate number

Field	Value	Note
Date from which the company wishes this mandate to take effect	Format: YYYYMMDD	Must be a future date. mySupply requires at least 5 working days after signature for a new connection and at least 10 working days for a migration (up to 2 working days to register the agreement, 5 working days for the previous platform to respond and 3 days for the PPF to apply the directory update); we recommend allowing 4 weeks. The effective date may change if the previous platform proposes another date or disputes the request.
Mandate number (assigned by mySupply)	Leave empty. mySupply assigns this number after it receives the signed agreement.	One number per SIREN; a later agreement for the same company gets a new number. Quote it in any correspondence about this designation.

The company designates mySupply as its receiving platform for the addresses listed in section 4 and authorises mySupply to create, take over, update or close the corresponding directory lines, and the associated Peppol registrations, on its behalf.

4. Electronic invoicing addresses entrusted to mySupply

Tick each level of address the company entrusts to mySupply and list the addresses. "XXX" means all existing and future addresses of this form. For a migration, mySupply will look up in the directory the existing addresses covered by "XXX" and ask the company to confirm them before notifying the previous platform.

Level	Address format	Addresses entrusted	Entrusted
Main address (company)	SIREN		☐
Functional addresses	SIREN_SUFFIX (e.g. 123456782_PURCHASING)	… or ☐ all (SIREN_XXX)	☐
Establishment addresses	SIREN_SIRET	… or ☐ all (SIREN_XXX)	☐
Additional addresses per establishment	SIREN_SIRET_ROUTINGCODE	… or ☐ all (SIREN_SIRET_XXX)	☐

If the default SIREN-level line created by the PPF is not kept, the company asks mySupply to close it once the other lines are created: ☐ yes ☐ no

5. Previous platform — migration only

Complete this section if another plateforme agréée currently holds some or all of the addresses listed in section 4. Leave it blank for a new connection.

Legal name of the previous platform	
SIREN number of the previous platform	(if it has one)
PA registration number (matricule) of the previous platform	(if known — mySupply will verify it in the directory)
Addresses in section 4 concerned by the migration	☐ all — or the following:

The company authorises mySupply to notify the previous platform of this change request (CGI annexe II art. 242 nonies E ter) and to share with it the information in this agreement for that purpose. The previous platform must acknowledge the request within 24 hours and respond within 5 working days; if it does not respond, it is deemed to have agreed. It may agree, agree with a different effective date, or reject or contest the request, giving a standard reason (unknown address or SIREN, cancellation by the company, duplicate request) or another stated reason. In case of disagreement, both platforms will first ask the company to confirm its position; if the disagreement persists, it is referred to the French tax administration (SIM), which rules within 10 working days. In these cases the effective date may be postponed. The company remains responsible for terminating its contract with the previous platform according to that contract's terms.

6. Declarations, retention and signature

- The company confirms that the information above is accurate and will inform mySupply of any change to its invoicing addresses.
- mySupply will register this agreement within 2 working days of signature, provided it receives the signed agreement promptly. It will use its best efforts so that the change takes effect in the directory on the requested date, or on any later date resulting from the previous platform's response or a dispute, and will confirm to the company once the directory has been updated.
- mySupply keeps this agreement for three years after it ceases to have effect and will provide it to the French tax administration on request (CGI annexe II art. 242 nonies E bis; CGI annexe IV art. 41 septies A bis).
- Where the signatory acts for several companies, it completes Schedule A and declares that it holds a mandate from each SIREN concerned; mySupply will issue one mandate number per SIREN. This agreement may be signed by hand or electronically.

Signature of the legal representative of the company in section 1, of a person holding a delegation, or of the authorised third party or group mandatary named in section 1 (not needed if Schedule A is used — sign Schedule A instead)

First name	Last name	Position	Date	Signature

References. FNFE model reproduced in annexe 16.1 of the AIFE document Processus de désignation et de changement de plateforme agréée V1.2 (10 August 2026). CGI art. 289 bis (obligation to choose a plateforme agréée); CGI annexe II art. 242 nonies E bis (formal agreement and 3-year retention), art. 242 nonies E ter (switching procedure) and art. 242 nonies H (formal agreement required for directory updates); CGI annexe IV art. 41 septies A, I-8° (keeping and archiving of formal agreements) and art. 41 septies A bis (content, retention and numbering of the formal agreement).

Schedule A — Multi-company agreement

Use this schedule when one entity (the lead entity: a group company, a group mandatary or an authorised third party such as a lawyer, notary or chartered accountant) designates mySupply on behalf of several companies (SIREN). For the companies listed in table A3, this schedule replaces the data tables in sections 1, 3, 4 and 5 of the agreement. Sections 2 and 6 and the authorisations in sections 3, 4 and 5 apply to each company listed. This schedule is signed instead of the signature block in section 6 and must be returned together with the agreement. Based on the FNFE multi-company model (AIFE V1.2, annexe 16.1, figure 7).

A1. Lead entity signing on behalf of the companies

Legal name (dénomination sociale)	
SIREN number (9 digits)	
Registered postal address	
Capacity	☐ Group company holding a mandate from each company listed ☐ Group mandatary ☐ Authorised third party (lawyer, notary, chartered accountant)
Contact person for this agreement (name, e-mail, phone)	

A2. Effective date and default directory lines

Date from which the companies wish this mandate to take effect (same date for all lines)	Must be a future date. mySupply requires at least 5 working days after signature for a new connection and at least 10 for a migration; we recommend 4 weeks (see section 3).
Default SIREN-level line created by the PPF	For each company whose SIREN-level address is not listed in A3, the lead entity asks mySupply to close the default line once the other lines are created: ☐ yes ☐ no

A3. Companies and electronic invoicing addresses entrusted to mySupply

One line per address. Level: SIREN (main address), SUFFIX (SIREN_SUFFIX), SIRET (SIREN_SIRET) or CR (SIREN_SIRET_ROUTINGCODE). "XXX" may be used as in section 4; for a migration, mySupply will look up the existing addresses covered by "XXX" in the directory and ask for confirmation. Previous platform: give its name and PA registration number (matricule) if known, or its SIREN — mySupply will verify it in the directory; enter 9999 if there is no previous platform. mySupply assigns one mandate number per SIREN, shared by all lines of that SIREN. Continue on additional copies of this page if needed.

#	Company SIREN	Company legal name	Electronic invoicing address	Level	Previous platform — legal name	Previous platform — matricule (or SIREN); 9999 if none	Mandate number (assigned by mySupply)
e.g.	*123456782*	*SOC EXEMPLE SAS*	*123456782_PURCHASING*	*SUFFIX*	*OLD PA SAS*	*0999*	*Leave empty*
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Declaration of the lead entity. Where table A3 lists addresses belonging to companies (SIREN) other than the lead entity, the lead entity declares that it holds a mandate from each of these companies to designate mySupply as their plateforme agréée, to register these addresses in the PPF directory and, where relevant, to create them, and that it will provide these mandates to mySupply on request.

Signature of the legal representative of the lead entity in A1, or of a person holding a delegation

First name	Last name	Position	Date	Signature