

Large business:

How to pay your EDF bills

Your guide to paying EDF bills



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Payment guidance



To allocate payments you make timely and accurately, please tell us how the payment should be allocated.

General advice

- Please pay using the bank account details shown on slide 4
- On the same day, email your remittance advice to remittanceadvices@edfenergy.com
- Please place the total payment amount in the email subject line - without symbols or commas (e.g. 26000.00)
- Each payment needs a single remittance
- Don't combine multiple remittances under one lump-sum payment
- To help with your remittance creation, downloadable templates are available on slides 8 and 9

Identifying which EDF bank account you need to pay



Large business bank accounts

At the top of the invoice, we display key information about your account.

Invoices paid to our Large Business bank account will resemble the below example.

Account number / Invoice number:

111111111 / 00001111111

(This information is shown at the top right-hand side of each page.)

View the Large Business customer **Billing and Payments** section on our website at:

edfenergy.com/large-business/customers/billing-payments

Our large bank account details:

Account name: EDF Energy Customers Ltd

Sort code: 40-05-30

Account number: 44151844

Bank: HSBC Bank plc, 60 Queen Street, London, EC4N 4TR

IBAN Number: GB25MIDL40053044151844

SWIFT Code: MIDLGB22

Residential/Small business bank accounts

At the top of the invoice, we display key information about your account.

Your residential or SME account number and invoice number will look like either of these two examples:

Invoice reference: 000000000 (date)

Account number: A-BFF00EOC

Or

Account number: 671 000 000 000

Invoice number: E0000000000

(This information is shown at the top of the first page.)

View the Residential/Small business customer **Ways to pay** section on our website at:
edfenergy.com/help-support/ways-to-pay

Payment guidance (cont.)



Credit notes on Remittances

Credit notes should only be claimed on remittances after paying the original billed invoice in full.

- Claiming a credit note amount before paying the associated invoice will create debt, by showing an outstanding balance for the unsettled original charge
- Attempting to use credits before resolving linked invoices will negatively offset your account

Remittance examples and templates

The following slides walk you through the information we require on the remittance forms you email us, with your corresponding payment(s).

If you don't have your own remittance forms, please download our remittance template and fill this in. You'll find templates on slides 8 and 9.

- Please be aware that when we receive your payment, your remittance is then checked against it
- We STRONGLY advise making payment and emailing your remittance on the same day
- If the payment isn't allocated on the day, due to a missing remit, it'll be reviewed within five working days

Making different payments

When making any payment:

- Indicate the total payment amount and how it should be split across accounts and invoices
- List the relevant invoice number(s) and amount(s) to be paid on each

When making multiple invoices on one account:

- List each invoice number and associated payment amount

We're here to support you, if you have any questions or concerns, please [get in touch with us](#)

Understanding a consolidated parent invoice



- When remitting payment for an invoice on a consolidated or parent account, please list both the consolidated invoice number and the associated child invoice numbers
- If you only give the child invoice number, the payment will be allocated to that account, rather than to the intended parent account

Identifying a consolidated parent invoice

1. Consolidated account number
2. Invoice number of the consolidated invoice
3. Type of invoice
4. Invoice issue date – date the consolidated invoice was issued
5. EDF child account number
6. EDF child invoice/child credit note number
7. Type of child invoice – debit amount (invoice) credit amount (credit note)
8. Amount

Consolidated parent invoice structure

- A consolidated invoice summarises all charges in an overview – showing the total billed amount
- A consolidated invoice lists the itemised billing for each individual account included (the child accounts)
- When remitting payment on a consolidated invoice, you need to reference both the account number (1) and invoice number (2) found at the top of the invoice's first page
- If you don't include both the account and invoice number, it may prevent accurate allocation of payment

Example of the first page of a consolidated account invoice



Account enquiries? Call 0845 301 1781

Our business hours
Mon - Fri 09:00 - 17:00
edfenergy.com/largebusiness

Account number / Invoice number:
1 / 2

Invoice period: 12 Sep 23 - 05 Oct 23
Invoice issue date: 05 Oct 23 4

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Consolidated electricity invoice: 3

Example of the consolidated invoice detail page, of a consolidated account invoice

Consolidated invoice detail

> Consolidated account portfolio

There are child accounts linked to this consolidated account for

> Invoiced child account

Your site reference	Child acc no.	Child inv no.	Child invoicing period	CCL total	Total (excl. VAT)	Total (incl. VAT)
0024i	000016	000016	01 Apr 23 - 30 Apr 23	-£	-£	-£
0024i	000016	000016	01 Apr 23 - 30 Apr 23	£	£	£
0024i	000016	000016	01 May 23 - 31 May 23	-£	-£	-£
0024i	000016	000016	01 May 23 - 31 May 23	£	£	£
0024i	000016	000016	01 Jun 23 - 30 Jun 23	-£	-£	-£
0024i	000016	000016	01 Jun 23 - 30 Jun 23	£	£	£

Key for understanding the next slide



Your information

1. Business Name – your business/company name making the payment
2. Address – address of the head office or finance department of your business/company
3. Tel – telephone number of your finance department
4. Email – email address of your finance department
5. Payment Date – date payment will be/has been made
6. Bank Account No – the bank account payment was made to (EDF bank account)
7. Total Payment – total amount of payment. This field will auto sum when values are entered
8. Remittance No/Your Ref – where you place in your reference or remittance number

Allocation information

1. Invoice Issue Date – the date the consolidated invoice was issued
2. EDF Child Invoice/ Child Credit Note Number
3. EDF Child Account Number
4. Type of Child Invoice – whether it's an invoice (Debit amount) or credit note (Credit amount)
5. EDF Consolidated (Parent) Invoice Number – shown on the first page of the consolidated invoice
6. EDF Consolidated (Parent) Account Number – shown on the first page of the consolidated invoice
7. Amount – where you place in the amount of the child invoice/credit note

Consolidated parent account remittance example



Remittance advice example:

Remittance Advice Template																																																																													
EDF Energy remittanceadvices@edfenergy.com Freepost EDF CUSTOMER CORRESPONDENCE				<table><tr><td>Business Name -</td><td>1</td><td>EDF</td></tr><tr><td>Address -</td><td>2</td><td>Gadeon House</td></tr><tr><td>Tel-</td><td>3</td><td>01392 000000</td></tr><tr><td>Email-</td><td>4</td><td>Payments@EDF.com</td></tr></table>				Business Name -	1	EDF	Address -	2	Gadeon House	Tel-	3	01392 000000	Email-	4	Payments@EDF.com																																																										
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How to pay a standard account



Remittance advice example key - your information

Remittance advice example key - allocation information

Remittance advice example:

[illegible]