



# HOW TO PAY YOUR EDF INVOICES

EDF Business Solutions

CHANGE IS IN *OUR POWER*



# Your invoice

Your invoice includes the information you'll need to make a payment



## Top right of each invoice page displays key information

- Account Number
- Invoice Number
- Invoice Period
- Invoice Issue Date



Account enquiries? Get in Touch 0845  
366 3664  
Customer Services  
Our business hours  
Mon - Fri 09:00 - 17:00  
[edfenergy.com/largebusiness](https://www.edfenergy.com/largebusiness)

**Account number / Invoice number:**  
0      1 / 00002      6  
**Invoice period:** 18 Dec 24 - 17 Jan 25  
**Invoice issue date:** 17 Jan 25

## Page 1 of your invoice includes a QR Code and a Link

### Everything you need in one place

- Upgrade to a smart meter - only pay for what you use
- Set up a Direct Debit - it's the easiest way to pay
- Find other ways to pay
- Further support on billing, payments and energy advice

**Scan the QR code or visit**  
**[edfenergy.com/large-business/customer](https://www.edfenergy.com/large-business/customer)**



This QR code directs you to our website.  
Select **Billing and Payments** to view payment options.

# Payment options



- **Direct Debit** - It's the simplest and most convenient way to pay and you're also protected by the Direct Debit Guarantee.

Download the Direct Debit form at [edfenergy.com/large-business/customers/billing-payments](https://edfenergy.com/large-business/customers/billing-payments)

- **FPAY / BACS or CHAPS** - Arrange for your bank to transfer the payment to us - The Bank details are shown below.

❖ Please provide your account number as the payment reference - *found at the top right of your invoice*

<b>Account Name</b>	<b>EDF Energy Customers Ltd</b>
<b>Sort Code</b>	<b>40-05-30</b>
<b>Account Number</b>	<b>44151844</b>
<b>Bank</b>	<b>HSBC Bank plc, 60 Queen Street, London, EC4N 4TR</b>
<b>IBAN Number</b>	<b>GB25MIDL40053044151844</b>
<b>SWIFT Code</b>	<b>MIDLGB22</b>

- **Decided to pay by FPAY / BACS or CHAPS?** - Please see the rest of the pack as a remittance is required for Payment Allocation

# A Remittance is required to Allocate your Payment



You risk incurring late payment fees if your remittance is not received or if we're unable to allocate your payment.

We have a helpful remittance template to support both Standard or Consolidated accounts at [edfenergy.com/large-business/payments](https://edfenergy.com/large-business/payments)

## **Key Points**

1. Each payment requires a separate remittance - *We recommend you sending this on the day your payment is made*
2. Don't combine multiple payments into one remittance
3. Only claim Credit notes after paying the original invoice in full - *Doing this before may create an outstanding balance*
4. Include the total payment amount and how it should be split across accounts and invoices. *List each invoice number and payment amount*

## **Important Information**

- Send the remittance to [remittanceadvice@edfenergy.com](mailto:remittanceadvice@edfenergy.com) (In the email subject - Add the total payment amount - *Example - £26,000.00*)
- If a payment isn't allocated on the day due to a missing remittance, it'll be reviewed within 5 working days
- To further understand a Consolidated Parent invoice - continue to the next page

# Understanding a parent invoice



For consolidated accounts, include the consolidated invoice number and all related child invoices when remitting the payment.

If the child invoice number is only provided, the payment will be allocated to that account rather than the intended parent account.

## Consolidated Parent invoice

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

## Consolidated Parent invoice structure

- This invoice summarises all charges with the total billed amount
- It lists the charges for every individual (child) account
- When remitting payment for a consolidated invoice – please reference both the account number (1) and invoice number (2) located at the top right of the first page
- If the account and invoice number is missing, it may delay or prevent accurate allocation

*Example* – First page of a consolidated invoice

*Example* - Consolidated invoice details page

Your site reference	Child acc no.	Child inv no.	Child invoicing period	CCL total	Total (excl. VAT)	Total (incl. VAT)
0024€		000016	01 Apr 23 - 30 Apr 23	-£	-£	-£
0024€		000016	01 Apr 23 - 30 Apr 23	£	£	£
0024€	5	000016	01 May 23 - 31 May 23	-£	-£	-£
0024€		000016	01 May 23 - 31 May 23	£	£	£
0024€		000016	01 Jun 23 - 30 Jun 23	-£	-£	-£
0024€		000016	01 Jun 23 - 30 Jun 23	£	£	£