

## READ & PAY YOUR INVOICE GUIDE

Welcome to the step-by-step guide that will help you read and pay your eco-fee declaration invoice.

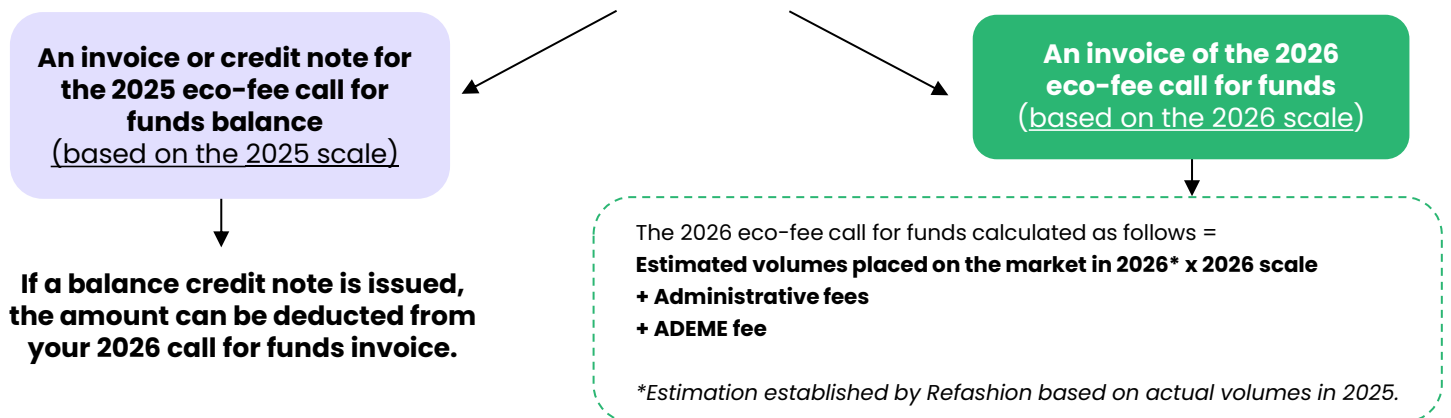
### BEFORE YOUR BEGIN:

**As a reminder, only the Declarant, who is Refashion's main correspondent, has access to the Extranet account.** If you need to access the extranet, please contact this person.

**Everything concerning invoicing is sent automatically to both the Declarant and the person indicated as "in charge of receiving invoices" (if different).**

### Step 1: understand your invoice

From January 14 to February 28, 2026, following the declaration of the items placed on the market in 2025, marketers who have made a call for funds payment in 2025 will receive 2 accounting documents:



### SPECIAL SITUATIONS

- You are a new marketer and start selling in France in 2026**

As a result, your items placed on the market in 2025 are automatically at "0" items.

Once your declaration has been validated, you will receive a "Management fees" invoice, with an eco-fee of €0, but administrative fees and the ADEME fee to pay.

Once the invoice has been paid, you will be in compliance and will be able to obtain your UIN number.

In January 2027, you will have to declare your volumes placed on the French market in 2026.

If you fail to do so, your UIN will be deactivated at the end of the declaration period in March 2026.

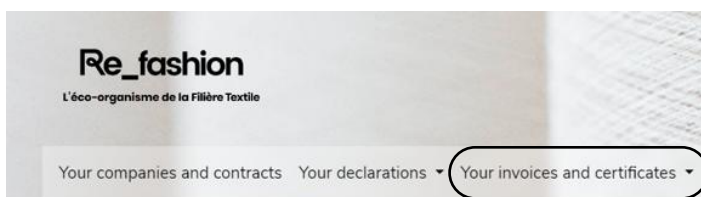
- If you regularize your situation in 2026, you will have to declare the current year and at least 2 previous years**

*Example: if you started selling in France in 2017 and join in January 2026, you must declare the volumes placed on the market in 2025, 2024 and 2023.*

➔ Please note that 2022 was a "blank year", a transition year during which the invoicing system evolved. You must declare your volumes placed on the market for that year, but your eco-fee invoice will be €0.

## Step 2: manage your invoice

**De :** Refashion Extranet Adhérent <[extranet-adherents@refashion.fr](mailto:extranet-adherents@refashion.fr)>  
**Objet :** Refashion - Facturation de votre déclaration / Refashion - Declaration Invoice



- 1 Your invoices will be sent to you by e-mail, to the address indicated on your Extranet account (to the Declarant and to the person "in charge of receiving invoices" if different).

**Please note that we do not send invoices by post / mail.**

Invoices can also be downloaded from your Extranet account, under the "Your invoices and certifications" tab.

**For third-party declarants (managers, facilitators/ intermediaries, accountants, chartered accountants, etc.), you must send the invoice to your customer.**

## Step 3: pay your invoice

- 2 Choose one for the options below. Payment is due on receipt of the invoice by e-mail.

- **Option 1: Payment by bank transfer** 

In the case of payment by bank transfer, **please be sure to indicate your company name and invoice number(s) in the title of your transfer**, otherwise it will not be identified by our services.

Example: COMPANY ABC - INVOICE 2024/06413/24

Example: COMPANY EFG - INVOICES 2024/09823/24 + 2024/56790/24

**Please note that for transfers made by third-party declarants** (representative, service provider, accountant, etc.) on behalf of several entities, you must complete the [Excel file](#) created for you (which details multiple payments) and send it to us by return e-mail ([comptaclients@refashion.fr](mailto:comptaclients@refashion.fr)) so that we can know what your transfer corresponds to.

**Please note that if you are paying by bank transfer in a foreign currency**, you must make the transfer in € (euros) and tell your bank that you are entirely responsible for bank charges. Otherwise, payment will not be complete, and your invoice will be considered "unpaid". **Refashion does not cover bank charges resulting from international payments.**

Banque	BNP PARIBAS
Adresse Banque	24 Avenue de la Grande Armée, 75017, Paris, France
IBAN	FR76 3000 4008 1900 0117 7842 861
BIC/SWFT	BNPAFRPPXXX

- **Option 2: Payment by credit card** 

Payment by credit card is made directly online from your Extranet account (faster processing and no additional bank charges). **It is possible for invoices to €15,000 (included).**

- **Option 3 : Payment by PayPal** 

Payment by PayPal is made directly online from your Extranet account (faster processing and no additional bank charges). **It is possible for invoices to €15,000 (included).**



**As reminded in your contract (articles 8 and 18.7) and in application of the French Commercial Code, any delay in the payment of your call funds or of the regularization of fees in relation to the Contract deadlines will be subject to late payment penalties.**

- 3 On receipt of your payment, you will receive your payment certificate by e-mail. It can also be downloaded from your Extranet account, under the "Your invoices and certifications" tab.

## Step 4: receipt of your Unique Identification Number (UIN)

- 4 Once you have paid your invoice – and therefore your eco-fee – you are in compliance with Refashion and your EPR obligation. You will then receive your UIN, certifying your compliance.

- For companies awaiting their Unique Identification Number (UIN):  
Requests are sent by Refashion to ADEME once a week (on receipt of payment of your eco-fee), and you will receive an email as soon as it is attributed to you. Your UIN will also be available directly on your company file in your Extranet account.

- For companies that already have an UIN:  
You convert the same UIN from one year to the next.

**In case of non-payment, your UIN will be deactivated by ADEME on the SYDEREP site, and you will be exposed to the financial penalties stipulated in article L. 541-9-5 of the Environment Code, as well as to legal action by the DGCCRF for failure to meet consumer information obligations, as well as with regard to environmental claims.**

## Etape 5 : credit notes and refunds (if applicable)



Please note that our new system for calculating fees provides for the regularization of your declarations for current year in the following year. **As such, we will not be able to reconsider your declaration once it has been invoiced.**

### SPECIAL SITUATION

- I made a mistake in my declaration. Can I cancel it and do it again?

*You will have the option to request a modification of your declaration only if it has not yet been invoiced.*

*Furthermore, if your declaration has been invoiced and you still wish to make changes, this will only be possible after a full review of your declaration conducted by a specialized firm as part of an audit.*

- Can you refund a previous declaration?

*Except in exceptional cases involving an audit by a specialized firm, your previous declarations cannot be modified and therefore cannot result in a refund.*

- I'm not liable after all, I shouldn't have declared. What happens?

*For declarations that have been paid following an error on your part, no refund can be made for previous years. This is because you knowingly signed a contract, entered and validated the declarations each year, and then paid the related invoices.*

*However, we acknowledge your request to terminate the contract due to non-liability, which will also result in the cancellation of the UIN number, which can no longer be used.*

### CONTACT

#### For more information, please visit:

- Our website: <https://pro.refashion.fr/en/marketer>
- Our [FAQ](#) / category Member-Brand name

#### For any questions, contact us:

- +33 1 89 16 94 06 from Monday to Friday, 9am to 5pm
- [Contact Form](#)

**Re\_fashion**