

Addendum to manual on e-invoicing to government & other Peppol receivers



Do you wish to send e-invoices to the government and other Peppol BIS v3 receivers? Add following 4 elements to the “Harmonized Order-to-Cash” (HO2C) e- invoicing standard.

The extensions merely consist of:

- routing e-invoices to and inside the e-invoicing platform of the government and
- the feedback mechanism that will notice your IT-service and/or accounts payable when the invoice is technically (e.g. routing not possible) rejected or business wise (e.g. by public administration) accepted or disapproved.

1. On the electronic envelope holding the invoice, the recipient should always be able to find the GLN of the e-invoicing platform of the administration: 5488888006515 when no specific GLN was assigned to the public entity (Mercurius) (both test- and prod. environment). By using this dummy GLN number, routing will finally happen based on VATnumber (or CBEnr in case of non-VAT liable) as mentioned in # 11 RFF after segment # 9 NAD+IV & NAD+BY (data element 1154).

UNB-segment > S003 > data element 0010 “recipient identification” = 5488888006515 or real GLN government entity

2. A purchase order number (PO-number) is not only at header level in the invoices, but also on credit notes mandatory to be specified. This is due to the fact that also credit notes need to be correctly routed through the e-invoicing platform of the government (Mercurius) to the different back office applications in the administrations of the different public entities.

changed business rule in dependency note segment # 7 RFF > data element 1153 “reference code qualifier”

DE 1153: In a credit note (BGM+381), always mention the invoice number (IV) and the order number (ON) it corresponds to.

3. The HO2C INVOIC e-invoice standard expects by default all parties to be identified by a GLN number. Public entities having a GLN as identification, must be identified by that GLN number. All other public entities and administrations not having a GLN assigned, should be identified by the dummy GLN 5488888006515 (see 1).

segment # 9 NAD+BY & NAD+IV & NAD+DP > data element 3039 “party identifier” = 5488888006515 or real GLN government entity

4. We also advise to mention the email addresses of IT-services and/or accounts payable departments of your company in the header information of the invoices and credit notes. If the e-invoicing platform is not technically able to treat a certain invoice or credit note, these email addresses will receive a notification. The same happens when a public entity accepts (or rejects) an invoice or credit note at business level.

SG 2 NAD-FII-SG3 SG5 CTA 12 CTA		Reference		99 1 1 C			
CTA	C506	3139	Contact function code	R	IC	= Information Contact	AN 1>3
CTA	C506	DEPARTMENT OR EMPLOYEE DETAILS		N			
CTA	C506	3413	Department or employee name code	N			AN 1>17
CTA	C506	3412	Department or employee name	N	<..>		AN 1>35

A segment to identify a person or department, and their function, to whom communications should be directed.

Segment notes:

Remark: **Department/person to contact for questions regarding transactions (IC)** is mandatory and only used for the **supplier party (SU)**

Example:

NAD+SU+5422222000005::9'

CTA+IC'

COM+myaddress@mydomain.com:EM'

SG 2 NAD-FII-SG3 SG5 COM 12 COM		Reference		99 5 5 C			
COM	C076		Communication contact	R			
COM	C076	3148	Communication address identifier	R	<..>		AN 1>512
COM	C076	3155	Communication address code qualifier	R	EM	Electronic mail	AN 1>3

A segment to identify a communication number of a department or a person to whom communication should be directed

Segment notes:

Remark: **The electronic mail (EM)** is mandatory and only used after a **CTA+IC** segment.

If you have more than one address, you can use the COM segment up to 5 times

Example:

NAD+SU+5422222000005::9'

CTA+IC'

COM+accounting@mydomain.com:EM'

COM+edi@mydomain.com:EM'

COM+g.lbbal@mydomain.com:EM'

GS1 Belgium Luxembourg
Ravensteingalerij 4b10
1000 Brussel

Tel: +02 / 229 18 80
E-mail: cross-sector@gs1belu.org



Questions?

Contact us via cross-sector@gs1belu.org

