

---

As a contractor using eInvoicing for the EP, here are some important details which might help you optimize your invoicing process and speed up the payment procedure:

Article II.4 and Article II.5 of the framework contract dictate the payment terms that are the basis for issuing invoices. Nevertheless, we would like to share with you some good practices which might be useful to you.

1. For those contractors currently using the **Supplier Portal**, we would kindly recommend you to switch to the **F&T Portal** (please find attached the updated guideline). Such a migration could help streamline processes and reduce the risk of missing essential information.
2. Regarding the '**Customer**' field in **F&T Portal**, once users select **EUROPEAN PARLIAMENT** from the dropdown list, the fields will be filled in automatically, as illustrated below. The information prefilled by the system cannot be changed.

The screenshot shows a form titled 'CUSTOMER' with several fields. The 'Select customer' dropdown is set to 'European Parliament'. Below it, the 'Customer' field is also 'European Parliament'. The 'Address' field is 'Plateau de Kirchberg', 'Postal code' is 'L 2929', 'City' is 'Luxembourg', and 'Country/Territory' is 'Luxembourg'.

CUSTOMER	
Select customer	European Parliament
Customer *	European Parliament
Address	Plateau de Kirchberg
Postal code	L 2929
City	Luxembourg
Country/Territory	Luxembourg

3. Each invoice must include, without fail, the **contract reference**, the **purchase order number**, and the **bank account** in order to avoid the rejection of the invoice.
4. Invoices should be issued only with **2 decimals** by rounding the amounts as follows:
  - If the digit of the third decimal is 4, 3, 2, or 1, all digits to the right of the second decimal will be dropped;
  - If the digit of the third decimal is 5, 6, 7, 8, or 9, one digit will be added to the second decimal and all digits to the right of the second decimal will be dropped.

For more information, please consult the guide on how to [Create a standalone invoice - ePrior wiki - Global Site](#)

5. Each invoice should contain maximum **13 purchase orders**.
6. Under '**Quantity**', please select 'page' instead of 'piece' from the dropdown list.
7. The field "**Actual delivery date**" should be left empty as it is not relevant for the delivery of external translations. Each PO, as included in the invoice, contains its own delivery date, which is enough for us.
8. Depending on the applicable legislation, invoices must state the legal basis of the **VAT exemption** that applies according to the place of taxation and nature of the service invoiced (local, intra-Community or extra-Community). The up-to-date standard phrase on grounds for VAT exemption is as follows: '**VAT Exemption / European Union / Article 151 of Council Directive 2006/112/EC**'.