Electronic Invoicing for the European Parliament

The European Parliament, identified by Global Location Number (GLN) 5488888007925, receives electronic invoices exclusively through two methods: PEPPOL or the EU Funding & Tender (F&T) Portal. Suppliers must choose one of these two options for submitting their invoices.

Available E-Invoicing Methods:

1. **Sending Electronic Invoices via PEPPOL**

   PEPPOL (Pan-European Public Procurement Online) is a standardized, secure, and automated network that facilitates electronic invoicing. It allows structured transmission of invoices in XML format, including cross-border transactions.

   - Endpoint ID of the European Parliament: 0088:54888880079252
   - How to Access PEPPOL: Suppliers must use a PEPPOL-certified access point to connect their billing software to the network.
   - Invoice Requirements: The invoices must include both the PEPPOL ID of the sender and the recipient to ensure correct routing.
   - Testing: To verify successful transmission, suppliers can send test invoices using the designated PEPPOL test environment (detailed in the complete instructions).

2. **Recording Invoices via the EU Funding & Tender (F&T) Portal**

   The F&T Portal, managed by the European Commission, provides an alternative method for submitting invoices by manually entering invoice details.

   - User Registration: To gain access, authorized personnel must first register in EU LOGIN at https://webgate.ec.europa.eu/cas.
   - Step-by-Step Instructions: Additional guidance is available in the EU Login tutorial: EU Login Tutorial.
   - EU Login Requirements: Each user must have an individual EU Login account.
   - Invoice Submission: Once registered, users can manually encode and submit invoices directly through the portal.

How to Start Submitting Electronic Invoices

1. Choose a Submission Method: Decide whether to use PEPPOL or manually enter invoices via the F&T Portal.
2. Request Access: Complete PDF "Annexe XI – Formulaire de facturation" to request the necessary authorization for the chosen method.
3. Register (if using F&T Portal): Set up an EU Login account for portal access.
4. Ensure Technical Readiness (if using PEPPOL): Verify that your billing software is PEPPOL-compliant and connected via a certified access point.
5. Perform a Test Transmission: Send a test invoice using the PEPPOL test environment to confirm successful delivery.

Both PEPPOL and the F&T Portal offer secure and compliant options for electronic invoicing. Suppliers should select the method that best suits their internal processes and technical capabilities.

Once vendors have selected their preferred method, we will provide complete instructions on how to proceed with their chosen option.