eInvoicing
with the European Commission
and EU Institutions
for DIGIT TM II

DIGIT A2
Business Change Enablement team

2024

Agenda

o *Introduction*

o *Ways of sending electronic invoices*

o *Guidelines for invoicing to EU*

o *Where to find the data to be included in an invoice?*

o *Invoicing with the Supplier Portal*

o *Invoicing through a Service Provider (via WS)*

o *Invoicing with PEPPOL web services*

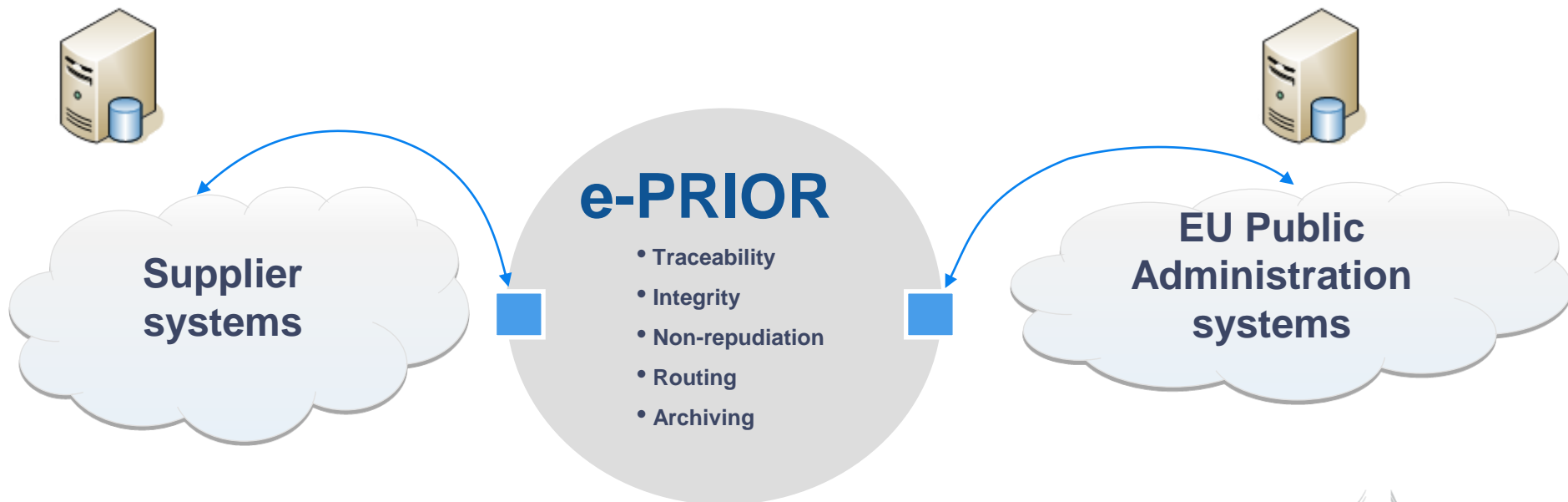o *EU specific data in the PEPPOL xml*

o *Q&A session*

European Commission

Introduction

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Scope of this info session

Preparation and submission of of electronic commercial invoices <u>based on electronic Receipts Advices</u> for DIGIT TM II

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ePrior gateway

ePRIOR allows the exchange of eprocurement documents between EU Contracting Authorities and their Suppliers/Contractors

Supplier systems

e-PRIOR

- Traceability
- Integrity
- Non-repudiation
- Routing
- Archiving

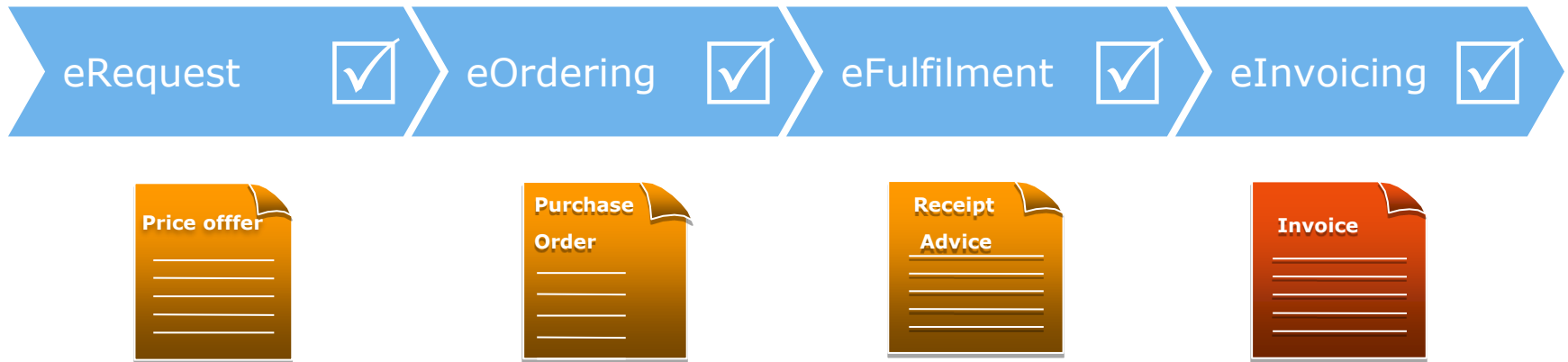**EU Public Administration systems**

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Standardised solution

ePRIOR is using standards: Electronic Business Documents as specified by the CEN's WS/BII

European Committee for Standardization
Comité Européen de Normalisation

eProcurement process

eRequest ☑ › eOrdering ☑ › eFulfilment ☑ › eInvoicing ☑

Price offfer

Purchase Order

Receipt Advice

Invoice

European Commission

Ways of sending invoices

3 connection types

3 connection types

*Via **EC Supplier Portal***

- o *The Supplier has access rights to eFulfilment Supplier Portal and to eInvoicing Supplier Portal*
- o *The Supplier prepares the invoice, selects the Receipt Advices from a list and submits the invoice*

3 connection types

Via *Service Provider*

- o *Supplier sends invoices details to the Service Provider in a chosen format*
- o *Service Provider has established a connection to ePrior/PEPPOL and prepares and sends the invoice*

Some service providers:

3 connection types

*Via **PEPPOL (Portal or Web Services)***

- o *The supplier or the service provider has a PEPPOL access point in the PEPPOL network (https://PEPPOL.eu/).*
- o *To start invoicing via the web service of PEPPOL, contact the EU Customer.*

PEPPOL: Pan-European Public Procurement Online

A modern and global eProcurement platform to invoice anyone else in a fast and reliable way

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Guidelines for invoicing to EU

Those data should be part of all invoices

o *independently of the way the invoice is sent (via the Supplier Portal, through a Service Provider or PEPPOL)*

o *when invoicing the European Commission, Executive Agencies and when applicable other European Institutions*

Guidelines for invoicing to EU

1. The Contracting Authority's Identifier

- *Also called **External Interoperability Identifier***
- *= GLN/NAL of the Customer*
- *Available on the "I'm a Supplier" page of the ePrior wiki.*
- *For example, for DIGIT (EC), the GLN is 5790001791483*

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Guidelines for invoicing to EU

2. The Supplier's Identifier(s)

The Contracting Authority must know yours!

- o LEF
- o VAT
- o ...

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Guidelines for invoicing to EU

3. Financial Department Code of the CA

- With the last invoice, the Contractor shall provide the Commission with a declaration on the list of pre-e
23.4 of the Framework Contract and with a final report including a description of the work carried out and
execution of the specific contract.

Bank Account: LU   ) held with BG

Subcontracting
Not applicable

Invoicing information
Department code: AGRI.R.3

Address:
EUROPEAN COMMISSION
Directorate General for Agriculture and Rural Development
Rue de la Loi, 130
1049 BRUSSELS

Performance guarantees
Not applicable

Persons Responsible for the Customer
Administrative matters:

- o Represents the financial service/department/unit of the Contracting Authority (CA) that will receive the email notification (and invoice).
- o Contracting Authorities (CA) may have several department codes (if decentralized organisation).
- o For example, DIGIT has 1 while DG AGRI has 4…

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Guidelines for invoicing to EU

4. The references of the Receipt Advices and lines

- o Usually, 3 Receipt Advices per quarterly invoice.
- o One invoice line for one Receipt Advice **line**!

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Guidelines for invoicing to EU

5. *Next to the* **currency, invoice number, issue date, IBAN***, other references are needed:*

   o   *The specific contract number & its version,*
   o   *the framework contract number & its version,*
   o   *the order number & its version,*

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Guidelines for invoicing to EU

6. VAT information

- o *VAT exemption clause: See article II.18 of the DIGIT TM II framework contracts.*

- o *The country is the one where your VAT number is registered. It may be different from the 'place of delivery' and/or from the 'place of execution' indicated in eRequest Supplier Portal.*

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Guidelines for invoicing to EU

*7. Note that for DIGIT TM II or any other contract **with electronic Receipt Advices, the following documents do NOT NEED to be attached:***

- o No need to upload the Receipt Advices (just their references are needed)

- o No need to upload the related timesheets

If you indicate correct references, hyperlinks will be provided by the system to the financial team.

- o No need to upload the pdf version of the invoice

Please note that you can still attach other documents if needed.

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Where to find the data to be included in an invoice?

o *In the Data Appendix of the purchase order*

o *In the Receipt Advices (downloadable in PDF & XML format)*

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Find the data to fill in the invoice

In the data appendix *(of the Purchase Order):*

> - With the last invoice, the Contractor shall provide the Commission with a declaration on the list of pre-existing rights as provided for in Article II. 23.4 of the Framework Contract and with a final report including a description of the work carried out and the results obtained during the execution of the specific contract.
>
> **Bank Account:** LU _____) held with BG _____
>
> **Subcontracting**
> Not applicable
>
> **Invoicing information**
> Department code: AGRI.R.3
>
> Address:
>   EUROPEAN COMMISSION
>   Directorate General for Agriculture and Rural Development
>   Rue de la Loi, 130
>   1049 BRUSSELS
>
> **Performance guarantees**
> Not applicable
>
> **Persons Responsible for the Customer**
> Administrative matters:

o The **Bank Account** *must be the one indicated in the data appendix*

o The **Department code** *is found in the 'Invoicing information' section*

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Find the data to fill in the invoice

In the data appendix *(of the Purchase Order):*

Data Appendix

Contract Type: Time & Means
Service delivery mode: Near-Site
Specific Contract Number: 005355
Framework Contract Number: SLG.AVT.DI0794900
Order Number: 2023-2092-0
The Parties

European Union

The European Union (hereinafter referred to as "the Union"), represented by the European Commission (hereinafter referred to as "the Commission"), which is represented for the purposes of the signature of this contract by

- o **References of the Specific Contract** *& its version,* **of the Framework Contract** *& its version, of* **the Order** *& its version*

European Commission

Find the data to fill in the invoice

In the Receipt Advices

*For DIGIT TM II, **Receipt Advices** are always sent electronically to the Suppliers (Consortium leader / Single contractor) and are always available in the Supplier Portal.*

(Note that there is no electronic Receipt Advices for goods in the current system.)

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Find the data to fill in the invoice

In the Receipt Advices

o **References of the Specific Contract & its version, of the Framework Contract & its version, of the Order & its version**

EUROPEAN COMMISSION DIGIT-Central Purchasing Body DIGIT.B1 - Solutions for Grants & Procurement	Receipt Advice AA-2022-30-0-RA		Rendering date 18/01/2022 at 16:12

Reception Date: 18/01/2022	Responsible Center:	DIGIT.B1 - Solutions for Grants & Procurement	Supplier:
Order/Internal ref.: ABAC-2021-20247-0-0-SC005861-ORDER / MirceaTest01_29/11/2021	Assignment:	DIGIT.B1 - Solutions for Grants & Procurement	Procedure: DIGIT/A3/PO/2017/022 (DIGIT-TM)
Service Provision Start date: 01/12/2021	Service Provision End date: 02/12/2021	Contract No (Framework Contract /Direct Contract): SLG.AVT.DI0770208 / SI2.472.8-1	
Dispatch Advice ref: N/A	Dispatch Advice Date: N/A	PO/SC/OF: 005861	
		Total Amount To Be Invoiced: 10,00 EUR	

Order line	Receipt line	Description	Ordered quantity	Received quantity	Total received amount	Order Consumed quantity	Remaining quantity	Unit Price
1	1	Profile: Business Analyst (Ban) - (Level of Expertise:Level 1)	10,00 Day(s)					

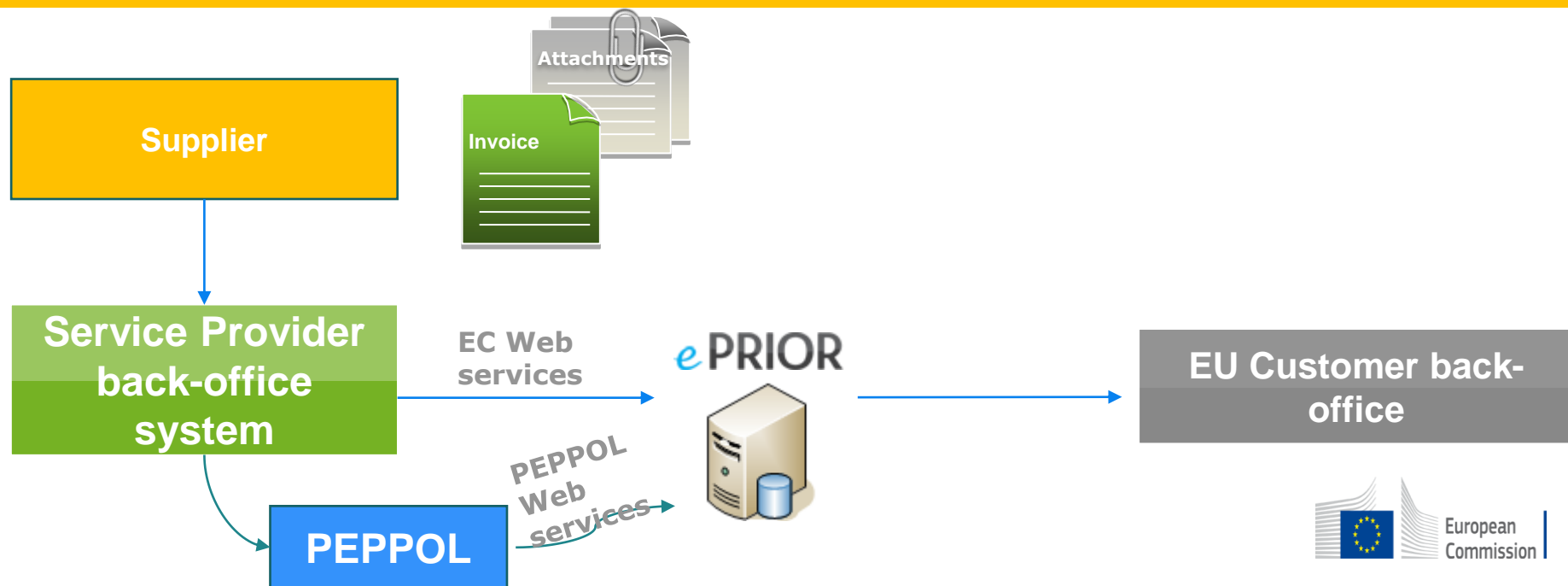| Receiving service remarks:	Service Entry Agent:	PO/SC delivery: Partial Delivery
Visas: Operational Initiator Approbation 18/01/2022 16:11 Final validation 18/01/2022 16:11		Issue Date and Time: 18/01/2022 at 16:11
Created by:		

European Commission

Find the data to fill in the invoice

In eFulfilment Supplier Portal

o *References of the Receipt Advices and their lines*

eInvoicing through a Service Provider

As a reminder, this means:

○ *Supplier sends invoices details to the **Service Provider** in an agreed format.*

○ *Service Provider*

  ▪ *transforms the invoice data into ePRIOR compatible format (**xml following the UBL standard**)*

  ▪ *Sends the invoice in xml format to the Contracting Authority*

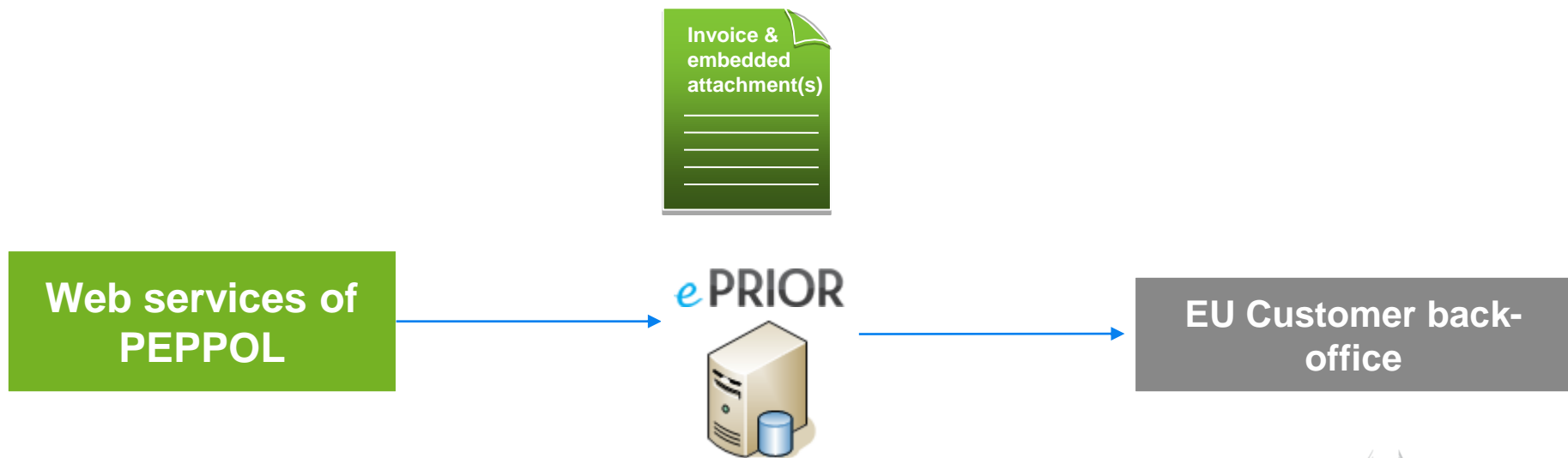*No further involvement from the Supplier*

eInvoicing through a Service Provider

Recommended for a huge number of invoices per year

Note that the Supplier may be:

- o the consortium leader
- o or a consortium member with the consortium leader's bank account

eInvoicing with PEPPOL web services

Invoice & embedded attachment(s)

Web services of PEPPOL

*e*PRIOR

EU Customer back-office

European Commission

eInvoicing with **PEPPOL** web services

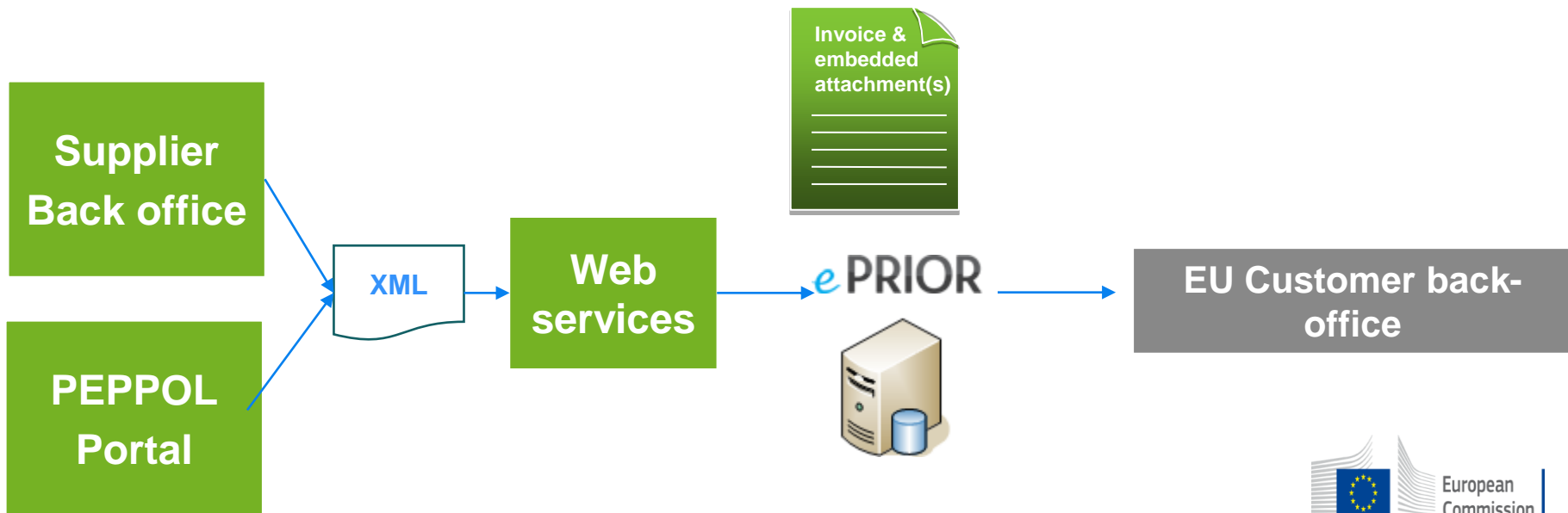As a reminder, **Service Providers** but also **Suppliers** can have a PEPPOL access point!

The xml format used by the proprietary ePrior web services and the format used by PEPPOL

- ○ ***both based on UBL***

- ○ *yet **slightly different***

Same set of invoice details will be provided but in different locations (Business Terms).

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EU specific data in the PEPPOL XML

See the ePrior wiki page <u>*Invoicing via*</u> *PEPPOL*

to get the explanations how to encode the invoicing specific data for the EU.

Support & Documentation

European
Commission

Support

o *For questions and support, contact:* EC-EPROCUREMENT-SERVICE-DESK@ec.europa.eu *or* EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

o *For business questions, contact*: DIGIT-IT-Services-FWCs@ec.europa.eu

Documentation

Find on the ePrior wiki the:

- *Section dedicated to Suppliers*

- *eInvoicing - sending invoice section*

- *Presentation of the webinar "DIGIT TM II in the Supplier Portal"*

- *Support for Suppliers*

PEPPOL information:

- *Read more about PEPPOL*

Q&A session

Thank you

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