**Electronic invoicing**

In this document, you will find examples of clauses that you, as a local or regional administration of the Brussels-Capital Region, must (or can) include in your specifications and order forms.

In practice, you will find the following information:

[**1.** **Elements to include in your specifications** 2](#_Toc116562573)

[**I.** **Clause that MUST be included in your specifications for all public contracts awarded by a regional administration** 2](#_Toc116562574)

[**II.** **Clause that MUST be included in your specifications for all public contracts awarded by a local administration:** 2](#_Toc116562575)

[**III.** **Clause that a local administration can include in its specifications, even if there is no legal obligation (yet) (amount or deadline not reached)** 3](#_Toc116562576)

[**2.** **Elements to add to your order forms** 3](#_Toc116562577)

1. **Elements to include in your specifications**
2. **Clause that MUST be included in your specifications for all public contracts awarded by a regional administration**

**ELECTRONIC INVOICING**

Since November 2020, only electronic invoices have been accepted for all contracts awarded by the regional public administrations of the Brussels-Capital Region, in accordance with the Circular on extending the use of electronic invoices by the entities of the Brussels-Capital Region, published in July 2020.

The invoices sent by the successful tenderer must therefore be transmitted to the contracting authority via the Peppol network and must be in UBL - XML format.

You can find more information on electronic invoicing and how to send an electronic invoice at:

<https://easy.brussels/projects/electronic-invoice/?lang=en>

The successful tenderer must also ensure that the invoice contains any information that may be requested by the contracting authority, such as the purchase order number or the department to which the invoice is addressed.

1. **Clause that MUST be included in your specifications for all public contracts awarded by a local administration:** 
   * **whose estimated amount is greater than or equal to €214,000 and which is spent from November 2022**
   * **or whose estimated amount is greater than or equal to €30,000 and which is awarded from May 2023**
   * **or whose estimated amount is greater than or equal to €3,000 and which is spent from November 2023**

**ELECTRONIC INVOICING**

In accordance with the Royal Decree published in March 2022 setting out the terms and conditions relating to the obligation for economic operators to use electronic invoicing for public procurement and concession contracts, only electronic invoices will be accepted by the contracting authority.

The invoices sent by the successful tenderer must therefore be transmitted to the contracting authority via the Peppol network and must be in UBL - XML format.

You can find more information on electronic invoicing and how to send an electronic invoice at: <https://easy.brussels/projects/electronic-invoice/?lang=en>

The successful tenderer must also ensure that the invoice contains any information that may be requested by the contracting authority, such as the purchase order number or the department to which the invoice is addressed.

1. **Clause that a local administration can include in its specifications, even if there is no legal obligation (yet) (amount or deadline not reached)**

**ELECTRONIC INVOICING**

To ensure faster and more efficient processing of your invoices, the contracting authority will only accept electronic invoices.

The invoices sent by the successful tenderer must therefore be transmitted to the contracting authority via the Peppol network and must be in UBL - XML format.

You can find more information on electronic invoicing and how to send an electronic invoice <https://easy.brussels/projects/electronic-invoice/?lang=en>

The successful tenderer must also ensure that the invoice contains any information that may be requested by the contracting authority, such as the purchase order number or the department to which the invoice is addressed.

1. **Elements to add to your order forms**

Example of an insert that you can add to your order form.

The fields indicated in red are to be customised with the name, company number and Peppol identifier of your administration.

|  |
| --- |
| The Brussels Regional Public Service only accepts invoices in electronic format (sent in XML format and via the Peppol network).  More information at: https://easy.brussels/projects/electronic-invoice/?lang=en  BRPS coordinates: BCE n° = BE 0316381039; Peppol identifier = 0208:0316381039 |

**Example of an order form**



**To the company:**

FormaPlus

Elise Dupont

Rue Haute 10

B-1000 Brussels

**Brussels Regional Public Service**

**John Doe**

**IT Department**

Rue du Progrès 80 -

B-1035 Brussels

Email: jdoe@sprb.brussels

|  |
| --- |
| The Brussels Regional Public Service only accepts invoices in electronic format (sent in XML format and via the Peppol network).  More information at: https://easy.brussels/projects/electronic-invoice/?lang=en  BRPS coordinates : BCE n° = BE 0316381039; Peppol identifier = 0208:0316381039 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Purchase Order no: 2019-DSM-eprocNL2**  Number to be mentioned on all invoices, correspondence and other communications | | | | | | |
| **Ref.** | **Description** | | **Unit** | **Quantity** | **Unit price** | **Total** |
| 1 | **1 day (8 hours) of Dutch-language training in the use of the**  **e-Notification and e-Tendering modules of the e-Procurement platform.**  **Training date: 07/12/2018.** | | 8hrs | 1 | €450 | €450 |
| 2 | **Travel expenses** | | 1 km | 90 | €1 | €90 |
|  |  | |  |  |  |  |
| Delivery costs | | | | | | €540 |
|  |  | |  |  |  | €113.40 |
|  |  | |  |  |  |  |
| **TOTAL INCL. VAT** | | | | | | **€653.40** |
|  |  | |  |  |  |  |
| THE INVOICE must be sent electronically (via the Peppol network and in UBL-XML format) | | The Delegated Officer,  Gerd Van Den Eede  Deputy General Secretary  Signature | | | | |