**Electronic invoicing -**

**Letter template for informing suppliers**

**How to use the template:**

* The template starts on page 2. It includes a letter. After formatting, this letter should be one page on one side.
* Recipients: it is recommended that administrations send this letter to all companies to which they have paid an invoice during the last three years. Accounting departments should be able to provide contact information for these companies.
* Correspondent: for this section, it is recommended that you indicate the contact details of the person who deals with electronic invoicing in your administration.
* We ask that administrations ensure that the following mail content is adapted:
  + The *<fields in grey>* must be filled in.
  + Comments must be deleted before sending to tenderers.

If you have any questions about this document, please contact easy.brussels:   
[info-efact@sprb.brussels](mailto:info-efact@sprb.brussels)

*<header + institution logo>*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **correspondent** | **telephone** | **fax** | **email** |  |
| *<First name SURNAME>* | *<+32 2 xxx xx xx>* |  | <email@institution.brussels> | |
|  |  |  |  |  |
| **your letter of** | **your references** | **our references** | **appendices** | **date** |
|  |  |  |  | *<D/MM/YYYY>* |

**Public contracts of *<institution name>*: mandatory electronic invoicing**

Dear Madam,   
Dear Sir,

Your company works or has worked in recent years for *<institution name>* and as a result, you have been included in our database of candidates for various jobs, supplies or services.

Following the publication in March 2022 of a Royal Decree setting out the terms and conditions relating to the obligation for economic operators to use electronic invoicing for public procurement and concession contracts, *<institution name>* will now only accept invoices sent in electronic format.

This will also allow you and our institution to reduce costs, increase efficiency and transparency and reduce payment times.

We ask that from now on you send your invoices electronically, i.e. via the Peppol network and in UBL-XML format. Please note that invoices sent by email or post will no longer be processed.

**How can you send us electronic invoices?**

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

If you have any questions about electronic invoicing, you can also contact easy.brussels, the Brussels agency responsible for administrative simplification, by email at: [info-efact@sprb.brussels](mailto:info-efact@sprb.brussels).

I look forward to our continued collaboration.

Regards,

*<First name Last name of the leading official of the institution>.*

*<Job title of the leading official of the institution>.*