Electronic invoicing
Checklist for the administrations

1 — Your administration is registered on the **Mercurius platform** and can therefore accept electronic invoices from its suppliers.

💡 *Go to https://directory.peppol.eu/public/locale-en_US/menuitem-search in order to check whether your administration is registered*

✅

2 — Your **specifications** include a clause concerning the e-invoicing obligation which includes: the request to receive invoices in an electronic format, the information you would like to see mentioned on the invoices (order form nr., department …), the link to the region's website https://be.brussels/en/electronic-invoicing

💡 *Consult our templates at https://be.brussels/en/electronic-invoicing/administration*

3 — A reminder of the electronic invoicing obligation is included on **the order forms**, together with your administration's contact details.

💡 *Consult our templates as well as the Peppol details of your administration at https://be.brussels/en/electronic-invoicing/administration*

4 — The "Invoicing" and "Accountancy" teams received a training and have all the necessary information in order to **handle the refusal of invoices received by e-mail or post**: standard refusal messages, information to guide suppliers in sending electronic invoices.

5 — The invoices received via Mercurius are directly **included in your accounting software** so that you can benefit from all the electronic invoicing's advantages.

💡 *Contact your IT service provider for advice.*