

E-invoicing

General information

Electronic invoicing or e-invoicing means **the automation of the billing process** from A to Z: from the issuing of the invoice by the supplier to its archiving by the customer.

E-invoicing is **more reliable, faster, sustainable and more efficient**.

Sending an invoice in PDF format by e-mail is not considered e-invoicing, even if it is done electronically. After all, this unstructured format cannot be automatically processed by the customer.

For automated processing of invoices, the IT systems on the supplier's and customer's side must speak the same language. That is why Europe has developed a framework, **PEPPOL**, which considerably simplifies the exchange of invoices within the European Union.

E-invoicing is not only reserved for large companies and organizations.

In recent years, numerous invoicing packages have come onto the market that are aimed at companies with small invoice volumes. Whether you have many or few outgoing invoices, many or few government customers, whether or not you have an ERP system: there is a **suitable option for your company**.

For more information about the various options for your company, go to:

<https://overheid.vlaanderen.be/overheidsopdrachten-en-raamcontracten/e-invoicing-en-e-procurement/e-invoicing-suppliers>

Visit <https://overheid.vlaanderen.be/overheidsopdrachten-en-raamcontracten/e-invoicing-en-e-procurement/opleiding-en-informatie> for a few webinars of the Flemish government on e-invoicing in general and the options for suppliers.

It is important to point out the mandatory application of the **Royal Decree of the 9th of March 2022**, which was published in the Belgian Official Gazette of 31 March 2022 (p. 26240).

The Royal Decree of the 9th of March 2022 obliges suppliers to send their invoices electronically in the context of government contracts and concession agreements.

Given that Thomas More falls within the scope of the Public Procurement Act, this Royal Decree applies to all invoices for deliveries, services or works carried out on behalf of Thomas More.

The obligation will come into effect in phases depending on the value of the contract.

As from the 1st of March 2024, e-invoicing is mandatory for all orders with a value of €3,000 excl. VAT or higher.*

*When it concerns invoicing of orders under a framework agreement, the estimated total value of the framework agreement counts, not the value of the individual orders.

Given the many benefits, Thomas More calls on all its suppliers to use e-invoicing, even if there is no legal obligation to do so (yet).

When the supplier is obliged by the Royal Decree to use e-invoicing and the invoice is not delivered via Peppol, Thomas More has the right to refuse this incorrectly sent invoice. The payment term will only start once the invoice is received via Peppol.

Practical information

Invoices must be submitted electronically (via XML) via the OpenPeppol network.

Peppol ID Thomas More Kempen vzw: 0208:0409667028**

Peppol ID Thomas More Mechelen-Antwerpen vzw: 0208:0455411733**

**https://directory.peppol.eu/public/locale-en_US/menuitem-search

The xml invoice must comply with the Peppol standard Peppol BIS V3.

It is important to include a Thomas More reference number (order form number or cost center) in the XML field "orderreferenceID".

The supplier ensures that the electronic invoice is free of viruses, macros or other harmful instructions. Files affected by viruses, macros or other malicious instructions may be considered not received.

If despite the many possibilities, it is not achievable to send Thomas More an invoice through the OpenPeppol network and there is no legal obligation for the supplier to do so, exceptionally the invoice may be sent via e-mail, preferably in an .xml format that complies with the Peppol standard Peppol BIS V3.

For invoices to Thomas More Kempen vzw

BE 0409.667.028 invoice.kempen@thomasmore.be

For invoices to Thomas More Mechelen-Antwerpen vzw

BE 0455.411.733 invoice.mechelen-antwerpen@thomasmore.be