



E-invoicing Information Package for Business Partners

Matthijs Luyckx, Peter Truyens

24/04/2024



Dear business Partner,

The European Union is working hard to progress software usage for invoice processing. At Euroports we would like to develop this opportunity together with you, our business partners and collaborate to reduce paper usage, administrative efforts and smoothen our payment process.

For that we have set up a program to onboard as many of our suppliers as possible. Over the coming months you will be invited to join us in automating and synchronizing our administrative process to enable both of us reaping the benefits of electronic data exchange.

We have prepared for you a small information package detailing the process we intend to follow, the contact persons, a high-level flow chart on how we move from start to finish, the technical choices we have made, etc. Similarly, for you we have a set of questions that will need answering for us to successfully set-up the connections.

Please read through this package carefully. In case of questions please contact the responsible persons in the attached information. We look forward to a successful collaboration with you.

Best regards,

...

Information from European Commission...

- Getting started with eInvoicing : [Get started eInvoicing \(europa.eu\)](http://europa.eu/starting-einvoicing)
- Link to on Einvoicing : [What is eInvoicing \(europa.eu\)](http://europa.eu/what-is-einvoicing)
- Defined, structured data format : <http://eur-lex.europa.eu/legal-content/NL/TXT/?uri=CELEX%3A32014L0055>
- Envoicing FAQ : [eInvoicing FAQ \(europa.eu\)](http://europa.eu/einvoicing-faq)

Euroports Contact Persons

	Country Procurement Co-ordinators			Account Payable Contact		
	Name	Telephone	Email	Name	Telephone	Email
Belgium	Steven Gagelmans	+32 3 204 93 06	Steven.Gagelmans@euroports.com	?	+32 3 204 93 59	?
Finland	Jarmo Kivi	+ 358 405 549 076	jarmo.kivi@euroports.com	Jari Nurmi	+358 40 187 9997	jari.nurmi@euroports.com
Medhub Spain	Jose Luis Pedrosa	+34 977 222 219	jlpedrosa@euroports.com	Olaya Er Raklaouy	+34 680 136 374	olaya.erraklaouy@euroports.com
Medhub Italy	Jose Luis Pedrosa	+34 977 222 219	jlpedrosa@euroports.com	Claudia Schivalocchi	+39 3206 035 491	claudia.schivalocchi@euroports.com
Germany	Dr. Christian Horn	+49 3816 662 140	christian.horn@euroports.com	Pia Ziegan	+49 3816 662 141	pia.ziegan@euroports.com
France	Thomas Ponsonnet	+33 627 10 50 80	thomas.ponsonnet@euroports.com	Jean-Yves Pattard	+33 613 71 19 51	jean-yves.pattard@euroports.com
Information Technology	Manos Korkotselos	+ 352 691 318 303	manos.korkotselos@euroports.com			

Basware - the Euroports Provider

	Name	Telephone	Email	Name	Telephone	Email

What is an e-Invoice?

(information of the pages of European commission)

eInvoices :

- contain the data in a structured form and can be automatically imported into Accounts Payable systems. They do not include a visual presentation of the invoice data although they can be temporarily rendered during processing or transposed into visual formats.
- the visual format is secondary and the objective in automation is not to view the invoice, except in irregular cases. A visualised, human-readable version of the invoice may be created for reading purposes and may flow within the structured message, but it is not considered part of the invoice itself.

eInvoices are not:

- Unstructured invoice data issued in PDF or Word formats.
- Images of invoices such as JPG or TIFF.
- Unstructured HTML invoices on a web page or in an email.
- OCR (Scanned paper invoices).
- Paper invoices sent, like images, via fax machines.

The use of eInvoices requires two key functions:

- The eInvoice needs to be created with the correct structure.
- The eInvoice needs to be transferred from the seller's system to the buyer's system.

The European standard on invoicing, EN16931, defines the structure of an eInvoice and various options for the transmitting the invoice. Invoices that comply with the [European standard on invoicing](#) must be in a structured data eInvoice format.

Some Benefits of e-Invoices

1. allows invoices to be handled and archived more efficiently;
2. removing the manual work of entering the invoice information into an Access Point system,
3. cost savings in printing, postage, intra-office routing and archiving, as well as human resources.

Introduction to our business partner BASWARE

- Services
- How Basware handles interoperability and Peppol connections
- Other service providers
- Questionnaire
- Data protocols

- Processing of invoices

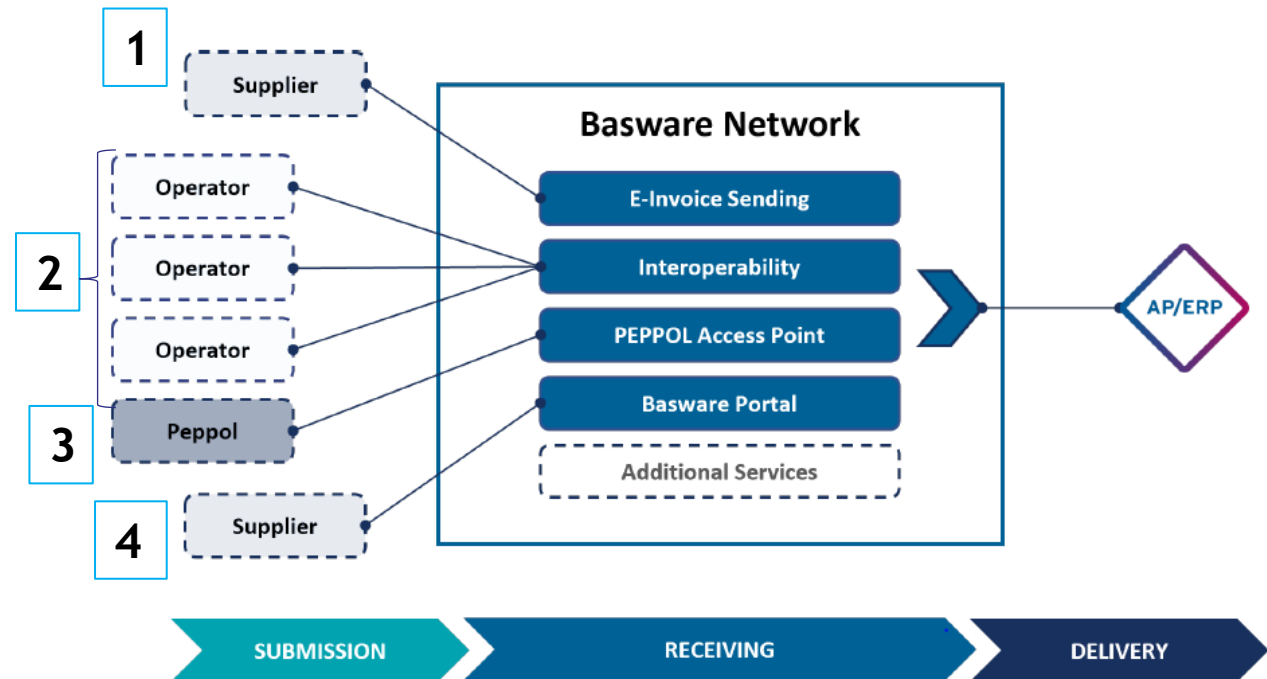
Basware e-invoice Receiving service

Basware e-Invoice Receiving service connects the customer to **Basware Network** and enables e-invoice delivery to the customer's accounts payable system in a single electronic format, regardless of its origin.

How?

Multiple methods:

1. using Basware e-Invoice Sending service
2. using other e-invoicing services connected to Basware Network (Interoperability)
3. connection to PEPPOL network
4. Via Basware Portal using invoice key-in





Supplier sends an e-invoice



Supplier's service provider routes it to Basware



Interoperability connects



Basware routes e-invoice in agreed way



Customer receives the e-invoice

Basware open network - Inter-operator connections

- The inter-operator connections allow invoice issuers and recipients to connect within **Basware's partner operator network**, tapping into the economies of scale that assure no additional cost for the supplier or buyer.
- Basware's current inter-operator network - which consists of **over 100 e-invoicing service providers - is the largest in the world, connecting customers to over 160,000 suppliers across the globe.**
- today inter-operator connections are so well established that invoice issuers only need to add the e-invoicing address in their billing systems to get the process started.
- The only thing needed is the customer's e-invoicing address, which in many countries can be looked up from a public e-invoice address directory.

Peppol is one of the possible operators.

Using PEPPOL

- **Key points to consider:**

- Validate your **e-invoice data file** against **PEPPOL's criteria**.
- Ensure **correct formatting of the E-invoice address to PEPPOL**, based on your sending format.

- **For a successful transition, we kindly request the following information from your end:**

PEPPOL Code: Provide us with your organization's PEPPOL code.

- **Confirmation of Compatibility:** Confirm that your organization can establish the necessary connection for this type of e-invoicing.
- **Written response** that you're willing to send invoices via Peppol and can send a test invoice. This is needed on Basware side for proper routing and test of the invoice.
- For any issues or assistance, please contact [Basware Support](#) and they will guide you through the necessary steps.

Connection with Basware Network via a different operator/service provider

Depending on your operator you might be able to transmit XML invoices and the only identifier needed for your invoice to reach this customer is the VAT ID (which serves as e-invoicing address on Basware network).

If other information is required, please let the receiver know.

Ensure your service provider is connected to the Basware Network.

You can check here all the Operators connected with Basware: [Network interoperability \(basware.com\)](https://www.basware.com/network-interopability).

You can have your operator apply for Basware interoperability by filling up the attached questionnaire”
basware_operator_questionnaire.”

- Contact your service provider for instructions on initiating e-invoicing to Basware customers.

This generic Operator Questionnaire document will be used for all e-invoicing operators which are not yet connected to Basware Open Network.

Operator name	
Country of Registration	
Est. amount of connected e-invoice senders	
Est. amount of connected e-invoice receivers	

Commercial contact	
Name	
Title	
Phone number	
E-mail address	
Technical contact	
Name	
Title	
Phone number	
E-mail address	

Available data transfer protocols and formats

Basware has agreed with all Network Partners how to exchange electronic invoices. All you need to do is to ensure that your service provider can deliver your e-invoices to Basware.

Available data transfer protocols	Available data formats
<ul style="list-style-type: none">• FTP (1. Recommended)• SFTP (2. Recommended)• AS2• HTTPS (currently under development)• Basware sender solution (BTS)	<ul style="list-style-type: none">• Teapps XML (1. recommended)• Finvoice (2. recommended)• HR XML• EHF• E2B XML• Svefaktura• NesUBL XML• OIOXML• OIOUBL
<p>* If you do not comply with any of above data transfer protocols or data formats, Basware does not guarantee that the connection will be implemented</p>	

Invoice formats

The data format used for receiving invoices is specified individually for each customer when the interface is created for receiving the invoices.

The Basware e-Invoice Receiving service supports **TEAPPS XML by default**.

Supported standard invoice formats:

- Invoice 3.0
 - Teapps 3.0
 - OIOUBL 2.0.1
 - cXML 1.2.025
 - PEPPOL BIS 3.0
 - UBL 2.0, 2.1
 - CII (Cross Industry Invoice)
 - ZUGFeRD 2.1, 2.2
 - Factur-X 1.0.06
 - Json (with Basware Network REST API)
-
- Basware can support also **other file formats** than those listed as Basware standard formats. The Format Conversion for Receiving is a separately charged service.
 - Basware provides a **standard set of invoice fields** that are available for the customer to use. The actual list of fields available to customers can vary according to the format or operator restrictions, or invoice content that has been provided to Basware.

Basware transactions processing chain

The following figure explains the e-invoice receiving process.



Validation

- When Basware has received an invoice file into Basware Network from any of the invoice submission channels / services, the **first processing step is invoice validation**.
- The service **checks** that each invoice:
 - fulfills the minimum data requirements so that the invoice can become a **routeable** business document.
 - If the supplier has not submitted invoice images for each invoice, **Basware generates images** with a standard layout or according to the agreed specifications.
- After the routing, the invoices are processed with receiver-specific configuration.
- First, the solution converts the invoice data into the receiving format.
- If transferring the invoices to the recipient fails, the service sends a notification to the recipient.

Invoice routing to e-invoicing address/endpoint ID

- Invoice routing is based on the **recipient's e-invoicing address, sometimes also called "endpoint ID"**.
- **The e-invoicing address is owned by the receiver and communicated to the invoice senders.**
 - When the e-invoice data arrives to Basware e-Invoice Receiving service, the recipient's e-invoicing address is checked and matched with the routing registration at Basware.
 - In that registration, each e-invoicing address is associated with the Basware's customer entity and invoice delivery channel, processing rules, format, and transfer protocol used in the receiving system integration.
 - Basware maintains the e-invoicing addresses and routing database for its internal processing purposes.
 - Some directories, such as the PEPPOL directory, also act as technical routing databases for service providers to do dynamic routing lookup, instead of using their own local routing databases.

Invoice image

- In most cases, the receiving customer wants an invoice image that resembles the printed invoice.
- The image can be viewed in the invoice processing system and printed if needed.
- If the supplier has not included their own invoice image, Basware will automatically compose one from the invoice data, with a default invoice layout template.

Available invoice fields

- The Basware core data set contains the most common business information used in the invoice documents.
- When a customer purchases the Basware e-Invoice Sending or Receiving service, the following invoice fields are made available in the service to the customer by default

General Information	Line-Level Data	Sender Information	Customer Information
Invoice type (Debit invoice/ Credit invoice)	Total (net)	Full name of the sender	Full name of the customer
Invoice date	Total (gross)	Full address of the supplier	Customer number
Invoice number	Price per unit (excluding VAT)	Supplier contact person	Full address of the customer
If credit memo, reference to erroneous invoice	Any discounts or rebates, not included in the unit price	Supplier phone number	Customer organization number
Order number	Discount amount	Sender e-invoice address	Customer VAT number
Due date	VAT%	The VAT identification number of the supplier in accordance with the ISO standard under which the supplier supplied the goods or services.	Customer contact person
Delivery date	VAT amount	Supplier organization number	Customer telephone number
Currency	VAT amount in local currency	Sender bank account (local format)	Customer e-invoicing address
Customer reference	Description/nature of the goods or services	IBAN (bank account in IBAN format)	Full delivery address
Contract number	Article ID of the goods or services	BIC	
Net amount (VAT/GST excluded)	Quantity of the goods supplied, or the extent and nature of the services rendered	Payment reference (Maksuviite, OCR number, KID number)	
Gross amount (VAT/GST included)	Unit of measure (UOM)		
VAT/GST rates applied	Invoice line number		
Breakdown of the taxable amount (excluding VAT/ GST) per VAT/GST rate or exemption	Order number		
Breakdown of the VAT amount per VAT/GST rate or exemption	Order line number		
Total VAT/GST amount payable (total VAT/GST amount)	Delivery note number		
Roundings amount	Customer product code		

General Information	Line-Level Data	Sender Information	Customer Information
Payment terms	Delivery address		
Delivery terms			
Penalty interest rate			
Freight			
Handling			
Free text			

General principles

Invoices arriving in P2P can be categorized according to the following source information:



- E-Invoices include electronic **invoices delivered as EDI invoices**. These invoices will be flagged as e-invoices as part of the invoice import process.
- **Basware Supplier Portal includes vendor invoices that are created and sent via Basware Supplier Portal**. These invoices will be flagged as coming **from Supplier Portal** as part of the invoice import process.
- Basware Scan includes invoices that are scanned, captured, and validated via Basware Scan & Capture Service. This includes both paper invoices and PDF invoices sent to the scanning service.
- Manually created invoices are created manually within P2P.
- Intercompany invoices: Intercompany invoices will be identified based on the supplier information (e.g. vendor type in ERP system).

The following additional pieces of logic will be employed as defined below:

Due date logic	Invoice due date is calculated from the invoice date plus payment term for the supplier data, if present
Exchange rate logic	Exchange rates are imported into Basware from Oracle and the date used in the logic is invoice date. Invoices are to be approved in the local currency of the company the invoice is assigned to
Invoice type recognition logic	Positive and negative amounts are used to determine whether the document is an invoice or credit note. Additional invoice types need consideration.
Organization Identification	Invoices will be assigned to the relevant organization unit based on the Email address that the supplier sends the document to, or is selected when the invoice is uploaded with Cloudscan
Supplier Assignment	Not all suppliers have a VAT Registration Number, so when importing invoices, a supplier will first be identified based on the VAT Registration Number , then PO/Payment Plan data, then by a supplier name.

The validation rules that will occur on an invoice at the point of import on the standard system is as follows:

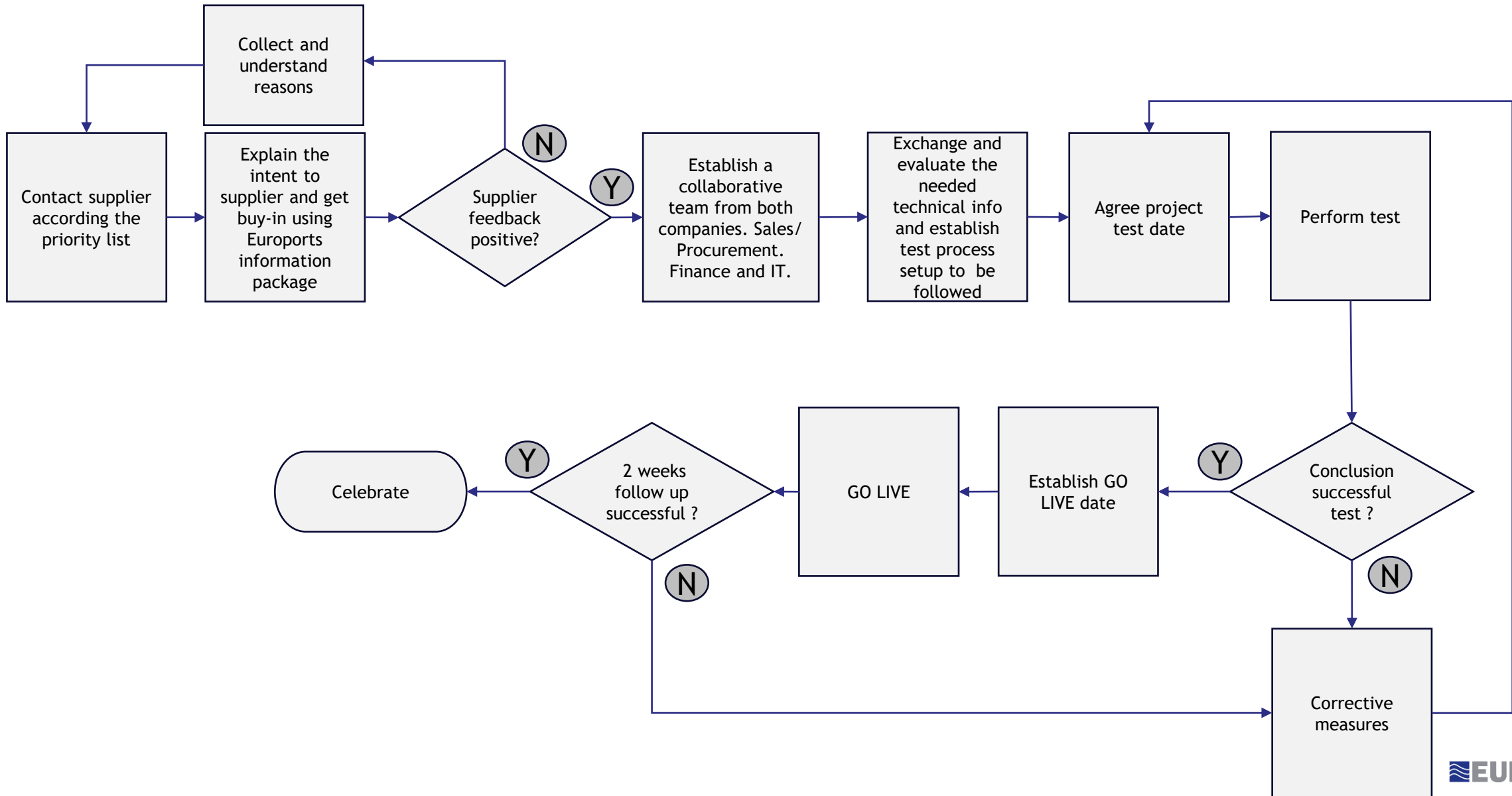
Duplicate check	Duplication is detected based on an invoice billing the same organization, from the same supplier using the same invoice number and invoice date
Mandatory data check	Invoice data must contain values for all fields defined as mandatory in the system configuration e.g. supplier.
Invalid data check	Invoices should be checked to ensure all data on the invoice is valid for invoice processing.
Supplier check	The supplier identified on the invoice must be valid and active in Basware

Basware Endpoints

Environment	Entity	Basware Endpoint ID
UAT	0310	9925:BE0445044809
UAT	0311	9925:BE0404811682

Euroports AP Team just need to provide the Basware Endpoint IDs to suppliers in order to receive E-invoices.

Proposal for Business partner onboarding process



Project Progress : Information to be filled out and managed in a central site that can be consulted by all.
Modification at country level only by responsible CPC.

E-invoicing Progress Follow-up											
1	2	3	4	5	6	7	8	9	10	11	12
Euroports Country	Supplier Name	Supplier Country	Euroports Supplier Nr.	Supplier Contact Name	Contact Date Project info exchange	Supplier Agreement Date (Written Doc Needed)	If no agreement, a reason is needed	Project Test Date	Test Conclusion OK /retest	Retest date	GO LIVE date

This sheet informs users how to fill out the "Project Data" correctly.	
Colum	
1 Country	= Country under Euroports structure that leads te project for a specific supplier.
2 Supplier Name	= Name of the supplier how it is listed in Euroports Masterdata
3 Supplier Country	= Country of Supplier's legal entity location
4 Euroports Supplier Nr.	= Euroports Masterdata Supplier number
5 Supplier Contact Name	= Name of supplier contact supervising the project
6 Contact DateProject info exchange	= date when supplier contact person was informed by telephone meeting, NOT EMAIL / = Date when information package was presented to them in a meeting
7 Supplier Agreement Date (Written Doc Needed)	= Date when Supplier concurrence document received (no verbatim)
8 If no agreement, a reason is needed	= Reason why supplier is not capable to concur with our request.
9 Project Test Date	= Planned test date for first e-invoice send to test the settings and see if the system works
10 Test Conclusion OK /retest	= Conclusion of test : OK - Retest
11 Retest date	= Planned retest date, to be filled out only if column 10 was concluded as"retest", This may be some loops until success.
12 GO LIVE date	= Planned date when e-invoicing practise will go live for both companies



Upcoming legislation

Belgium

- The use of electronic invoices in Belgium was adopted in 2013, at which time the government declared e-Invoices had the same validity as paper invoices.
- In the public sector, it is mandatory for all federal and central administrations to receive e-Invoices. This obligation applies to suppliers of such public entities in several regions (Brussels, Flanders, Wallonia). Now, the obligation to issue e-Invoices has been extended to all suppliers of public administrations.
- The Minister of Finance in Belgium, Vincent Van Peteghem, has reached an agreement with the Council of Ministers on the mandatory introduction of electronic invoicing between companies starting from January 1, 2026.

Finland

- The electronic invoice is widespread in B2G and B2B environments. Since 2010 all public administrations have preferred to receive electronic invoices even though no legal obligation existed until 2020, as imposed by the European Union's directive for public contracting. Although there is no obligation for private invoicing it is very commonly used by private companies because of all the advantages it offers users.

France

- On 17th October 2023, the Direction Générale des Finances Publiques suggested an amendment to the current Finance Bill, intending to establish a fresh schedule for enforcing compulsory B2B e-invoicing and B2C e-reporting. The updated schedule will be as follows:
- **Spring 2024:** The authorization of e-invoicing representatives for the Partner Dematerialization Platform (PDP) will be completed. Work will proceed concurrently on finishing the Portail Public de Facturation (PPF) throughout the remainder of this year.
- A comprehensive **pilot programme will be conducted in 2025**, followed by **phase 1 which will start in September 2026**. At this stage, all taxpayers should be ready to receive electronic invoices issued by large and medium-sized companies.
- Finally, phase 2 will start in September 2027, and small businesses, including SMEs and TPEs, must be ready to issue electronic invoices.
- The electronic invoice has been valid in France since 1990. The most common electronic invoice is through EDI with a couple additional procedures. Since 2020 public administrations and their suppliers have been mandated to invoice electronically. The extension of this obligation to the B2B environment is also progressively expected between 2024 and 2026.

Germany

- The German Electronic invoice regulation has been imposed by the European directives and is currently only mandatory in the public sphere. Since Germany is a federal republic, each state will determine its own invoicing policies.
- Germany is actively preparing for its B2B e-invoicing initiative as part of the Wachstumschancengesetz, a law aimed at promoting business growth, simplifying taxes, and ensuring tax fairness. Initially, Germany aimed to implement B2B e-invoicing from January 2025, but the BMF has recently proposed a phased approach, allowing for voluntary adoption from January 2027 and making it mandatory in two stages by January 2026.

Greece

- E-accounting obligation “MyData” that requires real-time submission of accounting ledger entries is live. There is no e-invoicing obligation announcement to date for B2B transactions. However, B2G e-invoicing roll-out has been officially announced. According to the roll-out plan, the timelines are as follows:
 - From January 1, 2024, suppliers to all central government agencies will be in scope.
 - From June 1, 2024 suppliers to all other government authorities will be in scope.
 - From January 1, 2025, the rest of the supplies to the government must be invoiced electronically.

Italy

- The electronic invoicing system in Italy is called the SDI. It is the beacon of electronic invoicing in Europe, being the first country in the Union to have implemented its mass use for B2B and B2G transactions before the implementation of the European Directive 2014/55/EU which established mandatory e-invoice reception for public administrations. The electronic invoice has been mandatory for public administrations under the Fattura PA model since 2014 and became mandatory for B2B transactions. In the public health sector there also exists an additional flow regulating electronic orders through the NSO.

Spain

- In Spain, electronic invoicing is required for businesses that provide goods and services to the government. Suppliers of public administrations must send electronic invoices to the PGEFe (Punto General de Entrada de Facturas Electrónicas) which every public administration has prepared to receive electronic invoice files. The obligation to use electronic invoices in for business relationships between contractors and subcontractors with public administrations through the FACeB2B platform has been mandatory since 2018.
-
- In the B2B sector, it is expected that companies will gradually be required to adopt e-invoicing between 2024 and 2025, depending on their annual turnover.

Turkey

- The electronic invoicing process in Turkey began in 2010 with the approval of the Tax Procedure Law (VUK) giving electronic invoices the same legal validity as paper invoices. Since then, different groups of taxpayers have been mandated to join the electronic invoicing system based on their annual invoice total. The government has also implemented the mandatory use of the e-invoice by public administrations.

Timeline Belgium

- Transition to e-invoicing starting 15/03/2024
- Transition period of 6 months
- After 01/10/2024 all suppliers should comply and should have implemented e-invoicing for Euroports-entities in Belgium

Approach Belgium

- When sending first e-invoice, please contact us, so we can verify if the invoice is well received.
- PO-number should be mentioned on each invoice