



Leaflet on E-invoicing to the central government (Rijksoverheid)

Information for suppliers



Are you planning to send an electronic invoice (e-invoice) to your customer/client with the central government? In this leaflet, we explain how.

NOTE: your customer/client may have additional contractual agreements with you regarding e-invoicing.

Are you obliged to send e-invoices?

Yes. The central government has made e-invoicing mandatory for all procurements, orders and contracts.

What is an e-invoice?

An e-invoice looks like a standard invoice, but also contains codes. These codes are structured in such a way that the invoice can be processed directly in the client/customer's records.

Note: a PDF is not an e-invoice.

How do I send an e-invoice?

An e-invoice can be sent to the central government in the following ways:

- via the supplier portal
- via a service provider
- via Digipoort
- via a bookkeeping program

The method that best suits you depends on your situation. We provide more information about this at the [e-invoicing helpdesk website](#).

What requirements must my e-invoice meet?

To process an e-invoice, it is important that the right data is entered correctly. You will see on the site [which information an e-invoice to the central government](#) must contain. Examples include:

- Order number/reference (enter in the OrderReference field)
- Organisation identification number (OIN)

See also the invoicing requirements of the [Tax Authority](#) (Belastingdienst).

Please note!

Incorrect (e.g. incomplete) invoices will not be processed and therefore not paid. If your invoice is not quite right, you will receive an error message in your billing system or a notification by e-mail.

Do you any have questions about e-invoicing to the central government?

If so, [contact](#) the e-invoicing helpdesk.

Do you have any other questions?

For example, about payment status, order number or other questions about the invoice? Your client/customer can help you with this.

For questions about bookkeeping programmes (e.g. login issues or technical questions), contact with the supplier.

Laws and regulations

The obligation to e-invoice stems from a 2014 [European directive](#). This directive has been transposed into Dutch law.

For a more detailed explanation, see:
www.helpdesk-efactureren.nl