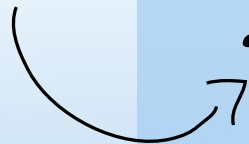


Guide for **WALLOON
REGION SUPPLIERS**
on the new features in
terms of invoicing at
SPW from 2022



- *Electronic invoicing*
- *Paper invoicing*
- *Required information*
- *Bank details (RiB)*



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Foreword

January 2022 will be a turning point for the Public Service of Wallonia (SPW). From this date, a new budgetary and accounting software called WBFIn will go live within our authority.

This is a real step forward towards modernity (increased dematerialisation and automation, integration of general and accrual-based accounting with budgetary accounting, etc.) and a massive change in SPW's operation.

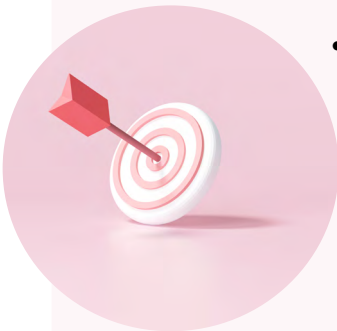


Several major changes will take effect from January 2022, including:

- prioritising electronic invoicing as an invoicing channel;
- applying new compulsory procedures in terms of invoicing.

The purpose of this guide is to:

- **inform** suppliers in the Walloon region about the procedures for submitting electronic invoices;
- **support** them in this aim of modernisation and administrative simplification;
- **guide** them in how to send business invoices electronically and if applicable, credit notes for the attention of SPW, ministerial cabinets and assimilated cells;
- **present** the new **compulsory procedures** in terms of invoicing.



Electronic invoicing is only applicable for business invoices¹.



It does not apply to credit declarations following subsidies.

¹ Including lawyers' fees, bailiffs' fees, etc.

What is electronic invoicing?

An electronic invoice is an invoice that has been **issued, sent and received** in a structured electronic format (XML format) which enables it to be processed automatically and electronically.

Electronic invoicing therefore consists in automating the invoicing process from end to end.

Sending an invoice by e-mail in PDF (invoice scan) or Word format is not considered as an electronic invoice. This unstructured format cannot be managed automatically.

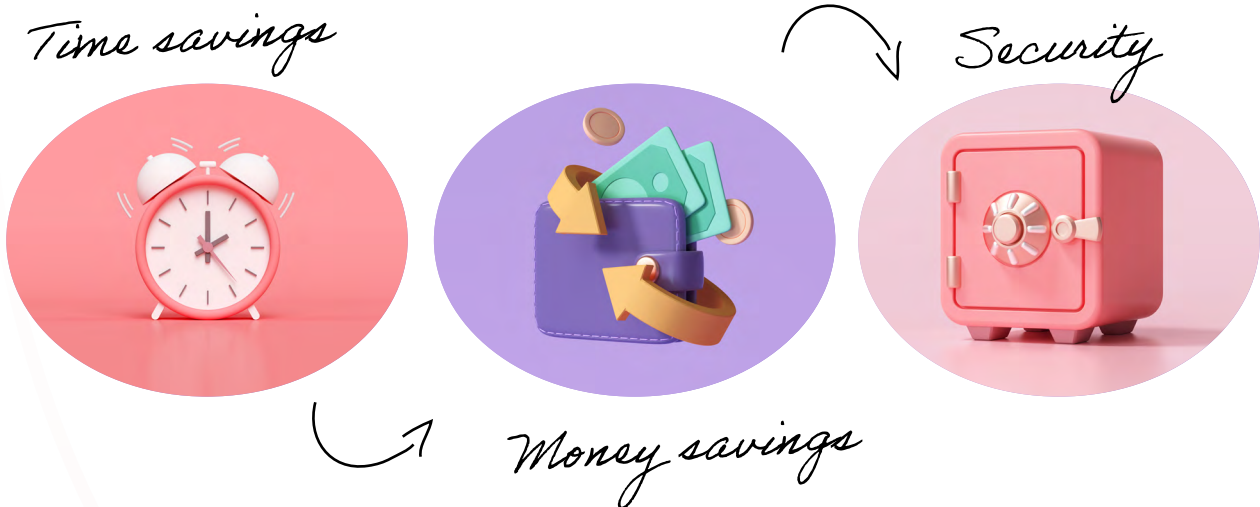
Furthermore, a simple digital document like those mentioned above cannot guarantee a notion of security. This is, however, the case for electronic invoices which are dematerialised documents whose data transits via a secure platform.



What are the advantages of electronic invoicing?

Electronic invoicing is a real advance for public authorities and their suppliers.

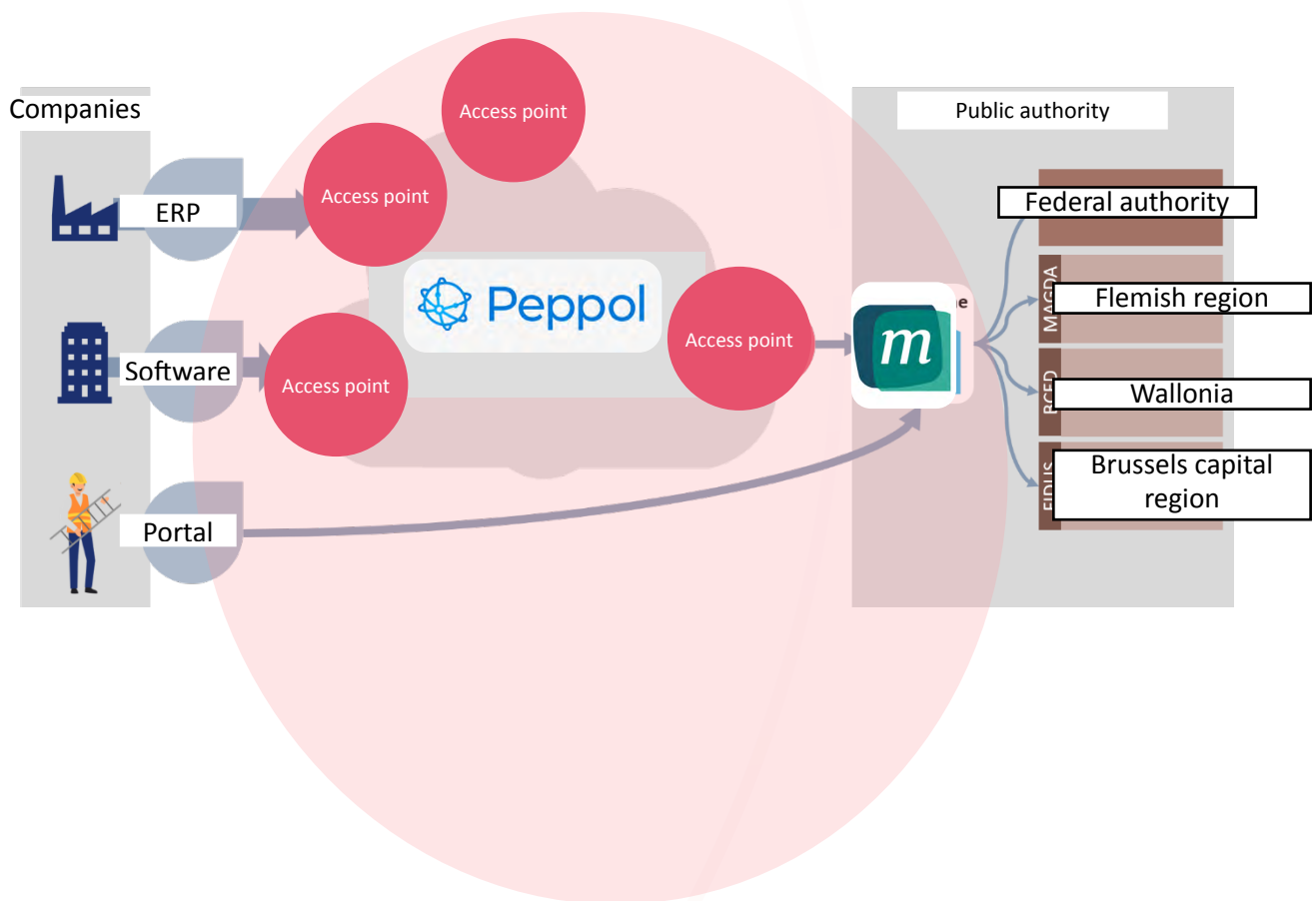
It is a precious tool for administrative simplification with multiple advantages: limiting data entry errors, ensuring **faster** invoice processing and as a result, making savings by reducing the use of paper and ensuring **better payment times**. In 2015, ASA (the federal agency for administrative simplification) calculated that switching to 100% electronic invoices would generate 3.37 billion euros in savings in Belgium.



How does it work?

Following a European directive² as well as the Belgian law amending the law on public procurement³, since 1 April 2019, all the Belgian public services have had to accept and process electronic invoices. Since this date, economic operators have had the possibility to send an electronic invoice to an adjudicating authority, the latter being required to accept it if it is compliant with the European technical standard specified pursuant to the aforementioned directive. These operators therefore still have the possibility to send their invoices by post.

An electronic invoice can be sent directly from your invoicing or sales/CRM (customer relationship management) software, if it is connected to a European Peppol network point of access⁴. It is then sent directly to the Belgian authorities (who then retrieve it via the Mercurius Platform⁵ - see illustration below).



² 2014/55/UE.

³ The law of 7 April 2019 amending the law of 17/06/2016 on concession contracts, the law of 13/08/2011 public contracts and certain contracts for works, supplies and services in the fields of defence and security amending the law of 4 May 2016 on the re-use of public sector information.

⁴ PEPPOL is the abbreviation of Pan-European Public Procurement On-Line. This is the European solution for the standardised management of data transfers between different partners and accounting software.

⁵ Mercurius is the Belgian platform that receives invoices sent to Belgian public entities and provides them to their recipients. Mercurius also enables suppliers to view the flow of inbound and outbound invoices. In this case, it is a real statistical tool.

How can I switch to electronic invoicing?

Electronic invoicing is not only for large companies and organisations.

In recent years, many IT solutions have arrived on the market aimed at all companies and freelancers, irrespective of their invoice volume. There is an appropriate option for everyone.



Without knowing it, you may already have an IT solution for sending electronic invoices.

A. I have accounting or invoicing software

B. I have ERP ('Enterprise Resource Planning': management software)

C. I create my invoices in Word, Excel, PDF, etc.



A. I have accounting or invoicing software:

If you use an accounting or invoicing program to receive and send your invoices, it is very likely that your program is already compatible with sending electronic invoices.

To make sure, please feel free to contact your accounting and invoicing program supplier:

✓ **Have they confirmed that your program is able to receive and issue electronic invoices?**

→ Ask them to check whether you have the latest version of the program. You will then be sure that you are able to send electronic invoices to public bodies.

✗ **Has the supplier informed you that your IT solution is not able to receive and issue electronic invoices?**

→ Ask them whether they intend to connect to an access point in the PEPPOL model. You will find the list of PEPPOL-certified Service Providers in the following link :
Peppol Certified Service Providers - OpenPeppol

B. I have ERP ('Enterprise Resource Planning': management software):

Companies that issue many invoices often have an ERP system.

'XML' and 'UBL' should be concepts that your company's IT managers are familiar with.

There are two methods to enable your ERP to issue electronic invoices:

⇒ My company **implements the Peppol standard itself** and chooses the access point.

⇒ My company **entrusts preparation of the Peppol invoice to a third party** and may or may not have the choice of access point used. You must always ensure you meet the PEPPOL BIS V3 standard. This standard guarantees that the electronic invoice can be read by all the parties concerned.

C. I create my invoices in Word, Excel, PDF, etc.:

Word, Excel or PDF invoices have an unstructured format and cannot be managed automatically. Furthermore, this simple digital document cannot guarantee a notion of security.

In recent years, many invoicing software programs have been launched that are specifically aimed at companies or freelancers with small invoice volumes. We strongly recommend that you compare these applications, contact their developers and get started. Your company will therefore be prepared for the digital future.

⇒ You will find the list of PEPPOL-certified Service Providers in the following link :
[Peppol Certified Service Providers - OpenPeppol](#)



2. Paper invoicing

Electronic invoicing is the preferred solution and it is likely that eventually it will become compulsory. Nevertheless, in the meantime, you can still send us your paper invoices by post for contracts with an estimated value of 3000 EUR excluding VAT or less. Please note, from January 2022 it will be essential to send these to us exclusively at the new unique invoicing address:

SPW Finances – Centre de scanning – Boulevard Ernest Mélot, 30 – 5000 Namur.

From this date, all the paper invoices of the SPW and assimilated Walloon services will be centralised and digitised at this address. Therefore, be careful when changing the address in your databases so that your invoices are processed, as soon as possible!



As a reminder (see foreword of this guide), this centralisation in no way concerns the other public administration units in the Walloon Region, such as Sofico, Forem, AVIQ, SWL, AWAC or AWAP.



To be able to identify your invoice correctly and forward it quickly and efficiently to the right department, the following data must be entered when you issue your invoice (non-exhaustive list):

Your data:

- ✓ Your invoice reference;
- ✓ Your invoice date;
- ✓ Your BCE/VAT number;
- ✓ Your bank account number.

You will be given the information specific to the SPW by your point of contact in the authority:

- ✓ Undertaking number (VISA);
- ✓ Legal undertaking number;
- ✓ Contract number (if applicable);
- ✓ purchase order reference (if applicable) – to be attached to the invoice;
- ✓ Invoicing address: SPW Finances – Centre de scanning –
Avenue Gouverneur Bovesse 29 – 5100 Jambes
+ Name and email address of the accounting contact that will be entered by the authority;
- ✓ Delivery address;
- ✓ Point of contact name, telephone number and email address;
- ✓ Department (Division, etc.);
- ✓ SPW BCE/VAT number: **0316.381.138**



You can attach appendix documents to your electronic invoice. However, the volume must not exceed 10 Mb.

I'm transferring my invoice to my bank. What information should I enter on my invoice?

The information must specify the transferee's name (credit organisation) and the account number(s) where the payment must be made.

If the transfer is made as a pledge, you must specify this.

For example: this invoice is transferred and payable exclusively to (credit organisation name + address) on the account no. (the transfer account(s)).

This information must be shown on the front of the invoice.

For your IT department:

For certain invoice fields requested by the SPW, a UBL map must be made. A technical guide is being drafted and will be available by the end of the year.



4. Bank details (RIB), essential information for a straightforward payment!

From January 2022, a RIB (bank details certificate) will be required when a bank account for a beneficiary in the Walloon Region is not in our new database.

The RIB may also be provided if you have not invoiced SPW for a long time and you are not sure whether your bank account is still in the new SPW database.

This principle will apply for any public contract (supplies, services or work) awarded.

What is an RIB?

In French, RIB stands for Relevé d'Identité Bancaire and is a certificate containing the following information (list not exhaustive and varies from one bank institution to another):

- ✓ Account number in IBAN format (the IBAN is a number that identifies a bank account irrespective of the country in which it was opened) and the BIC code (the bank's international identifier);
- ✓ Last name, first name and address of the account holders;
- ✓ Company's BCE number (individual or legal entity);
- ✓ Date the bank account was opened;
- ✓ Date certificate printed;
- ✓ An authenticity code (legitimacy of the certificate).



The bank account details (RIB) must be signed by the bank to be accepted.

How can you obtain it?

Accredited banks in Belgium	Conditions for obtaining an RIB via the internet	Conditions for obtaining an RIB from the branch
Belfius	The RIB is available via the application Belfius Direct Net and is free	The RIB can be obtained from a branch but it costs 15 euros
Bpost banque	The client must send their request to an email address provided by your bank and it costs 15 euros	The RIB cannot be obtained from a branch
Beobank	The RIB cannot be obtained over the Internet	The RIB can be obtained from a branch with an identity card and is free
Europabank	The RIB can be obtained over the Internet and it costs 12 euros.	It can also be obtained from a branch and is also fee-paying
Bnp Paribas Fortis	The RIB can be obtained by email by making a request over the Internet and is free	It can also be obtained from a branch and is free
Banque Triodos	The RIB can be obtained by making a request on the online platform and costs 10 euros	The RIB can be obtained from a branch and costs 10 euros as well
ING	The RIB can be obtained by logging on to your Internet profile	The RIB can also be obtained from a branch and is free
CBC Banque KBC Bank	The RIB can be obtained by following the instructions on the Internet and may also be obtained free of charge by making a request via the application CBC	The RIB can be obtained from a branch by making a request and is free
Banque Nagelmackers	The RIB can be obtained over the Internet and is free	The RIB can be obtained from a branch and is free as well
Banque Crelan	The RIB can be obtained over the Internet and is free	The RIB can be obtained from a branch and is free
AXA Bank Belgium	Cannot be obtained over the Internet, the bank does not provide this possibility	It can be obtained from a branch and costs 15 euros

You will soon be informed about how the RIB can be sent to SPW.

Summary:

Since January 2022, there are two transmission channels for your invoices:

- Electronic invoicing via Peppol
- Paper invoicing to be sent to SPW Finances – Scanning Center

Boulevard Ernest Mélot, 30 – 5000 Namur

This transmission channel is only valid for contracts with an estimated value of 3,000 EUR excluding VAT or less.

Invoices in PDF or Word format sent by email are no longer accepted.

Need help?

You can find a wealth of information (FAQ, etc.) on the subject by visiting our website:

www.finances.wallonie.be/facturation

For any questions regarding:

- Accounting software configuration
- Access to the Mercurius portal
- Support for submitting invoices in Mercurius
- Invoice data requirements

Feel free to contact us by email at:

facturationelectronique@spw.wallonie.be

For questions related to:

- The processing of your invoice
- Sending payment reminders

You can email us at:

controle.depenses.finances@spw.wallonie.be

To obtain details of consolidated payments, you can send your request to:

info.paiement.finances@spw.wallonie.be

(Please specify your VAT number in the request, along with any other useful information for tracking.)