# Invoicing:

Vendor Guidelines

Belfius Bank, Belfius Insurance and Corona Direct are automating the way their invoices are processed and so are asking for your cooperation as a supplier.

If you have an accounting program, you can send your invoices via the Peppol platform, in which case we would ask you to send your invoices via that channel only.

Never heard of the Peppol platform?
What is Peppol? >

Schematic representation
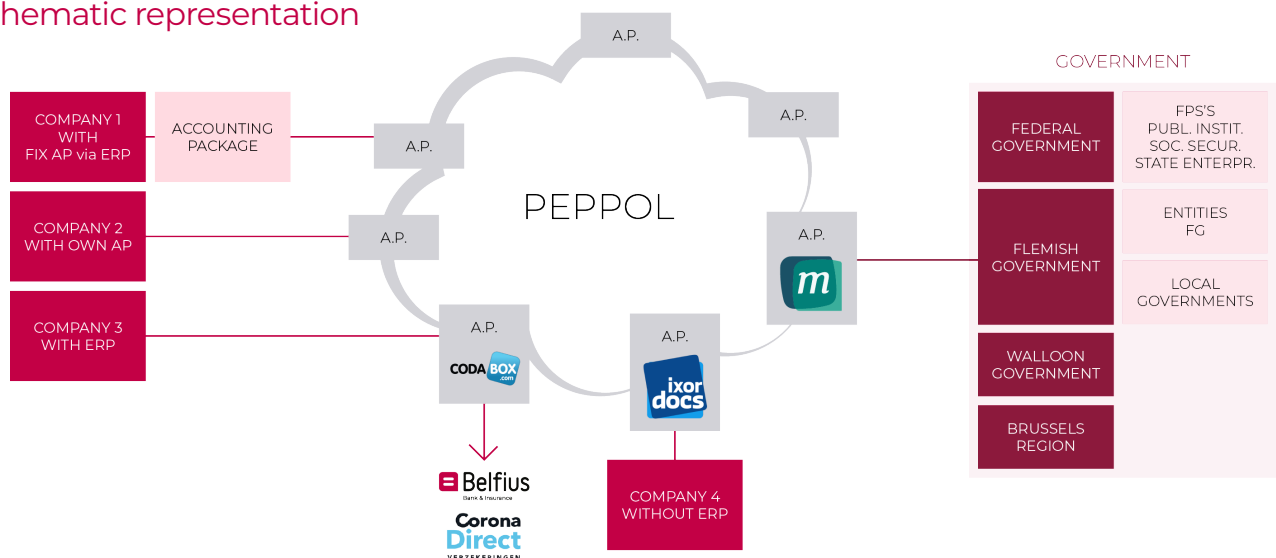
Explanation

Depending on your situation, you send your documents directly via your software package and the associated Access Point (AP) to the Peppol platform. Another possibility is that you choose your own Access Point independently of your software package (Company 2). When you do this, you send your data to your own Access Point, which then forwards the documents to the Peppol platform. A third possibility consists of you and your customer both using the same Access Point (Company 3). If that is the case, the data also transits the Peppol platform, as with Company 2.

There is a fourth possibility, which consists of you not having a software package that enables a connection with the Peppol platform or an Access Point (Company 4). When that is the case, the IxorDocs supplier platform is recommended. You can use the invoices created by your software package in PDF format in this web application and then forward them electronically to the Peppol platform. It is important for you to know that the application is free of charge for you as a supplier, provided you only send your documents to Belfius Bank, Belfius Insurance or Corona. If you want to use the application for other customers, then you can switch to a payable version of it after contacting Ixor. A fifth possibility is the Mercurius platform, which functions as the Access Point between the Peppol platform and Belgian government departments. This platform also offers suppliers in the same situation as Company 4 the opportunity to send their invoices to specific customers, such as regional and federal government departments, as well as to all intermunicipal companies.

If you do not have this function/possibility, we would ask you to use the IxorDocs application by registering on the Belfius IxorDocs Supplier Platform and then only send your invoices to the companies below via that channel.

| Company nr.	Name
0403.201.185	Belfius Bank NV/SA (excl. CommV/SComm – limited liability cooperatives)
0405.764.064	Belfius Insurance NV/SA (also known by the "DVV" brand and trading name)
0403.263.939	Corona NV/SA

How does the Belfius Supplier Portal work?

Watch video >

> You need to register on a one-time basis at the IxorDocs supplier portal. This can be done from an invitation e-mail or via voluntary registration without using an invitation e-mail.

  • When registering via an invitation e-mail, activation is limited to accepting the invitation and selecting a password.
  • When registering based on a voluntary registration, you will be asked immediately to enter your company details. This data will then be validated within Belfius Bank and you will receive a message about the result of your registration. If validated, you can then begin immediately to send your documents.

> Log in via https://belfius.ixordocs.com
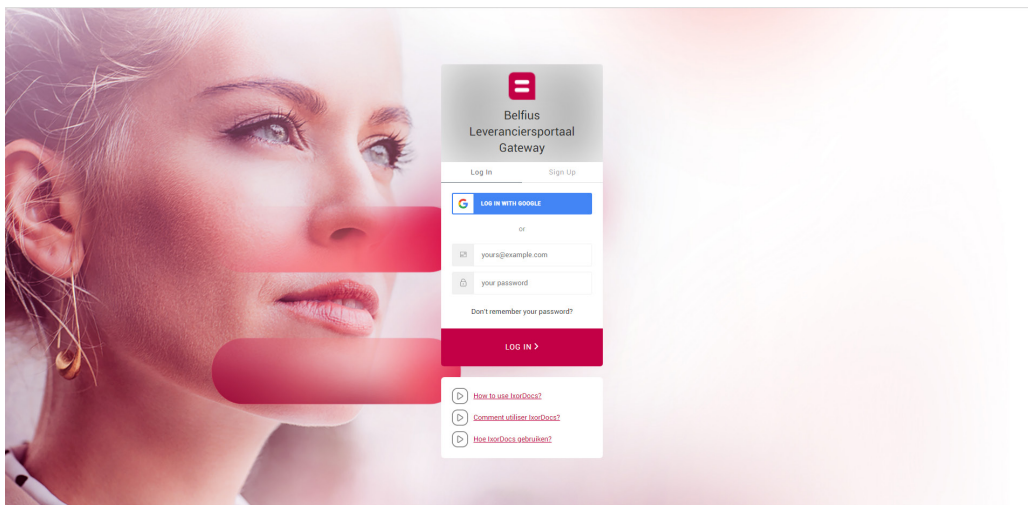
> Upload your invoices or credit notes in PDF format via the 'Create a new invoice' button
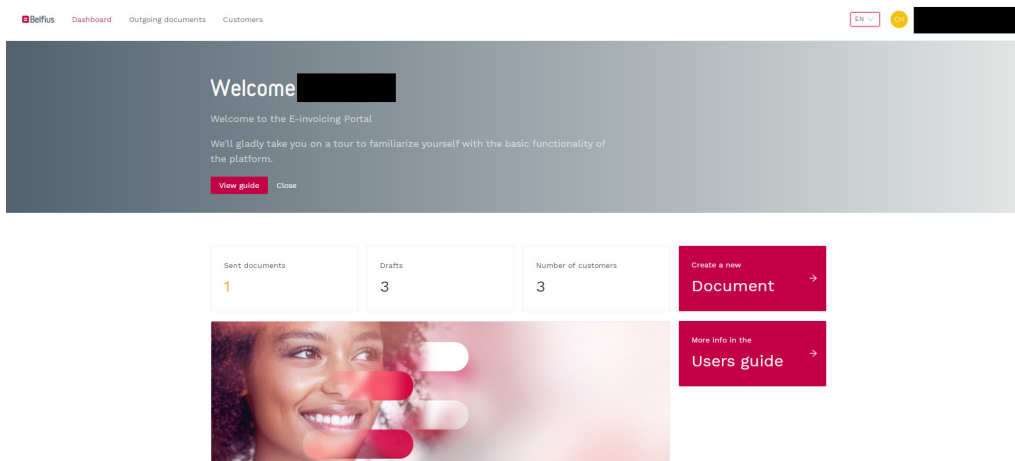
> Select the addressee from a list of addressees established by Belfius.

Select a customer   ✕

🔍 Search

✅ Belfius Bank nv - Belfius Banque sa   *Edit*
   0403201185, Karel Rogierplein 11 Sint-Joost-ten-Node

   Belfius Verzekeringen nv - Belfius Assurances sa   *Edit*
   0405764064, Karel Rogierplein 11 Sint-Joost-ten-Node

   Corona nv - Corona sa   *Edit*
   0403263939, De Kleetlaan 7a Machelen (Brab.)

> The portal recognises certain items of data in the invoice, so check it carefully. You will need to fill in any missing or incorrectly recognised items of data yourself.
> Enter the invoice number under 'Document number', the structured payment message under 'Reference' and the purchase order number provided under 'Order number'. If this latter number is not available, enter the name of the person issuing the order.
> The total will be calculated automatically.
> Once the form has been completed correctly, you can send your invoice/credit note via the button at bottom right.

> Belfius then receives the invoices via its own Access Point, Codabox, and they are incorporated automatically into its SAP accounting package.

What history is available to the supplier?

In the IxorDocs supplier portal you have a detailed history for every document uploaded and/or sent via the IxorDocs platform.

Logbook

Time	Payment reference	User	Activity
02/03/2022 10:58	-	sqs-listener	Document delivered
02/03/2022 10:52	-	▓▓▓▓▓▓	Document created
25/02/2022 08:48	-	sqs-listener	Document delivered
25/02/2022 08:43	-	▓▓▓▓▓▓	Document created
24/02/2022 15:06	-	sqs-listener	Document delivered
24/02/2022 15:05	-	▓▓▓▓▓▓	Document created
24/02/2022 15:05	-	sqs-listener	Document delivered
24/02/2022 15:03	-	▓▓▓▓▓▓	Document created
24/02/2022 09:32	-	sqs-listener	Document delivered
24/02/2022 09:31	-	▓▓▓▓▓▓	Document created

What do the statuses of the uploaded invoices and credit notes mean?

- > Draft: when you upload a document, you can save it as a draft. You can then finish off a draft when it suits you.
- > Sent: a document is successfully converted into a valid Peppol document and then sent to the addressee.
- > Unsuccessful: the document cannot be sent.
- > Important: This portal does not provide any information about the payment status of the documents sent.

You can update your company details yourself.

- > As the administrator of your account, you can make changes to your company's address and bank details yourself.
- > You can invite your colleagues to be users so that they can also upload and send documents.
- > The identification number and company name cannot be changed. Peppol uses the CBE number of its company as the identification number when sending its documents.

What can you do with the uploaded documents?

- > All uploaded documents are saved in this portal for a maximum of 2 months.
- > You can download any uploaded PDF document at any time.
- > If the document has been sent, you can also download a UBL of it. A UBL is the converted version of the PDF document.
- > You can send the uploaded document. However, once you have sent the document, you can no longer change any of the data in it.

And finally…

If you have any questions and/or comments, please send an e-mail to accounts.payable.be@belfius.be