



# Information leaflet e-invoicing the Dutch central government: information for suppliers

Do you want to send an electronic invoice (e-invoice) to your client at the central government? In this leaflet we explain how to do this.

Please note: your client can make additional arrangements with you on e-invoicing.



## Do I have to send e-invoices?

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

## What is an e-invoice?

An e-invoice looks like a normal invoice, but it contains codes as well. These codes are structured in a fixed manner. This way, the invoice can be processed directly in the administration of the client.

Note that a pdf file is not an e-invoice.

## How can I send an e-invoice?

You can send an e-invoice to the central government:

- via the supplier portal
- via a service provider
- via Digipoort
- via an accounting programme

It depends on your situation which way suits you best.

You can find more information on the [e-invoicing helpdesk's Dutch-language website](#).

## Which conditions must my e-invoice meet?

To process an e-invoice it is important that the right data have been entered in the correct way. You can find more information on which data an e-invoice to the Dutch central government **should** contain in the [Guideline Basisfactuur Rijk](#). For instance:

- Order number/reference (enter this in the OrderReference field)
- Organisation Identification Number (Organisatie-identificatienummer, OIN, in Dutch)

You can also consult the [Dutch Tax and Customs Administration's invoice requirements](#) (in Dutch).

## Please note!

Incorrect invoices, for instance incomplete invoices, will not be processed and therefore not paid. Even if your invoice contains a small mistake, you will receive an error message in your billing system or a notification via e-mail.

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

Please [contact the e-invoicing helpdesk](#).

## Do you have other questions?

Do you have questions on for instance the status of the payment, the order number, or other substantive questions on the invoice? Your client can help you.

For questions on accounting software (for example problems logging in, or technical questions) you can consult the supplier of your software.

## Laws and regulations

The obligation for e-invoicing is the result of an [EU Directive](#) which has been transposed into [Dutch law](#) (in Dutch).

You can find more information on: [www.helpdesk-efactureren.nl](http://www.helpdesk-efactureren.nl) (in Dutch).