

SPECIFICATIONS FOR SENDING E-INVOICES

Air Traffic Control the Netherlands (LVNL) is switching to electronic invoicing. We would like you, as an LVNL supplier, to participate and send us e-invoices. By doing so, we will both save costs, and we can shorten the payment term. These specifications contain all the information you need to send e-invoices (not PDFs!) to LVNL.

1. Validity and scope

The General Procurement Terms and Conditions apply to all purchases made by LVNL. You can find them at <https://en.lvnl.nl/about-lvnl/procurement-and-contracts>. The General Procurement Terms and Conditions take precedence over these specifications for sending e-invoices. E-invoicing is the future, but it is not (yet) mandatory for you as a supplier. These specifications for sending e-invoices have been drafted to facilitate you as a supplier in setting up e-invoicing for LVNL.

2. Technical data on e-invoicing with LVNL

LVNL complies with the European EN16931 standard for e-invoicing and the user instructions for Dutch government authorities and uses the secure network of the Netherlands Peppol Authority (NPA). For that reason, all e-invoices sent to LVNL must be submitted via this network. As a supplier, you can also easily gain access to this network. Read more about it below.

LVNL invoicing details

LVNL uses the Netherlands Peppol Authority (NPA). When sending e-invoices, you will use the Peppol ID for LVNL: **0106:34367959**

E-invoice format

The most recent version of the standard UBL format, currently **UBL 2.1**.

Use of fields (tags)

All mandatory UBL fields apply.

Please state the 'PO number' provided by LVNL, to speed up e-invoice processing. In this particular 'tag', enter the 'purchase order number' provided by LVNL on both header and line level (on each line!) and in the appropriate tag 'PO_NUMBER'.

How many tags you use, and which ones will depend on how much information you, as a supplier, want to include in your XML invoice. However, it is important that all information is placed in the correct tag.

For the exact application of the fields/tags, please contact your software provider, or consult the specifications provided by the Netherlands Peppol Authority, which can be found at <https://peppolautoriteit.nl/cms/view/3d2bb3b5-2fcd-42a0-8dc4-49ad94947032/use-of-peppol-in-the-netherlands>.

Access to the Netherlands Peppol Authority

LVNL normally only accepts e-invoices submitted via the secure network provided by the Netherlands Peppol Authority. However, e-invoices sent by email will continue to be processed **for the time being**.

The Netherlands Peppol Authority (NPA) is the Dutch access point to the European PEPPOL network and provides a reliable and secure way of sending and receiving e-invoices. The network of the Netherlands Peppol Authority is used by various companies and government authorities. Access to this network allows you to e-invoice all these other organisations, without any additional effort. You are free to choose how you want to access the Netherlands Peppol Authority network (<https://peppolautoriteit.nl/cms/view/3d2bb3b5-2fcd-42a0-8dc4-49ad94947032/use-of-peppol-in-the-netherlands>).

One of the following is probably applicable to you:

- Access to the Peppol network via your own software provider, e.g. your billing software or ERP system. This gives you the benefit of an automatic, secure link that allows you to book the invoice directly with LVNL. This link gives you access to all participants in the Peppol network, within the government and in the private sector. Fees may apply to this method, depending on your service provider;
- Access via a service provider, for example on the basis of messaging or email. You send your e-invoice to a service provider selected by you. They convert the e-invoice message into the UBL format and then send it to the Peppol network on your behalf. The service provider usually charges for this;
- Access via an e-invoice portal. You enter your invoices manually and the service provider that manages the portal submits the invoice via the Peppol network. This method is best if you send less than one invoice per month. Depending on the choice of portal, no costs are involved.

3. Method of invoice processing

By automating e-invoice processing, LVNL saves time and shortens the processing time. This allows for quicker payment of invoices. As part of automated processing, LVNL uses the following agreements:

- If your e-invoice cannot be delivered to us because there is a technical problem with the e-invoice, LVNL will not be notified. After all, delivery never took place. However, your service provider, who submitted the e-invoice on your behalf via the Netherlands Peppol Authority network, does receive a notification. This is part of the system agreements in place at the Netherlands Peppol Authority. You must agree on a working method with your service provider;
- No confirmation message is sent upon receipt of an e-invoice; every e-invoice that is received will be processed;
- If a received e-invoice cannot be processed, you will be notified of this via crediteuren@lvnl.nl. Examples of unprocessable invoices are:
 - Incomplete invoices (see Technical Data);
 - Invoices that are not provided in the standard UBL 2.1 format;
 - Invoices without the LVNL purchase order number;
 - Invoices that do not meet the legal requirements; and
 - Invoices not approved by the budget holder.

4. Contact details for LVNL

- If you have any technical questions regarding the connection to the e-invoicing network of the Netherlands Peppol Authority (NPA), please contact your current supplier of your invoicing or ERP software. You can also search for a service provider at <https://peppolautoriteit.nl/cms/view/3d2bb3b5-2fcd-42a0-8dc4-49ad94947032/use-of-peppol-in-the-netherlands>;
- If you have specific questions about setting up e-invoicing for LVNL (e.g. because you want to test the link), please contact crediteuren@lvnl.nl. Please mention 'e-invoicing' in the subject line;
- If you have any questions about a specific invoice, such as payment, you can contact us in the same way you can now, at crediteuren@lvnl.nl.

We wish you all the best in implementing e-invoicing for LVNL.

5. More information

For more information on setting up e-invoicing for LVNL or if you have any questions, please go to: <https://www.lvnl.nl/over-lvnl/inkoop-en-contractering/e-factureren>.