

Invoicing guidelines

The subsequent invoice(s) related to this Purchase Order shall be sent electronically through a compatible e-Invoicing platform.

ECHA has joined the e-Invoicing module of e-PRIOR maintained by the European Commission. This enables ECHA's suppliers to send invoices, credit notes and supporting documents electronically using the e-Invoicing module.

There are two ways to submit invoices via e-PRIOR:

- The connectivity via **PEPPOL** platform (preferred option). PEPPOL embeds the European wide standards to harmonise processes across private and public sectors and you can find more information on www.peppol.eu.
- Via **Supplier Portal** (manual, free of charge). More info here: https://ec.europa.eu/isa2/solutions/open-e-prior_en

ECHA can be found in e-PRIOR/PEPPOL using the 0088:6429830036104 identifier, (ECHA's GLN # 6429830036104).

In case you have further questions regarding this matter please do not hesitate to contact us via email invoices-bills@echa.europa.eu. If your company needs help setting up the e-Invoicing channel, ECHA could assist you with testing.

It is sufficient to send the invoices only in electronic format, please do not send duplicates (both electronic and paper versions).

If, for a duly justified reason, you are unable to send an invoice in electronic format, please email your invoice as a PDF document to invoices-bills@echa.europa.eu. In case you cannot send invoices electronically/via email, please send them by mail to: ECHA Mail Registration, PO Box 400, FI-00121 Helsinki.

Please make sure that the invoice includes:

- *Purchase Order reference number as shown in the order;*
- *Milestone/deliverable in question and the project title/acronym;*
- *The amount of VAT or the rate of VAT applied, if applicable;*
- *Bank account details as they appear in the Purchase Order (Please notify ECHA of any subsequent changes to the bank account to which the payment is to be made).*

Please note that the invoice cannot contain items not mentioned in this Purchase Order and cannot exceed the total cost foreseen.

Payments cannot be processed for invoices which have not been completed according to these instructions.