General Secretariat for Information Systems and Digital Governance

e-Invoicing –

INTRUCTIONS FOR FOREIGN B2G ECONOMIC OPERATORS (Sellers)

Description of Procedure

International Financial Organizations (B2G Economic Operators), based outside Greece, providing goods and services to local Contracting Authorities (CA) of the Greek Public Sector (the Buyers), in the context of public procurements are required to follow the next process steps:

1. Invoicing the CAs in Greece is solely carried out by means of electronic invoicing (eInvoicing), through the PEPPOL electronic platform (https://peppol.org/).
2. The PEPPOL protocol and Greek law require the obligatory involvement of PEPPOL certified Service Providers (SP) in the process of preparing and transmitting eInvoices to the buyers.
3. The eInvoice document must follow and comply with EN 16931 European standard for electronic invoicing established by the European Committee for Standardization (CEN) and the Greek CIUS PEPPOL BIS.
4. B2G Economic Operators (Sellers) are asked to locate a capable SP of their preference (https://peppol.org/members/peppol-certified-service-providers/) and establish a business/commercial relationship with it, aiming at the facilitation of B2G eInvoicing via PEPPOL, by the SP on behalf of the B2G Economic Operator (Seller).
5. In cooperation with the selected PEPPOL SP, a B2G Economic Operator should electronically compose an authoritative eInvoice document, according to the rules as prescribed in step 3.
6. The SP should acquire the eInvoice document from its issuer and transmit the eInvoice document via the SP's AS4 Access Point in the PEPPOL eDelivery network, to the unique PEPPOL end-point of all the Greek CAs, with PEPPOL ID (buyer electronic address) 9933:997001671, located at the National Interoperability Center (KE.D) of the General Secretariat of Information Systems (GSIS). Be advised that this common to all Greek CAs PEPPOL ID is irrespective of the inherent VAT number of each individual CA.

Rules for the BT fields

Certain data fields in the eInvoice body must be filled in appropriately, so that the completed eInvoice XML document can reach its intended destination (CA). These are:

BT fields	Description of BT Values	Clarifications
BT-10	Buyer reference	Legal Name of Buyer
BT-11	Project reference	1|ADA of Expense Obligation Decision (regular budget), 2|Enarithmos (unique number of a project in Public Investment Program), 3|ADA of Expense Obligation Decision (other budget than regular)

		These values should be provided by the Buyer
BT-12	Contract reference – ADAM or 0	ADAM is the unique number of contract and must be provided by the Buyer
BT-31	Seller VAT identifier	
BT-34	Seller electronic address	
BT-46	Buyer identifier	Buyer identifier must be provided by the Buyer
BT-48	Buyer VAT identifier	
BT-49	Buyer electronic Address	For all Contracting Authorities the electronic Address is 9933:997001671
BT-70	Deliver to party name	
BT-75	Deliver to address line 1	
BT-77	Deliver to city	
BT-78	Deliver to post code	
BT-80	Deliver to country code	
BT-158	Item classification identifier	Filled out with the CPV item classification of the contract

The following fields are optional

BG-24 (BT-123, BT-124)	ADDITIONAL SUPPORTING DOCUMENTS (Supporting document description, External document location)	BT-123 = "##EXTERNAL|DOC##" and BT-124 = the URL of an external document location
BG-24 (BT-125)	ADDITIONAL SUPPORTING DOCUMENTS (Attached Document)	Currently, no embedded document/binary object of any type is supported.

B2G Economic Operators and PEPPOL SPs can elicit values of the eInvoice data fields, as listed in the previous step, from the public Contract. Additionally, they could contact the buying CA and eInvoice recipient for further assistance. Contact information for a CA can be found in the relevant Contract.

For further technical assistance, please contact einvoice@gsis.gr.