Choosing a transmission method in the federal invoice submission portals

Do you send invoices to contracting authorities yourself rather than having a service provider do it for you?

→ **No** → Inform your service provider of the requirement to adopt an e-invoicing standard compliant with the European standard EN 16931.

↓ **Yes**

Do you use software to create invoices, or does your system support the creation of invoices?

→ **No** → Use the web submission method (entering invoice data manually in your browser).

Or: Consider acquiring software that supports an e-invoicing standard compliant with the European standard.

↓ **Yes**

Can you create electronic invoice formats with your current software or system?*

→ **No** → Use the web submission method (entering invoice data manually in your browser).

Or: Ask the maker of your software about adding an e-invoicing feature.

↓ **Yes**

Can your software create invoices compliant with the latest version of the EU standard EN 16931?

→ **No** → Inform the maker of your software about the requirement to adopt a standard compliant with the European standard EN 16931.

Or: Use the web submission method until such a standard is adopted.

↓ **Yes**

Does your software support electronic transmission (e.g. via web service or email)?

→ **No** → Use either the option to manually upload invoices (ompliant with the EU standard) or option to send them manually via email

Or: Ask the maker of your software about adding an electronic transmission feature.

↓ **Yes**

Does your software support electronic transmission via the Peppol network?

→ **No** → Use your software to transmit your (EU-standard compliant) invoices via email.

Or: Ask the maker of your software about adding a feature for electronic transmission via the Peppol network.

↓ **Yes**

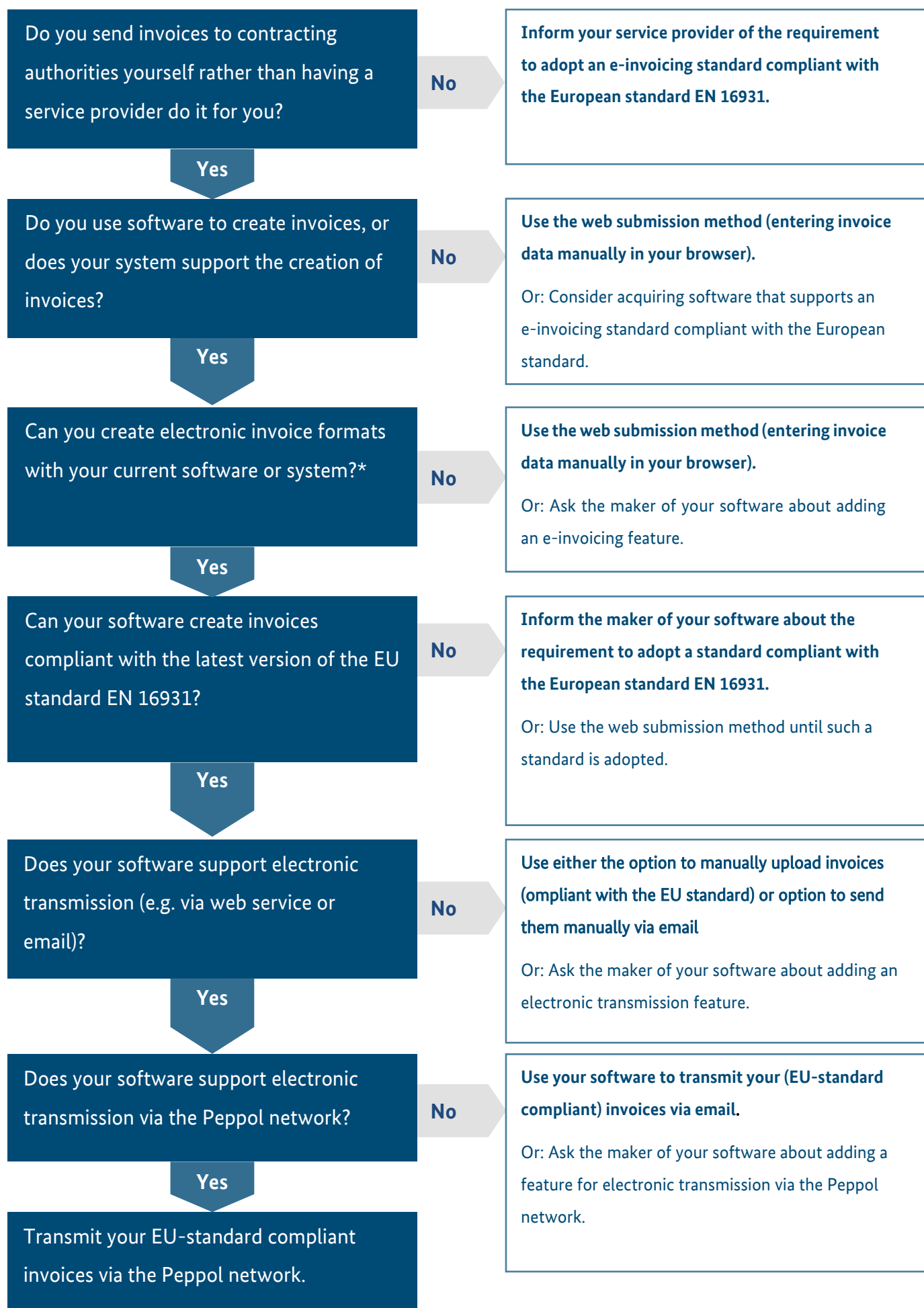**Transmit your EU-standard compliant invoices via the Peppol network.**

Figure 1: Choosing a transmission method in the federal invoice submission portals
* This refers to data formats containing structured invoice data.