

Public administration's instruction for the acceptance of electronic invoices compliant with the semantic data model given in Directive 2014/55

With effect from April 2019, the public administration will accept only those electronic invoices whose data content corresponds with that of the semantic model. Invoices whose data content complies with the semantic model may be sent to central government.

The sender of an electronic invoice shall use versions Finvoice 3.0 or TEAPPSXML 3.0 of the national descriptions or the syntax specified in the EU standard (EN 16931-1:2017) in accordance with the guidelines contained in the ISO/IEC 19845 (UBL 2.1) and UN/CEFACT XML Cross Industry Invoice D16B standard.

The obligatory fields in the national format must be completed in accordance with the descriptions, for example invoice number and invoice date, so that the invoices provide the information required in a VAT invoice.

The EU standard's codes are to be used in invoices unless the seller and buyer agree otherwise. Codes in accordance with EU standards must always be used in national invoices.

The public administration's detailed requirements for national electronic invoice descriptions are given in the table below. Further information and guidelines can be found on the State Treasury's web pages.

Consolidated invoices are not permitted. The broader contents of the invoice i.e. the information content of summary invoices will be agreed separately between the buyer and seller.

EN16931	FINVOICE	TEAPPSXML	Public administration recommendation
At the invoice level			
BT-24	SpecificationIdentifier	HEADER/SPECIFICATION_ID	Obligatory field for the semantic model. The value "EN16931" is given to public administration invoices
BT-1	InvoiceNumber	HEADER/INVOICE_ID	Invoice number
BT-2	InvoiceDate	HEADER/INVOICE_DATE/DATE	Invoice date
BT-27	SellerOrganisationName	PAYEE/CUSTOMER_INFORMATION/CUSTOMER_NAME	Seller organisation's name
BG-5	SellerPostalAddressDetails + SellerStreetName + SellerTownName + SellerPostCodeIdentifier + CountryCode + CountryName	PAYEE/CUSTOMER_INFORMATION/ADDRESS/STREET_ADDRESS1, STREET_ADDRESS2, STREET_ADDRESS3 PAYEE/CUSTOMER_INFORMATION/ADDRESS/POST_OFFICE PAYEE/CUSTOMER_INFORMATION/ADDRESS/POSTAL_CODE PAYEE/CUSTOMER_INFORMATION/ADDRESS/COUNTRY_CODE PAYEE/CUSTOMER_INFORMATION/ADDRESS/COUNTRY	The seller's address information must be given in order for the invoice to meet VAT requirements.
BT-44	BuyerOrganisationName	RECEIVER/CUSTOMER_INFORMATION/CUSTOMER_NAME	Buyer organisation's name
BG-8	BuyerPostalAddressDetails + BuyerStreetName + BuyerTownName + BuyerPostCodeIdentifier	RECEIVER/CUSTOMER_INFORMATION/ADDRESS/STREET_ADDRESS1, STREET_ADDRESS2, STREET_ADDRESS3 RECEIVER/CUSTOMER_INFORMATION/ADDRESS/POST_OFFICE RECEIVER/CUSTOMER_INFORMATION/ADDRESS/POSTAL_CODE	The buyer's address information must be given in order for the invoice to meet VAT requirements.
BT-54	+ BuyerCountrySubdivision + CountryCode + CountryName	RECEIVER/CUSTOMER_INFORMATION/ADDRESS/SUBDIVISION RECEIVER/CUSTOMER_INFORMATION/ADDRESS/COUNTRY_CODE RECEIVER/CUSTOMER_INFORMATION/ADDRESS/COUNTRY	BT-54 BuyerCountrySubdivision for example the regional unit in public administration
	InvoiceTypeCode	HEADER/INVOICE_TYPE	The processing of invoices received is based on the InvoiceTypeCode value. The recommendation is that a payment reminder should be one reminder after the invoice.
BT-3	InvoiceTypeCodeUN	HEADER/INVOICE_TYPE/@UNTDID_CODE	Obligatory field according to the semantic model, however processing reception of an invoice is based on the InvoiceTypeCode value. Example of codes used:

			380=Commercial invoice 381=Credit note 632=Goods receipt
	InvoiceClassification	HEADER/SECURITY_DETAILS -structure	Secure invoice classification. The code used is agreed between the buyer and seller. The InvoiceTypeCode field must be SEI01 as shown on the invoice or SEI02 as shown on the credit note
	+ ClassificationCode	HEADER/SECURITY_DETAILS/SECRECY_CLASS	SC01-SC10
	+ ClassificationText	HEADER/SECURITY_DETAILS/SECRECY_DESCRIPTION	The text corresponding to the code "Security code 1"
BT-13	OrderIdentifier	HEADER/ORDER_INFORMATION[@ORDER_TYPE="CO"]/ ORDER_NUMBER	The data is alphanumeric. The buyer's order number is entered in this field. Obligatory information if the buyer has given an order number. If the seller uses their own order number, the seller's reference/our reference field is used (BT-14).
BT-10	BuyerReferenceIdentifier The site identifier under the Act on the Contractor's: InvoiceDetails/DefinitionDetails/ DefinitionHeaderText[@DefinitionCode="TA0001"] InvoiceDetails/DefinitionDetails/ DefinitionValue	HEADER/ORDER_INFORMATION[@ORDER_TYPE="CO"]/ ORDER_REFERENCE The site identifier under the Act on the Contractor's: HEADER_INFO/TITLE[@INFO_TYPE="TA0001"] HEADER/HEADER_INFO/CONTENT	Reference given by buyer Obligatory site identifier under the Act on the Contractor's Obligations and Liability when Work is Contracted Out, unless the guideline regarding transmitting the national site identifier is used. It is recommended that the fields given in the separate guideline be used.
BT-12	AgreementIdentifier	HEADER/CONTRACT_INFORMATION/CONTRACT_NUMBER	The data is alphanumeric. The buyer's agreement number is entered in this field. Obligatory information if the buyer has given an agreement number. If the seller uses their own agreement number, the

			seller's reference/our reference field is used (BT-14).
BT-19	AccountDimensionText	HEADER/PAYER_POSTING_GROUP_DEFAULTS/POSTING_DEFAULT[1]/ACCOUNT_REFERENCE	The data is alphanumeric. Account reference given by the buyer. Obligatory information if the buyer has given an account reference.
BG-23	VatSpecificationDetails	SUMMARY/VAT_SUMMARY - structure	Obligatory information in the invoice relating to VAT data.
BT-116	VatBaseAmount	SUMMARY/VAT_SUMMARY[1-n]/ACCORDING/AMOUNT[@VAT="EXCLUDED"]	Obligatory field for the semantic model.
BT-117	VatRateAmount	SUMMARY/VAT_SUMMARY[1-n]/VAT_RATE_TOTAL/AMOUNT	Obligatory field for the semantic model.
BT-118	VatCode	SUMMARY/VAT_SUMMARY[1-n]/@VAT_TYPE	Obligatory field for the semantic model. The Commission will make a joint recommendation for tax codes to be used in Europe.
BT-106	RowsTotalVatExcludedAmount	SUMMARY/ROWS_TOTAL/AMOUNT[@VAT="EXCLUDED"]	Obligatory field for the semantic model.
BT-109	InvoiceTotalVatExcludedAmount	SUMMARY/INVOICE_TOTAL_WITHOUT_ADVANCE_PAYMENT/AMOUNT[@VAT="EXCLUDED"] the invoice does not include prepayments, the same as SUMMARY/INVOICE_TOTAL/AMOUNT[@VAT="EXCLUDED"]	Obligatory field for the semantic model.
BT-110	InvoiceTotalVatAmount	SUMMARY/VAT_TOTAL/AMOUNT	Recommendation: Total amount of VAT related to the invoice
BT-112	InvoiceTotalVatIncludedAmount	SUMMARY/INVOICE_TOTAL_WITHOUT_ADVANCE_PAYMENT/AMOUNT[@VAT="INCLUDED"] the invoice does not include prepayments, the same as SUMMARY/INVOICE_TOTAL/AMOUNT[@VAT="INCLUDED"]	The amount and the currency code are obligatory fields for the semantic model.
BT-5	InvoiceTotalVatIncludedAmount/ AmountCurrencyIdentifier	HEADER/CURRENCY/CODE	Invoice currency
BT-17	TenderReference	HEADER/OFFER_REFERENCE	In future Hansel will give OC ID data specified by the Open Contracting Partnership, http://standard.open-contracting.org/latest/en/schema/identifiers/

	OriginalInvoiceNumber	HEADER/CREDIT_INVOICE_NUMBER	Recommendation: a credit note should be issued for the total value of a defective invoice and a new debit note issued. The original invoice number is given in the credit note.
BT-81	EpiPaymentMeansCode	PAYEE/PAYMENT_MEANS/@PAYMENT_MEANS_CODE	Obligatory field for the semantic model. Must use codes in accordance with the semantic model: 58 = SEPA credit transfer 59 = SEPA direct debit 54 =Credit card 55 = Debit card Other codes are processed as code 58.
BT-115	EpiInstructedAmount	SUMMARY/INVOICE_TOTAL/AMOUNT[@VAT="INCLUDED"] or if not exist SUMMARY/INVOICE_TOTAL/AMOUNT[@VAT="EXCLUDED"]	Obligatory field for the semantic model

The following information in accordance with the semantic model is obligatory at the invoice row level. If InvoiceRow-aggregates are presented using just free text, the ArticleName can be shown alone without the other information mentioned.

BT-153	ArticleName	ROW/ARTICLE/ARTICLE_NAME	
BT-126	RowPositionIdentifier	ROW/ROW_NUMBER	
BT-129	InvoicedQuantity	ROW/QUANTITY/CHARGED	
BT-148	UnitPriceAmount	ROW/PRICE_PER_UNIT/AMOUNT[@VAT="EXCLUDED"]	It is recommended that a row with the ex-tax unit price be given
BT-130	Attribute: QuantityUnitCodeUN	ROW/QUANTITY/CHARGED/@Q_UNIT_UNECE_CODE	
BT-131	RowVatExcludedAmount	ROW/ROW_TOTAL/AMOUNT[@VAT="EXCLUDED"]	
BT-146	UnitPriceNetAmount	ROW/PRICE_PER_UNIT_NET/AMOUNT[@VAT="EXCLUDED"]	
BT-151	RowVatCode	ROW/VAT/@VAT_TYPE	

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	InvoiceTypeCode	HEADER/INVOICE_TYPE	Material will be processed according to this field, irrespective of the EpiPaymentMeansCode value
	InvoiceTypeText	HEADER/SUBJECT	text corresponding to the invoice code
	OriginCode		indicate whether the invoice is the original or a copy

	InvoiceRow	ROWS/ROW	An invoice must have at least one invoice row
	EpEpiBfiPartyDetails/EpiBfiIdentifier	PAYEE/BANKS/SWIFT_CODE	Seller's account's BIC code
	EpiBeneficiaryPartyDetails + EpiAccountID	PAYEE/BANKS/IBAN_ACCOUNT_NUMBER or BANK_ACCOUNT_NUMBER	Seller's account number
	EpiDate	HEADER/INVOICE_DATE/DATE	ePI creation date
	EpiReference		technical data which is obligatory according to the ePI description
BT-83	EpiRemittanceInfoIdentifier	PAYEE/ DETAILS_OF_PAYMENT/PI_PAYMENT_REFERENCE or IPI_REFERENCE	Payment reference given by the seller
	EpiCharge + Attribute: ChargeOption	PAYEE/METHOD_OF_PAYMENT	For SEPA payments use the value "SHA"
	EpiDateOptionDate	HEADER/DUE_DATE/DATE	Invoice due date