

E-invoicing

Everything you need to know about e-invoicing and Peppol as an entrepreneur

The future of invoicing is digital Electronic invoicing is on the rise and is becoming more and more mandatory. In Belgium, electronic invoicing via Peppol will be mandatory for all B2B invoices from 1 January 2026. That's why it's crucial as an entrepreneur to change in time. In this guide, you'll easily find out what e-invoicing is, how the Peppol network works, and why you should get started today. In other words, now is the time to modernize your administration.

What is an e-bill? How do I recognise an e-bill? At first glance, an e-invoice looks like a regular PDF, but behind the scenes, it contains structured data in a format such as UBL. This allows the accounting software to read and process the information automatically.

In short: an e-bill is not a plain PDF or paper invoice. It is a structured digital file (usually in UBL format) that is automatically read and processed by accounting software. To the user, it often looks like a regular PDF, but behind it it contains data that the software can interpret effortlessly. With this process, you avoid errors, speed up processing, and significantly reduce your administrative burden.

Key benefits of e-invoicing: In summary, e-invoicing offers many advantages:

- Fully automatic processing
- Less risk of errors
- Better payment tracking
- Faster payment times
- Saves time and money

What is Peppol? What exactly does Peppol do? Peppol (Pan-European Public Procurement OnLine) is a secure international network that connects companies, accountants and governments. In other words, you can think of it as a digital highway that every business is connected to through a single digital mailbox. From these mailboxes, electronic invoices are sent to each other securely, quickly and correctly. This way, the invoice always reaches the right recipient, without the need for an email or paper.

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How does it work? Each participant in the Peppol network has a unique Peppol identifier (often the company number). When you create an e-bill, it is sent to the Peppol network via an authorized access point. In short, the system ensures a smooth and digital flow of invoices.

From invoice to accounting: this is how the process works In concrete terms: the invoice is automatically found in your customer's software. In addition, the accountant can then retrieve this underlying information from this system and read and process it automatically in his accounting software. This makes processing faster, more accurate, and without duplication of work. In other words: time savings and more precision.

Is e-invoicing mandatory? Yes. In Belgium, electronic invoicing via Peppol is mandatory from 01/01/2026 for B2B invoicing. That's why it's important to act now. Entrepreneurs who change in time are not only prepared, but will also benefit from an attractive investment deduction of 120% in 2025.

Why not wait as an entrepreneur? The benefits are obvious. Just think of:

- You work more efficiently
- You are in legal compliance
- You radiate professionalism
- You're one step ahead of digitization
- You are entitled to tax benefits

We help you with e-invoicing via Peppol As an accounting firm, we guide you step by step. In other words, we take the work off your hands.

- Activation on the Peppol network
- Link to your invoicing software
- Advice tailored to your business
- Support and follow-up

Frequently Asked Questions (FAQs)

Can I use multiple access points to connect to Peppol? No, a company can only be connected to the Peppol network through a single access point. This means that you can only use one vendor or software partner at a time to send and receive your invoices through Peppol. If you want to change, you must first cancel your current connection.

Do I need to change my billing schedule? Many popular programs such as Billit, Sumrise, and OkiOki already support Peppol. Do not hesitate to ask us for advice if you have any doubts. In other words, chances are you're already ready for e-invoicing.

Can I send and receive electronic invoices? Sure. Via Peppol, you can both receive and send electronic invoices, ensuring smoother administration on both sides. In addition, it reduces the number of manual errors.

What happens if my customer is not yet using Peppol? No problem. You can always send them an invoice via email or PDF, until they're also connected to the network. Still, we recommend encouraging customers to sign up so that they too can enjoy the benefits.

How do I know if I am subject to the e-invoicing obligation? Registration on the PEPPOL network is mandatory for all VAT payers, with a few exceptions. To help you determine if you need to register, the government has developed a tool:

<https://efacture.belgium.be/nl/tool>

Please note that businesses that are not subject to VAT can also voluntarily register on the PEPPOL network.

What is an electronic invoice and how does it differ from a traditional invoice? A structured electronic invoice is an XML file that complies with the European PEPPOL BIS standard. This invoice must be sent via the PEPPOL network. More information can be found on the website of the FPS Economy:

<https://news.economie.fgov.be/248659-facturen-op-papier-en-via-pdf-binnenkort-verleden-tijd-is-uw-onderneming-klaar-voor-e-facturatie>

The administration's general website on electronic invoicing:

<https://efactuur.belgium.be/nl/FAQ/algemene-vragen-elektronische-facturatie>

How do I know which invoices to send via the PEPPOL network? Invoices must be sent via PEPPOL if both the sender and the recipient are registered on the network. If you use invoicing software and choose the option "send all invoices via PEPPOL", you will receive an error message for recipients who are not registered on the network. In this case, you can send the invoice by e-mail or print it. You can also search for registered companies in the Peppol directory: [Peppol Directory – Search](#).

What is the procedure for sending my invoices created in Word, Excel or on paper via PEPPOL? The PEPPOL network works differently than email. You cannot send PDF files directly via PEPPOL. Since PEPPOL is a secure network, you must send invoices via an authorized access point. To send invoices created in Word, Excel or paper via PEPPOL, you need a solution connected to PEPPOL. Some software packages can convert your documents into electronic invoices so that they can be sent via PEPPOL.

I already use invoicing software. How can I send my invoices via PEPPOL? Your current software must be connected to PEPPOL. If not, you should look for a solution that can convert your invoices to a structured electronic format (PEPPOL BIS).

Is it possible to have multiple access points for sending and receiving invoices via PEPPOL? There are two types of entry points in PEPPOL: for receipt (purchase invoices) and for shipping (sales invoices).

You can only use one access point to receive purchase invoices. However, for sending sales invoices, you can use multiple access points, which means that you can use multiple invoicing packages.

Is e-invoicing also mandatory if I only work for private individuals? Yes, for your incoming invoices from your suppliers. The obligation does not apply to your outgoing bills to private customers. You will therefore have to adapt your systems by January 2026 in order to be able to receive structured electronic invoices from your suppliers.