



Invoicing Guide Belgium

Getting your invoices paid on time

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Within Capgemini we consider it of great importance to pay your invoices according to the agreed payment terms. This can only be ensured when your invoices comply with the Belgian Law, our purchasing requirements and meet the general terms and conditions of Capgemini Group.

This Invoicing Guide provides guidance on the invoicing requirements to ensure timely payment.

E-invoicing via Peppol network

As from 1 January 2026, all **domestic B2B invoices** between Belgian VAT registered businesses must be issued and received as structured electronic invoices (EN 16931 compliant) via the Peppol network as instructed below. If you are located outside Belgium and have a Peppol connection, you may also send your invoices as instructed below.

How to send e-Invoices

Submit your invoices in structured format (Peppol / EN 16931) through your Peppol access point to be processed automatically. Our Peppol ID is **0208:0407184521**. General guidance on Belgian invoicing and Peppol can be found at: einvoice.belgium.be.

Please note:

- > You are requested to enter the PO number in the correct field (PO number starting with 420XXXXXXX) of the XML file. Please ensure that no pre-/suffixes are added to the PO number. If you are a PO exempt supplier, the PO field must be left blank.
- > If your invoice is related to external professional hour writing in VMS, you are requested to include the Consolidated ID (starting with CGEMCIXXX...) in the Buyer Reference field of the XML file. > In case we need to contact you, please include your contact information (preferably an e-mail address) in the XML file.
- > We appreciate a human-readable PDF copy attached to the structured invoice submission for convenience and troubleshooting purposes. Please do not send a separate PDF copy via mail. > The acceptance status in Peppol only confirms transmission to Capgemini and does not constitute acceptance for payment. Capgemini will process and validate the invoice in accordance with this invoicing guide; payment status information is available via our Finance Helpline.

PDF Invoice

If you are located outside Belgium without a Peppol connection, please send your invoices in PDF format to:

Capgemini Invoice Scanstation	capgemini_invoices.be@capgemini.com
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- > Only one invoice per Purchase Order (PO) / CI ID (including attachments) per e-mail is accepted.
- > For queries or reminders, please contact our Finance Helpline (see [Contact](#))

Company details

> Capgemini Belgium NV/SA

Hermeslaan 9

1831 Machelen

Belgium

VAT nr. BE.0407.184.521



> For queries or reminders, please contact our Finance Helpline (see [Contact](#))

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How to make sure that your invoices are getting paid on time

It is mandatory to include on your invoices:

- Your company name and address details
- Your accounts receivable or finance department e-mail address
- Your payment details including IBAN (if applicable), SWIFT/BIC, beneficiary name, bank account number and sort code
- The correct billing entity details (see Company details)
- A unique invoice number
- A current invoice date: the invoice date must not differ by more than 30 days from receiving date
It is not allowed to backdate your invoice
- Purchase Order (PO) number (NO PO=NO PAY). Only one PO number per invoice is accepted.
- For subcontracting suppliers; instead of a PO number, please mention the Consolidated Invoice (CI) ID on the invoice
- The delivery address of your goods/services if different than the billed-to address, if applicable
- A clear description of the goods or services supplied including relevant back-up information, e.g. timesheets or invoice specifications
- The quantity supplied and price per unit
- Correct VAT amount and rate applicable
- VAT identification number
- Company registration number



Good to know

- > Always mention the Purchase Order (PO) number, order date and reference number on your invoices (or Consolidated Invoice (CI) ID for Subcontracting suppliers)
- > Make sure that the invoicing entity, item descriptions, prices, period, currency and quantities match those as agreed in the Purchase Order (PO) / Consolidated Invoice (CI) ID
- > Proforma invoices are not accepted
- > Capgemini cannot process paper versions of invoices and reminders, please contact our Finance Helpline
- > For external professionals it is required to write hours on a weekly basis in VMS2.0 (Vendor Management System). This VMS2.0 system (SAP Fieldglass platform) is designed to integrate with the Financial System of Capgemini Group, streamlining all activities for subcontractor demand, from creation to invoicing. Always mention the Consolidated Invoice (CI) ID on the legal invoice, this number is

a special identification number which replaces the PO number for subcontracting suppliers. Without this number your invoice will be returned.

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Payment term

If the necessary information is correctly stated on your invoices, you follow the advice given in this guide and there is no dispute, your invoices will be paid according to the payment term agreed on the PO number, which you have digitally received from our Procurement department.

Returned invoices (disputes)

If your invoices do not comply with the requirements or there is a dispute on the content, the invoices will be rejected and returned. The e-mail address mentioned on your invoices will be used for sending this important information.

The rejection mail contains a specific writing with information why your invoices are returned and also include more information on what is required by Capgemini to solve the dispute. Please do not send a credit note for the returned invoice. Capgemini cannot be held responsible for any form of additional costs if the invoice has been returned to you.

For disputes on content, please reach out to your contact person within Capgemini.

For more information relating our processes, please contact our Finance Helpline.



Contact

For more information regarding our procedures, the payment status, sending reminders or other related communication please contact our Finance Helpline in English:

Capgemini Finance Helpline	Financehelpline.be@capgemini.com
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message.

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