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 - Sellers), based outside Greece, providing goods and services to local **Contracting Authorities (C.As)** of the Greek Public Sector (the Buyers), in the context of public procurements are required to follow the next process steps:

1. Invoicing the C.As in Greece is solely carried out by means of electronic invoicing (eInvoicing), through the PEPPOL electronic, integrated ITC platform (https://peppol.org/).
2. The PEPPOL protocol and Greek law require the obligatory involvement of PEPPOL certified Service Providers (SPs), in the process of preparing and transmitting eInvoices to the buyers (C.As).
3. The eInvoice **XML** document, as the only by law authoritative and authentic electronic Invoice, 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 3.0**.
4. B2G Economic Operators (Sellers) are asked to locate a capable S.P of their preference (https://peppol.org/members/peppol-certified-service-providers/), either in Greece or elsewhere, and establish a business/commercial relationship with it, aiming at the facilitation of B2G eInvoicing via PEPPOL, by the selected S.P, on behalf of the B2G Economic Operator (the Seller).
5. In cooperation with the selected PEPPOL S.P, a B2G Economic Operator should electronically compose the original eInvoice document automatically through an interactive UI web form, according to the rules as prescribed in step 3 and using certain business data from the current public Contract.
6. The **appointed S.P** should acquire the eInvoice from its original issuer and transmit the eInvoice XML document via the S.P's AS4 **Access Point**, over the PEPPOL eDelivery network, to the unique **PEPPOL end-point of all the Greek C.As** (the byers' AS4 Access Point), 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 C.A.
7. [OPTIONAL] The appointed PEPPOL **S.P** is kindly asked to closely cooperate with the eInvoice issuer, in filling out the eInvoice data fields appropriately, either through the UI form of an interactive web application, or, if only necessary through intervening directly (on behalf of the Seller/eInvoice Issuer) to the underlying XML eInvoice structure/document.

Rules for the BT fields

In addition to PEPPOL (mandatory) data fields of the eInvoice for Greek C.As, certain data fields in the eInvoice body must be filled in appropriately, so that the completed eInvoice XML document can reach its intended destination (the buyer C.A). These are:

BT FIELDS	DESCRIPTION OF BT VALUES	UBL XML TERMS	CLARIFICATIONS
BT-10	Buyer reference	*\<Term\>cbc:**BuyerReferenc**e\</Term\>*	Defined by the Buyer/C.A, as a description-name of the underlying unit /

			administrative structure , which has been designated as the contracting authority / contracting body and refers to **the actual recipient of the invoice**.
BT-11	Project reference	*<Term>cac:ProjectReference </Term>* *<Term>cbc:ID</Term>*	**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-Contracting Authority**
BT-12	Contract reference – ADAM or 0	*<Term>cac:ContractDocumentReference</Term>* *Term>cbc:ID</Term>*	**ADAM** is the unique number of contract and must be provided by the Buyer
BT-46	Buyer identifier	*<Term>cac:Party</Term>* *<Term>cac:PartyIdentification</Term>* *<Term>cbc:ID</Term><Term>*	**C.A label** A buyer unique identifier that must be provided by the Buyer/C.A
BT-48	Buyer VAT identifier	*<Term>cac:PartyTaxScheme</Term>* *<Term>cbc:CompanyID</Term>*	
BT-49	Buyer electronic address	*<Term>cac:AccountingCustomerParty</Term> <Term>cac:Party</Term>* *<Term>cbc:EndpointID</Term>*	For all byers -C.As the electronic Address is **9933:997001671**

BT-31	Seller VAT identifier	`<Term>cac:PartyTaxScheme</Term>` `<Term>cbc:CompanyID</Term>`	
BT-34	Seller electronic address	`<Term>cac:Party</Term>` `<Term>cbc:EndpointID</Term>`	
BT-49	Buyer electronic Address	`<Term>cac:AccountingCustomerParty</Term>` `<Term>cac:Party</Term>` `<Term>cbc:EndpointID</Term>`	For all Contracting Authorities the electronic Address is **9933:997001671**
BT-158	Item classification identifier	`<Term>cac:CommodityClassification</Term>` `<Term>cbc:ItemClassificationCode</Term>`	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)	`<Term>cac:AdditionalDocumentReference</Term>` `<Term>cbc:DocumentDescription</Term>` `<Term>cac:AdditionalDocumentReference</Term>` `<Term>cac:ExternalReference</Term>` `<Term>cbc:URI</Term>`	**BT-123** = "##EXTERNAL|DOC ##" **BT-124** = the URL of an external document location
BG-24 (BT-125)	ADDITIONAL SUPPORTING DOCUMENTS (Attached Document)	`<Term>cac:AdditionalDocumentReference</Term>` `<Term>cbc:EmbeddedDocumentBinaryObject</Term>`	

General Secretariat for Information Systems and Digital Governance

B2G Economic Operators/Sellers and their PEPPOL SPs can elicit values of the eInvoice data fields, as listed in the previous step, from the current public Contract. Additionally, they could contact the buying C.A and eInvoice recipient for further assistance. Contact information for a C.As can be found in the relevant Contract. For further technical assistance, please contact einvoice@gsis.gr.

Additionally, Sellers/Invoice Issuers or their PEPPOL Services Providers can freely inquiry the **current status** of their submitted invoices using the link **https://webapps.gsis.gr/dsae2/traceinvoice** and keying in the corresponding INVOICE NUMBER (BT-1) they have used. The web application will prompt the page :

Invoice Type	Country Code	Issue Date	Seller Identifier	Buyer Identifier (BT-46*)	Contracting Authority (greek name)	Buyer Reference (BT-10)	Contract Reference (ADAM) (BT-12*)	Project Reference (BT-11*)	Budget	Date Received by the greek Access Point - Interoperability Center	Status
INVOICE	ES	28/03/2025	ESB06960132	9933:997001671	Attention! BT-46 is not valid!	9933:997001671	24SYMV015832565	16363435340	ΤΑΚΤΙΚΟΣ Π/Υ	2025-04-02 00:45:01	ΔΕΝ ΥΠΑΡΧΕΙ ΠΛΗΡΟΦΟΡΙΑ ΠΕΔΙΩΝ ΕΠΑΝΥΠΟΒΟΛΗΣ (BG-24)
INVOICE	DE	28/01/2025	DE250574035	1004.E00513.0001	ΕΛΛΗΝΙΚΗ ΡΑΔΙΟΦΩΝΙΑ ΤΗΛΕΟΡΑΣΗ (ΕΡΤ Α.Ε.)	ΕΛΛΗΝΙΚΗ ΡΑΔΙΟΦΩΝΙΑ ΤΗΛΕΟΡΑΣΗ Α.Ε.	ΑΔΑΜ 24AWRD015849372	3|ΨΒΙΒ465Θ1Ε-ΙΜ0 (ADA)	ΛΟΙΠΟΙ Π/Υ	2025-02-24 14:39:47	ΔΕΝ ΥΠΑΡΧΕΙ ΠΛΗΡΟΦΟΡΙΑ ΠΕΔΙΩΝ ΕΠΑΝΥΠΟΒΟΛΗΣ (BG-24)
INVOICE	DE	28/01/2025	DE250574035	1004.E00513.0001	ΕΛΛΗΝΙΚΗ ΡΑΔΙΟΦΩΝΙΑ ΤΗΛΕΟΡΑΣΗ (ΕΡΤ Α.Ε.)	ΕΛΛΗΝΙΚΗ ΡΑΔΙΟΦΩΝΙΑ ΤΗΛΕΟΡΑΣΗ Α.Ε.	0	3|ΨΒΙΒ465Θ1Ε-ΙΜ0 (ADA)	ΛΟΙΠΟΙ Π/Υ	2025-02-12 14:33:48	ΑΙΤΗΜΑ ΔΙΟΡΘΩΣΗΣ
INVOICE	DE	28/01/2025	DE250574035	EL997476074	Attention! BT-46 is not valid!		Attention! BT-12 is empty! BT-12 is madatory!	Attention! BT-11 is empty! BT-11 is mandatory!		2025-01-30 01:23:53	ΔΕΝ ΣΥΜΠΛΗΡΩΘΗΚΕ ΣΤΟΙΧΕΙΟ ΑΝΑΦΟΡΑΣ ΑΓΑΘΟΥ (INVOICE.PROJECT_REFERENCE_ID, BT-11)

* Το ηλεκτρονικό τιμολόγιο παραλήφθηκε επιτυχώς από το Κέντρο Διαλειτουργικότητας (ΚΕΔ) για τον προμηθευτή με αναγνωριστικό: DE250574035

For further assitance, please contact the buying public Contracting Authority.__