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>	**Optional Field**. It is 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**. This field is **optional**.
BT-11*	Project reference	*\<Term>cac:ProjectReference \</Term>* *\<Term>cbc:**ID**\</Term>*	**Mandatory field** Please note that the BT-11 Project reference field is a composite field and follows the format: **budget_number|reference** where: **Budget_number** must be selected from the list **{1, 2, 3}**, corresponding to the following budget types: 1=Ordinairy budget, 2=Public Investment budget, 3=Other budget . **Reference** depends on the selected budget type. For budget types **1** or **3**: the reference is the **internet posting number**, while for budget type **2**: the reference is the **project number**. *Note that only Greek characters are included in the reference.* The value of BT-11 must be provided by the **Buyer / Contracting Authority as a whole eg.** **1|602ΚΚ2Π-ΨΞ4** **2|2018ΕΠ06600057** **3|602ΚΚ2Π-ΨΞ4**
BT-12*	Contract reference – ADAM or 0	*\<Term>cac:ContractDocumentReference\</Term>* *Term>cbc:**ID**\</Term>*	**Mandatory Field** **Contract Reference (ADAM) is a mandatory field** **(eg. 20SYMV006467658)** It 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>`	**Mandatory Filed** **Contracting Authority Label Code** A unique identifier for the contracting authority that must be provided by the Buyer/C.A
BT-48*	Buyer VAT identifier	`<Term>cac:PartyTaxScheme</Term>` `<Term>cbc:CompanyID</Term>`	**Mandatory Field**
BT-49*	Buyer electronic address	`<Term>cac:AccountingCustomerParty</Term>` `<Term>cac:Party</Term>` `<Term>cbc:EndpointID</Term>`	**Mandatory Field** Note that all byers -C.As use the same value of Buyer electronic Address, that refers to the Greek Interoperability Center (central gateway for Greece). This value is **9933:997001671**
BT-31*	Seller VAT identifier	`<Term>cac:PartyTaxScheme</Term>` `<Term>cbc:CompanyID</Term>`	**Mandatory Filed**
BT-34*	Seller electronic address	`<Term>cac:Party</Term>` `<Term>cbc:EndpointID</Term>`	**Mandatory Field**
BT-158	Item classification identifier	`<Term>cac:CommodityClassification</Term>` `<Term>cbc:ItemClassificationCode</Term>`	**Optional field** It refers to the **CPV** item classification of the contract.

| BG-24 (BT-122, BT-123) | ADDITIONAL DOCUMENT REFERENCE (Id, DocumentDescription) | <Term>cac:AdditionalDocumentReference</Term> <Term>cbc:**ID**</Term> <Term>cac:AdditionalDocumentReference</Term> <Term>cbc:DocumentDescription</Term> | **Mandatory Field** for resubmissions after the C.A. has requested corrections (Soft Reject) **BT-123** = ##SOFT\|REJECT##" **BT-122** = SR **Mandatory Field** to indicate budget type and project number in case of a credit note without billing reference **BT-123**= ##PROJECT\|REFERENCE## **BT-122** takes the following values: 1 2\|ProjectNumber 3 |

B2G Economic Operators/Sellers and their supporting PEPPOL Service Providers can derive the required eInvoice data field values, as listed in the previous step, from the corresponding public Contract. They may also contact the buying Contracting Authority (C.A.) and the eInvoice recipient for further clarification or assistance. Contact information for each C.A. can be found within the relevant Contract. Furthermore, a dedicated support tool has been developed to assist with the correct completion of the eInvoice. Users can input the values provided by the Contracting Authority into the tool and receive a sample XML containing the corresponding fields required for the proper completion of the invoice according to the Greek CIUS. You can access this tool through the following link: **https://webapps.gsis.gr/dsae2/invoicetools**

The web application will prompt the page where you can complete the values provided by the C.A. and download a sample XML:

For the submission of an electronic invoice to a Greek Contracting Authority, you need to follow the rules of the Greek format (Peppol BIS Billing 3.0 – Greek CIUS specification). The Greek specification defines mandatory fields that are necessary for the correct routing to the Contracting Authority's system. The correct field values are provided exclusively by the Contracting Authority that will receive the electronic invoice. Enter the values of the required fields and obtain the corresponding XML segments that must be incorporated into your invoice, in accordance with the Greek specification.

XML Creation & Formatting Guide

Invoice Number (BT-1) *	100000
Buyer Reference (BT-10)	National Library of Greece
Project Reference (BT-11) *	3J6MH746ΨZ2M-8K6
Contract Reference (ADAM) (BT-12) *	24SYMV015911589
Contracting Authority Label Code (BT-46) *	1020.E00663.0001

[Xml File]

Please note that after submitting an invoice to a Greek Contracting Authority, Sellers/Invoice Issuers or their supporting 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 :

Trace your E-Invoice Status

To trace the status of your invoice fill in your invoice number, with or without separators, exactly as included in your e-invoice (BT-1) and press the search button.

Trace your e-Invoice Status

Invoice Number *   INVWUI00018567   [Q Search]

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	GB	11/10/2025	GB327177592	1020.E00291.0001	ΠΑΝΕΠΙΣΤΗΜΙΟ ΚΡΗΤΗΣ	ΠΑΝΕΠΙΣΤΗΜΙΟ ΚΡΗΤΗΣ	0	3ΙΨΛΗΣ469Β7Γ-ΣΓΣ	OTHER BUDGETS	2025-12-17 21:55:29	PAID

* E-Invoice is successfully received by the greek Access Point - Interoperability Center

For further assistance, please contact the buying public Contracting Authority. The supporting Service Providers may also Contact the National Peppol Authority for further clarification at einvoice@gsis.gr.

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