

ELECTRONIC INVOICING USER GUIDE

Anefore has been confirmed as a 'public sector body' and must now be invoiced via **Peppol** (electronic invoicing). You can find the updated list of public sector bodies (contracting authorities and contracting entities) that can be contacted via the Peppol delivery network at the following address: <https://efacturation.public.lu/en/secteur-public.html>.

All organisations on this list that use the Ministry of Digitalisation's access point can be contacted via Peppol and are also published in the Peppol directory (<https://directory.peppol.eu>). Anefore is accessible under: https://directory.peppol.eu/public/locale-en_US/menuitem-search?q=Anefore

Anefore's Peppol number is: **19926100168**

HOW TO ISSUE AN E INVOICE TO ANEFORE

OPTION 1: YOU HAVE A PEPPOL ACCOUNT

- 1) You can emit the invoice directly via PEPPOL

OPTION 2: YOU HAVE A MEANS OF AUTHENTICATION FOR MYGUICHET.LU (LUXTRUST, GOUVID OR EIDAS PRODUCT):

- 1) Visit the following link: <https://guichet.public.lu/en/entreprises/gestion-juridique-comptabilite/marche-public-concession/facturation/emission-facture-electronique-marche-public-contrat-concession.html>
- 2) Select the box 'Manual input of an electronic invoice (form with authentication)'.
- 3) Fill in the cells marked with a *

IMPORTANT:

Before you can use the above form, you must have or, if necessary, create a new professional account. A tutorial can be downloaded at the following link:

<https://guichet.public.lu/en/citoyens/support/aide/myguichet/espace-pro.html>





- 4) In the field "DESTINATAIRE" chose Anefore from the dropdown menu. Click next step
- 5) Fill in the billing details, the page will refresh and show you a summary of what you have inserted. Click next step
- 6) Annex all related documents (usual PDF bill, purchase order, time sheets and/or any other relevant document relating to your services).
- 7) Submit the bill (you will receive a reference number to keep for eventual follow-up needs)

OPTION 3: YOU DO NOT HAVE A PEPPOL ACCOUNT OR A MEANS OF AUTHENTICATION FOR MYGUICHET.LU

- 1) Request a one-time code to emit an e-invoice by contacting info@anefore.lu.
- 2) Once you've received the one-time code, visit the following link: <https://guichet.public.lu/en/entreprises/gestion-juridique-comptabilite/marche-public-concession/facturation/emission-facture-electronique-marche-public-contrat-concession.html>
- 3) Select the box 'Manual input of an electronic invoice (form without authentication)'.

Manual input of an electronic invoice or credit note as part of a public procurement or a concession contract

Last update 11.09.2023

Manual input of an electronic invoice (form with authentication) 	Manual input of a credit note (form with authentication) 
Manual input of an electronic invoice (form without authentication) 	Manual input of a credit note (form without authentication) 

- 4) You will be taken to the screen where you must enter the one-time code (see Step 1)
- 5) Fill in the cells marked with a *
- 6) In the field "DESTINATAIRE" chose Anefore from the dropdown menu. Click next step
- 7) Fill in the billing details, the page will refresh and show you a summary of what you have inserted. Click next step
- 8) Annex all related documents (usual PDF bill, purchase order, time sheets and/or any other relevant document relating to your services). It is **mandatory** to attach an **order form** (or some other document establishing the contractual link) received in advance from Anefore.
- 9) Submit the bill (you will receive a reference number to keep for eventual follow-up needs).