



The Federal Administration requires e-bills

The Federal Council has decided to oblige Federal Administration suppliers to submit electronic bills whenever the value of a contract exceeds CHF 5,000. This obligation comes into effect on 1 January 2016.

The ideal solution for everyone

That is why we offer various options for sending an e-bill to the Federal Administration. Choose the solution that suits you best:

Bills in PDF format

Create a PDF file which contains all of the required billing details. Create the bill as a PDF file and send it by e-mail directly to the Federal Administration or submit it via the portal of a service provider.

This service is provided free of charge for bills to the Federal Administration.

Your next steps for e-billing:

By e-mail

- Create per invoice (including any payment slip and any supplements) only one PDF file
- Note the order reference in the PDF file (max. 5MB). This allows the federal administration to process your bill efficiently.
- Send the PDF invoice by e-mail to pdf-rechnung-swisstopo.astab@vtg.admin.ch.

Via Service-Provider - www.billexco.com

- Fill out the service provider's application form. For security reasons, you will receive an e-mail to confirm your application.
- Log in to the portal and establish a new business relationship with the desired bill recipient. The recipient must use the same service provider.
- To send a bill, select your business partner and upload your PDF file. Make sure that all relevant billing details are contained in the file.
- Always note the order reference in the PDF file. This enables the Federal Administration to process your bill efficiently.
- Create just one PDF file per bill (including any payment slips and enclosures).

Invoicing using an integrated system (ERP)

The billing information is processed in your ERP system. The information for the electronic bills is generated using the subscriber numbers entered in the master data. This billing information is transmitted to the service provider, which draws up e-bills, with signature, for you in compliance with the law and sends them to us. The subscriber numbers of the Federal Office for Buildings and Logistics are:

Postfinance – eBillAccountID: 41100000125628720

Conextrade – ConextradeID: 41301000000180016

Creating bills online – www.postfinance.ch/ www.conextrade.ch

Enter all of the required billing information directly into the online form on the Postfinance or Conextrade websites. The service provider of your choice will draw up the legally compliant e-bill, with digital signature, for you and send it to us. At your request, the service provider will also take care of archiving your bills.

Important information

Please ensure that each bill is correctly addressed to our billing address:

swisstopo
c/o Kreditoren VBS
Postfach
3003 Bern

A reference number (order number) **must** also be shown on each bill. Incorrect or missing information will result in your bills not being able to be processed.

Questions? We're here to help.

You can find further useful information on our website www.e-rechnung.admin.ch. We also provide advice on an individual basis.

E-mail: elo-workflow@swisstopo.ch

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