Invocit

Peppol invoice checklist: what to check before you send

Confirm the recipient, validate the structured invoice and inspect earlier attempts before sending. After submission, monitor delivery separately from business acceptance and payment.

☐ 01. Confirm the recipient’s legal entity, Peppol identifier and identifier scheme. An email address is not a Peppol ID.

☐ 02. Ask your provider to confirm receiving capability for the required document type. Absence from the public Directory alone does not prove the recipient is unregistered.

☐ 03. Review seller and buyer names, addresses and applicable tax identifiers against your master data.

☐ 04. Check the invoice number, issue date, currency, line descriptions and applicable due date or payment terms.

☐ 05. Include any buyer reference, purchase-order or project reference required for the transaction and by the recipient.

☐ 06. Reconcile quantities, prices, discounts, charges, tax treatment and the amount due.

☐ 07. Check that the structured invoice includes the payment account identifier when required by the payment method.

☐ 08. Run the applicable format, business-rule and country-rule validation. Read the error code and affected field.

☐ 09. Inspect previous channel attempts before retrying. Establish whether an earlier submission succeeded to avoid duplicates.

☐ 10. Submit the corrected document and monitor the Peppol channel history. Retain the invoice reference, timestamp and error code.

After sending: understand the history

Invoice created - A history entry exists; this does not prove dispatch.

Sending - The attempt is pending or in progress. Monitor before retrying.

Sent - A sending stage is recorded; do not treat this as Delivered.

Delivered - A delivery stage is recorded; business acceptance and payment are separate.

Delivery failed - Read the error, correct its cause and inspect earlier attempts before retrying.

BR-61: payment account missing

For the credit-transfer methods covered by BR-61, the structured invoice must contain the payment account identifier (BT-84). Check the payment method and the applicable IBAN or account number in the invoice data. Correct the data, validate again and confirm which structured file will be submitted. Do not assume Resend rebuilds the XML.

The invoice badge combines lifecycle and sending information. Use the Peppol channel history for delivery troubleshooting. Some fields depend on the transaction and jurisdiction; this checklist does not replace validation.

Need help? Use your normal support route and provide the invoice reference, channel, submission time and error code. Do not share customer or bank data publicly.

Technical sources

Peppol BIS Billing 3.0

BR-61

OpenPeppol Directory