

INVOICE							
Invoice issue date *	Registration date *	Invoice number *	Invoice period	Customer's assigned account ID	Tax point date		
			Start date				
			End date				
Customer		Customer contact *	Supplier	Supplier contact			
Name: European Court of Auditors *			LEF ID:	Name Edgar Allan Poe			
Budget and Accounting department			Name: Euro Translations Sprl	E-Mail: edgar.poe@euro-translations.com			
Address:			Address: Freelance Avenue, 115				
12 Rue Alcide de Gasperi *			Colombie Britannique, Canada				
L-1615 Luxembourg			Endpoint ID: 8006547996				
End point ID: ECA *			VAT: CA22255786				
			Party Legal Entity: 8006547996				
Currency information			Payee party	Payee party contact			
Document currency: EUR *			Name: European Court of Auditors, Accounting				
Tax currency: EUR *			Department *				
Currency of payment:							
Contractual information							
Framework contract reference:			T1/LOT1/EN-XX/IRXX or T3/LOT2/XX/MAIN or T4/XX/MAIN T5/XX/XX or T6/XX/MAIN *				
Framework contract date:			31/01/2020				
Specific Contract Order reference:			32000101XX *				
Invoice lines							
Lines descriptions							
Line ID	Description	Actual delivery date	Order line	Quantity	Unit price	Amount	
1	Translation services (EN ---> XX) Translation from English into XX of a document called: "CL 11504 - Cross-border Czech-Poland". (Contract XXX/202X) *			66,53 pages *	XX,XX *	XXX,XX EUR *	
2 *	Translation services (EN ---> XX) Translation from English into XX of a document called : 'CC Audit Compendium on Response to COVID-19' (Contract: XXX/202X)			87,44 pages	XX,XX	XXX,XX EUR *	
Clauses and/or notes			Invoice totals				
			Total line amount		XXXXX,XX EUR		
			Total charge amount		0,00 EUR		
			Total allowance amount		0,00 EUR		
			Tax exclusive amount		XXXXX,XX EUR *		
			Total tax amount		0,00 EUR		
			Tax inclusive amount		XXXXX,XX EUR		
			Payable rounding amount				
			Prepaid amount		0,00 EUR		
			Total amount due		XXXXX,XX EUR		
Payment information							
Payment due date	Means of payment	Channel of payment	Account number	Credit account	Seller's bank	Payment instruction	Payment note
	Payment to bank account *	IBAN *	XX000000000000000000				
Accounting cost							
Terms of payment: within 30 days:				Tax exchange rate target currency:			
Tax exchange rate source currency:				Tax exchange rate:			
Tax exchange rate date:							
Delivery information							
Delivery terms:				Delivery special terms:			
Delivery location:				Actual delivery date:			
Additional document information							
Tax subtotals at document level							
Tax type	Tax category	Tax rate	Tax exemption reason		Taxable amount	Tax amount	
VAT	Zero rated goods *	0.00% *				0,00 EUR	
Additional line information							
Tax subtotals at line level							
Line ID	Tax type	Tax category	Tax rate	Taxable amount		Tax amount	
1	VAT	Zero rated goods *	0.00% *			0,00 EUR	
2	VAT	Zero rated goods *	0.00% *			0,00 EUR	
Tax classified category at line level							
Tax type	Tax category	Tax rate	Tax exemption reason				
VAT	Zero rated goods *	0.00% *	Exemption from VAT pursuant to Article 151(1)(aa) of Directive 2006/112/EC *				

Mandatory fields *

Additional information *

Invoice guidance

MANDATORY FIELDS (are marked by a red asterisk)	Invoice Number	Your invoice reference number
	Invoice Issue/Registration Date	Date of the invoice (current date selected automatically)
	Customer	No individual contact names in this field – only the institution name (European Court of Auditors)/department/complete address and end point ID ('ECA')
	Customer contact	Contact person named on the Purchase Order
	Currency	Select currency (always euros)
	Specific Contract Order reference	Number of the corresponding Purchase Order (10 digits number starting with 320, e.g. 3200010839)
	Description fields	Short description of service supplied (same as the description as in the Purchase Order)
	Quantity	Number of pages translated
	Unit price	Enter the price per page for each translation service
	Payment means	'Payment to bank account' selected automatically
	Account number	Check we have received all corresponding details (if new account number)
	Tax/VAT Category	Select the relevant entry. most services are exempt from VAT.
	Tax/VAT Rate	If VAT is to be included in the invoice, indicate the rate here
Tax/VAT Exemption Reason	- <u>For Belgium</u> : invoices must state the following "Facture exonérée de la TVA, article 42, paragraphe 3.3 du Code de la TVA" or the equivalent in Dutch or in German. - <u>For other countries</u> : Exemption from VAT pursuant to Article 151(1)(aa) of Directive 2006/112/EC	
ADDITIONAL INFORMATION (marked by a green asterisk)	Framework contract reference	Enter the framework contract reference, which you will find in our translation request email (first sentence)
	Amount	Round invoice totals to 2 decimal places to avoid discrepancies between PO amount and final payment amount
	Invoice lines/Line ID	Try to include at least two translation services in each invoice, especially if the total is < €240