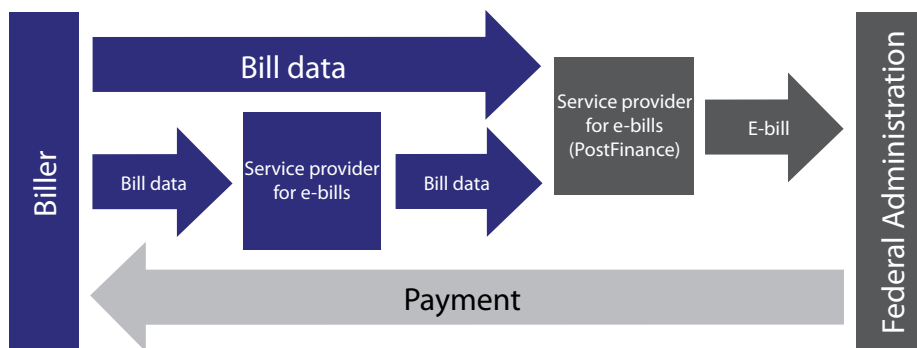


# Bill us – but electronically, please!

## What is it about?

E-bill gives you the option of sending paperless bills electronically to the Federal Administration. This requires registration with a service provider for e-bills. For settling its e-bills, the Federal Administra-

tion has chosen PostFinance as a service provider. However, e-bills can also be sent to the Federal Administration using a different service provider that exchanges bill data with PostFinance. Click on the following link for a list of service providers: [www.swissdigin.ch](http://www.swissdigin.ch).



## What do you gain from e-bill?

- The use of e-bill enhances customer loyalty. You offer your customers a future-oriented option for receiving bills and processing documents.
- E-bill allows you to make optimal use of your information technology. This improves your billing processes and helps your customers simplify their processes as well.
- E-bill is cost-efficient: You save on postage, printing, paper, packaging and processing costs.
- There is no B-post delivery for e-bill. Your e-bill reaches the Federal Administration within 24 hours and is processed there without delay.
- The continuous electronic processing of billing documents allows your customers to settle your receivables efficiently and quickly. Manual processing errors are minimised.

## Two options – one goal: Electronic billing to the Federal Administration

### *Sending bill data from your bookkeeping system*

Many bookkeeping systems are already able to generate datasets for the electronic transmission of bills. The transmission of bill data from your bookkeeping system is a largely automated billing method. Obtain information from the manufacturer of your bookkeeping software about this e-billing option. This option is especially suitable for companies that generate their bills directly from a billing system.

### *Sending billing data in e-bill light format*

As a biller, you also have the option of entering your bills online in e-bill light format in the web environment of our partner PostFinance and sending them to the Federal Administration that way. Obtain information from PostFinance about this web-based billing option. This option is suitable mainly for billing a largely stable customer base with recurring invoice items.

## **What is the legal situation?**

The requirements concerning bill content in accordance with Article 26 of the VAT Act still apply to e-bills. To meet the legal requirements under the VAT Act and the Code of Obligations regarding documents in electronic business transactions, the e-bill data must be signed digitally. Generation of the digital signature is usually delegated to the e-bill service provider. Your service provider can advise you in this regard and explain the different options.

It remains your responsibility as the biller to archive the bills sent, and the legally required time periods for preserving business records still apply.

## **How safe is e-bill?**

Both data security and transmission security are of the highest importance in e-billing systems. Your data is protected using modern procedures according to the e-banking standards of the Swiss financial institutions and state-of-the-art technology.

## **What else must be taken into account?**

So that your e-bills can be assigned to the proper recipient within the Federal Administration, they must include the following content in addition to the usual information:

- The account number (EBillAccountID): This is always the same for each bill recipient and represents the recipient's electronic address.
- A reference or order number: You will receive this number when your customer places an order. With this information, we can forward your e-bill without loss of time to the responsible staff member for review and release for payment.

Please arrange with your bill recipient and your e-bill service provider how you want to deal with any extensive attachments to the bill.

## **Where can you find additional information?**

Website of the Federal Finance Administration on e-bill for the public administration of Switzerland:

[www.e-rechnung.admin.ch](http://www.e-rechnung.admin.ch)

Forum for the Promotion of E-Invoicing in Switzerland:

[www.swissdigin.ch](http://www.swissdigin.ch)

E-bill website of our partner PostFinance:

[www.postfinance.ch/e-rechnung](http://www.postfinance.ch/e-rechnung)

Your bill recipient is also happy to help you at any time.

### **Imprint**

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