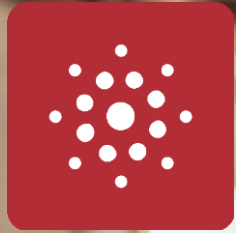




Issuing an electronic invoice

Submission form

[MyGuichet.lu](https://myguichet.lu)



This procedure is also available in the mobile app!

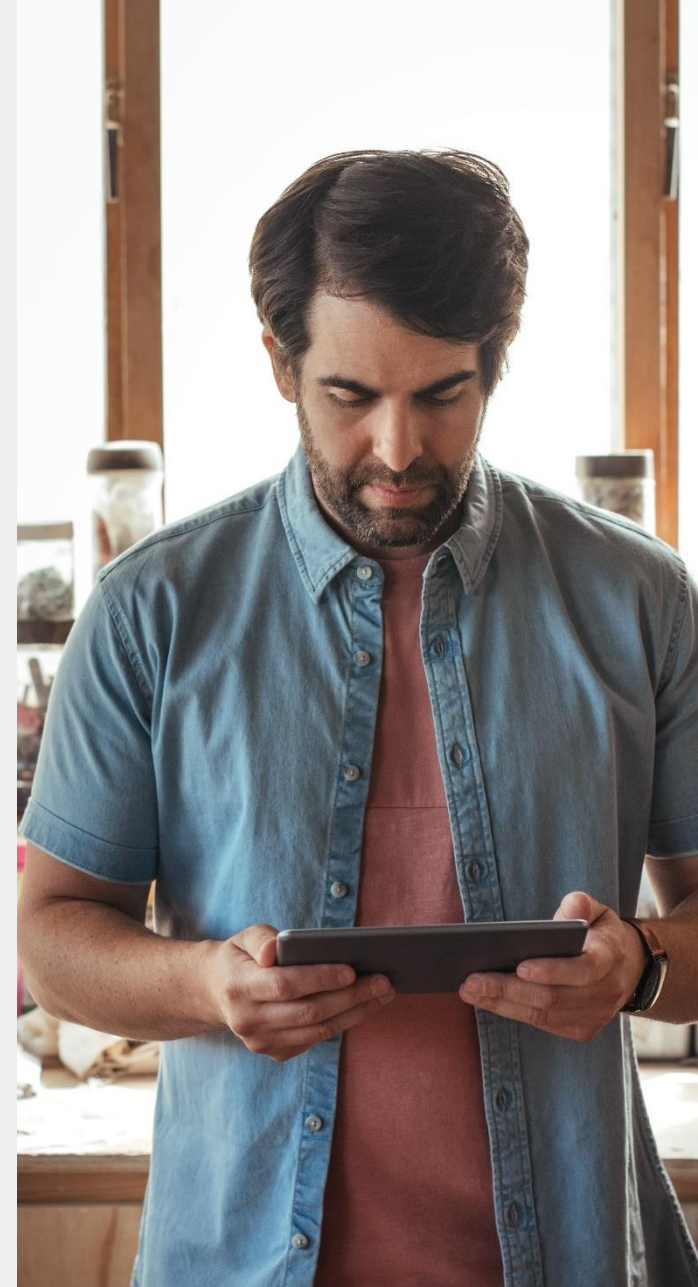


Are you a company that **only occasionally has to send electronic invoices** to a public sector body?
In this case, **MyGuichet.lu** is the right solution for you!

What do I have to do to issue an electronic invoice via MyGuichet.lu?

To issue an electronic invoice to a public sector body via MyGuichet.lu, you (or your agent) will need:

- › an authentication product (LuxTrust product, eID or eIDAS); **and**
- › a **business eSpace**.





You **don't have a business eSpace yet?** Have a look at out our [step-by-step tutorial](#) on how to create one in a few clicks.

Scan me :



Submission form

1

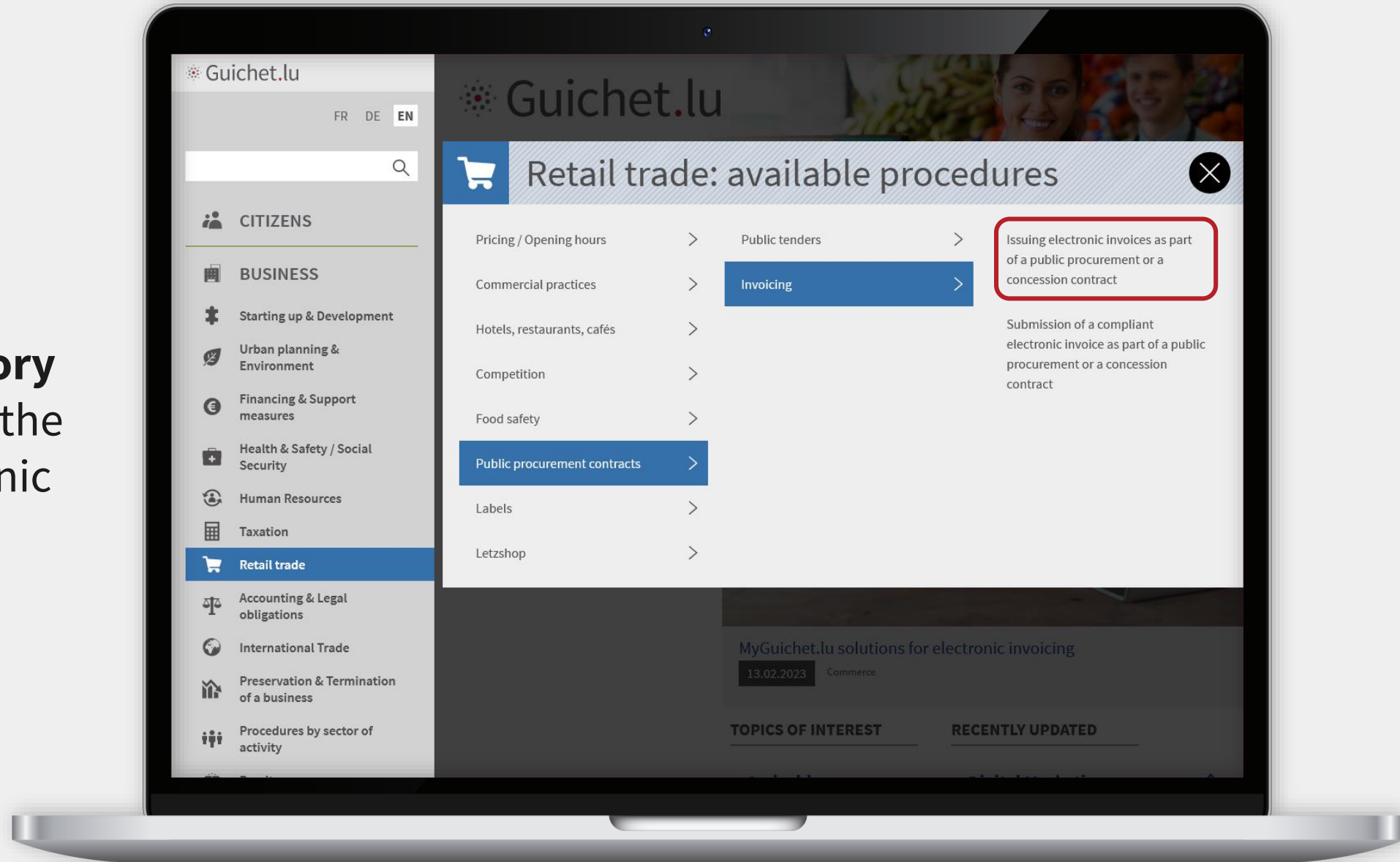
Go to **Guichet.lu**



<https://guichet.public.lu/en.html>

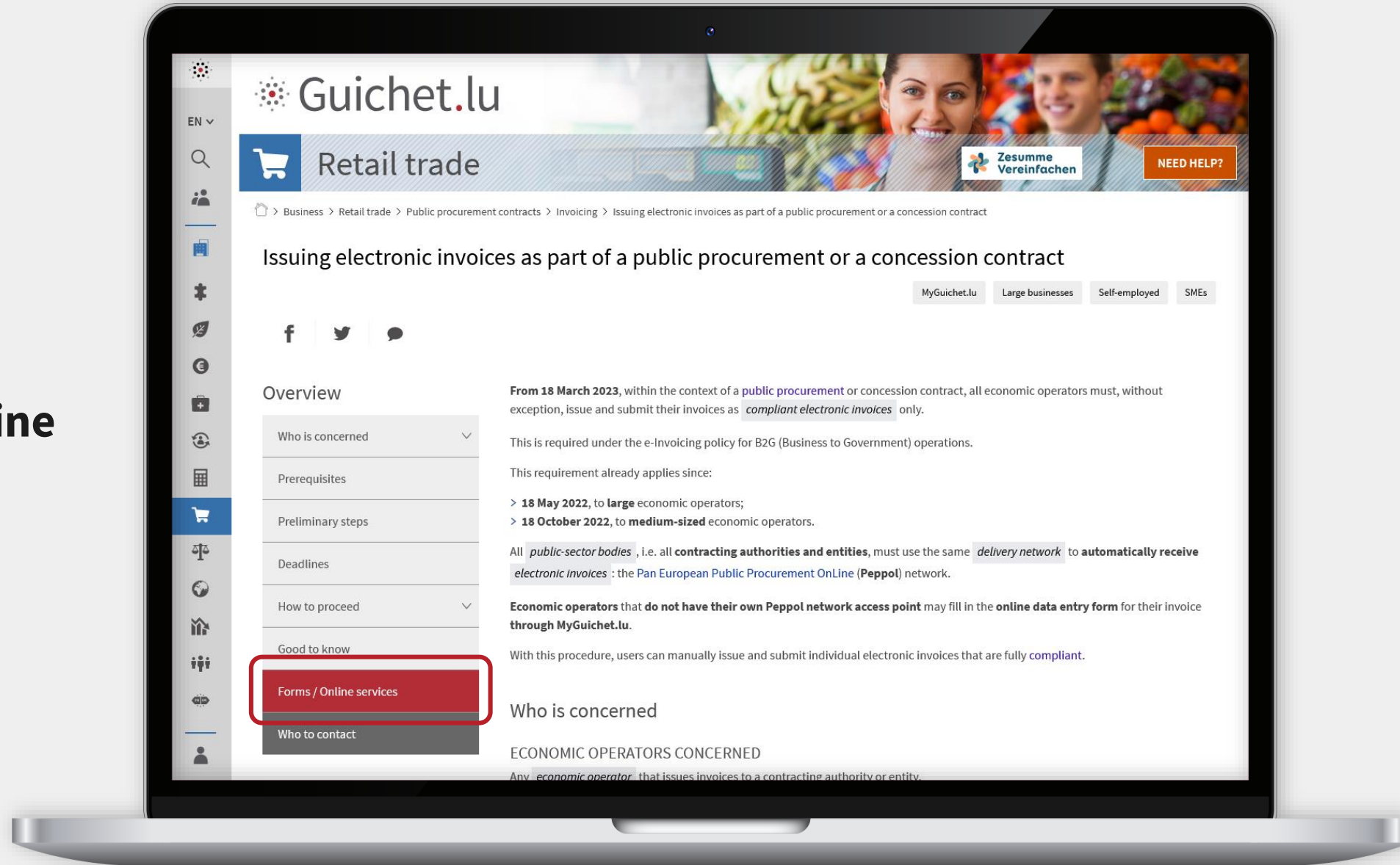
2

Consult the **explanatory information page** on the issuance of an electronic invoice.



3

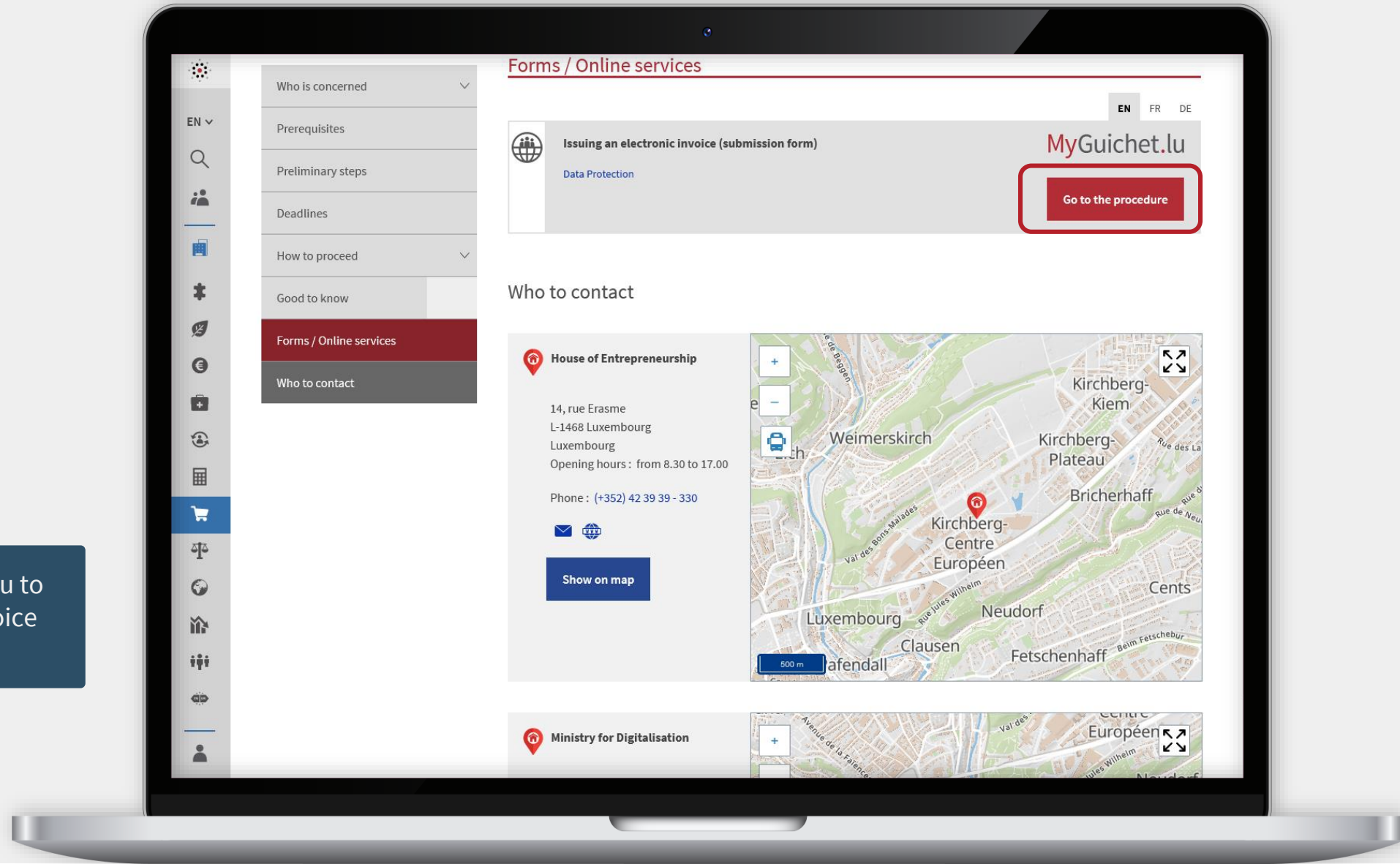
Click on "Forms / Online services".



4

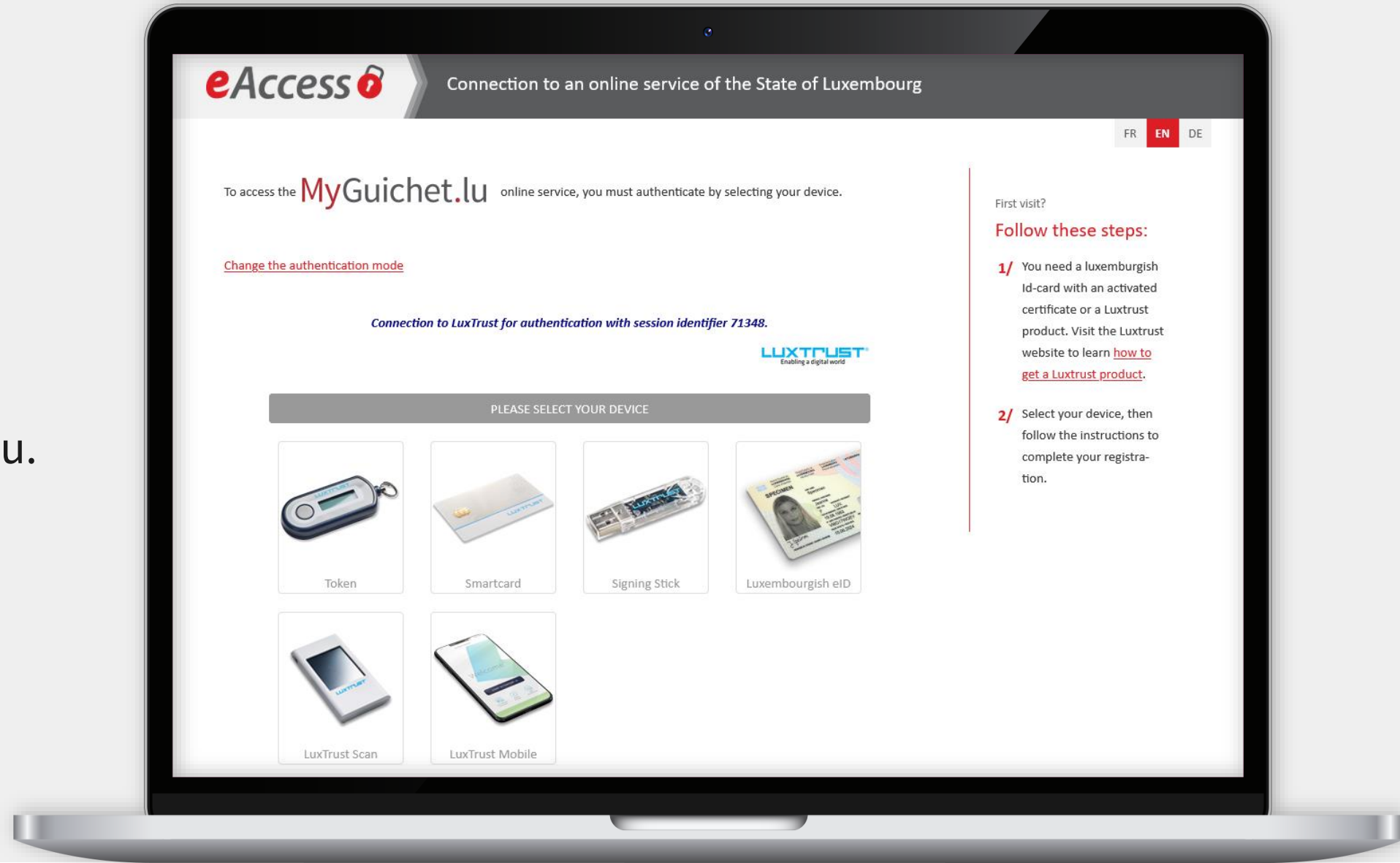
Click on "Go to the procedure".

This online procedure allows you to **enter** the elements of your invoice **manually**.





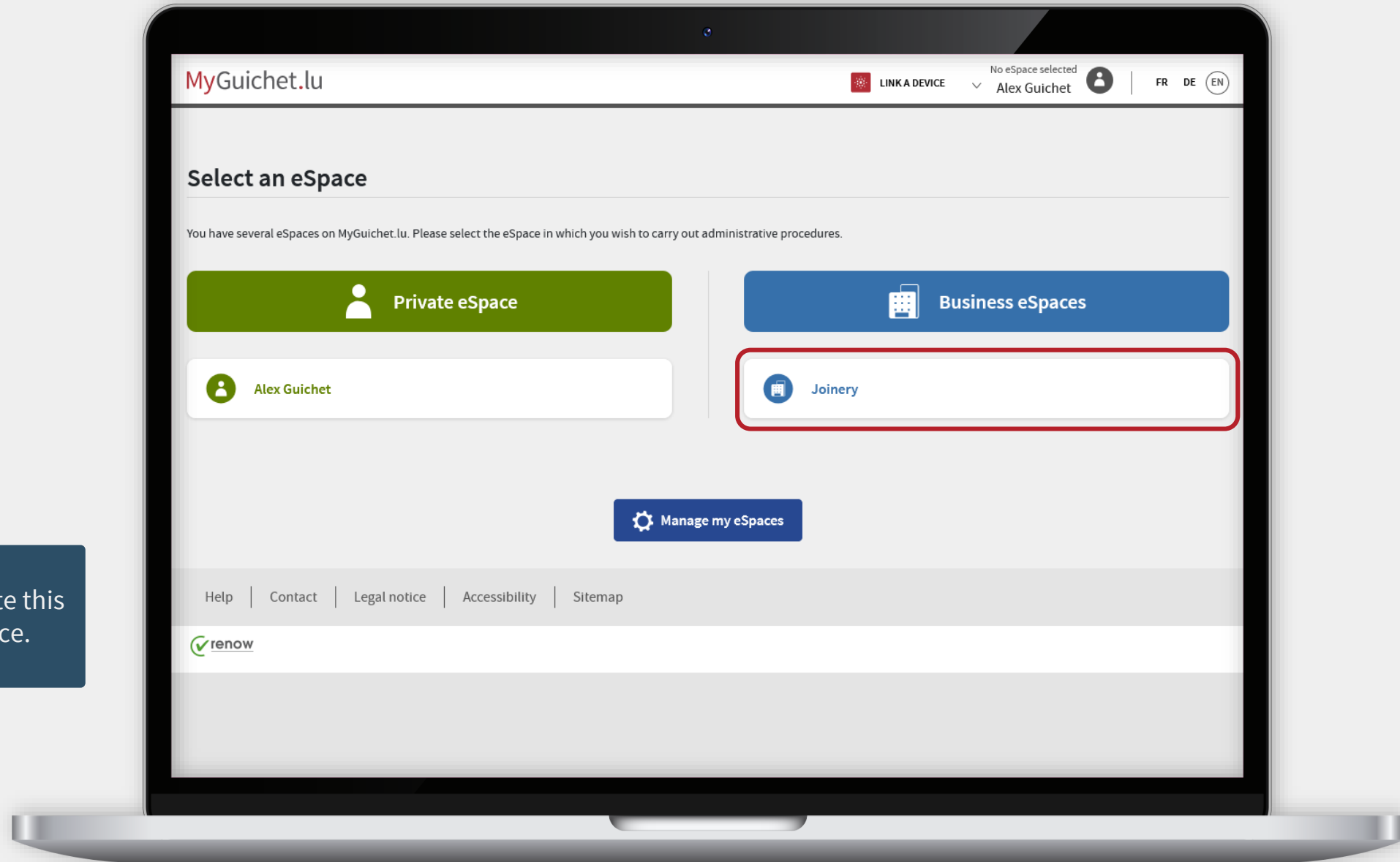
Log on to MyGuichet.lu.



6

Select your **business eSpace**.

Note: it is not possible to complete this procedure from a private eSpace.



7

Fill in the **mandatory fields** marked with a *****.

MyGuichet.lu JOINERY

Issuance of an electronic invoice

Steps filling

- ▶ Invoice issuer
- ... Invoice addressee
- ... Contents of the invoice
- ... Invoice line(s)
- ... Amount due

Invoice issuer

Economic operator

Name of the economic operator* *

VAT identification number* *

Adresse

Country* *

Postcode* * ?

Town/city* *

Street* *

Street number* *

Additional address component

The address could not be found in the list

Contact person

Are you the contact person?



The "**Contact person**" field refers to the person in your company who signed the public contract related to the invoice.

The screenshot shows a web form on a laptop screen. At the top left, there is a search bar containing the text "Amount due". The main form is titled "Adresse" and contains several fields: "Country*" with a dropdown menu showing "Luxembourg"; "Postcode*" with a text input "L-2240" and a blue button with a question mark; "Town/city*" with a dropdown menu showing "Luxembourg"; "Street*" with a dropdown menu showing "Rue Notre-Dame"; "Street number*" with a text input "11"; "Additional address component" with a text input field; and a checkbox labeled "The address could not be found in the list". Below this is a yellow highlighted section titled "Contact person" with a checkbox "Are you the contact person?". Underneath are four text input fields for "First name*", "Surname*", "Phone*", and "Email*", each with a small icon (pencil, slash, or @) and an asterisk. At the bottom right, there are two buttons: "RESUME LATER" and "CONTINUE >".

Search for the body in the drop-down list.

MyGuichet.lu JOINERY

Issuance of an electronic invoice

Steps filling

- ✓ Invoice issuer
- ▶ Invoice addressee
- … Contents of the invoice
- … Invoice line(s)
- … Amount due

Invoice addressee

Public sector body

Search for body

Please make a selection *

- Administration de l'enregistrement, des domaines et de la TVA (AED) - LU15397101
- Administration communale d'Echternach - LU11540157
- Administration communale d'Ell - LU10986236
- Administration communale d'Erpeldange - LU10918066
- Administration communale d'Esch - LU10286570
- Administration communale d'Esch-sur-Sûre - LU11124079
- Administration communale d'Ettelbruck - LU10918773
- Administration communale d'Useldange - LU10990478
- Administration communale de Beaufort - LU11537531

Peppol identifier

VAT identification number

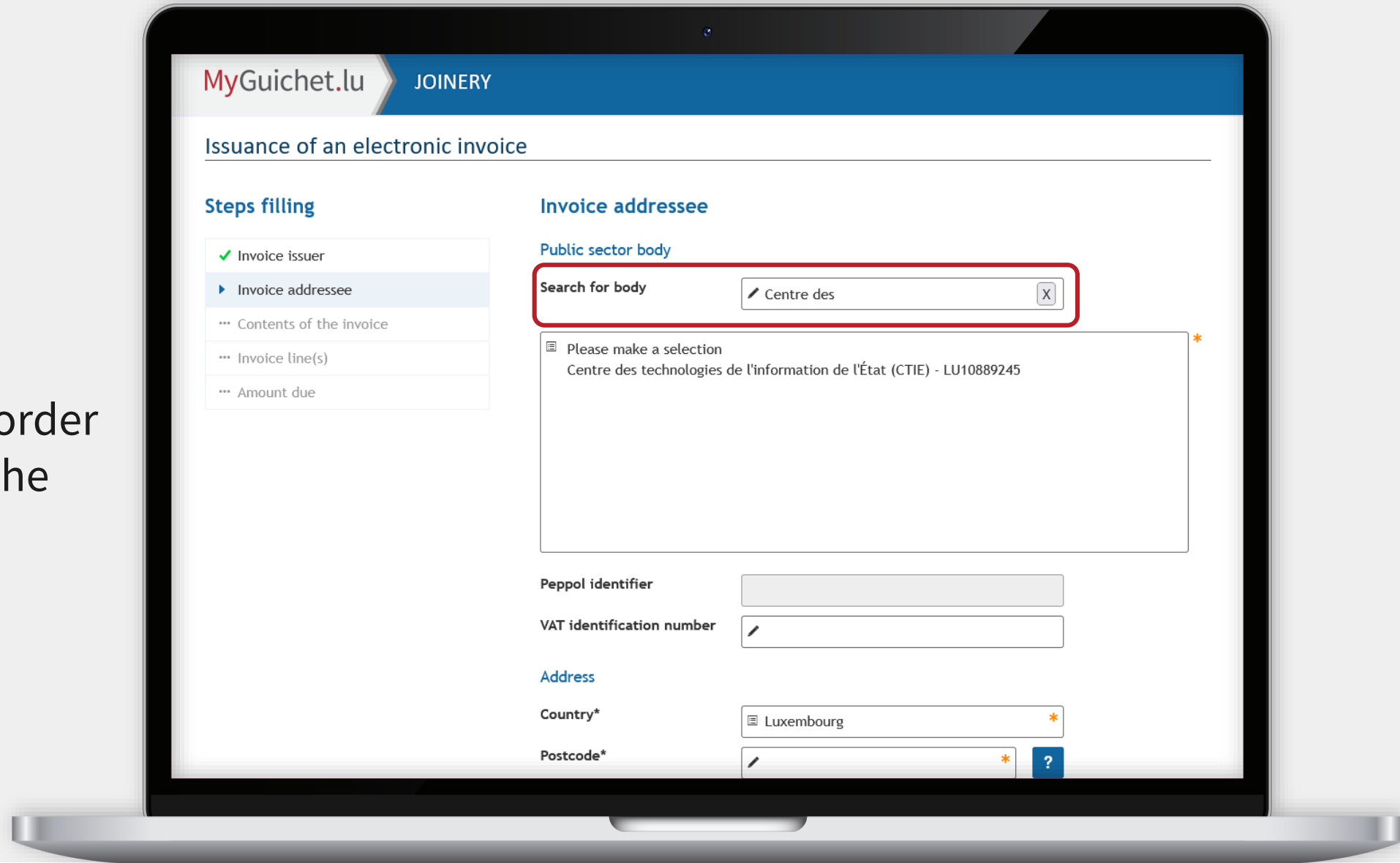
Address

Country*

Postcode*



You can use the field "**Search for body**" in order to do a text search in the list.





The **contact person** is:

- › the person responsible for the public contract; **or**
- › the contact person within the administration.

... Amount due

Peppol identifier

VAT identification number

Address

Country* Luxembourg *

Postcode* ?

The address could not be found in the list

Contact person

First name* *

Surname* *

Email* @ *

← Previous

RESUME LATER

CONTINUE →



The "**General information**" field is a free text field.

If you have received an accounting reference beforehand, you may enter it.



The "**Payment method**" field is a free text field.

You can use this field to enter information such as "Holdbacks".

The screenshot shows a payment form on a laptop screen. The form is organized into several sections:

- Amount due:** A field with a dropdown arrow and a blue question mark icon.
- Addressee's accounting reference:** A text input field with a blue question mark icon.
- Invoice contract reference:** A text input field.
- General information*:** A large text input field with an orange asterisk icon.
- Start date:** A date selection field.
- End date:** A date selection field.
- Terms of payment:** A section header.
- Due date*:** A date selection field with an orange asterisk icon.
- Reference to indicate upon payment*:** A text input field with an orange asterisk icon.
- IBAN*:** A text input field with an orange asterisk icon.
- Invoice currency*:** A dropdown menu showing "Euro (EUR)" with an orange asterisk icon.
- Payment method:** A text input field highlighted with a yellow background.

At the bottom of the form, there are three navigation options: a left arrow labeled "Previous", a link labeled "RESUME LATER", and a right arrow labeled "CONTINUE".



For each item on your invoice, create a new line by pressing the "+".

MyGuichet.lu JOINERY

Issuance of an electronic invoice

Steps filling

- ✓ Invoice issuer
- ✓ Invoice addressee
- ✓ Contents of the invoice
- ▶ Invoice line(s)
- … Amount due

Invoice line(s)

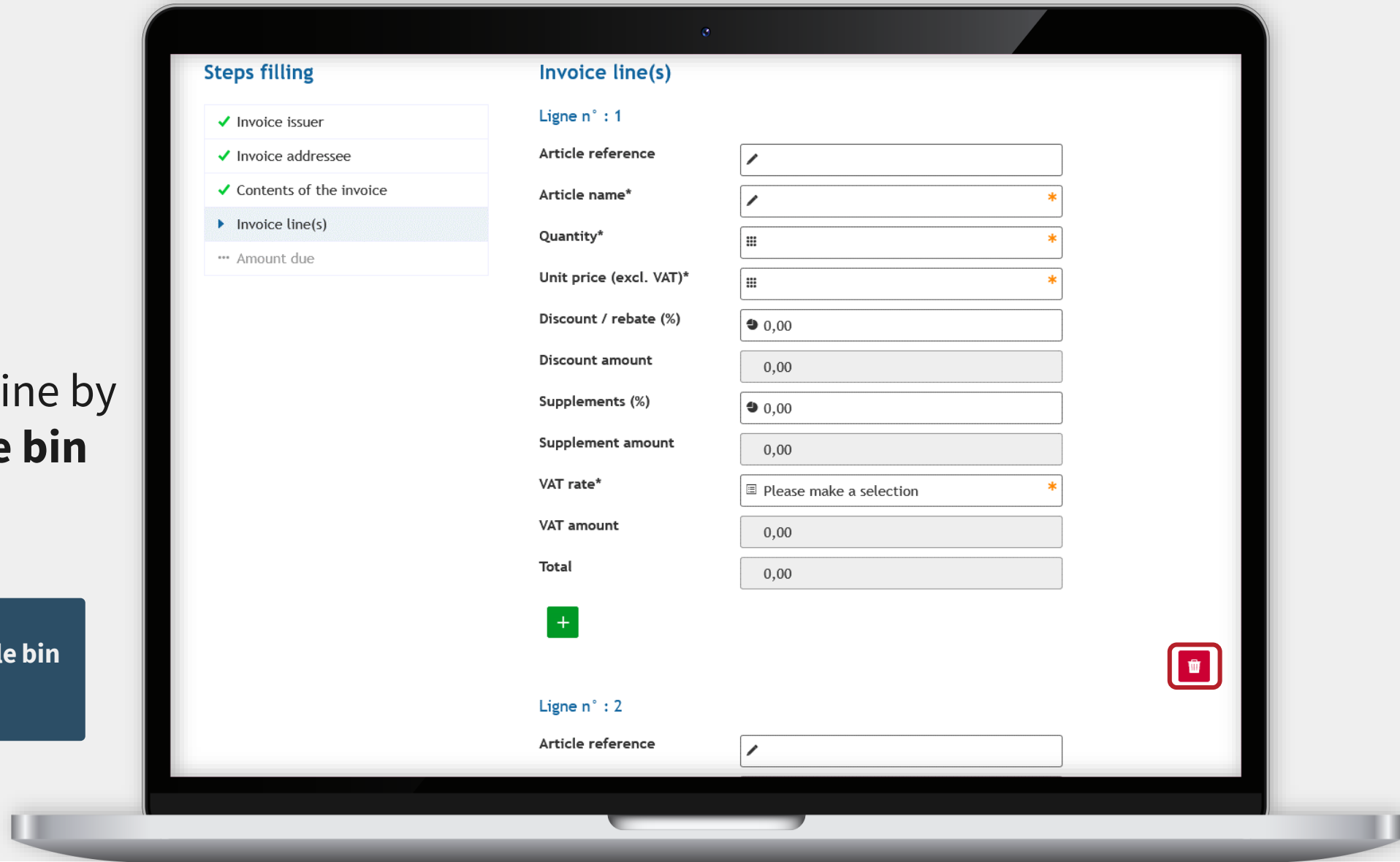
Ligne n° : 1

Article reference	<input type="text"/>
Article name*	<input type="text"/>
Quantity*	<input type="text"/>
Unit price (excl. VAT)*	<input type="text"/>
Discount / rebate (%)	<input type="text" value="0,00"/>
Discount amount	<input type="text" value="0,00"/>
Supplements (%)	<input type="text" value="0,00"/>
Supplement amount	<input type="text" value="0,00"/>
VAT rate*	<input type="text" value="Please make a selection"/>
VAT amount	<input type="text" value="0,00"/>
Total	<input type="text" value="0,00"/>



You can also delete a line by clicking on the **recycle bin button**.

The invoice line **above the recycle bin** is deleted.



You will then receive an overview of the **amount due**.

MyGuichet.lu JOINERY

Issuance of an electronic invoice

Steps filling

- ✓ Invoice issuer
- ✓ Invoice addressee
- ✓ Contents of the invoice
- ✓ Invoice line(s)
- ▶ Amount due

Amount due

Récapitulatif TVA 8.00%

VAT rate (percentage)

Amount subject to this rate

Amount of VAT at this rate

Total VAT amount

Cost

Sum of all net lines

Total discounts / rebates

Total supplements

Already paid amount

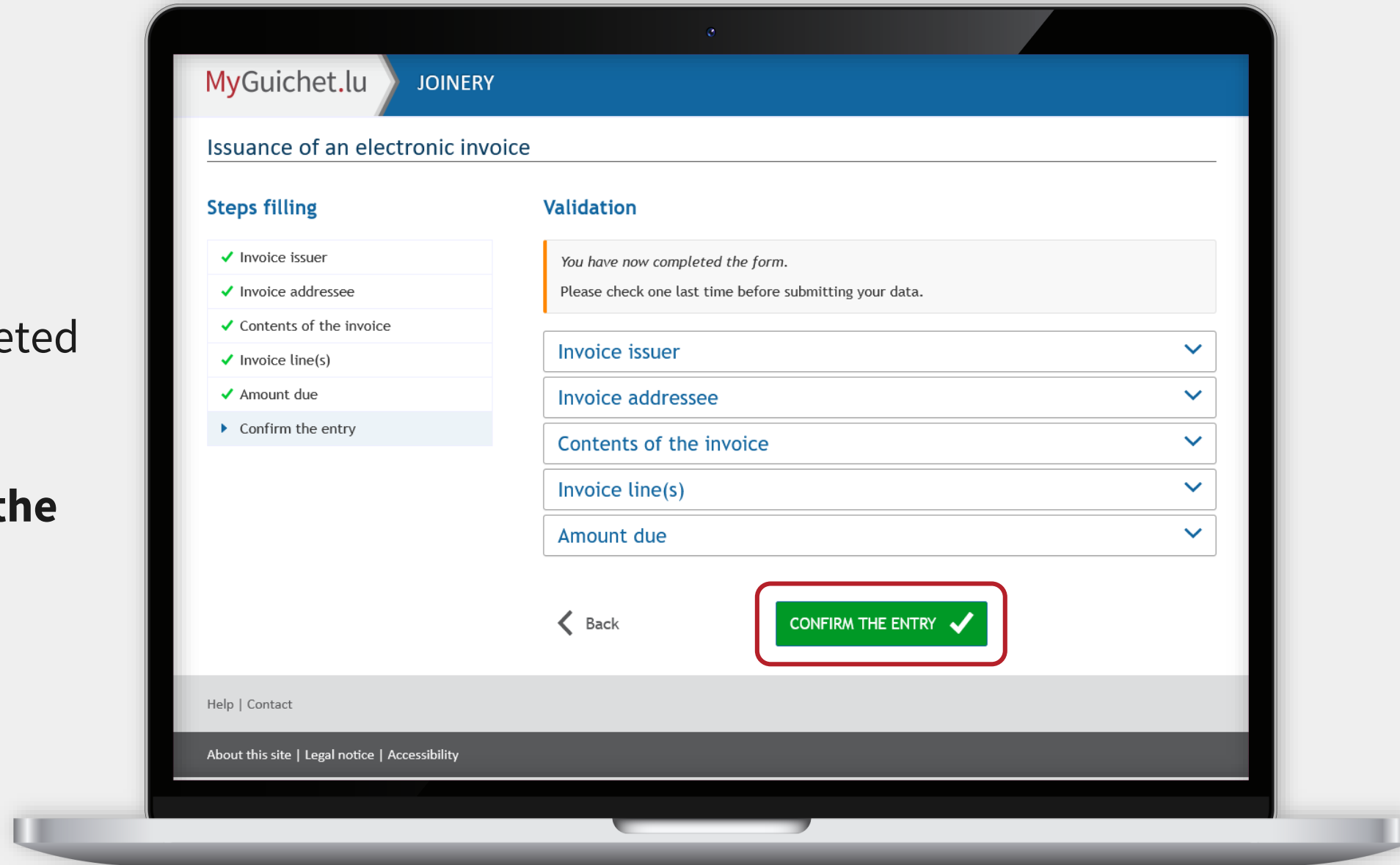
Total excluding VAT

Total including VAT

Total amount payable

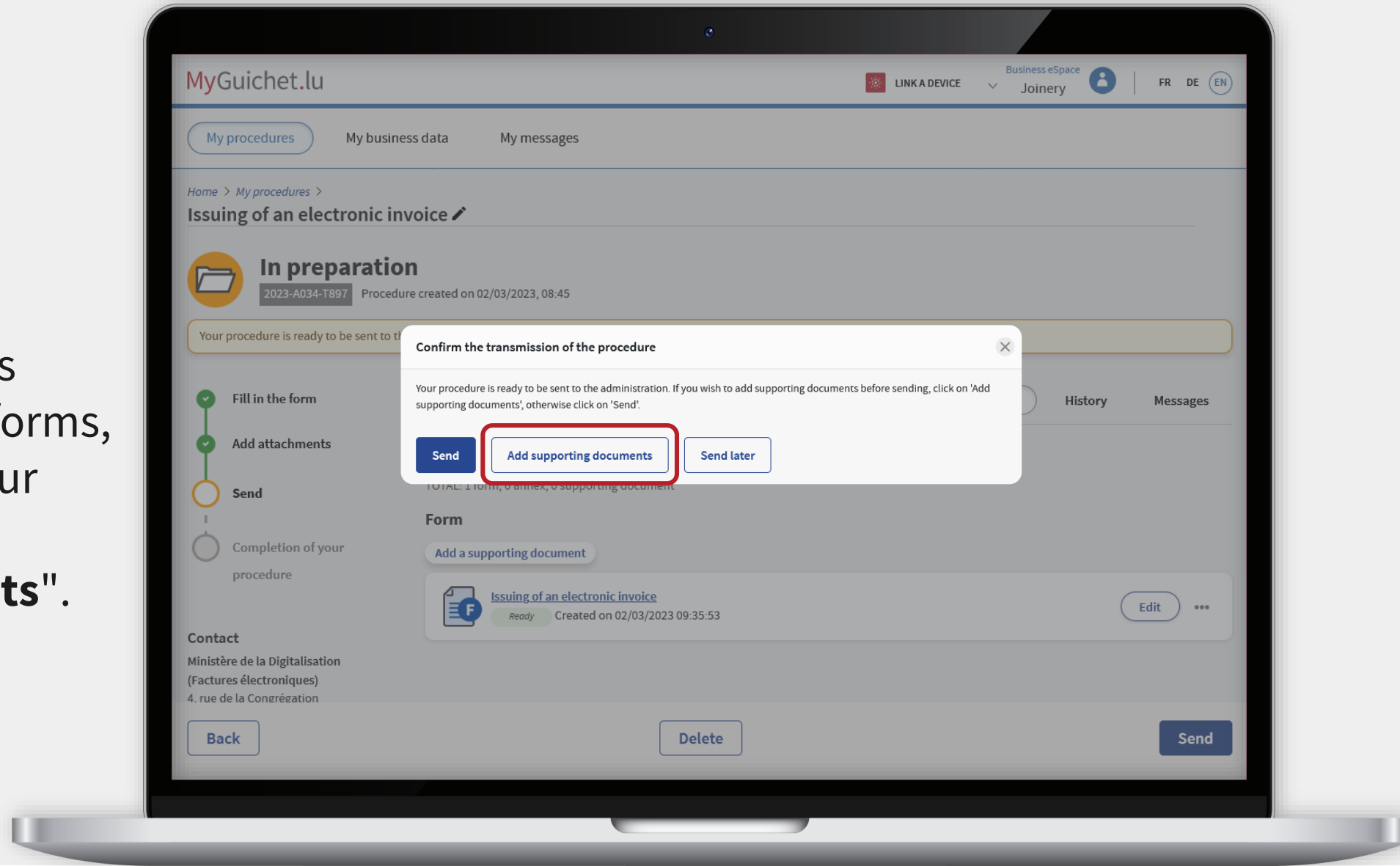
10

Once you have completed all the fields, you can validate your input by clicking on "**Confirm the entry**".





If you wish to add supporting documents (sales receipts, order forms, etc.) before issuing your invoice, click on "**Add supporting documents**".

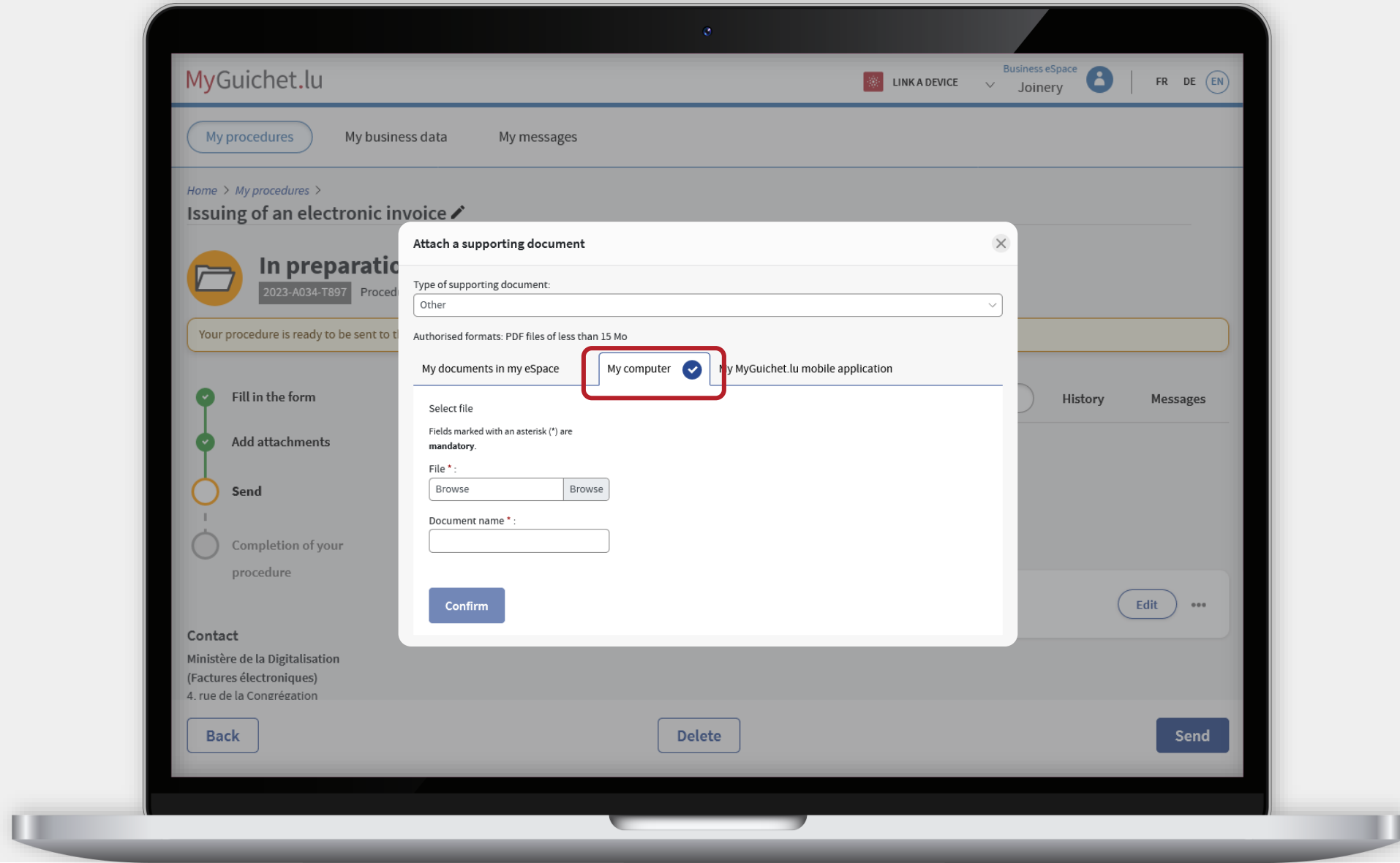


Click on "Add a supporting document".

The screenshot displays the MyGuichet.lu interface for the 'Issuing of an electronic invoice' procedure. The page is titled 'MyGuichet.lu' and includes navigation links for 'My procedures', 'My business data', and 'My messages'. The user is logged in as 'Business eSpace Joinery'. The procedure is in the 'In preparation' stage, with a yellow notification bar stating: 'Your procedure is ready to be sent to the administration. Click on the 'Send' button.' The progress bar shows four steps: 'Fill in the form' (completed), 'Add attachments' (completed), 'Send' (current step), and 'Completion of your procedure'. The 'Send' step is highlighted with a red circle. Below the progress bar, there are sections for 'File' (TOTAL: 1 form, 0 annex, 0 supporting document) and 'Form'. The 'Form' section contains a button labeled 'Add a supporting document', which is circled in red. Below this, there is a card for the procedure 'Issuing of an electronic invoice' with a status of 'Ready' and a creation date of '02/03/2023 09:35:53'. At the bottom of the page, there are buttons for 'Back', 'Delete', and 'Send'.



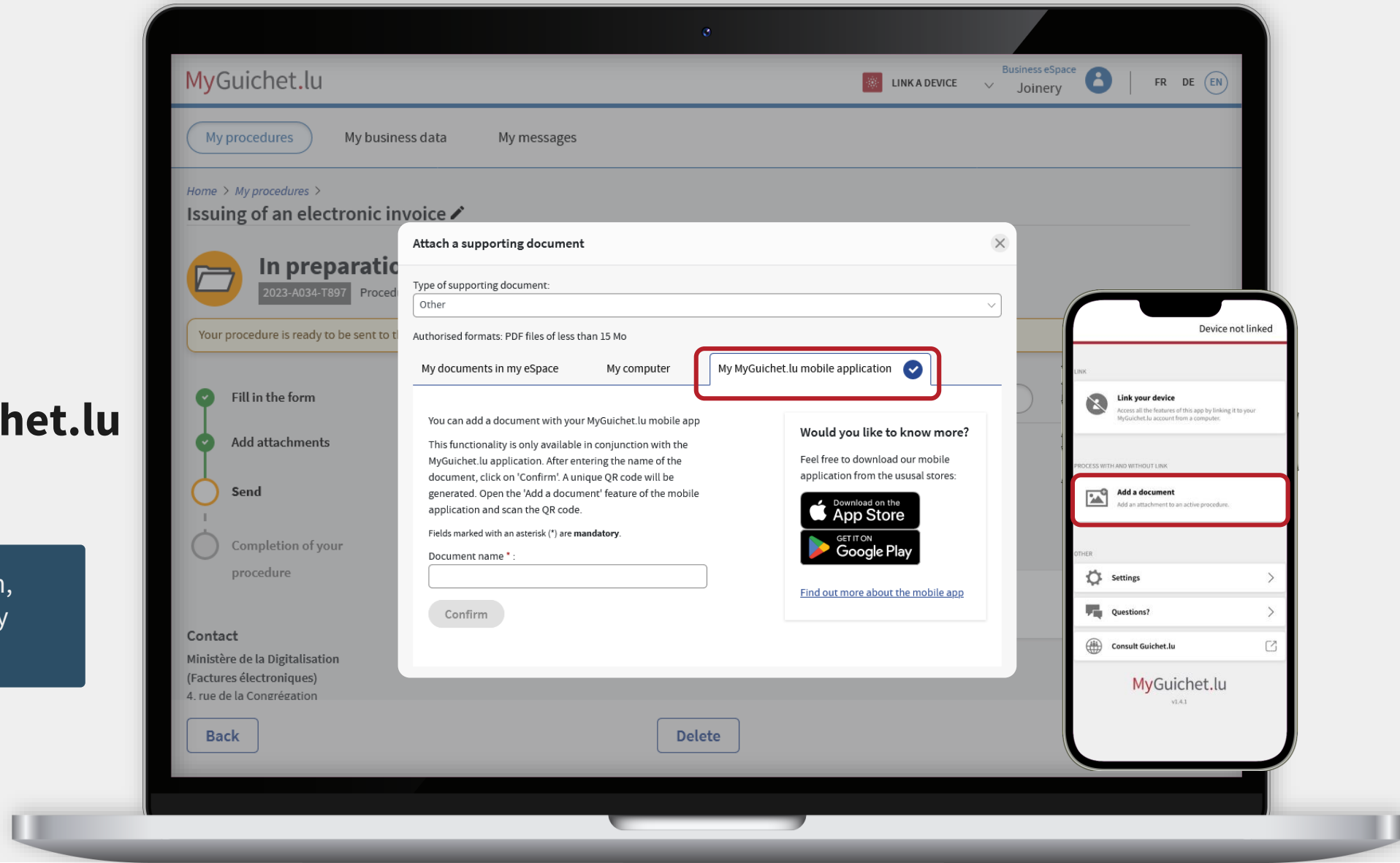
You can upload the document **from your computer** ...





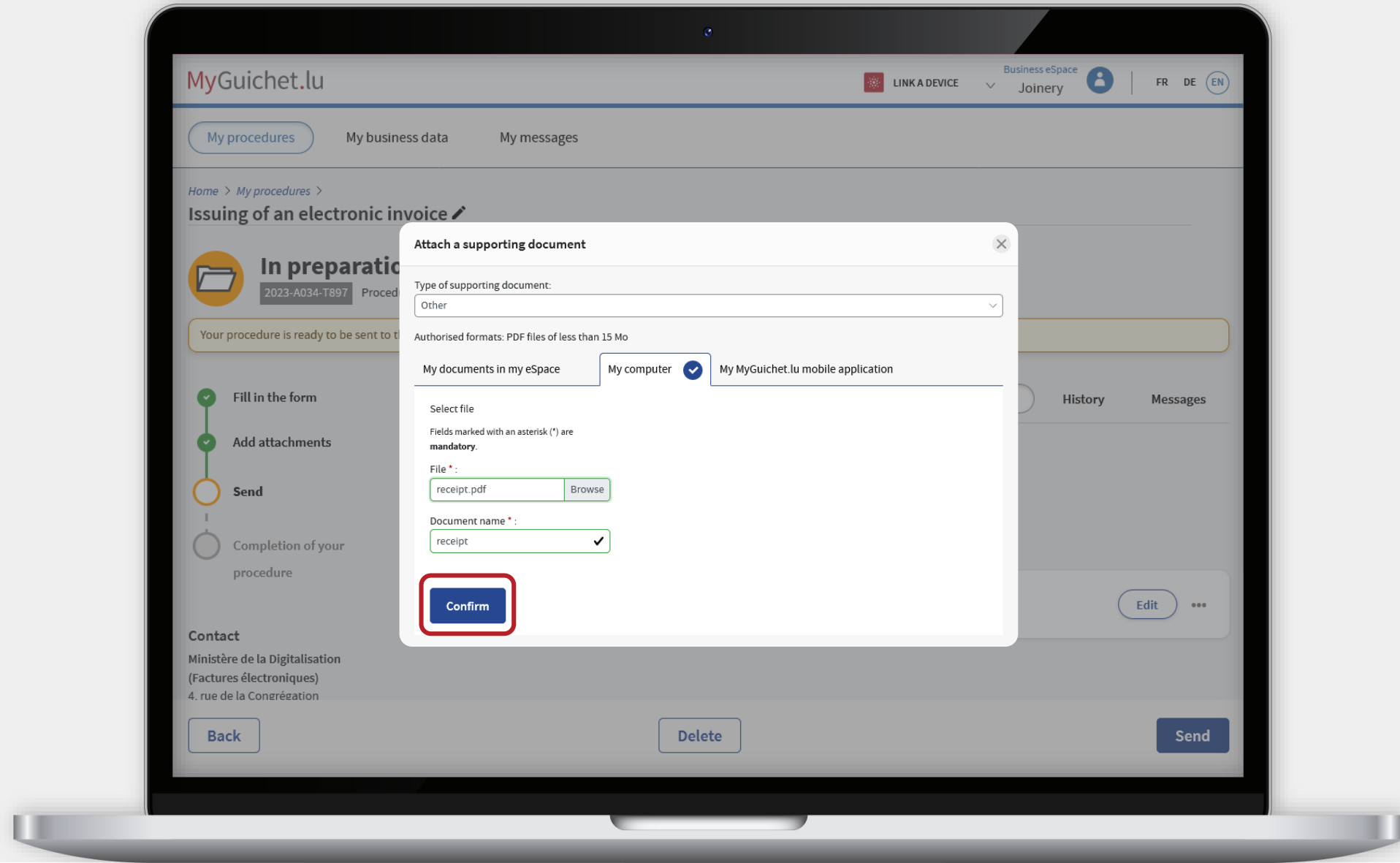
... or from **the MyGuichet.lu mobile application.**

When you use the application, documents are automatically converted to **PDF format.**



12

Click on "**Confirm**".



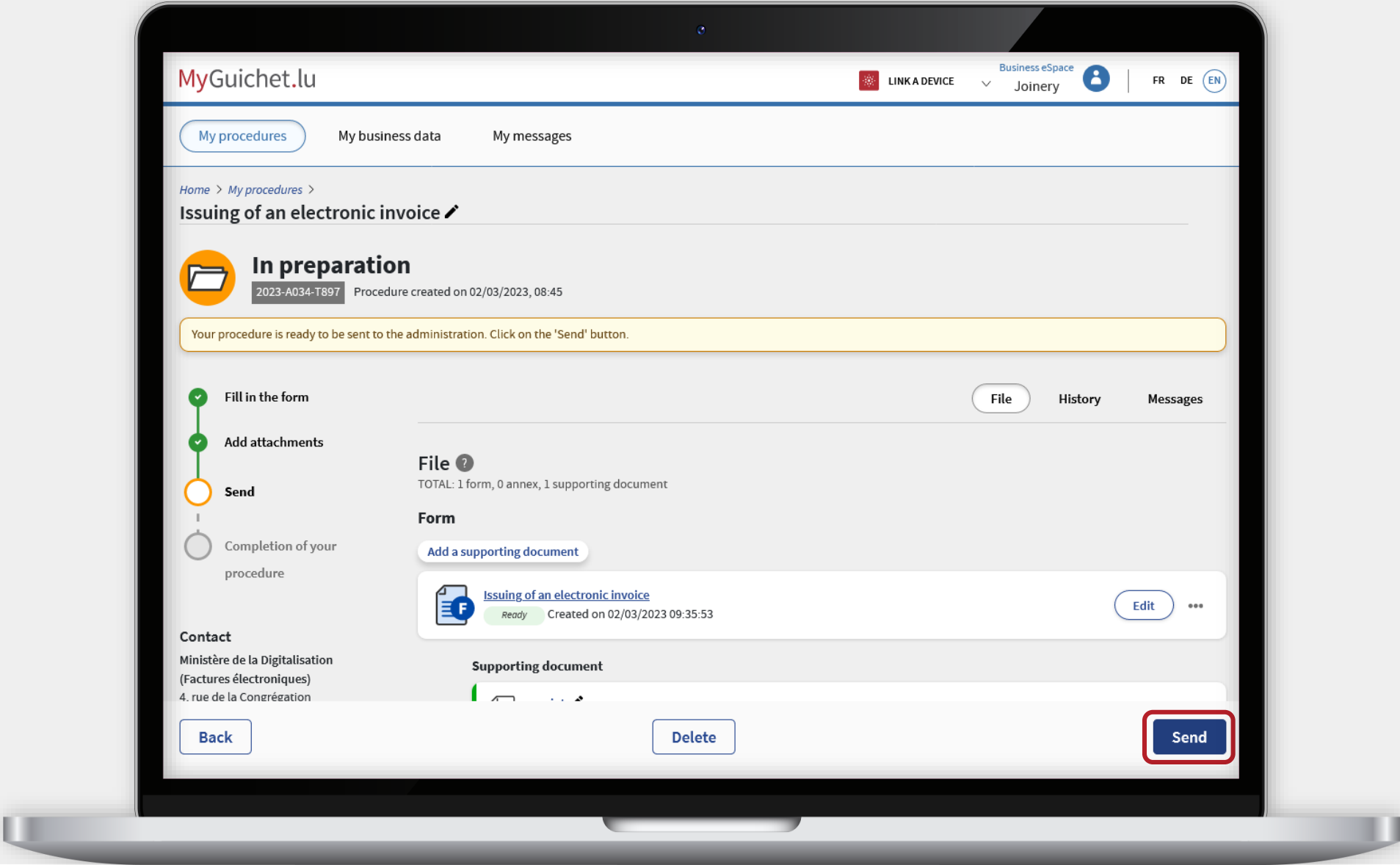


Please note: your invoice has not yet been issued to the public sector body!

Please check that you have followed the following steps.

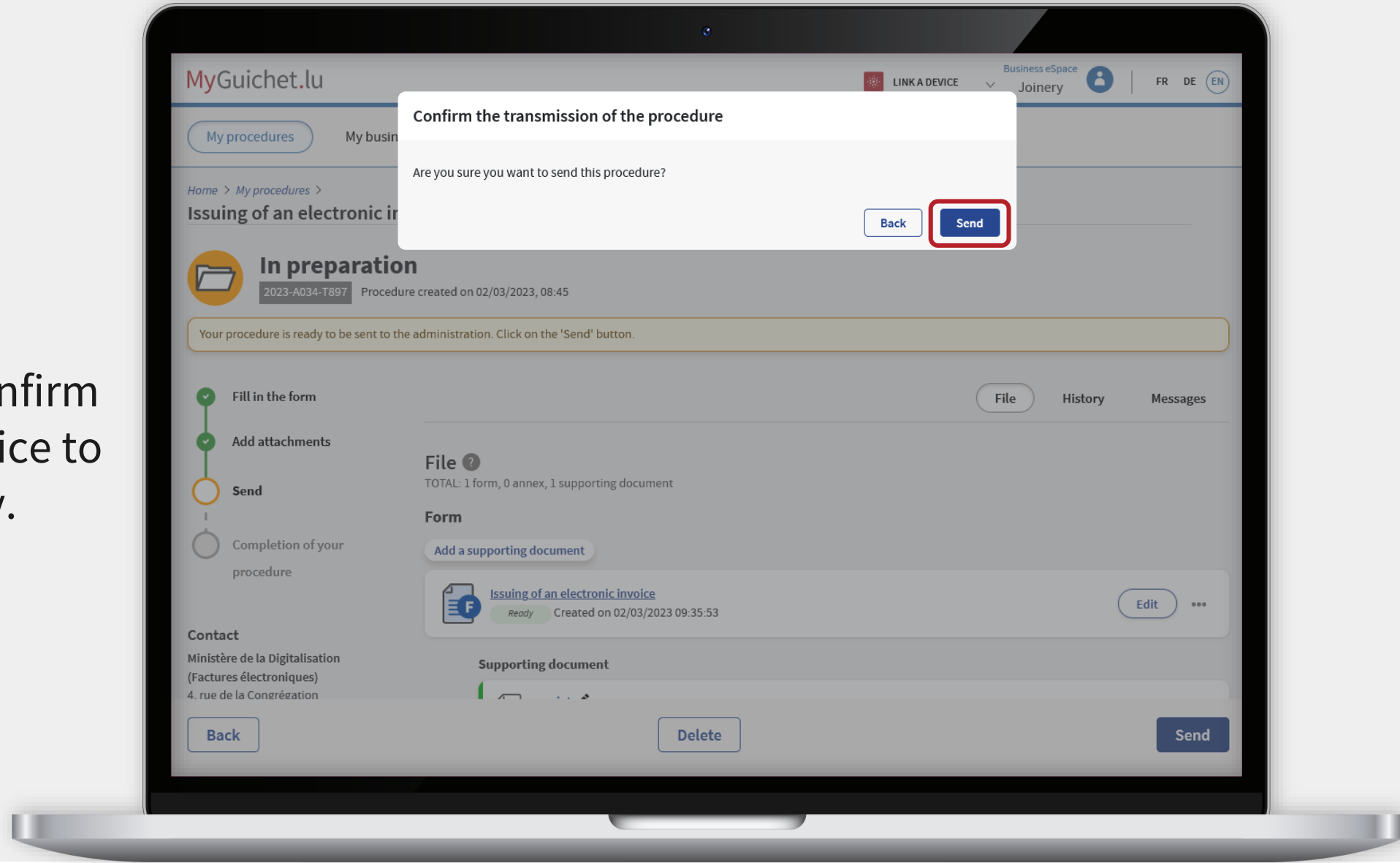


Click on "Send".





Click on "**Send**" to confirm the issuing of the invoice to the public sector body.





You have **successfully issued** your invoice!

The **processing is automatic** and will become effective after a short delay.

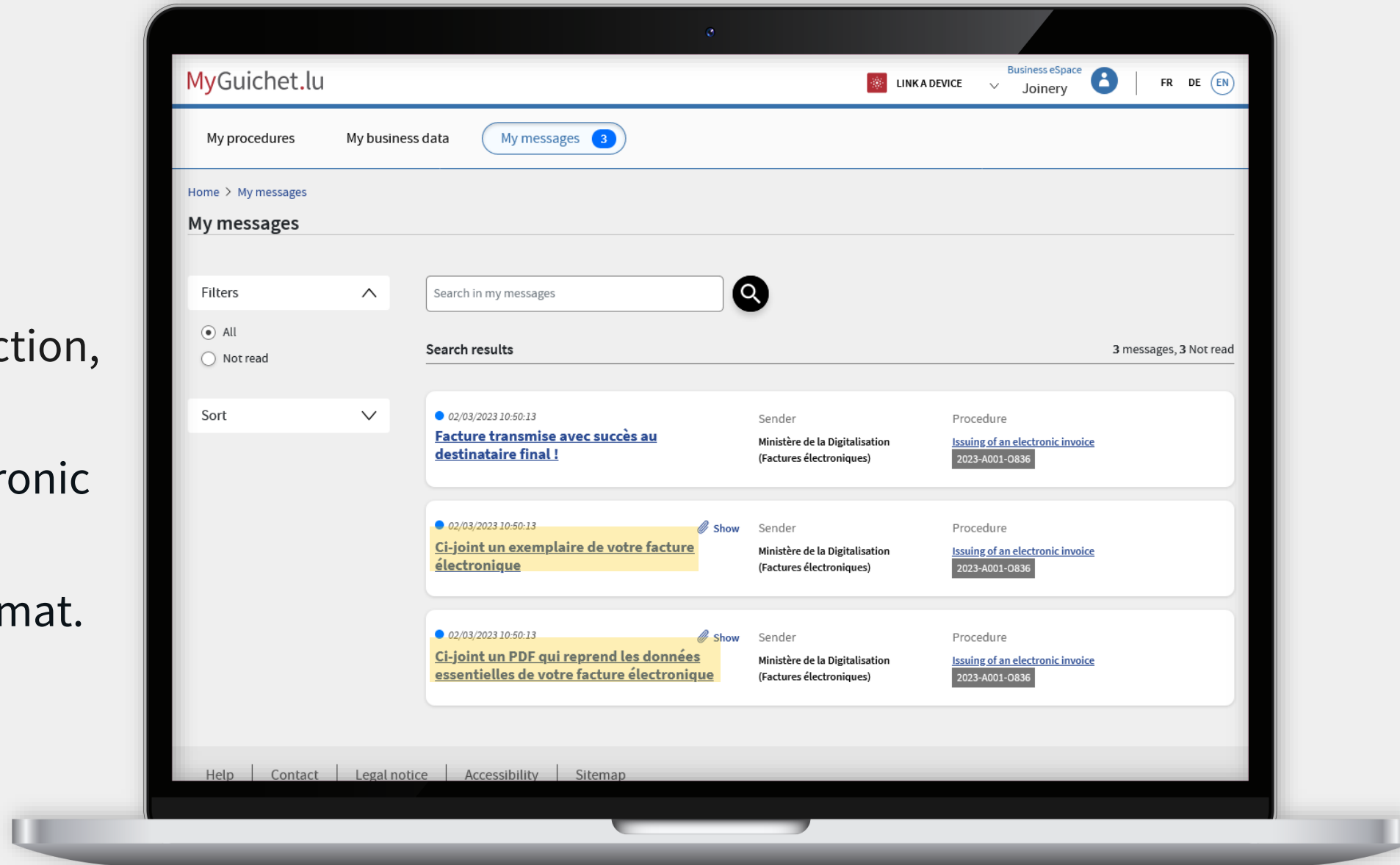


The screenshot displays the MyGuichet.lu website interface. At the top, the logo 'MyGuichet.lu' is on the left, and 'LINK A DEVICE', 'Business eSpace Joinery', and language options 'FR DE EN' are on the right. Below the header, there are navigation tabs: 'My procedures' (selected), 'My business data', and 'My messages'. The main content area shows a breadcrumb 'Home > My procedures >' followed by the title 'Issuing of an electronic invoice' with an edit icon. A green folder icon is next to a yellow 'Sent' label, with a grey box containing '2023-A001-0836' and the text 'Procedure sent on 02/03/2023, 10:40'. A light blue box contains the message: 'No further action is needed once you have submitted your procedure. Your procedure will be closed later by the competent administration'. On the left, a vertical progress bar has four steps: 'Fill in the form' (checked), 'Add attachments' (checked), 'Send' (checked), and 'Completion of your procedure' (highlighted with an orange circle). To the right of the progress bar are links for 'File', 'History', and 'Messages'. The 'File' section shows 'TOTAL: 1 form, 0 annex, 1 supporting document'. Under 'Form', there is a document card for 'Issuing of an electronic invoice' with a 'Download' button. Under 'Supporting document', there is a card for 'receipt' with the label 'Other'. At the bottom left, the 'Contact' information for the 'Ministère de la Digitalisation (Factures électroniques)' is provided, including the address, phone number, and email.



In the "My communications" section, you will then find:

- › a copy of your electronic invoice; **and**
- › summary in PDF format.



Need assistance?

with electronic invoicing



e-facturation.lu



Website

(+352) 247-72 155

Monday to Friday from
9.30 to 12.30



Phone

info@efact.public.lu



E-mail

Need technical help?

concerning MyGuichet.lu



Online form

(+352) 247-82 000
Monday to Friday from
8.00 to 18.00



Phone

11, rue Notre-Dame
L-2240 Luxembourg
Monday to Friday from
8.00 to 17.00



Reception desk



Guichet.lu

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