



## The Federal Administration requires e-bills from 2016

**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 is effective from 1st January 2016. On the occasion of the verification of the data of our suppliers we noticed that, that you have not submitted any electronic bills to us so far.**

### 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:

### 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. Our relevant partners are:

[www.postfinance.ch](http://www.postfinance.ch) / [www.conextrade.ch](http://www.conextrade.ch)

### Bills in PDF format

Create a PDF file which contains all of the required billing details. Upload the file onto the Billexco portal. Billexco generates the legally compliant bill, with signature, from the PDF file and sends it to us.

The relevant information you will find under:

[www.billexco.com](http://www.billexco.com)

### Creating bills online

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. Our relevant partners are:

[www.postfinance.ch](http://www.postfinance.ch) / [www.conextrade.ch](http://www.conextrade.ch)

### Important information

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

**Federal Department of Foreign Affairs (FDFA),  
c/o FDF SC FI / DLZ FI EFD  
REF-1006-xxxxx  
CH-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 the attached flyer or on our website

[www.e-rechnung.admin.ch](http://www.e-rechnung.admin.ch). We also provide advice on an individual basis.

For questions and help with your transition to e-bills, please contact our team accounts payable workflow by

email: [kreditorenworkflow@eda.admin.ch](mailto:kreditorenworkflow@eda.admin.ch)