How to fill in

Before you start

Have the XML export from your invoicing software and the buyer’s instructions ready. Use UBL or CII. A PDF printout cannot replace the XML; export the electronic invoice from your software.

Steps

1. Open the e-invoice validator and choose the package EN 16931.
2. Optional: pick the rule version by date.
3. Choose your UBL or CII file, or paste the XML. Loading does not upload anything.
4. Tick the consent box, then click Check invoice.
5. Read each failed rule: the rule ID, what it requires, and the XML path showing the place in the file.
6. Note the rule version the report names, fix the field in your software, export and check again.

Three errors to check first

- BR-CO-10: Line total differs. Add the net amounts of the invoice lines and correct the line subtotal before VAT.
- BR-CL-18: Invalid VAT category. Map your software’s tax code to the category required for this invoice, such as S or Z. Do not put a percentage in this field.
- BR-06: Seller name missing. Put the seller’s legal name in PartyLegalEntity/RegistrationName.

A passed check means the selected rules passed. Confirm the buyer’s delivery requirements before sending the invoice.

The language of these instructions can differ from the controls shown. Keep the rule ID when asking a colleague for help.

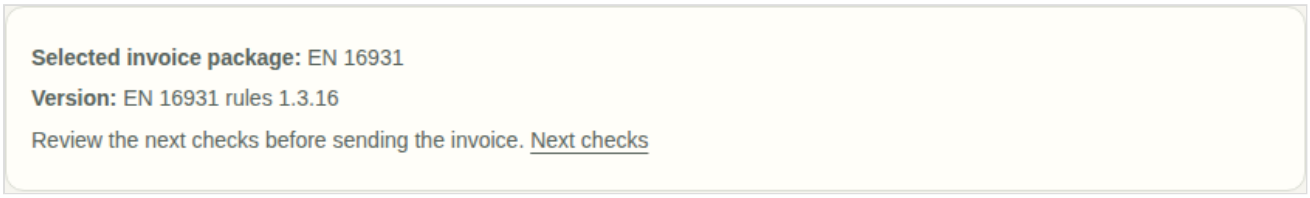
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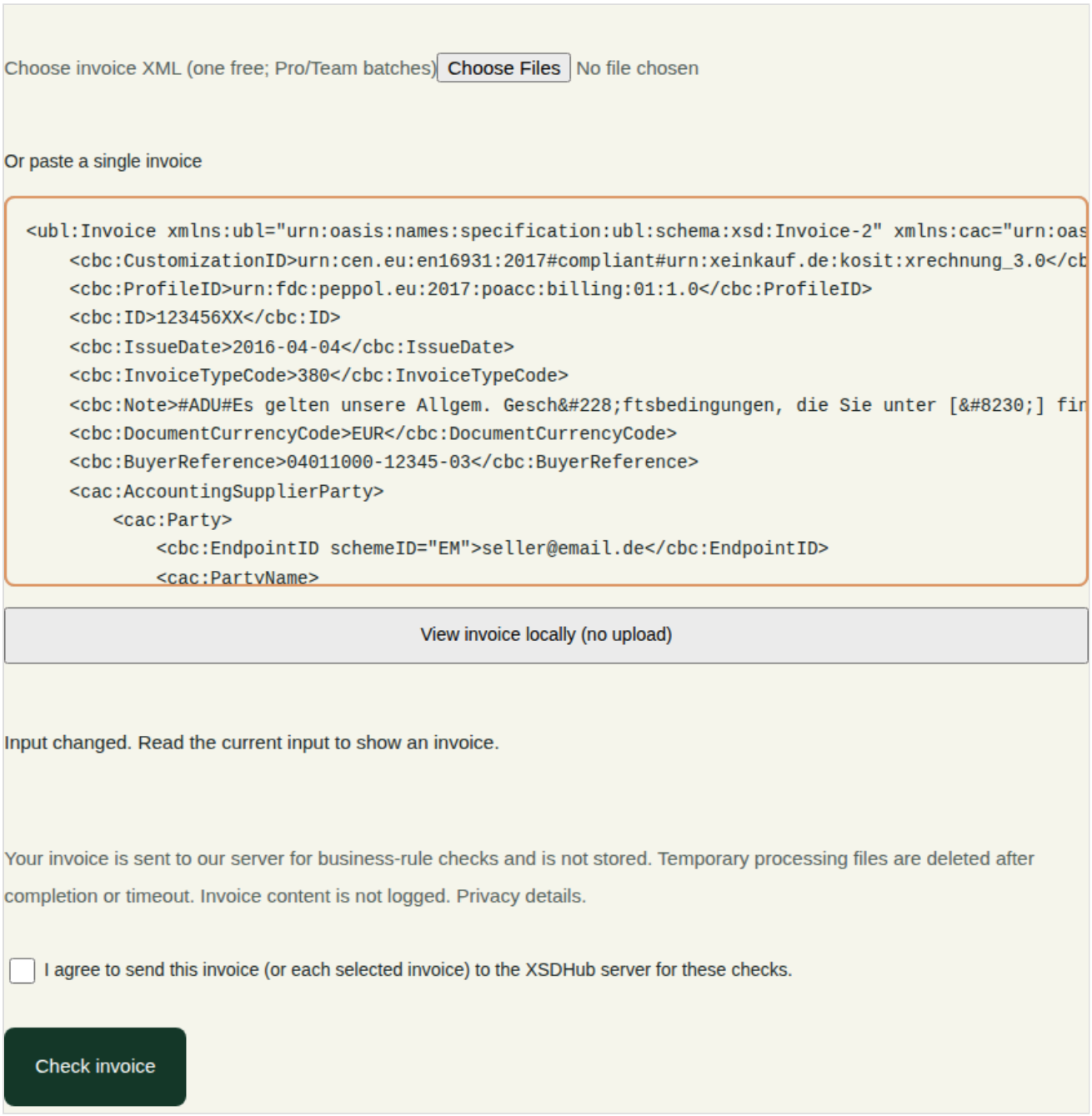
Screenshots

Screen: English. The German validator has German controls. All examples shown here are fictional.

Input and selected rules



Input and selected rules



Result: rule ID, location and correction

