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Choosing the Right E-Invoicing Software

A Complete Guide for a Smooth Transition

E-invoicing regulations are evolving rapidly across the Benelux region, and compliance is becoming increasingly important for businesses. By January 1, 2026, Belgium will implement mandatory e-invoicing for all B2B transactions. To ensure a seamless and efficient transition, choosing the right e-invoicing software is crucial. This guide will walk you through the key steps to selecting the ideal solution for your needs.

Understanding Your Needs and Defining Your E-Invoicing Project Scope

Before diving into e-invoicing, it's essential to clearly define your objectives and the scope of your project. This initial step will help you select the most suitable solution and ensure a successful transition.

1. Define Your Objectives

E-invoicing offers benefits beyond legal compliance. Here are some key objectives to consider:

- **Enhance billing efficiency:** Reduce invoice processing time, minimize manual errors, and optimize cash flow.
- **Cut costs:** Eliminate expenses related to printing, mailing, and storing paper invoices while optimizing human resources.
- **Improve collaboration and communication:** Strengthen relationships with customers and suppliers, provide easy access to invoicing data, and simplify approval workflows.
- **Ensure security and compliance:** Protect against fraud, securely archive invoices, and comply with national and EU regulations.

To clarify your objectives, consider these key questions:

- What are the main issues with your current invoicing process?
- What benefits do you expect from e-invoicing?

- What key performance indicators (KPIs) will you use to measure the success of your project?

2. Define Your Project Scope

Your e-invoicing project scope should align with your business needs and goals. Key elements to consider:

- Processes to prioritize: Customer invoicing, supplier invoicing, B2B or B2C transactions.
- Teams involved: Accounting, finance, sales, IT, and executive management.
- Invoice volume: The number of invoices sent and received annually. In Belgium, it's estimated that 11 billion euros of VAT revenue is lost annually due to VAT fraud (1).

Defining a clear project scope helps in choosing the best solution for your company.

3. Map Your Invoicing Workflows

Once you define your objectives and scope, map out your invoicing workflows using tools like flowcharts or process diagrams. This step helps visualize the entire invoicing process and identify areas for improvement.

4. Identify Key Stakeholders

- IT teams (CIO/CTO): They ensure seamless software integration and help set technical requirements.
- Accounting & Finance: Their input is critical for selecting a system that aligns with internal financial processes.
- Legal & Compliance: Ensures the chosen solution meets local and EU regulatory requirements.

Understanding Key Features of E-Invoicing Solutions

Choosing the right e-invoicing software involves understanding its core features. A robust e-invoicing solution should include:

- Invoice generation and transmission: Ensure compliance with Benelux and EU standards, such as the Peppol BIS 3.0 standard used in Belgium (2).
- Invoice reception and processing: Automate invoice validation and entry into your system.
- Secure archiving: Store invoices in a legally compliant and secure manner.

- Invoice tracking and reporting: Monitor invoice status with real-time dashboards.
- Integration with ERP/accounting systems: Ensure seamless data flow between your invoicing solution and existing software.

Other factors to consider:

- Deployment mode (Cloud/SaaS vs. On-Premise)
- Data security and compliance
- Ease of use and accessibility
- Interoperability with customer and supplier systems

Choosing the Right E-Invoicing Provider: 5 Key Factors

Selecting the right e-invoicing provider is a critical investment for your business. Consider these five factors when making your decision:

1. **Choose an Experienced and Trusted Provider:** Look for a provider with a proven track record in e-invoicing. Check customer reviews and case studies to assess service quality. In Belgium, the government has published a list of compliant software solutions for sending, receiving, and processing electronic invoices (3).
2. **Ensure Compatibility with Your IT Systems:** Your chosen solution should integrate seamlessly with your existing ERP, CRM, and accounting software. Avoid solutions that require extensive custom development.
3. **Verify Data Security and Compliance:** The provider should meet EU and Benelux-specific security and data protection regulations, such as GDPR. Look for certifications like ISO 27001 to ensure data security.
4. **Evaluate Customer Support and Training:** Opt for a provider offering reliable support and training resources to help your team transition smoothly.
5. **Look Beyond Price:** While cost is important, focus on overall value, including ease of use, integration capabilities, and long-term reliability.

Secure Your E-Invoicing Transition Today!

With evolving regulations and increasing adoption of e-invoicing across the Benelux region, businesses must act now to stay ahead. By 2028, Belgium plans to implement a near real-time e-Reporting system for tax purposes (4). Selecting the right e-invoicing platform ensures compliance, improves efficiency, and prepares your company for the future of digital invoicing.

Make the transition seamless—choose a solution that meets your business needs and regulatory requirements today. Remember, from January 1, 2026, all companies in Belgium will be required to send and receive invoices electronically via the Peppol network (5).

Sources:

- (1) [European Commission - VAT Gap](#)
- (2) [Peppol - BIS 3.0 Standard](#)
- (3) [Belgian Government - E-Invoicing Solutions](#)
- (4) [Belgian Government - e-Reporting](#)
- (5) [Peppol - Belgium Implementation](#)

About Esker

Esker is the global authority in AI-powered business solutions for the Office of the CFO. Leveraging the latest in automation technologies, Esker's Source-to-Pay and Order-to-Cash solutions optimise working capital and cashflow, enhance decision-making, and drive better collaboration and human-to-human relationships with customers, suppliers and employees. Esker operates in North America, Latin America, Europe and Asia Pacific with global headquarters in Lyon, France, and U.S. headquarters in Madison, Wisconsin. For more information on Esker and its solutions, visit www.esker.be.

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