

# **A008**

## **Invoicing of auditors' services**

## **Accreditation Fees**

Amendments: p. 2; 3

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## Explanatory note for invoicing assessments cost

Services and costs to be invoiced to OLAS:

Assessment services must **be invoiced to OLAS** considering the cost estimate prepared by the OLAS accreditation manager.

A flat-rate travel time allowance of EUR 200 per assessor and assessment shall **be charged to OLAS**. This fee does not apply to a remote assessment.

The kilometric cost of travelling by private car is **to be charged to OLAS** at the cost of **0.30€/km**. Expenses and accessories relating to travel by car, such as motorway tolls, parking costs, shall **be reimbursed on presentation of supporting documents**. The following shall not be regarded as ancillary costs: taxed warnings, repair costs, etc.

Travel by train or air shall **be charged to OLAS** at the rate of a 1<sup>st</sup> class railway ticket respectively at the price of an air ticket that is in the economy, e.g., apex and superapex rates. Incidental expenses related to travel by train or plane such as taxi, bus, etc. shall **be reimbursed on presentation of supporting documents**.

Hotel costs (including breakfast) shall **be charged to OLAS** at a maximum price of EUR **220** 200 for a hotel in Luxembourg, in accordance with ~~Article 2 of the Government in Council Regulation of 2 December 2022 fixing the allowances provided for in Articles 16(1), 18 and 20(1) of the Grand Ducal Regulation of 14 June 2015 on travel and subsistence expenses and on removal allowances for civil servants and employees of the State~~. They shall be reimbursed on presentation of supporting documents.

A **daily flat-rate meal allowance shall be charged to OLAS** in the **amount of EUR 30 per half-day assessment** following ~~Article 2 of the Government in Council Regulation of 2 December 2022 fixing the allowances provided for in Articles 16(1), 18 and 20(1) of the Grand Ducal Regulation of 14 June 2015 on travel and subsistence expenses and on removal allowances for civil servants and employees of the State~~. The meal allowance is allocated for each half-day, provided that the meal expenses are not directly paid by the client. The meal package does not apply to a remote assessment.

## Drawing up an invoice

~~From now on~~, Assessors are asked to send invoices in accordance with the rules in force in your respective countries, on which they can incorporate all fees to be charged to OLAS.

For those who are unfamiliar with drawing up an invoice, the necessary information as well as compliant models are available on the internet.

## EFacting B2G from 18<sup>th</sup> of March 2023

As an economic operator performing works, providing products or providing services for OLAS, all suppliers (assessors and others) are legally obliged to send electronic invoices in accordance with the legal obligations laid down in the **amended Law of 16 May 2019 on electronic invoicing in the context of public contracts and concession contracts (consolidated text)**.

The obligation of economic operators to invoice electronically shall apply from 18<sup>th</sup> of March 2023. No conventional invoice (paper format, pdf, etc.) is accepted after this date. Only compliant electronic invoices (XML file) are accepted.

Transmission options:

- Via Peppol ([Pan European Public Procurement OnLine](#)) or
- by one of the 2 types of online forms available on MyGuichet.lu (without or with authentication with a Luxtrust certificate or similar)

In case of registration of an invoice without authentication via Guichet.lu, OLAS transmits makes available unique codes (OTPs) on request after having pre-verified a proposal of this invoice.

Namely/to enter or choose from the list of proposed identifiers:

ILNAS/OLAS public body identifier: LU22959463

PEPPOL (EndpointID): 9938

VAT<sup>No</sup>: LU22959463