



E-billing: Mandatory for all suppliers of the Federal Administration:

Since 1 January 2016, all suppliers of the Federal Administration must submit their invoices electronically.

The ideal solution for everyone

No two businesses are the same. That's why we offer various options for sending an e-bill to the Federal Administration. Please select the option that suits you best:

Invoicing using an integrated ERP system

The billing information is prepared in your ERP system (ERP = Enterprise resource planning). The information for electronic bills is generated using the subscriber numbers entered in the master data. This billing information is sent to the service provider. It then creates the e-bill according to the legal requirements and sends them to us on your behalf.

The subscriber numbers for the Federal Office for Civil Protection (FOCP) are as follows:
Postfinance – eBillAccountID: 41100000125628041
Swisscom Conextrade – ConextradeID: 41301000000176912

Invoice as PDF

Create the invoice and save as a PDF file. Then send it directly by email to the appropriate address or submit it via the portal of the given service provider. This service is provided free of charge for invoices to the Federal Administration.

By e-mail

Create only one PDF file per invoice (including payment slip and enclosures, where applicable). The file must not exceed 5 MB.

The order number and the name of the person in charge of managing the bill ("RVP") must also appear on the invoice.

Please send your PDF invoice by e-mail to the Federal Office for Civil Protection FOCP: pdf-rechnung-babs.astab@vtg.admin.ch

Via the service provider

Log in to the Billexco portal and select the FOCP from the billing recipient list provided. Then upload your PDF invoice. www.billexco.com

Creating invoices online – www.postfinance.ch / www.conextrade.ch

Enter all of the required billing information directly in the online form provided by Postfinance or Conextrade. Your chosen service provider then creates the e-bill, with digital signature, according to the legal requirements and sends it to us on your behalf. If you wish, the service provider will also archive the invoices at the same time.

Important information

Ensure that each invoice is sent to our correct billing address:

Federal Office for Civil Protection (FOCP)
c/o Kreditorden VBS
Postfach
CH-3003 Bern

In addition, every receipt must include the **person responsible for managing the invoice (RVP)** and our **order number (35300xxxx or 35400xxxx)**. If you provide incorrect or incomplete information, your invoice will not be processed and will be returned to you for correction.

We are happy to answer any further questions you may have

You will find more useful information on our website www.e-rechnung.admin.ch.

We also provide advice on an individual basis.

E-mail: info-finanzen@babs.admin.ch