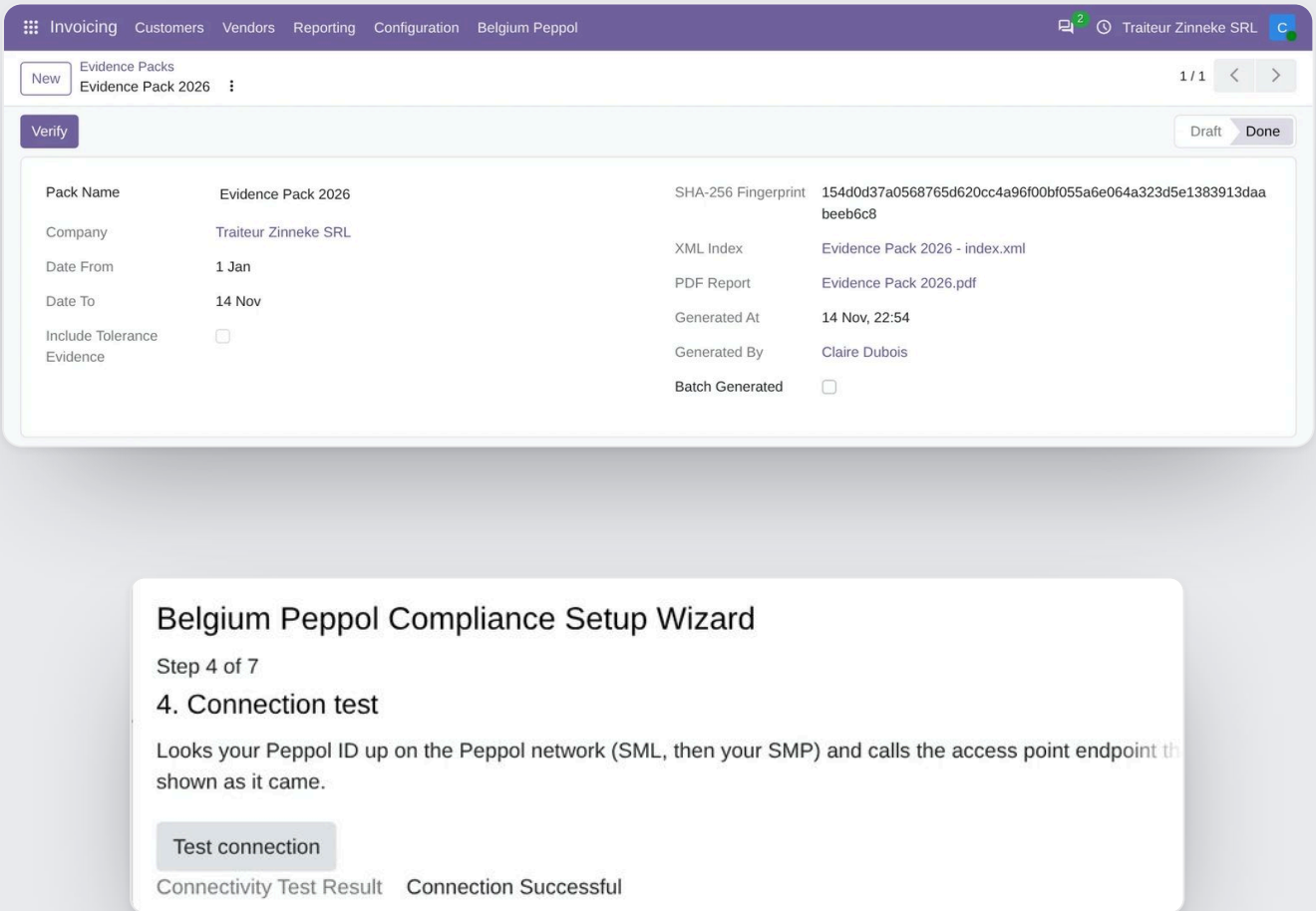
USER MANUAL · INVOICING AND TAX

Belgium Peppol for Odoo

For those who already have the module: install it, activate it, set it up and use it, step by step.

Module version 20.0.1.1.10 | Odoo 20 screenshots | Edition of 15-11-2026



Real Odoo 20 screenshot. On the left, a test pack with its SHA-256 fingerprint and, on the right, step 4 of the wizard with the Peppol ID connection test.

Contents

On the right, the page where each section starts. Menu and button names are those of Odoo in English.

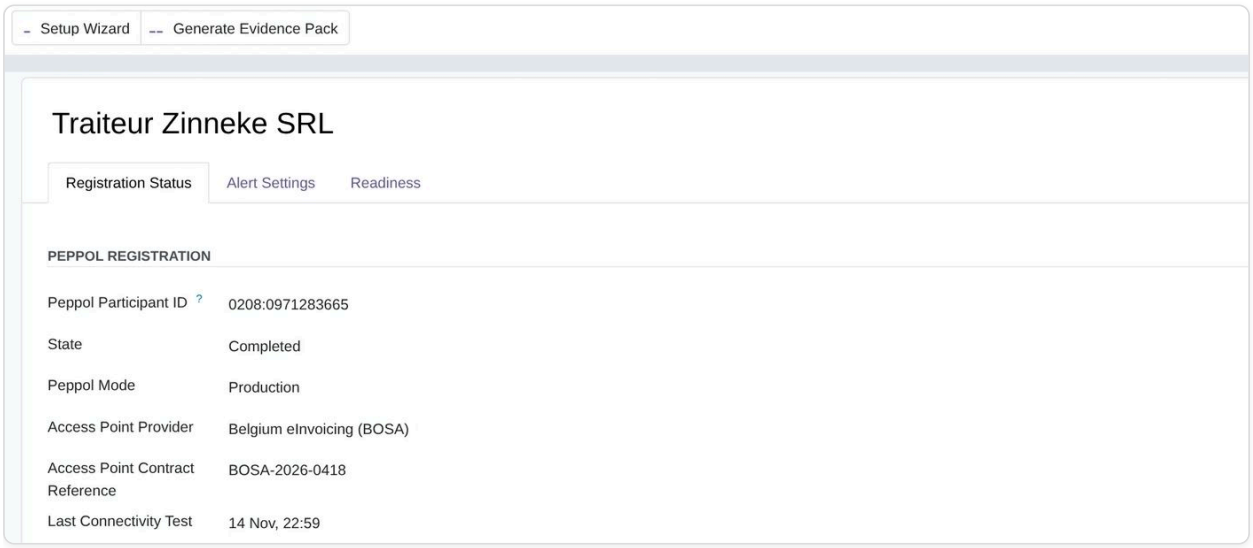
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This manual describes version 20.0.1.1.10 of the module (Odoo branch 20.0, commit 54ab39d37e). Everything it says comes from its code: menus, buttons, fields, scheduled actions and error messages.

The screenshots come from a test Odoo 20 database, with a made-up company and data and no real connection to FlexigoTech Cloud. In Odoo 17, 18 and 19 the module has its own version: if something on your screen does not match, write to us.

1 What it is and where it lives

The module adds a per-company Peppol compliance profile to Odoo, with a 7-step wizard, archive scans, test packs and fallbacks. It sits alongside Odoo's own Peppol, which is the part that registers you, sends and receives the invoices.



- **Real Odoo 20 screenshot.** A company's compliance profile, with its wizard and test pack buttons.

Everything hangs off the **Invoicing › Belgium Peppol** menu. The module's screens appear in English in every language.

Invoicing › Belgium Peppol › Dashboard	Opens a new, blank compliance profile for the active company. Use it to create the first one: only one is allowed per company.
Invoicing › Belgium Peppol › Configuration › Compliance Profiles	The profiles already created, one per company, with their Peppol ID, mode, the access point noted and the wizard status.
Invoicing › Belgium Peppol › Configuration › Access Points	The list of access points; it comes with 2 records on installation.
Invoicing › Belgium Peppol › Configuration › VAT Category Mappings	Each sale tax with its Peppol VAT category.
Invoicing › Belgium Peppol › Logs & Audit › Archive Scans	The results of the archive scan, with the button to run it.
Invoicing › Belgium Peppol › Logs & Audit › Alerts	The alerts shown inside Odoo.
Invoicing › Belgium Peppol › Logs & Audit › Evidence Packs	The sealed test packs for each company.
Invoicing › Belgium Peppol › Logs & Audit › Batch Evidence Packs	The wizard that generates packs for several companies at once.
Invoicing › Belgium Peppol › Logs & Audit › Fallback Entries	The fallbacks: invoices that went out outside Peppol.

Configuration is only visible to the **Belgium Peppol / Manager** group and to those who include it; the administrator has it from installation. The menu also shows **Validation Rules**, **Transmission Log** and **2028 Readiness**. Validation rules cannot be run from any screen, and the transmission log stays empty, because the import that would fill it has no button. **2028 Readiness** is a list of points you tick off for the e-reporting planned for 2028, which is not yet law; its points do not come from any regulation.

Outside its menu, the module adds four scheduled actions and, under Settings, the FlexigoTech Cloud block with the status of your subscription.

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2 Before you start

Check this list before installing the module; if anything is missing, the wizard will not be able to leave you with a complete configuration.

- Odoo 17, 18, 19 or 20, on Odoo.sh or on your own server. It does not work on Odoo Online, which does not allow installing third-party modules.
- The apps the module depends on: Invoicing, Odoo's Peppol with its UBL format, and Contacts.
- The Belgian VAT number and the company number (BCE/KBO) of your company.
- Your Peppol ID, with its scheme in front and separated by a colon, for example 0208 and the company number.
- A user with the **Belgium Peppol / Manager** group for the set-up. The administrator has it from installation.
- A FlexigoTech Cloud subscription or its 14-day trial.
- At least one contact with a tax ID: without it, step 6 of the wizard will not let you continue.

> The module does not register you on Peppol nor send or receive your invoices. That is done by Odoo's Peppol, and the module sits alongside it. Nor does it generate the UBL XML of the invoices or validate them before sending.

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3 Installation

The module is installed like any third-party Odoo module. An administrator is required.

How to get it

From its page on Odoo Apps (**https://apps.odoo.com/apps/modules/20.0/flexigo_belgium_peppol_b2b_e_invoicing_compliance_wizar**) or from the module's page on flexigotech.com. Choose the Odoo version you use: each version is a separate module.

The module depends on `flexigotech_cloud`, the connection to FlexigoTech Cloud. On Odoo Apps, the module's page lists it under «Community Apps Dependencies» and its price already includes it; it is also free and has its own page (**https://apps.odoo.com/apps/modules/20.0/flexigotech_cloud**). Place both folders together in the same modules path and Odoo installs `flexigotech_cloud` at the same time.

On Odoo.sh

1. **Upload the folders to your repository**
   Copy `flexigo_belgium_peppol_b2b_e_invoicing_compliance_wizar` and `flexigotech_cloud` into the branch of your project, in your modules folder, and push.

2. **Wait for Odoo.sh to build the branch**
   When it finishes, both modules are in the branch.

3. **Install the app**
   In **Apps**, click **Update Apps List** (with developer mode on), search for «Belgium Peppol» and click **Activate**.

On your own server

1. **Copy the folders**
   Place `flexigo_belgium_peppol_b2b_e_invoicing_compliance_wizar` and `flexigotech_cloud` in a folder that is in your Odoo's `addons_path`.

2. **Restart Odoo**
   So that it reads the new modules.

3. **Install the app**
   In **Apps**, **Update Apps List**, search for «Belgium Peppol» and click **Activate**.

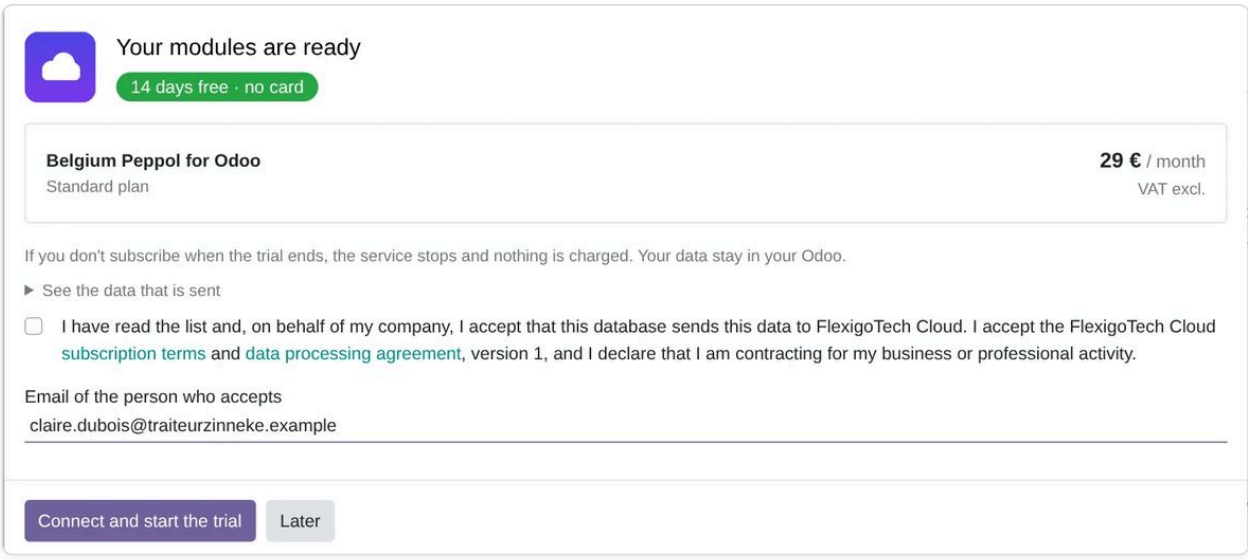
> When installing it, Odoo also installs the apps the module depends on: Invoicing, Peppol and Contacts. If you already use them, nothing you have changes.

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4 Activate FlexigoTech Cloud: the 14-day trial

FlexigoTech Cloud checks the official sources for electronic invoicing in Belgium and for Peppol BIS Billing 3.0 every day, and alerts you in Settings when they change, with the calendar of their deadlines. The module needs the subscription; the first 14 days are a trial, with no card required.

1. **Click Activate in the bar at the top**
   It appears as soon as you install the module. It opens the **Activate FlexigoTech Cloud** window, with the Standard plan and its 14 days free, no card required.



- **Real Odoo 20 screenshot.** The activation window: read the list of data, tick the box and enter your email.

2 **Accept and enter your email**

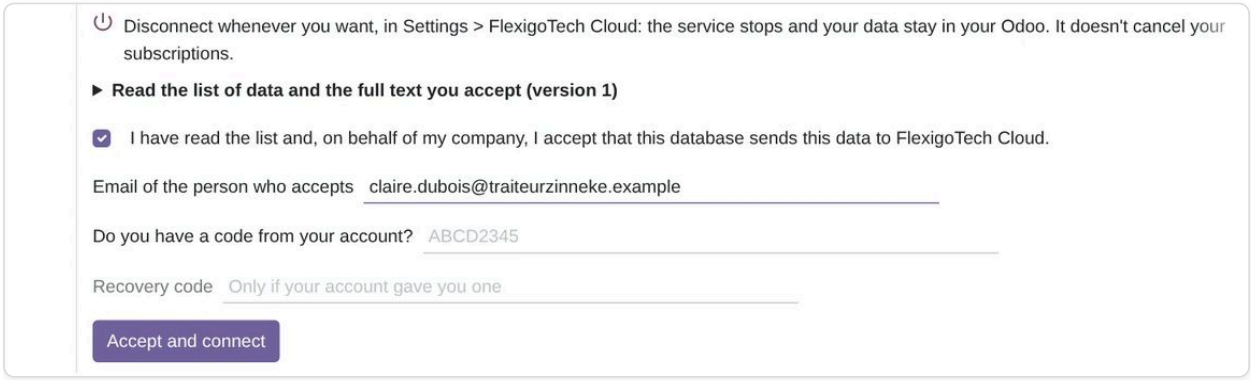
Tick «I have read the list and, on behalf of my company...» (it includes the subscription terms and the data processing agreement) and enter the **Email of the person who accepts**.

3 **Click Connect and start the trial**

Odoo registers the database with FlexigoTech Cloud and starts the module's trial. If you prefer to leave it for later, **Later** closes the window.

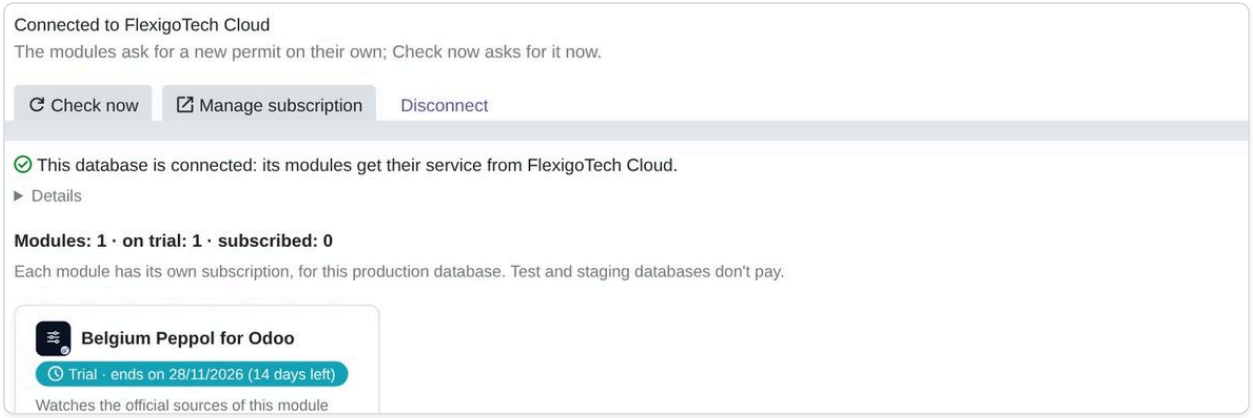
The same, from Settings

In **Settings › FlexigoTech Cloud** is the full list of what the database sends. Tick the box, enter the email and click **Accept and connect**. If you already have an account at app.flexigotech.com, the field **Do you have a code from your account?** links the database to it (the code is valid for 10 minutes).



- **Real Odoo 20 screenshot.** Settings › FlexigoTech Cloud, before connecting: the ticked box, the email and **Accept and connect**.

With the database connected, the **Modules** block shows each module with its status: **On trial** and the date it ends, **Subscribed**, and so on. From there you choose the plan (Standard or Pro, monthly or yearly) and click **Subscribe**: payment is made on the Stripe page, outside Odoo.



- **Real Odoo 20 screenshot.** Settings › FlexigoTech Cloud with the database connected and the module on trial.

PLAN	PRICE	INCLUDES
Standard	€29 a month or €290 a year	Support response within 1 business day
Pro	€58 a month or €580 a year	Response within 4 business hours and a video call if needed

Prices exclude VAT. If you do not subscribe when the trial ends, the service stops and nothing is charged; your data stays in your Odoo. **Check now** requests permission right away (otherwise the module renews it by itself every 6 hours).

> In a neutralised copy (staging) or in a database with demo data you cannot start a trial: Settings says so with «This database is a neutralised copy or has demo data, so trials can't be started here.»

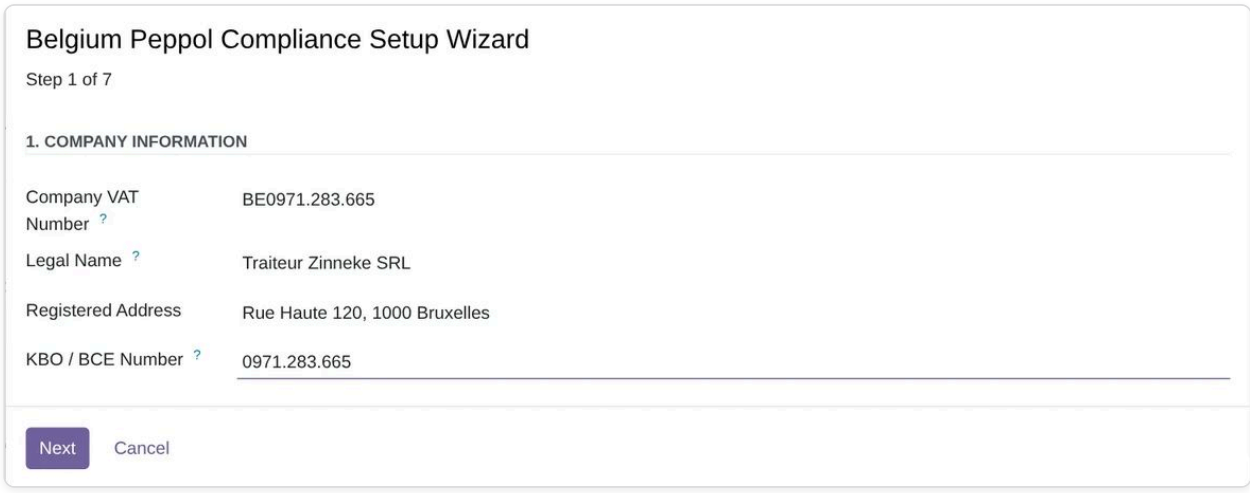
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5 Getting it running

This is done once per company, after starting the FlexigoTech Cloud trial and with a user from the **Belgium Peppol / Manager** group. The first profile is created from **Invoicing › Belgium Peppol › Dashboard**, which opens a blank profile for the active company: **Setup Wizard** saves it and opens the wizard.

1 Company details

In step 1 of the **Setup Wizard** you enter the VAT number, the legal name, the registered address and the **KBO / BCE Number**. The wizard does not take them from the company.



- **Real Odoo 20 screenshot.** Step 1 of the wizard, with the company details.

2 Peppol ID

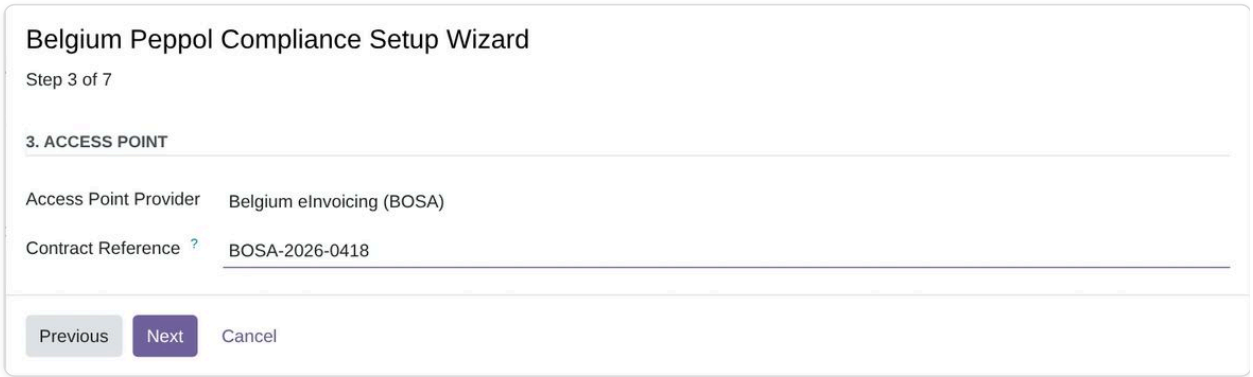
In step 2 you enter your **Peppol Participant ID** in ISO 6523 format: the scheme, a colon and the number, for example 0208 and your company number.



- **Real Odoo 20 screenshot.** Step 2 of the wizard, with the **Peppol Participant ID** field.

3 Access point

In step 3 you choose the **Access Point Provider** and, if you wish, note the contract reference. It is only a note: the connection test does not compare it with what the network publishes.

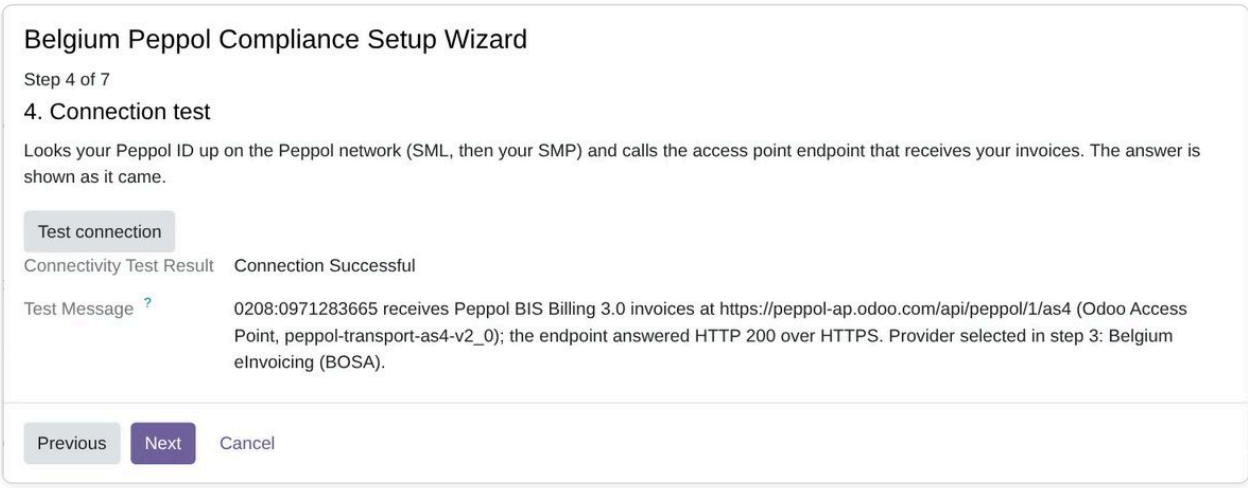


- **Real Odoo 20 screenshot.** Step 3 of the wizard, with the access point.

4 Connection test

In step 4 you click **Test connection**. Odoo looks up your Peppol ID on the network, first through the SML and then in the SMP, and calls the access point that receives your invoices. The result is shown as it

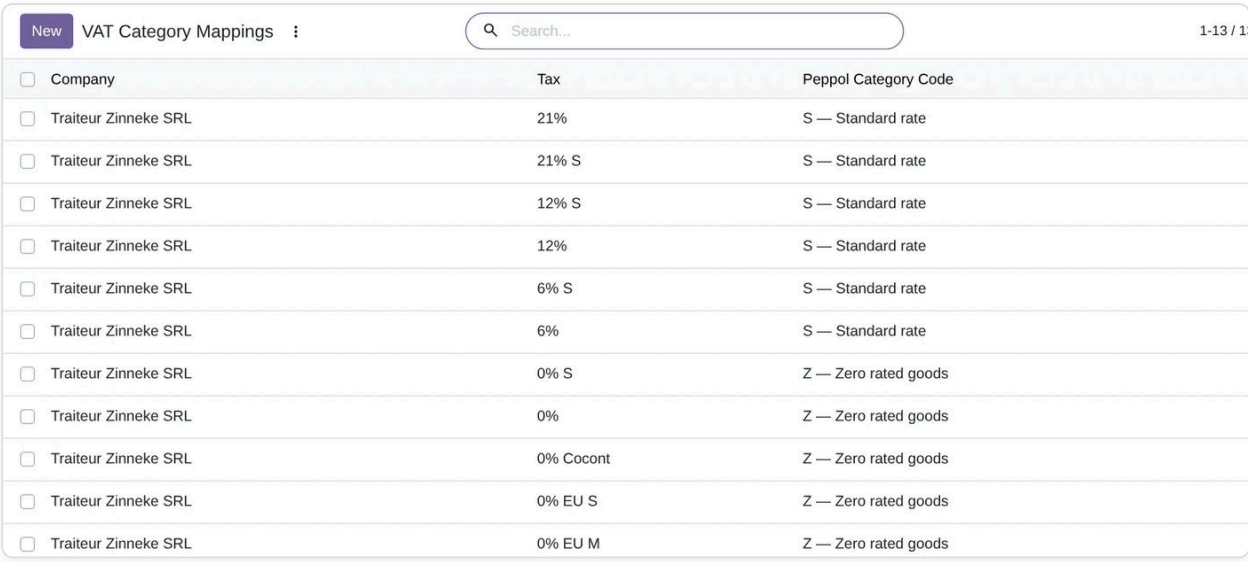
comes back. It searches the network in the profile's mode, which starts at **Test / SMK**: if your ID is registered in production, first set the profile to **Production**.



- **Real Odoo 20 screenshot.** Step 4 with the **Test connection** button and its result.

5 VAT mapping

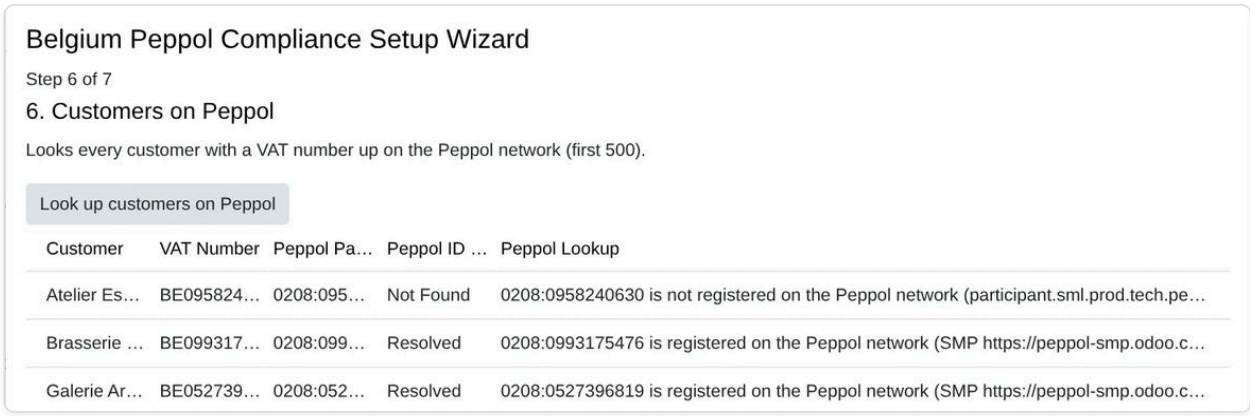
In step 5 you click **Propose mappings from the sale taxes** to suggest to each sale tax its Peppol VAT category. Review the proposal and correct it if necessary. Without any mapping, the step returns the error «Please configure at least one VAT-to-Peppol category mapping.»



- **Real Odoo 20 screenshot.** The mappings from sale taxes to Peppol VAT categories.

6 Customers on Peppol

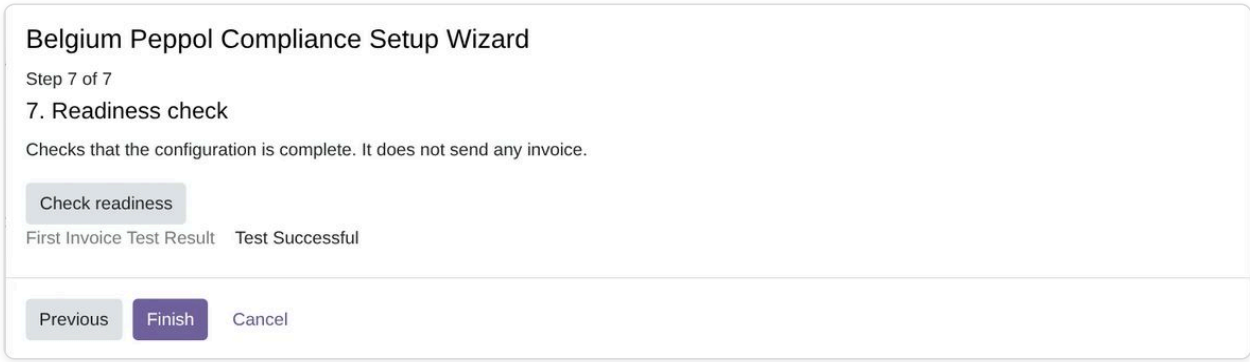
In step 6 you click **Look up customers on Peppol**. Odoo searches the network for the first 500 contacts with a tax ID and shows the result for each one in **Peppol ID Status**.



- **Real Odoo 20 screenshot.** Step 6 with the list of contacts and their Peppol status.

7 Checking readiness

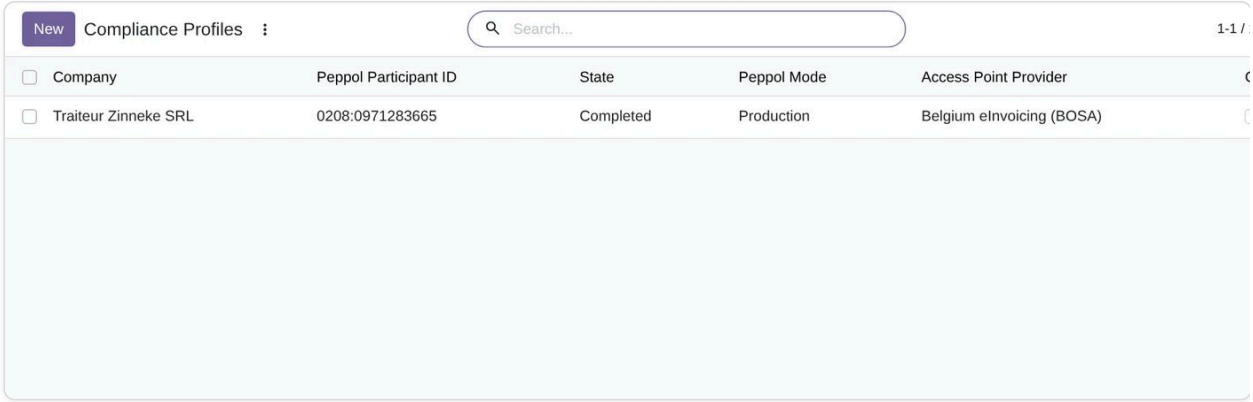
In step 7 you click **Check readiness**. It only checks that the configuration is complete and does not send any invoice.



- **Real Odoo 20 screenshot.** Step 7 with the **Check readiness** button.

8 Finishing

You click **Finish**. The company's profile is saved and its status changes to **Completed**.



- **Real Odoo 20 screenshot.** The list of profiles with the company's profile in **Completed** status.

> Afterwards, the profile is opened from **Invoicing › Belgium Peppol › Configuration › Compliance Profiles**, and the wizard with its **Setup Wizard** button. **Dashboard** always opens a new profile: as only one fits per company, when you save it Odoo replies «Only one Belgium Peppol compliance profile is allowed per company.».

After finishing, the module works with four scheduled actions: **Belgium Peppol: Archive Integrity Scan** every 7 days, **Belgium Peppol: Fallback Deadline Alert** every day, and **Belgium Peppol: Monthly Compliance Digest** and **Belgium Peppol: Annual AAI Statistics Report** every month.

6 The module's options

What you can adjust is in the compliance profile, in the list of access points and in the test pack.

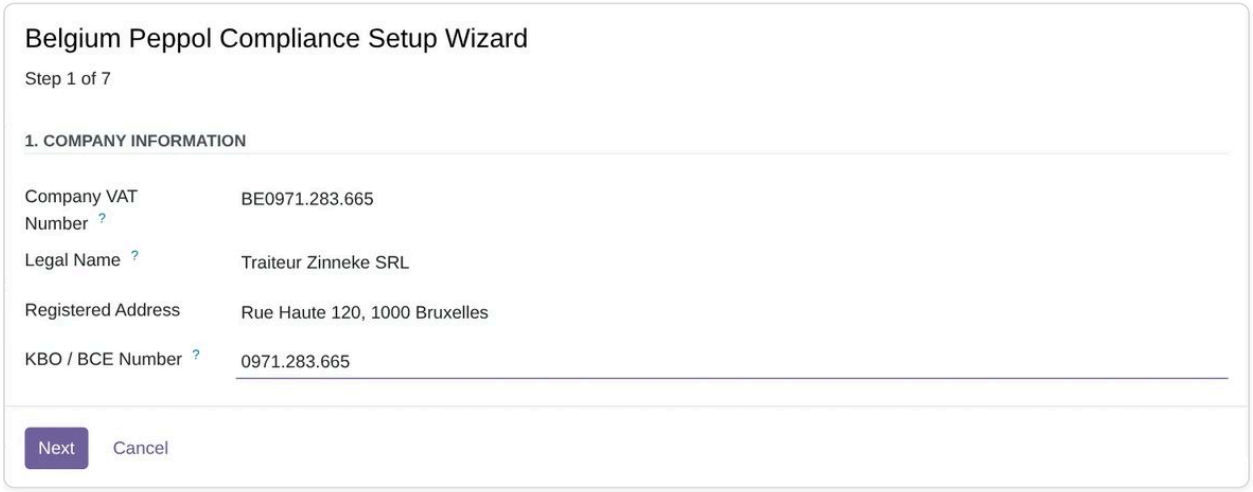
OPTION	HOW IT COMES	WHAT IT DOES
Profile Peppol mode	Test (SMK)	It is chosen on each company's profile, between SMK test and production. The connection test, the customer lookup and the test package search that network in that mode.
Profile Peppol ID	Empty	The company's Peppol ID, in ISO 6523 format. The wizard writes it on finishing and it is the one the test package looks up on the network.
Profile access point and contract reference	Empty	The access point you note on the profile and your contract reference with it. It is only a note: the connection test does not compare it with the one the SMP publishes.
Peppol VAT category for each tax	No fixed value	In **Invoicing › Belgium Peppol › Configuration › VAT Category Mappings** you choose, for each tax of the company, its Peppol VAT category.
Access point list	With 2 records on installation	In **Invoicing › Belgium Peppol › Configuration › Access Points** there is the list from which you choose the profile's access point. You can add more.
Test package period	No fixed value	Each package covers the period you enter with its two dates, start and end.
Tolerance tests	Unticked	Test package checkbox: if you tick it, the package adds the contingencies recorded between 1 January and 31 March 2026, the tolerance period.

The rest is not adjusted. The profile status and the readiness percentage are set by the wizard on finishing, and the result of the connection test when you press **Test connection**. The **Alert Settings** tab of the profile has two thresholds and the scan frequency, but no calculation uses them: the scheduled scan runs every 7 days.

7 The setup wizard

The wizard guides you through the Peppol setup of your company in seven steps and, on finishing, leaves the compliance profile complete.

You open it with the **Setup Wizard** button on the profile, which is in **Invoicing › Belgium Peppol › Configuration › Compliance Profiles**. It works on one company at a time, and each time you open it, it starts empty, even if the profile is already complete. What you enter passes to the profile when you press **Finish**; the result of the connection test is noted on the profile as soon as you run it.



- **Real Odoo 20 screenshot.** Step 1 of the wizard, with the company details.

Company VAT Number	Step 1. The Belgian VAT number: BE and 10 digits, with or without dots.
Legal Name	Step 1. The company's registered legal name.
Registered Address	Step 1. The registered address. It is the only field in this step that is not mandatory.
KBO / BCE Number	Step 1. The 10-digit enterprise number.
Peppol Participant ID	Step 2. The identifier with its scheme in front and separated by a colon, such as 0208:0123456789. The wizard checks that there is a scheme and a number, not which scheme it is.
Access Point Provider and Contract Reference	Step 3. The access point you use and your contract reference. It is only a note.
Test connection	Step 4. It looks up your Peppol ID on the network and calls the access point that receives it. The result is shown in **Connectivity Test Result** and **Test Message**.
Propose mappings from the sale taxes	Step 5. It proposes the Peppol VAT category for each sales tax of your company.
Look up customers on Peppol	Step 6. It looks up on the network the contacts that have a tax ID (the first 500).
Check readiness	Step 7. It only checks that the setup is complete. It does not send any invoice.

Below each step are the **Previous** and **Next** buttons. **Previous** does not appear in step 1 and **Next** does not appear in step 7. In step 7, **Finish** appears. **Cancel** closes the wizard without passing anything to the profile. What the connection test and the customer lookup have already done is recorded.

Test statuses

Connectivity Test Result can be **Not Tested**, **Connection Successful** or **Connection Failed**. **First Invoice Test Result** can be **Not Tested**, **Test Successful** or **Test Failed**. Both start at **Not Tested**. Despite its name, **First Invoice Test Result** does not test any invoice: **Check readiness** sets it.

1. **Fill in step 1**

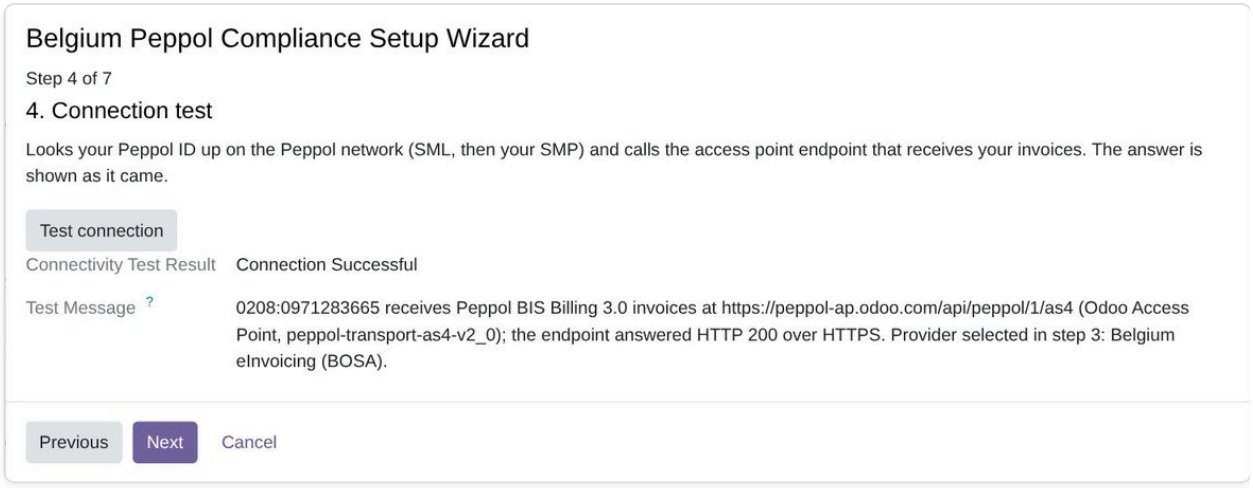
   Enter the Belgian VAT number, the legal name and the KBO / BCE number. Press **Next**.

2. **Enter the Peppol ID in step 2 and the access point in step 3**

   The wizard will not let you proceed without an ID with its scheme and its number separated by a colon, nor without choosing an access point.

3. **Press Test connection in step 4**

   Until the test comes out as **Connection Successful**, **Next** does not advance.



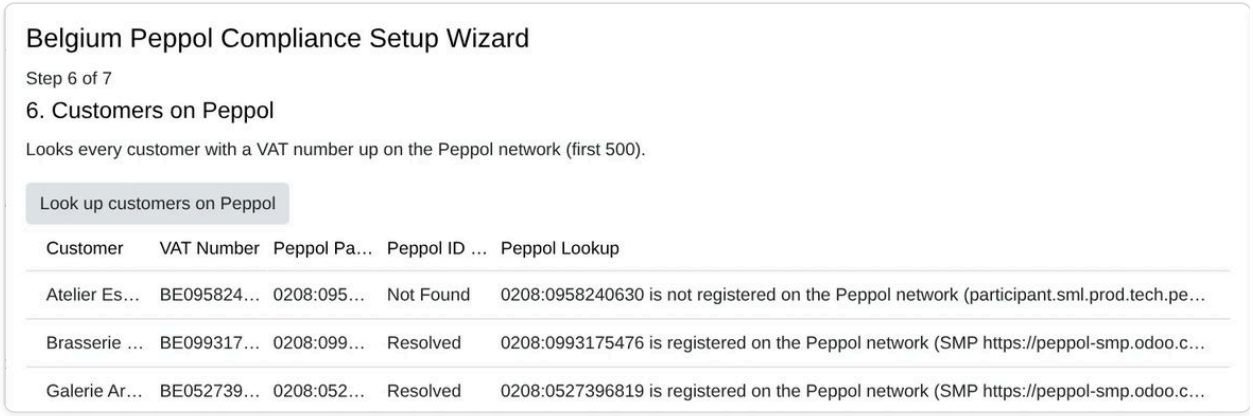
- **Real Odoo 20 screenshot.** The result of the connection test, with **Connection Successful**.

4. **Review the VAT mapping in step 5**

   Propose mappings from the sale taxes fills in the list. At least one line is needed.

5. **Press Look up customers on Peppol in step 6**

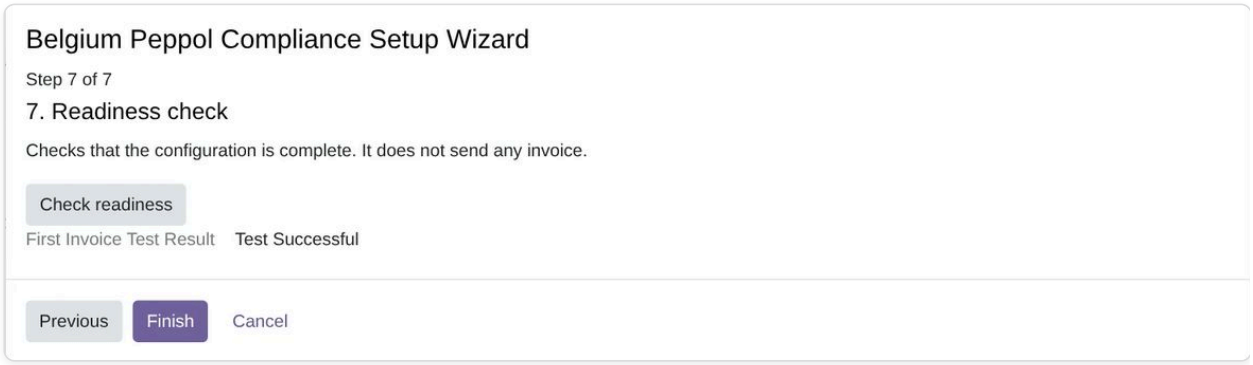
   The lookup must be run to move on to step 7, and it has to find at least one contact with a tax ID.



- **Real Odoo 20 screenshot.** The customer list in step 6 with its Peppol status.

6. **Press Check readiness and then Finish in step 7**

On finishing, the profile is complete.



- **Real Odoo 20 screenshot.** Step 7 with **Check readiness** and the result **Test Successful**.

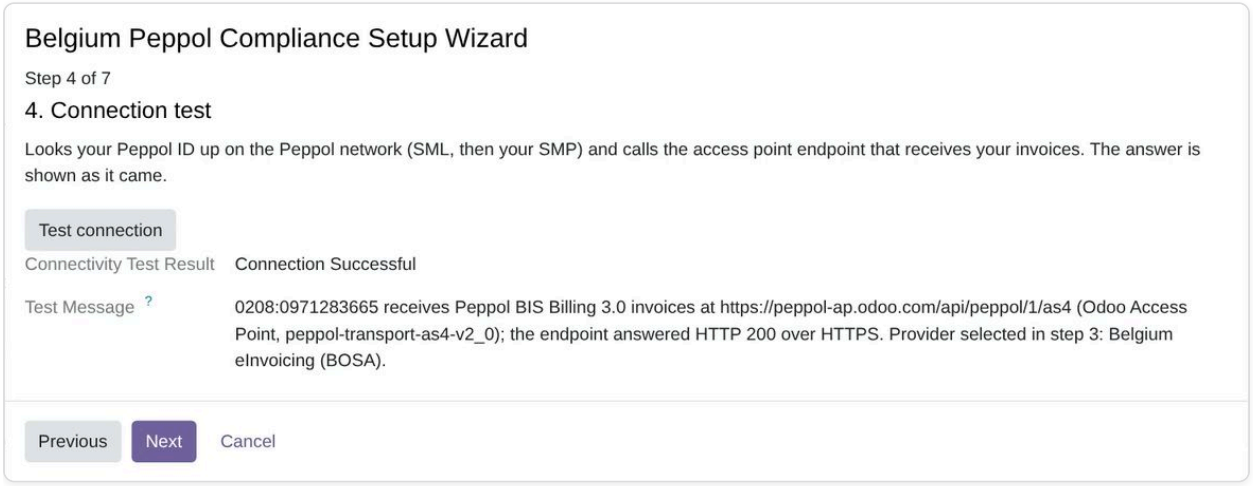
> The access point in step 3 is a note: the connection test does not compare it with the one the SMP publishes. The wizard does not send or receive invoices nor generate the XML: that is done by Odoo's Peppol.

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8 Testing the connection

The connection test looks up your Peppol ID on the Peppol network and notes the result on your compliance profile.

The test is run from the setup wizard. Before running it you must have entered your Peppol ID in step 2. If the field is empty, Odoo responds with the error «Enter the Peppol participant ID (step 2) before testing the connection.».



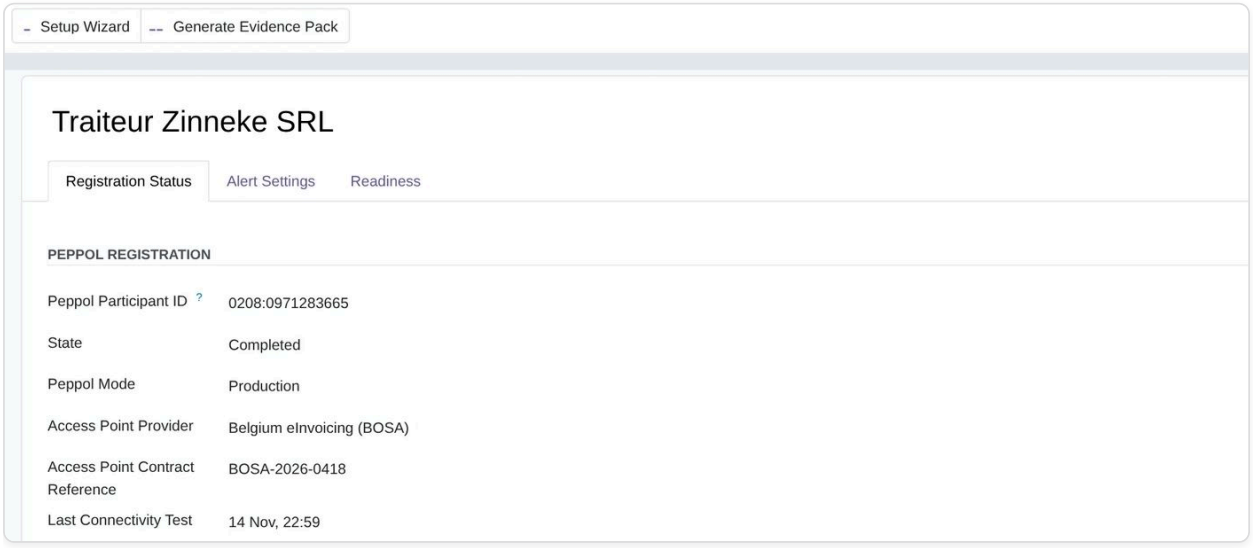
- **Real Odoo 20 screenshot.** Step 4 of the wizard with the **Test connection** button and the result of the test.

When you press the button, the module does three things with your ID. It looks up the participant's address in the SML, via DNS. It queries the participant's SMP for the BIS Billing 3.0 invoice document type. It makes an HTTPS request to the access point named by the SMP. The response is stored as it arrived. If something fails, Odoo tells you what failed. The lookup goes to the test or the production network, according to the profile's **Peppol Mode**.

The SMP decides which access point receives your invoices. The provider you chose in the wizard is shown alongside the result, but it is not compared with the one the SMP publishes.

What the profile records

Peppol Mode	**Production** or SMK test (**Test / SMK**). It comes in **Test / SMK** and decides which network your ID is looked up on.
Last Connectivity Test	Date and time of the last test.
Inbound Endpoint Status	It starts at **Unknown**. The test sets it to **Resolvable** if it succeeds and to **Not Resolvable** if it fails.
Outbound Connectivity OK	Checkbox on the profile. Neither the test nor any other step ticks it, so it stays unticked.

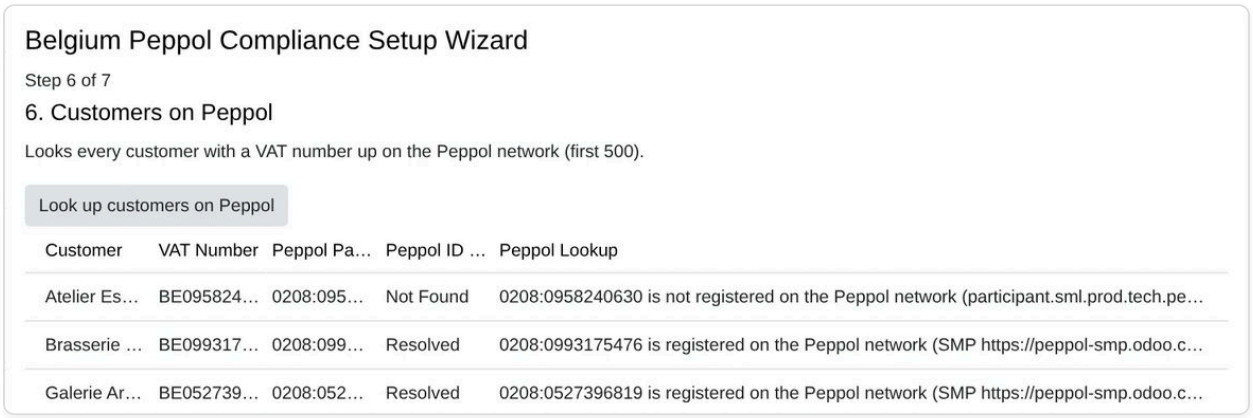


- **Real Odoo 20 screenshot.** The compliance profile, with the time of the last test in **Last Connectivity Test**.

> The test only looks up your ID on the Peppol network. It does not send any invoice nor check that the chosen provider is the one the SMP publishes.

9 Customers on Peppol

Step 6 of the wizard looks up your contacts with a tax ID on the Peppol network and shows the result for each one in the wizard itself.



- **Real Odoo 20 screenshot.** The customer step of the wizard, with the customer list and their Peppol status.

This step looks up the first 500 contacts with a tax ID, customers or suppliers, without their contact persons. They are only looked up when you press **Look up customers on Peppol**: no scheduled task does it.

What you see in each row

Customer	The contact that was looked up.
VAT Number	Its tax ID, as it is on its record.
Peppol Participant ID	The ID used for the lookup: the one the contact has or, if it has none and its tax ID is Belgian, 0208 and its enterprise number.
Peppol ID Status	The result: **Resolved**, **Not Found**, **Non-Belgian Scheme** or **Lookup Failed**.
Peppol Lookup	What the network replied for that ID.

Resolved means the ID is registered on the network, and **Not Found** means it is not. **Non-Belgian Scheme** appears when the contact has no Peppol ID nor a Belgian tax ID to derive one from, and then it is not looked up. **Lookup Failed** means the network did not respond: the contacts remaining are no longer queried.

How it is used

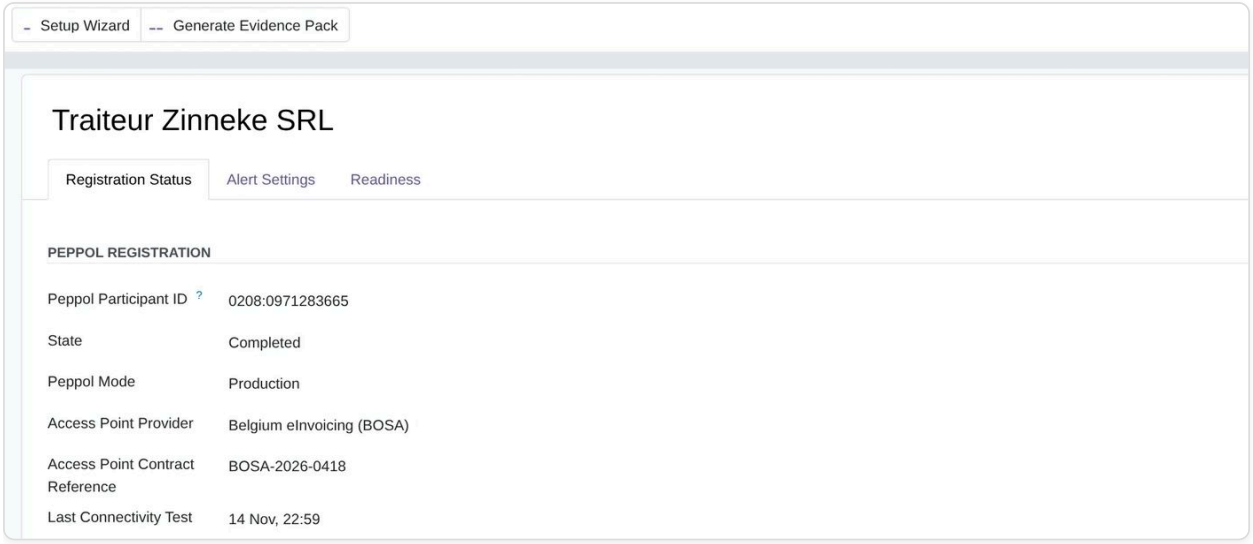
1. **Reach the customer step**
   Advance with **Next** from the previous steps.
2. **Press Look up customers on Peppol**
   The module queries the Peppol network for each contact with a tax ID.
3. **Review the list**
   Check the status of each contact and what the network replied.

> The lookup stops at the first 500 contacts with a tax ID. The list lives in the wizard: closing it loses it, and the ID derived from a Belgian tax ID is not saved on the contact.

10 The compliance profile

Each company has a profile with its Peppol ID, the mode, the access point on record, the last connectivity test and the readiness percentage.

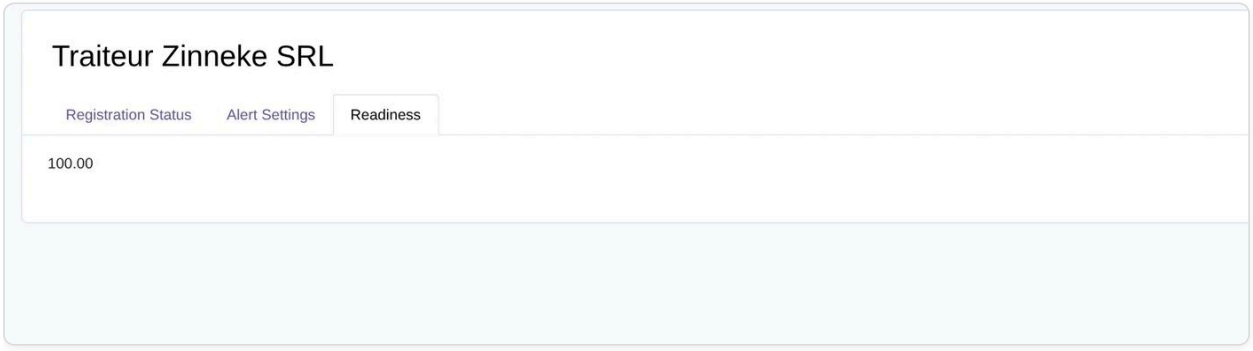
You open the profiles from **Invoicing › Belgium Peppol › Configuration › Compliance Profiles**. The list shows the company, the Peppol ID, the status, the mode and the access point. You open a company's profile with a single click.



- **Real Odoo 20 screenshot.** The company's compliance profile, with the **Registration Status** tab.

Where each piece of data comes from

- The setup wizard records the Peppol ID, the access point and its contract reference when you finish, and you can also change them on the profile. You choose the mode yourself on the profile.
- **Last Connectivity Test** and **Inbound Endpoint Status** are set by the connectivity test. **Outbound Connectivity OK** is always left unticked: no process in the module ticks it.
- **Readiness (%)** stays at 0 until you finish the wizard, and is 100 afterwards.



- **Real Odoo 20 screenshot.** The **Readiness** tab of the profile.

Record buttons and fields

Setup Wizard	Opens the setup wizard for this profile.
Generate Evidence Pack	Generates the evidence pack for this company straight away, covering 1 January of this year to today: a PDF and an XML index with a SHA-256 hash.
Registration Status	Tab containing the **Peppol Registration** group: Peppol ID, status, mode, access point, contract reference and last connectivity test.
Company Data Warnings	Group with the **Company Data Unvalidated** and **Peppol ID Unvalidated** checkboxes. They are always left unticked: at present no process in the module ticks them.
Alert Settings	Tab with two thresholds and the scan frequency. No calculation uses them.
Readiness	Tab showing the readiness percentage.

States

STATUS	WHAT IT MEANS
Draft	The status a profile is created with.
In Progress	It appears in the list and has its own filter, but the wizard never uses it: the profile moves from **Draft** to **Completed** when you finish.
Completed	The wizard has been finished with **Finish**.

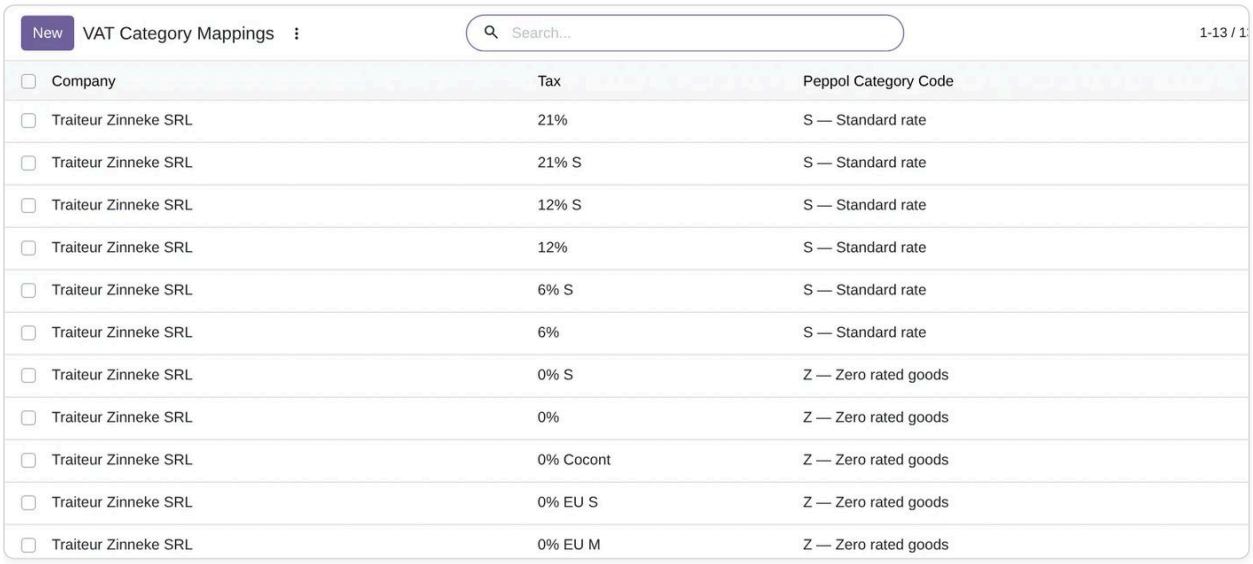
Configuration snapshots

When you press **Finish**, the module saves a snapshot of the configuration, with the data from the seven steps, the date and the user. It has no screen in the module, cannot be changed or deleted, and is included in the configuration section of each evidence pack.

> Snapshots are append-only: Odoo responds with "Configuration snapshots are append-only and cannot be modified." or "Configuration snapshots are append-only and cannot be deleted." if anyone tries to change or delete them.

11 VAT mapping

Each Odoo sales tax is linked to a Peppol VAT category, and that link is reviewed and changed in a list.



- **Real Odoo 20 screenshot.** List of each company tax and its Peppol category.

Go to **Invoicing › Belgium Peppol › Configuration › VAT Category Mappings**. It is a list with one record per tax: the company, the tax and its Peppol category. For example, 21% appears with category S and 0% with category Z.

What each record holds

Company	The company the mapping belongs to. It is filled in with the active company.
Tax	The Odoo tax being linked. It is mandatory, and each tax is mapped only once per company.
Peppol Category Code	The Peppol VAT category of the tax. It is mandatory.
Tax Name	Calculated from the tax. It appears on the form, not in the list.

Available categories

CODE	CATEGORY
S	Standard rate
Z	Zero rated goods
E	Exempt from tax
AE	VAT Reverse Charge
K	VAT exempt for EEA intra-community supply
O	Services outside scope of tax

CODE	CATEGORY
L	Canary Islands general indirect tax
M	Tax for production, services and importation in Ceuta and Melilla

Changing a category

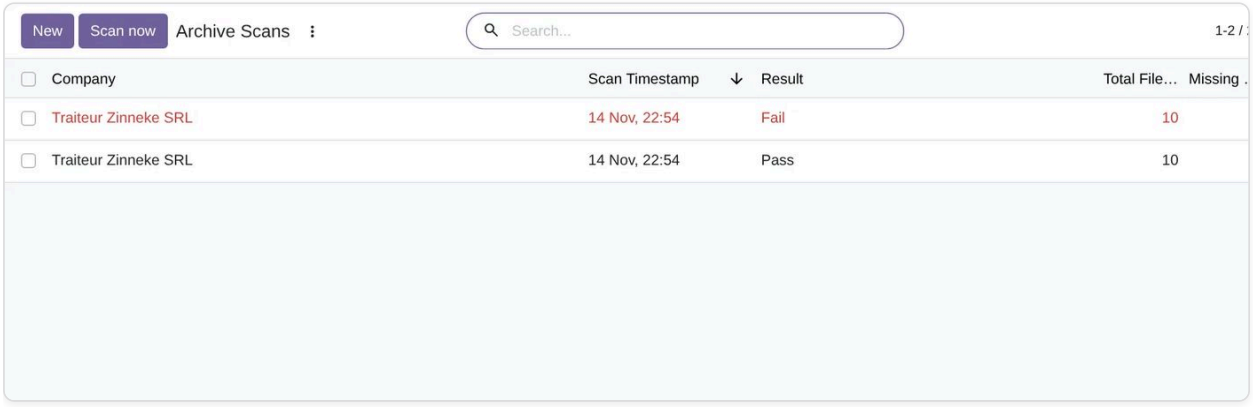
1. **Open the list**
   Go to **Invoicing › Belgium Peppol › Configuration › VAT Category Mappings**.
2. **Choose the tax**
   Open its record or edit its line in the list.
3. **Change the Peppol category**
   Choose the appropriate category and save.

> The mapping does not change your Odoo taxes or the UBL XML that Odoo generates. It is kept as evidence in the configuration section of each evidence pack.

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12 File scan

The scan checks that the UBL XML files Odoo stored for each invoice exchanged via Peppol are still intact.



- **Real Odoo 20 screenshot.** The scan list with the **Scan now** button and two scans for Traiteur Zinneke SRL.

It is found under **Invoicing › Belgium Peppol › Logs & Audit › Archive Scans**. Each line is a scan for one company.

The scan compares each UBL XML with the checksum Odoo recorded when it was stored. It counts missing files, altered files and invoices that have no archived original XML.

Where each scan comes from

- The scheduled action **Belgium Peppol: Archive Integrity Scan** is active, runs every 7 days and scans all companies. If one company fails, the others still run.

- The **Scan now** button in the list scans the company you are currently in.

What each scan shows

Company	The company scanned.
Scan Timestamp	Date and time of the scan.
Result	The result of the scan: **Pass**, **Fail** or **Nothing to scan**.
Total Files Checked	How many files were checked.
Missing Files	Files that are still recorded in Odoo but whose content is no longer in the storage.
Altered Files	Files whose content no longer matches the checksum Odoo stored.
Count Mismatch Failures	Invoices exchanged via Peppol without their original UBL XML archived, for example with only the PDF.
Anomaly Details	The detail of each anomaly, with its reference.

States

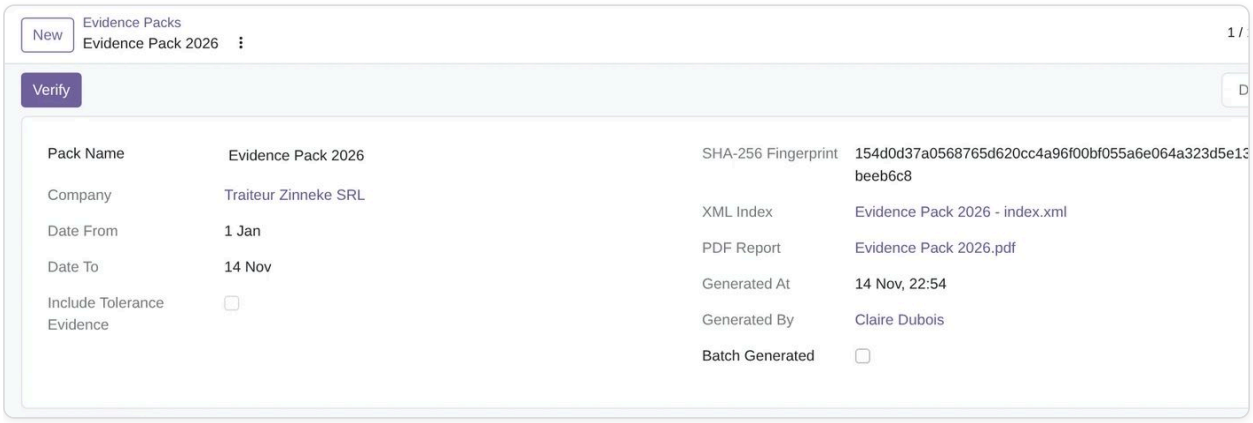
RESULT	WHEN IT APPEARS
Pass	Some files were checked and there are no anomalies.
Fail	There is at least one anomaly.
Nothing to scan	No files were checked and there are no anomalies either.

If a scan finds anomalies, the module creates a notice in Odoo.

> The scan repairs nothing. It only reports what has changed. It checks only the UBL XML files Odoo stored for invoices exchanged via Peppol, not other documents.

13 Evidence packs

An evidence pack stores, for one company and one period, what your database holds about Peppol, with a sealed XML index and a PDF report.



- **Real Odoo 20 screenshot.** A pack in **Done** state, with its SHA-256 fingerprint, the XML index and the PDF report.

You go to **Invoicing › Belgium Peppol › Logs & Audit › Evidence Packs**. Each pack carries the company, **Date From** and **Date To**. The XML index has one section per data type, and each section carries its own SHA-256. The module also calculates the SHA-256 fingerprint of the whole index, stores it in **SHA-256 Fingerprint** and prints it in the PDF.

Where the data comes from

A pack is produced when you press **Generate** on its record, **Generate Evidence Pack** on the profile or **Generate All** in the batch. In addition, the scheduled task **Belgium Peppol: Annual AAI Statistics Report** runs every month but only acts in January: it creates one pack per company for the previous calendar year and marks it as **Batch Generated**.

The index records what your database holds for that company and period, as it stands, in four sections: registration (what the Peppol network answers for your ID at that moment and the state of the profile), validation (empty, because the rules cannot be run), transmissions (the invoices that Odoo's Peppol exchanged in the period, with the identifier of their message and the SHA-1 fingerprint of their XML) and configuration (the wizard snapshot and the VAT mapping). If you tick **Include Tolerance Evidence**, it adds a fifth section with the fallbacks recorded between 1 January and 31 March 2026, if the pack's period covers those months.

The pack buttons

Generate	Creates the XML index, calculates the fingerprint and the PDF, and saves them as attachments of the pack. It is only visible when the state is **Draft** or **Error**.
Verify	Recalculates the fingerprint of the stored index and the SHA-256 of each section. It is only visible when the state is **Done**.

States

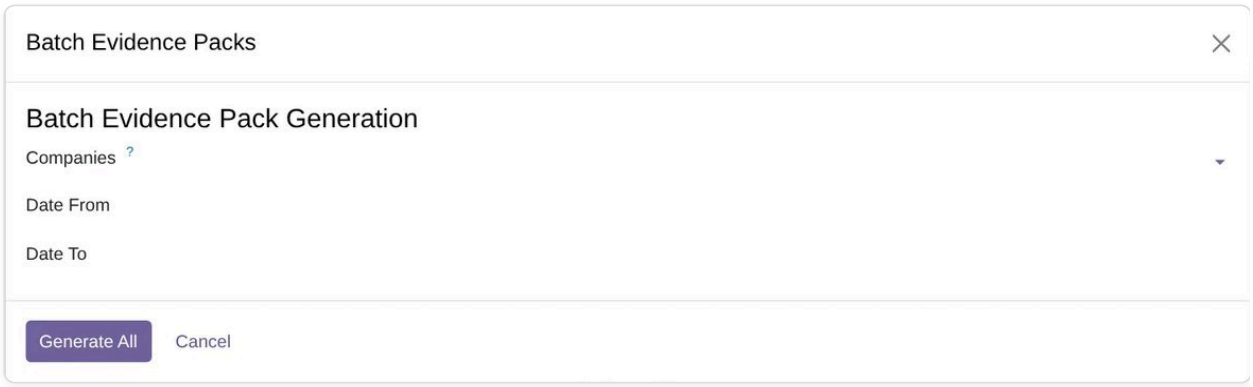
Draft	The pack has been created and has not been generated yet.
Done	The pack is generated and sealed.

Error	Generation failed. The reason appears in **Error Message** and you can press **Generate** again.

Several companies at once

1. **Open Batch Evidence Packs**

   It is in the menu **Invoicing › Belgium Peppol › Logs & Audit › Batch Evidence Packs** and opens a batch generation wizard.



- **Real Odoo 20 screenshot.** The batch generation wizard with the companies and the dates.

2. **Choose companies and dates**

   Choose the companies in **Companies** and fill in **Date From** and **Date To**.

3. **Press Generate All**

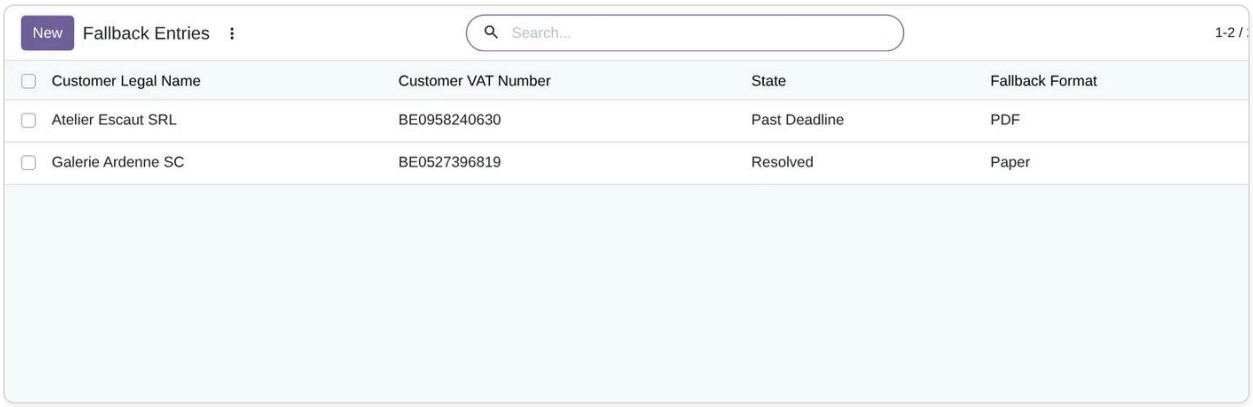
   One pack is created per company. If one fails, the others are kept, and **Results Summary** counts how many succeeded and which companies failed.

> A pack in **Done** is sealed: it cannot be changed. If you need another one, generate a new one. Neither the fingerprint nor the files can be written by hand: only the generation writes them. Odoo warns with "A generated evidence pack is sealed: generate a new one instead." and "Evidence pack fingerprints and files are written by the generation only."

14 Fallbacks and alerts

Here you record by hand the invoices that went out outside Peppol and review the alerts the module leaves inside Odoo.

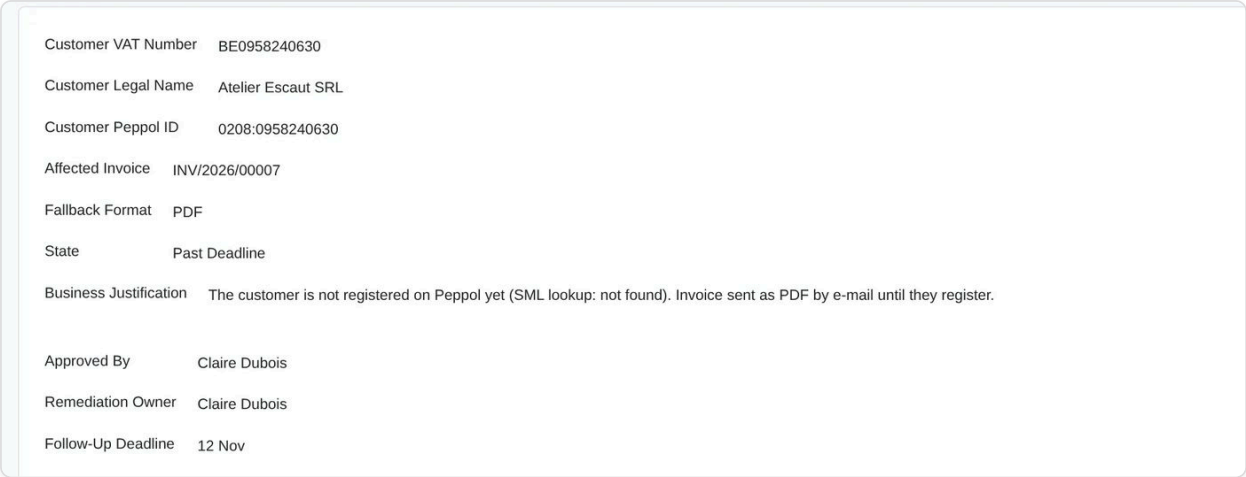
A fallback is the record of an invoice that did not go out through Peppol, but as a PDF or on paper. It is created from **Invoicing › Belgium Peppol › Logs & Audit › Fallback Entries**. The alerts are in **Invoicing › Belgium Peppol › Logs & Audit › Alerts** and are visible only inside Odoo: they are not sent by email.



- **Real Odoo 20 screenshot.** The list with two fallbacks: Atelier Escaut SRL in **Past Deadline** and Galerie Ardenne SC in **Resolved**.

Fallback fields

Customer Legal Name	The customer's legal name. It is mandatory.
Customer VAT Number	The customer's VAT number.
Customer Peppol ID	The customer's Peppol ID.
Affected Invoice	The invoice that went out outside Peppol.
Fallback Format	How the invoice went out: **Paper**, **PDF** or **Other**. It defaults to **PDF**.
State	The state of the fallback. It starts at **Open** and you change it yourself.
Business Justification	Why it was done outside Peppol. It is mandatory.
Approved By	Who approves the exception. It is mandatory.
Remediation Owner	Who is responsible for fixing it. It is mandatory.
Follow-Up Deadline	The date by which it must be reviewed again. It is mandatory.



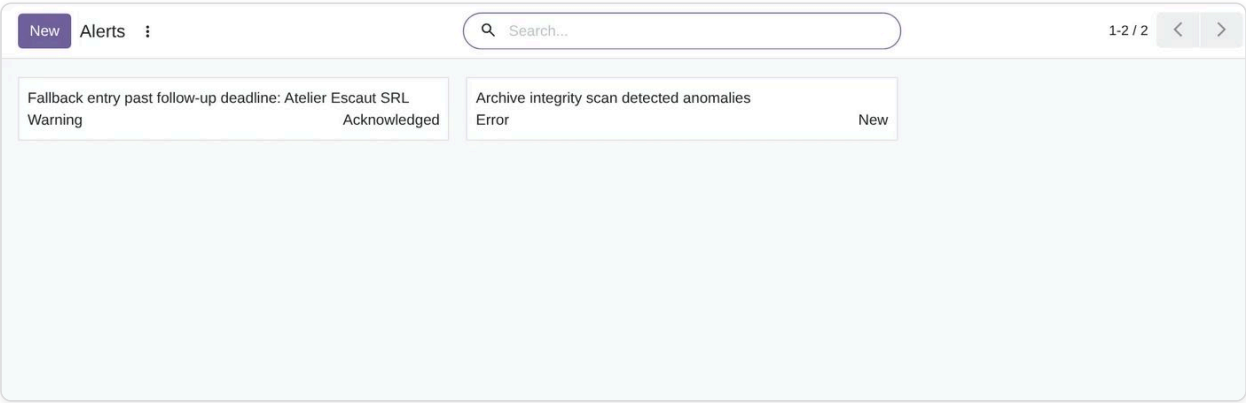
- **Real Odoo 20 screenshot.** The form of a fallback with the justification, the approver and the follow-up date.

States

Open	The fallback is in progress. It is the state it starts with.
Past Deadline	The follow-up date has passed: the daily task marks it.
Resolved	The fallback is closed. You set it in the **State** field.

Where the data comes from

- The scheduled task **Belgium Peppol: Fallback Deadline Alert** runs every day. It moves open fallbacks whose follow-up date is before today to **Past Deadline** and creates an alert for each one.
- The task **Belgium Peppol: Archive Integrity Scan** runs every 7 days. If the scan finds anomalies, it leaves an alert.
- The task **Belgium Peppol: Monthly Compliance Digest** runs every month and leaves the monthly summary.



- **Real Odoo 20 screenshot.** The list of alerts: one for an overdue fallback and one from the archive scan.

> There is no button to resolve a fallback: the state is changed by hand in the **State** field of the form, and Odoo does not ask for any proof to move it to **Resolved**.

15 What happens automatically

The module ships with four scheduled tasks, all active when installed.

TASK	FREQUENCY	WHAT IT DOES
Belgium Peppol: Archive Integrity Scan	Every 7 days (active)	Scans each company's archive and checks that the UBL XML that Odoo stored for each invoice exchanged through Peppol is still intact. If it finds anomalies, it creates an alert.
Belgium Peppol: Annual AAI Statistics Report	Every month (active)	Only acts in January: for each company it generates an evidence pack for the previous calendar year. It does nothing in the other months.
Belgium Peppol: Monthly Compliance Digest	Every month (active)	If there are open alerts from the last 30 days, it leaves an alert with their summary inside Odoo.
Belgium Peppol: Fallback Deadline Alert	Every day (active)	Looks for open fallbacks whose follow-up date has passed, moves them to **Past Deadline** and creates an alert for each one, assigned to their owner.

Frequencies are changed in **Settings › Technical › Automation › Scheduled Actions**, with developer mode enabled. If the scan fails for one company, the others are still scanned.

16 If something fails

These are the most common cases and where to look for each.

The connection test does not find your ID on Peppol	First check the **Peppol Mode** of the profile: **Test / SMK** searches the test network, so an ID registered in production shows as not registered. Set it to **Production** and repeat the test. If it says "Enter the Peppol participant ID (step 2) before testing the connection.", go back to step 2 and enter the ID.
A customer shows as Not Found in step 6	Their ID is not registered on the network for the profile's mode: the row says so with what the network answered. If you send them an invoice outside Peppol, record it as a fallback.
Step 6 does not let you continue	The search found no contact with a VAT number. Add VAT numbers to your customers and press **Look up customers on Peppol** again.
The scan shows Fail	There are anomalies: lost or altered files, or invoices without their archived XML. Open the scan and look at the anomaly detail. With **Nothing to scan** there was no file to check, and that does not count as **Pass**.
Verify gives "Verification FAILED"	The stored XML index or one of its sections no longer matches its fingerprint: the pack changed after it was generated. A sealed pack cannot be repaired; generate a new one for that period.
A fallback goes past its follow-up date	The daily task moves it to **Past Deadline** and creates an alert for its owner. When it is resolved, change its state to **Resolved** in the form.

Alerts are visible inside Odoo, in **Invoicing › Belgium Peppol › Logs & Audit › Alerts**. The scheduled scan creates an alert when it finds anomalies. The task **Belgium Peppol: Fallback Deadline Alert** warns every day about overdue fallbacks and **Belgium Peppol: Monthly Compliance Digest** leaves a summary every month.



- **Real Odoo 20 screenshot.** A fallback alert for one past its follow-up date.

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17 Support

Get in touch to install it, configure it or with any question. On the Standard plan we reply within 1 business day; on the Pro plan, within 4 business hours, and if needed we can go through it by video call. Tell us your Odoo version, the module version and, if there is an error, its full text.

Email

To install it, set it up or for any question.
comercial@flexigotech.com

On the web

The module page, with the guide and the prices.
flexigotech.com/en/peppol-belgique-odoo.html

On Odoo Apps

The module page on the Odoo store.
apps.odoo.com

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