Manual

Consultation invoices employers

17/10/2024

Contents

Online service Consultation invoices employers

Before you start

What is Consultation invoices employers?

Consultation invoices employers ('Consultation factures employeurs' in French) is an online service which gives an employer affiliated to the NSSO insight in all NSSO invoices for their company. The online service is accessible for employers, as well as social secretariats or payroll service firms mandated by the employer.

When to use Consultation invoices employers?

Employers use this online service to consult specific NSSO documents, such as:

- Advance payment documents
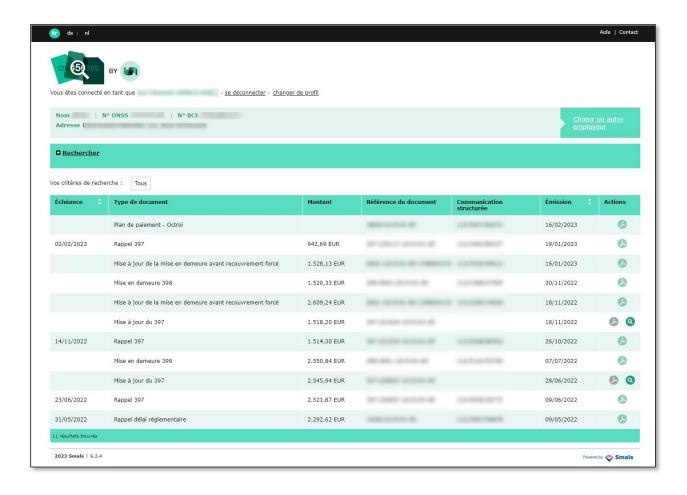- Reminder documents
- Modification messages

How to get access to Consultation invoices employers?

Before getting secured access to the online service Consultation invoices employers, you need to:

1. Obtain secure access via the registration page of Social security enterprise portal (in French) and click on the option for companies registered as employers ('Mon entreprise est enregistrée comme employeur' in French).
2. Consequently, click on the option **I want to manage my obligations towards the NSSO myself** ('Je souhaite traiter moi-même mes obligations administratives envers l'ONSS' in French) on the NSSO registered companies page on the Social security enterprise portal (in French).
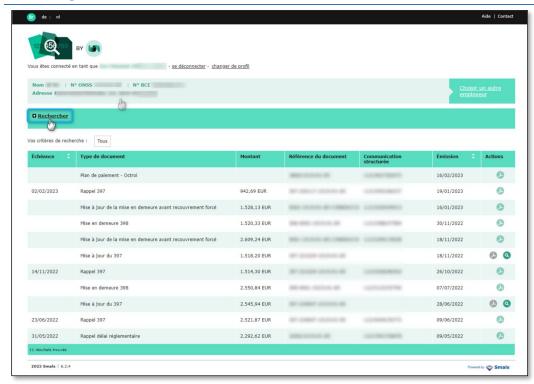3. Follow the list of actions that unfolds about assigning Access Managers.

How to connect to Consultation invoices employers?

1. On the [Consultation invoices employers page of the Social security enterprise portal (in French)](), click the button labelled **Consult invoice employers** ('Consultation factures employeurs' in French). It gives access to the online service **Consultation invoices employers** ('Consultation factures employeurs' in French).
2. You arrive on the Access page to the secure services on the Social security enterprise portal. Use your preferred login method to proceed.
3. You get access to the main screen of the online service Consultation invoices employers, giving an overview of available documents, see screenshot below.
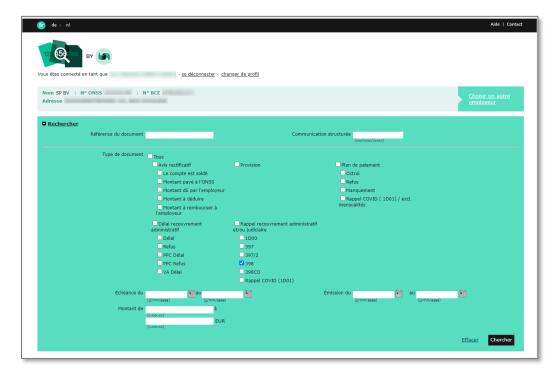
Looking up a document
Selecting the search criteria

Use the search function to look up documents. Click on **Search** ('Rechercher' in the screenshot) to open the search options.
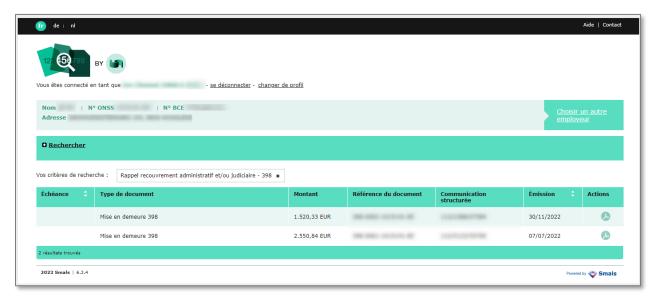
The screen above expands. All the search fields are checked by default. You can:

- Fill out the fields:
  - **Document reference** ('Référence du document' in the screenshot): a reference given by the NSSO, and/or,
  - **Structured message** ('Communication structurée' in the screenshot): a structured message that is needed when making the payment in the form 'xxx/xxxx/xxxxx'.
- You can also uncheck or check specific boxes to refine the search:
  - **Document type** ('Type de document' in the screenshot):
    - **All** ('Tous' in the screenshot): all documents;
    - **Notification of modification** ('Avis rectificatif' in the screenshot): modifications of the DmfA declaration:
      - **The account is balanced** ('Le compte est soldé' in the screenshot): settling of due payments;
      - **Amount paid to the NSSO** ('Montant payé à l'ONSS' in the screenshot): amounts already paid;
      - **Amount due by the employer** ('Montant dû par l'employeur' in the screenshot): amounts to be or to have been paid;
      - **Amount to be deducted** ('Montant à déduire' in the screenshot): amounts that can be deducted from other due payments;
      - **Amount to be reimbursed to the employer** ('Montant à rembourser à l'employeur' in the screenshot): amounts that will be reimbursed;
    - **Provision**: requests for an advance payment;
    - **Instalment plan** ('Plan de paiement' in the screenshot): application of an instalment plan:
      - **Approval** ('Octroi' in the screenshot): approval of an instalment plan;
      - **Refusal** ('Refus' in the screenshot): refusal of an instalment plan;
      - **Violation** ('Manquement' in the screenshot): missing instalment payments;
      - **Reminder COVID (1D01)** ('Rappel COVID (1D01)' in the screenshot): COVID-19 instalment plan granting deferral until 15/12/2021.
    - **Deferral of administrative reclaim** ('Délai recouvrement administratif' in the screenshot): granting or not granting a deferral of payment by the NSSO:
      - **Deferral** ('Délai' in the screenshot): granting of a deferral of payment;
      - **Refusal** ('Refus' in the screenshot): refusal of a deferral of payment;
      - **Deferral - Short Payment Plan** ('PPC Délai' in the screenshot): granting of a deferral of a Short Payment Plan;
      - **Refusal - short payment plan** ('PPC Refus' in the screenshot): refusal of a deferral of a Short Payment Plan;
      - **Deferral annual holiday** ('VA Délai' in the screenshot): granting of a deferral of payment of the balance of the 2nd quarter due to the holiday period and collective closure during the holidays (July/August).
    - **Reminder for deferral of administrative and/or judicial reclaim** ('Rappel recouvrement administrative et/ou judiciaire' in the screenshot): payment reminding documents:
      - **1D00**: payments regarding due dates **without** mark-ups;
      - **397**: payments regarding due dates **with** mark-ups;
      - **397/2**: payments regarding a recalculation of interest;
      - **398**: formal notice in case of failure of payment of a debt;
      - **398CO**: update on a formal notice before a coercive collection;
      - **Reminder COVID (1D01)** ('Rappel COVID (1D01)' in the screenshot): reminders about COVID-19 deferral of payment until 15/12/2021.
- You can also fill out date ranges to refine the search:
  - **Due date from/to** ('Échéance du/au' in the screenshot): interval in which the payment must be made at the latest;

- Issue date from/ to ('Émission du/au' in the screenshot): interval in which the document was issued;
- Amount from/to Document type ('Montant de/à' in the screenshot): range in which the amount due lies.

Click on **Search** ('Chercher' in the screenshot) to confirm and continue or on **Erase** ('Effacer' in the screenshot) to cancel your search.

Search result page

Based on your selection you get a screen containing all documents that match your search.

This screen contains an overview of all your search criteria next to the field **Your search criteria** ('Vos critères de recherche' in the screenshot).

In the table each line contains specifications about a document, from left to right:

- **Due date** ('Échéance' in the screenshot);
- **Type of document** ('Type de document' in the screenshot);
- **Amount** ('Montant' in the screenshot);
- **Document reference** ('Référence de document' in the screenshot);
- **Communication structure** ('Communication structurée' in the screenshot);
- **Issue date** ('Émission' in the screenshot);
- **Actions**: click on the icon below to open the PDF version of the document;

Questions?

If you have questions, check our Contact page and get in touch.