

## BELparcel - Half-yearly reporting

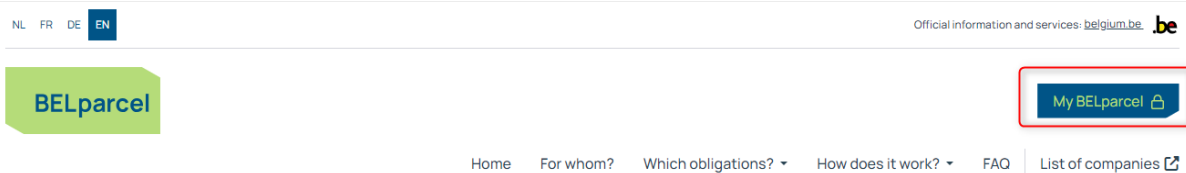
### Do I have access to the secure online service BELparcel?

In order to access the secure online service 'BELparcel', the Main Access Manager or an Access Manager of your entity must grant you a first access to '**BELparcel - Company** (Consultation and registration of BELparcel information related to the company)'. This Access Manager acts in the capacity of 'NSSO employer' or 'Company without employees' via the 'Access Management' online service of the Social Security Portal ([Access Management for companies and organisations \(French web page\)](#)).

- BELParcel - Enregistrement de temps - Livreur  
*Enregistrements des temps de distribution par un livreur, pour lui même au nom de l'entreprise*
- BELParcel - Entreprise  
*Consultation et déclaration des informations BELParcel liées à l'entreprise*

### I log in to the 'BELparcel' online service.

You log in to 'BELparcel' from the [BELparcel information website](#). Click on the 'My BELparcel' button at the top right of any page (for the mobile version, first unfold the hamburger menu, i.e. the three horizontal bars at the top right).



Select a means of identification. Preferably CSAM.

Then select the digital key of your choice.

## Get access to secure services

### CSAM

eID and card reader



itsme app



EIDAS

European electronic identification



Username/password and a code via mobile app or email



Log in via CSAM

Access codes

Log in

Belgian ID for foreigner



Log in


Choose your digital key.



## Log on to online public services

### Choose your digital key to log in


#### eID or digital keys of recognised partners

 **LOG IN**  
with eID card reader

 **LOG IN**  
via itsme

[Create your itsme account](#)

#### Digital keys with **security code** and **username + password**

 **LOG IN**  
with the security code by e-mail

 **LOG IN**  
with security code via mobile app

#### European authentication

 **LOG IN**  
with an electronic identification means  
recognized at European level

Select the company and the status - **NSSO employer** or **company without employees** - for which you wish to log in.



.be

Sélectionner l'entreprise avec laquelle vous désirez être connecté sur le portail de la Sécurité Sociale

ESSA TEST SMALS

Numéro d'entreprise : 123456749

- Employeur ONSS - Utilisateur
- Employeur PPL - Utilisateur
- Secrétariat social agréé - Utilisateur

## Half-yearly report

### Your Dashboard

On the BELparcel online service main page, you will find the different sections of BELparcel:

- Register your parcel distribution time
- Half-yearly report
- Your most recent BELparcel activity

If the 'Half-yearly reporting' block is not visible, **first report your last-mile parcel delivery service activity**. To do this, click on 'Start your report'.

In the 'Half-yearly reporting' block, you will have an overview of:

- the next due report
- reports already submitted

Each report contains the following information

- The reference number: a unique number that should always be mentioned when communicating with BIPT.
- The reporting period
- The status of the report:
  - New: new report
  - Provisional: provisional report that has not yet been submitted
  - Submitted: submitted report
  - Not submitted : the report has not yet been submitted after the submission deadline
  - Reopened: report reopened (after intervention by BIPT)
  - Resubmitted : reopened report submitted
- The date of the last submission
- Possible actions

- Start report: start a new report
- Edit: update an already completed report
- View report: view a report submitted after the last submission date.

Did your company not carry out any last-mile parcel delivery service activities during this reporting period? Tick the box 'I declare that I did not carry out any last-mile parcel delivery service activities during the reporting period and am therefore submitting an empty report'.

You will find this box in each section at the top of the screen.

Then submit the report by clicking on 'Submit report' in the top right corner.

## Start a new report

To start a new report, click on 'Start report' next to the report in question.

< [Back to dashboard](#)

# Report 724100003284

Your activities from 2024-07 up to and including 2024-12

Deadline for submission 2025-01-31

### Your services

No results found.

### Contact data

No results found.

[Fill in >](#)

### Principal

No results found.

[Fill in >](#)

### Subcontractors

No results found.

[Fill in >](#)

### Distribution centres

No results found.

[Fill in >](#)

The page that opens will show you:

- the report reference number
- the period of activity in question
- the final submission date

You will also find the four sections you need to fill in:

- Your data
- Principals
- Subcontractors
- Distribution centres

You can choose the order in which you fill in the information. Click on 'Complete' in the field provided. This document shows the order as it appears in the online service.

Your data

## Report 724100003284

Your activities from 2024-07 up to and including 2024-12

Save the report

Submit report

I declare that I did not work as a last-mile parcel delivery service during the reporting period and therefore submit a zero report.

Your data	Principal	Subcontractors	Distribution centres
<b>Your services</b>			
I only deliver in Belgium	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not applicable
I deliver at night and/or on weekends	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not applicable
I carry out express delivery	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not applicable
I only deliver parcels	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not applicable
I know what goods I transport	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Not applicable
Transaction model	<input type="text" value="Select"/>		

**You do not provide any information about your services?**

I wish to submit my report without providing any information about the services provided.

### Contact data

#### Transport coordinator

It is legally required to specify one transport coordinator.

<input type="text" value="First name"/>	<input type="text" value="Name *"/>
<input type="text" value="Email *"/> <small>Required field</small>	<input type="text" value="Confirm email *"/>
<input type="text" value="Phone number *"/>	<b>Function</b> Transport coordinator
<input type="text" value="Additional contact information"/> 500	

#### Additional contact persons

Add one or more Transport Manager or Transport Representative Certificate Holder

[Add a Contact Person +](#)

No results found.

#### You have no contact data ?

I wish to submit my report without specifying the mandatory transport coordinator or other contact persons.

[Next >](#)

Provision of services

In the section 'General information', you can specify your services by indicating for each statement whether or not it applies to your company.

If you indicate 'No' to the statement 'I only deliver parcels', you can indicate in a text field what else you deliver in addition to parcels.

I only deliver parcels

Yes  No  Not applicable

In addition to parcels, I also deliver:

If the statement 'I know what goods I deliver' applies to your company, please specify the goods by ticking them.

I know what goods I transport

Yes  No  Not applicable

Other 

Groceries

Books

Textiles

Medication

Hazardous materials

Electronics


Other

Transaction model



If you tick 'Other', you can specify this in the text field.

I know what goods I transport  Yes  No  Not applicable

Other  500

I transport the following goods:

500

For the statement 'I have the following transaction model', you can choose between:


- B2B (Business to Business)
- B2C (Business to Customer)
- C2X (Customer to Business and Customer to Customer)
- Unknown

If you do not have the abovementioned data, you can tick the box 'I wish to submit my report without providing service information'.

#### Contact data

First name


Name \*

Email \*  

Required field

Confirm email \*

Phone number \*

Function \*  
Transport Manager 500 

Additional contact information

500

Enter your transport coordinator's contact information:

- first name
- name
- email
- phone number (always start the number with + followed by the country code number and drop the 0, e.g. +3223456789)

You can add additional contacts. To do so, click on 'Add a contact'. You can add an unlimited number of additional contacts.

Fill in the details below:

- first name
- name
- e-mail address
- phone number (always start the number with + followed by the country code number and drop the 0, e.g. +3223456789)
- function

Added contacts can always be deleted by clicking on the recycle bin on the left.

You can also submit the report without a transport coordinator or other contact person. To do this, tick the box 'I wish to submit my report without specifying the mandatory transport coordinator or other contact persons'.

Please note that it is legally compulsory to specify a transport coordinator.

Remember to save the data by clicking on 'Save report' in the top right corner.

To move on to the next part of the report, click on the 'Next' button at the bottom right or click on another tab at the top of the screen.

## Principals

The screenshot shows a web interface for a report titled "Report 724100003284" covering activities from 2024-07 to 2024-12. At the top right, there are two buttons: "Save the report" (green) and "Submit report" (dark blue). Below the title, there is a declaration checkbox: "I declare that I did not work as a last-mile parcel delivery service during the reporting period and therefore submit a zero report." A navigation bar contains four tabs: "Your data", "Principal" (highlighted in green), "Subcontractors", and "Distribution centres". The "Principal" section contains instructions to state the number of parcels delivered and remuneration received. It includes a link "Add a principal +" and a section for searching for principals by CBE number using the Crossroads Bank for Enterprises website. Below this, it states "No results found." and provides a section for declaring that no principals were used, with a checkbox "I declare that I have no principals for whom I have delivered packages during this period." Navigation links "Previous" and "Next" are at the bottom.

To add principals, click on 'Add a principal'. You can add an unlimited number of principals.

The form for adding a principal has four input fields: "Company number" (marked as a required field with a red asterisk and a dropdown arrow), "Company name" (with a slash indicating it is populated), "Number of parcels" (marked as a required field with a red asterisk), and "Remuneration in EUR" (marked as a required field with a red asterisk and containing the value "0"). A red trash bin icon is located to the right of the form.

For each principal, enter the following information:

- the CBE number
- the company name appears automatically as soon as the CBE number is entered
- the number of parcels
- the amount of remuneration in euros

You can always delete this data by clicking on the recycle bin on the right.

If you have not worked with any principals during the specified period, tick the box 'I declare that I have no principals for whom I have delivered packages during this period'.

Remember to save the data by clicking on 'Save report' in the top right corner.

To go to the previous or next section of the report, click on 'Previous' at the bottom left or 'Next' at the bottom right, respectively, or click on another tab at the top of the screen.

## Subcontractors

[< Back to report overview](#)

# Report 724100003284

Your activities from 2024-07 up to and including 2024-12

[Save the report](#) [Submit report](#)

I declare that I did not work as a last-mile parcel delivery service during the reporting period and therefore submit a zero report.

Your data      Principal      **Subcontractors**      Distribution centres

### Subcontractors

State how many parcels you had delivered by your subcontractors and what remuneration you paid in return. You did not have any subcontractors during this reporting period? Tick the appropriate box. [Add a subcontractor +](#)

**Do you not know the KBO number of your subcontractor?**  
Use Public Search on the website of [the Crossroads Bank for Enterprises](#) to find it.

No results found.

**You don't have any subcontractors?**

I declare that I have not acted as a principal during this period.

[< Previous](#) [Next >](#)

To add subcontractors, click on 'Add a subcontractor'. You can add an unlimited number of subcontractors.

For each subcontractor, enter the information below:

Company number * 	Company name	Number of parcels *	Remuneration in EUR *	
<input type="text"/>	/	<input type="text"/>	<input type="text" value="0"/>	

Required field

- the CBE number
- the company name appears automatically as soon as the CBE number is entered
- the number of parcels
- the amount of compensation in euros

You can always delete this data by clicking on the recycle bin on the right.

If you did not work with subcontractors during the period in question, tick the box 'I declare that I did not act as a principal during this period'.

Remember to save the data by clicking on 'Save report' in the top right corner.

To go to the previous or next section of the report, click on 'Previous' at the bottom left or 'Next' at the bottom right, respectively, or click on another tab at the top of the screen.

## Distribution centres

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# Report 724100003284

Your activities from 2024-07 up to and including 2024-12

[Save the report](#) [Submit report](#)

I declare that I did not work as a last-mile parcel delivery service during the reporting period and therefore submit a zero report.

Your data      Principal      Subcontractors      **Distribution centres**

### Distribution centres

State which distribution centres you used. You did not use any distribution centres during this reporting period? Tick the appropriate box. [Add a distribution center +](#)

No results found.

#### You do not use any distribution centres?

I declare that I have not used any distribution centers during this period.

[< Previous](#)

If you wish to add distribution centres, click on 'Add a distribution centre'. You can add an unlimited number of distribution centres.

Please note that you can only enter each centre once.

Name of the distribution centre *	Street *	No *	P.O. B...
Postcode *	Town/city *	Country	
Note			
500 			

For each distribution centre, enter the following information:

- the name of the centre
- the address of the centre:
  - o street
  - o number and box, if any
  - o postcode
  - o town
  - o country
- You can also enter a comment

You can always delete this data by clicking on the recycle bin on the right.

If you have not worked with any distribution centres during the specified period, tick the box 'I declare that I have not used any distribution centres during this period'.

Remember to save the data by right-clicking on 'Save report' at the top of the page.

To go to the previous section of the report, click on the 'Previous' button at the bottom left or click on another tab at the top of the screen.

## Edit a report

As long as the last submission deadline has not passed, you can update the report in question, even if you have already submitted it.

To update a report, click on 'Edit report' in the 'Actions' column of the report concerned.

### Half-yearly reporting

Submit a report each semester. You provide mandatory general information, and which clients, subcontractors and distribution centers you worked with during that semester. You can submit reports as soon as they have the status 'NEW'. You can save a preliminary version or complete and submit the report immediately. You can submit modified versions until the deadline (January 31 for reporting on the 2nd semester and July 31 for reporting on the 1st semester). After that deadline, you can only view the report.

Reference	Reporting period	Status	Last submission	Actions
724100003284	Report July-December 2024	Draft		<a href="#">Edit report</a>

A page will open with an overview of the data previously recorded. Click on 'Complete' for the item you wish to update.

Remember to save the new version of the report by clicking on 'Save report'.

Do you want to update a report that has already been submitted? If so, you need to edit it and resubmit it by clicking on 'Submit report'.

After the last submission deadline, you can only update the report on request to the BIPT. The BIPT will then reopen the report and change its status to 'Draft' and the action button on 'Edit report'.

You can ask the BIPT any questions ([info@ibpt.be](mailto:info@ibpt.be)).

## Submitting a report

You can submit the report once you are sure that you have entered all the data correctly. To do this, click on 'Submit report' from any section of the report.

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# Report 724100003284

Your activities from 2024-07 up to and including 2024-12

[Save the report](#) [Submit report](#)

I declare that I did not work as a last-mile parcel delivery service during the reporting period and therefore submit a zero report.

[Your data](#) [Principal](#) [Subcontractors](#) [Distribution centres](#)

You will receive a notification in your company e-Box if the report has been submitted successfully.

Please note that this action is irreversible. You cannot delete a submitted report. However, you can still update it as long as the last submission deadline has not expired.

### View a report

After the last submission deadline, you can only read the report.

To do this, click on 'View the report' in the 'Actions' column of the report concerned.

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Submit a report each semester. You provide mandatory general information, and which clients, subcontractors and distribution centers you worked with during that semester. You can submit reports as soon as they have the status 'NEW'. You can save a preliminary version or complete and submit the report immediately. You can submit modified versions until the deadline (January 31 for reporting on the 2nd semester and July 31 for reporting on the 1st semester). After that deadline, you can only view the report.

Reference	Reporting period	Status	Last submission	Actions
724100003284	Report July-December 2024	Submitted	03/12/2024	<a href="#">Edit report</a>