

BELparcel - Half-yearly reporting

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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 \(French web page\)](#)).

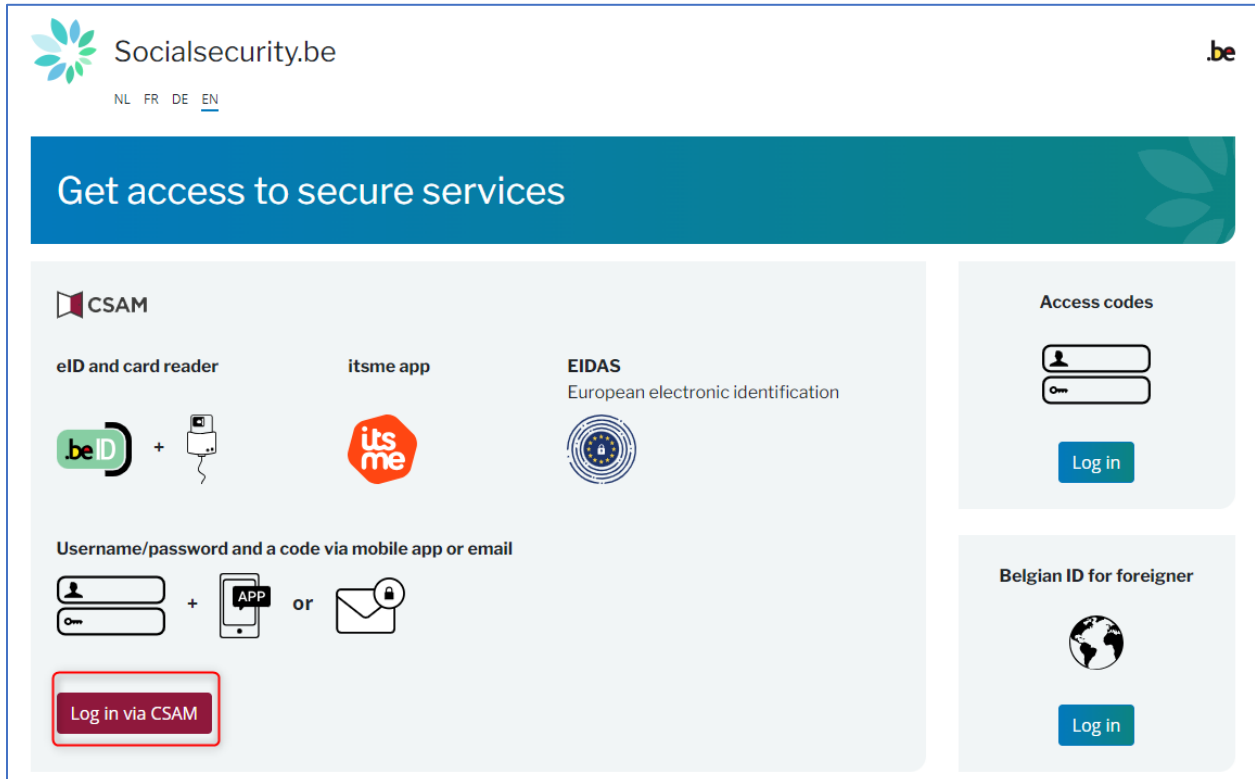
☐ BELParcel - Enregistrement de temps - Livreur
Enregistrements des temps de distribution par un livreur, pour lui même au nom de l'entreprise

☐ 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.



The screenshot shows the Socialsecurity.be login interface. At the top, there is a header with the Socialsecurity.be logo, language links (NL, FR, DE, EN), and a .be domain link. Below the header is a blue banner with the text "Get access to secure services". The main content area is divided into two columns. The left column is titled "CSAM" and lists three identification methods: "eID and card reader" (with a beID logo and a card reader icon), "itsme app" (with the itsme logo), and "EIDAS European electronic identification" (with the EIDAS logo). Below these, there is a section for "Username/password and a code via mobile app or email" with input fields for username and password, and icons for a mobile app and an email. A red box highlights the "Log in via CSAM" button. The right column has two sections: "Access codes" with input fields for a code and a "Log in" button, and "Belgian ID for foreigner" with a globe icon and a "Log in" button.


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.

**Socialesecurity.be**

NL FR DE EN

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

ESSA TEST SMALS

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

Numéro d'entreprise : 123456749

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

Your Dashboard

Your company has been registered and is on the [list of registered last-mile carrier companies](#).

Register your parcel distribution time

Open the time registration dashboard by clicking the button below

[Go to time registration](#)

Half-yearly reporting

For each reporting period, submit a report containing some general information, your principals, subcontractors and distribution centres. You can start a report during the ongoing reporting period. Each time you edit and save the report, only the latest version is saved as a draft. Once the ongoing reporting period is over, you can submit your report. This can be done up to the submission deadline (31 January for reporting on the 2nd semester and 31 July for reporting on the 1st semester). After that submission deadline, you can only view the report.

Reference	Reporting period	Status	Last submission	Actions
724100018442	Report July-December 2024	Not submitted - Empty		Start report

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:

- Not submitted - Empty: new report or the report has not yet been submitted after the submission deadline
- Not submitted - Draft: provisional report that has not yet been submitted
- Submitted: submitted report
- 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.

The page that opens will show you:

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

[← Back to dashboard](#)

Report 724100018442

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

Deadline for submission 31/01/2025

Your data

Your services

You did not fill in anything.

Contact data

You did not fill in anything.

[Fill in >](#)

Principals

You did not fill in anything.

[Fill in >](#)

Subcontractors

You did not fill in anything.

[Fill in >](#)

Distribution centres

You did not fill in anything.

[Fill in >](#)

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

[Back to report overview](#)

Report 724100018442

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

You can edit and save this report as often as required, only the latest version will be kept as a draft. Once the reporting period is over, you can submit this report up to 31/01/2025.

Copy data previous reportSave the reportSubmit report

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

Your data

Principals

Subcontractors

Distribution centres

Your services

I only deliver in Belgium

☐ Yes ☐ No ☒ Not applicable

I deliver at night and/or on weekends

☐ Yes ☐ No ☒ Not applicable

I carry out express delivery

☐ Yes ☐ No ☒ Not applicable

I only deliver parcels

☐ Yes ☐ No ☒ Not applicable

I know which goods I am transporting

☐ Yes ☐ No ☒ Not applicable

I transport parcels in accordance with the following transaction model:

Select

You do not provide any information about your services?

☐ I submit this report without filling out any information on my services.

Contact data

Transport coordinator

You are legally required to list a transport coordinator.

First name

Name *

Email *

Confirm email *

Phone number *

Function

Transport coordinator

Additional contact information

500

Additional contact persons

Add one or more Transport Manager or Transport Representative Certificate Holder

Add a contact person +

You did not fill in anything.

Don't you wish to provide your contact information?

☐ I submit this report without specifying the mandatory transport coordinator or additional contact persons.

Next >

7

Update 17/12/2024

You have the option of copying some or all of the data from a previous report to the current report. Simply click on 'Copy data previous report'.

[Back to report overview](#)

Report 724100018442

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

You can edit and save this report as often as required, only the latest version will be kept as a draft. Once the reporting period is over, you can submit this report up to 31/01/2025.

Copy data previous reportSave the reportSubmit report

State **which data** you would like to copy and confirm.

Indicate which data of the previous reporting period you want to reuse in the current report:

Your data	<input checked="" type="checkbox"/> No
Principals	<input type="checkbox"/> No
Subcontractors	<input type="checkbox"/> No
Distribution centres	<input type="checkbox"/> No

ConfirmCancel

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

Transaction model

Other

☐ Groceries
☐ Books
☐ Textiles
☐ Medication
☐ Hazardous materials
☐ Electronics
☒ Other

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

The form is titled "I know what goods I transport". It contains three radio buttons: "Yes" (selected), "No", and "Not applicable". Below these is a dropdown menu with "Other" selected and a trash icon. Below the dropdown is a text area labeled "I transport the following goods:" with a character count of 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 submit this report without filling out any information on my services.'

Contact data

The form is titled "Contact data". It contains several fields: "First name", "Name *", "Email *", "Confirm email *", "Phone number *", and "Function *". The "Email *" field is highlighted with a red border and a red circle icon, with the text "Required field" below it. The "Function *" dropdown menu has "Transport Manager" selected. At the bottom is a large text area labeled "Additional contact information" with a character count of 500 and a trash icon.

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 submit this report without filling out any information on my services.'

I submit this report without specifying the mandatory transport coordinator or additional 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

[Back to report overview](#)

Report 724100018442

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

You can edit and save this report as often as required, only the latest version will be kept as a draft. Once the reporting period is over, you can submit this report up to 31/01/2025.

[Copy data previous report](#)[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 an empty report.

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

Principals [?]

State how many parcels you have delivered for your principals and what remuneration you have received in return. If you did not have any principals during this reporting period, tick the appropriate box.

[Add a principal +](#)

Are you unaware of the enterprise number of your principal?

Look it up using [Public Search on the Crossroads Bank for Enterprises website](#).

You did not fill in anything.

Don't you have any principals?

☐ I declare that I have not delivered any parcels for a principal during the course of this reporting period.

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

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

Company number * [?]

Required field

Company name

/

Number of parcels *

Remuneration in EUR *

0

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 not delivered any parcels for a principal during the course of this reporting 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

The screenshot shows a web application interface for a report titled "Report 724100018442". The subtitle is "Your activities from 2024-07 up to and including 2024-12". At the top, there are three buttons: "Copy data previous report", "Save the report", and "Submit report". Below these, a checkbox is labeled "I declare that I did not work as a last-mile parcel delivery service during the reporting period and therefore submit an empty report." A navigation bar contains four tabs: "Your data", "Principals", "Subcontractors" (which is highlighted in green), and "Distribution centres". The "Subcontractors" section has a heading "Subcontractors" with an information icon. Below this, a paragraph asks for information on parcels delivered by direct subcontractors and compensation paid, with a link "Add a subcontractor +". A light blue box contains the text "Are you unaware of the enterprise number of your subcontractor? Look it up using Public Search on the Crossroads Bank for Enterprises website." Below this, it says "You did not fill in anything." A section titled "Don't you have any subcontractors?" has a checkbox labeled "I declare that I have not acted as a principal during this reporting period." At the bottom, there are "Previous" and "Next" navigation links.

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

For each subcontractor, enter the information below:

- 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 have not acted as a principal during this reporting 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 724100018442

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

You can edit and save this report as often as required, only the latest version will be kept as a draft. Once the reporting period is over, you can submit this report up to 31/01/2025.

[Copy data previous report](#)[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 an empty report.

Your dataPrincipalsSubcontractorsDistribution 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 centre +](#)

You did not fill in anything.

Don't you 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.

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'.

Update 17/12/2024

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				
For each reporting period, submit a report containing some general information, your principals, subcontractors and distribution centres. You can start a report during the ongoing reporting period. Each time you edit and save the report, only the latest version is saved as a draft. Once the ongoing reporting period is over, you can submit your report. This can be done up to the submission deadline (31 January for reporting on the 2nd semester and 31 July for reporting on the 1st semester). After that submission deadline, you can only view the report.				
Reference	Reporting period	Status	Last submission	Actions
724100018442	Report July-December 2024	Not submitted - Draft		Edit report

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).

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 724100018442

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

You can edit and save this report as often as required, only the latest version will be kept as a draft. Once the reporting period is over, you can submit this report up to 31/01/2025.

[Copy data previous report](#)[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 an empty report.

Your data

Principals

Subcontractors

Distribution centres

Update 17/12/2024

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.

Half-yearly reporting <small>For each reporting period, submit a report containing some general information, your principals, subcontractors and distribution centres. You can start a report during the ongoing reporting period. Each time you edit and save the report, only the latest version is saved as a draft. Once the ongoing reporting period is over, you can submit your report. This can be done up to the submission deadline (31 January for reporting on the 2nd semester and 31 July for reporting on the 1st semester). After that submission deadline, you can only view the report .</small>				
Reference	Reporting period	Status	Last submission	Actions
724100018442	Report July-December 2024	Submitted	28/01/2025	View report