



# The federal invoice submission portals

## Information for suppliers of goods and services to public-sector contracting authorities

Existing regulations on invoice processing in the federal administration mean that you have been required, since 27 November 2020, to send electronic invoices to your contracting authority in the federal administration.

This requirement does not apply in case of certain exceptions. Exceptions are given in section 3 of the federal E-Invoicing Ordinance (*E-Rechnungsverordnung*, ERechV).<sup>1</sup> For example, it will still be possible to submit invoices in paper form for direct orders valued at up to €1,000 net.

### What is an electronic invoice?

As defined in the federal E-Invoicing Ordinance and in Directive 2014/55/EU on electronic invoicing in public procurement, an electronic invoice is an invoice that has been issued, transmitted and received in a structured electronic format which allows for its automated and electronic processing. So an **electronic invoice cannot be** an image file or a simple **PDF document**.

The requirements are based on the European standard EN 16931 and the German specifications implemented in the **XRechnung standard** format for invoicing in public procurement in German public administration.

**XRechnung** can also be used for submitting invoices to state and local contracting authorities. The latest version of the standard is available free of charge.<sup>2</sup> An electronic invoice compliant with the XRechnung standard is a structured, standardised XML data record. Data from such invoices can be processed digitally in an accounting system, and all related documents can be embedded in the invoice.

### Where can I submit an electronic invoice to the federal administration?

Electronic invoices using the XRechnung standard for contracts with the **direct federal administration**

can be transmitted free of charge using the Federal Central Invoice Submission Portal (ZRE). Electronic invoices for contracts with the **indirect federal administration** (such as foundations and authorities under public law) can be transmitted using the Online Access Act-compliant Invoice Submission Portal (OZG-RE), which is also free of charge. **The contracting authority will inform you which portal to use.**

Electronic invoices created using other standards will also be accepted as long as they comply with the European standard, the terms of use for the invoice submission portal in question and the requirements of the E-Invoicing Ordinance.

The portals can be accessed at [beta.bund.de](https://beta.bund.de) or directly at [xrechnung.bund.de](https://xrechnung.bund.de) (**ZRE**) and [xrechnung.bdr.de](https://xrechnung.bdr.de) (**OZG-RE**), where you can register as a user. The registration process is very similar to that of other websites.

After entering all the necessary data and accepting the terms of use and the data protection notice, a link to activate your registration will be sent to the email address you provided.

Clicking on the link completes the registration process and activates your user account.

### How do I submit an electronic invoice using the portal?

You can submit your invoice using one of the following five options:



**Web submission:** You can create and send electronic invoices directly and manually using a web form, then download them to save.



**Upload:** You can upload and send electronic invoices you have created yourself.



**Email:** You can also submit electronic invoices you have created yourself to the ZRE

<sup>1</sup>[https://www.e-rechnung-bund.de/wp-content/uploads/2020/07/e-rechnungsverordnung\\_20171013.pdf](https://www.e-rechnung-bund.de/wp-content/uploads/2020/07/e-rechnungsverordnung_20171013.pdf)

<sup>2</sup> [https://www.xoev.de/die\\_standards/xrechnung-16828#EN](https://www.xoev.de/die_standards/xrechnung-16828#EN)



by sending them via email to [xrechnung@portal.bund.de](mailto:xrechnung@portal.bund.de). If you are using the OZG-RE, after registering you will receive an individual email address to use for submitting invoices. For the ZRE, you will have to select this option when managing your user data and supply your email address.



**Peppol:** You can submit electronic invoices from within your own software via automated information exchange (machine-to-machine communication). To do so, you will have to select this option when managing your user data in the ZRE in order to track the status of the invoices you have submitted.



**De-Mail:** It is also possible to submit electronic invoices using De-Mail. To do this, please use the address [xrechnung@portal.bund.de-mail.de](mailto:xrechnung@portal.bund.de-mail.de). Otherwise, the same requirements will apply for this transmission method that apply for transmission via email.

It is up to you to choose which option is best for you. You can select your preferred transmission channel based on your technical environment when managing your user data in the ZRE.

### What must I pay attention to when creating my own electronic invoices?

If you can create your own electronic invoices, you may submit them via *upload*, *email*, *De-Mail* or *Peppol*. When creating electronic invoices compliant with the XRechnung standard or the European standard EN 16931, you must provide the following information required by section 5 of the E-Invoicing Ordinance:

Information required by section 5 of the E-Invoicing Ordinance	To be entered in the following fields of an XRechnung (see XRechnung, current version)
Buyer reference ( <i>Leitweg-ID</i> )	BT-10 (BT = Business Term or information element)**
Bank details	For bank transfer: BG-17 (BT-84 to BT-86) For direct debit: BG-19 (BT-89 to BT-91)

	BG = Business Group or group of information elements
Terms of payment	BT-20 and/or BT-9
Email or De-Mail	BT-43
Supplier number*	BT-29
Purchase order number*	BT-13

\*If provided by the contracting authority.

\*\*BT fields and BG groups are used to identify and categorise information elements in an invoice.

### How does my invoice reach the correct recipient?

To make sure that your electronic invoice can be forwarded from the portal to the intended recipient, you must provide the **buyer reference (*Leitweg-ID*)**, which is the recipient's unique identifier. Your contracting authority will provide you with its buyer reference. If not, ask your contracting authority. To use the Peppol transmission method, you will need a participant ID (also known as Peppol ID) in order to be properly addressed. For offices of the federal administration which are connected to the ZRE and the OZG-RE, please note: The **participant ID** is composed of the prefix 0204 and a buyer reference (*Leitweg-ID*), e.g. 0204:991-33333TEST-33).

### How can I check the status of electronic invoices I've submitted?

After you submit your electronic invoice, the portal immediately checks whether the invoice data are complete and meet the formal requirements so they can be processed. No matter which transmission method you use to submit invoices, you can check the status of your invoices in your user account. If you use Peppol, you will receive an automated reply confirming that the invoice was successfully transmitted.

### Where can I enter information about discounts?

Information about discounts can be entered in the field "terms of payment" (BT-20). In the web submission form, this information can be entered in the field "terms of payment".



### Can I add attachments to an electronic invoice?

You can add up to 200 attachments to your electronic invoice by embedding them in the XML file. Electronic attachments can be up to 10 MB for transmission via email or De-Mail, up to 11 MB for web submission, and up to 15 MB for uploads. The following types of attachments are possible:

- PDF files
- Image files (PNG, JPEG)
- Text files (CSV)
- Excel sheets (XLSX)
- OpenDocument tables (ODS)
- XML (from 1 January 2021, using the XRechnung extension)

### How can I help make sure I am paid on time?

To ensure that your invoice is processed and paid as smoothly as possible, it helps to avoid using symbols that are not permitted in financial transactions, such as /, § and %.

### Where can I find more information?

You can find more information on the XRechnung standard on the [website](#) of the Coordination Office for IT Standards (KoSIT).

The official [website](#) run by the Federal Ministry of the Interior, Building and Community and the Federal Ministry of Finance also has helpful information for invoice senders.

### Where can I find help if I have more questions or problems?

Help is available to answer invoice issuers' questions about electronic invoicing in general, and questions about the federal invoice submission portals.

#### Questions about the ZRE and OZG-RE:

Telephone: +49 30 2598 4436

Email: [sendersupport-xrechnung@bdr.de](mailto:sendersupport-xrechnung@bdr.de)

The telephone support service is available Monday through Friday from 8:00 to 16:00.

If you have questions about the buyer reference, whether to use the ZRE or OZG-RE and the like, please contact your contracting authority.

### Information about this document

Version: 1.7

Date: 22 December 2020