# Operating guide for invoice senders

Online Access Act-compliant Invoice Submission Portal (OZG-RE)

Version 2.4

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# 1.    System overview

As the technical service provider of the Federal Ministry of the Interior, Building and Community, Bundesdruckerei provides an Invoice Submission Portal which complies with the Online Access Act. This portal (referred to here by its German abbreviation "OZG-RE") is used by public-sector customers at federal and federal state level to receive electronic invoices in XRechnung standard format.

The portal allows invoice senders to send their invoices via the following transmission methods:

- web submission
- upload
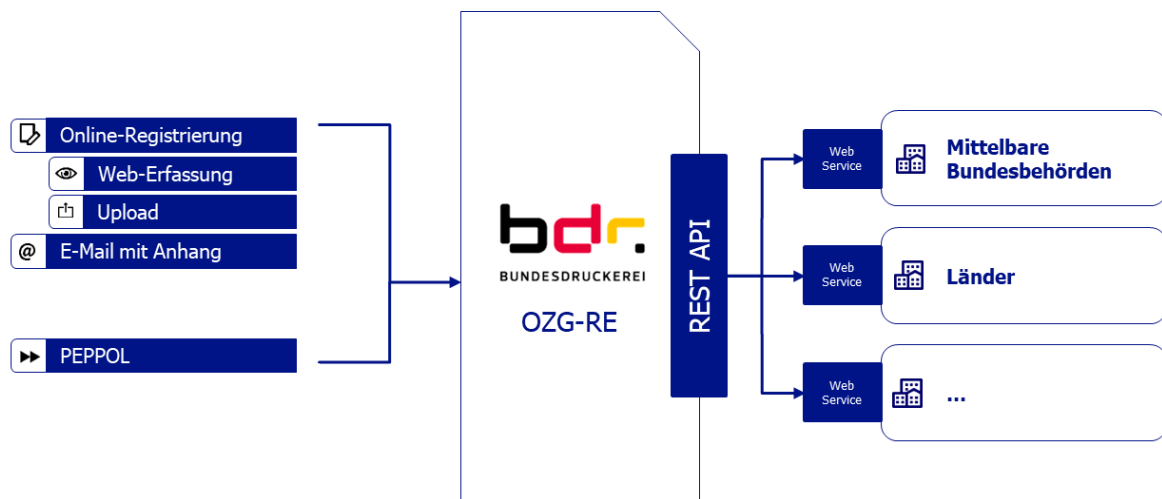- email (with an XRechnung file as an attachment)
- Peppol



Figure 1: Layout OZG-RE

## 2.    Buyer reference (*Leitweg-ID*)

In order to address an invoice correctly and/or to identify the recipient within the authority in question, the invoice sender needs to know the buyer reference (*Leitweg-ID*). It is essential that this buyer reference be entered into the XRechnung invoice. The invoice recipient (e.g. an institution of the indirect federal administration, a recipient of federal funding or an institution of a participating federal state) is obliged, under its buying or procurement process, to inform the invoice sender of the correct buyer reference to use.

**Note:**

If you do not know the buyer reference, ask the invoice recipient for it.

If your accounting software allows you to generate invoices in XRechnung format (version 1.2 or later), you can add the buyer reference to the invoice recipient's information under "buyer reference" (BT-10).

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# 3. Registering with the portal

The first time you use the portal you will need to register. This involves creating a company account and at least one associated user account. Additional user accounts can be added to the same company account.
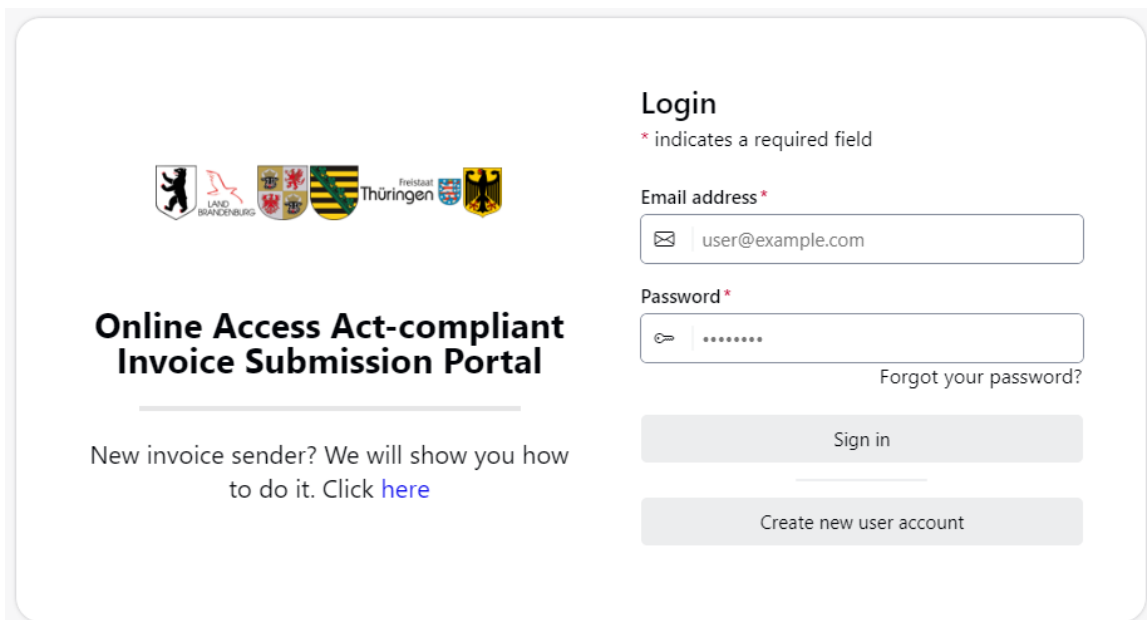
To register with the portal,

1. open the portal in a web browser using the following link:

   Test environment – https://test.xrechnung-bdr.de

   Productive environment – https://xrechnung-bdr.de

2. click "Create new user account"
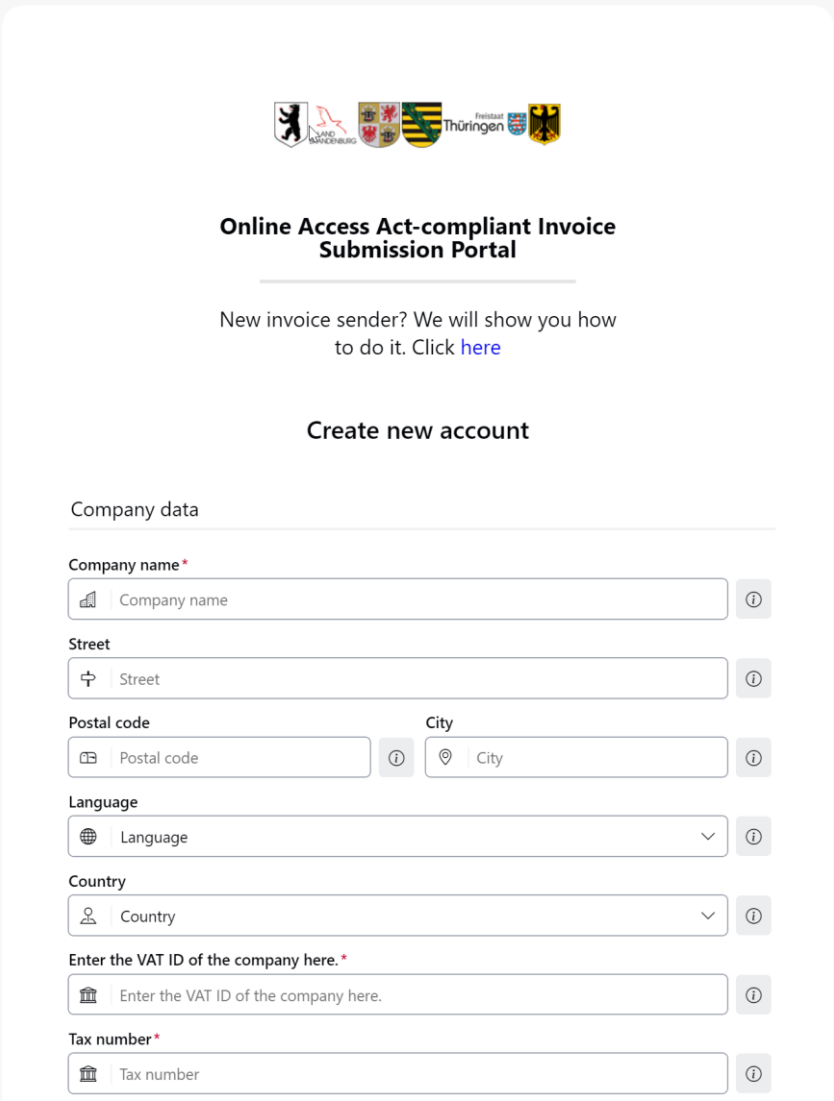
Figure 2: OZG-RE – Login page

**Note:** The registration process always creates a company account and an associated user account. The user of this account is automatically the administrator of the company account. Registration should therefore be carried out by a responsible contact person within the company. The administrator can add more user accounts to the company account. The steps involved in this process are described in Chapter 6, "Company account management".

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Please note that the activation link is only valid for 30 minutes. If the activation link has expired, click "Forgot your password?" and enter your email address once again to receive a new activation link.

3. Enter information about your company under the heading "COMPANY DATA".



Figure 3: Registration page company specific data

**Note:** Small companies which have no VAT ID should instead enter their tax number. It is enough to fill in just one of the two fields.

Please click the ⓘ icon for more information about each field.

4. Under the heading "USER DATA", please enter information about the administrator. The email address and password entered here will be used later to sign into the portal.

Please note that passwords must contain

- at least 10 characters in total
- at least two letters
- at least two numbers
- at least two special characters

**Note:** The first user to register is automatically granted administrator rights.
Additional user accounts (with or without administrator rights) can be created later.

Accept the terms of use and data protection notice by checking the box (see 1 in the screenshot below). Confirm by clicking "Create user" (see 2 in the screenshot below).

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Figure 4: Registration page – Create Account

5. You will then receive an email from noreply@xrechnung-bdr.de containing an activation link. Click on the link (or copy the link into a new web browser window) to complete the registration process.

6. You will then receive confirmation that your registration was successful. Finally, close your web browser and launch it again.

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## 4.    Getting started

1. Users can sign into the portal via https://test.xrechnung-bdr.de (test environment)
   https://xrechnung-bdr.de (productive environment) using their registered email address and
   password.

When you have successfully signed in, you will arrive at the dashboard:
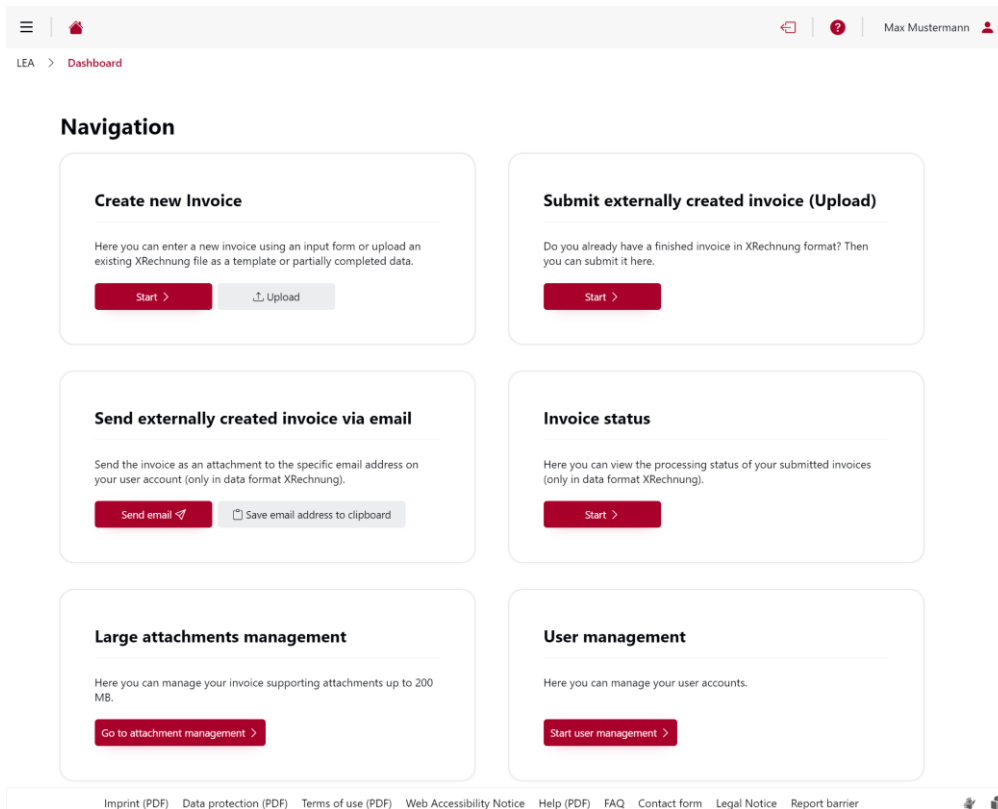


Figure 5: Main page of the OZG-RE

## 4.1    Menu bar

The menu bar provides you with the following options:

- ☰ This icon activates the main drop-down menu

  with the following options:
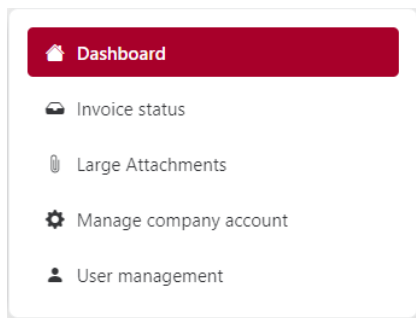


Figure 6: menu bar

- 🏠 This icon takes you to the dashboard.

- ❓ This icon provides access to further information:

- Muster Mustermann 👤  This icon allows you to change personal information or to sign out.

# 5. User management

The user management page can be opened by clicking "Start user management" on the dashboard, or by clicking the corresponding option in the main drop-down menu:
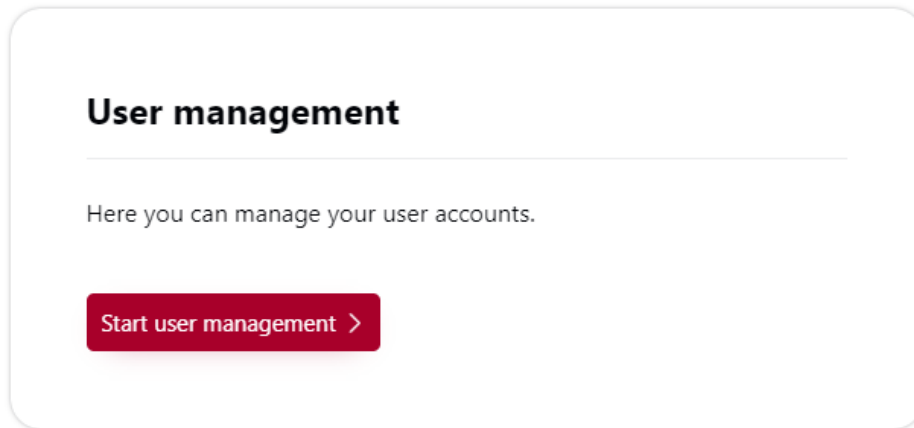


Figure 7: User management

**Note:** The user management page can only be accessed by users registered as administrators.

The user management page provides you with the following options:

## 5.1 Add user

You can add new users by clicking the option "Add user":
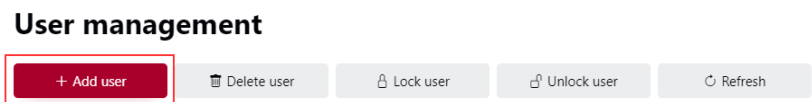


Figure 8: Buttons of the User management

A dialogue box will open in which you can enter the details of a new user:

Figure 9: Add user

**Note:** You can grant administrator rights to a new user by checking the box "User has admin access". If you do not check the box, the user will only have the default rights.

## 5.2 Edit user

To edit an existing user account, check the box next to the relevant username (see 1 in the screenshot below), then click the "Edit" button (see 2 in the screenshot below):



Figure 10: User management with added User

A dialogue box will open allowing you to

- change user information, perhaps because the user has changed their name or has a new email address
- send a "Reset password" link if the user has forgotten their password
- require the user to change their password the next time they sign in or
- change a user's role



Figure 11: User data

To make the desired changes, enter the updated user information and/or check the box, then click "Update user".

## 5.3 Delete user

To remove an existing user account, check the box next to the relevant username (see 1 in the screenshot below), then click the "Delete user" button (see 2 in the screenshot below):
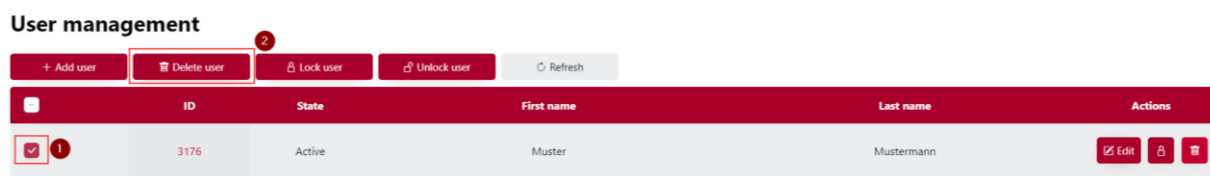


Figure 12: User management – delete user

## 5.4 Locking/unlocking user accounts

It can be desirable to lock user accounts, for example due to temporary absence (sickness, parental leave, sabbatical). By locking accounts you can prevent users from accessing the portal without having to delete their information and re-enter it at a later date.

To lock an existing user account, check the box next to the relevant username (see 1 in the screenshot below), then click the "Lock user" button (see 2 in the screenshot below):
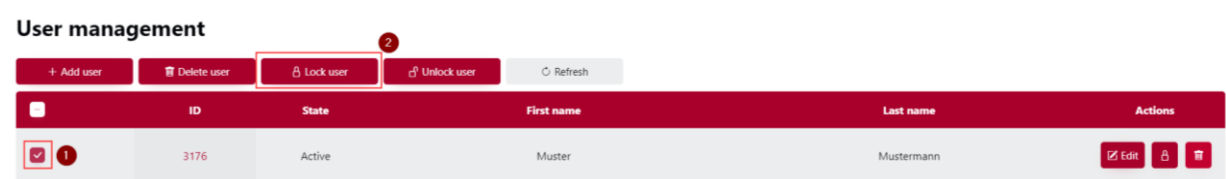


Figure 13: User management – lock user

The user's status will appear as "Locked" in the status field.
This means that the user can no longer sign into the portal. If they try to do so, they will be informed that the username or password is invalid.

The procedure for unlocking a user account is the same as for locking it: check the box next to the relevant username (see 1 in the screenshot below), but this time click the "Unlock user" button (see 2 in the screenshot below). The user's status will appear once again as "Active" in the status field.
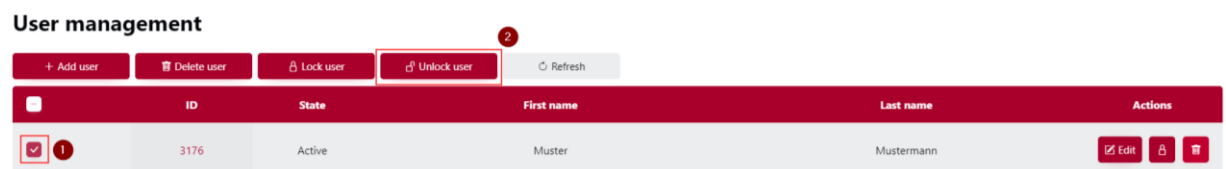


Figure 14: User management – unlock user

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# 6. Company account management

Users with administrator rights can access the company account management page by clicking "Start company account management" on the dashboard:
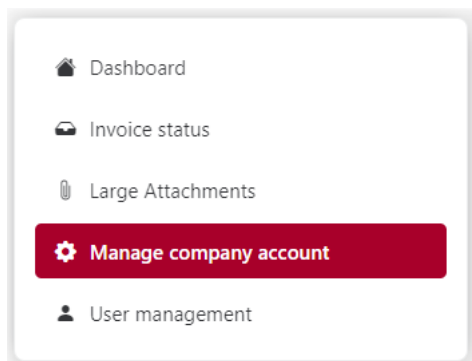


Figure 15: menu bar – administrator

## 6.1 Manage company data

In the "Manage company account" section you can make changes to company information. Click "Update" to save the changes.

**Manage company account**



Figure 16: Company Account

**Note:** Please click the ⓘ icon for more information about each field.

## 6.2 Delete company account

In the "Delete company account" section you can delete your company account.

**Important:** Deleting a company account removes all associated user accounts. Please also refer to our data data protection notice.
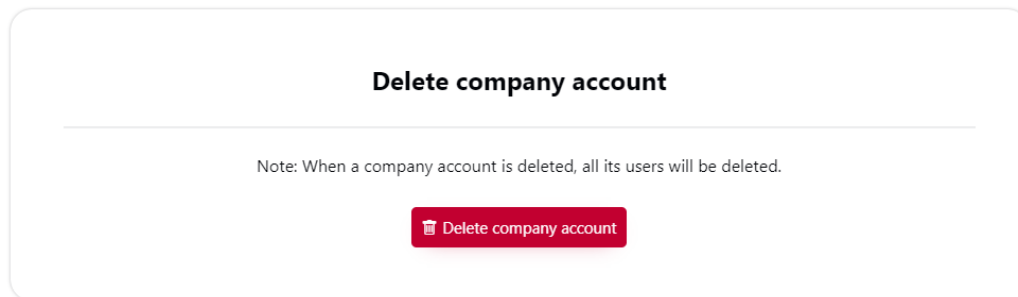


Figure 17: Delete company account

# 7. Supporting documents

Supporting documents for electronic invoices can be embedded as attachments or as references in the electronic invoice in XRechnung format.

## 7.1 Attachments

Documents of up to 15 MB can be fully integrated in the electronic invoice as attachments in XRechnung format. Field BT-125 of the XRechnung standard is intended for this purpose; when creating electronic invoices, it is addressed using web submission (see section 8.1) in the step "Attachments".
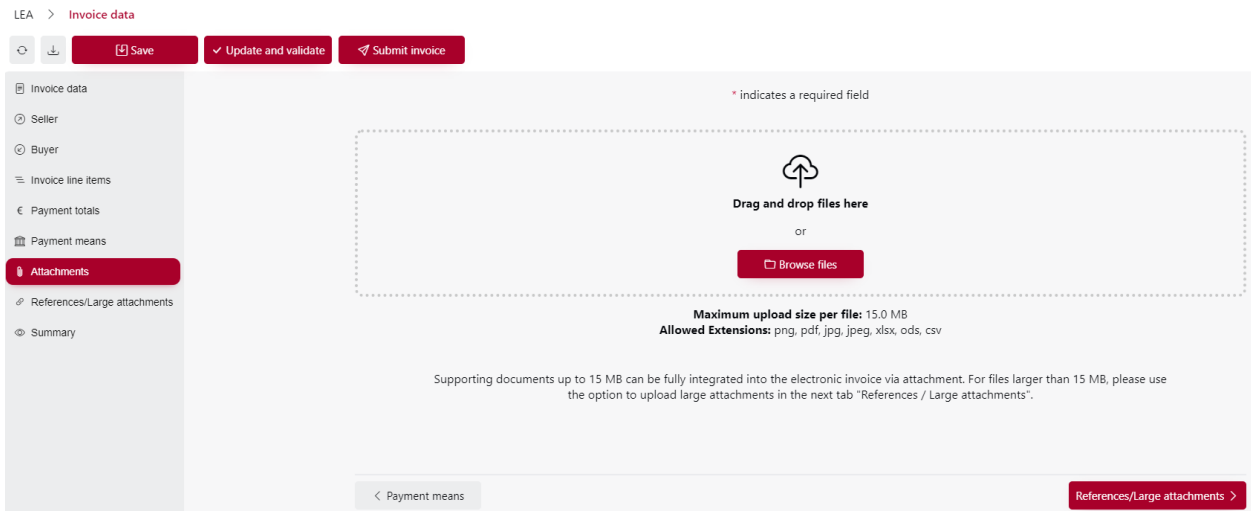


Figure 18: invoicing – attachments

## 7.2 Large attachments / references

Supporting documents of more than 15 MB up to 200 MB (large attachments) are saved externally and attached to the electronic invoice as a reference in field BT-124 of the XRechnung standard. They are then available for download by the invoice recipient for 60 days (this period may be extended once).

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### 7.2.1 Managing large attachments

On the dashboard, you will find an option for managing large attachments. Click "Attachments" to open the relevant page:
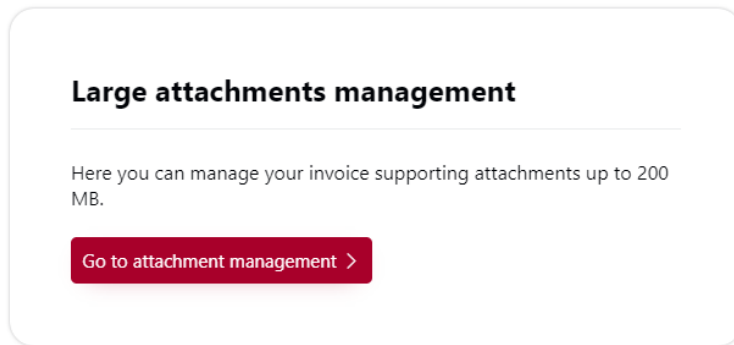


Figure 19: Large attachments management

Here you can upload and manage supporting documents. After uploading a document, you can choose from four functions:

1. You can copy the URL of the attachment (for example, to copy the link manually when creating an invoice using an ERP system).
2. You can download the attachment.
3. You can extend the period in which the attachment is available for an additional 60 days (one time only).
4. You can delete the attachment.



Figure 20: Page large Attachments

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### 7.2.2 Sending large attachments

When creating an electronic invoice manually using the web submission method, you can upload your large attachment directly in the step "References/large attachments" (or you can access files you have already uploaded) and copy the corresponding link into field BT-124 of the XRechnung standard.



Figure 21a: Section References/Large attachments

Alternatively, the attachment can be uploaded first using "Attachments" and the corresponding link can be copied manually into field BT-124 of the XRechnung standard, for example when creating an invoice in an ERP system (see section 7.2.1 for more information).

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# 8. Sending invoices

The dashboard provides various options for sending invoices:



**Create new Invoice**

Here you can enter a new invoice using an input form or upload an existing XRechnung file as a template or partially completed data.

Start >   ⬆ Upload

**Submit externally created invoice (Upload)**

Do you already have a finished invoice in XRechnung format? Then you can submit it here.

Start >

**Send externally created invoice via email**

Send the invoice as an attachment to the specific email address on your user account (only in data format XRechnung).

Send email ⬹   📋 Save email address to clipboard

Figure 21b: Dashboard options for sending invoices

## 8.1 Creating a new invoice if you do not have an XRechnung file

You can access the web submission form via the "Create new invoice" section. Use this option to create an invoice if your accounting system does not allow you to create a file in XRechnung standard.

To create an invoice using the web submission form, click the "Start" button in the "Create new invoice" section. Then enter the type of invoice and the buyer reference *(Leitweg-ID)* and click "Start data entry". (If you do not have a buyer reference, ask your invoice recipient to provide it.)
A page will then open in which you can enter all relevant invoice data.
Fill in at least all the fields which are marked as required fields on the current page.

**Note:** "VAT ID" is marked as a required field. Small companies which have no VAT ID should instead enter their tax number. It is enough to fill in just one of the two fields.
Please click the ⓘ icon for more information about each field.

Use the red arrow buttons at the bottom right to proceed to the next page.

**Note:** Red exclamation marks on the left of the screen mean that required fields in that section have not been filled out. By clicking the relevant section you can continue entering data into that section.

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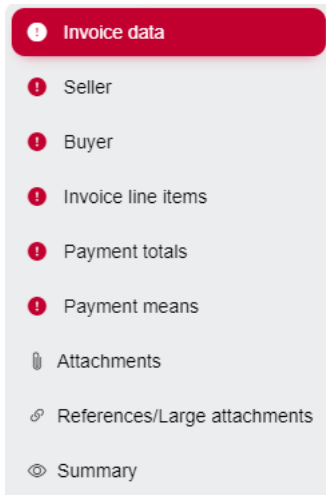
Figure 22: Sections during the creation of an invoice

Once the data have been entered in full, you can send the invoice by clicking "Submit invoice".

**Note:** Click "Save entries" to save all the data you have entered. You are not required to complete an invoice in the course of a single session.

Incomplete invoices that you wish to resume working on in the web submission system can be found via the "Invoice status" section of the dashboard, or by clicking the corresponding option in the main drop-down menu:
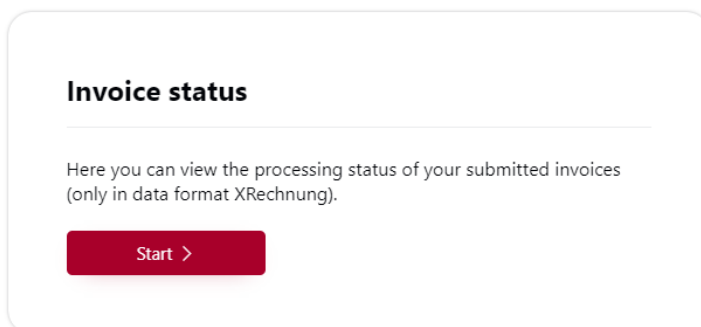


Figure 23: Invoice status (1)

Incomplete invoices are listed in the overview with the phrase "Web form (manual data entry)" in the "Transmission method" column. To resume working on them, click "Continue".

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Figure 24: Invoice status – submitted invoices (1)

## 8.2 Sending an XRechnung file

If your invoice is already available as a file in XRechnung format, you can submit it in one of the following two ways.

**Note:** The file must conform to the XRechnung specifications. A list of the specifications can be found here: [spezification XInvoice](#)

### 8.2.1 Sending invoices as an email attachment

Via the section "Send externally created XRechnung invoices by email":



Figure 25: Dashboard "send externally created invoive via email"

Navigate via the dashboard to the section "Send externally created invoice via email" and click "Send email". This will open a new email in your computer's default email programme, addressed to

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the *personalised email address* used exclusively for your OZG-RE account. Attach no more than one XRechnung file to this email and send it.

If you do not use your computer's default email programme, click "Save email address to clipboard". This will copy your *personalised email address* and allow you to paste it (with a right-click of your mouse) into the recipient field of a new email.

**Note:** The *personalised email address* of your OZG-RE account is a cryptic email address intended only for submitting XRechnung invoices.

Your *personalised email address* does not change and can be used for all your submissions. You can save this email address to the contacts of your email programme.

The subject field and content of emails sent to this address are irrelevant to the submission process. Please note that you may send only one XRechnung file per email and the file size may not exceed 10 MB. No additional attachments or other file formats may be sent. If you wish to submit additional attachments or files, please ensure that these are embedded within the XRechnung file.

### 8.2.2   Sending invoices by upload

Via the section "Submit externally created XRechnung invoice (Upload)":

You can use this function by clicking the "Start" button in the section "Submit externally created XRechnung invoice (Upload)".
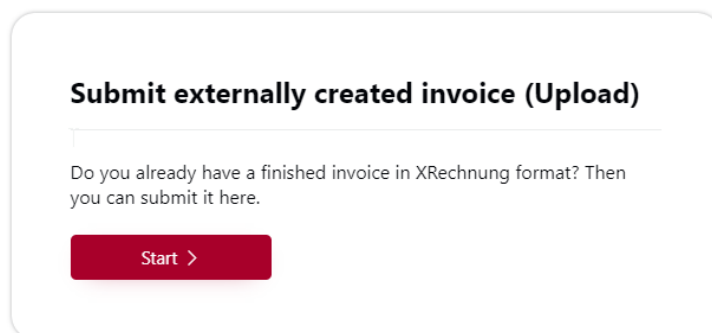


Figure 26: Upload Invoice

This will open a window allowing you to navigate to the location of the relevant Xrechnung file on your computer. When you have located the file, click "Open":
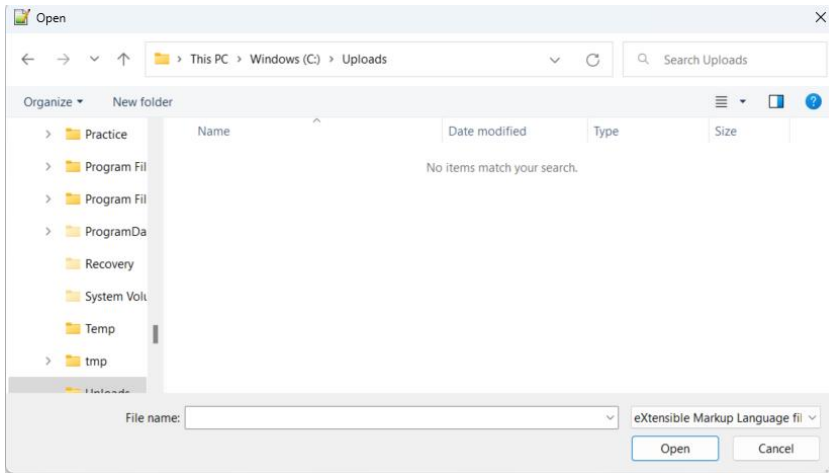


Figure 27: Folder Upload

The file is then automatically uploaded.
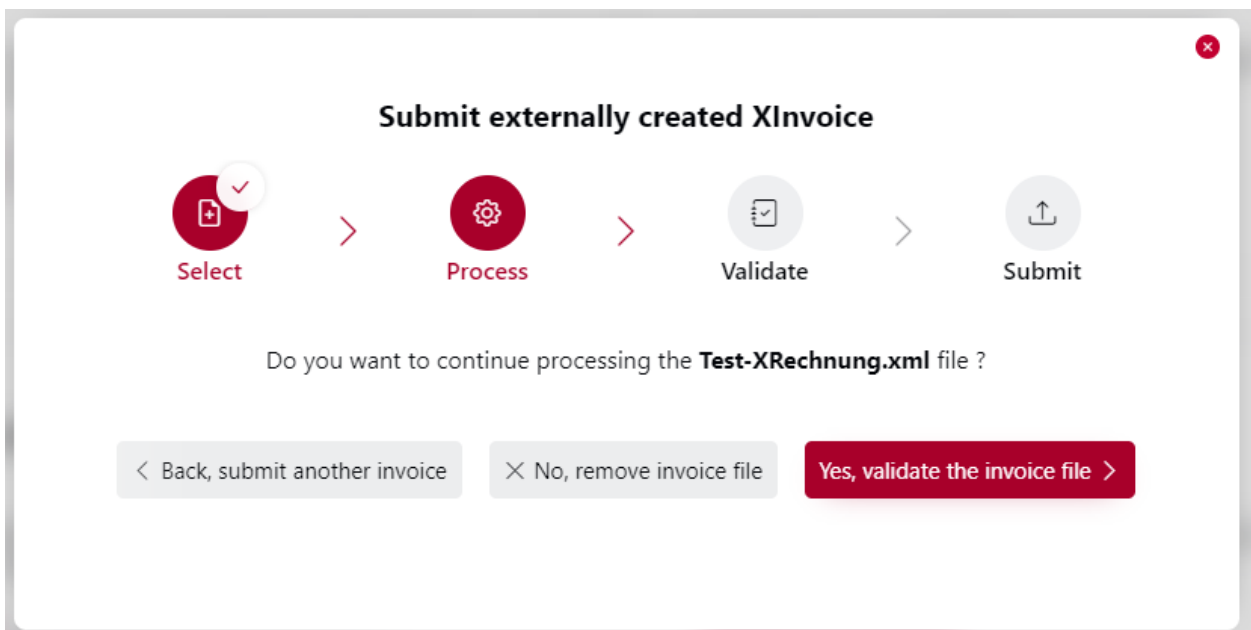


Figure 28: Process validation XInvoice

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Now you can choose to submit another invoice or to continue or discontinue invoice processing.

Click "Yes, review invoice file" to validate the invoice. You will then receive the processing history showing each step in the process and whether it was completed successfully or not. If the review is successful, the invoice can then be submitted. If the invoice is submitted successfully, the message "Invoice successfully submitted" will appear.
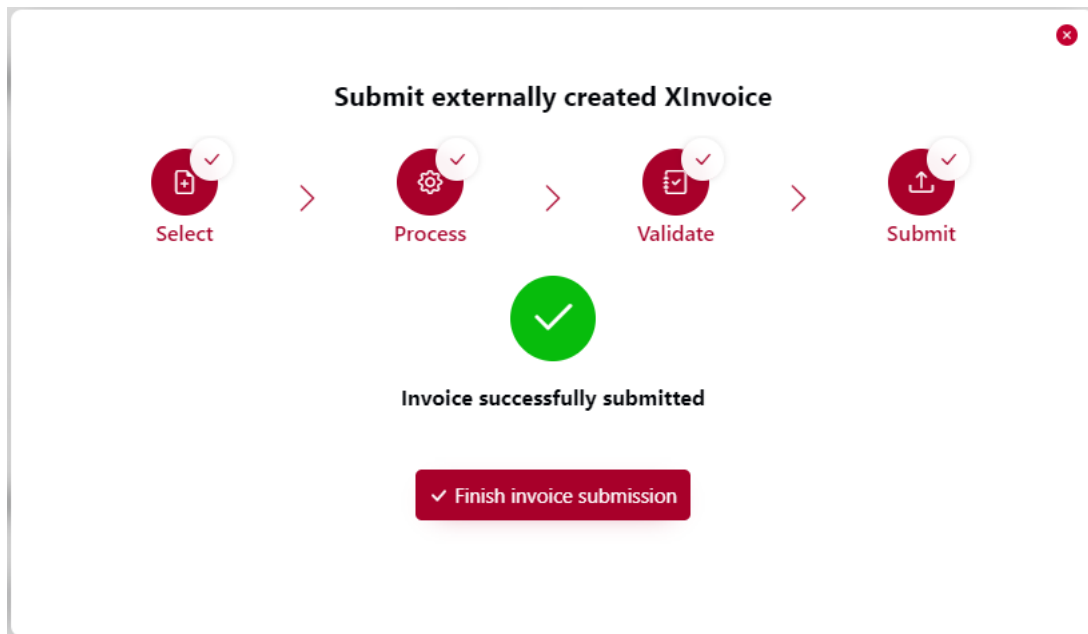


Figure 29: Successfully submitted invoice

## 8.3 Sending XRechnung invoices via Peppol

### 8.3.1 Sending invoices as a registered Peppol member / with a Peppol provider

In order to use the Peppol invoice transmission method, you will need to have a Peppol account with a Peppol provider. Each Peppol account has its own Peppol participant ID. If you do not have a Peppol account, you can set one up with the help of an external Peppol provider.

You will then be able to submit (send) XRechnung invoices from the Peppol network via your Peppol provider.

In order to be properly addressed, the buyer reference (*Leitweg-ID*) of the invoice recipient must be entered both in the recipient's Peppol participant ID and in the required field (BT-10) of the XRechnung.

**Note:** XRechnung invoices submitted via Peppol do not appear in the "Invoice status" section because the Peppol submission channel operates in its own independent environment.

### 8.3.2 Sending invoices using the Peppol add-on: the web service of the Federal Central Invoice Submission Portal (ZRE)

When using the OZG-RE, the invoice sender has the option of sending XRechnung invoices via the ZRE's Peppol web service.

To use the ZRE's web service you will need appropriate software, or you can use the command-line tool "cURL" via the Windows Command Prompt.

**Note:** To send XRechnung invoices via the ZRE's web service, please use the Peppol participant ID prefix "0204", as the prefix "9958" is no longer accepted.

For a detailed description of the interface, or if you have any other questions, please send an email to support-erechnung@itzbund.de.

# 9. View status of XRechnung invoices

You can check the status of XRechnung invoices you have submitted by clicking the "Start" button or by clicking the corresponding option in the main drop-down menu.
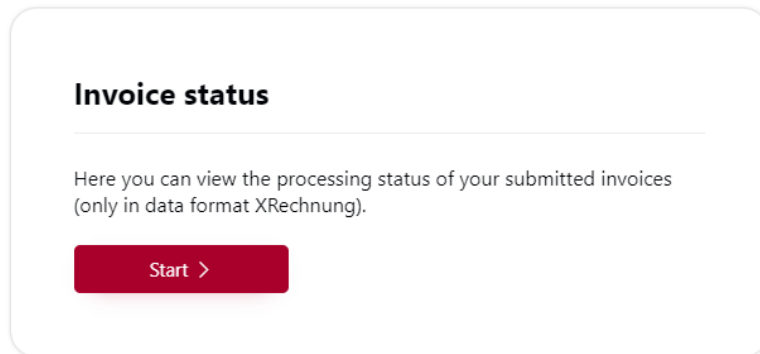


Figure 30: Invoice status (2)

This page shows an overview of all submitted XRechnung invoices which have not yet been deleted.



Figure 31: Invoice status – submitted invoices (2)

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## 9.1    Terminology

The column headers used in the overview are explained here:

- Entry ID: unique invoice identifier.

- Invoice type: XRechnung.

- Buyer reference (*Leitweg-ID*): buyer reference of the recipient of the XRechnung invoice.

- Created: date when the invoice was created.

- Submission date: date when the invoice was submitted.
  **Note:** The submission date is only shown after the invoice has actually been submitted. No submission date is shown for invoices that are incomplete (i.e. still in the web submission form with the status "Waiting for data entry") or invalid (with the status "Invalid document").

- Processing status: processing status of the invoice. See section 9.3, "Processing status".

- Transmission method: whether the invoice was submitted via web submission form, upload or email.
  **Note:** XRechnung invoices submitted via Peppol do not appear in the "Invoice status" section because the Peppol submission channel operates in its own independent environment.

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## 9.2 Actions

The actions available in the overview of submitted invoices are explained here:

- **⟳ Refresh** refreshes the page.

  **Note:** The page is not refreshed automatically when a new invoice is submitted. This must be done manually using the "Refresh" button.

- **⬆ Upload invoice (XML)** allows you to upload an XRechnung invoice. This is an alternative to using the section "Submit externally created XRechnung invoice (upload)".

- **👁** allows you to view and download a copy of your invoice as a PDF file. (The original invoice is always an XRechnung file.) **Note:** This action is only available for complete and successfully submitted XRechnung invoices.

- **⬇** allows you to download the **original invoice in XML format**.

  **Note:** This action is only available for complete XRechnung invoices that have been successfully submitted.

- **🔍** allows you to view the processing history:

**Validation protocols**

| Processing protocol | Schematron validation report |

| Processing step | Result | Date | Details |
|---|---|---|---|
| Virus check | ✓ | 05.12.2022, 12:23:16 | No viruses found in the invoice. |
| Leitweg-ID check | ✓ | 05.12.2022, 12:23:16 | Leitweg-ID 99661-WEBSERVICEOZG-28 is valid. |
| Size check | ✓ | 05.12.2022, 12:23:16 | The size of the invoice is 6.43 Kilobytes. |
| Attachment count check | ✓ | 05.12.2022, 12:23:16 | No attachments were submitted with the invoice. |
| Attachment file type check | ✓ | 05.12.2022, 12:23:16 | The attachments represent a format of the allowed attachments. |
| Schematron check | ✓ | 05.12.2022, 12:23:16 | Schematron validation of the submitted XRechnung was successful. |

✕ Close

Figure 32: Validation protocols

**Note:** This action is only available for complete XRechnung invoices that have been successfully submitted.

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## 9.3    Processing status:

The status of an invoice shown in the "Processing status" column can be one of the following:

- **"New"**: This status means the XRechnung invoice was created manually using web submission but that not all fields have been fully completed. You can click the [🖉 Continue] button in the right-hand column to continue creating the invoice.

- **"In processing":** This status means the invoice has been successfully uploaded/submitted. The invoice has already been successfully validated by the KoSIT validation tool. The invoice is currently being processed in the backend system and is waiting to be delivered to the recipient.

- **"Delivered":** This means the XRechnung invoice has been successfully delivered to the recipient (i.e. your customer) for collection.

- **"Collected":** This means that the recipient has collected the invoice and confirmed its receipt.

- **"Rejected":** If the invoice contains errors of form or content, it can be rejected by the system or by the recipient. If a recipient rejects your invoice, you will not receive a separate notification. You should therefore check the status of submitted invoices regularly. This means the invoice does not conform to XRechnung specifications. A list of the specifications can be found here: [spezification XInvoice](spezification XInvoice)

  To resolve the issue, please contact our support service (see Chapter 10, "Support service for invoice senders").

# 10. Support service for invoice senders

Please feel free to contact us with any questions regarding technical issues.

Invoice senders can reach us from Monday to Friday (except for holidays) from 8:00 to 16:00.

- Support hotline:     +49 (0) 30 2598 4436
- Email                   sendersupport-xrechnung@bdr.de

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