



Federal Ministry  
of the Interior  
and Community


## **Adding delays using the web submission form on the ZRE and OZG-RE**

If you submit e-invoices using the web submission form on the ZRE and OZG-RE invoice submission platforms, under the tab “Invoice data” you can select the button “Add delay”, as shown in the figures below, to add terms for late payment to your invoice.

You can include a base amount that differs from the amount due (BT-115) if you want only part of the invoice amount to be subject to interest for late payment. If not, simply leave the field for base amount empty.

You can also add terms for one or more late payments to your invoice.

## 1. ZRE

 **bund.de**  
Verwaltung digital

Manage ZRE account | Main menu | Sign out

[Invoice dashboard](#) | [View invoice status](#) | [Submit invoice](#) | **[Create invoice](#)** | [Continue entering invoice](#)

### Federal Central Invoice Submission Portal (ZRE)

Welcome to the Federal Central Invoice Submission Portal. Please select one of the following options:

## 2. ZRE

[Invoice data](#) > [Invoice issuer](#) > [Invoice recipient](#) > [Invoice lines](#) > [Document totals](#) > [Payment details](#) > [Supporting documents](#) > [Completion](#) > [Confirmation](#)

### Invoice data \*

Invoice type \*  ✕ ⌵ ?  
Please select an invoice type.

Buyer reference (Leitweg-ID) \*  -  ? -  ? [Determine buyer reference](#)

Fixed reference \*      Unique reference \*      Check digit \*

Invoice number \*  ?

1. Preceding invoices  ?

[+](#) Add preceding invoice reference ?

Invoice date \*  ?

Currency \*  ⌵ ?

Purchase order number  ?

Payment due date \*\*  ?

Delivery date  ?

Payment Terms \*\* Discounts

[+](#) Add discount ?

**Delays**

[+](#) Add delay ?

### 3. ZRE

Payment Terms \*\* Discounts

+ Add discount ?

Delays

Days *	Percent *	Base amount
<input type="text"/> ⓘ ?	<input type="text"/> ?	<input type="text"/> ?

Please enter the number of days as a whole number.

+ Add delay ?

## 1. OZG-RE

### 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

## 2. OZG-RE

- Invoice data**
- Seller
- Buyer
- Invoice line items
- Payment totals
- Payment means
- Attachments
- References/Big attachments
- Summary

Invoice number \*  
Invoice number 0/128 BT-1

Invoice issue date \*  
BT-2  
Please enter the date in the following format: dd.mm.yyyy

Currency \*  
Euro BT-5

Purchase order (PO) number  
Purchase order (PO) number BT-13

Payment due date \*  
BT-9  
Please enter the date in the following format: dd.mm.yyyy

% Cash discounts

**Delays**

## 3. OZG-RE

Delays

**+ Add delay information**

Other terms of payment  
Other terms of payment BT-20  
0/250

#### 4. OZG-RE

Delays

Days *	Percent *	Base amount
<input type="text" value="10"/> <small>BT-20</small>	<input type="text" value="2"/> <small>BT-20</small>	<input type="text" value="Base amount"/> <small>BT-20</small>

Delete delay charge

+ Add delay information

Other terms of payment

Other terms of payment BT-20

0/250