



## **Adding discounts 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 portals, under the tab “Invoice data” you can select the button “Add discount”, as shown in the figures below, to add terms for discounts 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 a discount. If not, simply leave the field for base amount empty.

You can also add terms for one or more discounts 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.

Fixed reference \*    Unique reference \*    Check digit \*  
Buyer reference (Leitweg-ID) \*  -  ? -  Determine buyer reference

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

Days *	Percent *	Base amount
<input type="text" value="1"/> ⓘ	<input type="text" value=""/> ⓘ	<input type="text" value=""/> ⓘ

Please enter the number of days as a whole number.

+ Add discount ⓘ

Delays

+ Add delay ⓘ

Other payment terms

## 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 >**

## 2. OZG-RE

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

Invoice number \*  0/128 ⓘ BT-1

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

Currency \*  ⓘ BT-5

Purchase order (PO) number  ⓘ BT-13

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

**% Cash discounts**

## 3. OZG-RE

**% Cash discounts**

**+ Add cash discount**

Other terms of payment  ⓘ BT-20  
0/250

#### 4. OZG-RE

**Cash discounts**

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