

Guidelines on using Peppol to submit invoices to the federal administration

Invoice issuers can use the Federal Central Invoice Submission Portal (*Zentrale Rechnungseingangsplattform des Bundes, ZRE*) and the Online Access Act-compliant Invoice Submission Portal (*OZG-konforme Rechnungseingangsplattform, OZG-RE*) to submit invoices via the Peppol network.

Peppol

Peppol is composed of a set of tools and specifications that enable cross-border e-procurement. The use of Peppol is governed by a multi-lateral agreement structure belonging to and managed by the non-profit organisation OpenPeppol. Electronic data can be exchanged via the Peppol eDelivery Network. The network is used by ZRE and OGZ-RE to enable invoice issuers to submit their e-invoices in an automated way.

Submitting e-invoices via Peppol

There are three different ways to submit e-invoices using Peppol:

1. Using an existing Peppol service provider (subject to a fee)
2. Using the federal Peppol web service (*Peppol des Bundes*, which is free of charge)
3. Using your own membership of OpenPeppol (subject to a fee) and setting up your own Peppol access point

Reasons for using an existing Peppol service provider

The use of an existing fee-based service simplifies the submission of e-invoices both to the direct federal administration and other connected participants from the public and private sector. Peppol offers a variety of input and output formats as well as different options to submit invoices.



Using an existing Peppol service provider

Each service may support different input and output formats and submission methods. A list of certified service providers across Europe is available on the [Peppol website](#).

Reasons for using the Peppol web service

The web service simplifies the submission e-invoices to authorities and offices of the federal administration. Invoices can be transmitted to the web service in an automated manner via a defined interface. The web service forwards the suppliers' invoices directly to the appropriate portal (ZRE or OZG-RE).



Using the Peppol web service

Invoice issuers must use the Peppol web service through a SOAP or REST interface. Implementing and integrating the interface may require external support services.

Invoice issuers within the federal administration can use the federal web service free of charge. Other web service providers can be used as well, but they might charge a fee.

Setting up a Peppol access point

Setting up one's own Peppol access point requires some effort and technical knowledge. Invoice issuers wishing to set up their own Peppol access point can contact Germany's Peppol authority at the Coordination Office for IT Standards (KoSIT) at peppol@finanzen.bremen.de or the email address provided under *Further information*.

Submitting e-invoices to the ZRE or the OZG-RE via Peppol

Submitting invoices to the ZRE or the OZG-RE via Peppol requires the buyer reference (*Leitweg-ID*) and the participant identifier (Peppol ID). The Peppol ID helps identify the sender and the recipient of messages. For all invoice receiving institutions connected to the ZRE or OZG-RE portals, the Peppol ID consists of the buyer reference (*Leitweg-ID*) preceded by the prefix 0204. For example, if an institution's buyer reference is "91-33333TEST-33", its Peppol ID would be "0204:991-33333TEST-33".

The sender's Peppol ID can be freely chosen. It is good practice to use the VAT ID number (prefix 0088) or the Global Location Number (prefix 9930). All registered schemes can be found on the [Peppol website](#).

Tracking invoices submitted via Peppol

Invoice issuers can track e-invoices submitted via Peppol in both the ZRE and OZG-RE portals. They can view the status and processing history of submitted invoices on the invoice status pages of both portals.

To enable tracking, both invoice submission portals require the Peppol sender ID. Providing the Peppol sender ID ensures that the invoice issuer is the person or organisation viewing the invoices.

1. How to link the Peppol ID to the OZG-RE account

After logging in to the OZG-RE portal, invoice issuers can go to the "Manage company account" page and enter their Peppol sender ID in the section "Linking your PEPPOL Identity to your account". This will generate a token. The token expires after some time, so it is advisable to continue the verification process immediately. If the token has expired, a new token can be generated on the "Manage company account" page.

For the verification to be completed, the token must be attached to an e-invoice. The attachment should be inserted directly – not as a large attachment (via URL) – and submitted via the Peppol web service. The Peppol Receiver ID “0204:99661-PEPPOLVERIFIKATION-25” can be used for this purpose.

If, at that point, the token is active and the e-invoice has been submitted successfully, the “Manage company account” page will show that verification has been successful. In addition, e-invoices submitted via Peppol now appear on the “Invoice status” page.

2. How to link the Peppol ID to the ZRE account

After logging in to the ZRE portal, invoice issuers can go to the user’s “Edit account” page and enter their Peppol sender ID in the field “Select submission types”. This will allow them to download and save a document (XML file). To continue the verification process, the saved XML file must be encoded using Base64 (with padding) and then attached to any invoice. Currently, the verification attachment expires after only 24 hours, so it is advisable to continue the verification process immediately after downloading the XML document. If the document has expired, a new one can be generated on the “Edit account” page.

The attachment must be inserted directly – not as a large attachment (via URL) – and submitted via the Peppol transmission method using the Peppol sender ID linked to the account. This e-invoice must be sent via the Peppol transmission method using the buyer reference “991-5555PEPPO-82” and the Peppol receiver ID: “0204:991-5555PEPPO-82”.

If, at that point, the XML document is valid and the e-invoice has been submitted successfully, the “Edit account” page will show that verification has been successful. In addition, e-invoices submitted via Peppol now appear on the “View invoice status” page.

3. Inserting the XML document into an e-invoice

You have the following options to insert the XML document into an e-invoice:

For invoices in the UN/CEFACT format, use the following path:

`/rsm:CrossIndustryInvoice/rsm:SupplyChainTradeTransaction/ram:ApplicableHeaderTradeAgreement/ram:AdditionalReferencedDocument/ram:AttachmentBinaryObject`

For invoices in the UBL format, use the following path:

`/cac:AdditionalDocumentReference/cac:Attachment/EmbeddedDocumentBinaryObject`

Example (UBL):

```
<cac:AdditionalDocumentReference>
  <cbc:ID>some</cbc:ID>
  <cac:Attachment>
    <cbc:EmbeddedDocumentBinaryObject mimeType="application/xml"
filename="Verification_Attachment_PEPPOL.xml">BASE_64_ENCODED_XML</cbc:Embedded
DocumentBinaryObject>
  </cac:Attachment>
</cac:AdditionalDocumentReference>
```



Further information



If you wish to try out or use the Peppol transmission method, or if you have questions, please contact the support team at peppol.support@nortal.com. Nortal AG will help you on behalf of the Federal Ministry of the Interior, Building and Community.

Learn more about e-invoicing and Peppol on the ministries' official website:

<https://en.e-rechnung-bund.de/e-invoicing-within-the-federal-administration-faq/peppol-faq/>.

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