

Five steps to sending an electronic invoice

The **following information** is directed at invoice issuers who are required to use electronic invoicing or are interested in the process. Since November 2020, invoices for deliveries or other services rendered under contracts and concessions with the public sector must be created, sent and securely archived in electronic form (as “e-invoices”).

For **further information** on specific key words, please click on **the underlined links in the boxes below**.

Please note that this information only applies to e-invoicing in Germany’s federal administration. Germany’s federal states have their own arrangements for implementing e-invoicing.

For accessibility purpose, all text in the boxes is listed below the illustration.



1. First you should check whether you are required to use electronic invoicing. Exceptions to this requirement are stated in the **E-Invoicing Ordinance** (only available in German). You should also bear in mind any contractual agreements you have with your customer.



2. There are two portals for submitting invoices to the direct federal administration, parts of the indirect federal administration, and participating **federal states**. These portals are the **ZRE** and the **OZG-RE**. Before sending an invoice, you should ensure that you use the correct portal. When awarding you the contract, your customer should inform you which invoice submission portal to use. If you are unsure about this, please ask your customer. The overviews showing which authorities are connected to the **ZRE** and **OZG-RE** can serve as a guide.



3. In order to use an invoice submission portal, you must first register with it. Registration is free of charge and is necessary no matter which method you choose for transmitting invoices.



4. For invoices created using electronic invoicing software, the following **transmission methods** are available: **Peppol**, **email**, **De-Mail** and manual upload. Alternatively, you can create and send your invoice manually via your web browser (web submission). You should select your preferred transmission method before sending your invoice.



5. Once the invoice has been sent, you can track its submission status up to the point when it is “collected” by the customer. The portal checks that each submitted invoice **conforms to the XRechnung specification** or other EU-approved standard in terms of syntax and semantics, such as ZUGFeRD 2.2.0. Once the invoice has passed this conformity check (validation), it is automatically forwarded to the recipient. You can opt to receive an email notification whenever the status of your invoice changes.