

Acceptance of E-Invoices

As a higher federal authority, the Paul-Ehrlich-Institut complies with the provisions of the German e-Invoicing Act and with effect from 27 November 2019 can accept electronic invoices via digital channels.

The introduction of electronic invoices (e-invoicing) represents a decisive step by public bodies in Germany in the expansion of e-government. In addition to the digitisation of business documents, electronic transaction processing makes it possible to standardise processes and to (partially) automate them.

Legal Basis

EU Directive 2014/55/EU on electronic invoicing in public procurement, which came into force on 26 May 2014, obliges all contracting authorities engaged in Europe-wide tendering procedures to be able to receive and process electronic invoices. In order to meet this obligation, the provisions of the directive were transposed into German national law with the publication of the e-Invoicing Act on 10 April 2017.

For higher federal authorities and constitutional bodies, the e-Invoicing Act specifies that the provisions should be implemented by 27 November 2018, which was the same deadline for transposing the directive into national law. The implementation deadline for other direct and indirect federal agencies is one year longer, and therefore ends on 27 November 2019.

With the adoption of the e-Invoicing Ordinance (ERechV) of 6 September 2017, the Federal Cabinet set out the provisions of the EU Directive in concrete terms and also obliged suppliers issuing invoices to submit them in electronic form with effect from 27 November 2020. In accordance with Section 3(3) of the ERechV, exceptions to this obligation include direct orders up to a value of € 1,000.

In addition, the ordinance formulates requirements for the invoice data model, which must fundamentally comply with the new XRechnung data exchange standard or another standard in conformity with EN 16931.

Submission of E-Invoices Via the Federal Government's Central Invoice Submission Portal

For the entire federal administration, the Federal Government's Central Invoice Submission Portal (ZRE) is used as the uniform electronic pathway for e-invoices. The ZRE represents the link between suppliers who issue invoices and all the public institutions of the federal administration.

Access

<https://xrechnung.bund.de>

Use

Suppliers need to complete a one-off registration in order to use the platform. At the same time, they can also select their preferred transmission channels and save them on the system.

Transmission channels

- Web-based capture
- Upload
- De-Mail
- e-mail
- Web service

Buyers Reference

The buyers reference is used to uniquely identify the invoice recipient.
The PEI's buyers reference is 991-01822-20.

Submission of Invoices by E-mail

If you are not obliged to submit electronic invoices, please send your invoices by e-mail
e-mail: Rechnungen@pei.de.

Further Information

"Modern Administration" on the Federal Ministry of the Interior (BMI) website¹.

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¹ <https://www.bmi.bund.de/DE/themen/moderne-verwaltung/verwaltungsmodernisierung/e-beschaffung/e-beschaffung-node.html>