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Max Rubner-Institut Haid-und-Neu-Straße 9 · 76131 Karlsruhe

Company

Betrifft **Introducing electronic invoicing**
Bezug
Datum 23. October 2020

Dear Sir or Madam,

We are writing to inform you about the introduction of electronic invoice processing at the Max Rubner-Institut and the resulting possibilities for electronic invoicing.

As a federal authority, since 27 November 2019 the Max Rubner-Institut has been required by the federal E Invoicing Act of 4 April 2017 (E-Rechnungsgesetz, Federal Law Gazette I, p. 770 et seqq.) and the federal E-Invoicing Ordinance (E-Rechnungsverordnung, ERechV) to be able to receive electronic invoices compliant with the European standard 16931 via digital channels and process them electronically from start to finish. To do so, the Max Rubner-Institut has introduced a new procedure for electronic processing of invoices which meets these requirements and enables auditable archiving.

We would like to ask you to make use of the possibility to submit electronic invoices. Starting **27 November 2020**, it will be mandatory to submit invoices in electronic form. Exceptions to this rule are given in section 3 (3) of the E-Invoicing Ordinance (ERechV), for example in case of direct contracts valued at up to €1,000, not including VAT.

Section 4 of the E-Invoicing Ordinance (ERechV) sets out the requirements for the invoice data model and for submitting invoices. Electronic invoices must comply with the European standard 16931-1-2017, the terms of use for the invoice submission portal, and the requirements of the E-Invoicing Ordinance. The enclosed brochure describes the requirements for electronic invoicing.

Electronic invoices should be sent using the federal invoice submission portal at <https://xrechnung.bund.de>. You have the option of creating an invoice in a standard format, uploading an existing invoice, emailing it to xrechnung@portal.bund.de, or submitting it via Peppol. In future, it will also be possible to submit invoices via De-Mail. We will inform you when this option is available.

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Further information can be found in the enclosures and at <https://www.e-rechnung-bund.de/>, an official website on electronic invoicing, which is jointly run by the Federal Ministry of the Interior, Building and Community and by the Federal Ministry of Finance.

Enclosure 1 contains a list of buyer references ("Leitweg IDs") for existing contracts. These buyer references must be quoted when creating invoices. In future, this information will be given to you when you are awarded the contract.

Enclosure 2 gives a brief overview of the general and technical requirements for electronic invoicing.

Enclosure 3 provides comprehensive information on the implementation of electronic invoicing in the federal administration.

If you are not required to submit your invoices in electronic form and do not wish to use this possibility, you may continue to send invoices by post to

Max Rubner-Institut, Haid- und Neu-Straße 9, 76131 Karlsruhe
Max Rubner-Institut, Hermann-Weigmann-Straße 1, 24103 Kiel
Max Rubner-Institut, Schützenberg 12, 32756 Detmold
Max Rubner-Institut, E.-C.-Baumann-Straße 20, 95326 Kulmbach

or by e-mail to fg11@mri.bund.de

Thank you for your assistance in introducing electronic invoicing. Should you have any questions, please do not hesitate to contact us.

Yours sincerely
On behalf

signed Sabrina Metz-Ites

Enclosures:

- 1. Contract-related information (buyer reference IDs)**
- 2. Requirements for electronic invoicing**
- 3. Brochure with information for invoice senders**

Enclosure 1: Contract-related information (buyer reference IDs)

In order for the invoice sender to address an electronic invoice, the invoice recipient must be clearly identifiable and addressable.

The buyer reference (“Leitweg-ID”) allows invoices to be addressed and transmitted electronically via the federal invoice submission portals to the connected ERP systems and/or authorisation systems of authorities in the federal administration.

The buyer reference of the invoice recipient must be entered into the corresponding XRechnung standard field (BT-10) and transmitted with each electronic invoice as mandatory information.

For more information, please visit:

<https://www.e-rechnung-bund.de/faq-e-rechnung/faq-leitweg-id/>

For existing contracts with the Max Rubner-Institut, the following buyer references are to be entered when creating invoices:

Contract (Rahmenvertrag)	On demand (Abruf) or by request (Bestellung)	Additional information – task type (optional)	Buyer reference (Leitweg-ID)

Requirements for electronic invoicing

Here is a summary of the most important requirements concerning the content of an electronic invoice, its format and how to submit it.

What an electronic invoice must include

According to section 5 of the E-Invoicing Ordinance, in addition to VAT-related information, an electronic invoice must contain the following:

- Buyer reference identification number (**991-03730-19**)
The contracting authority will inform you of the buyer reference when the contract is awarded.
- Terms of payment or the date by which payment is due
- Bank account details of the payment recipient

- De-Mail or email address of the invoice sender

An electronic invoice must also include the following information if the contracting authority has provided it to the invoice sender:

- **Purchase order number / File number (please specify mandatory, otherwise the invoice can not be assigned!)**
- Supplier number (vendor number)

All information relevant for accounting must be sent in standard machine-readable form and fit within the fields provided.

Format requirements

- In general, invoices for the federal administration must be issued using the valid XRechnung standard. Other standards may be used (such as ZUGFeRD version 2.1.1 or later in the XRECHNUNG profile) as long as they meet the requirements of the European standard (EN 16931), the terms of use for the invoice submission portals, and the requirements of the federal E-Invoicing Ordinance.
- Invoice formats which do not comply with the European standard will not be accepted.
- Supporting documents or attachments should be embedded in the invoice data file; they should not be sent as an email or De-Mail attachment.
- The maximum size of an invoice depends on the transmission method selected: for example 10 MB for email and 11 MB for web submission. Please note the portal's terms of use in this regard. No more than 200 supporting documents may be embedded. Documents having the following file types may be embedded: PNG, PDF, JPG, JPEG, XLSX, ODS and CSV. Attachments must not contain any active content such as macros. Any changes to these requirements will be announced on the invoice submission portal.
- These rules do not apply to supporting documents which, according to other laws, must be sent in paper form: export or customs documentation, etc.

Submitting electronic invoices

- Electronic invoices must be submitted using the **federal invoice submission portal at <https://xrechnung.bund.de>**. To use the portal, you will first have to register and select the transmission method you wish to use. At <https://xrechnung.bund.de> you will also find more information about electronic invoicing.
- Only electronic invoices submitted via this portal will be accepted.
- Invoices having the same invoice number cannot be sent in both electronic and paper form. Please reduce the number of possible duplicates by sending only electronic invoices.