Procurement Office
of the Federal Ministry
of the Interior

Guidelines on using Peppol to submit invoices to the federal administration

The Online Access Act-compliant Invoice Submission Portal (OZG-RE) allows invoice issuers to submit invoices via the Peppol network. As of 20 September 2025, the OZG-RE is the sole invoice submission platform of the federal administration. Invoice issuers who previously submitted invoices via Peppol using the Central Invoice Submission Portal (ZRE) will be automatically redirected to the OZG-RE. The operation of the ZRE was discontinued in Q4/2025.

Peppol

Peppol is a set of tools and specifications enabling cross-border e-procurement. The use of Peppol is governed by a multi-lateral agreement structure which is owned and maintained by the non-profit organisation OpenPeppol. Electronic data can be exchanged via the Peppol eDelivery Network. The OZG-RE portal uses this network to enable suppliers to submit their e-invoices in an automated manner.

Submitting e-invoices via Peppol

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

1. Using an existing Peppol service provider (subject to a fee)
2. Using your own membership of OpenPeppol (subject to a fee) and setting up your own Peppol access point

Why use an existing Peppol service provider?

Using an existing paid service makes it easier to submit e-invoices to both the direct federal administration and other connected participants from the public and private sectors. Peppol supports numerous input and output formats as well as various ways 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.

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 via the email address provided under "Further information" at the end of this document.

Submitting e-invoices to the OZG-RE via Peppol

Submitting invoices to 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 OZG-RE portal, the Peppol ID consists of the buyer reference (*Leitweg-ID*) preceded by the prefix 0204. For example, if an institution's buyer reference is "991-33333TEST-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 Electronic Address Schemes can be found on the Peppol Docs website. With the consolidation of the two platforms, all existing Peppol IDs that were registered via the ZRE by 19 September 2025 have been transferred to the OZG-RE platform. No action is required from the invoice issuer for this transition.

Tracking invoices submitted via Peppol

Invoice issuers can track e-invoices submitted via Peppol in the OZG-RE portal. They can view the status and processing history of their submitted invoices on the invoice status pages of both portals (“Invoice status”).

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 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 transmission channel. 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. Inserting the XML or CSV document into an e-invoice

You have the following options to insert the XML or CSV 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 mimeCode="application/xml"
filename="Verifizierungs_Anhang_PEPPOL.xml">BASE_64_ENCODED_XML</cbc:
EmbeddedDocumentBinaryObject>
      </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 Procurement Office of the Federal Ministry of the Interior.

Learn more about e-invoicing and Peppol on the official website on e-invoicing of the Procurement Office of the Federal Ministry of the Interior.

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