Procurement Office
of the Federal Ministry
of the Interior

Three 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.

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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.**

   Starting at the end of September 2025, the OZG-RE will be the sole invoice submission platform of the federal administration; the operation of the ZRE was discontinued in Q4/2025. The OZG-RE provides a platform through which invoices can be submitted to the direct federal administration, as well as to parts of the indirect federal administration and some federal states. To use the platform, a one-time registration is required. Registration is free of charge and must be completed regardless of the chosen transmission channel.

2. For invoices created using electronic invoicing software, the following **transmission methods** are available: **Peppol**, **email**, and **manual upload**. You should select your preferred transmission method before sending your invoice.

3. 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.