



# The federal invoice submission portals

## Information for suppliers of goods and services to public-sector contracting authorities

Existing regulations on invoice processing in the federal administration mean that you have been required, since 27 November 2020, to send electronic invoices to your contracting authority in the federal administration.

This requirement does not apply in case of certain exceptions. Exceptions are given in section 3 of the [federal E-Invoicing Ordinance \(PDF\)](#) (*E-Rechnungsverordnung, ERechV*). For example, it is still possible to submit invoices in paper form for direct orders valued at up to €1,000 net.



## What is an electronic invoice? And what is the XRechnung standard?

As defined in the federal E-Invoicing Ordinance and in Directive 2014/55/EU on electronic invoicing in public procurement, an electronic invoice is an invoice that has been issued, transmitted and received in a structured electronic format. This must be a format which allows automated and electronic processing of the invoice. Therefore, **an electronic invoice cannot be an image file or a simple PDF document.**

The requirements are based on the European standard EN 16931 and the German specifications of that standard. This resulted in the **XRechnung standard** for public procurement invoices sent to Germany's public administration.

The **XRechnung** standard can also be used for submitting invoices to federal state and local contracting authorities. The latest version of the standard can be downloaded free of charge on the [XEinkauf website](#) (German only) .

An electronic invoice compliant with the XRechnung standard is a structured, standardised XML data record. Data from such invoices can be processed digitally in an accounting system, and all related documents can be embedded in the invoice.



## How can I submit an electronic invoice to the federal administration?

Electronic invoices for contracts with the **federal administration** can be transmitted using the Online Access Act-compliant Invoice Submission Portal (OZG-RE), which has been the sole platform since September 2025. The previously used Central Invoice Submission Portal (ZRE) was decommissioned at the end of September 2025.

You can access the portal via the [e-invoicing website](#) or directly via [OZG-RE](#). There you can register to use the portals. The registration process is similar to that of other websites. Once you have entered all the necessary data and accepted the terms of use and the privacy statement, a link to activate your account will be sent to the email address you provided. Clicking on the link completes the registration process and activates your user account.

Electronic invoices created using other standards are also accepted. However, they must comply with the European standard, the terms of use for the invoice submission portal in question and the requirements of the E-Invoicing Ordinance.

In addition to using your OZG-RE account, since February 2024 it has been possible to operate the OZG-RE via “*Mein Unternehmenskonto*” (a standardised user account for companies in Germany which is based on the ELSTER software for filing tax returns). No data is transmitted or synchronised between these two accounts. This means, for example, that the status of invoices you submit via your OZG-RE account can only be viewed on the “Invoice status” page of your OZG-RE account. Further information on registering with and using “*Mein Unternehmenskonto*” (based on the ELSTER tax software) can be found on the [FAQ page](#) of the “*Mein Unternehmenskonto*” website (German only).



## How do I submit electronic invoices using the portals?

You can submit electronic invoices using one of the following five options:



**Web submission:** You can create and send electronic invoices directly and manually via your web browser, then download them for your records.



**Upload:** You can upload and send electronic invoices you have created yourself.



**Email:** After registering you will receive an individual email address to use for submitting invoices.



**Peppol:** You can submit electronic invoices from within your own software via automated information exchange (machine-to-machine communication).

## What information must I provide when creating my own electronic invoices?

If you can create your own electronic invoices, you may submit them via upload, email or Peppol. When creating electronic invoices compliant with the XRechnung standard or the European standard EN 16931, you must provide **at least** the following information required by section 5 of the E-Invoicing Ordinance:

Table 1: Required Information

Information required by section 5 of the E-Invoicing Ordinance	To be entered in the following fields of an XRechnung (see XRechnung, current version)
Buyer reference (Leitweg-ID)	BT-10  (BT = Business Term or information element)  (BT fields and BG groups are used to identify and categorise information elements in an invoice)



Information required by section 5 of the E-Invoicing Ordinance	To be entered in the following fields of an XRechnung (see XRechnung, current version)
Bank details	For credit transfer: BG-17 (BT-84 to BT-86)  For direct debit: BG-19 (BT-89 to BT-91)  (BG = Business Group or group of information elements)
Payment terms	BT-20 and/or BT-9
Email	BT-43
Seller identifier (if provided by the contracting authority)	BT-29
Purchase order reference (if provided by the contracting authority)	BT-13

Please note: Information on [the current version of the XRechnung standard](#) is provided by the Coordination Office for IT Standards (KoSIT). Since 1 February 2024, the following BT fields have also been mandatory: “Business process type” (BT-23); “Seller electronic address” (BT-34); “Buyer electronic address” (BT-49). For more information, see the [e-invoicing website](#).



## How does my invoice reach the correct recipient via the submission portals?

To ensure that your electronic invoice can be forwarded from the relevant submission portal to the intended recipient, you must provide the **buyer reference** (*Leitweg-ID*), which is the recipient's unique identifier. Your contracting authority should provide you with its buyer reference. If you do not have it, please ask the contracting authority. To use the Peppol transmission method, you will need a participant ID (also known as Peppol ID) in order to be properly addressed. For offices of the federal administration which are connected to the OZG-RE, please note: the participant ID is composed of the prefix 0204 and a buyer reference (e.g. 0204:991-33333TEST-33).

## How can I check the status of electronic invoices I've submitted?

After you submit your electronic invoice, the OZG-RE immediately checks whether the invoice data are complete and meet the formal requirements so they can be processed. No matter which transmission method you use to submit your invoices, you can check the status of invoices in your user account. If you use Peppol, you will receive an automated reply confirming that the invoice was successfully transmitted.

## Where can I enter information about discounts?

Information about discounts can be entered in the field "Payment terms" (BT-20) in the web submission form.



## **Can I add attachments to an electronic invoice?**

You can add up to 200 attachments to your electronic invoice by embedding them in the XML file. A technical solution for sending supporting attachments larger than 15 MB (large attachments) has been successfully rolled out for the OZG-RE.

The following types of attachments are possible:

- PDF files
- Image files (PNG, JPEG)
- Text files (CSV)
- Excel sheets (XLSX)
- OpenDocument tables (ODS)
- XML (since 1 January 2021, using the XRechnung extension)

## **How can I help make sure I am paid on time?**

To ensure that your invoice is processed and paid as smoothly as possible, it helps to avoid using symbols that are not permitted in financial transactions (such as / | \$ | %).



## Where can I find more information?

You can find more information about the XRechnung standard on the website of the [Coordination Office for IT Standards \(KoSIT\)](#) (German only).

Helpful information for invoice senders is also available on the German government's official [e-invoicing website](#).

## Where can I find help if I have questions or problems?

Help is available to answer invoice issuers' questions about electronic invoicing in general, and questions about the federal invoice submission portals.

## Questions about the OZG-RE:

Tel.: +49 30 2598 4436

Email: [sendersupport-xrechnung@bdr.de](mailto:sendersupport-xrechnung@bdr.de)

The telephone support service is available Monday through Friday from 8:00 to 16:00.

If you have questions about the buyer reference (*Leitweg-ID*) or OZG-RE, please contact your contracting authority.