

Image: Schütze AG



Operating guide for the web interface of the federal Central Invoice Submission Portal (ZRE)

Operating guide to manually producing electronic invoices
(and test invoices) in XRechnung standard format – for
suppliers and service providers to the federal administration

Version 0.1

Last updated: 16th September 2020

Point of contact for questions about the federal Central Invoice Submission Portal (ZRE):

Support hotline: +49 30 2598 4436

Monday to Friday from 8:00 a.m. to 4:00 p.m.

How are electronic invoices in XRechnung standard prepared and submitted using the German federal Central Invoice Submission Portal (ZRE)?

Background / Basics

As part of the digital transformation of the public administration, the German government has set up a standard electronic route for submitting invoices to the direct federal administration: the **federal Central Invoice Submission Portal (ZRE)** (German name: *Zentrale Rechnungseingangsplattform (ZRE) des Bundes*)¹.

You can use the ZRE to create electronic invoices and send them to recipients in the direct federal administration. During the process, electronic invoices are automatically checked to ensure that they are formally correct and complete. Details of requirements and accepted formats for electronic invoices can be found in the ZRE terms of use. The terms of use can be accessed via the ZRE web interface.

The invoices you create are forwarded to the customer by means of a buyer reference (“Leitweg-ID”), which the customer should have provided you with. Please ask your customer for a buyer reference if they have not yet provided you with one.

You can submit electronic invoices via the ZRE using the following transmission methods:

- web submission
- upload
- e-mail (production environment: xrechnung@portal.bund.de; test environment: ref.erechnung@portal.bund.de and ref.xrechnung@portal.bund.de)

In future, it will be possible to submit electronic invoices using two additional transmission methods:

- De-Mail
- Peppol

Please note that no matter which transmission method you use, you will have to create a ZRE account.

About this guide

The purpose of this operating guide is to familiarize suppliers and service providers with the ZRE web interface. The various steps involved in preparing an electronic invoice are explained using screenshots of the English language version of the ZRE interface.

The ZRE **test environment** can be accessed here: ref.xrechnung.bund.de. You can use it to test or practise general functions (such as creating invoices or administering user accounts). This is the environment on which this operating guide is based.

The **test environment** and the **production environment** are different systems. As an invoice sender you must create a separate account for each environment. Since the test environment is used for testing and development purposes, it may differ from the production environment. **Under no circumstances** should you use the production environment for test or practice purposes. The data displayed in this operating guide are fictitious and are included only as examples.

¹ The comprehensive organizational strategy behind the transmission of electronic invoices via the ZRE can be found here: https://www.verwaltung-innovativ.de/SharedDocs/Publikationen/Organisation/e_rechnung_Architekturkonzept.pdf?__blob=publicationFile&v=4.

Important note

Please note that the screenshots on pages 7, 9, 12 and 31 of this document have not yet been translated into English, but will be translated in future.

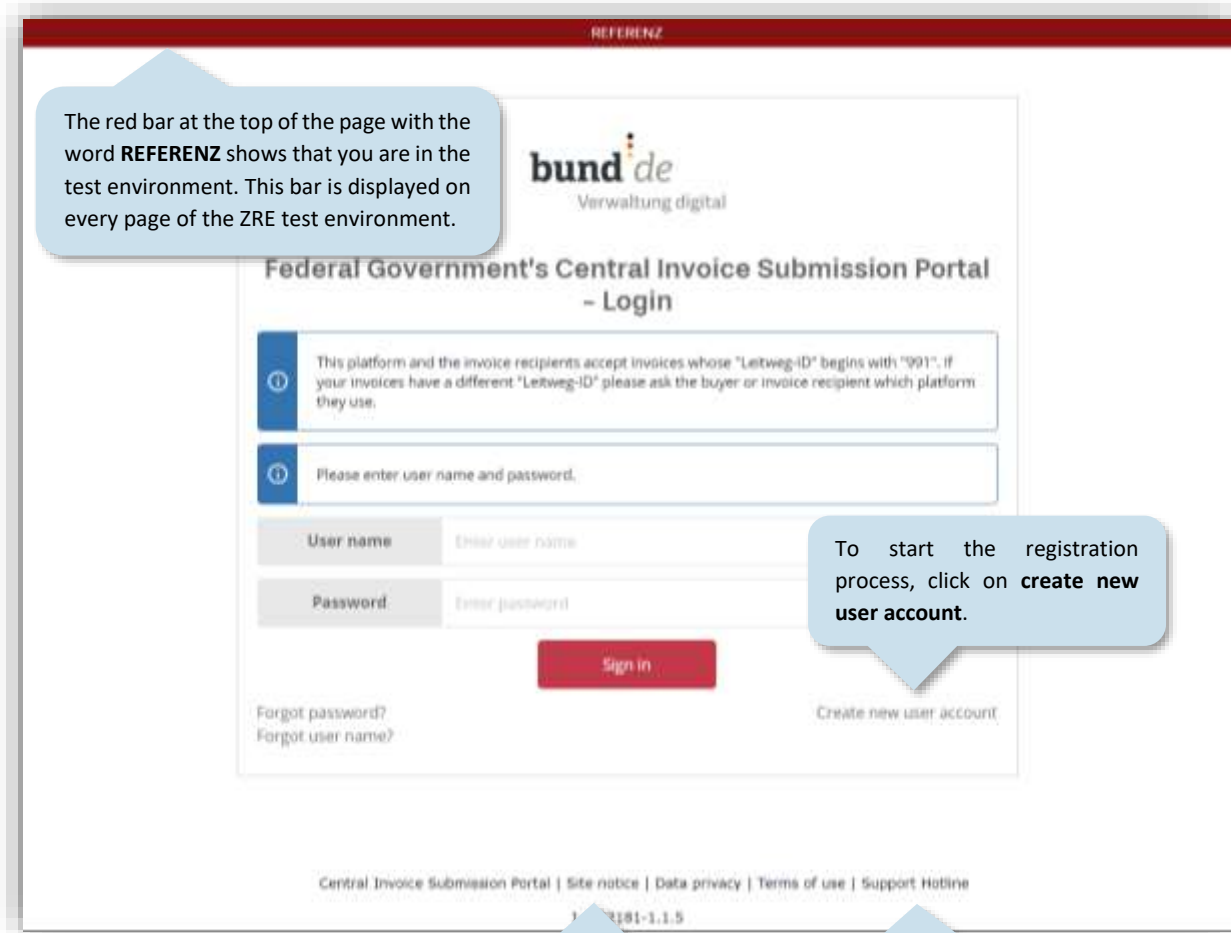
Please note that during the registration process, the registration portal could switch to the German version, even if the language has been changed to English in the ZRE settings. This might be solved by changing the settings of your internet browser to English. This problem is currently being worked on and will be resolved as soon as possible.

Contents

Background / Basics	2
About this guide	2
1 Registration	5
2 Login	8
2.1 Account overview	10
2.2 Account registration	11
3 User management	13
4 Creating invoices	15
4.1 Entering invoice data (1/9)	18
4.2 Information about the invoice sender (2/9)	21
4.3 Information about the invoice recipient (3/9)	23
4.4 Invoice lines (4/9)	24
4.5 Invoice amounts (5/9)	25
4.6 Bank transfer details (6/9)	26
4.7 Attaching additional documents (7/9)	27
4.8 Completing the invoice (8/9)	28
4.9 Confirming the invoice (9/9)	33
5 Creating an invoice template / downloading a draft invoice	34
6 Continuing to edit an invoice you started earlier	35
7 Uploading invoice files	38
8 Viewing invoice status	40
9 ZRE user profile	43
10 Transmission via e-mail	45

1 Registration

As an invoice sender you can access the ZRE web interface at ref.xrechnung.bund.de (test environment), which will take you straight to the **login** page. Here you can either sign in with your username and password or create a new user account.



The screenshot shows the login page of the Federal Government's Central Invoice Submission Portal (ZRE). At the top, a red bar contains the word "REFERENZ". Below this is the "bund.de" logo with the tagline "Verwaltung digital". The main heading is "Federal Government's Central Invoice Submission Portal - Login". The page features two informational messages: one about Leitweg-ID and another asking for user name and password. There are input fields for "User name" and "Password", a red "Sign in" button, and links for "Forgot password?", "Forgot user name?", and "Create new user account".

The red bar at the top of the page with the word **REFERENZ** shows that you are in the test environment. This bar is displayed on every page of the ZRE test environment.

To start the registration process, click on **create new user account**.

The **site notice** provides contact information for the ZRE.

The **support hotline** provides first-level support and helps you to resolve issues.

Clicking on **create new user account** will take you to the registration page, where you can create an account.

The screenshot shows the registration page for the Central Invoice Submission Portal (ZRE). The page title is "User account - Create new account". The header includes the "bund.de" logo and the text "Verwaltung digital". A red bar at the top contains the word "REFERENZ".

The registration form includes the following fields and instructions:

- User name ***: A text input field with a help icon.
- First name ***: A text input field.
- Last name ***: A text input field.
- Email ***: A text input field with a help icon. A callout box notes: "Please note that your e-mail address may not contain any umlauts (as in the German letters ä, ö and ü)."
- Telephone number**: A text input field.
- Password ***: A text input field with a help icon. A callout box notes: "Please note that a secure password must contain at least eight characters, one capital letter, one lower-case letter, one number and one special character."
- Repeat password ***: A text input field.

Below the form is a checkbox: I hereby accept the [terms of use](#) and [privacy policy](#).

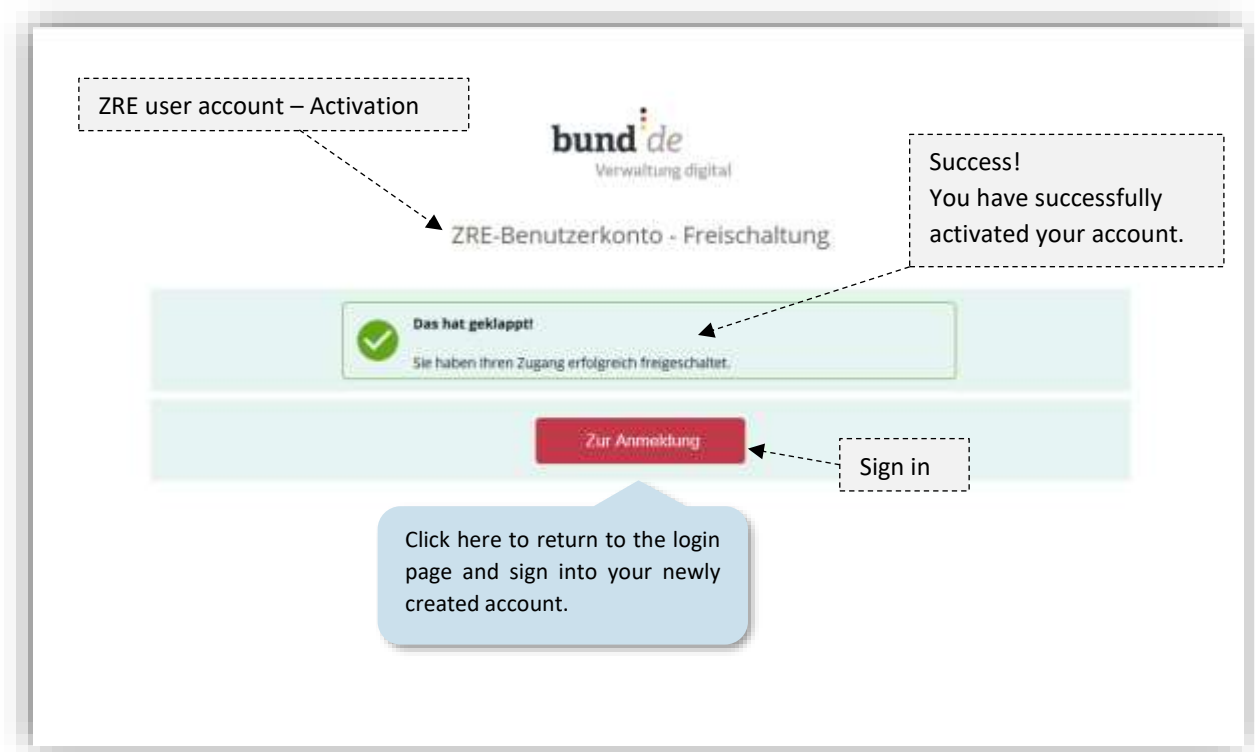
At the bottom of the form are two buttons: a red "Register now" button and a "Cancel" button. A callout box points to the "Register now" button: "Having filled out the form, click on **register now** to complete the process." Another callout box points to the checkbox: "You will also need to accept the **terms of use** and **privacy policy**."

The footer contains the text: "Central Invoice Submission Portal | Site notice | Data privacy | Terms of use | Support Hotline" and the version number "1.0.21467-1.0.119".

Having registered successfully, an activation link will be sent to the e-mail address you provided. Please click on the link to activate your user account.

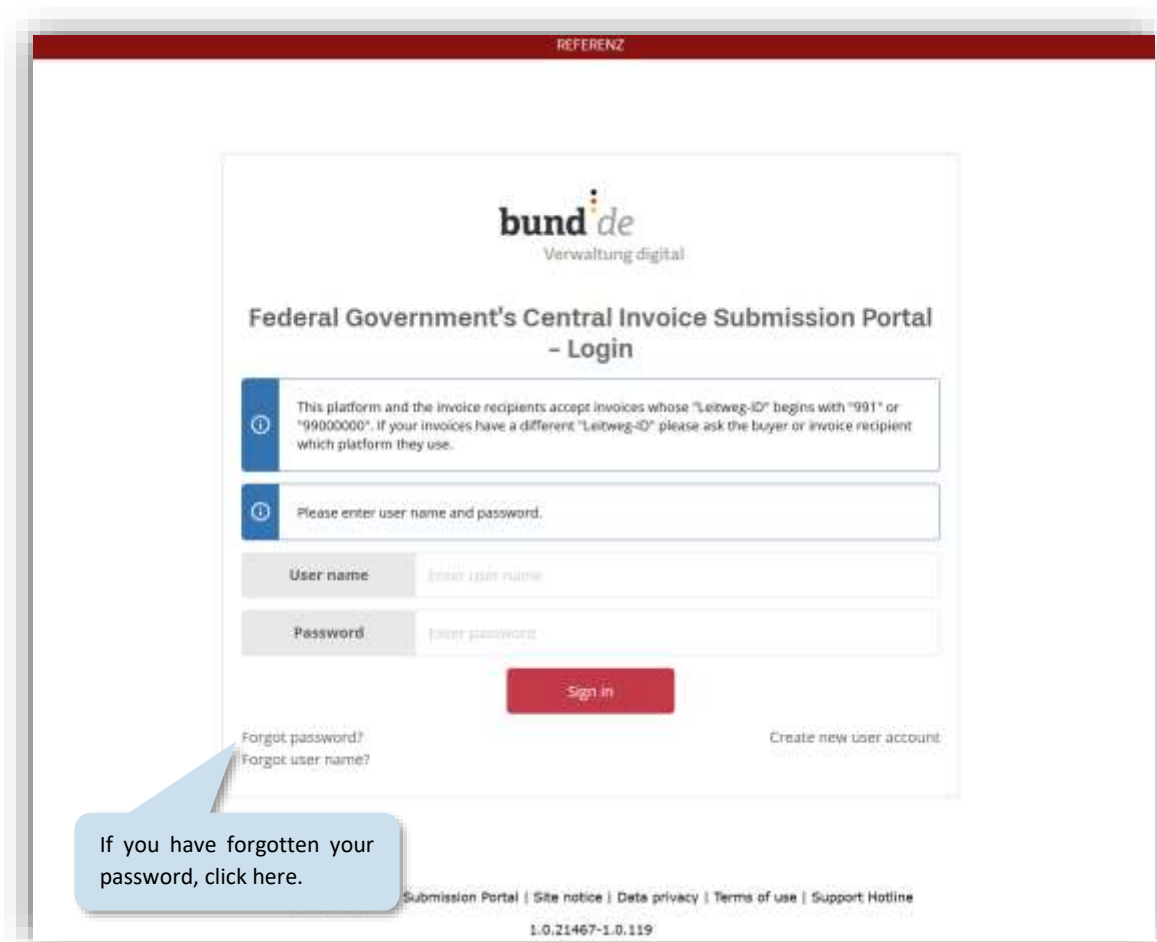


Clicking on the link will take you to the screen shown below, which indicates that your ZRE user account has been activated and you can sign in.



2 Login

As an invoice sender, if you are already registered, you can access the ZRE web interface at ref.xrechnung.bund.de (test environment) and sign into your account.



REFERENZ

bund.de
Verwaltung digital

Federal Government's Central Invoice Submission Portal - Login

i This platform and the invoice recipients accept invoices whose "Leitweg-ID" begins with "991" or "99000000". If your invoices have a different "Leitweg-ID", please ask the buyer or invoice recipient which platform they use.

i Please enter user name and password.

User name

Password

Sign in

[Forgot password?](#) [Forgot user name?](#) [Create new user account.](#)

Submission Portal | Site notice | Data privacy | Terms of use | Support Hotline

1.0.21467-1.0.119

If you have forgotten your password, click here.

To receive an e-mail link to reset your password, you will need to enter your username.

Once you have received the e-mail link, click on it. This will take you to the following screen, where you can enter a new password of your choice.

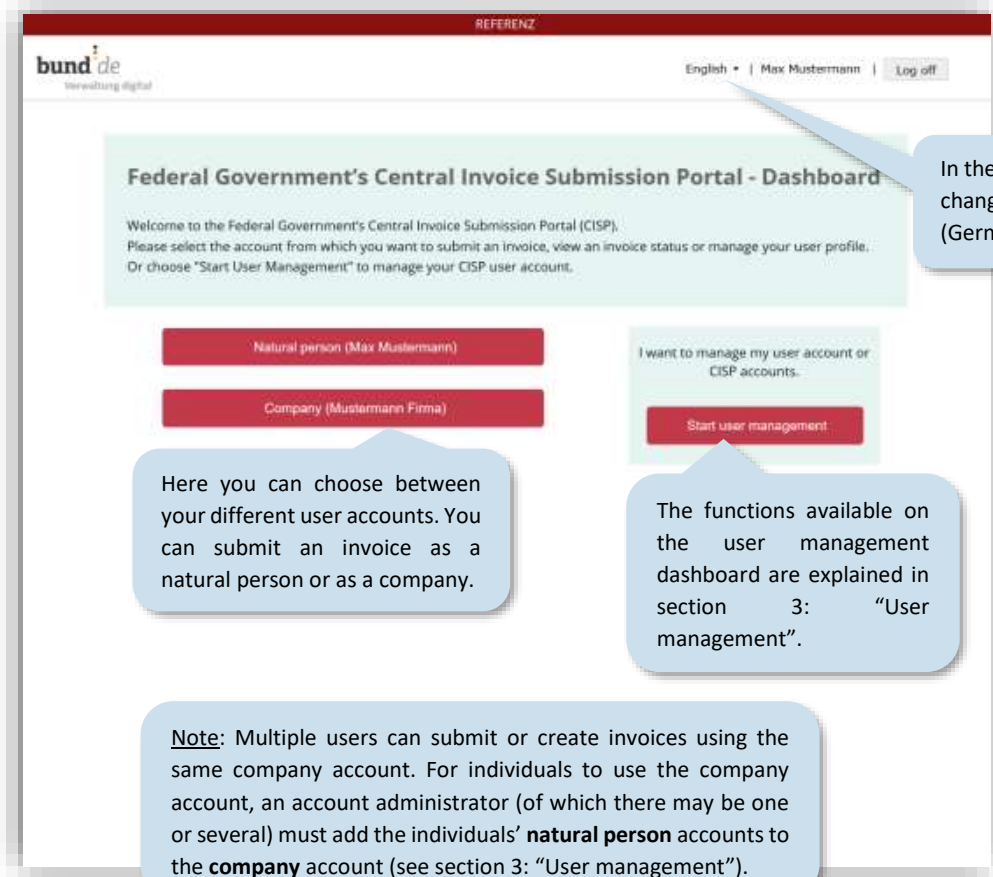
Please enter your new password and click on "change password".

The password must consist of at least eight characters, including one capital letter, one lower case letter, one number and one special character.

Enter the new password once again in the field **re-enter password**. If the two passwords match, you will be taken to a page telling you that the password has been changed successfully. From there you can return to the login page.

2.1 Account overview

Once you have logged in, you must select a user account with which to use the ZRE. Select an account type from the left-hand side of the screen (**natural person** or **company**). This will take you to the dashboard. Your choice of account does not affect the functions available to you. From the dashboard you will be able to access all four main functions of the ZRE. For detailed information on the different functions see section 4 onwards.



The screenshot shows the dashboard of the Federal Government's Central Invoice Submission Portal (CISP). The page title is "Federal Government's Central Invoice Submission Portal - Dashboard". The navigation bar includes the "bund.de" logo, the text "English", the user name "Max Mustermann", and a "Log off" button. The main content area contains a welcome message and two primary options: "Natural person (Max Mustermann)" and "Company (Mustermann Firma)". A secondary section titled "I want to manage my user account or CISP accounts" contains a "Start user management" button. Callouts provide additional context: one points to the language settings in the navigation bar, another explains the user account selection options, and a third explains the user management dashboard. A note at the bottom clarifies that multiple users can use the same company account.

In the navigation bar you can change the language settings (German or English).

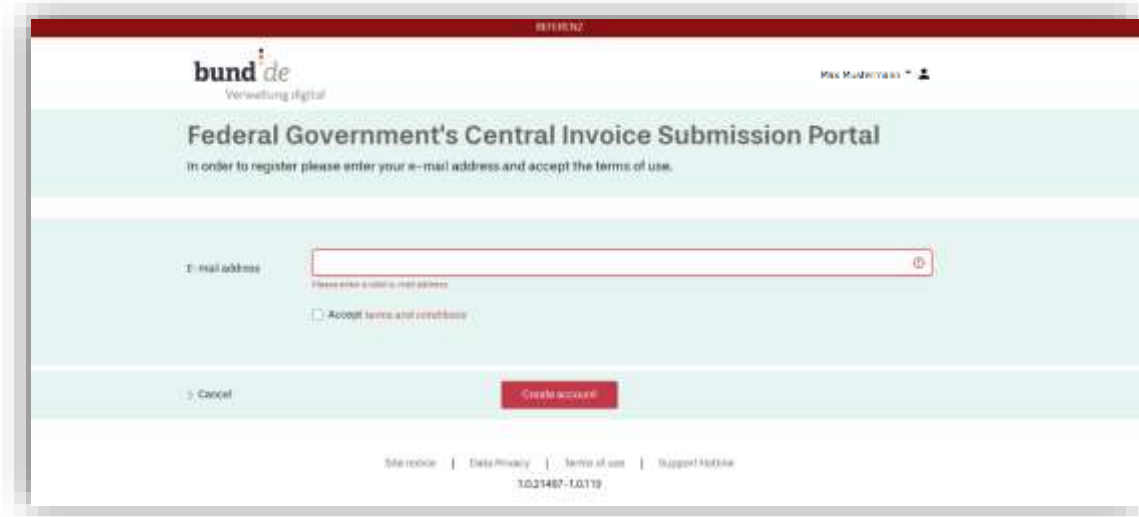
Here you can choose between your different user accounts. You can submit an invoice as a natural person or as a company.

The functions available on the user management dashboard are explained in section 3: "User management".

Note: Multiple users can submit or create invoices using the same company account. For individuals to use the company account, an account administrator (of which there may be one or several) must add the individuals' **natural person** accounts to the **company** account (see section 3: "User management").

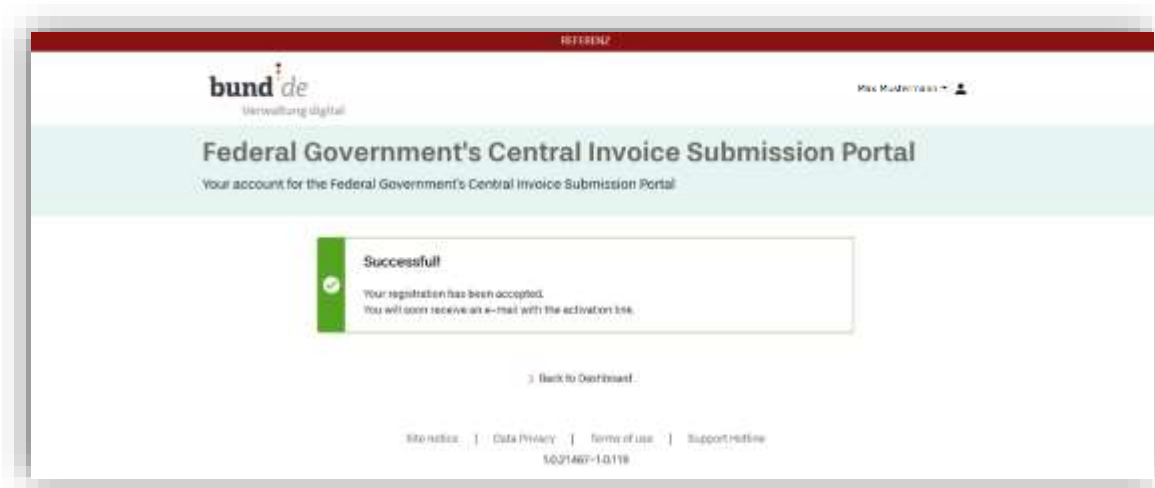
2.2 Account registration

If you are using the ZRE for the first time, your account must be enabled to create invoices. For this, an additional registration process is required. On your first attempt to enter the menu for creating invoices, you will be taken to the following page.



The screenshot shows the registration page of the Federal Government's Central Invoice Submission Portal. At the top, the logo 'bund.de' and 'Verwaltung digital' are visible. The page title is 'Federal Government's Central Invoice Submission Portal'. Below the title, there is a prompt: 'In order to register please enter your e-mail address and accept the terms of use.' A form field for 'E-mail address' is present, with a placeholder text 'Please enter a valid e-mail address'. Below the form field, there is a checkbox labeled 'Accept terms and conditions'. At the bottom of the form, there are two buttons: 'Cancel' and 'Create account'. The footer contains links for 'Site notice', 'Data Privacy', 'Terms of use', and 'Support Hotline', along with the phone number '1021467-10119'.

Once you have entered your e-mail address and accepted the terms of use, you will receive another activation link.



The screenshot shows the successful registration confirmation page. The page title is 'Federal Government's Central Invoice Submission Portal'. Below the title, there is a sub-header: 'Your account for the Federal Government's Central Invoice Submission Portal'. A green success message box is displayed, containing the text: 'Successful', 'Your registration has been accepted.', and 'You will soon receive an e-mail with the activation link.' Below the message box, there is a button labeled 'Back to Dashboard'. The footer contains links for 'Site notice', 'Data Privacy', 'Terms of use', and 'Support Hotline', along with the phone number '1021467-10119'.

As soon as you have clicked on the activation link, your registration is complete, and you can begin creating invoices.

Federal Central Invoice Submission Portal

Your registration with the federal Central Invoice Submission Portal

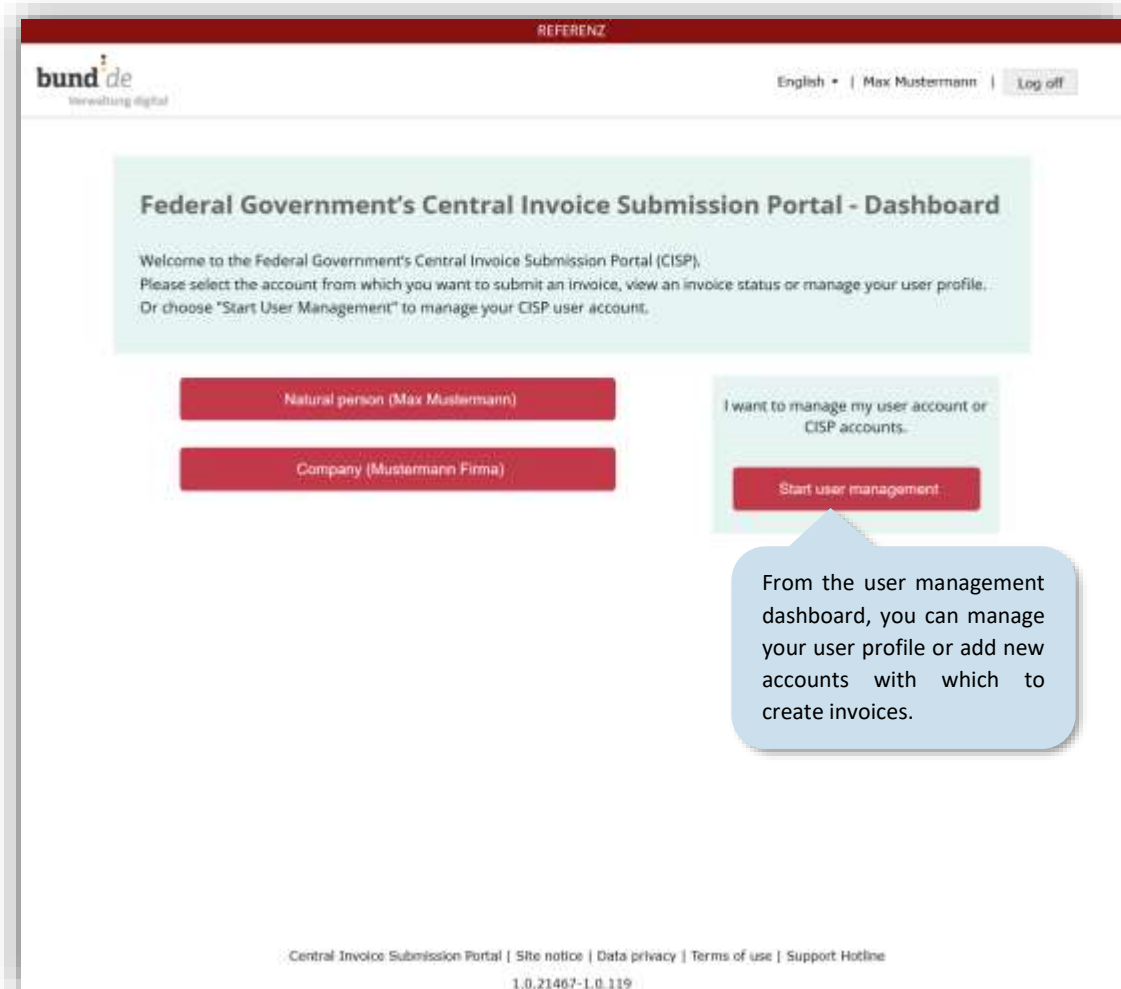


Success!
Activation of your ZRE account is now complete.

Dashboard

3 User management

You can manage your ZRE user account via the user management dashboard. To do this, click on “Start user management”.



REFERENZ

bund.de
investing digital

English • | Max Mustermann | Log off

Federal Government's Central Invoice Submission Portal - Dashboard

Welcome to the Federal Government's Central Invoice Submission Portal (CISP).
Please select the account from which you want to submit an invoice, view an invoice status or manage your user profile.
Or choose "Start User Management" to manage your CISP user account.

Natural person (Max Mustermann)

Company (Mustermann Firma)

I want to manage my user account or CISP accounts.

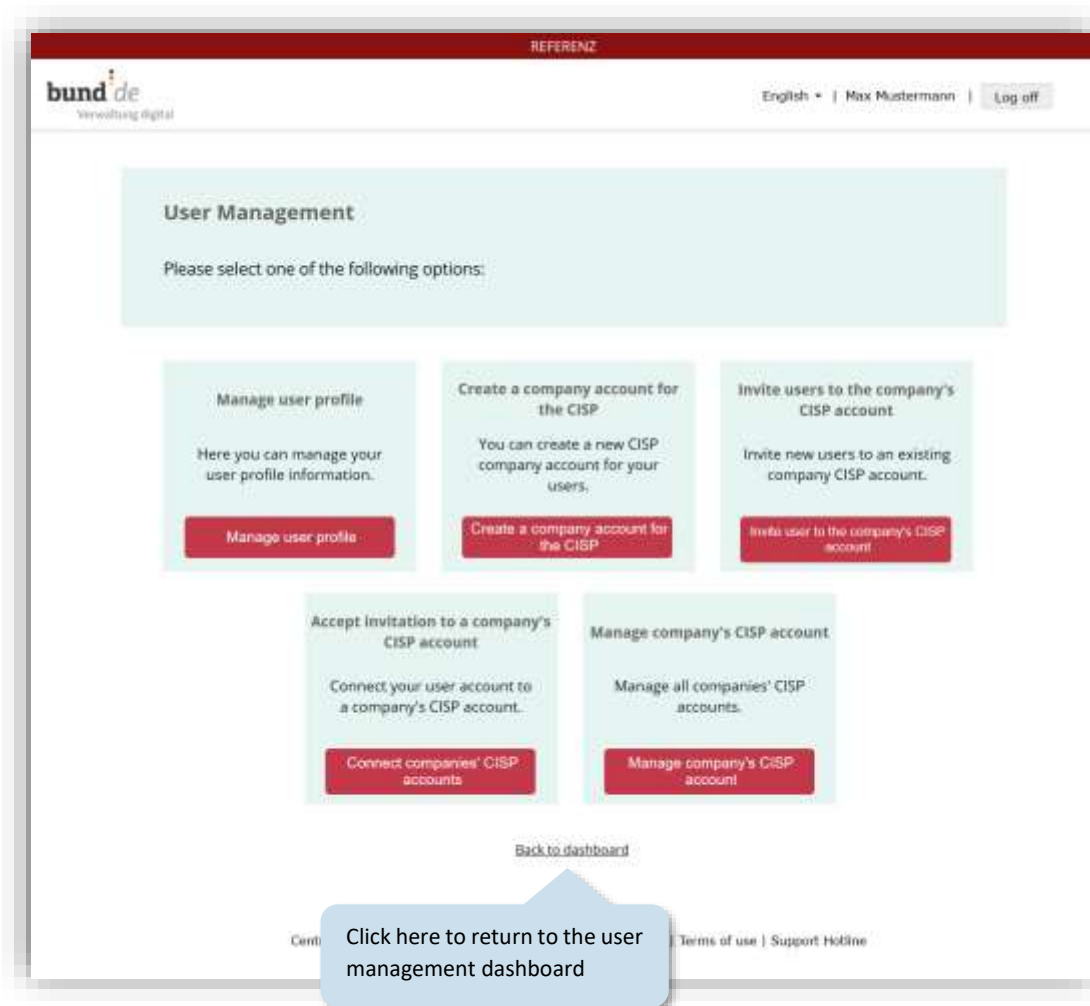
Start user management

From the user management dashboard, you can manage your user profile or add new accounts with which to create invoices.

Central Invoice Submission Portal | Site notice | Data privacy | Terms of use | Support Hotline

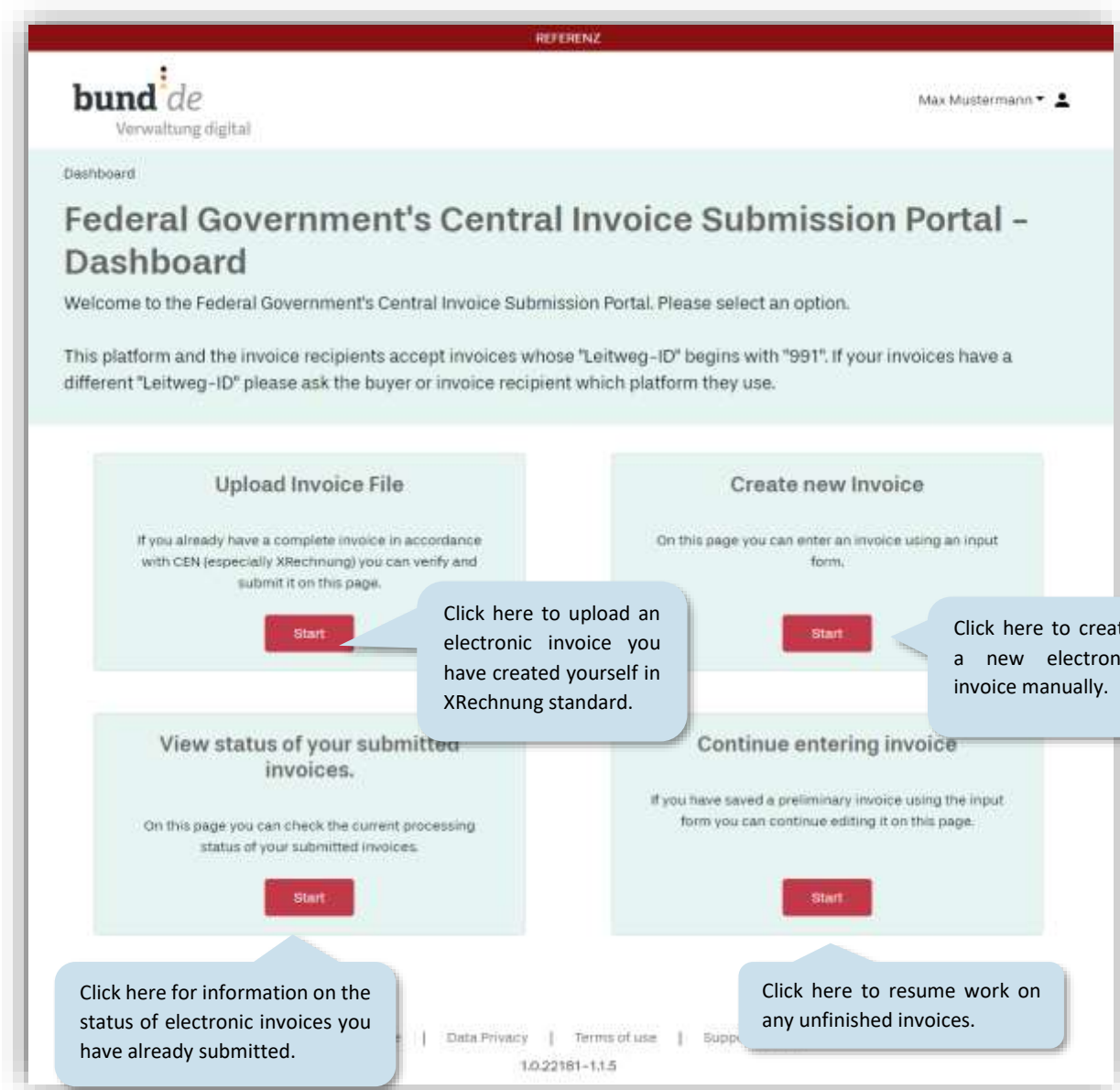
1.0.21467-1.0.119

On the user management page of your account you have a number of options to choose from. Apart from managing your own user profile, you can create and manage a company account and add users. Select one of the options.



4 Creating invoices

Once you have selected an account on the user management dashboard, you will arrive at the ZRE dashboard, where you can choose between various options for creating invoices.



General notes on creating electronic invoices manually

Various functions are available to you when creating a new electronic invoice. These are explained in the screenshot below. Items marked with an asterisk (*) are required and must be filled out to complete the invoice.

At any time, you can use the drop-down menu next to your username to access your ZRE user profile, change to another account, or log out of the ZRE.

If you want to save a draft of your unfinished invoice, click on **download invoice draft** to download it as a file. To continue working on the invoice you must upload the downloaded file using the option **continue entering invoice** (see section 6).

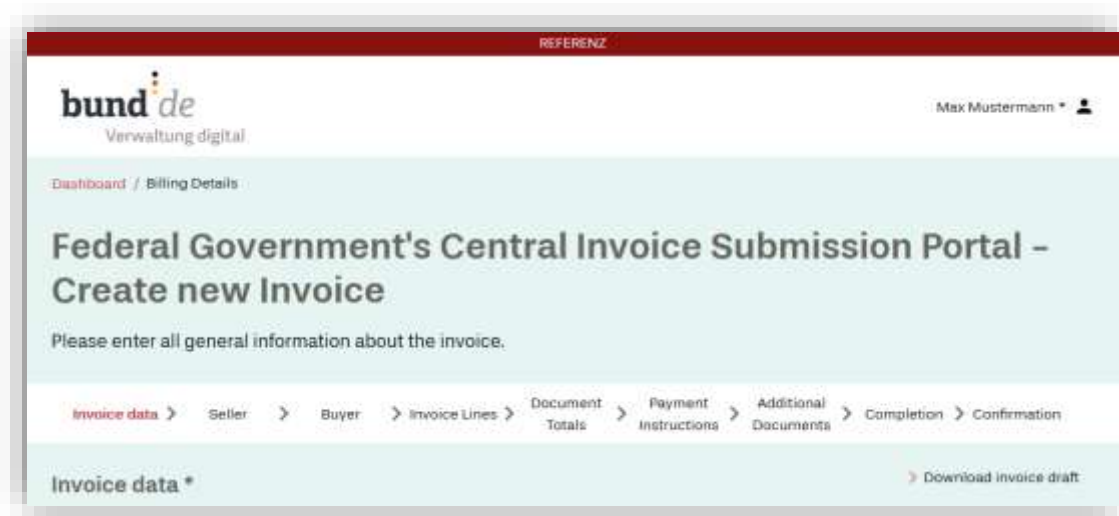
Note: You can also create templates using this method.

Clicking here will **cancel** the process of creating an invoice. All the information you entered will be deleted and you will return to the dashboard.

If you click on **discard invoice**, the information you entered will be deleted and you can begin entering information for a new invoice.

The invoice creation process

The process of creating an electronic invoice using the ZRE can be divided into nine steps. You can save the invoice at any step during the process and upload it again later to continue working on it.



4.1 Entering invoice data (1/9)

In the screen entitled **invoice data** you can enter basic key data for your invoice.

Select one of the specified types of invoice here

Detailed descriptions are available for almost all of the fields. These can be viewed by clicking on the question mark symbol next to the relevant field.

Your customer will provide you with a buyer reference ("Leitweg-ID"). This allows the recipient to be accurately identified in the electronic transmission process. If you do not know your customer's "Leitweg-ID", you can search for it by clicking on **determine buyer reference**.

You can find out the buyer reference ("Leitweg-ID") of the invoice recipient by entering their name/reference or budget manager number.

The screenshot shows a web interface for determining a buyer reference. The main heading is "Determine Buyer Reference". Below it, there is a note: "Please note: The federal and state submission platforms. Please ask to use:". A search section follows, with the text: "Search It's possible to enter a * before and after the search text as a wildcard. The search text must be at least 3 characters long." There are three input fields labeled "Buyer", "Feinadressierung", and "Organisation". Below these fields are buttons for "Search" (in red) and "Clear Search". At the bottom of the search area is a "Cancel" button. A callout box on the right explains wildcard usage: "The use of asterisks as wildcards as follows will usually help you in your search: *xxx (search results must end with the characters after the asterisk) xxx* (search results must begin with the characters before the asterisk) *xxx* (search results must contain the characters between the two asterisks)".

Once you have entered the recipient's buyer reference ("Leitweg-ID"), you can continue to enter more invoice data.

Invoice data *

Invoice type * Commercial invoice

The first (Grobadressierung) and last (Check digit) parts of the buyer reference can differ from the buyer reference on hand.

Buyer reference * 99 1

Grobadressierung * Feinadressierung * Check digit *

Please enter a 5-10-digit Feinadressierung.

Determine Buyer Reference

Invoice number * 20200122001

Invoice issue date * 22/01/2020

Currency * Euro

Purchase order number 0987054321

Payment due date * 05/02/2020

Payment Terms

Cash Discounts

+ Add cash discount

Delays

+ Add delay

Other terms of payment

Invoicing period From To

Invoice note

Invoice references

Next

Data Privacy | Terms of use | Support Hotline
1.0.21467-1.0.119

If you have received an invoice number from your customer, enter it here.

You can enter additional payment conditions here.

You can add information on cash discounts or payment delays by clicking on the plus signs here. Information about the discount/delay deadlines (number of days and percentage) is required. The basic amount on which the discount or delay is based can be entered at will (your choice is not restricted). You can enter various details about discounts and delays.

If you rendered a service within a certain period of time, you can specify that period here.

Click on **invoice references** to enter specific information such as project number, contract number, sales order number, tender number, or object identifier.

To proceed to the next screen, click **next**.

4.2 Information about the invoice sender (2/9)

In the screen entitled **seller** you can enter your identity, postal address and contact details.

The screenshot shows the 'Seller' page in the portal. The breadcrumb navigation is: Invoice data > **Seller** > Buyer > Invoice Lines > Document Totals > Payment Instructions. The page title is 'Federal Government's Central Invoice Submission Portal - Create invoice'. The user is logged in as 'Max Mustermann'.

Information on the seller *

- I would like to submit the invoice as a microentrepreneur.
- Business name * Max Musterverkäufer
- Other trade name
- Identifier
- VAT identifier
- Tax registration number
- Additional legal information

Seller postal address *

- Street / house number
- Post-office box
- Post code / City *
- Federal state
- Country * Germany

Seller contact details

- Name * Max Musterverkäufer
- E-mail * maxmustermann@test.de
- Telephone * 12345678

Payee other than seller

Tax Representative

Buttons: Previous, Next, Discard invoice

Footer: Site notice, Hotline

Seller refers to you, the supplier or service provider.

If your trade name is different from your company name, you can enter your trade name here.

You must enter either your VAT ID or tax number to proceed to the next screen.

If your customer has provided you with a vendor number, you can enter it here.

Here you can enter information such as the name of the chairperson of the board or the names of supervisory board members.

Please enter the street name and house number of your company in the relevant field, as well as the post code and city/place name. It is not sufficient to enter a post-office box number.

If the payee's name is different from the company name, you can enter the relevant name here.

Check this box to display the fields in which to enter the information.

To return to the previous screen, click **previous**.

If while creating your invoice a validation error is identified (e.g. a required field has not been filled out), you will be notified of this as soon as you attempt to leave the current step in the process (i.e. the current screen).

The screenshot shows a web form with two main sections: "Seller postal address *" and "Seller contact details".

Seller postal address *

- Street / house number: [input field]
- Post-office box: [input field]
- Post code / City *: [input field] | [input field] (with error messages: "Please enter a post code." and "Please enter a city name.")
- Federal state: [input field]
- Country *: Germany [dropdown menu]

Seller contact details

- Name *: Max Musterverkäufer [input field]
- E-mail *: maxmustermann@test.de [input field]
- Telephone *: 12345678 [input field]

Additional options:

- Payee other than seller
- Seller's Tax Representative

(* Mandatory Field)

> Cancel

Navigation: Previous [button] Next [button]

Footer: Site notice | Data Privacy | Terms of use | Support Hotline 1.0.21467-1.0.119

Validation Error Dialog Box:

Validation Error [close icon]

Validation errors have occurred. Do you want to fix them now or at a later time?

Now [button] Later [button]

A notification appears if you have forgotten to fill in a required field, or if some information you have entered does not conform to requirements.

If you want to make the correction at a later time, click **later** to continue the process without correcting the error.

You will be reminded of these errors at the end of the invoice creation process.

4.3 Information about the invoice recipient (3/9)

In the screen entitled **buyer** you can enter details about your customer.

Information on the buyer *

Name * Please enter the name of the buyer.

Other trade name

VAT identifier

Identifier

Buyer postal address *

Street / house number

Post-office box

Post code / City *

Federal state

Country *

Buyer contact details

Delivery information

(* Manu...)

Terms of use | Support Hotline

no.21467-1.0.119

Callout 1: The term **buyer** here refers to your customer.

Callout 2: Please enter the full name of your customer here.

Callout 3: If your customer has a trade name that is different from their own name, you can enter their trade name here.

Callout 4: Please enter the street name and house number of your customer in the relevant field, as well as the post code and city/place name. It is not sufficient to enter a post-office box number.

Callout 5: Click here to display the fields in which to enter the **buyer contact details**.

Callout 6: Enter the **buyer contact details** here. Please also provide the name of a contact person.

Callout 7: If the recipient of the service or the place of delivery are different from those you entered previously for your customer, you can enter this information by checking the box marked **delivery information**. The relevant fields will then appear.

4.4 Invoice lines (4/9)

In the screen entitled **invoice lines** you can add specific line items to your invoice.

The screenshot shows the 'Create new Invoice' page in the 'bund.de' portal. The page title is 'Federal Government's Central Invoice Submission Portal - Create new Invoice'. Below the title, there is a breadcrumb trail: 'Invoice data > Seller > Buyer > Invoice Lines > Completion > Confirmation'. The main heading is 'Invoice Lines' with a 'Download invoice draft' link. The form contains the following fields and sections:

- Invoice line number:** A dropdown menu with '1' selected.
- Item number:** A text input field.
- Name:** A text input field.
- Quantity:** A dropdown menu with '1' selected.
- Unit:** A dropdown menu with 'Piece' selected.
- Item price (VAT-exclusive):** A text input field with '2,000' entered.
- Overall price (VAT-exclusive):** A text input field with '2,000,00' entered.
- VAT rate:** A dropdown menu with '19%' selected.
- Description:** A text input field.
- Enter additional data for invoice line:** A section with a 'Duplicate invoice line' button and three input fields: 'Account assignment', 'Invoice line number', and 'Item buyers identifier'.
- Invoice line allowances:** A section with a 'Reason for allowance' text area, a 'Base amount (VAT-exclusive)' input, a 'Percentage' input, and an 'Allowance (VAT-exclusive)' input.
- Invoice line charges:** A section with a 'Reason for charge' text area, a 'Base amount (VAT-exclusive)' input, a 'Percentage' input, and a 'Charge (VAT-exclusive)' input.
- Buttons:** 'Add invoice line', 'Previous', 'Next', and 'Discard invoice'.

Callout boxes provide the following instructions:

- 'Enter the correct item number here.' (points to the 'Item number' field)
- 'You can enter the VAT rate for the product or service here.' (points to the 'VAT rate' dropdown)
- 'Open this field to add additional data for the item in question.' (points to the 'Description' field)
- 'You can add further lines to your invoice here if required.' (points to the 'Add invoice line' button)
- 'You can add allowances and charges for each item by clicking on the plus signs. You will be required to give a reason for the allowance or charge and to enter the (net) amount. Various kinds of allowances and charges can be entered.' (points to the 'Add allowance' and 'Add charge' buttons)

4.5 Invoice amounts (5/9)

In the screen entitled **document totals**, the amounts from each invoice line item (entered in the previous screen) are added together. The total amounts are displayed and summarized according to their VAT rate. You can also add allowances and charges to the invoice as a whole.

The screenshot shows the 'Create new Invoice' screen in the ZRE system. The page title is 'bund.de Verwaltung digital'. The breadcrumb trail is: Dashboard / Document Totals. The main heading is 'Federal Government's Central Invoice Submission Portal - Create new Invoice'. Below the heading, there is a navigation bar with steps: Invoice data > Seller > Buyer > Invoice lines > Document Totals > Payment Instructions > Additional Documents > Completion > Confirmation. The 'Document Totals' step is highlighted in red. Below the navigation bar, there are two expandable sections: 'Invoice level allowance' and 'Invoice level charges'. The 'Invoice level VAT breakdown' section contains a table with three columns: 'Total amount (VAT-exclusive)*', 'VAT rate', and 'VAT amount*'. The first row shows a total amount of 2,000.00, a VAT rate of 19.00%, and a VAT amount of 380.00. Below the table is an 'Exemption reason' field. The 'Document Totals' section at the bottom lists various amounts: Sum of invoice line net amount* (2,000.00), Sum of allowances on document level, Sum of charges on document level, Invoice total amount without VAT* (2,000.00), Total VAT amount* (380.00), Total amount (VAT-inclusive)* (2,380.00), Paid amount, Rounding amount, and Amount due for payment* (2,380.00). Callout boxes provide explanations for several fields: 'This field shows the total taxable invoice amount in this VAT category.' (pointing to the 2,000.00 field), 'This field shows the total amount of VAT payable in this VAT category.' (pointing to the 380.00 field), 'In this field you can enter the reason for exemption from VAT tax.' (pointing to the exemption reason field), and 'In this section the totals of all the invoice amounts are automatically displayed as a summary.' (pointing to the Document Totals section).

4.6 Bank transfer details (6/9)

In the screen entitled **payment instructions** you can enter the bank transfer information required for your customer to send you the payment.

REFERENCEZ

bund.de
Verwaltung digital

Max Mustermann ▾

Dashboard / Payment instructions

Federal Government's Central Invoice Submission Portal – Create new Invoice

Please provide all necessary information for the payment instructions.

Invoice data > Seller > Buyer > Invoice Lines > Document Totals > **Payment Instructions** > Additional Documents > Completion > Confirmation

Payment instructions > Download invoice draft

Remittance reference:

Means of payment * Credit transfer
 Direct debit (only with SEPA Direct Debit mandate)

Account holder:

IBAN or account identifier *

BIC:

+ Add bank account

(* Mandatory Field)

> Cancel > Discard invoice

Site notice | Data Privacy | Terms of use | Support Hotline
1.0.21467-1.0.319

Reference information (e.g. invoice number) can be entered in this field (**remittance reference**) so that your invoice is correctly identified.

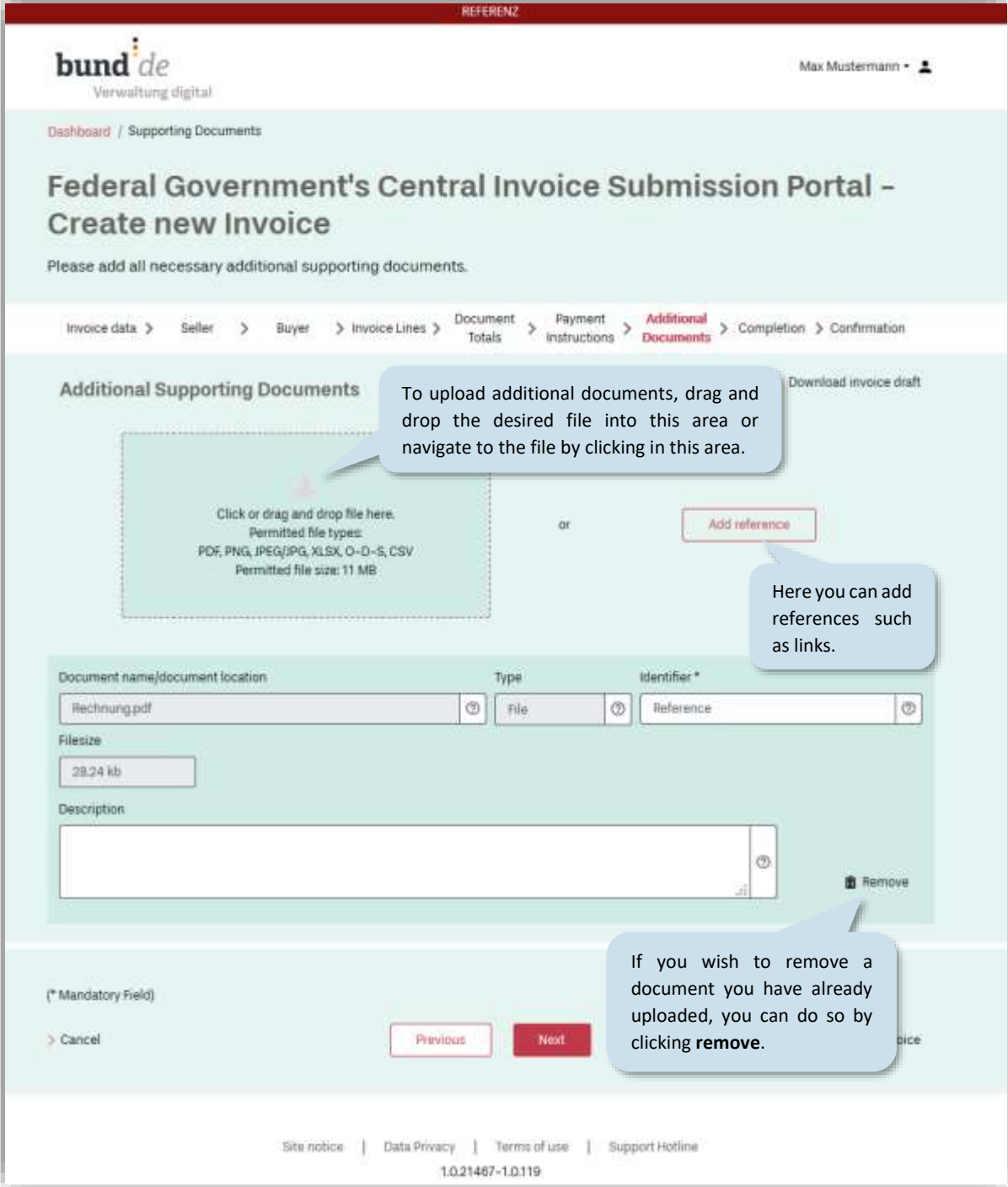
If you have arranged a **direct debit** with the invoice recipient, select that option here. Otherwise select **credit transfer** (i.e. bank transfer).

Please enter your International Bank Account Number (IBAN) so that your account can be properly identified.

If necessary, please enter your Bank Identifier Code (BIC) so that your bank can be properly identified.


4.7 Attaching additional documents (7/9)

In the screen entitled **additional documents** you can attach up to 200 files to support your invoice. The files should not exceed 11 MB in total.



REFERENZ

bund.de
Verwaltung digital

Max Mustermann • 

Dashboard / Supporting Documents

Federal Government's Central Invoice Submission Portal - Create new Invoice

Please add all necessary additional supporting documents.





Invoice data > Seller > Buyer > Invoice Lines > Document Totals > Payment Instructions > **Additional Documents** > Completion > Confirmation

Additional Supporting Documents

Click or drag and drop file here.
Permitted file types:
PDF, PNG, JPEG/JPG, XLSX, O-D-S, CSV
Permitted file size: 11 MB

or

Add reference

Document name/document location	Type	Identifier *
Rechnung.pdf 	File 	Reference 
<p>Filesize: 28.24 kb</p> <p>Description: <input style="width: 100%; height: 20px;" type="text"/></p>		
		 Remove

Download invoice draft

(* Mandatory Field)

> Cancel
Previous
Next

[Site notice](#) | [Data Privacy](#) | [Terms of use](#) | [Support Hotline](#)
 1.0.21467-1.0.119

To upload additional documents, drag and drop the desired file into this area or navigate to the file by clicking in this area.


Here you can add references such as links.

If you wish to remove a document you have already uploaded, you can do so by clicking **remove**.

4.8 Completing the invoice (8/9)

Almost done! The screen entitled **completion** allows you to check the information you have entered.

REFERENZ


Max Mustermann ▾

Dashboard / Completion

Federal Government's Central Invoice Submission Portal – Create new Invoice

Please check your invoice. You can use the 'Validate Invoice' function to have the invoice checked for correctness and missing information.

Invoice date > Seller > Buyer > Invoice Lines > Document Totals > Payment Instructions > Additional Documents > Completion > Confirmation

Completion > Download invoice draft

Invoice data *

Invoice type * Commercial invoice

Buyer reference * 20200122001

Invoice number * 22/01/2020

Currency * EUR

Purchase order number 0987054321

Payment due date * 03/02/2020

Payment Instructions

Means of payment * Credit transfer

Account holder Max Mustermann

IBAN or account identifier * DE02123000000000000201

BIC BYLADEM1001

Contact Information

Information on the seller *

Business name * Max Musterverkäufer

Seller postal address *

Post code / City * Germany

Country * Germany

Seller contact details

Name * Max Musterverkäufer

E-mail * maxmustermann@test.de

Telephone * 12340678

Information on the buyer *

Name *

Buyer postal address *

Post code / City * Germany

Country * Germany

Invoice Lines

Invoice line number *	Item number	Name *	Unit *	Quantity *	Overall price [VAT-exclusive] *
1			Piece	1	2,000.00 EUR
		Description	VAT rate *	Item price [VAT-exclusive] *	
			19%	2,000 EUR	

▶ Show details

Sum of invoice line net amount *	2,000.00 EUR
Invoice total amount without VAT *	2,000.00 EUR
Total VAT amount *	380.00 EUR
Total amount (VAT-inclusive) *	2,380.00 EUR
Amount due for payment *	2,380.00 EUR

Validation of the Invoice

1 Please verify if your invoice is correct before submitting it. Any invalid invoice will be automatically rejected.

Validate Invoice

(* Mandatory Field)

Submit Invoice

> Cancel
Previous
> Discard invoice

The ZRE can help check that your information is correct and complete. All you have to do is click on **validate invoice**.

The checking or validation of your data is done in two steps.

Step one checks that your invoice is formally correct and complete.

Invoice data ²
Seller ²
Buyer ³
Invoice Lines ⁵
Document Totals
Payment Instructions
Additional Documents
Completion
Confirmation

[Download invoice draft](#)

Click on the sections that display red notifications to correct any errors. The number shown in each notification indicates how many errors there are in a given section.

Invoice data

Buyer reference *

Invoice number * 20200122001

Invoice issue date * 22/01/2020

Currency * EUR

Purchase order number 0987654321

Payment due date * 05/02/2020

Contact Information

Information on the seller *

Business name * Max Musterverkäufer

Seller postal address *

Post code / City *

Country * Germany

Seller contact details

Name * Max Musterverkäufer

E-mail * maxmustermann@test.de

Telephone * 12345678

Invoice Lines

Invoice line number *	Item number	Name *	Unit *	Quantity *	Overall price (VAT-exclusive) *
1			Piece	1	2,000.00 EUR
			VAT rate *		Item price (VAT-exclusive) *
			18%		2,000 EUR

[Show details](#)

Payment Instructions

Means of payment * Credit transfer

Account holder Max Mustermann

IBAN or account identifier * DE021230000000000002001

BIC BYLADEM1001

Information on the buyer *

Name *

Buyer postal address *

Post code / City *

Country * Germany

Sum of invoice line net amount *	2,000.00 EUR
Invoice total amount without VAT *	2,000.00 EUR
Total VAT amount *	380.00 EUR
Total amount (VAT-inclusive) *	2,380.00 EUR
Amount due for payment *	2,380.00 EUR

Validation of the Invoice

Validation Errors

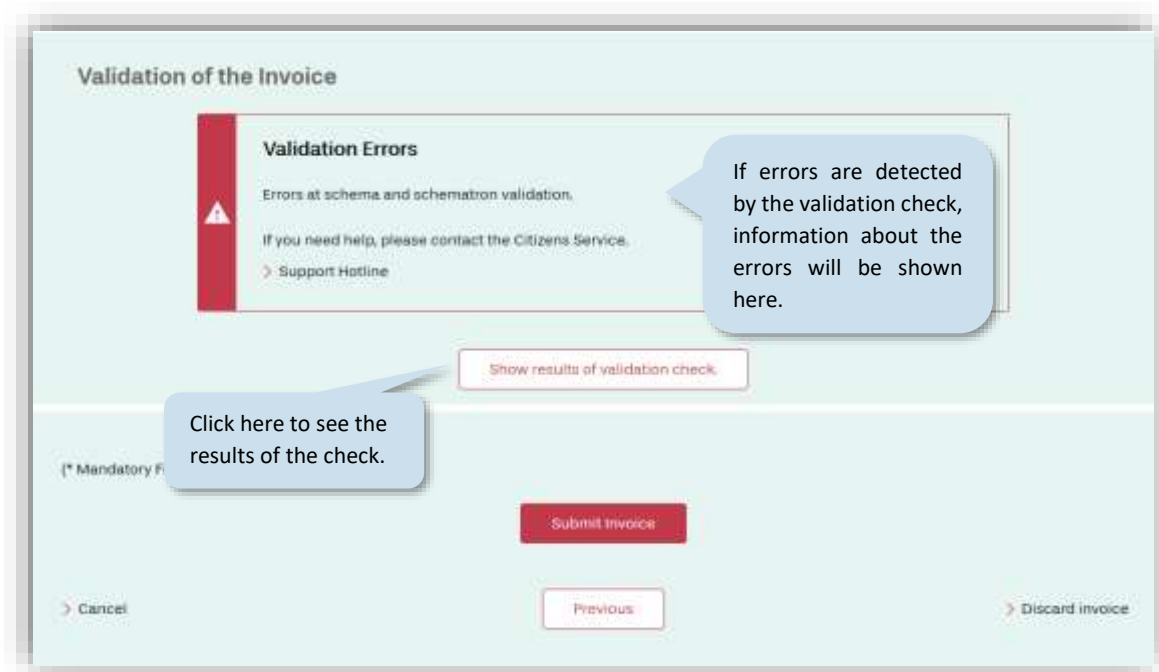
The invoice contains validation errors. Please revise your entries and submit the invoice again. The rework topics in question will be highlighted in red numbers in the navigation.

If you need help, please contact the Citizens Service.

[Support Hotline](#)

[Validate Invoice](#)

Step two is a schema and schematron validation of your invoice. This involves checking whether all the data is correct and complete in terms of XRechnung standard.



Clicking on the button **show results of validation check** will open a report specifying the errors detected.

Reference:
Time of validation:
Detected document:
Detected seller:
Detected invoice number:
Detected invoice date:

Error Report

Information about the checked document

Summary of validation results:

All report results marked "error" must be fixed before you can submit your invoice. For help with fixing errors, please contact the support hotline (see contact information on page 1).

Conformity check: The checked document contains 3 errors / 0 warnings. It does not conform to formal requirements.

Assessment: You are advised to reject the document

This error report was created using the KoSIT validation tool

Validation step	Error	Warning	Information
-----------------	-------	---------	-------------


After you have made the corrections, run another check on the invoice.

Sum of invoice line net amount *	2,000.00 EUR
Invoice total amount without VAT *	2,000.00 EUR
Total VAT amount *	380.00 EUR
Total amount (VAT-inclusive) *	2,380.00 EUR
Amount due for payment *	2,380.00 EUR

Additional Supporting Documents

Document name/document location	Type	Identifier *
Rechnung.pdf	Datei	Reference

Validation of the Invoice



Validation successful

The validation was successful. You can submit the invoice now.

Once your invoice has been corrected, it is valid and ready for submission.

[Validate Invoice](#)

(* Mandatory Field)

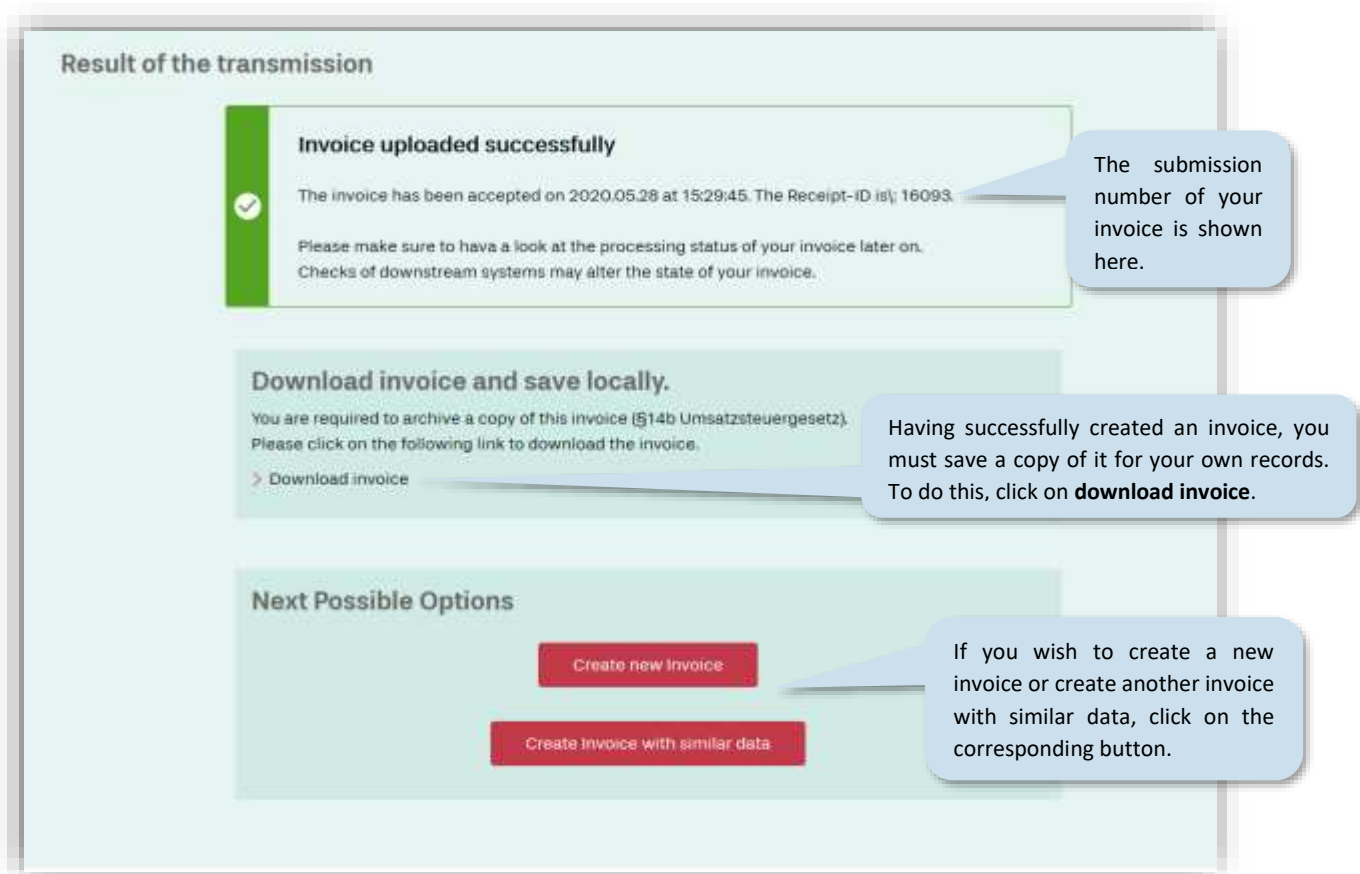
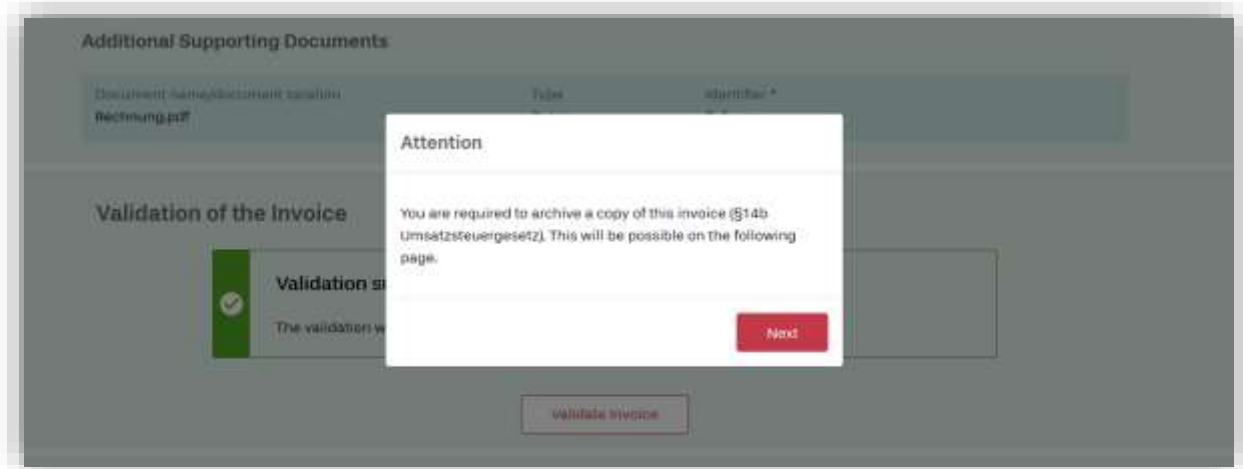
[Submit Invoice](#)

To confirm that your invoice is correct, click on **submit invoice**.

> Cancel
[Previous](#)
> Discard Invoice

4.9 Confirming the invoice (9/9)

Before you see the screen confirming that your invoice was submitted successfully (see below), a message will appear informing you of your obligation to store a copy of the invoice for your records.

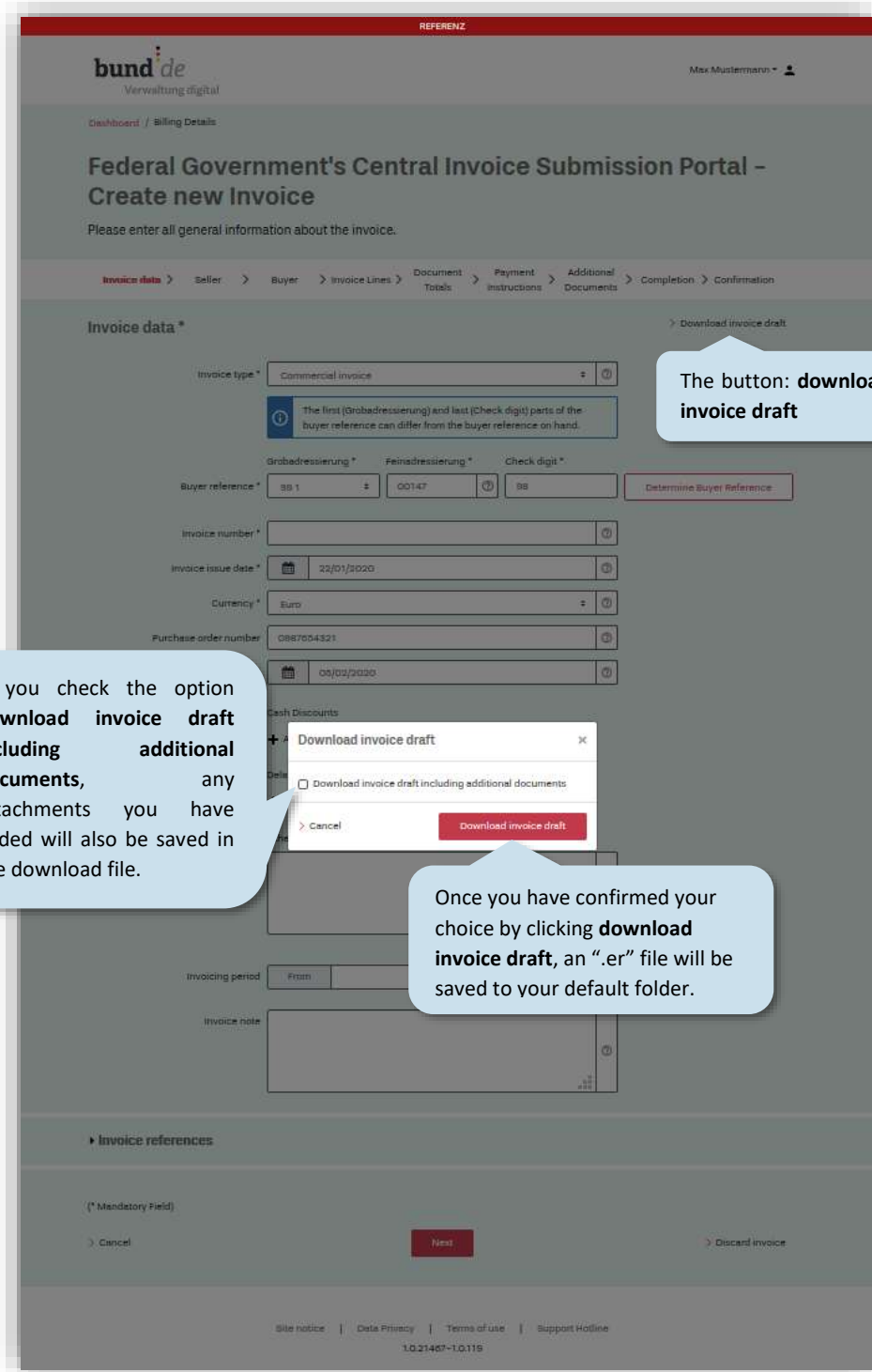


The invoice creation process is now complete. The invoice has been successfully submitted.

5 Creating an invoice template / downloading a draft invoice

The ZRE allows you to save your invoice data locally in the file format “.er” for later use. This means you can save invoices which are not yet finished, upload them again later to the ZRE, and continue the process from where you left off. You can also use these .er files as templates for (test) invoices. The advantage of this is that after uploading an .er file (see section 6, “Continuing to edit an invoice you started earlier”) you can edit all the data and create a new invoice in just a few steps.

To save a draft of your invoice, click on **download invoice draft**.



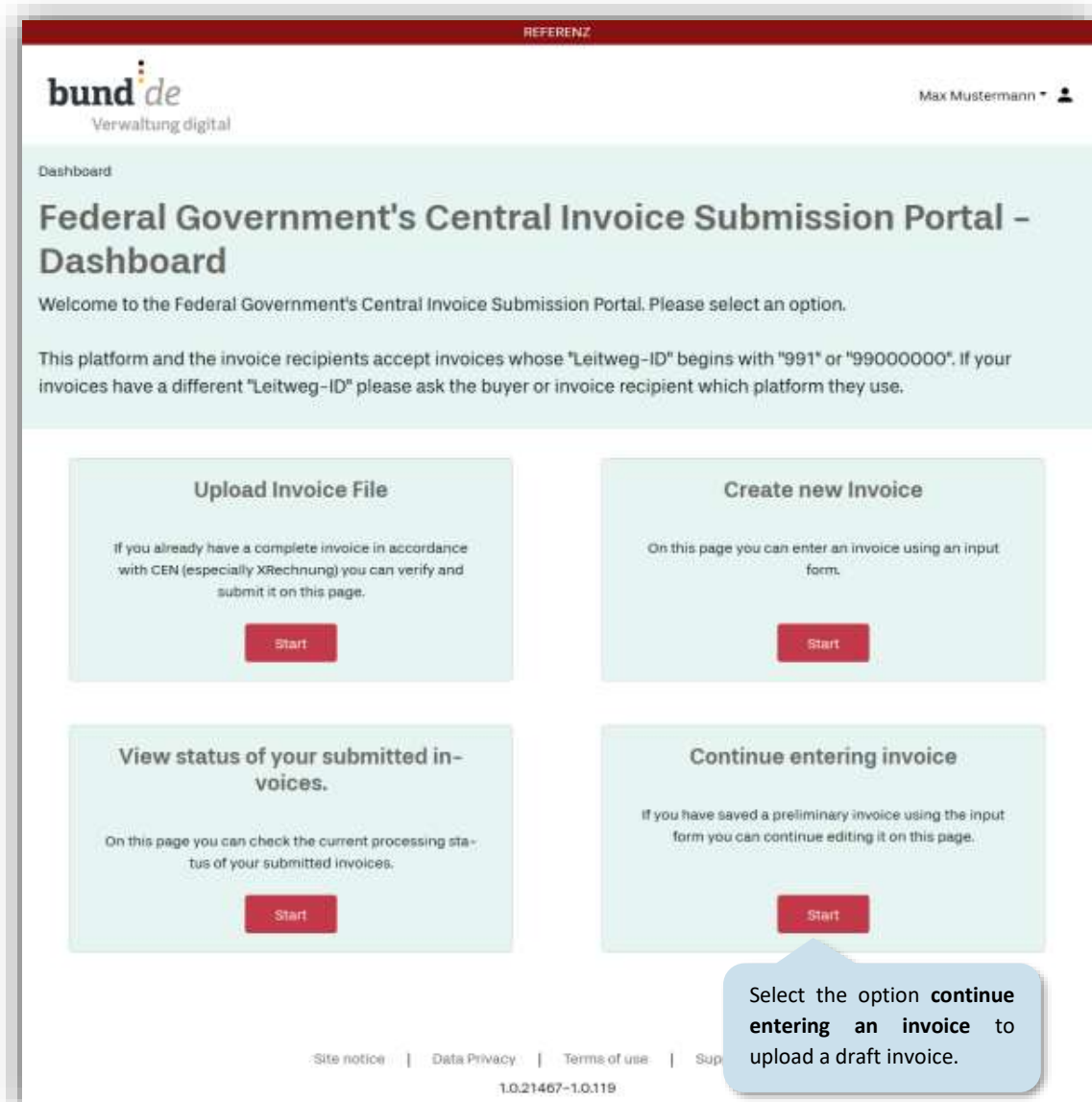
The button: download invoice draft

If you check the option **download invoice draft including additional documents**, any attachments you have added will also be saved in the download file.

Once you have confirmed your choice by clicking **download invoice draft**, an “.er” file will be saved to your default folder.

6 Continuing to edit an invoice you started earlier

To continue working on an invoice, or to upload an invoice template, return to the dashboard.



The screenshot shows the dashboard of the Federal Government's Central Invoice Submission Portal. At the top, there is a red header with the word "REFERENZ" in white. Below the header, the logo "bund.de" and "Verwaltung digital" are on the left, and the user name "Max Mustermann" with a profile icon is on the right. The main heading is "Federal Government's Central Invoice Submission Portal - Dashboard". Below this, a welcome message says "Welcome to the Federal Government's Central Invoice Submission Portal. Please select an option." A note follows: "This platform and the invoice recipients accept invoices whose 'Leitweg-ID' begins with '991' or '99000000'. If your invoices have a different 'Leitweg-ID' please ask the buyer or invoice recipient which platform they use." There are four main action cards: "Upload Invoice File", "Create new Invoice", "View status of your submitted invoices.", and "Continue entering invoice". Each card has a "Start" button. A blue callout box points to the "Continue entering invoice" button with the text: "Select the option **continue entering an invoice** to upload a draft invoice." At the bottom, there are links for "Site notice", "Data Privacy", "Terms of use", and "Sup", along with the version number "1.0.21467-1.0.119".

Selecting **continue entering an invoice** will take you to the upload screen shown below. Here you can upload the file you saved earlier.

Click in this area to select the desired file or drag and drop the file into this area.

Remember that the file to be uploaded must have the suffix ".er".

Please select an invoice file with the file type ".er"

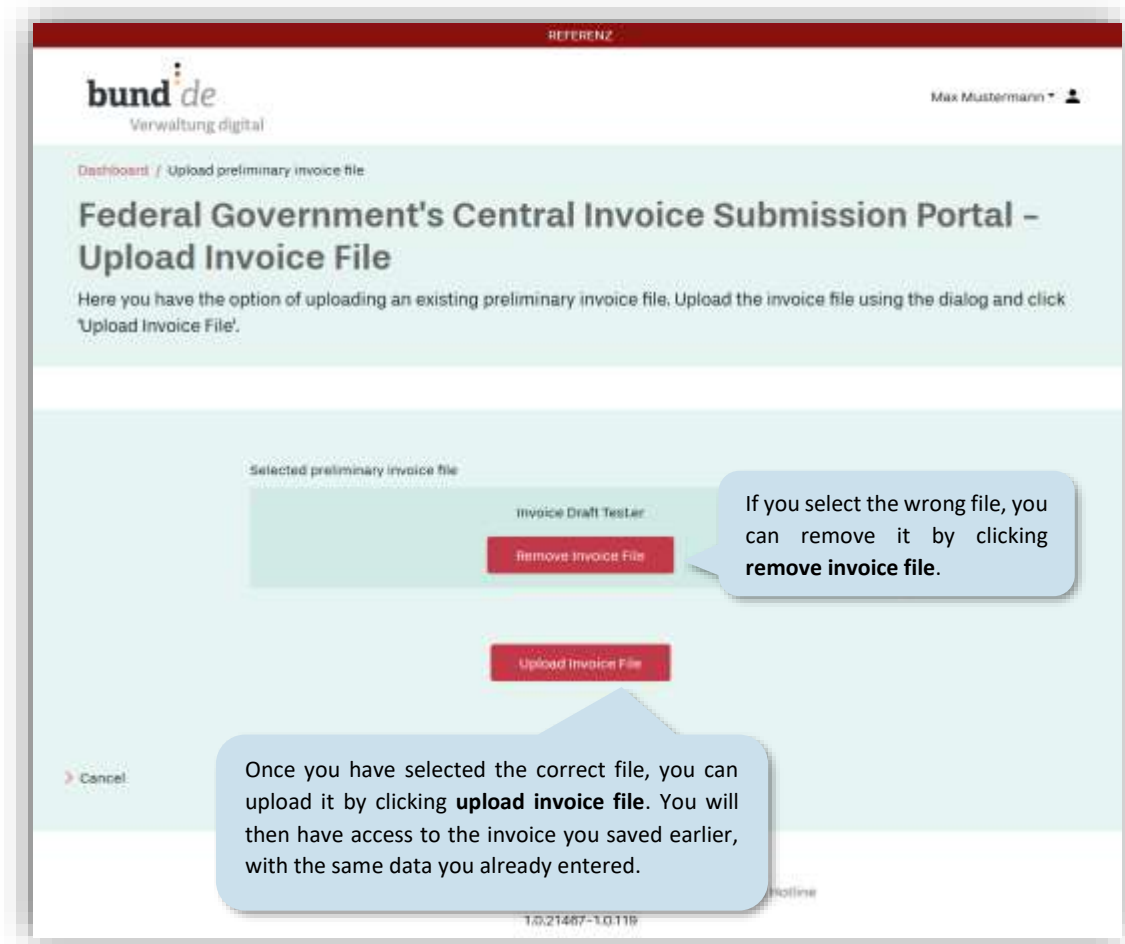
Click or drag and drop file here.

> Cancel

By clicking **cancel** you will return to the dashboard

1.0.21467-1.0.119

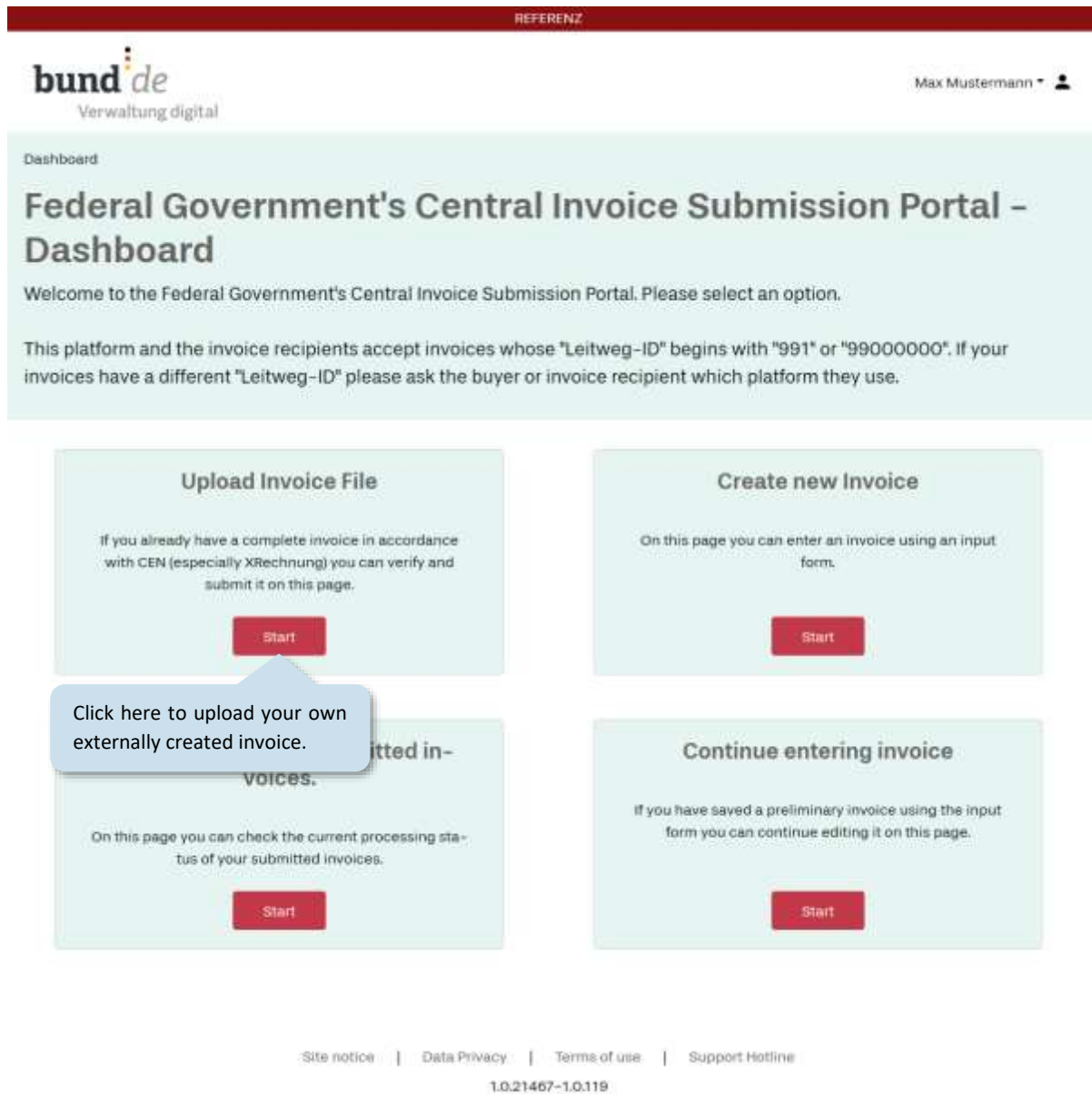
Having selected the desired file, you can upload it.



The data from the uploaded invoice can then be accessed via the relevant pages in the ZRE, allowing you to continue creating your invoice from where you left off last time (see section 4.1 onwards).

7 Uploading invoice files

To upload your own externally created invoices, go back to the dashboard and select the option **upload invoice file**.

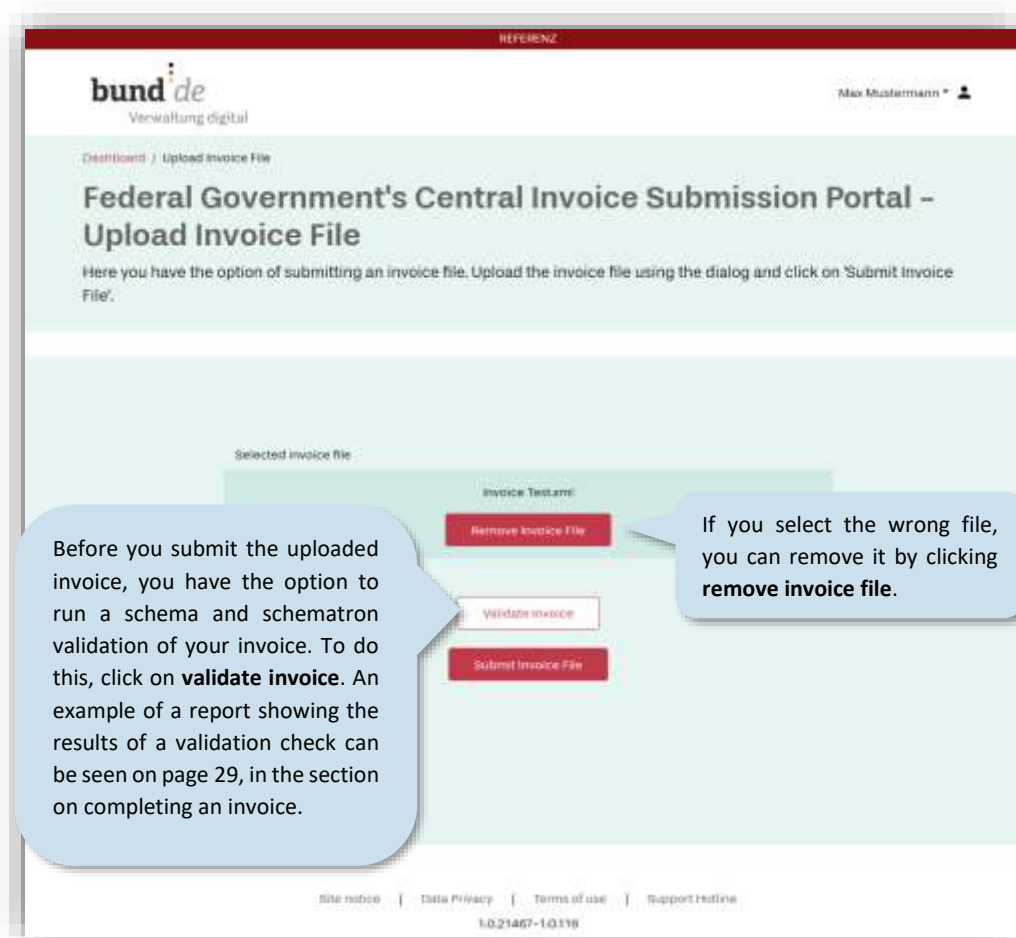
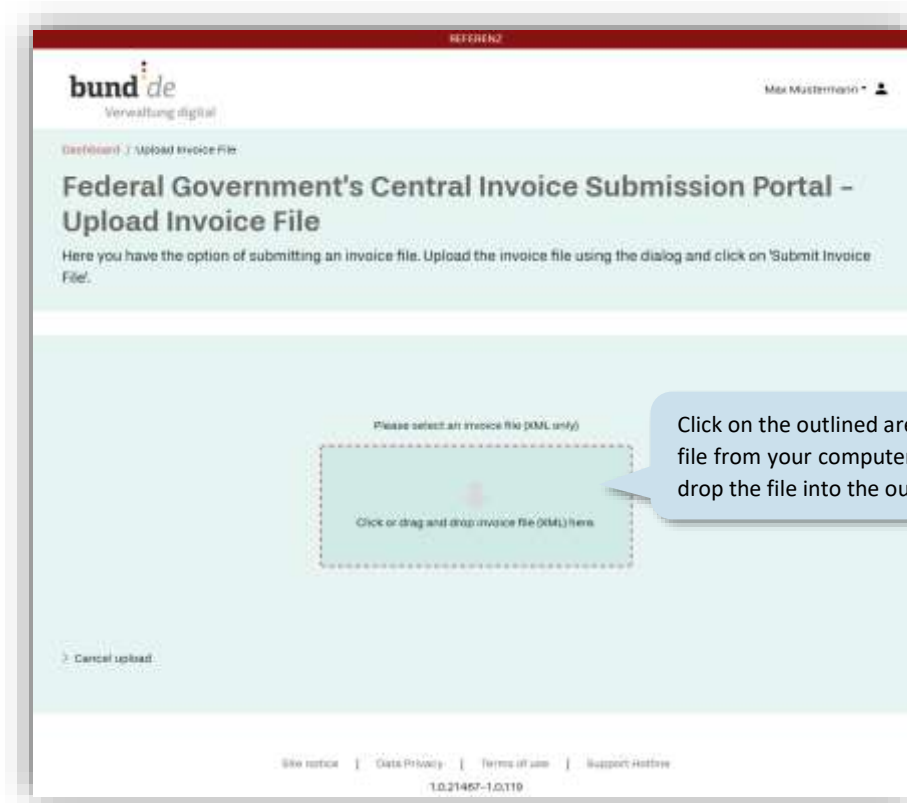


The screenshot shows the dashboard of the Federal Government's Central Invoice Submission Portal. At the top, there is a dark red header with the word "REFERENZ" in white. Below this, the logo "bund.de" and "Verwaltung digital" are on the left, and the user name "Max Mustermann" with a profile icon is on the right. The main content area has a light blue background and contains the following elements:

- Dashboard** header.
- Federal Government's Central Invoice Submission Portal - Dashboard** title.
- Welcome message: "Welcome to the Federal Government's Central Invoice Submission Portal. Please select an option."
- Informational text: "This platform and the invoice recipients accept invoices whose 'Leitweg-ID' begins with '991' or '99000000'. If your invoices have a different 'Leitweg-ID' please ask the buyer or invoice recipient which platform they use."
- Four main action cards, each with a red "Start" button:
 - Upload Invoice File**: "If you already have a complete invoice in accordance with CEN (especially XRechnung) you can verify and submit it on this page."
 - Create new Invoice**: "On this page you can enter an invoice using an input form."
 - Submitted invoices**: "On this page you can check the current processing status of your submitted invoices." (Note: The text "Submitted invoices" is partially obscured by a callout box).
 - Continue entering invoice**: "If you have saved a preliminary invoice using the input form you can continue editing it on this page."

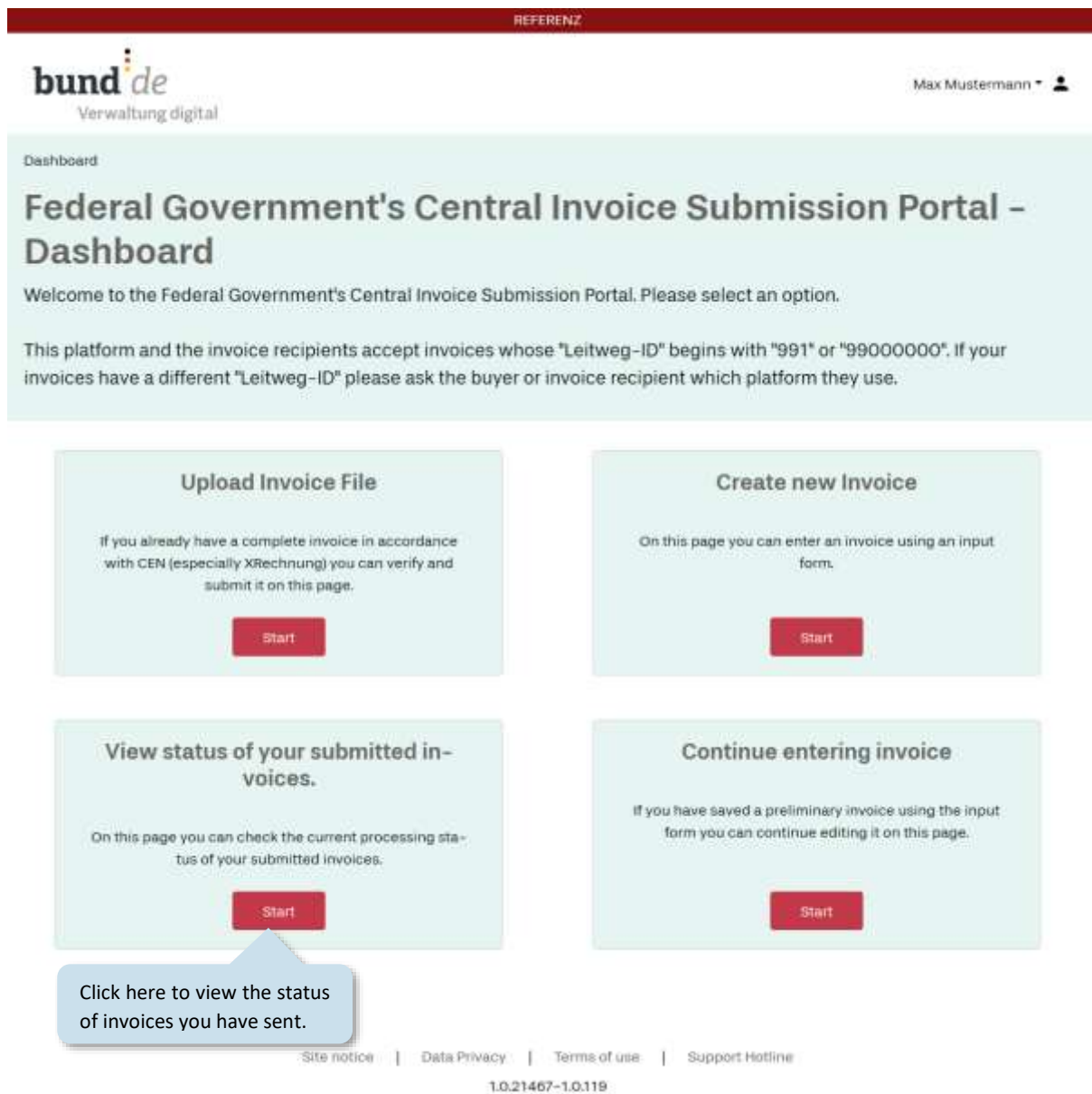
At the bottom of the page, there is a footer with links for "Site notice", "Data Privacy", "Terms of use", and "Support Hotline", followed by the version number "1.0.21467-1.0.119".

Click here to upload your own externally created invoice.



8 Viewing invoice status

To check the status of invoices you have sent, go back to the dashboard and select the option **view status of your submitted invoices**.



Dashboard

Federal Government's Central Invoice Submission Portal - Dashboard

Welcome to the Federal Government's Central Invoice Submission Portal. Please select an option.

This platform and the invoice recipients accept invoices whose "Leitweg-ID" begins with "991" or "99000000". If your invoices have a different "Leitweg-ID" please ask the buyer or invoice recipient which platform they use.

Upload Invoice File

If you already have a complete invoice in accordance with CEN (especially XRechnung) you can verify and submit it on this page.

Start

Create new Invoice

On this page you can enter an invoice using an input form.

Start

View status of your submitted invoices.

On this page you can check the current processing status of your submitted invoices.

Start

Continue entering invoice

If you have saved a preliminary invoice using the input form you can continue editing it on this page.

Start

Click here to view the status of invoices you have sent.

Site notice | Data Privacy | Terms of use | Support Hotline

1.0.21467-1.0.119

The invoice status pages list all the invoices you have sent, and show their current status.

bund.de
Verwaltung digital

Max Mustermann ▾

Dashboard / View status of your submitted invoices.

Federal Government's Central Invoice Submission Portal - View invoice status

On this page you can check the current processing status of your submitted invoices. Use filter to limit the number of results.

> Filter

Receipt-ID	Date of receipt	IC	Buyer	Buyer reference	Total amount	Processing status	Details
15093	28/05/2020	☒	Test		2,000.00 EUR	☒	🔍
15921	22/05/2020	↑	U (U)		40,000.00 EUR	☒	🔍
15320	23/04/2020	↑	Be Bar Inn		36.80 EUR	☑	🔍
15098	09/04/2020	↑	Rechnungsempfänger	991-18200-65	54,500.00 EUR	☑	🔍
15031	07/04/2020	↑	thisisbuyer 76sdgöbilien und	991-18200-65	-512.33 EUR	☑	🔍
15030	07/04/2020	↑	thisisbuyer 76sdgöbilien und			☒	🔍
15029	07/04/2020	↑	thisisbuyer 76sdgöbilien und			☒	🔍
15028	07/04/2020	↑	thisisbuyer 76sdgöbilien und	991-18200-65	-512.33 EUR	☒	🔍
14827	24/03/2020	↑	Bundespräsidialamt			☑	🔍
14742	19/03/2020	☒	Rechnungsempfänger			☑	🔍
14741	19/03/2020	↑	Test	991-18200-65	257.40 EUR	⌛	🔍
14740	19/03/2020	☒	test			☑	🔍
14692	16/03/2020	☒	Rechnungsempfänger			☑	🔍

The column marked IC (input channel) shows which transmission method was used for each invoice.

This symbol means that your invoice has been rejected.

This symbol means that your invoice has been collected.

This symbol means that your invoice is awaiting collection.

Click on the magnifying glass to see details of checks carried out at particular stages in the invoice creation process.

Clicking on the magnifying glass will take you to the page shown below. Here you can see the results of checks carried out at particular stages in the invoice creation process.

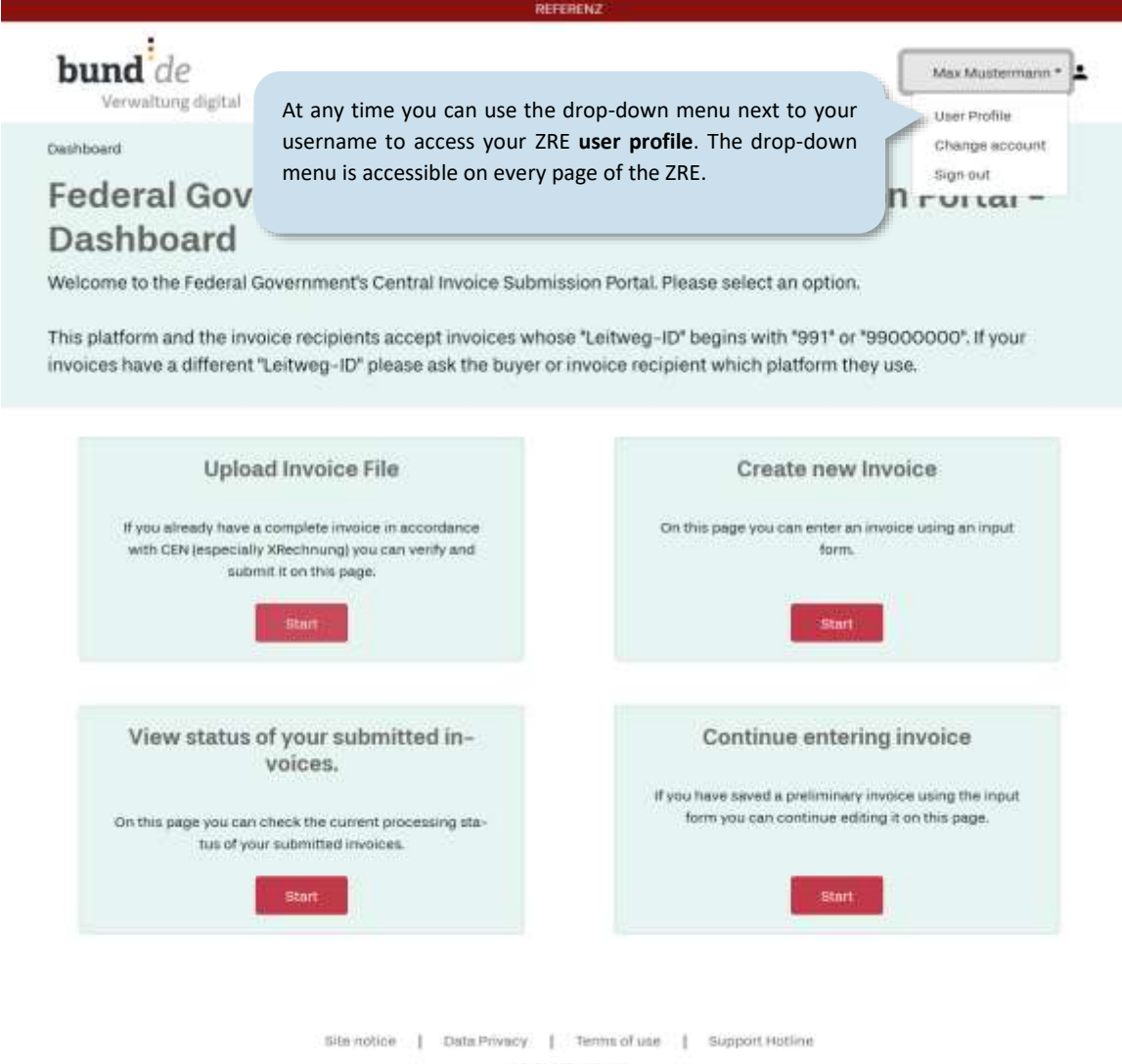
Processing step	Result	Date	Inducer	Additional text
REGISTRATION	✓	19/03/2020	ZRE	Received invoice (filename: Test_UNCEFACT.xml) from ER_385 (Servicekonto-ID), Receipt-ID: 14741. Person passing in the invoice: Max Mustermann (ER_385).
FILE SIZE VALIDATION	✓	19/03/2020	ZRE	File size: 16,208 bytes
ATTACHMENTS COUNT VALIDATION	✓	19/03/2020	ZRE	Number of invoice constituting documents below allowed maximum.
ATTACHMENTS FILE TYPE VALIDATION	✓	19/03/2020	ZRE	Invoice constituting documents have correct file types.
ATTACHMENTS FILE TYPE VALIDATION	✓	19/03/2020	ZRE	Secure invoice constituting documents are valid for security authority.
VIRUS CHECK	✓	19/03/2020	ZRE	There are no invoice attachments. A virus check is not necessary.
SCHEMATRON VALIDATION	✓	19/03/2020	ZRE	No error at schema and schematron validation. > Show results
CONVERSION	✓	19/03/2020	ZRE	Invoice has been converted to UBL.
LEITWEGID CHECK	✓	19/03/2020	ZRE	Invoice ID is valid.
DEPLOYMENT	✓	19/03/2020	ZRE	Invoice recipient: 991-18200-65 (ITZBund Bonn)
DEPLOYMENT	✓	19/03/2020	ZRE	Route card for invoice carrying Receipt-ID 14,741 established.
DEPLOYMENT	✓	19/03/2020	ZRE	Invoice container created for invoice having Receipt-ID 14,741.
CONFIRMATION	✓	19/03/2020	ZRE	The receipt of the invoice with Receipt-ID 14,741 has been confirmed.
DELETION	✓	19/04/2020	ZRE	The invoice was deleted from the ZRE.

To view the report for the schematron validation, click on **show results** (see p. 29).

OK

9 ZRE user profile

In your ZRE user profile you can change your e-mail address, the transmission method or the language of the web interface. Here you also have the option to delete your ZRE account.



REFERENZ

bund.de
Verwaltung digital

Dashboard

**Federal Gov
Dashboard**

Welcome to the Federal Government's Central Invoice Submission Portal. Please select an option.

This platform and the invoice recipients accept invoices whose "Leitweg-ID" begins with "991" or "99000000". If your invoices have a different "Leitweg-ID" please ask the buyer or invoice recipient which platform they use.

Max Mustermann *
User Profile
Change account
Sign out

Upload Invoice File
If you already have a complete invoice in accordance with CEN (especially XRechnung) you can verify and submit it on this page.
[Start](#)

Create new Invoice
On this page you can enter an invoice using an input form.
[Start](#)

View status of your submitted invoices.
On this page you can check the current processing status of your submitted invoices.
[Start](#)

Continue entering invoice
If you have saved a preliminary invoice using the input form you can continue editing it on this page.
[Start](#)

[Site notice](#) | [Data Privacy](#) | [Terms of use](#) | [Support Hotline](#)
1.0.21467-1.0.319

REFERENCE

bund.de
Verwaltung digital

Max Mustermann *

Dashboard / Edit profile

Federal Government's Central Invoice Submission Portal – Edit your profile

Edit the information or settings of your profile.

Change e-mail address

E-mail *

Change submission type

Web Submission only

Web Submission and PEPPOL

Web Submission and e-mail

Web Submission and de-mail

PEPPOL-ID

E-mail address

De-mail address

English

Save Profile

Delete Account

> Delete ZRE account

Here you will see the e-mail address currently associated with your account. You can edit this at any time.

You can enter your Peppol-ID here, if you intend to use Peppol as a transmission method.

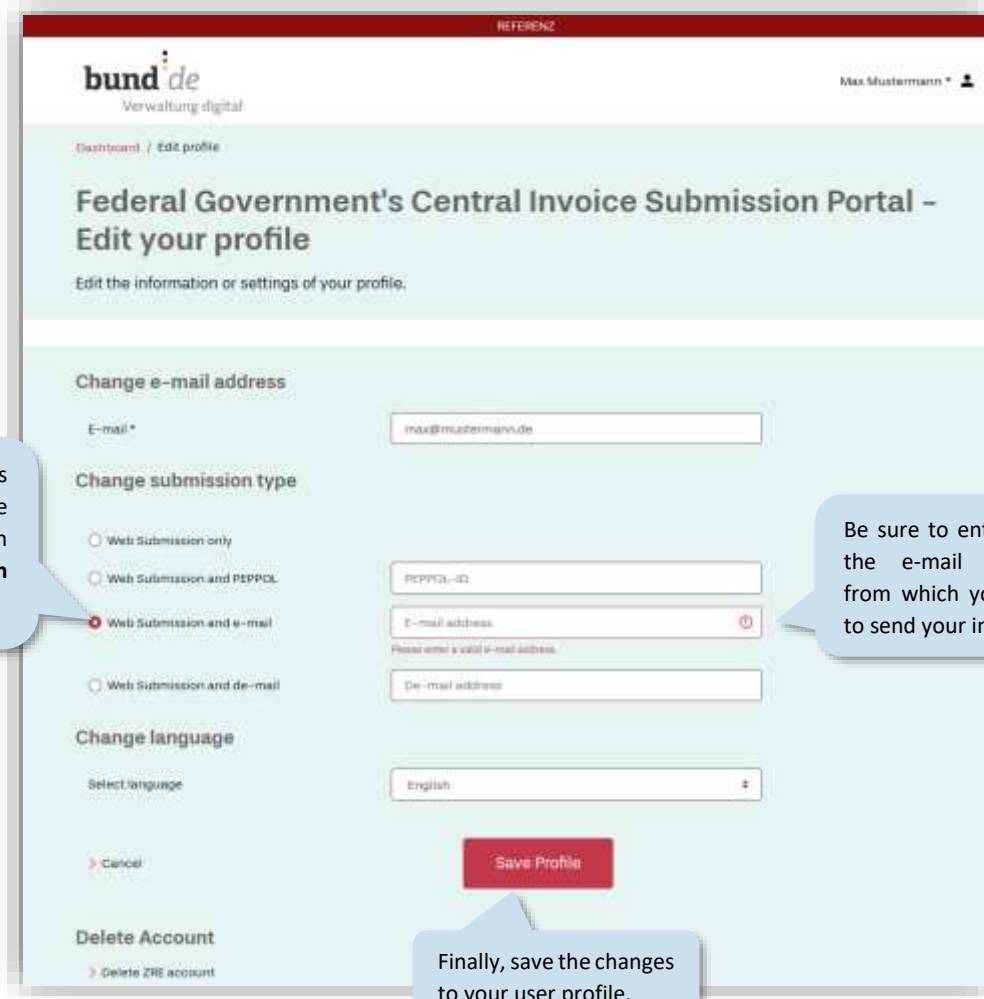
To use e-mail or De-Mail as a transmission method, you will need to enter here the e-mail or De-Mail address from which you want to send your invoices.

Here you can delete your ZRE account. If you click here, a pop-up window will appear in which you will need to confirm the deletion.

In the language settings you can choose between German and English. To save your changes, click on **save profile**.

10 Transmission via e-mail

The ZRE allows you to submit invoices by e-mail. To use e-mail as a transmission method you will need to enable this option in your user profile.



Change e-mail address

E-mail *

Change submission type

Web Submission only

Web Submission and PEPPOL

Web Submission and e-mail

Web Submission and de-mail

Change language

Select language

Delete Account

To submit invoices by e-mail, activate the radio button **web submission and e-mail**.

Be sure to enter here the e-mail address from which you want to send your invoices.

Finally, save the changes to your user profile.

To send an electronic invoice by e-mail, attach the invoice as a file in XML format and send your e-mail to ref.erechnung@portal.bund.de or ref.xrechnung@portal.bund.de in the test environment, or to xrechnung@portal.bund.de in the production environment.

Please note:

1. You must send the invoice from the e-mail address you entered in your user profile.
2. You may attach only **one** XML file, otherwise your e-mail will be ignored.
3. The XML file must be in a format recognized by the ZRE. For details of currently valid file formats, see the ZRE terms of use, which can be accessed via the link on the portal's web interface.
4. You can check the **viewing invoice status** pages to see whether an invoice you have submitted has been delivered.