

Requirements within the scope of electronic invoicing

The following is a summary of the most important requirements regarding the content of an electronic invoice, the invoice format to be used, and the electronic transmission of an invoice.

Requirements for the invoice's contents

In addition to the invoice components required by sales tax law (section 14 UStG), an electronic invoice (to the UFZ) must contain the following information in accordance with section 5 ERechV:

- Terms of payment or alternatively the due date
- Bank details of the payee
- De-Mail or e-mail address of the invoicing party

In addition, an electronic invoice must contain the following information if this information was provided to the invoicing party when the order was placed or in advance by the ordering party:

- Order number
- Supplier number (vendor number)

All billing-related information must be submitted in a generally machine-readable form and may not be included outside of the designated text fields.

Invoice format requirements

- For the issuance of electronic invoices, the standard ZUGFeRD or XInvoice in the respective current version is to be used in principle. Another standard can also be used if it meets the requirements of the European standard for electronic invoicing and the federal government's ERechV.
- Invoice formats that do not meet these requirements cannot be considered.
- Invoice supporting documentation or attachments must be embedded in the invoice record and may not be sent as an attachment to an email or De-Mail.
- The maximum size of an invoice is 15 MB. The maximum number of embedded documents supporting the invoice is limited to 200. Permitted file types of embedded documents are: "png", "pdf", "jpg", "jpeg", "xlsx", "ods" and "csv". Attachments may not contain active content (e.g. macros).
- Invoice documents with attachments that require a paper-based method of dispatch according to other legal regulations (export certificates, customs documents or similar) remain unaffected by the above regulations.

Requirements for the transmission of invoices (to the UFZ)

- For the transmission of electronic invoices, only the email address invoice@ufz.de is to be used as the recipient. Please note that only one invoice can be sent/received per email.
 - Electronic invoices delivered in any other way cannot be taken into account.
 - It is not permitted to send invoices with the same invoice number both in electronic format and on paper. Please use only the electronic invoice format in the future to avoid sending duplicates.
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- In the case of the first-time transmission of an electronic invoice, it makes sense to send an invoice to the UFZ for test purposes in advance of the actual invoicing, in order to check the correct coding of the XML file.
 - For the transmission of electronic invoices for test purposes, only the email addresses ines.stubenrauch@ufz.de und joerg.hille@ufz.de have to be used as recipients. Please note that only one invoice can be sent/received per email.
 - Electronic invoices sent elsewhere for testing purposes cannot be considered.