

## Information for Suppliers and Service Providers

Your ref:  
Your message from:  
Our ref:  
Our message from:  
  
Contact:  
Organizational unit: M-E

### The digitalization drive continues

#### Implementation of the Ordinance on Electronic Invoicing in Federal Public Procurement (ERechV)

Jülich, 24 January 2023

Dear Colleagues,

The coronavirus pandemic has shown us that we should use the opportunities to digitize our processes further in order to build on our smooth supplier relationships. Our aim is for paper invoices to become a thing of the past. This will help us to speed up our payment processes and make them more sustainable, while also optimizing our collaborations.

This is also in accordance with the Ordinance on Electronic Invoicing in Federal Public Procurement (ERechV). According to the ERechV, we are obliged to process invoices seamlessly in a digital format, and only invoices for individual direct orders with a net value of less than € 1,000.00 are exempt from this rule.

Invoices must be submitted via the federal invoice submission portal (OZG-RE). Our invoicing procedure is therefore going to change.

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(Vorsitzender)  
Karsten Beneke (Stellv. Vorsitzender)  
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Prof. Dr. Astrid Lambrecht  
Prof. Dr. Frauke Melchior

Sitz der Gesellschaft: Jülich  
Eingetragen im Handelsregister des  
Amtsgerichts Düren Nr. HRB 3498

Bankkonto:  
Sparkasse Düren  
Konto 40030  
BLZ 395 501 10  
SWIFT SDUEDE33XXX  
IBAN DE24 3955 0110 0000 0400 30

Fracht-/Paketanschrift:  
Leo-Brandt-Straße  
52428 Jülich

## What does this mean for you?

From now on – and by 1 March 2023 at the latest – invoices with a net value of more than € 1,000.00 must be submitted exclusively via

III the federal invoice submission portal (OZG-RE)  
**<https://www.e-rechnung-bund.de/fag/ozg-re/>**

stating

the buyer reference (*Leitweg-ID*) ID 992-03005FZJ-26.

From 1 March 2023, invoices submitted by post or in PDF format via email will therefore no longer be accepted.

» If possible, invoices with a net value of less than € 1,000.00 should also be submitted via the portal mentioned above. However, they may also be sent by email to:  
[re-online@fz-juelich.de](mailto:re-online@fz-juelich.de)

Please note that invoices sent by email must not be encrypted or password-protected. Only one invoice may be attached to each email. The invoice must be declared as such by including the word “Rechnung” (invoice) in the file name; any other PDF attachments must include the word “Anhang” (attachment) in the file name. Information from the body of the email cannot be processed. You may submit invoices with a net value of less than € 1,000.00 in PDF format but we are happy to accept all your invoices in the electronic invoicing format (preferably ZUGFeRD), provided they meet the provisions of the ERechV.

If you require more information on the implementation of the ERechV, please refer to the FAQs on our web pages.

Should you have any questions, please send an email to [info-erechnung@fz-juelich.de](mailto:info-erechnung@fz-juelich.de).

We'd like to thank you in advance for your support and look forward to maintaining our successful working relationship.

Yours faithfully,  
Forschungszentrum Jülich GmbH

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