FAQs on the ERechV

Since 27 November 2020, Forschungszentrum Jülich GmbH has been obliged to accept and process invoices for direct contracts with a net value of more than € 1,000.00 in an electronic file format only (in accordance with the Ordinance on Electronic Invoicing in Federal Public Procurement, ERechV). As a supplier of Forschungszentrum Jülich GmbH (public institution), you are obliged to submit your invoices in a digital format via the federal administration's portal OZG-RE.

We therefore ask that you submit your invoices via the OZG-RE portal from 1 March 2023.

Since November 2020, Forschungszentrum Jülich has also offered its own electronic processing system for invoices, which unfortunately did not meet with the required acceptance and response. We needed a practical solution that would comply with the ERechV and meet the requirements of our suppliers, and we decided to connect to the OZG-RE portal. We have therefore updated our FAQs on this topic, which we hope will answer your questions. We have compiled these FAQs to the best of our knowledge but we do not claim that they are exhaustive. The list is updated continuously in response to questions from our suppliers.

You will find answers to the following topics in this document.
Clicking on a question will take you directly to the appropriate answer.

Contents

1) Why electronic invoices?

The introduction of electronic invoices was prescribed by German legislation through the ERechV, which all public contracting authorities were obliged to comply with from 27 November 2020. This means that Forschungszentrum Jülich GmbH must also implement the ERechV. To make this change easier for you, we now accept invoices via the OZG-RE portal. The Online Access Act-compliant Invoice Submission Portal (OZG-RE) is a platform used by suppliers and service providers to submit electronic invoices to organizations of the indirect federal administration and cooperating federal states that are connected to the system.

2) What information must an electronic invoice contain?

In brief: The same information that a paper invoice must contain today.
Excerpt from § 5 of the ERechV:

Electronic invoice contents
(1) In addition to the invoice information required under German VAT law, the electronic invoice must at least contain the following information:
1. buyer reference (*Leitweg-ID*)
2. bank account details
3. terms of payment
4. De-Mail address or email address of the invoice issuer

(2) In addition to the information pursuant to § 5(1), the electronic invoice must contain the following information if this information was shared with the invoice issuer when placing the order:
1. supplier number
2. purchase order number

(3) The provisions under § 5(1) and § 5(2) do not apply to invoices that must be issued as part of procedures involving an official delegation of powers pursuant to Section 159(1)(5) of the German Competition Act (GWB).

Please note that individual agreements on additional invoice information remain valid.

3) What invoices must be submitted in the valid electronic invoicing formats in the future?

From 27 November 2020, suppliers and service providers of Forschungszentrum Jülich GmbH are obliged to submit their invoices for deliveries and other services in an electronic invoicing format via the OZG-RE portal. According to the ERechV, only invoices for individual direct contracts with a net value of less than € 1,000.00 are exempt from this rule. Invoices for direct contracts with a total net value of less than € 1,000.00, which are thus not subject to the ERechV, will be accepted in PDF format. However, you may also submit these invoices via the OZG-RE portal in a format that meets the provisions of the ERechV.

4) How can I submit electronic invoices to Forschungszentrum Jülich?

1. Federal administration's portal OZG-RE

You may only submit invoices in the valid electronic invoicing format stating the buyer reference (*Leitweg-ID*) via this portal. It is also possible to add attachments to your invoices. This applies to all direct contracts with a total net value of **more than € 1,000.00**. If possible, invoices with a net value of **less than € 1,000.00** should also be submitted via the portal mentioned above.

Forschungszentrum Jülich GmbH's buyer reference for the **OZG-RE portal** is:

992-03005FZJ-26

Forschungszentrum Jülich GmbH's tax number is:

213/5700/0033

Forschungszentrum Jülich GmbH's VAT ID is:

DE 122624631

To register for the OZG-RE portal, you need a VAT ID and a tax number. Suppliers from third countries that do not have a VAT ID can therefore not use the portal and should submit their invoices in ZUGFeRD or XML format to re-online@fz-juelich.de.

2. Jülich email address:
Invoices for direct contracts with a net value of **less than € 1,000.00** may still be submitted in XML, ZUGFeRD, or PDF format via email to:

re-online@fz-juelich.de

If possible, however, such invoices should also be submitted via the OZG-RE portal in a valid electronic invoicing format.

Attachments (e.g. time sheets) must be added to the email as separate "normal" PDF files and must include the word "Anhang" (attachment) in the file name.

5)   What is an XML invoice?
An XML invoice is an XML-based conceptual schema that is currently being established as a standard for electronic invoices to be sent to public contracting authorities in Germany.

6)   What is the ZUGFeRD format?
"ZUGFeRD" is another valid electronic invoicing format that makes it possible to submit invoice data in a structured manner in a PDF file (via email) and thus to read out and process invoice data automatically.

7)   Can suppliers submit test files in the electronic invoicing format?
If you would like to submit test files in XML or ZUGFeRD format, please send an email to clarify details to:

info-erechnung@fz-juelich.de

Please note that only invoices for direct contracts with a net value of less than € 1,000.00 can be submitted via email in these formats.

8)   Using the OZG-RE portal

Creating and using an OZG-RE account
https://xrechnung-bdr.de/

Email support address OZG-RE portal
support-xrechnung@bdr.de

Official FAQs for the OZG-RE portal

https://en.e-rechnung-bund.de/e-invoicing-faq/ozg-re/

Tutorials
https://en.e-rechnung-bund.de/tutorials/

9) Contact

Should you have any further questions, please email us at:
info-erechnung@fz-juelich.de