Landwirtschaftliche Rentenbank

Information and requirements for the electronic invoicing

Electronic invoicing is effected through OZG-RE, the Federal Printing Office's (*Bundesdruckerei)* e-invoicing portal.

I. Registration

The use of the e-invoicing portal (OZG-RE) requires prior registration at https://xrechnung-bdr.de, and an activation of the transmission channels requested.

II. Invoicing

1. Manual raising of e-invoices on the invoicing portal

The Federal Printing Office's (*Bundesdruckerei)* e-invoicing portal facilitates the manual raising of e-invoices with the help of an input form which can be called up within the portal. Any invoices raised will be checked for completeness of the information on saving. The portal lets you know if any entries are missing from mandatory fields, which can then be added in. The data which have to be entered, are modelled on the e-invoicing standard and satisfy all the relevant legal requirements. Once complete, the invoice can be submitted.

Technical conditions for the using the web to input data

OZG-RE is a web-based application. You will need access to the internet and a standard browser.

2. Use of the upload function for invoices in e-invoicing format

If you are a supplier, you can submit e-invoices raised in the e-invoicing format which is currently valid to Rentenbank using an upload function. Alternatively, you can send e-invoices as an attachment to the email address connected to your user account at OZG-RE.

Technical conditions for transfer after raising your e-invoice

To raise and submit electronic invoices, a standard e-invoice in the current version needs to be used. A different standard may be used if it conforms with the requirements of European standard 16931 for raising e-invoices and the German e-invoicing regulation (*E-Rechnungsverordnung* E-Rech-VO). In addition, the OZG-RE conditions of use have to be met. Invoices in a format which does not comply with the e-invoice standard cannot be processed. Supporting documents or attachments are to be embedded into the invoice (XML file) and cannot be sent as an attachment to an email or De-Mail (a German E-Government communications service that makes it possible to exchange legal electronic documents between citizens, agencies, and businesses over the Internet). The file size of an e-invoice may not exceed 15 MB. The maximum number of embedded supporting documents is limited to 200. File types which

are permitted to be embedded into documents are png, pdf, jpg, jpeg, xlsx, ods and csv. Attachments cannot contain any active content (such as macros). You will be made aware of any changes to these restrictions on the OZG-RE portal.

III. Requirements for invoice content

In addition to the parts of the invoice relating to VAT law, an e-invoice has to contain the following data in accordance with Section 5 E-Rech-VO:

- Buyer reference ID (*Leitweg-ID*):
  The buyer reference ID (*Leitweg-ID*) received from Rentenbank needs to be entered. E-invoice field 1[1]: Buyer reference BT-10
- Payment conditions:
  Payment conditions have to be presented in a structured format as described in the current e-invoice version. E-invoice field: Payment terms BT-20 - please use the information below to structure your entry
- Buyer's bank details:
  E-invoice field: Payment account identifier BT-84
- Buyer's De-Mail or email address
  E-invoice field: Seller contact email address BT-43

IV. Support queries

Technical support queries regarding raising invoices should be directed to the portal operator. The support team at the Federal Printing Office can be contacted in writing or by phone if you have any technical queries:

Email address: sendersupport-xrechnung@bdr.de

Support hotline: +49 (0)30/25984436

Availability: hours of business are Monday to Friday from 8:00 am to 4:00 pm (CET). In addition, guidance and input masks are available on the portal.

Please direct any queries you have regarding the content of your invoice to your contact at Rentenbank.

V. Remuneration and charges

Raising and administering invoices on the OZG-RE portal is free of charge to you as the invoicing party. There is also no charge to contractors for transactions.

Rentenbank will not reimburse you separately for any costs which could arise in connection with e-invoicing which are to be paid for by the invoicing party.

VI. Further information

The invoice will show as having been received by Rentenbank as soon as 'available/*bereitgestellt*' is shown on the portal. There is no requirement to supply any other information. You can view the status of your e-invoice at any time in the invoice overview. E-invoices are saved on the OZG-RE portal. Saving your invoice does not mean it is exempt from being subject to an audit and does not relieve you, as the invoicing party, from your statutory storage obligations.

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[1] Standard e-invoice, version e-invoice 1.2.2 | version as at 19 December 2019, issuer: Coordinating body for IT standards
https://www.xoev.de/detail.php?gsid=bremen83.c.16828.de

You can only submit electronic invoices which conform with OZG-RE, the Federal Printing Office's (*Bundesdruckerei)* e-invoicing portal to Rentenbank. E-invoices raised in any other format cannot be processed.

You are not permitted to send an invoice in both electronic and paper format.