



To all suppliers

Geesthacht, 31. März 2021

Introduction of XInvoice in accordance with eGovernment Law (EGovG)

Dear Sir or Madam,

From 27/11/2019 we have been required to use electronic invoices in the form of a structured data set (XInvoice) according to European Standard 16931 on digital channels and process them without media discontinuity, in line with the invoicing Act of 04/04/2017 (BGBl. I, 770 et seq.) and the invoicing Ordinance of the German Federal Government (E-RechV). At the same time, we are required to implement requirements for revision-safe archiving.

Since **27th November 2020**, electronic invoicing will be mandatory when invoicing for orders exceeding 1,000 euros. Exceptions to this obligation are set out in Sec. 3 (3) of the Federal invoicing Ordinance. We hereby request that you make use of the available invoicing options.

Sec. 4 of the E-RechV sets out the requirements for the invoice data model and the transmission of invoices. Electronic invoices must comply with the terms of use of the platform as well as complying with European Standard 16931-1-2017 and with E-RechV. As such, a mere image file or a simple PDF document is not an electronic invoice. Further information you can get on <https://www.e-rechnung-bund.de>.

Electronic invoices should be transmitted using the federal government's invoice receipt platform (OZG-RE), which is available at <https://xrechnung-bdr.de>. For the invoice to be correctly assigned to us, it is mandatory that you provide our route identification number 992-80187-74. You can also send us XInvoices directly by email to xrechnung@hereon.de.

You can also send attachments with your electronic invoice. The following Formats are currently permitted: PDF documents, images (PNG, JPEG), Text files (CSV), Excel spreadsheets and OpenDocument spreadsheets.

Finanzmanagement und Controlling

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When you are not required to submit electronic documents in individual cases (see Sec. 3 E-RechV), you may alternatively also send your invoice to us a PDF attachment by email to rechnungspruefung@hereon.de. This also applies to invoices under 1,000 euros net.

For detailed information on the XInvoicing standard, please refer to the website of the BMI (Federal Ministry of the Interior, Building and Community), which provides extensive information. For this purpose, please follow the link <https://www.bmi.bund.de> either by doing a search for the keyword 'E-Rechnung in der Bundesverwaltung' ('eInvoicing in federal administration') or by navigating as follows: *Themen > Moderne Verwaltung > Verwaltungsmodernisierung > E-Rechnung in der Bundesverwaltung*.

Please understand that from 27/11/2020 onwards, we will not accept invoices in paper form by mail or fax.

Many thanks for your cooperation in introducing electronic invoicing. Please get in touch if you have any further questions.

Best regards,

Helmholtz-Zentrum hereon GmbH



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