

Deutsches Zentrum für Luft- und Raumfahrt e.V. (DLR e.V.)
Linder Höhe
51147 Köln

Dear Sir/Madam

Introduction of electronic invoicing

In this letter we would like to inform you about the introduction of electronic invoice processing in our organization and the related possibilities for electronic invoicing.

In accordance with the e-invoicing law of April 2017 (BGBl. I, 770 ff.), the German Aerospace Center (Deutsches Zentrum für Luft- und Raumfahrt e.V.) is obliged to be able to receive electronic invoices in accordance with CEN standard 16931 via digital channels as of **27 November 2019** and to process them without media discontinuity. To this end, DLR has introduced a new procedure for electronic invoice processing in order to meet the requirements for consistent, digital processing and audit-proof archiving.

To submit an electronic invoice, you will have the possibility of using the OZG-compliant invoice receipt platform (OZG-RE) at <https://xrechnung-bdr.de>. You have the option of creating an invoice on the platform in a uniform format or uploading and sending an existing invoice.

We ask you to make use of the possibilities of electronic invoicing. As of 27 November 2020, electronic invoicing will become mandatory for invoice issuers. Exceptions to the obligation (e.g. in the case of direct contracts of up to €1,000, excluding VAT) are regulated in Section 3 (3) of the E-Billing Ordinance (E-RechV).

Section 4 of the federal government's E-RechV ordinance defines the requirements for the invoice data model and for transmission. Public administrations accept XInvoices as well as other electronic invoices that comply with the European standard EN 16931 and the E-RechV ordinance. In addition, e-invoices must comply with the terms of use of the OZG-RE. The requirements within the scope of electronic invoicing are described in the enclosed brochure. All information about the Standard XRechnung is available at www.xoev.de.

Unless you are obliged to submit electronic invoices and do not wish to use this option, please continue to send invoices by post to:

Deutsches Zentrum für Luft- und Raumfahrt e.V.
Lieferantenbuchhaltung
Linder Höhe
51147 Köln
Germany

or to use the procedure of e-invoices in pdf format in agreement with the supplier accounting department an contact kreditorenbuchhaltung@dlr.de .

We would like to thank you for your participation in the introduction of electronic invoicing and will be happy to answer your technical question to the federal printing (Bundesdruckerei Berlin) in Berlin phone + 49 30 25 98 44 36 or sendersupport-xrechnung@bdr.de .

With kind regards
Supplier Accounting Department
Enclosure: Requirements within the scope of electronic invoicing

Requirements in the scope of electronic invoicing

The main requirements concerning the content of an electronic invoice, the invoice format to be used and the electronic transmission of an invoice are summarised below.

Requirements for the invoice contents

In addition to the VAT invoice components, an electronic invoice must contain the following information according to § 5 E-RechV of the Federal Government:

- Routing identification number
The routing ID of DLR e.V. is: 992 - 0 3005 – 81.
- Payment terms or, alternatively, the due date
- Bank details of the creditor
- De-Mail or e-mail address of the invoicing party

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

- Order number
- Supplier number (creditor number)

All accounting-relevant information must be transmitted in a universally electronically readable form and may not be placed outside the designated text fields.

Requirements for the invoice format

- The current version of the XInvoice standard must always be used for issuing electronic invoices. Any other standard may also be used if it meets the requirements of the European standard for electronic invoicing and the federal e-invoicing (E-RechV) regulation. In addition, the conditions of use of the OZG-RE must be met.
- Invoice formats that do not meet these requirements cannot be accepted.
- Documents and accounting documents must be embedded in the invoice data record and may not be sent as an attachment to an e-mail or De-Mail.
- The maximum size of an invoice is 15 MB. The maximum number of embedded invoicing documents is limited to 200. Permitted file types of the embedded documents are "png", "pdf", "jpg", "jpeg", "xlsx", "ods", and "csv". Attachments may not contain active contents (e.g. macros). Changes to these restrictions will be announced via the invoice receipt platform.
- Invoice documents with attachments that require a paper-based mode of dispatch in accordance with other legal provisions (export certificates, customs documents or similar) remain unaffected by the above provisions.

Requirements for the transmission of invoices

- Only the OZG-compliant incoming invoice platform (OZG-RE), which can be accessed at <https://xrechnung-bdr.de>, is to be used for the transmission of electronic invoices. This requires prior registration and activation of the desired transmission channels. You will also find further information on electronic invoicing at the address given.
- Electronic invoices sent by other means cannot be accepted.

- It is not permitted to send invoices with the same invoice number both in electronic form and on paper. Please use only the electronic invoice format in future to reduce the number of possible duplicates.