

Information concerning Invoicing Requirements (as per 2021, October 7th)

1. Invoice content

According to § 5 ERechV, the electronic invoice must contain at least the following information in addition to the VAT invoice components (§ 14UStG):

- Routing-ID
- Terms of payment or alternatively the due date
- Bank details
- De-mail or e-mail address of the issuer of the invoice

In addition, an electronic invoice must contain the following information

- Supplier number
- Order number

All information relevant to the invoice must be transmitted in a generally machine-readable form and must only be contained within the text fields provided.

2. Invoice format

For the generation of electronic invoices, issuers of invoices shall generally use the data exchange standard X-Invoicing of Sept. 29th, 2017 (BAnz AT 10.10.2017 B1) in the respective current version.

- The maximum invoice size is 15MB
- The approved file types for embedded attachments are pdf, png, jpeg and csv.

A maximum of two file attachments may be embedded in an invoice.

3. Invoice transfer

The following methods are now available for transmission:

- The federal invoice receipt platform (OZG-RE): After registration on <https://xrechnung-bdr.de/edi/account/login?r=L2VkaS8%3D> you can create and submit XInvoices. (**Routing-ID 992-80177-07**)

- The service of Cosinex: After successful registration via <https://ssoweberfassung.xrechnung.io/sso/register> you can generate XInvoices via <https://weberfassung.xrechnung.io/> and submit them via the e-mail address eingang@xrechnung.io. (**Routing-ID: 992-80177-07**)

- You can still submit your X-Invoice to our e-mail address Finanz.Rechnung@helmholtz-hzi.de. (**Routing ID: 993-80177-28**)

This overview is not be considered exclusive. Please check general terms and conditions of HZI as stated in your contract.

Finance & Controlling
Finanz.Info@helmholtz-hzi.de

**Helmholtz-Zentrum
für Infektionsforschung GmbH**

**Helmholtz Centre for Infection
Research**

SCIENCE CAMPUS Braunschweig-Süd
Inhoffenstraße 7
38124 Braunschweig
Germany
Tel +49 531 6181-0
Fax +49 531 6181-2655
www.helmholtz-hzi.de

Chair of Supervisory Board:
MinDir'in Prof. Dr. Veronika von Messling
Federal Ministry of Education and
Research

Deputy:
MinDirig Rüdiger Eichel, Department
Leader, Ministry for Science and Culture
of Lower Saxony

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Administrative Director:
Silke Tannapfel

Registered Office:
Braunschweig

Registry Court:
Amtsgericht Braunschweig HRB 477
VAT Reg. No DE 11 48 15 244

Bank account:
Braunschweigische Landessparkasse
BIC NOLADE 2H XXX
IBAN DE56 2505 0000 0002 0588 81

St.-Nr. 13/200/24006