



Verbandsgemeinde Landstuhl

Information on submitting electronic invoices via the central e-invoicing platform RLP (ZRE)

| Verbandsgemeindeverwaltung Landstuhl | |
|---|---------------------------------|
| Leitweg-ID (buyer reference): | 073355011000-001-59 |
| Peppol participant ID: | 0204:073355011000-001-59 |
| | |
| Stadt- und Verbandsgemeindewerke Landstuhl | |
| Leitweg-ID (buyer reference): | 073355011000-002-56 |
| Peppol participant ID: | 0204:073355011000-002-56 |

Dear invoice issuers,

As of April 1, 2025, invoices to Rhineland-Palatinate (RLP) authorities relating to public orders and concessions must be electronic invoices. We therefore ask you to send us e-invoices only, and to do so via the central RLP e-invoicing platform (ZRE). This procedure is regulated in §1 and §3 of the [RLP E-Invoice Regulation](#) and applies regardless of the order value. Public orders are defined [here](#).

All important information concerning e-invoices and the central RLP e-invoicing platform can always be found up-to-date on our homepage at [E-Rechnung | Verbandsgemeinde Landstuhl](#).

Definition of e-invoice

An e-invoice should not only be distinguished from a paper invoice, but from a digital invoice as well, e.g. in PDF format. General information and more detailed specifications on what criteria an e-invoice must meet can be found on the [RLP e-invoice portal](#).

Registration at ZRE

In order to use the ZRE, you must register [here](#), unless you are submitting your invoices via Peppol. For registration please use 'Mein Unternehmenskonto' (my company account) on the basis of ELSTER. More detailed information can be found [here](#). You may want to check with your system provider to see if transmission via Peppol is already supported.

Transmission channels

- **E-mail:** Invoices by e-mail must **ALWAYS** be sent to the following e-mail address:
ZRE-rlp@Poststelle.rlp.de

If you submit an invoice via e-mail, your sender address must have been stored in a ZRE user account. Currently, only one e-mail address per ZRE user account can be stored. The feedback of the ZRE will be sent to the e-mail address the invoice was submitted from, both in case of rejection and in case of successful delivery. Therefore, we ask you not to submit invoices from a no-reply or bounce e-mail address. In case you are sending invoices through service providers or software providers, make sure you know the sender address.

- **Upload:** If you want to upload an invoice in the ZRE yourself, you must be registered and logged in to [ZRE](#). After successful login, you will be able to upload an invoice. Error messages and/or confirmations will appear directly in the browser.
- **Web form:** If you are registered and logged in, you may alternatively create an invoice directly in the web form. This, however, requires manual effort and is designed for uncomplex invoices. The invoices cannot be archived in the ZRE, so you must download your invoice via the download button prior to sending it.
- **Peppol:** Peppol is the only transmission channel that does not require registration for invoice issuers. As an invoice issuer, you will receive feedback from Peppol if the invoice can be processed via this channel. You currently do not receive automated feedback from the ZRE. However, if the ZRE rejects an invoice, e.g. because 'BT-10' is not filled with a correct Leitweg-ID, the ZRE's support team will contact you via the e-mail address provided in 'BT-43' of the invoice.
To use Peppol, you need a service provider that is listed on the Peppol network. An overview can be found [here](#). If you submit invoices through a service provider or software provider, they may be able to help you with questions concerning Peppol.
Further information can be found in the [FAQs](#) or at [OpenPeppol](#).

Payment reminders and other correspondence

Since the ZRE processes only e-invoices (including, for example, partial invoices, corrections and credit notes), you must send payment reminders and other correspondence to the buyer's e-mail address (not to ZRE-rlp@Poststelle.rlp.de but, for example, to the e-mail address stored in 'BT-58' of the invoice).

Invoice formats & Invoice-forming documents

You can submit invoices that comply with the [currently valid version of the standard XRechnung](#). In addition, the ZRE is also processing the most recently overridden version of the standard. ZUGFeRD invoices in the profiles XRechnung and EN 16931 can also be submitted, other profiles are currently [not being accepted](#). Such a ZUGFeRD invoice consists of a PDF with an embedded XML file. Please note that the ZRE ignores the PDF and instead generates its own visualization from the XML file containing the relevant original invoice.

Invoicing attachments must be Base64 encoded and can be added to the e-invoice in the following formats: PDF, PNG, JPG, JPEG, CSV, XLSX, ODS. All attachments must have different names. This also applies to embedded, Base64-encoded systems within the e-invoice. The filenames must not contain an @ character and may be truncated if they are too long. Only one invoice per e-mail may be submitted, the total size including all attachments may not exceed 20 MB. More detailed information and details on what else you need to consider when submitting an invoice can be found [here](#).

Content of the e-invoice ('BT fields')

The mandatory data fields of the XRechnung standard – which, according to [the decision of the IT Planning Council](#), is the relevant standard for the use of the e-invoice in Germany – are mostly grounded in the Value Added Tax Act. Additional mandatory information includes payment terms, bank details, the invoice issuer's e-mail address ("BT-43", important for feedback) and the Leitweg-ID, which must be correct for the invoice to be delivered successfully. Our Leitweg-ID can be found at the beginning of this document. Please make sure that it is entered without spaces and in the character set UTF-8 in the data field 'BT-10'. 'BT' stands for 'Business Term' and designates an information element. Detailed information can be found in the [specification](#) of the Coordinating Body for IT Standards (KoSIT).

In addition to the mandatory data fields, please fill in the following BT fields in each invoice, if the information is available:

| | |
|--------------------|-------|
| Name | ID |
| Contract reference | BT-12 |

| | |
|------------------------------|-------|
| Purchase order reference | BT-13 |
| Seller identifier | BT-29 |
| Buyer identifier | BT-46 |
| Buyer contact point | BT-56 |
| Buyer contact e-mail address | BT-58 |
| Actual delivery date | BT-72 |
| Invoicing period start date | BT-73 |
| Invoicing period end date | BT-74 |