

**Information on electronic invoicing for suppliers and vendors of the University of Freiburg**  
(Stand: 23.06.2023)

As of 1 January 2022, you as a contractor of a public client are generally required to issue invoices in electronic form according to § 4a of the Baden-Württemberg E-Government Act in conjunction with the Baden-Württemberg E-Invoicing Ordinance. An exception to this principle initially applies to invoices up to an amount of € 1000 excluding VAT.

Please observe the following rules:

- You must send a separate invoice for each order.
- Please send us only one invoice per email (XRechnung or, on an interim basis, PDF).
- You may add further invoice attachments to the invoice document.
- The maximum size of the email is **7,3 MB**.

**Important notes on invoicing:**

Invoices can only be processed and paid on time if they are submitted in the correct format and – in addition to the usual invoice data – with the necessary details for assignment:

**1. Invoice and email format**

Possible invoice formats are **XRechnung and, on an interim basis, PDF**. The invoice is transmitted electronically; it is not necessary to send an additional copy by mail.

Invoices should be issued in the XRechnung format (standard: Universal Business Language [UBL] or UN/CEFACT Cross Industry Invoice [CII]) with the following field assignment.

<b>Required information</b>	<b>To be entered in the following field of the XRechnung</b>	Information for the University of Freiburg
Buyer reference	BT-10	<b>08311000-DE142116817-24</b>
Order number/ Internal guiding criterion	BT-13	see no. 3; if it is provided with the order.

<b>Other invoice information</b>	<b>To be entered in the following field of the XRechnung</b>
Terms of payment	BT-20
Recipient of services	BT-50
Delivery data	BT-72
Data specific to the University Library:	
Order number	BT-132
Budget code	BT-133
Term	BT-134 and BT-135
Volume	BT-127

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**2. PEPPOL connection**

The university can be reached via the following PEPPOL ID: **0204:08311000-DE142116817-24** accessible in the network.

**3. Indication of the order number or guiding criterion and delivery address**

Invoices can only be processed in a timely manner if it is possible to assign them to the ordering process or to the ordering university institution. It is therefore necessary that the invoice contain the following information in addition to the usual invoice data:

- **Order number or guiding criterion.**  
The supplier is informed of the Angabe by the department placing the order
- **Delivery address** or the **institution placing the order**, contact person, if applicable.

**4. Delivery note address**

Deliveries (of goods), including the delivery note, should be sent directly to the University of Freiburg delivery address stated in the order. The ordering university department thus confirms the receipt of goods decentrally.

**5. Correct billing address**

Address of the central receipt of invoices with indication of the order number or guiding criterion:

Albert-Ludwigs-Universität Freiburg  
Postfach  
79085 Freiburg  
xrechnung@zv.uni-freiburg.de

**6. Contact**

All electronic invoices as well as any reminders of payment should be sent to the email address **xrechnung@zv.uni-freiburg.de**. This is a noreply address.

If you have any further questions, please contact the e-invoice team at:  
**fiori\_support@zv.uni-freiburg.de**