

X INVOICE / ZUGFERD

Routing-ID of Ruhr-University Bochum: 05911-06001-11

- ✓ You can submit your XRechnung invoice by email or via the web entry module.
- ✓ In both cases, the invoice must be created in XRechnung format (XML file).
- ✓ For each invoice delivered in XML format, you will receive two confirmation emails from the e-invoice portal, one confirming receipt and one providing validation information.
- ✓ A PDF invoice is not an e-invoice. If you submit a PDF invoice by email, the invoice will not be forwarded, even though you will receive a confirmation of receipt from the portal. Please make sure to submit the invoice in XML format!
- ✓ Always specify the routing ID. Without the routing ID, the invoice cannot be delivered.

Please also ensure that you fill in the XRechnung fields correctly:

- ✓ Only one entry may be made per field.
- ✓ Please only enter the address of Ruhr University Bochum as the invoice recipient.
Ruhr University Bochum
Central Invoice Receiving Department
P.O. Box 10 20 20
44720 Bochum
- ✓ The organizational unit (e.g., the chair) can then also be specified as the delivery address.
- ✓ The purchaser must be specified as the contact person.
- ✓ The BVG number provided must be entered as the order number. Please leave the vendor number field blank.
- ✓ If an invoice that has already been submitted needs to be corrected or canceled, please mark it as an invoice correction, not as a credit note, to avoid delays.

To send X-invoices via the web entry module:

1. Go to the web entry module: <https://weberfassung.erechnung.nrw/>.
2. Register and log in if you have not already done so.
3. Enter your invoice data manually in the module or upload an X-invoice
4. (XML file) that has already been created. Your invoice must at least comply with the XRechnung 2.2 standard.
5. Enter the required information such as routing ID, invoice number, invoice date, amounts,
6. and recipient information. Routing ID of Ruhr University Bochum: 05911-06001-11
7. Select the delivery method:
 - a. Via PEPOL with the corresponding ParticipantID 0204:05-NRW-83
8. By email to eingang@erechnung.nrw
Send the invoice and monitor the status of the transmission via the portal.

To send X-Rechnungen by email:

1. Create the invoice using software that supports X-Rechnung (XML format).
2. Export the invoice as an X-Rechnung in XML format.
3. Send the invoice by email to eingang@erechnung.nrw.

Do you have any questions?

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