RUHR UNIVERSITÄT BOCHUM RUB

X INVOICE / ZUGFERD

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

- ✓ You can submit your XRechnung invoice by email, via Peppol (ParticipantID 0204:05-NRW-83 + Routing-ID) or via the web entry module.
- ✓ In every case, the invoice must be created in XRechnung format (XML file).
- ✓ For every invoice submitted in XML format, you will receive an automatic response from the
- ✓ e-invoicing portal - either a confirmation or an error notification. (Except Peppol)
- ✓ A PDF invoice is not an e-invoice. If you submit a PDF invoice via email, it will be deleted without further notice.
- ✓ Always enter the routing ID in the BT-10 field. Without the routing ID, the invoice cannot be delivered. If you are using Peppol, the german routing ID must be provided in addition to the Peppol ParticipantID!
- ✓ The Terms of Use for the e-invoicing portal apply to both the data collection module and direct mailing. Please review them carefully in advance. (https://www.vergabe.nrw.de/wirtschaft/e-rechnung-informationen-fuer-rechnungssteller)

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

- ✓ In BT-10 “Buyer Reference” (Käuferreferenz) enter the routing ID: 05911-06001-11
- ✓ 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-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.

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 PEPPOL with the corresponding ParticipantID 0204:05-NRW-83 and Routing ID 05911-06001-11
8. By email to eingang@erechnung.nrw
   Send the invoice and monitor the status of the transmission via the portal.

When using Peppol, please be sure to follow the “E-Invoicing - Guidance for Your IT”

Do you have any questions?

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