BRZ

Mit Sicherheit innovativ.

Step by step summary
for the generation/submission of an e-Invoice

All Federal department contracting partners (e.g. suppliers, service providers) trading goods and services with the former are obligated to issue and submit structured electronic invoices (e-Invoices). Furthermore, it is possible to submit e-Invoices to specific other invoice recipients (see https://www.erechnung.gv.at/go/recipients_others?locale=en_GB) without further technical adaptions.

To acquire and submit your e-Invoice quickly and easily please use the online form.

Step one – registration at the USP:

In order to be able to transmit e-Invoices you need to register once and free of charge at the USP (Business Service Portal – see https://www.usp.gv.at/en/index.html).

A step by step guideline for registration at the USP is online available (see https://www.erechnung.gv.at/go/usp_registration_en).

Step two – log in at the USP (after registration – see step one):

After the authenticated login at the USP you will find the link **E-RECHNUNG.GV.AT** in the section **Meine Services** (my services). Click there to enter the following page.
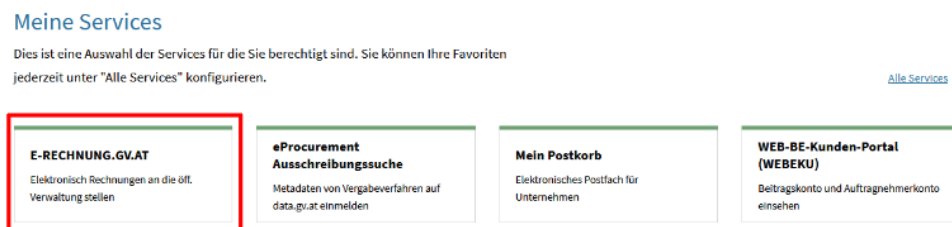

Figure 1: USP - My Services - E-RECHNUNG.GV.AT

Step three – open online form:

The easiest way to submit an e-Invoice is to fill in the online form provided at e-Rechnung.gv.at.
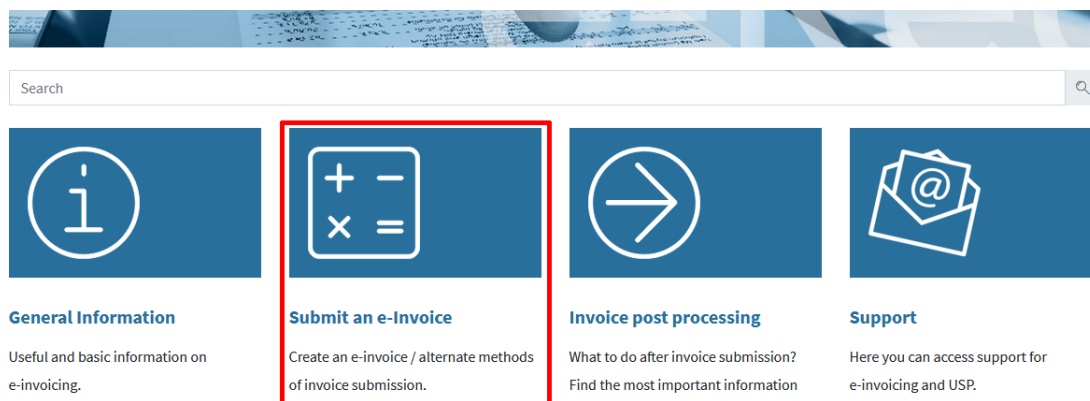

Figure 2: Step one to the online form

Render an e-Invoice

e-Invoice web form

Enter the invoice data in the USP and the selected invoice recipient receives your e-invoice. You can then save the invoice data as a template file and upload it to the form when you receive another invoice. You will be notified of the successful acceptance in an e-mail with the invoice PDF attached. Required information for filling in the online form.

e-Invoice upload

You can upload self-generated, structured e-invoice documents to create an invoice.

Other delivery methods for the automatic transfer

Figure 3: step two to the online form

Step four – Start acquisition without using a template:

Click the button [Invoice >] at page **1. New form input**.

1. New form input

Start directly

[Invoice >]

[Invoice for advance payment >]
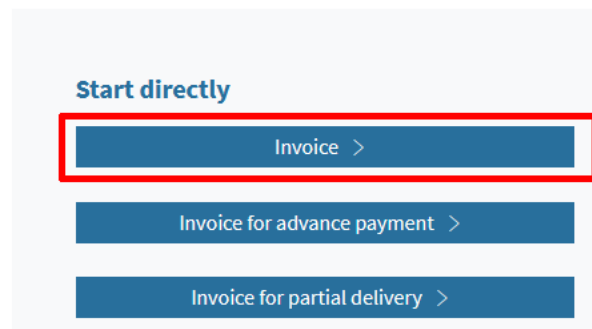
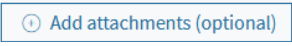[Invoice for partial delivery >]

Figure 4: Create new e-Invoice

Then page **2. Invoice data** of the online form is shown.
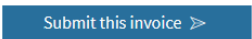
Step five – enter invoice data:

Please have your order of the Federal department at hand when entering the invoice data!

- Enter the **order reference** (Federal departments: order number or buyer group - EKG) in the given format.
  Please contact your client if you do not have this information.
- Please use your **supplier number** ("Lieferantennummer" or "Geschäftspartnernummer") for all your e-Invoices to each Federal department.
  Please contact your client if you do not know your supplier number yet.
- The remaining information of your invoice is to be entered on the following pages of the online form.

Step six – add attachments and submit e-Invoice:

At the end of the online form, you can add attachments to the actual invoice by clicking the button [⊕ Add attachments (optional)]. Valid attachment formats are: PDF, XLS(X), PNG or XML.

By clicking the button [Submit this invoice ≫] the e-Invoice will be transmitted to the recipient and no further changes are possible.

Hint – use templates!

At page **6. Validate invoice** - 🛬 Nur als Vorlage speichern (wird nicht automatisch übermittelt) - or at the page
7. Confirmation you can save your invoice as a template in the format XML (*filename.erb*)
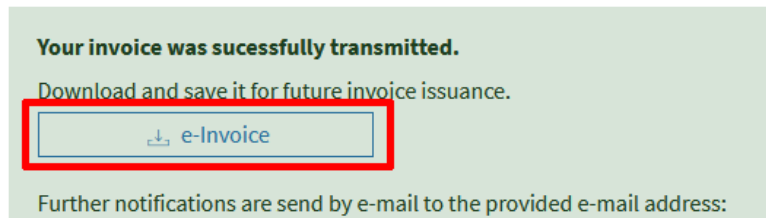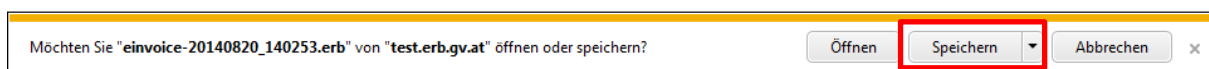for later reuse.

7. Submission

Your invoice was sucessfully transmitted.

Download and save it for future invoice issuance.

⤓ e-Invoice

Further notifications are send by e-mail to the provided e-mail address:

Figure 5: Result of e-Invoice transmission

Möchten Sie "einvoice-20140820_140253.erb" von "test.erb.gv.at" öffnen oder speichern?   Öffnen   Speichern ▼   Abbrechen   ✕

- Click "Save as".
- Save the file under an arbitrary name on your local computer.

Using the online form with a template file

When starting the form input in the window **1. New form input** you can load a previously
saved XML invoice (template) in the block **Start with template file**.

Start with template file

Show/hide all help texts

Template file

no template file selected   Browse

Document type

Invoice ⌄

Figure 6: Starting the online form with a template file

Further Information:

Information on further methods for submitting e-Invoices to the public sector can be found
at www.erechnung.gv.at.

Please note particularly the Guideline for invoicing and contribution/transmission in the
sector "Publications/Downloads" https://www.erechnung.gv.at/go/download.