

Dear Sir or Madam,

Pursuant to the Ordinance on Electronic Invoicing in Federal Public Procurement (*Verordnung über die elektronische Rechnungsstellung im öffentlichen Auftragswesen des Bundes*, ERechV), the Deutsche Bundesbank is required to accept and process electronic invoices.

To ensure quick processing on our part, it is absolutely essential that the **order number (BBK-xxxxxxx-x)** is always specified on your invoices and delivery notes/confirmations of services rendered.

Pursuant to ERechV, we kindly request that you submit invoices in an “XRechnung” compatible format via the Federal Government’s dedicated administrative portal “Onlinezugangsgesetz-konforme Rechnungseingangsplattform” (OZG-RE). The OZG-RE is accessible at the following website: <https://xrechnung-bdr.de/>. To address your invoices to the Bundesbank, please only use the following routing channel ID: 991-80008-08.

If the ERechV requirements are not met (inter alia, the stipulation that invoice amounts may not exceed €1,000.00 net), you can also send your invoices by email to the following address: elektronischer-rechnungseingang@bundesbank.de.

When using the email option, please note the following restrictions:

- only one invoice is to be attached per email;
- annexes to invoices must be sent as separate documents;
- only PDF files can be accepted;
- compressed formats cannot be accepted;
- no additional paper copy needs to be sent.

Should you wish to send your invoices to the Deutsche Bundesbank by post rather than by email, please use the following postal address:

Deutsche Bundesbank, Buchhaltung Scanstelle, Postfach 57 03 48, 22772 Hamburg, Germany

The Bundesbank reserves the right to return invoices which do not meet these requirements to the sender.

Thank you for your cooperation.

Yours faithfully,

DEUTSCHE BUNDESBANK

Deutsche Bundesbank, Central Office

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