

## Switching to Electronic Invoice Receipts

Dear Ladies and Gentlemen,

The Philipps-University of Marburg has switched to electronic invoice receipts.

From now on, please send us your outgoing invoices to the following email addresses:

In PDF or ZUGFeRD format

[rechnung@uni-marburg.de](mailto:rechnung@uni-marburg.de)

In XInvoice format

[xrechnung@uni-marburg.de](mailto:xrechnung@uni-marburg.de)

Bills relating to the **construction industry** are currently excluded from this reform. Please proceed with sending those invoices as **hard copies** to the Administration Unit IV (Dezernat IV).

In order to ensure proper processing, we kindly ask you to consider the following:

- Send invoices and credit notes **only once** via email to the previously mentioned email addresses. Do not send hard copies afterwards.
- An email may only contain **one** invoice.
- Invoices must be transmitted as an invoice document via PDF or, for an x-invoice, via XML. Other formats are not permitted.
- The PDF document must start with the invoice. Other attachments (e.g. delivery notes, individual receipts, etc.) are to be appended as subsequent pages. In the case of several PDF files, they should be separated from the invoice PDF file by creating an additional attachment (Examples: Appendix\_Delivery\_Note.pdf, Appendix\_GTCs.pdf).
- Do not send advertising, newsletters, contractual documents or the like to the above email addresses.
- Invoices should have a quality of 300 DPI. The email must not exceed the maximum size of 15 MB.
- No encryption, no password protection
- Invoices must not be rotated. Invoices in portrait and landscape format are possible.
- The subject of the email should contain the invoice number.

Invoices that do not meet these requirements cannot be processed further.

### **Necessary information:**

For speedy invoice processing, the **order number** must be stated (4xxxxxxxx).

If there is no order number (4xxxxxxxx), the cost center (KST xxxxxxxx) or order number (AUF xxxxxxxx) must be specified.

For an xInvoice, please enter this in field **BT-19** (according to xInvoice standard).

If possible, please include the name, telephone number and department/institute of the person placing the order.

If the order number or KST or AUF information is missing, we reserve the right to forward the email back to you.

Our billing address is:

Philipps-Universität Marburg  
Finanzbuchhaltung  
Biegenstr. 10-12  
35037 Marburg

A different delivery address may be specified for goods deliveries.

The invoice must contain the invoice-relevant information required in accordance with Section 14 Paragraph 4 and Section 14a Paragraph 5 UStG.

Please note: In federal state of Hesse, no Leitweg-IDs are assigned or allocated centrally.

We are of course happy to answer any questions you may have.

Thank you for your support!

Best regards  
Philipps-University of Marburg  
Financial Accounting Department