

# Dear Supplier, Dear Service Provider,

As of 1 January 2025, the Growth Opportunities Act (Wachstumschancengesetz) requires the use of a structured, electronic invoice format when exchanging invoices between two companies. Therefore, we would kindly ask you to send your invoices in a digital format compliant with this law.

Permissible formats that fulfil the requirements of the DIN EN16931 are the X-invoice and the hybrid invoice format ZUGFeRD in the versions listed below:

- ZUGFeRD 2.1 (COMFORT)
- ZUGFeRD 2.1.1
- ZUGFeRD 2.2 (COMFORT)
- ZUGFeRD (CII) 2.3.0
- ZUGFeRD (CII): 2.3.3
- ZUGFeRD (CII): 2.4
- Factur-X 1.0.07
- Factur-X 1.0.07.3
- Factur-X 1.08
- Peppol (UBL): 3.0.17
- Peppol (UBL): 3.0.18
- Peppol (UBL): 3.0.19

## The advantages of e-invoicing include:

1. Electronic data processing on the accounts payable and accounts receivable side without manual entry and therefore with fewer sources of error.
2. If activity and maintenance reports are required, these documents can be sent as a separate PDF attachment in the same email, attached in the PDF (ZUGFeRD only) or embedded in the XML.
  - The following advantages are gained: Environment friendly (no paper usage); faster and more efficient allocation of invoices and therefore quicker payouts.

As part of the changeover, WISAG has set up a page at <https://rechnungseingang.wisag.de/>, where you can check your electronic invoices for compliance. You will also find lots of useful information about electronic invoicing there.

To get started, please upload a test invoice. You will then receive immediate feedback on the compatibility and conformity of the invoice you have created.

After a successful test, you will automatically receive our e-mail address, where you can send all invoices in the future.

There are already various online solutions available to create electronic invoices. You can also create e-invoices with various existing invoicing tools (e.g. Lexware). We recommend that craftsmen use the ToolTime software solution for this purpose.

Should you have any questions during the process, feel free to get in touch with your responsible WISAG contact person at any time.

To make the changeover even more convenient for you, we have summarized the most important points below.

## 1.1 Mandatory information

WISAG has defined **mandatory** fields within the XML, that are required to process your invoice. To ensure correct allocation of your invoice, at least one of the following fields (**BuyerReference**, **BuyerOrderReferencedDocument** and/ or **CostCenter**) must be included within the XML and be readable by our system.

### 1.1.1. BuyerReference/ BuyerOrderReferencedDocument/ CostCenter

In one of the fields above, you are required to enter a valid cost center or the order number from the WISAG system. A valid cost center is either 10 digits for an operational order or 7 digits for an administrative cost center.

The fields must be filled in correctly in both content and form. Our system automatically reads these fields for the purpose of allocating them within WISAG. Incomplete, incorrect or omitted information makes manual sorting necessary and leads to additional workload. In some cases, it results in automatic rejection. Please note that by entering a cost center in an incorrect field, the system will not be able to read it.

We would like to point out that any additional information (e.g. words, numbers, symbols) not specifically requested in these fields (BuyerReference/ BuyerOrderReferencedDocument) may cause readout errors.

After successful testing, it will also be possible to assign invoices automatically via the correct company master data, even if the cost center cannot be found/ read. However, this requires additional work and therefore results in increased processing time.

### 1.1.2 BuyerTradeParty

When filling in this field, please ensure that the company name is entered correctly and corresponds exactly to the commercial register entry. It must be written out in full and match the company name in the PDF invoice (ZUGFeRD). If there is not enough space in this field, please split the company name between the first and second line.

### 1.1.3 Tax at item level:

For processing, the tax rate must be entered for each line item. The **title of the field** "Position tax rate" or INVOICE\_POSITION\_TAX\_AMOUNT depends on the format used.

### 1.1.4 Good to know

For performance reasons, files must not exceed 25 MB.

The document number in field BT-1 may contain a maximum of 16 characters.

## **1.2 Optional information:**

The following fields are optional and **therefore** not mandatory for processing. Leaving them blank will not result in a rejected invoice but completing them can improve processing efficiency.

### **1.2.1 EmailURIUniversalCommunication:**

The field allows you to specify an alternative e-mail address for **auto-replies**. Replies are always sent to the e-mail address from which the invoice e-mail was originally sent. Therefore, please ensure that this address is monitored (No no-reply inboxes). If the sender's email address is not **monitored**, you may enter an alternative mail address here to receive the feedback messages to both mailboxes.

### **1.2.2 SellerTradeParty:**

It is recommended to **enter** the vendor number in the SellerTradeParty field. You can obtain the corresponding vendor number from your responsible WISAG contact person. If you are unable to provide this information, you will receive a notification e-mail as soon as our processors have assigned the number.

Please note that this message is **not an error message!** The invoice has been correctly received in our mailbox and is being processed.

### **1.2.3 ChargeAmount/ ChargeTotalAmount**

To apply surcharges or discounts at item level, BT-136 (ActualAmount) must be filled in. At document level, the BT-108 ChargeTotalAmount field can be used for the total of all surcharges and discounts.

## **New for ZUGFeRD 2.4/ Factur-X 1.08: Sales tax for sub-items**

With the introduction of the new version ZUGFeRD 2.4/ Factur-X 1.08, sub-items can now also be marked as sales tax compliant in the EXTENDED profile.

- Subtotals of multiple invoice items
- Specification of information on subordinate items that form a complete item
- Breakdown of an item into sub-items with their own VAT rates
- Grouped items per transaction
- Items with subtotals

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We thank you for your support and we look forward to continuing our successful collaboration!



<b>Specification</b>	<b>Field Name</b>	<b>ZUGFeRD 2.X/ X-Invoice (CII)</b>	<b>PEPPOL/ UBL</b>
Company Name	BuyerTradeParty	SupplyChainTradeTransaction. ApplicableHeaderTradeAgreement. BuyerTradeParty.Name	AccountingCustomerParty. Party.PartyName.Name
Buyer Reference/ Order Number	BuyerReference (BT-10)	SupplyChainTradeTransaction. ApplicableHeaderTradeAgreement.	BuyerReference
Buyer Reference/ Order Number	BuyerOrderReferencedDocument (BT-13)	SupplyChainTradeTransaction. ApplicableHeaderTradeAgreement. BuyerOrderReferencedDocument.IssuerAssignedID	OrderReference.ID
Buyer Reference/ Order Number	CostCenter (BT-19)	SupplyChainTradeTransaction. ApplicableHeaderTradeSettlement. ReceivableSpecifiedTradeAccountingAccount.ID	AccountingCost
Position tax rate	ApplicableTradeTax	SupplyChainTradeTransaction. IncludedSupplyChainTradeLineItem. SpecifiedLineTradeSettlement.ApplicableTradeTax. RateApplicablePercent.Value	InvoiceLine.Item. ClassifiedTaxCategory.Percent
Additional E-Mail Address for notifications	EmailURIUniversalCommunication	SupplyChainTradeTransaction. ApplicableHeaderTradeAgreement. SellerTradeParty.DefinedTradeContact. EmailURIUniversalCommunication.URIID	AccountingSupplierParty. Party.Contact.ElectronicMail
Seller Reference	SellerTradeParty	SupplyChainTradeTransaction. ApplicableHeaderTradeAgreement. SellerTradeParty.ID	AccountingSupplierParty. Party.PartyIdentification.ID

Position surcharge/ discount	ActualAmount (BT-136)	SupplyChainTradeTransaction. IncludedSupplyChainTradeLineItem. SpecifiedLineTradeSettlement. SpecifiedTradeAllowanceChargeActualAmount.Value	CreditNoteLine.AllowanceCharge. Amount.Value  InvoiceLine.AllowanceCharge. Amount.Value
Total surcharge/ discount	ChargeTotalAmount (BT-108)	SupplyChainTradeTransaction.ApplicableHeaderTradeSettlement. SpecifiedTradeSettlementHeaderMonetarySummation. ChargeTotalAmount.Value	LegalMonetaryTotal. ChargeTotalAmount.Value