

Step by step guideline 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 public sector institutions (see https://www.erechnung.gv.at/erb/?p=einvoice_recipients_pubsec&locale=en_GB) without further technical adaptations.

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

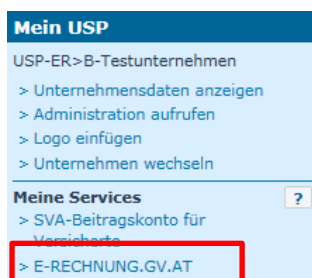
Step one – registration at the USP:

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 www.usp.gv.at).


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

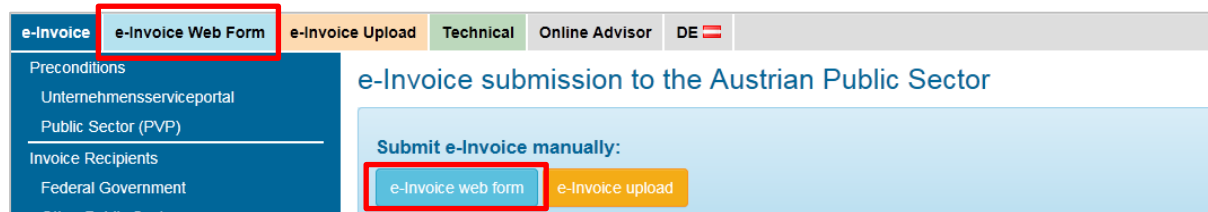
Step two – log in at the USP (after registration – see step one):

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

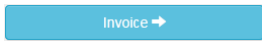


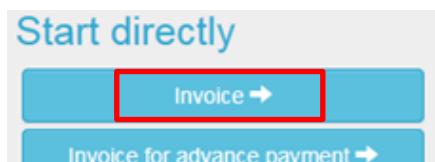
Step three – open online form:

The easiest way to submit an e-Invoice is to fill in the online form provided at E-RECHNUNG.GV.AT – Click the Button  or select the top menu item.



Step four – Start acquisition without using a template:

Click the button  at page “1. New form input”. Then page “2. Invoice data” of the online form is shown.

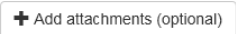



Step five – enter invoice data:

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 (Lieferantenummer) 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.

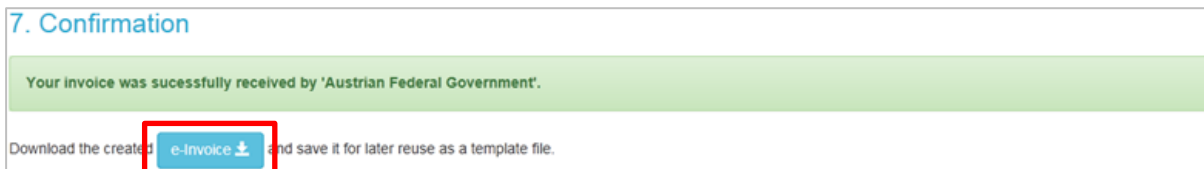
Step six – add attachments and submit e-Invoice:

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

By clicking the button  the e-Invoice will be transmitted to the recipient and no further changes are possible.


Hint – use templates!


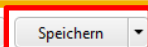
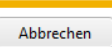

At the page "6. Validate invoice" -  - or at the page "7. Confirmation" you can save your invoice as a template in the format XML (filename.erb) for later reuse.



7. Confirmation

Your invoice was successfully received by 'Austrian Federal Government'.

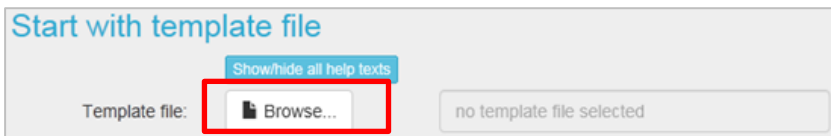
Download the created  and save it for later reuse as a template file.

Möchten Sie "einvoice-20140820_140253.erb" von "test.erb.gv.at" öffnen oder speichern?    


- 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 previous saved XML invoice (template) in the block "Start with template file".



Start with template file



Template file:  no template file selected

Further Information:

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

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