Value added. Value shared.

Electronic invoice (e-invoice)

Learn how Unite supports your transition to electronic invoicing (e-invoice) in accordance with EU regulations. Discover everything about formats, transmission methods and how to get started – whether you are a business or a public institution.

What is an e-invoice?

An e-invoice is a digital document that contains the same content and legal effects as a conventional paper invoice. Unlike PDF files, e-invoices are machine-readable and follow standardised formats, enabling automated import and processing in financial systems.

Benefits:

- Faster processing
- Reduced errors
- Compliance with EU Directive 2014/55/EU and EN 16931

E-invoices for Businesses (B2B)

Supported formats

ZUGFeRD (Unite default)

Abbreviation for 'Central User Guide of the Forum Electronic Invoice Germany':
A PDF document with a machine-readable XML attachment (CII Cross Industry Invoice).

UBL/XRechnung

Abbreviation for 'Universal Business Language':
A machine-readable data set in XML format.

If you would like to receive e-invoices in a format other than ZUGFeRD, please contact your Unite representative.

UBL sample files

We provide two UBL sample files for download. We recommend using the 'KoSIT-xrechnung_3.0' template.

ZIP ubl-muster-kosit.zip
zip - 1.84 KB 2026-09-02

ZIP ubl-muster-peppol.zip
zip - 1.83 KB 2026-09-02

Transmission methods

Unite supports two transmission methods:

- **Email**: ZUGFeRD/XML attachments
- **Peppol Network**: Secure, standardised delivery (further information under https://peppol.org/)

Requirements for receiving e-invoices

To receive e-invoices, your organisation must:

- Be able to receive XML attachments via email, **or**
- Be registered in the Peppol network with a valid VAT ID or GLN

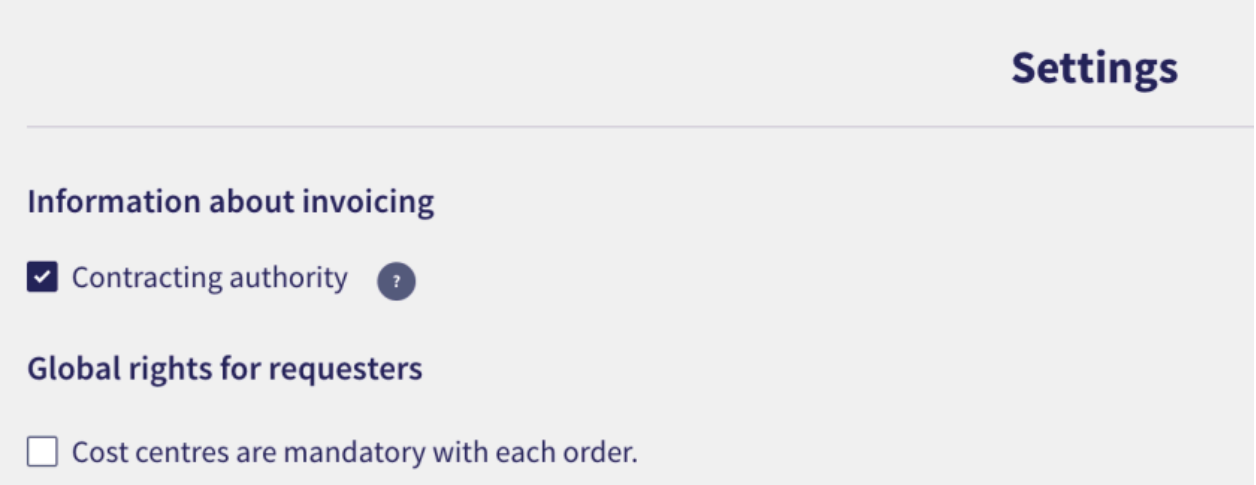
If multiple entities place orders through your account/customer number, this may complicate delivery and may require review by Unite.

E-invoices for public authorities (B2G)

Since November 2020, e-invoicing is mandatory for public authorities. Unite supports this via the web service using PEPPOL from the Federal ZRE ('Zentrale Rechnungseingangsplattform des Bundes'). Only e-invoices in the current version of the 'XRechnung' (UBL) standard can be transmitted here.

To enable this:

- Go to 'Organisation' and then 'Procurement settings'.
- Select the 'Contracting authority' option.



- Go to 'Organisation' and then 'Addresses' and update the 'Buyer reference' in your billing address.

