

Invoices arriving as XML?

From now on, readable and checked.

XRechnung, ZUGFeRD, PDF and paper arrive all mixed up. This guide shows how PaperOffice recognizes every e-invoice, displays it as an invoice, checks it against the core rules of EN 16931 and takes over its fields for your accounting.



TRY IT YOURSELF IN 30 MINUTES

Five files in: two e-invoices are valid, one stands out with a calculation error, PaperOffice flags the PDF copy as a duplicate, and the AI reads the paper invoice. With a test package to try it yourself.

WHY THIS GUIDE

The invoice now arrives as a file for machines.

Since January 1, 2025, companies in Germany must be able to receive e-invoices. Since then, XML files have been arriving alongside PDF and paper.



An XRechnung is a file meant to be read by software. Open it in a browser and you see code. Whether the amounts are right, whether all mandatory details are there and whether the same invoice is already in the house as a PDF: none of that shows.

This guide shows how PaperOffice recognizes every e-invoice, displays it as an invoice, checks it against the core rules of the European standard EN 16931 and takes over the fields for your accounting. Every step is backed by images from the app. With our test package, you can try it yourself in 30 minutes.

Daniel Schönland

Founder and CEO, PaperOffice

WHO THIS IS FOR

Accounting

You record and check incoming invoices and prepare payments.

Finance management

You are responsible for e-invoices being received, checked and retained.

IT

You connect mailboxes and scanners and pass the data on to accounting and the ERP.

WHAT YOU CAN ACHIEVE AFTERWARD

Set up an invoice Workspace with AI-DMS Premium, read e-invoices as invoices, understand check results and protocols, back up queries to suppliers, recognize duplicates and file invoices with WORM retention.

OVERVIEW

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AT A GLANCE

- Invoices belong in their own Workspace with AI-DMS. PaperOffice recognizes XRechnung (UBL and CII) and ZUGFeRD automatically, also as an email attachment.
- The XRechnung appears as an invoice with seller, buyer, line items, and totals. The original XML is preserved.
- Every e-invoice is checked against 20 core rules of EN 16931. The result appears as "E-invoice valid" or "E-invoice invalid" in the list, the protocol in the "Audit" tab.
- Number, dates, amounts and supplier come straight from the XML and are protected from being overwritten by the AI.
- If the same invoice arrives again as a PDF, PaperOffice reports a possible duplicate, across the whole account.

01 · FOUR SUPPLIERS, FOUR FORMATS

Four suppliers. Four formats in one morning.

Monday, 8:15 a.m. New invoices are waiting in the invoice inbox of Northstar Industrial Systems in Hamburg. Each one arrives differently.



Kaltwerk Kältetechnik sends maintenance invoice KW-2026-1342 as an XRechnung and, on the same day, again as a PDF. Nordlicht Energie sends RE-2026-1123 as ZUGFeRD—a PDF with embedded XML. Metallbau Kröger attaches XRechnung MK-26-0587 to an email. And Brandtner Logistik sends BL-26-03471 on paper, as always.

When the team opens Kaltwerk's XRechnung, they see code. What goes unnoticed: In Kröger's invoice, one line item does not match the total, and Kaltwerk's PDF invoice is identical to its XRechnung.

THE REAL HURDLE

An e-invoice is made for software. Your team still has to check, clarify and retain it, every day and for every format.

02 · WHAT APPLIES SINCE 2025

Receiving since 2025. Issuing from 2027 and 2028.

New rules have applied to invoices between companies in Germany since 2025. The key dates at a glance.

FROM	WHAT APPLIES
January 1, 2025	All companies must be able to receive e-invoices. An email inbox is enough for this.
2025 and 2026	Paper and other electronic formats such as PDF may still be issued, PDF with the recipient's consent.
January 1, 2027	Companies with prior-year turnover above EUR 800,000 issue e-invoices. For smaller companies, the transition rule applies for one more year.
January 1, 2028	All companies in Germany issue e-invoices.

What counts as an e-invoice

A structured format under the European standard EN 16931, such as XRechnung or ZUGFeRD from version 2.0.1, except the MINIMUM and BASIC-WL profiles.

What counts as an other invoice

Paper, a PDF without XML or a scan. The transition rules above apply to them.



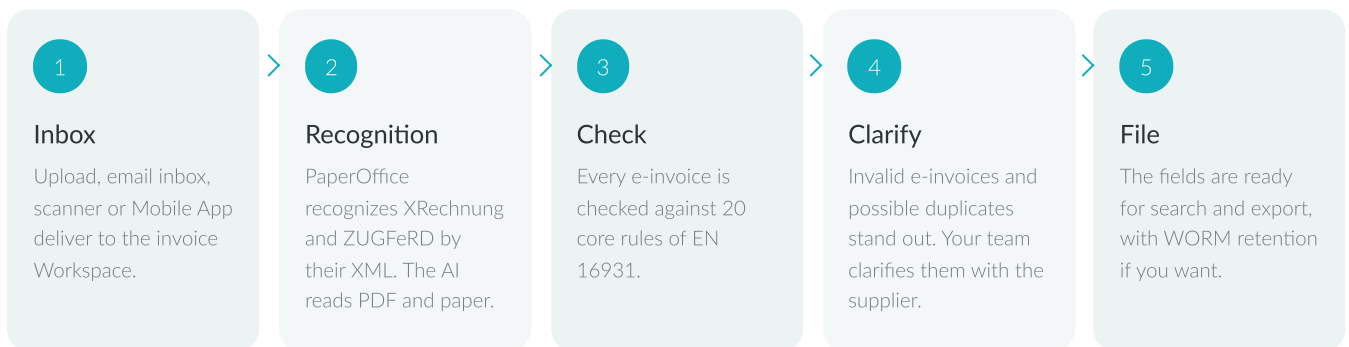
NOT LEGAL OR TAX ADVICE

Exceptions such as small-amount invoices up to EUR 250 and travel tickets, and details of your case, are for you to clarify with your tax advisor.

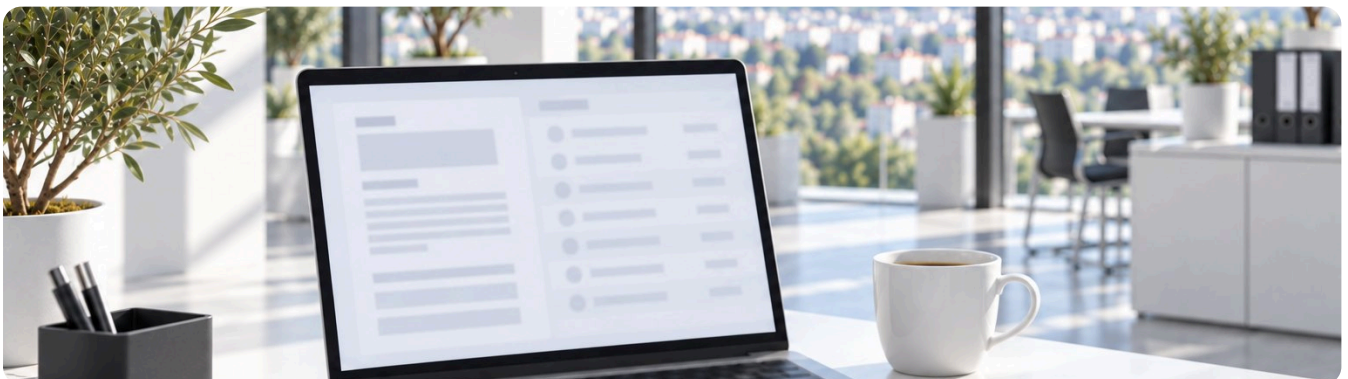
03 · THE PROCESS AT A GLANCE

Five stations. Every format on the same path.

Whether XRechnung, ZUGFeRD, PDF or paper: every invoice runs through the same Workspace.



STATION	WHAT PAPEROFFICE DOES	WHAT YOUR TEAM DECIDES
Receipt	scans every upload for viruses, fetches emails with their attachments	which mailboxes and devices deliver
Recognition	XRechnung as UBL or CII and ZUGFeRD, also as an attachment	which Workspaces run with AI-DMS
Check	status "valid" or "invalid", with protocol	who resolves invalid e-invoices
Clarify	shows the failed rule and possible duplicates	who contacts the supplier for clarification
File	takes over the fields, switches on WORM if you want	which records get WORM retention



04 · A WORKSPACE FOR INVOICES

A Workspace of its own. With AI-DMS Premium.

Invoices get a Workspace of their own. You set the tier under [Edit Workspace](#) > [AI-DMS](#) .

AI-DMS

Document intelligence

How should new documents be understood?

⏸

Storage only

Storage only

Documents are stored without automatic AI processing. Manual processing remains available later.

✓ File storage

✓ Manual AI-DMS processing possible

⚡

Basic

OCR + Search

Searchable archive: OCR, classification and text embeddings with light context.

✓ OCR text recognition

✓ Classification (type, dates, keywords)

✓ Text embeddings and light context

AI QUALITY

Search

Understanding

★ MOST POPULAR

🌐

Premium

IDP + Embeddings

Best default for business documents: semantic search, business fields, relations and reranking.

✓ Business fields and semantic search

✓ Document and entity relations

✓ Reranking for stronger retrieval

✓ Image embeddings for layout elements

AI QUALITY

Search

Understanding

🚀 ULTIMATE POWER

🌐

Ultra

Vision + Graph

Maximum depth: MEGA Vision, Knowledge Graph, paragraph chunks and cross-document reasoning.

✓ Knowledge Graph and LLM relations

✓ Paragraph chunks and cross-document reasoning

✓ MEGA Vision: tables, charts, forms and barcodes

✓ Entity resolution for connected knowledge

AI QUALITY

Search

Vision

- 1 **Choose AI-DMS Premium.** PaperOffice recognizes and checks e-invoices in every AI-DMS tier. Premium also reads PDF and paper with all business fields and reports duplicates.

Attachments included

Email attachments follow the AI-DMS setting of the Workspace, so an XRechnung in an attachment is checked as well.

Processing start

“Best Effort” starts without a time guarantee and without extra Credits. If you need results faster, choose a guaranteed start.

More with Ultra

Ultra adds the security audit with fraud detection, for example for a new IBAN. More in the guide on invoice fraud.

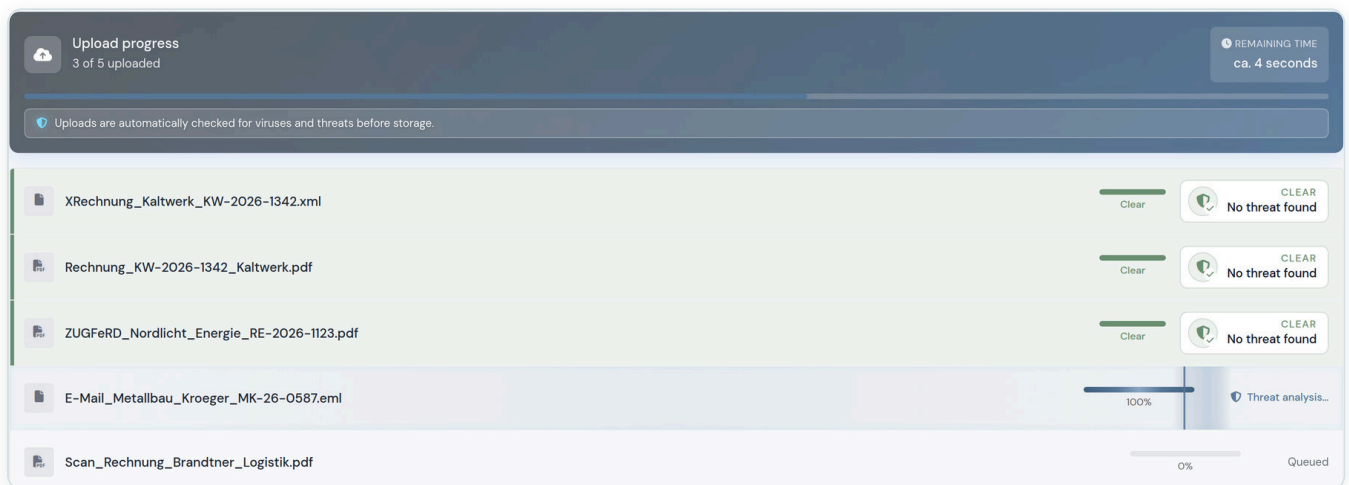
OUR RECOMMENDATION

A Workspace “Invoice Inbox” with AI-DMS Premium that all invoice channels deliver to. That way, every invoice goes through the same check.

05 · IN THE APP: BRING IN INVOICES

Upload, email, scan. Every format is recognized.

In the Workspace, click **Add document** , choose files, done. Before saving, PaperOffice scans every file for viruses.



- 1 **Upload.** The five files from the test package: XRechnung, PDF copy, ZUGFeRD PDF, an email with an XRechnung attached and a scan. Every file is checked for viruses and threats before it is saved.

Mailbox

A connector fetches emails from the invoice mailbox. Every message arrives with its attachments.

Email with XRechnung

The attachment becomes a document of its own and is checked on its own. The email and the attachment stay linked.

Paper

The network scanner sends straight to the Workspace; on the go, the Mobile App takes photos.



06 · READ XML AS AN INVOICE

No more code. The XRechnung as an invoice.

PaperOffice shows an XRechnung as an invoice: seller and buyer, numbers and dates, lines and totals.

Format at a glance

The top shows what you have: "E-invoice · XRechnung (UBL)" or "(CII)", below it the version, here XRechnung 3.0.

XML source

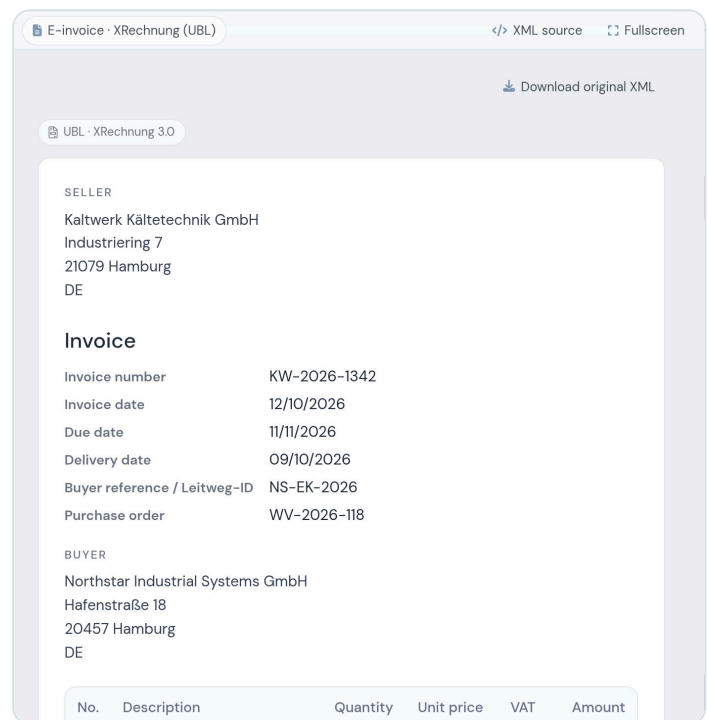
One click shows the original XML, another one brings back the invoice.

Download original XML

The file stays unchanged, for example for your accounting software.

ZUGFeRD

PaperOffice shows a ZUGFeRD PDF as a PDF. It reads the data from the embedded XML.



E-invoice · XRechnung (UBL) </> XML source Fullscreen

[Download original XML](#)

UBL - XRechnung 3.0

SELLER
 Kaltwerk Kältetechnik GmbH
 Industriering 7
 21079 Hamburg
 DE

Invoice

Invoice number	KW-2026-1342
Invoice date	12/10/2026
Due date	11/11/2026
Delivery date	09/10/2026
Buyer reference / Leitweg-ID	NS-EK-2026
Purchase order	WV-2026-118

BUYER
 Northstar Industrial Systems GmbH
 Hafenstraße 18
 20457 Hamburg
 DE

No.	Description	Quantity	Unit price	VAT	Amount
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The XRechnung KW-2026-1342 from Kaltwerk

07 · WHAT PAPEROFFICE CHECKS

20 core rules. From the number to the total.

PaperOffice checks every e-invoice against the core rules of EN 16931, with the validation module po_en16931_core_v1. If one rule fails, the invoice counts as invalid.

AREA	WHAT PAPEROFFICE CHECKS
Structure	readable XML as a UBL invoice, UBL credit note or CII, plus the specification identifier (BT-24)
Header data	invoice number (BT-1), invoice date (BT-2), type code (BT-3), currency (BT-5)
Parties	name, address and tax ID of the seller, name of the buyer
XRechnung	Leitweg-ID or buyer reference (BT-10)
Lines	at least one invoice line (BG-25)
Totals	net, tax and gross present; the lines add up to the net amount; net plus tax equals gross
Tax	VAT breakdown (BG-23)
Payment	format of the IBAN, if one is given

For the totals, rounding differences of up to 0.5 percent of the gross amount, at most EUR 1, count as matching.

E-invoice valid

The XML satisfies the EN 16931 core rules.

E-invoice invalid

At least one rule failed. A manual review is required.

Not verifiable

The check could not be completed, for example because there was no XML.

08 · VALID OR INVALID

Green or red. Right in the list.

The check result is shown right on the document. Your team sees at a glance which e-invoice needs clarifying.

DOCUMENT	DOCUMENT TYPE	KEYWORDS	DOCUMENT STATUS	ADDED	AUTOMATION
Invoice BL-26-03471 - Brandtner Logistik - 1552... 🔗 Invoice BL-26-03471 from Brandtner Logistik to Northstar Industrial Systems This is an incoming invoice from Brandtner Logistik for warehousing and transport services provided in September 2026. The total amount due is 1552.47 EUR, inclusive of VAT.	Invoice	Brandtner Logistik Northstar Industrial Syste... Rechnung BL-26-03471 +4	Incoming	51 minutes ago 10/17/2026, 04:20 PM	AI-DMS Premium AI-DMS Premium IDP
MK-26-0587 Metallbau Krö... 🔗 E-invoice invalid This document is an invoice issued by Metallbau Kröger GmbH to Northstar Industrial Systems GmbH. The invoice date is October 13, 2026, with a due date of October 27, 2026. It covers the supply and installation...	Invoice Email	Invoice Metallbau Kröger GmbH Northstar Industrial Syste... MK-26-0587 +3		51 minutes ago 10/17/2026, 04:20 PM	AI-DMS Premium AI-DMS Premium IDP
RE-2026-1123 Nordlicht Energ... 🔗 E-invoice valid This document is an invoice issued by Nordlicht Energie GmbH to Northstar Industrial Systems GmbH for heat supply services. The billing period covers the month of September 2026, specifically from September 1st to...	Invoice	Invoice Nordlicht Energie GmbH Northstar Industrial Syste... RE-2026-1123 +3		51 minutes ago 10/17/2026, 04:20 PM	AI-DMS Premium AI-DMS Premium IDP
Invoice KW-2026-1342 Kaltwerk to Northstar In... 🔗 Invoice KW-2026-1342 from Kaltwerk Kältetechnik GmbH This document is an invoice issued by Kaltwerk Kältetechnik GmbH to Northstar Industrial Systems GmbH for the semi-annual maintenance of cold storage and air conditioning systems in Hall 2. The total amount...	Invoice	Kaltwerk Kältetechnik Gm... Northstar Industrial Syste... Rechnung KW-2026-1342 HV-2026-118 +4		51 minutes ago 10/17/2026, 04:20 PM	AI-DMS Premium AI-DMS Premium IDP
KW-2026-1342 Kaltwerk Kälte... 🔗 E-invoice valid This document is an invoice issued by Kaltwerk Kältetechnik GmbH to Northstar Industrial Systems GmbH. The invoice was dated October 12, 2026, with a due date of November 11, 2026. It covers maintenance...	Invoice	Invoice Kaltwerk Kältetechnik Gm... Northstar Industrial Syste... KW-2026-1342 +3		52 minutes ago 10/17/2026, 04:20 PM	AI-DMS Premium AI-DMS Premium IDP

✓ **The Workspace after the test.** The XRechnung from Kröger carries "E-invoice invalid", the XRechnung from Kaltwerk and the ZUGFeRD PDF from Nordlicht carry "E-invoice valid". Every invoice has a type, keywords and a summary.

FILE FROM THE TEST PACKAGE	TEST RESULT
XRechnung KW-2026-1342 (UBL)	valid, fields from the XML
ZUGFeRD RE-2026-1123	valid, fields from the embedded XML
XRechnung MK-26-0587 (CII, in the attachment)	invalid: the lines do not add up to the net amount (BT-106)
PDF copy KW-2026-1342	possible duplicate of the XRechnung
Scan BL-26-03471	invoice, all fields read by the AI

09 · THE PROTOCOL FOR YOUR QUERY

Which rule, which value. In black and white.

In the document, **Audit** tab, you find the e-invoice protocol: which validation module, when, which state of the XML and which rule failed.



E-invoice protocol

E-invoice invalid — review required

The XML does not satisfy the core rules. The document must not silently count as posted. Release remains a deliberate decision.

[Download protocol](#)

Validation module	Checked at
po_en16931_core_v1 · 2026.09.01	Oct 17, 2026, 5:20 PM
XML SHA-256	Failed rules
250ca5d323a8...	1

BT-106 Die Summe der Positionsnettoeträge weicht von der Positionssumme der Rechnung (BT-106) ab.

- 1 The XRechnung from Kröger. "E-invoice invalid — review required": the sum of the line net amounts differs from the invoice's line total (BT-106). The invoice states line 2 as EUR 532.00; correct would be $6 \times 72.00 = \text{EUR } 432.00$.

What it contains

Validation module, time, the SHA-256 of the checked XML and every failed rule with its BT number.

Download protocol

As a JSON file, for example for the query to the supplier or for your records.

Your decision

The invoice stays visibly marked. Your team requests a corrected invoice and decides on payment.

HOW TO CLARIFY IT

Tell the supplier the failed rule and request a corrected e-invoice. When it arrives, PaperOffice checks it like any other.

10 · THE FIELDS COME FROM THE XML

Number, dates, amounts. Straight from the XML.

PaperOffice takes the values of an e-invoice straight from the XML, without typing. The AI does not overwrite them.

AI-IDP
 [+ Add custom field](#)

Currency:	EUR	
Document Number:	KW-2026-1342	
Gross Amount:	2020.62	
Net Amount:	1698	
Publisher:	Kaltwerk Kältetechnik GmbH	
Publisher Address:	Industriering 7, 21079, Hamburg, DE	
Publisher Tax ID:	DE200000002	

"Data fields" tab of the XRechnung from Kaltwerk

FIELD	VALUE IN THE TEST
Invoice number	KW-2026-1342
Invoice date	12.10.2026
Due date	11.11.2026
Net	EUR 1,698.00
VAT	EUR 322.62
Gross	EUR 2,020.62
Supplier	Kaltwerk Kältetechnik GmbH, Hamburg
Order reference	WV-2026-118

Also for search

Search by invoice number or supplier, in the Workspace or in all Workspaces.

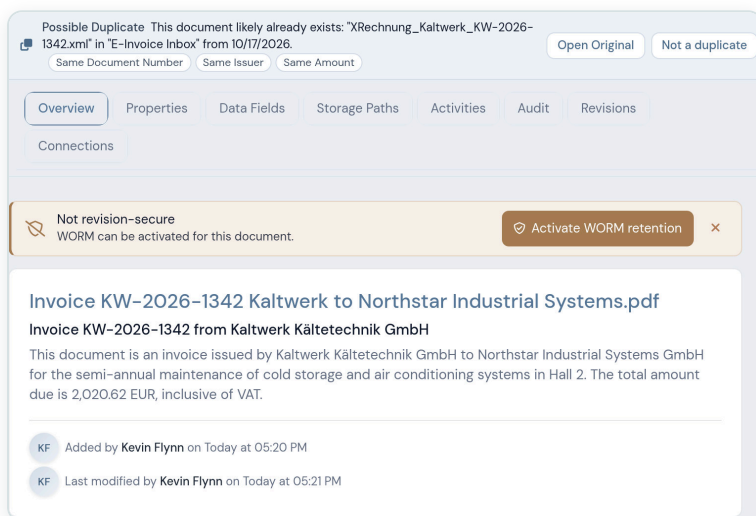
GOOD TO KNOW

A ZUGFeRD PDF also delivers its fields from the XML. The AI reads PDF and paper with AI-DMS Premium.

11 · THE SAME INVOICE AS XML AND PDF

The same invoice twice. Once XML, once PDF.

Many suppliers send a PDF in addition to the XRechnung. PaperOffice compares every new invoice with the documents across the whole account.



Open Original

Jumps to the first version, here the XRechnung.

Not a duplicate

If it is a different invoice after all, one click removes the notice.

- ✓ The PDF copy from Kaltwerk. "Possible Duplicate: This document likely already exists", with the reasons "Same Document Number", "Same Issuer", "Same Amount" and "Same reference".

HOW PAPEROFFICE RECOGNIZES A DUPLICATE	EXAMPLE FROM THE TEST
same content	the same file again, even under another name
same document number from the same issuer	KW-2026-1342 from Kaltwerk, as XML and as PDF
plus amount and reference	EUR 2,020.62, maintenance contract WV-2026-118

12 · FILE AND PASS ON

File with WORM retention. Pass the data on.

You retain invoices for many years. In PaperOffice, you switch on WORM retention per document: in the document, **Revisions** tab.


Activate WORM retention

After activation, the document is stored immutably (WORM). It cannot be deleted, moved or edited until the retention period expires. Statutory retention duties (e.g. HGB, AO) override GDPR erasure requests.

Jurisdiction

Germany

Document type *

DE Tax Record [DE_TAX_RECORD] [10y]

Period start

☒ Immediately (day-exact from today)
 ☐ End of year (EoY — common for statutorily bound types)

 For statutorily bound types EoY (end of year) is common — please check your local law.

Period end (calculated)

10/17/2036 (10 years) · Legal basis: GoBD / HGB §257 / AO §147

 After activation the document is WORM-protected. A compliance certificate (PDF with QR verify) can be generated at any time afterwards. Regeneration within 30 days is free.

Cancel

 **Activate WORM retention now (irreversible)**

- 1 **Activate WORM retention.** Choose jurisdiction, document type and start of the period; PaperOffice calculates the end. After that, the document is stored unchangeably (WORM). Which period applies to your records is a question for your tax advisor.

Export

Data and files as Excel, CSV, JSON or PDF, for example for your accounting.

API

Your ERP fetches fields and e-invoice status through the REST API.

Webhook

Once a document is processed, PaperOffice reports it by webhook, with the recognized fields.

Seven questions before you start.

**Do we need a special mailbox to receive them?**

An email inbox is enough for receiving. PaperOffice fetches the messages via a connector and checks every attachment.

Which formats does PaperOffice recognize?

XRechnung as UBL and CII, UBL credit notes, and ZUGFeRD and Factur-X as a PDF with embedded XML. The AI reads other invoices.

What happens to an invalid e-invoice?

It stays in the Workspace and carries the badge "E-invoice invalid". The protocol shows which rule failed. Your team requests a corrected invoice.

And an e-invoice attached to an email?

The attachment becomes a document of its own and is checked on its own. The email stays linked to it.

Can the values be changed?

Yes, by hand in the "Data fields" tab. Every change is listed in the "Revisions" tab.

How does the data get into our ERP?

By export as Excel, CSV or JSON, through the REST API or by webhook, as soon as a document is processed.

What does processing cost?

The pricing page shows it: paperoffice.ai/en/pricing.

14 · TRY IT YOURSELF IN 30 MINUTES

Load the test package. Check every format yourself.

Five fictional files show the whole path: two XRechnungen, a ZUGFeRD PDF, a PDF copy and a scan.

TEST PACKAGE E-INVOICING

Five files and a guide (README.txt)

XRechnung_Kaltwerk_KW-2026-1342.xml XRechnung (UBL)
 Rechnung_KW-2026-1342_Kaltwerk.pdf The same invoice as a PDF
 ZUGFeRD_Nordlicht_Energie_RE-2026-1123.pdf PDF with embedded XML
 E-Mail_Metallbau_Kroeger_MK-26-0587.eml Email containing an XRechnung (CII) attachment
 Scan_Rechnung_Brandtner_Logistik.pdf Scanned paper invoice
paperoffice.ai/downloads/paperoffice-ai-test-package-e-invoice.zip



- 1 **Create a Workspace:** on app.paperoffice.ai, for example "Invoice Inbox Test", under AI-DMS the tier "Premium".
- 2 **Upload:** all five files at once.
- 3 **Look at the list:** after a few minutes, "E-invoice valid" appears twice and "E-invoice invalid" once.
- 4 **Read:** open the XRechnung from Kaltwerk; "XML source" shows the original, "Data fields" the values.
- 5 **Protocol:** open the XRechnung from Kröger, "Audit" tab: the failed rule BT-106.
- 6 **Duplicate:** open the PDF invoice from Kaltwerk; at the top it says "Possible Duplicate".

FILE	RESULT	WHAT YOU SEE
XRechnung KW-2026-1342	valid	invoice readable, fields from the XML
Invoice KW-2026-1342 (PDF)	duplicate	notice "Possible Duplicate" pointing to the XRechnung
ZUGFeRD RE-2026-1123	valid	PDF, fields from the embedded XML
XRechnung MK-26-0587 (attachment)	invalid	rule BT-106: the lines do not add up to the net amount
Scan BL-26-03471	invoice	all fields read by the AI

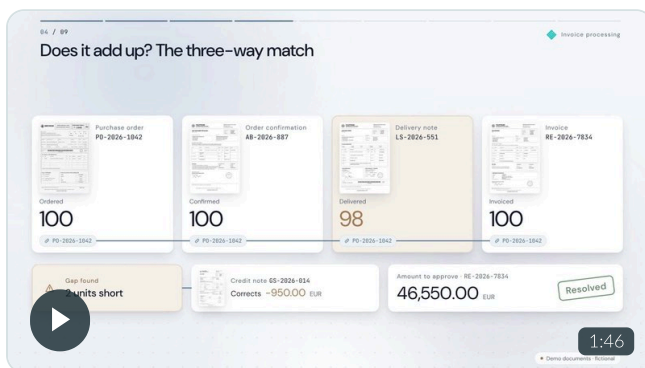
What the test costs is shown on the pricing page: paperoffice.ai/en/pricing

All companies, names, numbers and amounts in the test package are fictional; the invoices are in German, like most e-invoices from German suppliers.

15 · FILM AND MORE ON THE TOPIC

Prefer to watch? The film on invoice processing.

A short film on paperoffice.ai, in English. Scan the QR code with your phone camera or open the link.



Invoice Processing

From receipt through checks and approval to the handover to your ERP.

paperoffice.ai/l/loesungen-prozess-rechnungsverarbeitung



MORE IN THE ACADEMY

You will find all lessons and webinars at paperoffice.ai/l/academy, sorted by topic from the first Workspace to integration.

READ MORE

DOCUMENT

Invoices on paperoffice.ai

PROCESS

Invoice Processing

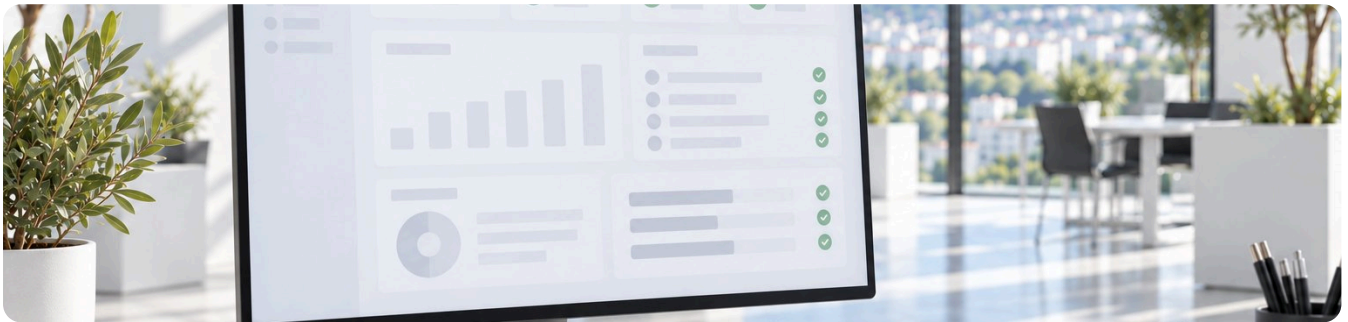
INTEGRATION

ERP, Accounting, and Interfaces

16 · YOUR E-INVOICE INBOX IN FIVE DAYS

Start with one mailbox. Then every supplier.

To get started, you need one invoice Workspace, one mailbox and the invoices of one week.



1

Day 1 · Workspace

Create the Workspace "Invoice Inbox" with AI-DMS Premium, decide who clarifies e-invoices.

2

Day 2 · Inputs

Connect the invoice mailbox via a connector, route scanners to the Workspace.

3

Day 3 · Trial

Upload the test package and go through the view, the protocol and the duplicate once.

4

Day 4 · Suppliers

Ask your key suppliers for XRechnung or ZUGFeRD, to the address of the invoice mailbox.

5

Day 5 · Rules

Write down who clarifies invalid e-invoices, how queries run and what gets WORM retention.

MEASURE THESE FOUR VALUES

E-invoices

Share of invoices arriving as XRechnung or ZUGFeRD

Valid

Share of e-invoices with "E-invoice valid"

Until clarified

Time from "invalid" to the corrected invoice

Duplicates

duplicate invoices detected per week

Measure for one week. Only the comparison with the weeks after shows how well the process works.

17 · CHECKLIST AND START

Before you expand.

- ☐ Invoices run into a Workspace of their own with AI-DMS Premium.
- ☐ All invoice channels deliver there: mailbox, scanner and upload.
- ☐ The team knows the badges "E-invoice valid" and "E-invoice invalid".
- ☐ For invalid e-invoices, it is clear who asks the supplier.
- ☐ Possible duplicates are clarified before anything is paid.
- ☐ The fields go to accounting and the ERP by export, API or webhook.
- ☐ It is decided which records get WORM retention.
- ☐ A run with the test package is done.

GET STARTED NOW

Create an account, set up a Workspace with AI-DMS Premium, upload the test package.
Start for free with the Free plan, no credit card required.

app.paperoffice.ai**QUESTIONS ABOUT THE GUIDE?**

Write to us if you have questions about the setup or a check result.

paperoffice.ai/contact

As of October 2026. Images from the app are sourced from a test account. All examples, companies, names, tax IDs, bank details and values in this guide are fictional.
The information on the legal situation is not legal or tax advice. PaperOffice, paperoffice.ai.