UAB Universitat Autònoma de Barcelona

Àrea d'Economia i Finances

Edifici Rectorat – Plaça Acadèmica – Despatx A/1055
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Tel. +34 93 581 13 96 · +34 646 25 31 49
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INFORMATION REQUIRED TO ISSUE ELECTRONIC INVOICES TO THE UAB

According to Law 25/2013 of 27 December, on promoting electronic invoicing and creating the invoice accounting register in the Public Sector, only invoices generated in accordance with the specifications of the **Facturae format 3.2 or 3.2.1**, and **electronically signed with a recognised certificate**, may be accepted.

The specifications for this format can be found at www.facturae.es. If you do not have your own tool, the electronic invoice can be created using one of the following platforms:

- www.b2brouter.net
- www.facturae.gob.es
- www.pimefactura.net

Main aspects to consider in order to create a valid electronic invoice:

1. *Identification of the University*

> Name of the organisation: **UNIVERSITAT AUTÓNOMA DE BARCELONA**
> NIF: **ESQ0818002H**
> Address: **Edifici A, Plaça Acadèmica**
> **Campus de la UAB· 08193 Bellaterra**
> **(Cerdanyola del Vallès)· Barcelona**

2. *DIR Codes*

> *According to Order HAP/1074/2014 of 24 June, which regulates the technical and functional conditions required for the General Entry Point for Electronic Invoices, every electronic invoice addressed to a Public Administration must include three codes identifying the recipient ("DIR3 Codes"): accounting office, managing body and processing unit.*

The DIR codes corresponding to the Universitat Autònoma de Barcelona are:

- **Accounting Office Code:** U02200001
- **Managing Body Code:** U02200001
- **Processing Unit Code:** U02200001

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3. *Purchase Order Number*

Electronic invoices must include a valid purchase order number.
This number will be provided by the UAB contact person who initiated the purchase and must be indicated in the field **<ReceiverTransactionReference>** of the Facturae 3.2 or 3.2.1 format.
Without this code, the invoice will not reach the inbox of the unit that needs to process it, which will hinder its management.

. The purchase order number is always a numeric code, without spaces, beginning with:

4400XXXXXX
4500XXXXXX   **(Where X = numerical character)**
4700XXXXXX
4800XXXXXX

Examples

Depending on the platform you use, the purchase order code must be entered as follows:

• **B2Brouter:** Enter the order code in the corresponding fields.

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- **Pimefactura:** Enter the code in the *Order* field.

- **MiFacturae:** Enter the provided code in the *Receiver References (Refs. Receptor)* field.

- **Facturae:** Enter the provided code in the *Receiver References* field.

- **e-fact:** Enter the code provided in the *Order Number* and *File Number* fields.