

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

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

4700XXXXXX

4800XXXXXX

(Where X = numerical character)

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.

The image shows a form titled "Pedido" with three input fields. The first field is labeled "Numero de pedido" and is circled in red. The second field is labeled "Fecha del pedido" and contains the placeholder "DD/MM/YYYY". The third field is labeled "Núm. de pedido del cliente" and is also circled in red.

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

Líneas de detalle

Concepto*

Cantidad* Unidades

Precio unitario*

Cod. Artículo Código de Artículo (opcional)

Imp. Repercutido IVA 21%

Imp. Retenido IRPF No hay retención

Albarán

Referencias Emisor

Referencias Receptor (Expediente / Contrato / Pedido)

Expediente Contrato **Pedido**

Expediente (referenc.) Contrato (referencia) Pedido (referencia)

Periodo

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

Otros datos relacionados (Opcional)

Los campos de formulario con asterisco * son obligatorios.

Selecciona los datos que quieres incluir:

Referencia del emisor | Referencia del receptor | Referencia del pedido | Expediente

Referencia del contrato

Fecha contrato

dd-mm-aaaa



Referencia operación/pedido

Fecha operación/pedido

dd-mm-aaaa



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

Detalle de Factura

factura.e

Gestión de facturación Electrónica v3.4
Formatos factura-e soportados: 3.2 y 3.2.1

General

• Descripción-id Descuentos Cargos

• Cantidad Unidades

• Importe Unitario (€)

• Importe Total (€)

• IMPORTE BRUTO (€)

Concepto | Porcentaje | Importe (€)

Información Adicional

Línea de factura - Extensión (XML)

Impuestos

Imp. Repercut. Imp. Retenidos

Impuesto	Tipo Impositivo	BI	Cuota (€)	BI Especial	C. Especial (€)	Recargo equiv.	Imp. r.equiv. (€)

Concepto sin impuestos Tipo Motivo

Otros datos

Refs. Emisor Refs. Receptor Expediente

Ref. contrato

Fecha contrato

Ref. operación/pedido

Fecha operación/pedido

Nº de línea dentro del pedido

Albarán Fecha

Código de artículo

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

Datos de la factura

Tipo de documento Número de factura Fecha de factura

Inicio periodo de facturación Fin periodo de facturación

– Datos adicionales

Número de pedido Número de expediente

Textos legales

Información general

Guardar borrador Cancelar