Users Guide for sending electronic invoices

ELECTRONIC INVOICING FOR THE UNIVERSITY OF CASTILLA-LA MANCHA

e-Invoicing

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University of Castilla-La Mancha

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1. Documentary Record

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2. Objective

The objective of this guide is to describe the necessary steps for submitting invoices electronically to the University of Castilla-La Mancha.

This guide will explain the necessary information that an electronic invoice must contain, and further explain where and how to enter the codes of the **Accounting Office, Management Office, Processing Unit and Purchaser**, which are mandatory to include in the electronic invoices submitted to the University.

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3. Introduction

The [Law 25/2013 of the 27th of December, the impetus for electronic billing and the creation of a record of invoices within the public sector](), states that as of the 15th of January, 2015, electronic billing must be used for those invoices submitted to the various Public Administration offices, and the following entities must submit their invoices through a general entry point for e-Invoicing:

a) Incorporated companies;

b) Limited liability companies;

c) Entities with legal status and entities which do not have legal status and lack Spanish nationality;

d) Permanent establishments and branches of non-resident entities within the Spanish territory under the terms established by the tax regulations.

e) Temporary joint ventures;

f) Economic interest group, European economic interest group, pension fund, venture capital fund, investment fund, asset utilization fund, mortgage market fund, mortgage securitization fund, guaranteed investment fund.

Suppliers submitting invoices to the University of Castilla-La Mancha must submit their invoices electronically utilizing the "**General Entry Point for E-Invoicing**" of the Ministry of Finance and Public Administration (**FACe**). It is also necessary to use an electronic signature to sign the invoice in order for the invoice to be processed. **However, as per Resolution of the University Management, invoices which are less than or equal to 5,000 euros (including VAT) are exempt from this obligation.**

4. Electronic invoice format and electronic signing of the invoice

According to Law 25/2013, the electronic invoices submitted to Public Administration offices must be in a structured format and signed using an advanced electronic signature based on a recognized certificate. Additionally, Article 13 of the law, under the second additional provision, states that electronic invoices must adhere to the electronic invoice structure "Facturae", version 3.2, and the electronic signature adheres to the specifications of XMLAdvanced Electronic Signatures (XAdES).

With regard to the type of certificate which is valid for the signing and subsequent submission of invoices via "FACe", until the content of an advanced electronic stamp is developed, the electronic invoices submitted to the Public Administration offices will be able to guarantee their authenticity and integrity by means of a certificate that is valid in the platform for the validation of electronic certificates "@firma" of the Ministry of Finance and Public Administration.

5. Generating an electronic invoice

Electronic invoices can be generated by using a [free application from the General State Administration](#) or by using any other application or system which complies with the electronic invoice format of "Facturae", version 3.2. All e-invoices must include the codes of the accounting office, management office, processing unit, and purchaser as defined by the Administrative Centres (*Administrative Centres* in the structured format in "Facturae") with the Roles: Fiscal (*Role Type Code* **01**), Recipient (*Role Type Code* **02**), Payer (*Role Type Code* **03**), and Buyer (*Role Type Code* **04**), indicating the following codes (*Centre Code*):

- **Accounting Office (Fiscal)** for the University of Castilla-La Mancha: **U03400001**

- **Management Office (Recipient)** for the University of Castilla-La Mancha: **U03400001**

- **Processing Unit (Payer)** for the University of Castilla-La Mancha: **U03400001**

- **Organizational body requesting purchase (Buyer):** The code to include should be the **purchaser's code** (i.e. the department, centre, office, etc. that is responsible for paying for the purchase). With each order the provider must indicate the purchaser's code through which the invoice should be processed. (**It is mandatory to include the purchaser's code).**

- Additionally, if any of the following information of the organizational body that is making the request is known, it should be indicated in the **Description** field (*Centre Description*):
  - invoice number
  - record number
  - name of the centre, department or service responsible for the order
  - name of the person who is placing the order

6.   Entering the codes of the Accounting Office, Management Office, Processing Unit, and Purchaser in the application used by the General State Administration

On the webpage where the application can be downloaded, there is additional information about the utilization of the program which can be found by downloading the following guides: Users Guide and Rapid Guide.

The following is an explanation as to where and how to enter information regarding the **accounting office, management office, processing unit, and purchaser**, which are mandatory to include in all electronic invoices processed through the University of Castilla-La Mancha.

The first step after running the program is to select **Generate Invoice** on the main page of the application, clicking on the button to the right to ensure that the format of the selected invoice is **3.2.**

After which, a new window will open where the following general information can be entered: invoice number, date of issue, information about the issuer and recipient of the invoice, etc.

In order to incorporate information about a new recipient, click on the button highlighted as number 1 in the following image.
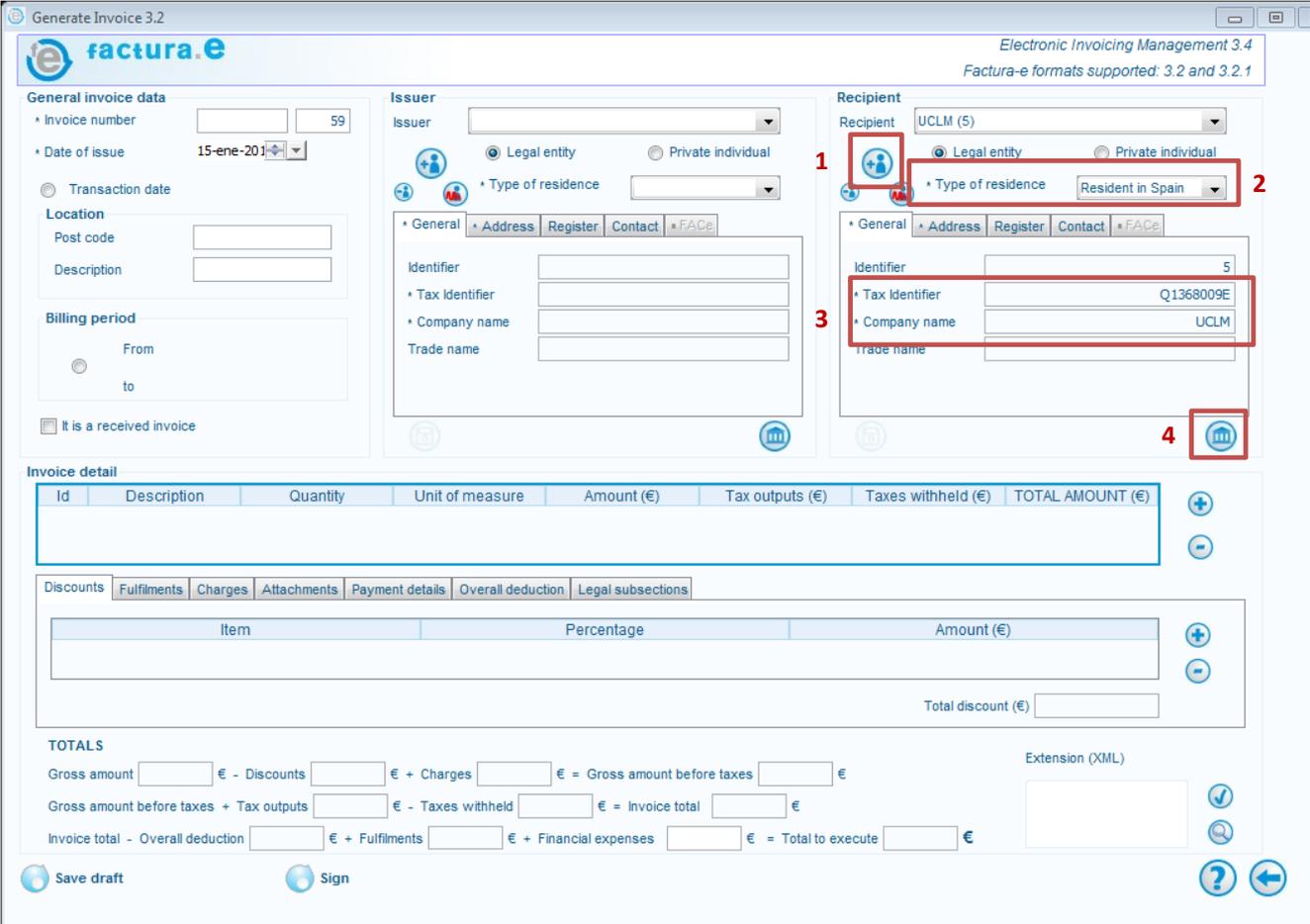
Invoices submitted to the University of Castilla-La Mancha must indicate that the type of residence is "Resident in Spain" (number 2 in the image) and enter the Tax Identifier Code for the University, **Q1368009E**, and the Company Name (number 3 in the image), taking care that the button "***Legal entity***" has been selected. In order to finalize the process, the codes of the accounting office codes, management office, processing unit, and purchaser must be entered. This is done by clicking on the button marked number 4 in the image in order to create a list of Administrative Centres.

Once the "Create Administrative Centres" button is clicked, a new window will be opened where you can add, modify or eliminate administrative centres.
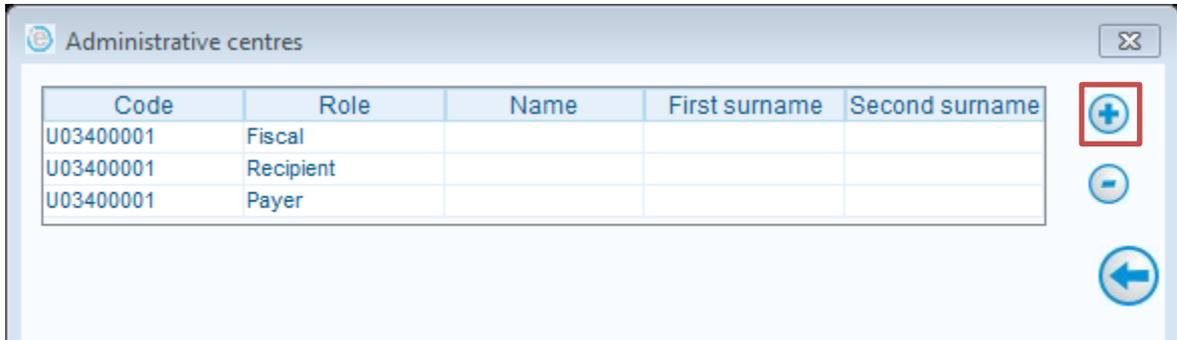
By clicking on the "**+**" button, as highlighted in the above image, Administrative Centres can be added. To eliminate an Administrative Centre, select one of the Centres and click on the "**-**" button. Additionally, the information related to a particular centre can be modified by double clicking on the specific centre.

As previously mentioned, the information regarding the codes of the accounting office, management office, processing unit, and purchaser may be entered in the Administrative Centres as described below:

1. Administrative Centre with the role "Fiscal" with the accounting office code **U03400001**. For this Administrative Centre, as can be seen in the image below, enter the accounting office code in the "*Code*" field and select the role "Fiscal" in the "*Role*" field. It is also mandatory to enter the Centre's address information where marked by asterisks.
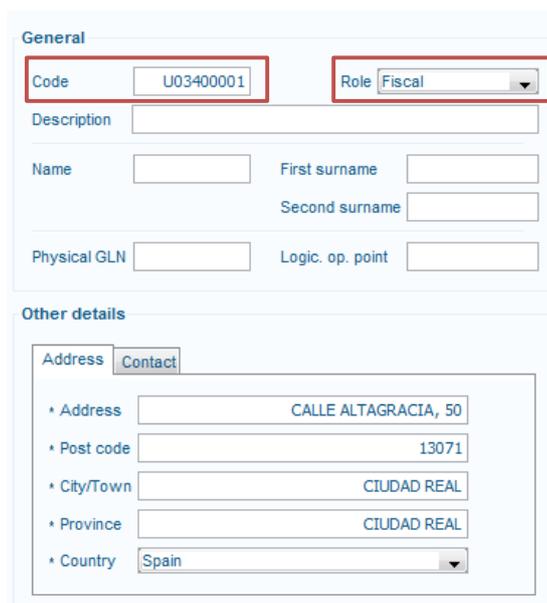
2. Administrative Centre with the role "Recipient" with the management office code **U03400001**. For this Administrative Centre, as can be seen in the image below, enter the management office code in the "***Code***" field and select the role "Recipient" in the "***Role***" field.
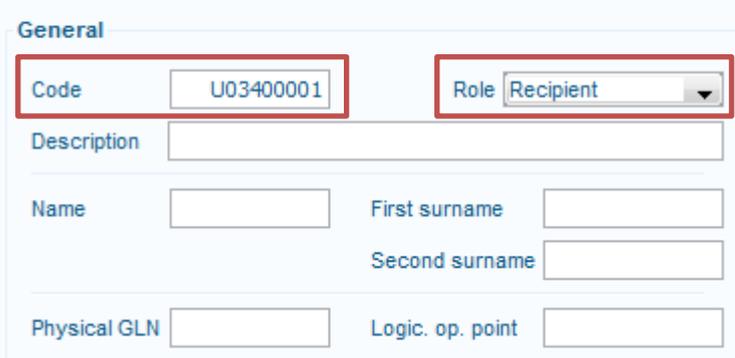
3. Administrative Centre with the role "Payer" with the processing unit code **U03400001**. For this Administrative Centre, as can be seen in the image below, enter the processing unit code in the "***Code***" field and select the role "Payer" in the "***Role***" field.
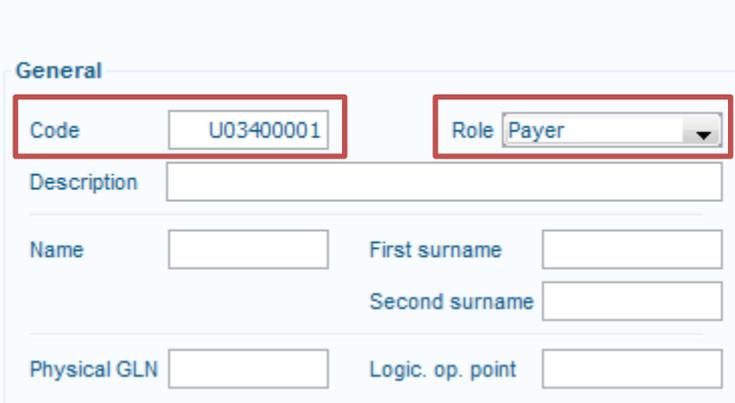
4. Administrative Centre with the role "Buyer" in which the purchaser's code for each order by the University is indicated. For this Administrative Centre, as can be seen in the image below, enter the purchaser's code in the "***Code***" field and select the role "Buyer" in the "***Role***" field. Additionally, if known, any of the following information should be entered in the "***Description***" field: record number, name of the centre, department or service responsible for the order or the name of the person who is placing the order.

7. Sending the electronic invoice

Once all the information for the invoice has been entered, it is necessary to electronically sign the invoice with a digital certification recognized by the platform "@firma" of the Ministry of Finance and Public Administration (for example that of the Spanish National Mint, "Fábrica Nacional de Moneda y Timbre") or with the certificate included in the electronic DNI. To electronically sign the invoice, click on the button **Sign**.

Once signed, the invoice will be stored within the sent invoices in the *Invoice Tree* of the application. To send the invoice to the University, via FACe, the invoices must be exported to a computer folder. The following steps show how to export the invoices:

1. Select the option *Import/Export* on the main page of the application.
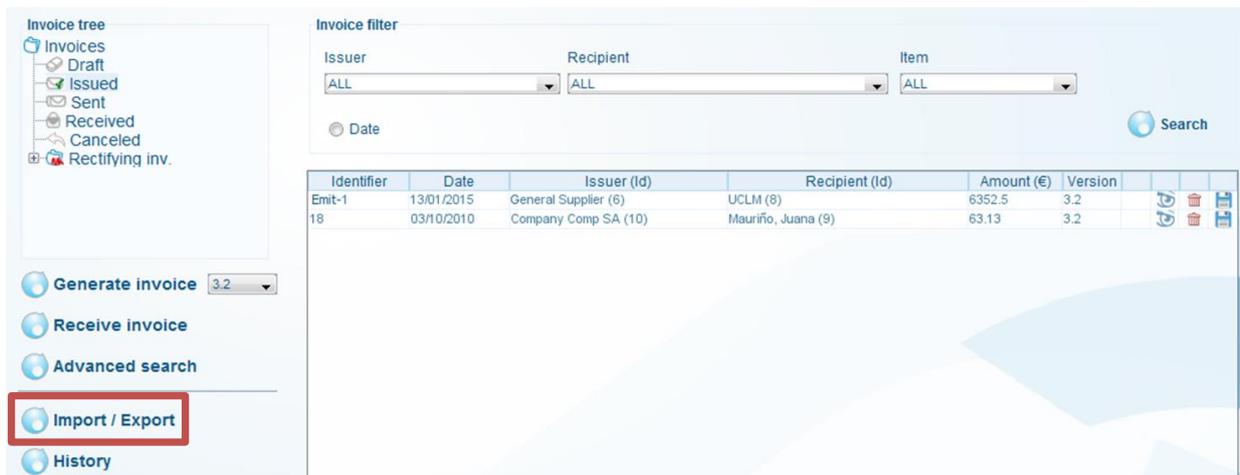
2. A new window will open automatically. Select the option *Export Invoices* and click *Continue*.

3. Another window will open in order to indicate the directory in which the invoice should be exported and the state of the invoices. In "Exporting invoices in state", select *Issued*.
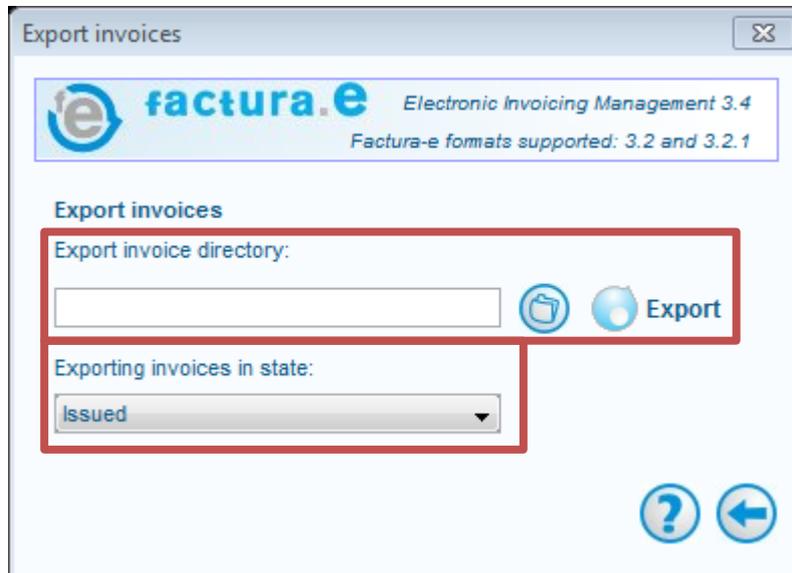
4. Invoices created via FACe can be submitted by accessing the webpage for the General Entry Point for E-Invoicing and select the option **Send invoice** (https://face.gob.es/es/remitir-factura). It is necessary to include the following information in order to correctly submit the invoice:

   a. A contact e-mail address

   b. The signed invoice document (this document must have the extension .xsig). These are the documents that were exported in the previous step.

   c. Additionally, other documents (Annexes) may be attached that contain information about the order or other additional information (delivery notes, copies of the invoice in PDF, price bids, etc.)

Once the information entered on the **Send invoice** page has been validated and the documents have been attached, the invoice, which must be created with a certificate accepted by the platform "@firma" of the Ministry of Finance and Public Administration, will be submitted.

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face
Punto General de Entrada de Facturas Electrónicas

HOMEPAGE   INVOICE ▾   FACE DIRECTORY ▾   INTEGRATION ▾   POINTS SEARCH   HELP ▾   ENGLISH ▾

Submit Invoice
SEND YOUR INVOICES TO THE ADMINISTRATIONS ADHERED TO FACE

Email

Email address for notifications

Invoice

📤

Annexes

📤

Submit Invoice