UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH

Electronic invoicing on the B2Brouter platform

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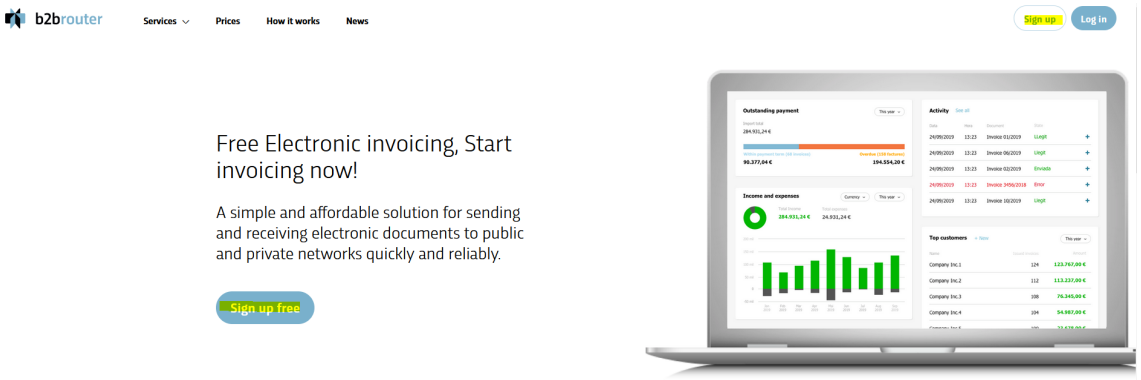
UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH

Electronic invoicing on the B2Brouter platform

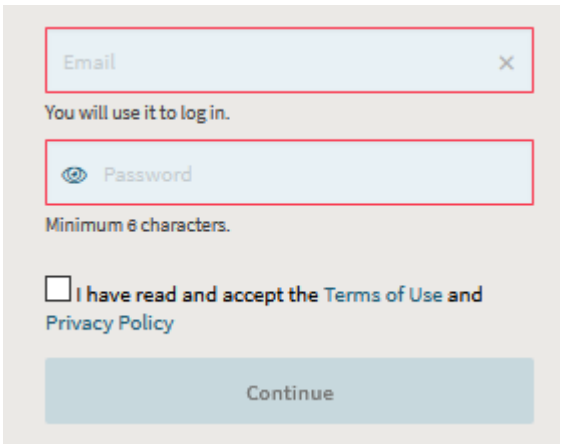
1. Prior to invoicing on B2Brouter

b2brouter Access: https://www.b2brouter.net/es/

First, you need to create an account on B2Brouter.



Enter your e-mail address and a password.

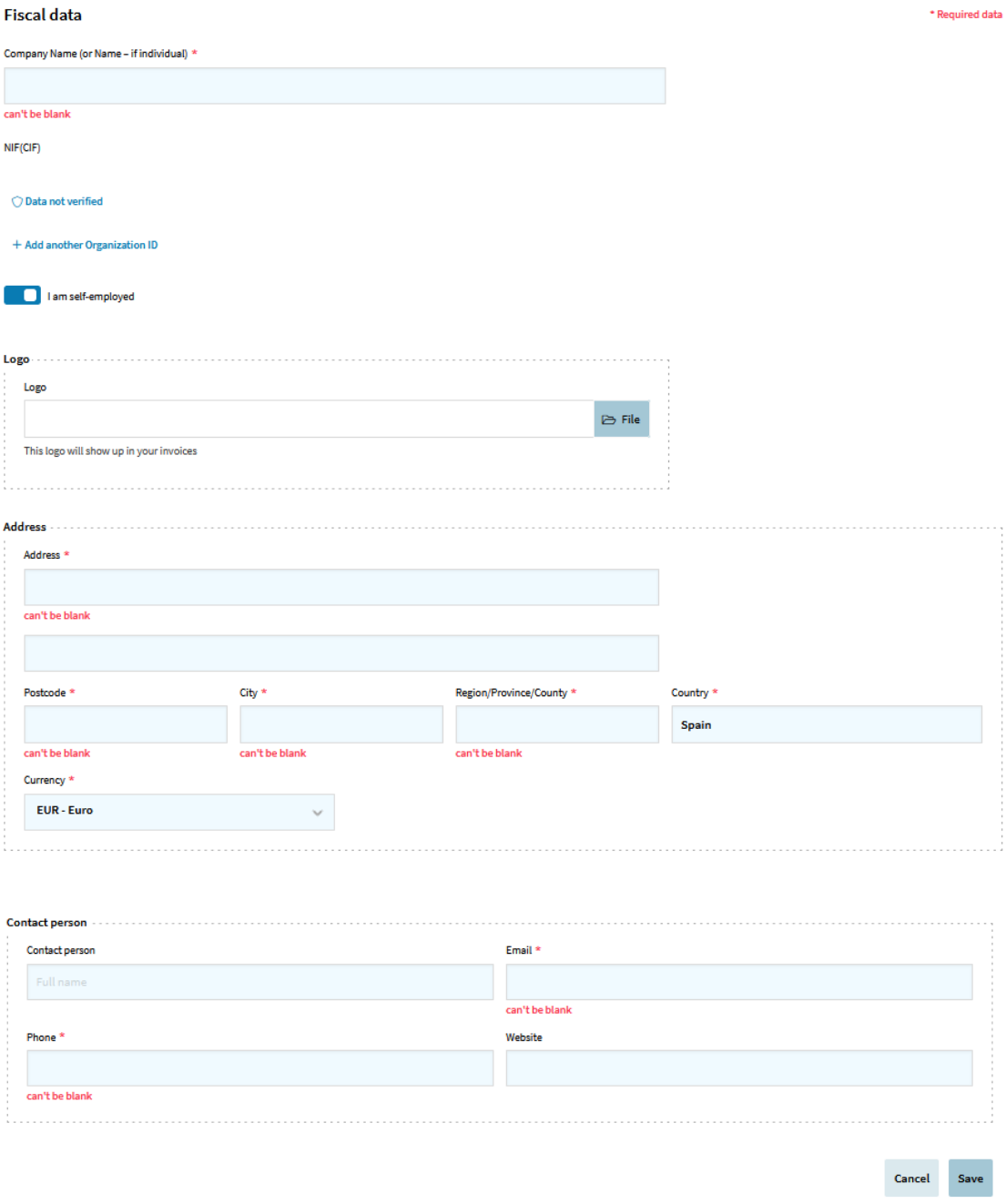


Click on the link provided in the verification e-mail. Next, register the invoicing company.

2. Registering your company

After creating your account, you need to register the invoicing company.

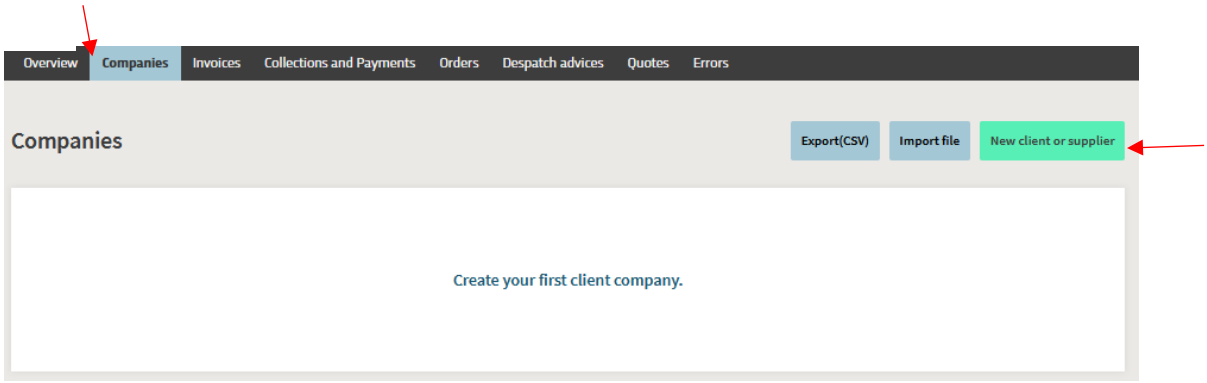
Enter the details of the supplier invoicing the UPC (if the company uses several tax identification numbers, register them one at a time). First, enter the country and the NIF (tax identification number) of your company.



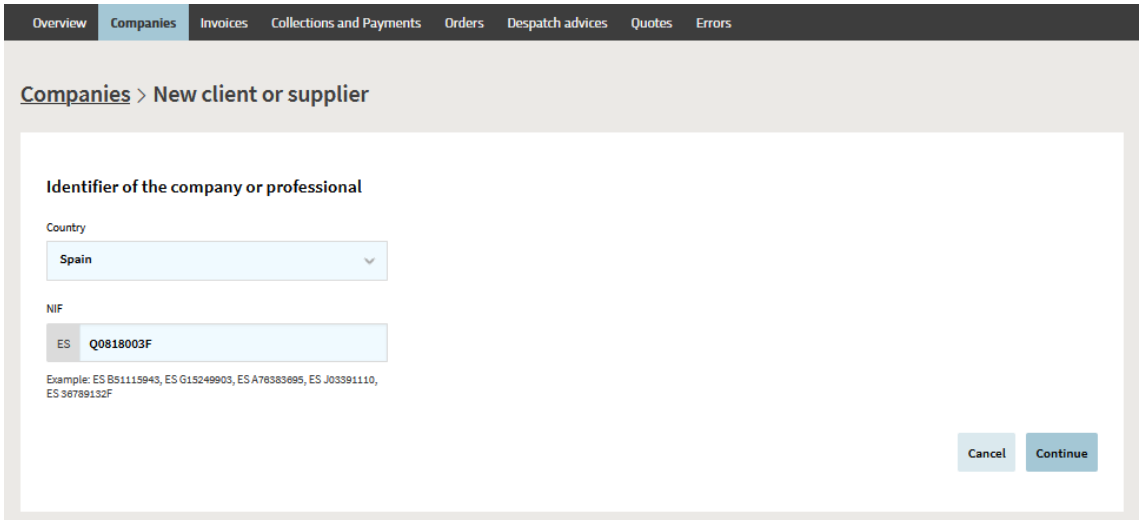
Next, fill in the required fields: company name, address and the details of the contact person. Optionally, you may upload the company logo.

3. Creating the customer

After creating the invoicing company, you need to provide the details of the UPC. Select the Companies tab.

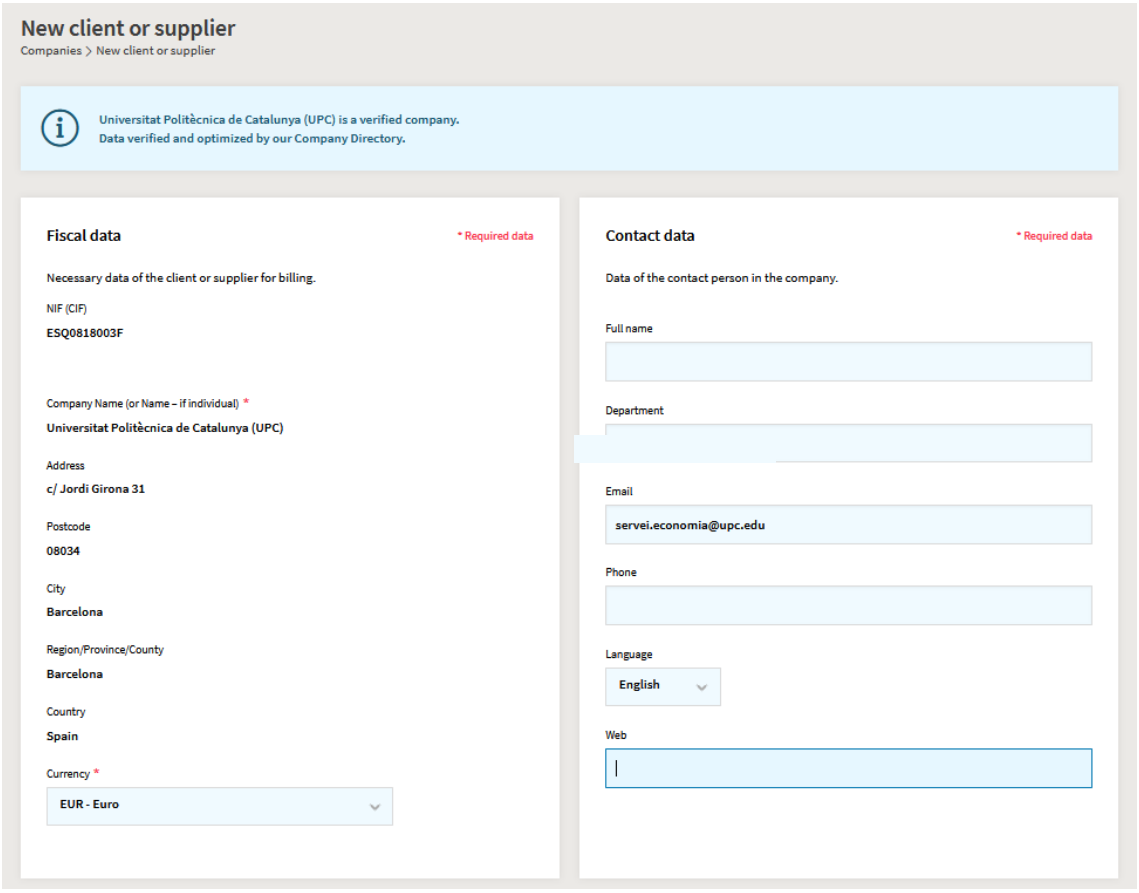


Click New client or supplier, enter the UPC's NIF (**Q0818003F**) and click Continue.



Next, fill in the mandatory fields.

In Contact data, if applicable, enter the details of the UPC contact person.

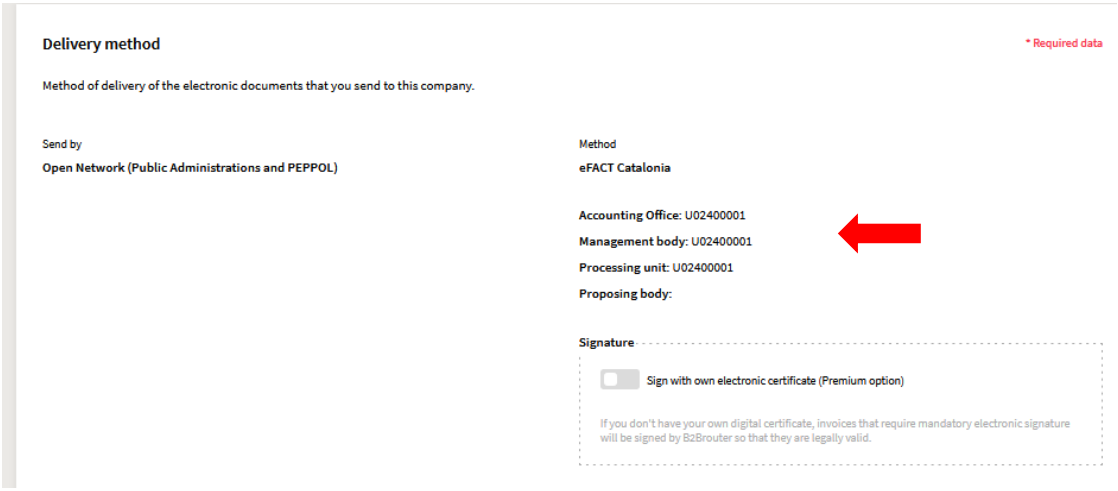


Then enter the **DIR3 codes** for the UPC, which are mandatory for all invoices.

Accounting office: U02400001

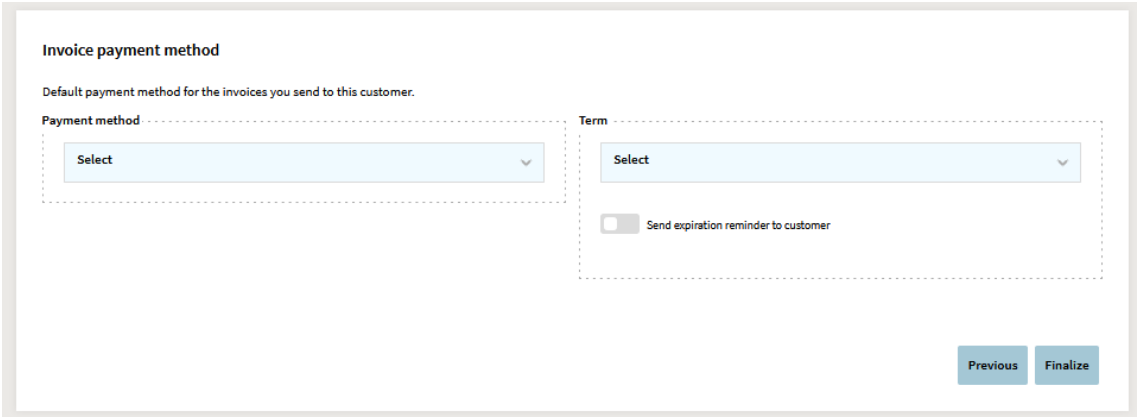
Management body: U02400001

Processing unit: U02400001



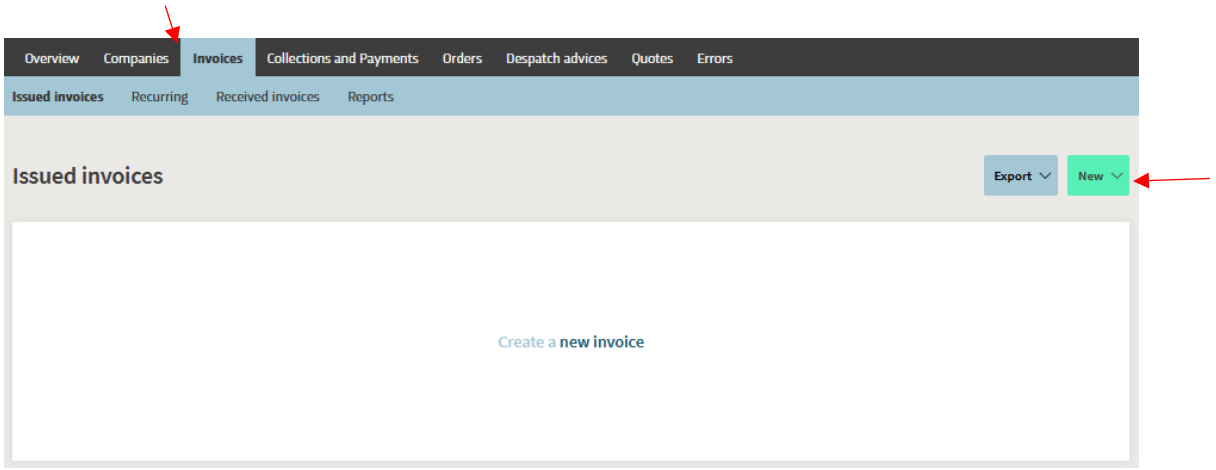
These codes are essential to identify the UPC and issue e-invoices successfully.

Finally, select the payment method (bank transfer).

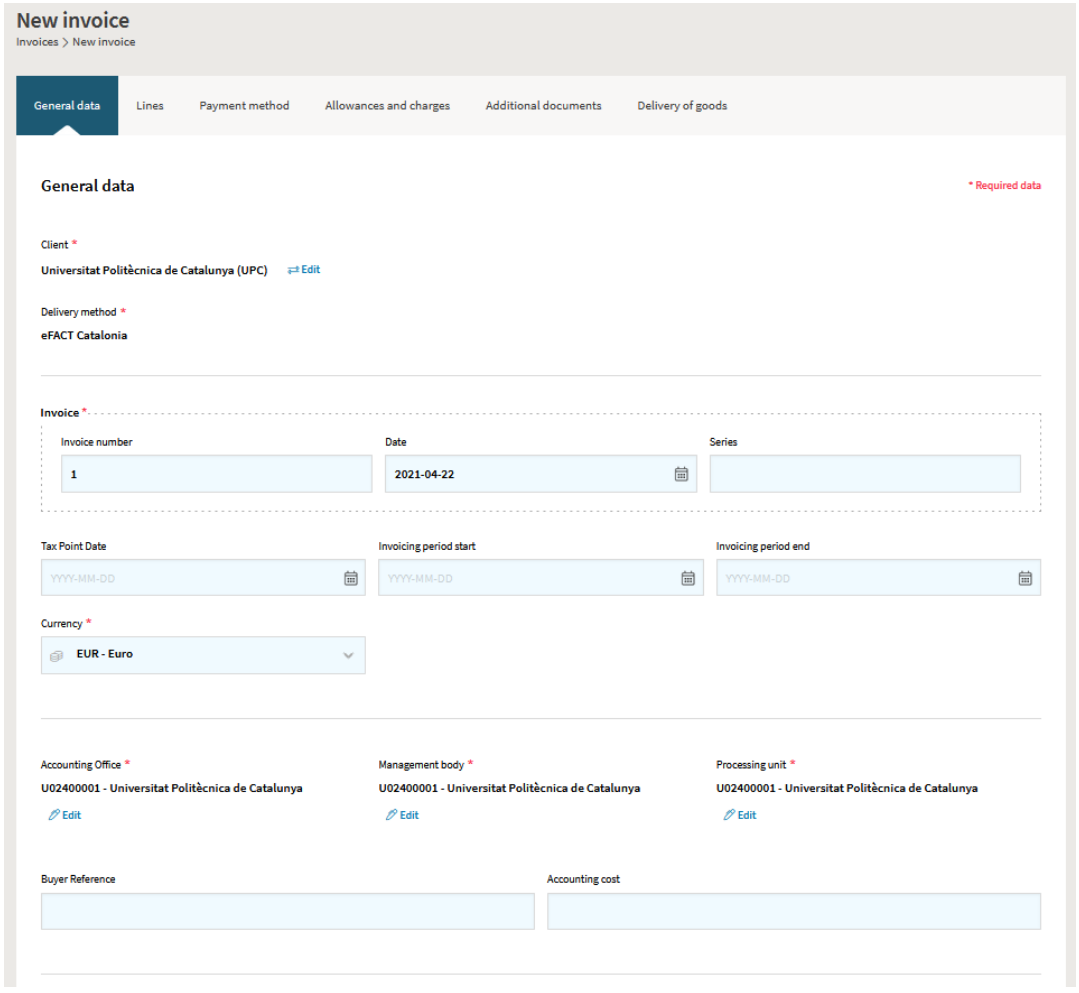


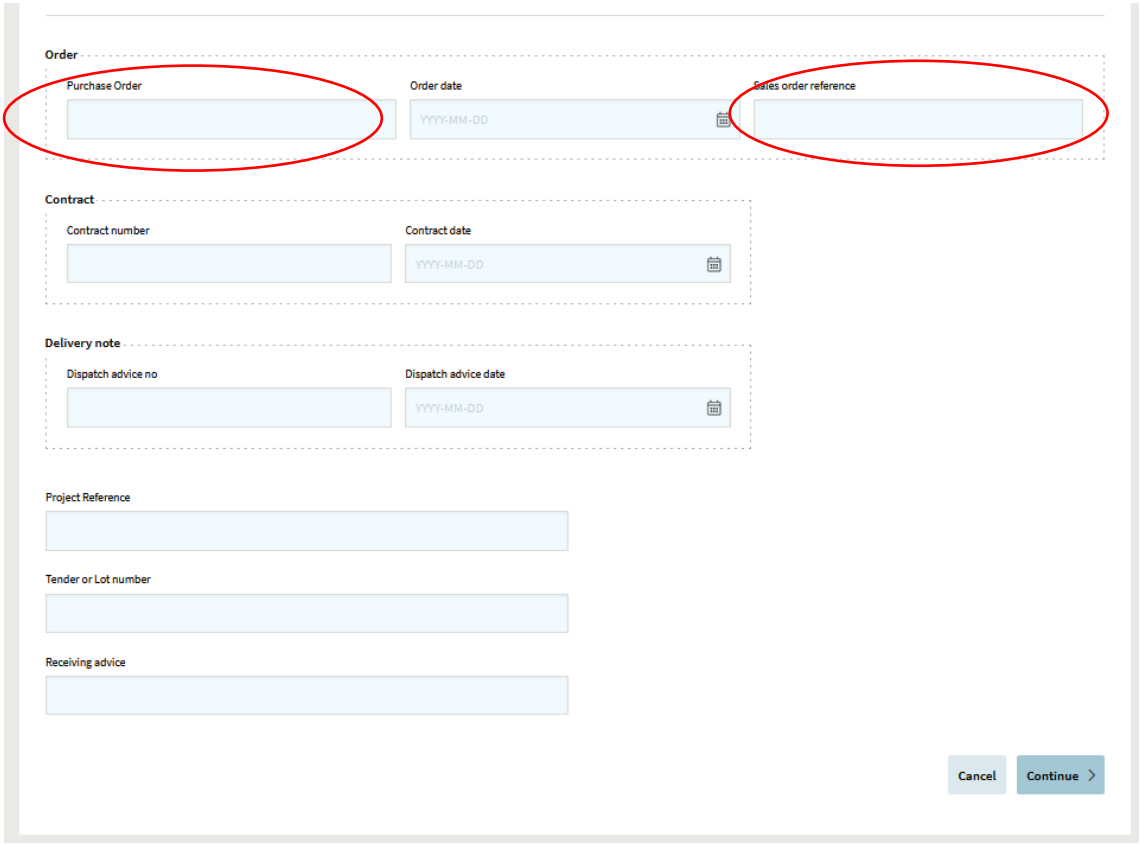
4. Creating an invoice

To issue an invoice, click the Invoices tab.



Select the client and fill in the specific fields for the invoice.





In the screen above it is mandatory to enter the purchase code provided by the UPC buyer. Enter the code in the field **Purchase order** and also in the field **Sales order reference**.

The purchase order is always a numeric code with no spaces. It must start with one of the following three options:

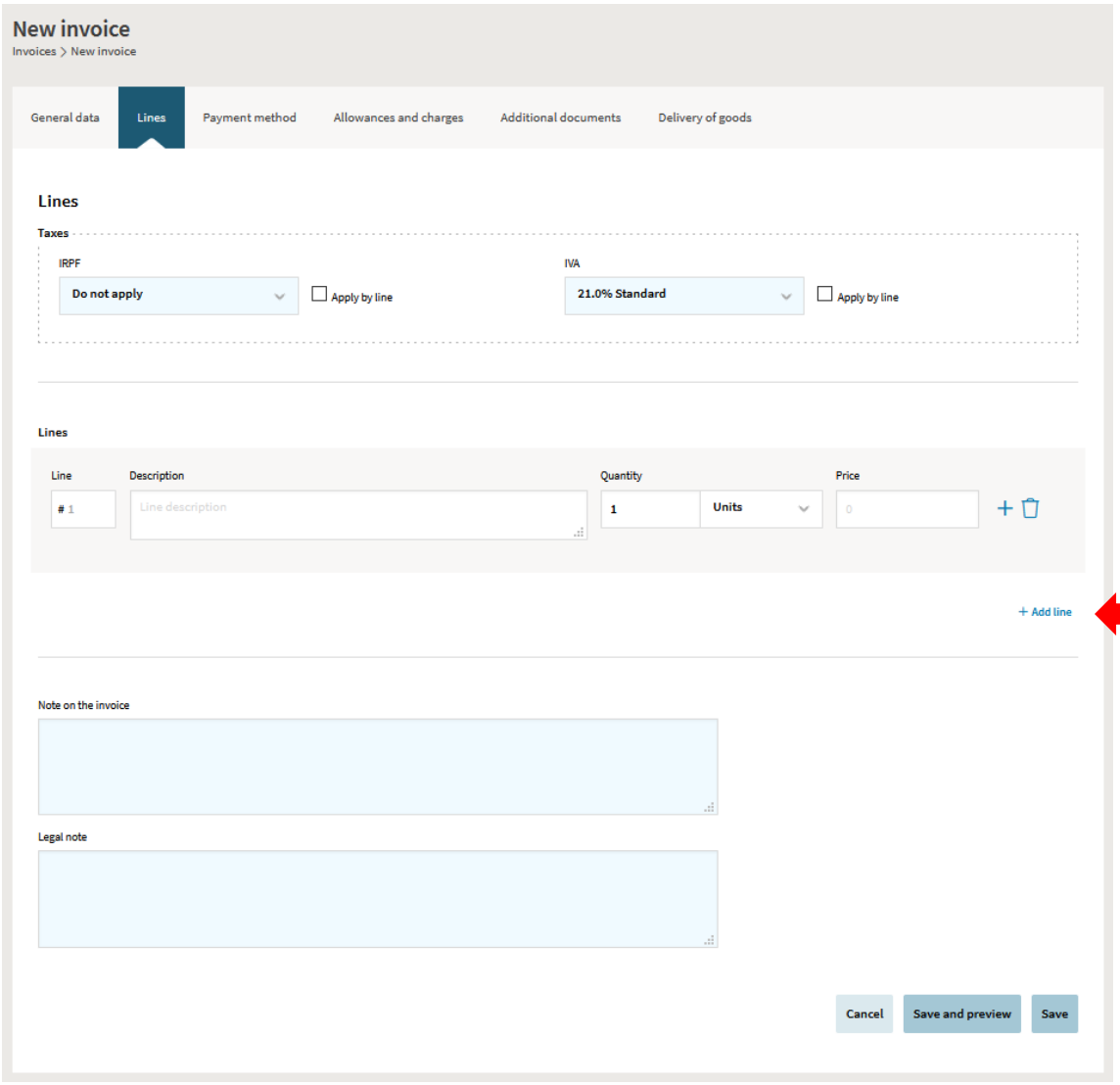
8XXXXXXXX
9XXXXXXXXX where X = eight (8) numeric characters
14XXXXXXXX

If you fail to enter the correct code, the invoice will not reach the inbox of electronic invoices, which will make the invoice very difficult to track and greatly delay its registration.

In the next screen fill in the remaining fields:

- Description
- Income tax (IRPF)
- Number of units
- Price

If you need to add another item to the invoice, click on Add line.



After completing all the fields that you deem necessary, click Save. All you need to do now is send the invoice.

5. Sending an invoice

Click the Invoices tab and then Send. You can send more than one invoice at a time.