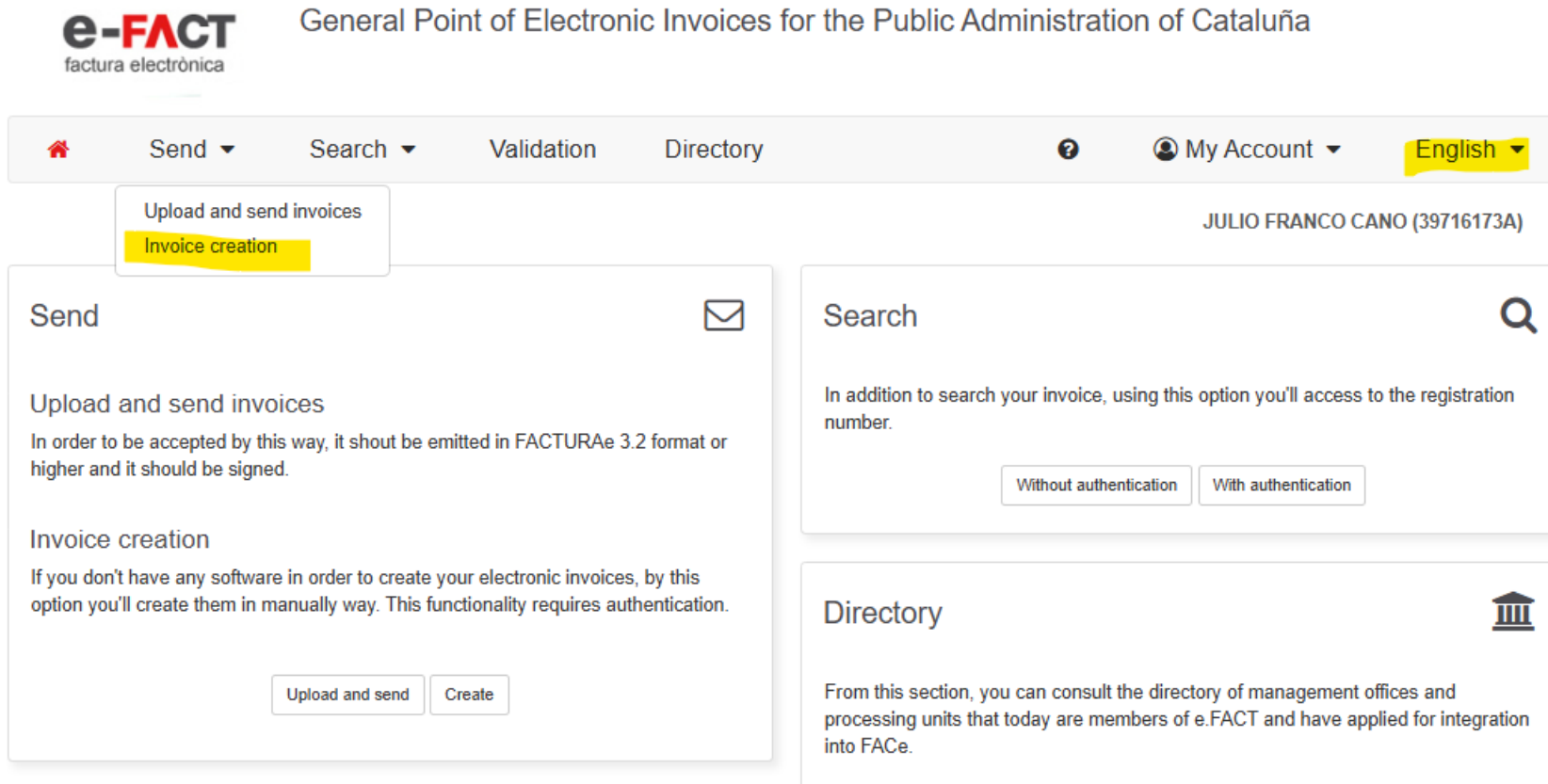


## E-INVOICE SUPPORT GUIDE - e-FACT

1. Go to the website <https://efact.aoc.cat/bustia/home.htm?siteLanguage=en>.
2. Go to “**invoice creation**”



**e-FACT** factura electrònica

General Point of Electronic Invoices for the Public Administration of Catalunya

Home Send Search Validation Directory My Account English

JULIO FRANCO CANO (39716173A)

Upload and send invoices  
**Invoice creation**

### Send

Upload and send invoices  
In order to be accepted by this way, it should be emitted in FACTURAE 3.2 format or higher and it should be signed.

Invoice creation  
If you don't have any software in order to create your electronic invoices, by this option you'll create them in manually way. This functionality requires authentication.

Upload and send Create

### Search

In addition to search your invoice, using this option you'll access to the registration number.

Without authentication With authentication

### Directory

From this section, you can consult the directory of management offices and processing units that today are members of e.FACT and have applied for integration into FACe.

\* You must log in with a digital certificate.

## Inici de sessió



### Document identificatiu

NIF, NIE, passaport...

### Telèfon

0034 ▾ Número de mòbil

**Tinc idCAT Mòbil, continua**


Sense idCAT Mòbil? [Alta per Internet](#)

### Altres sistemes




**Certificat digital:** idCAT, DNle ...

**Cl@ve** PIN24, Ciutadans UE ...

3. Click “**Create draft**” to start creating the invoice that you want to issue.

 **e-FACT**  
factura electrònica

General Point of Electronic Invoices for the Public Administration of Catalunya

 **Send** ▾ Search ▾ Validation Directory   My Account ▾ English ▾

## Manual invoice creation

Here you can create and manage the sending of your invoice drafts to e-FACT.

Invoice number	transmitter	Seller name / Company name	Receiving entity	Name of the receiving entity	Amount	Invoice date	State	Additional documentation	Actions
Any documents have been found.									



N.B.: You must enter the order number (900XXXXXX or 140XXXXXX) in the “**General details**” tab.

## Invoice manual creation

The mandatory fields are marked with an asterisk (\*).

**General data** | Lines | Charges and discounts | payment data | Summary

transmitter \* | Receiving entity \*  
C0818003F - UNIVERSITAT POLITÈCNICA DE CATALUNYA

Accounting office: **U02400001** | Managing body: **U02400001** | Processing unit: **U02400001**

Invoice data

Document type: Commercial invoice | Invoice number \* | Invoice date \*  
Start billing period | End Billing period

Order number | Delivery note number | Expedient number

+ Extra data

Save draft | Cancel

## Invoice manual creation

The mandatory fields are marked with an asterik (\*).

General data **Lines** Charges and discounts payment data Summary

**Detail**

Add Equivalence Surcharge  
 Add Personal Income Tax

Concept *	Quantity *	Unit of measurement	Unit price *	VAT %	Gross amount	
<input type="text" value="Test"/>	<input type="text" value="1"/>	<input type="text" value="Units"/>	<input type="text" value="100"/>	<input type="text" value="21"/>	<input type="text" value="100"/>	<input type="button" value="🗑️"/> <input type="button" value="➕"/>




- Once you have entered all the required information, create the invoice by clicking “**Save draft**”.


## Invoice manual creation

The mandatory fields are marked with an asterik (\*).

General data   Lines   Charges and discounts   **payment data**   Summary

### Maturities

Due date *	Expiration amount *	Pay mode *	Account number / IBAN
<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/> 
Total expirations <input type="text"/>			
<input type="button" value="Add expiration"/>			



5. Click the send button to send the invoice to the UPC inbox. You can also attach files, for example the original PDF invoice.

## Manual invoice creation

Here you can create and manage the sending of your invoice drafts to e-FACT.

Q Draft search

Invoice number	transmitter	Seller name / Company name	Receiving entity	Name of the receiving entity	Amount	Invoice date	State	Additional documentation	Actions
			Q0818003F	UNIVERSITAT POLITECNICA DE CATALUNYA	121€	12/01/2026	Pending shipping		   

Records per page: 10 ▾

Begin « 1 »

Create draft