

## INFORMATION NEEDED TO ISSUE ELECTRONIC INVOICES TO THE UPC

In accordance with Law 25/2013 on electronic invoicing, only invoices that comply with the specifications of formats Facturae 3.2 and 3.2.1 that are signed electronically with a recognised certificate will be accepted. The specifications of these formats can be consulted at [www.facturae.es](http://www.facturae.es).

Electronic invoices can be created with the following software:

- [www.b2brouter.net](http://www.b2brouter.net)
- [www.facturae.gob.es](http://www.facturae.gob.es)
- [www.pimefactura.net](http://www.pimefactura.net)

The main aspects you need to consider when you are creating a valid electronic invoice for the UPC are the following:

### 1. UPC identification

Name of the organisation: **UNIVERSITAT POLITÈCNICA DE CATALUNYA**

Tax Identification Code (CIF): **ESQ0818003F**

Address: **Jordi Girona, 31** Postcode: **08034 Barcelona**

### 2. DIR codes

In accordance with Order HAP/1074/2014, of 24 June, which regulates the technical and functional conditions that must be met by the General Point of Entry for Electronic Invoices, all electronic invoices addressed to a public administration must include three codes that identify the recipient (the so-called DIR3 codes): the accounting office code, the administrative body code and the processing unit code.

The codes shown below are compulsory for all electronic invoices. For the Universitat Politècnica de Catalunya, they are always the following:

**Accounting office code**      **U02400001**

**Administrative body code**      **U02400001**

**Processing unit code**      **U02400001**



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### 3. Purchase order

For the UPC to accept invoices in electronic format, it is compulsory for the file to include the purchase order (also called the **commitment document code** or **sales order reference**). This code will be provided by the contact person who requested the good or service and must be given in the field <ReceiverTransactionReference> of the Facturae 3.2 or 3.2.1 formats.

Without this code, the electronic invoice will not reach the inbox. The purchase order is always a numeric code with no spaces that starts with one of the numbers shown below followed by **eight numbers**:

**8XXXXXXXX**

**9XXXXXXXX**      where X = a numeric character

**14XXXXXXXX**

If you fail to enter the correct code, the invoice will not reach the electronic invoice inbox.

#### Examples

- If you create an **XML file**, put the purchase order code in the place shown below.

<ReceiverTransactionReference>**9XXXXXXXX**</ReceiverTransactionReference>

- If you use **B2Brouter**, put the purchase order code in the fields Purchase order and Sales order reference.

Order		
Purchase Order	Order date	Sales order reference
<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>



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- If you use **Pimefactura**, put the purchase order code (*Pedido*) in the place shown in the screenshot below.

### Lineas de detalle

Concepto\*

Cantidad\*  Unidades

Precio unitario\*

Cod. Artículo

Imp. Repercutido

Imp. Retenido

Albarán

Referencias Emisor

Referencias Receptor (Expediente / Contrato / Pedido)

Expediente  Contrato  **Pedido**

Periodo

- If you use **Facturae**, put the purchase order code in the Refs. Receptor field.

Generar Factura 3.2.1

factura.e

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

Datos Generales

Detalle de Factura

factura.e

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

General

• Descripción-id

• Cantidad  Unidades

• Importe Unitario (€)

• Importe Total (€)

• IMPORTE BRUTO (€)

Descuentos Cargos

Concepto	Porcentaje	Importe (€)
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Información Adicional

Línea de factura - Extensión (XML)

Otros datos

Refs. Emisor **Refs. Receptor** Expediente

Ref. contrato

Fecha contrato

Ref. operación/pedido

Fecha operación/pedido

Nº de línea dentro del pedido

Código de artículo

Impuestos