Electronic invoicing on the B2Brouter platform

Contents

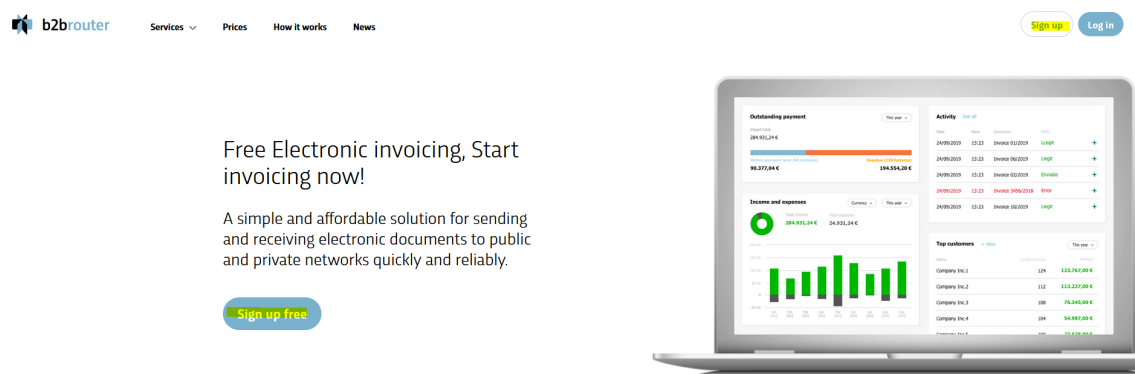# Electronic invoicing on the B2Brouter platform

1. Prior to invoicing on B2Brouter

 Access: https://www.b2brouter.net/es/
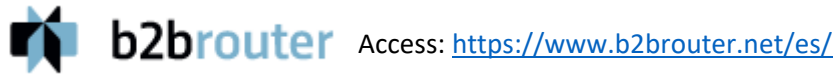
First, you need to create an account on B2Brouter.

Enter your e-mail address and a password.

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

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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.

Fiscal data   * Required data

Company Name (or Name – if individual) *

can't be blank

NIF(CIF)

◌ Data not verified

+ Add another Organization ID

⬤ I am self-employed

Logo

Logo

🗁 File

This logo will show up in your invoices

Address

Address *

can't be blank

Postcode *	City *	Region/Province/County *	Country *
can't be blank	can't be blank	can't be blank	Spain

Currency *

EUR - Euro ⌄

Contact person

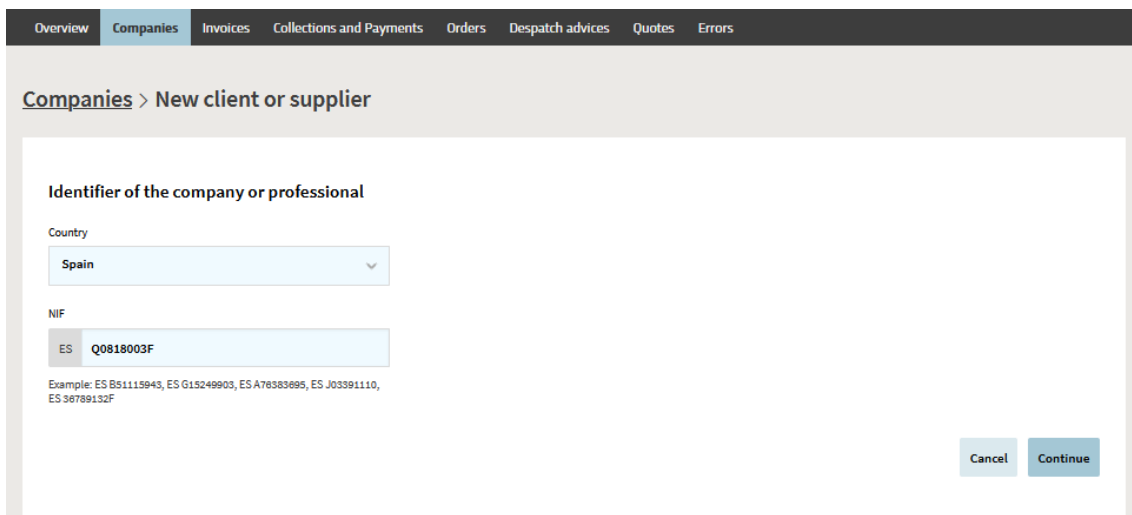| Contact person	Email *
Full name	can't be blank
Phone *	Website
can't be blank	

Cancel   Save

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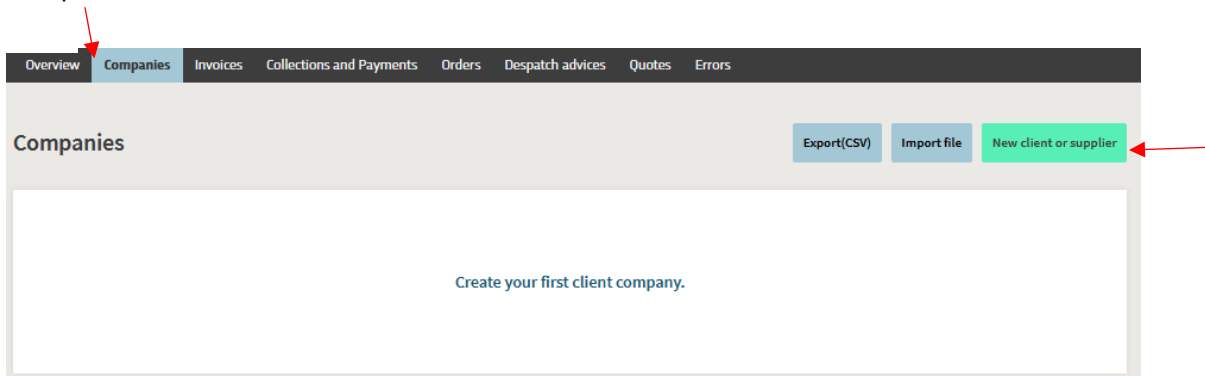
Click New client or supplier, enter the UPC's NIF (**Q0818003F**) and click Continue.

Next, fill in the mandatory fields.

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

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New client or supplier
Companies > New client or supplier

(i) Universitat Politècnica de Catalunya (UPC) is a verified company.
Data verified and optimized by our Company Directory.

Fiscal data   * Required data

Necessary data of the client or supplier for billing.

NIF (CIF)
ESQ0818003F

Company Name (or Name – if individual) *
Universitat Politècnica de Catalunya (UPC)

Address
c/ Jordi Girona 31

Postcode
08034

City
Barcelona

Region/Province/County
Barcelona

Country
Spain

Currency *
EUR - Euro

Contact data   * Required data

Data of the contact person in the company.

Full name

Department

Email
servei.economia@upc.edu

Phone

Language
English

Web

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

Accounting office: U02400001

Management body: U02400001

Processing unit: U02400001

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Delivery method   * Required data

Method of delivery of the electronic documents that you send to this company.

Send by   Method
Open Network (Public Administrations and PEPPOL)   **eFACT Catalonia**

                                                     Accounting Office: U02400001
                                                     Management body: U02400001
                                                     Processing unit: U02400001
                                                     Proposing body:

                                                     Signature
                                                     [ ] Sign with own electronic certificate (Premium option)

                                                     If you don't have your own digital certificate, invoices that require mandatory electronic signature
                                                     will be signed by B2Brouter so that they are legally valid.

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

Finally, select the payment method (bank transfer).
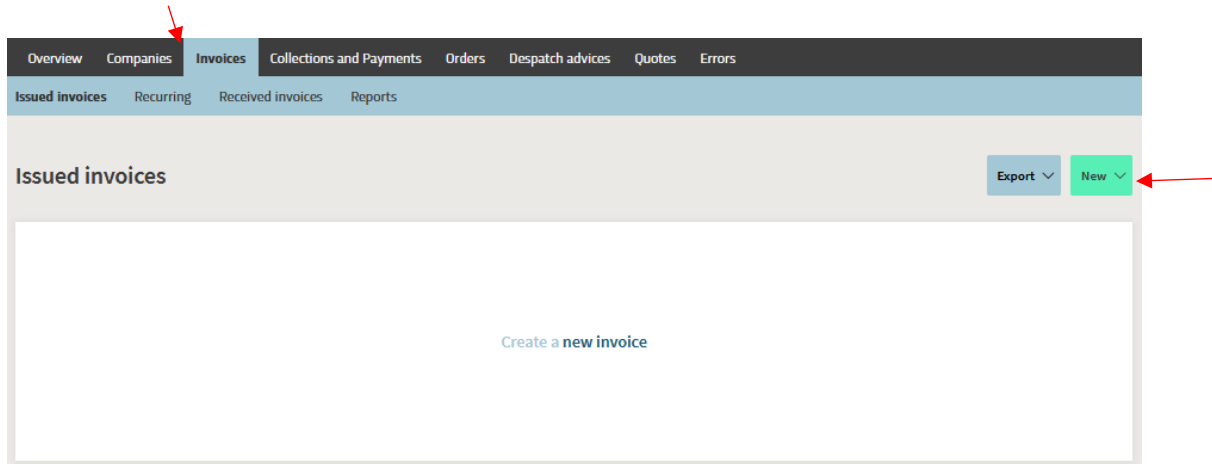
Invoice payment method

Default payment method for the invoices you send to this customer.

Payment method   Term

[Select ▾]   [Select ▾]

                                                     [ ] Send expiration reminder to customer

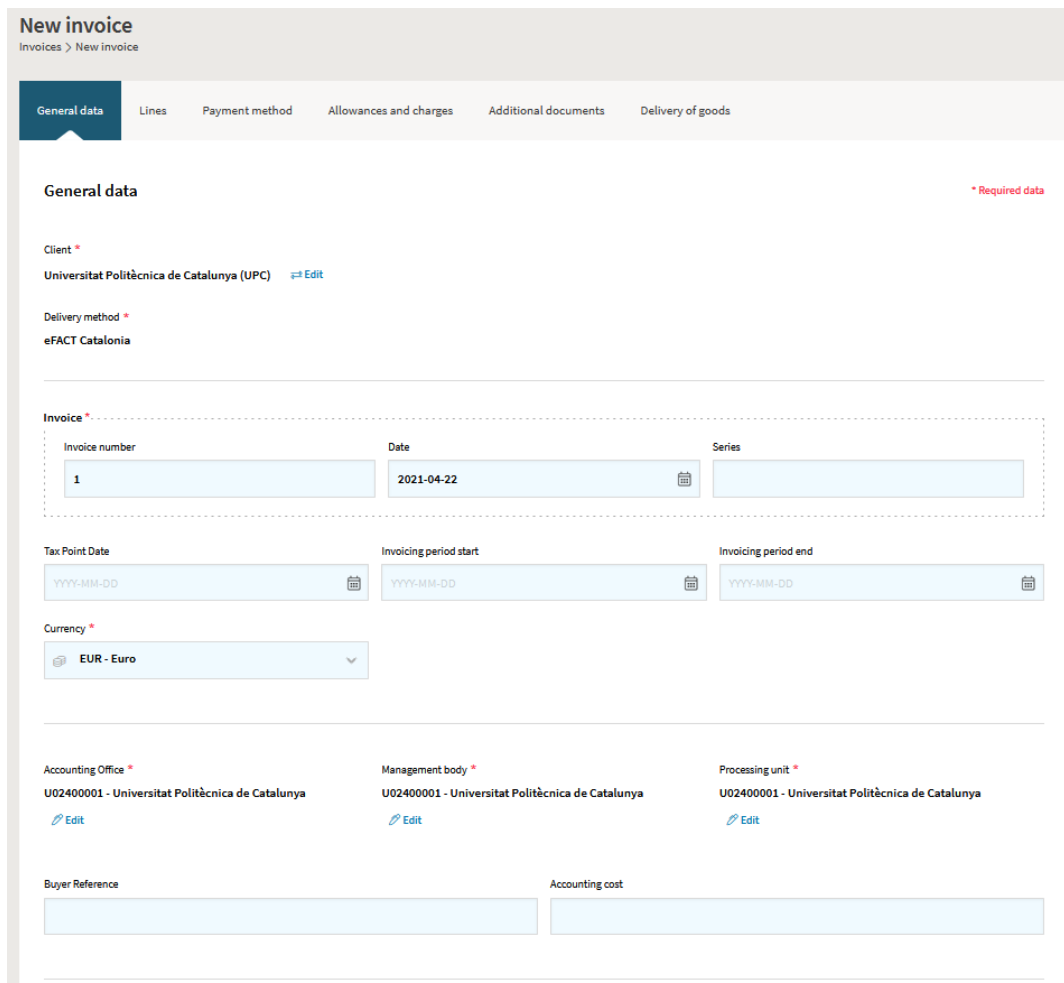   [Previous] [Finalize]

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4. Creating an invoice

To issue an invoice, click the Invoices tab.

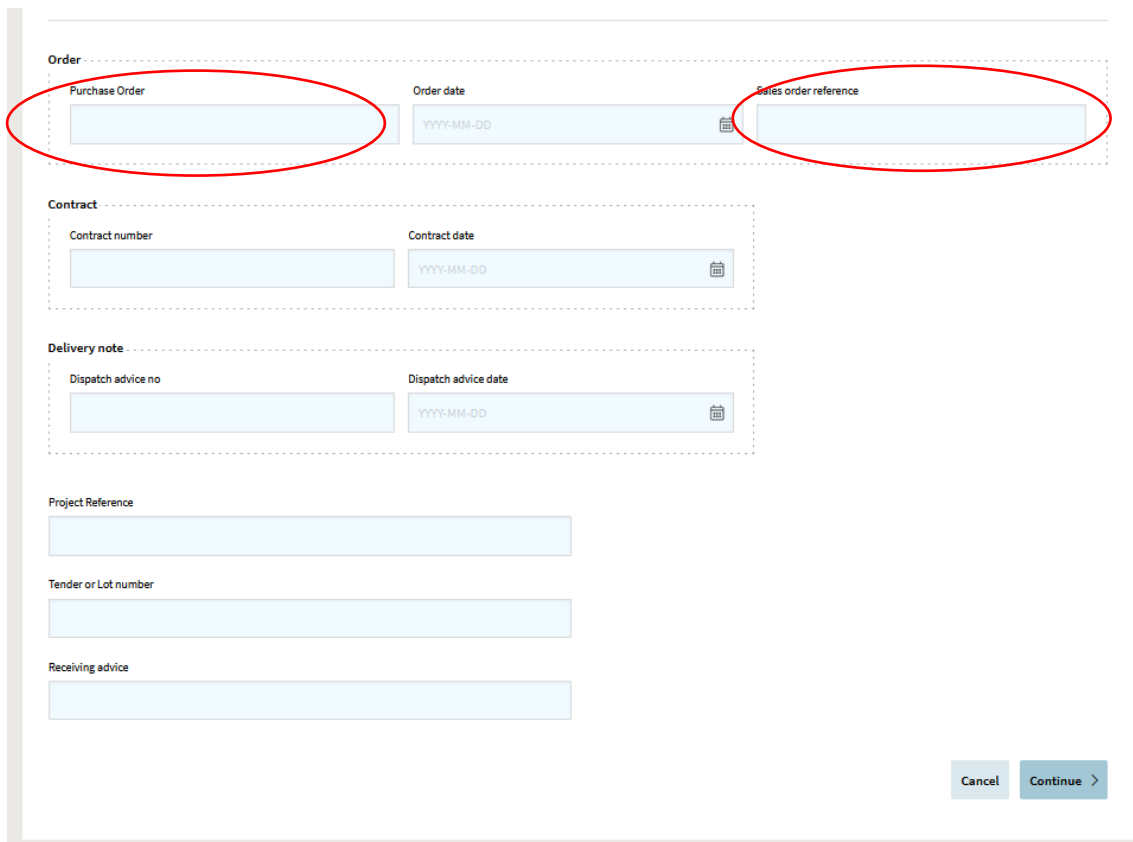Select the client and fill in the specific fields for the invoice.

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.
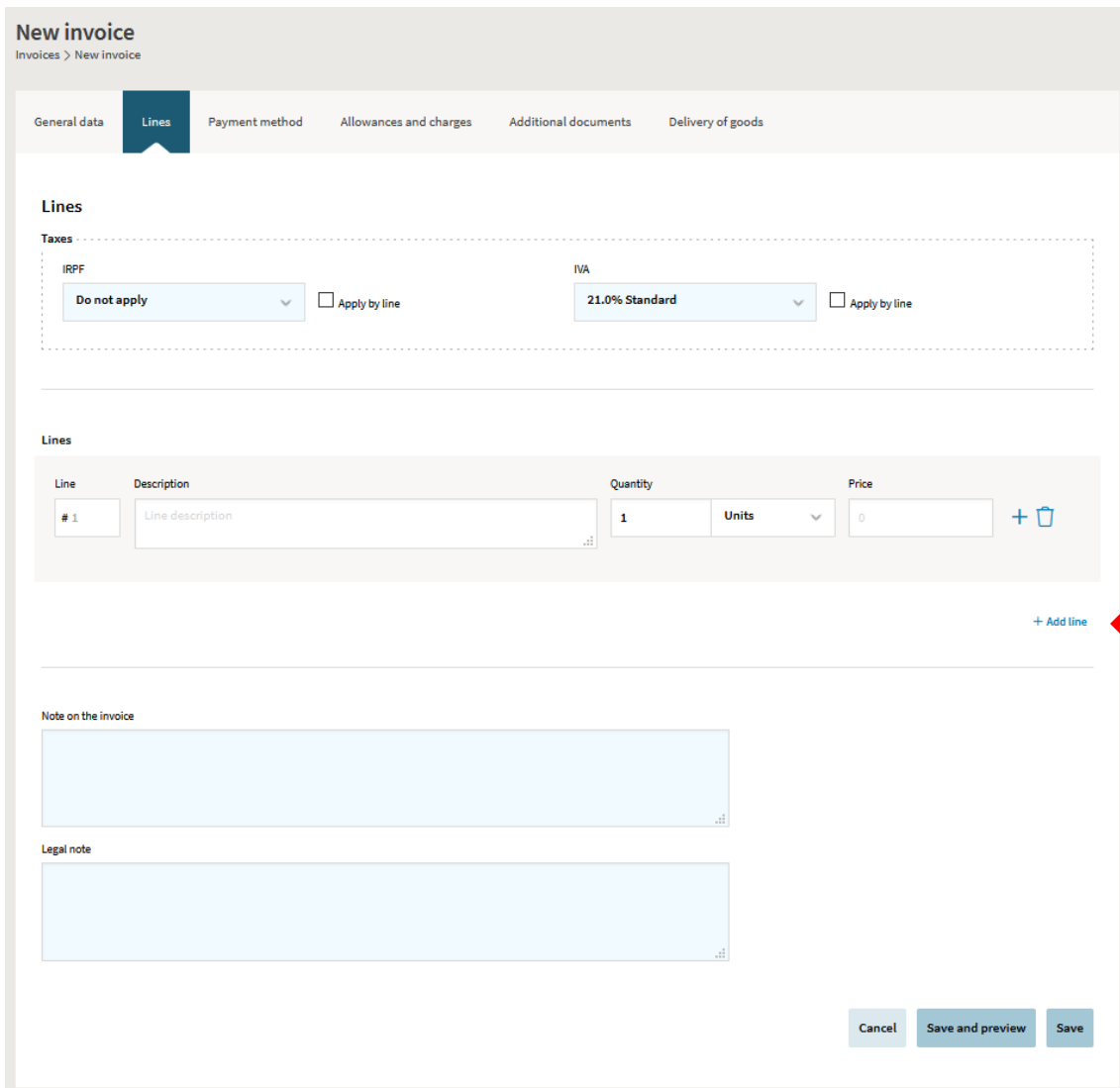
In the next screen fill in the remaining fields:

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- 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.