

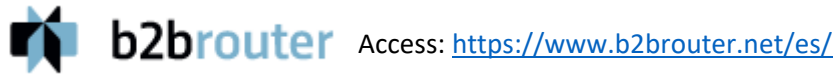
## Electronic invoicing on the B2BRouter platform

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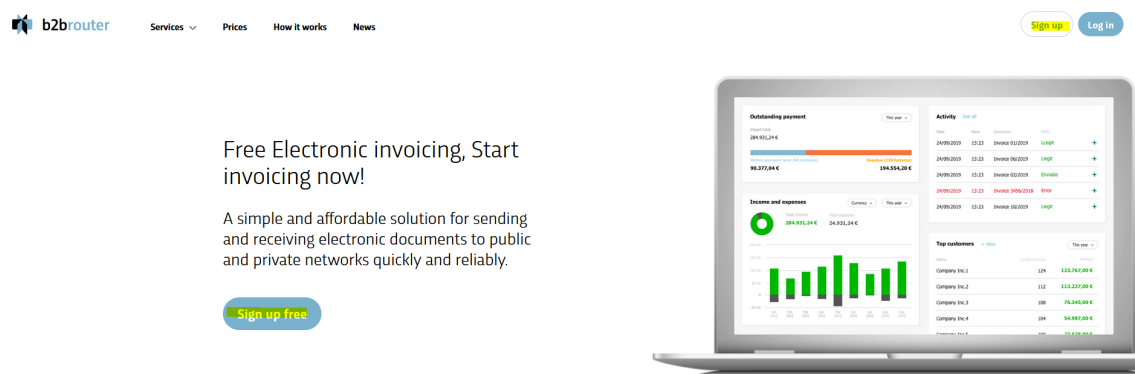
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## Electronic invoicing on the B2BRouter platform

### 1. Prior to invoicing on B2BRouter



First, you need to create an account on B2BRouter.



Enter your e-mail address and a password.

✕

You will use it to log in.

Minimum 6 characters.

I have read and accept the [Terms of Use](#) and [Privacy Policy](#)

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

## Electronic invoicing on the B2Brouter platform

### 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  
   
This logo will show up in your invoices

**Address**

Address \*  
  
can't be blank

can't be blank

Postcode \*   
can't be blank

City \*   
can't be blank

Region/Province/County \*   
can't be blank

Country \*

Currency \*

**Contact person**

Contact person  
Full name

Email \*   
can't be blank

Phone \*   
can't be blank

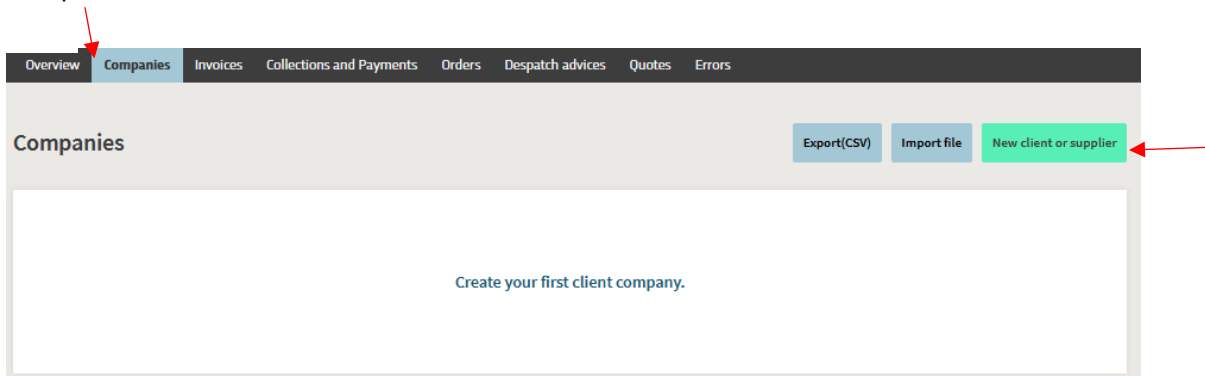
Website

## Electronic invoicing on the B2Brouter platform

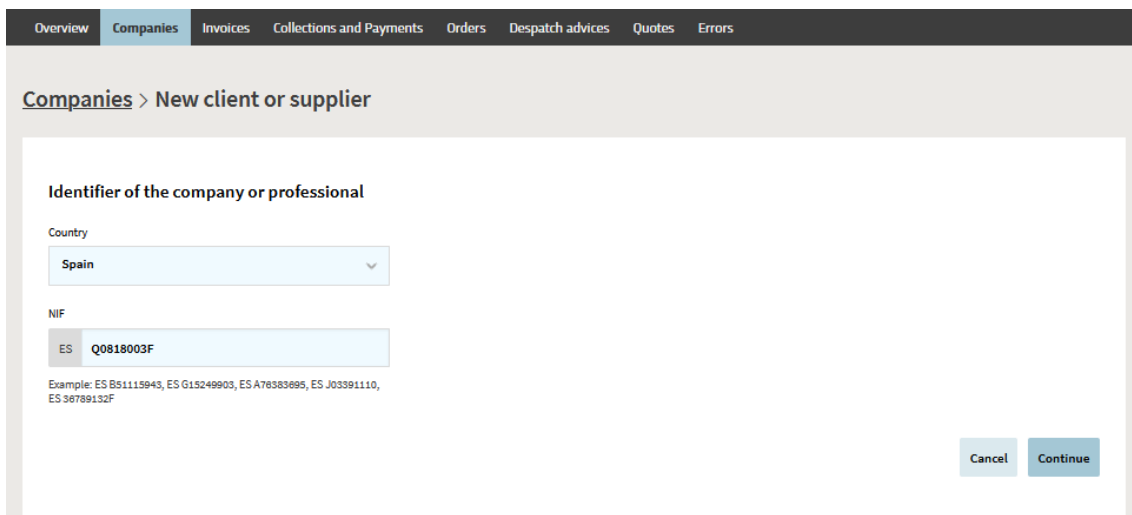
Next, fill in the required fields: company name, address and the details of the contact person. Optionally, you may upload the company logo.

### 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.



The screenshot shows the 'New client or supplier' form in the B2Brouter platform. The navigation menu at the top includes 'Overview', 'Companies', 'Invoices', 'Collections and Payments', 'Orders', 'Despatch advices', 'Quotes', and 'Errors'. The 'Companies' tab is selected. The form title is 'Companies > New client or supplier'. The form contains the following fields:

- Identifier of the company or professional**
- Country**: A dropdown menu with 'Spain' selected.
- NIF**: A text input field with 'ES Q0818003F' entered.

Below the NIF field, there is a small text block: 'Example: ES B51115943, ES G15249903, ES A76383695, ES J03391110, ES 36789132F'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted.


Next, fill in the mandatory fields.

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

## Electronic invoicing on the B2BRouter platform

### New client or supplier

Companies > New client or supplier

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

<h4>Fiscal data</h4> <p><small>* Required data</small></p> <p>Necessary data of the client or supplier for billing.</p> <p>NIF (CIF) ESQ0818003F</p> <p>Company Name (or Name - if individual) * Universitat Politècnica de Catalunya (UPC)</p> <p>Address c/ Jordi Girona 31</p> <p>Postcode 08034</p> <p>City Barcelona</p> <p>Region/Province/County Barcelona</p> <p>Country Spain</p> <p>Currency * EUR - Euro</p>	<h4>Contact data</h4> <p><small>* Required data</small></p> <p>Data of the contact person in the company.</p> <p>Full name <input type="text"/></p> <p>Department <input type="text"/></p> <p>Email servei.economia@upc.edu</p> <p>Phone <input type="text"/></p> <p>Language English</p> <p>Web <input type="text"/></p>
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Then enter the **DIR3 codes** for the UPC, which are mandatory for all invoices.

Accounting office: U02400001


Management body: U02400001

Processing unit: U02400001

## Electronic invoicing on the B2Brouter platform

**Delivery method** \* Required data

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

<b>Send by</b> Open Network (Public Administrations and PEPPOL)	<b>Method</b> eFACT Catalonia
	<b>Accounting Office:</b> U02400001
	<b>Management body:</b> U02400001 
	<b>Processing unit:</b> U02400001
	<b>Proposing body:</b>

**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**

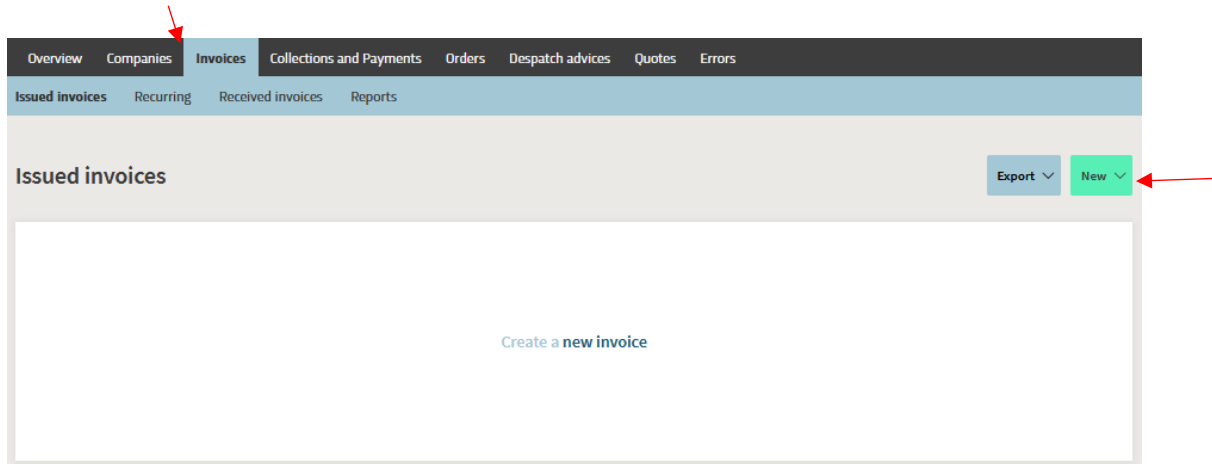
Default payment method for the invoices you send to this customer.

<b>Payment method</b>	<b>Term</b>
Select	Select
	<input type="checkbox"/> Send expiration reminder to customer

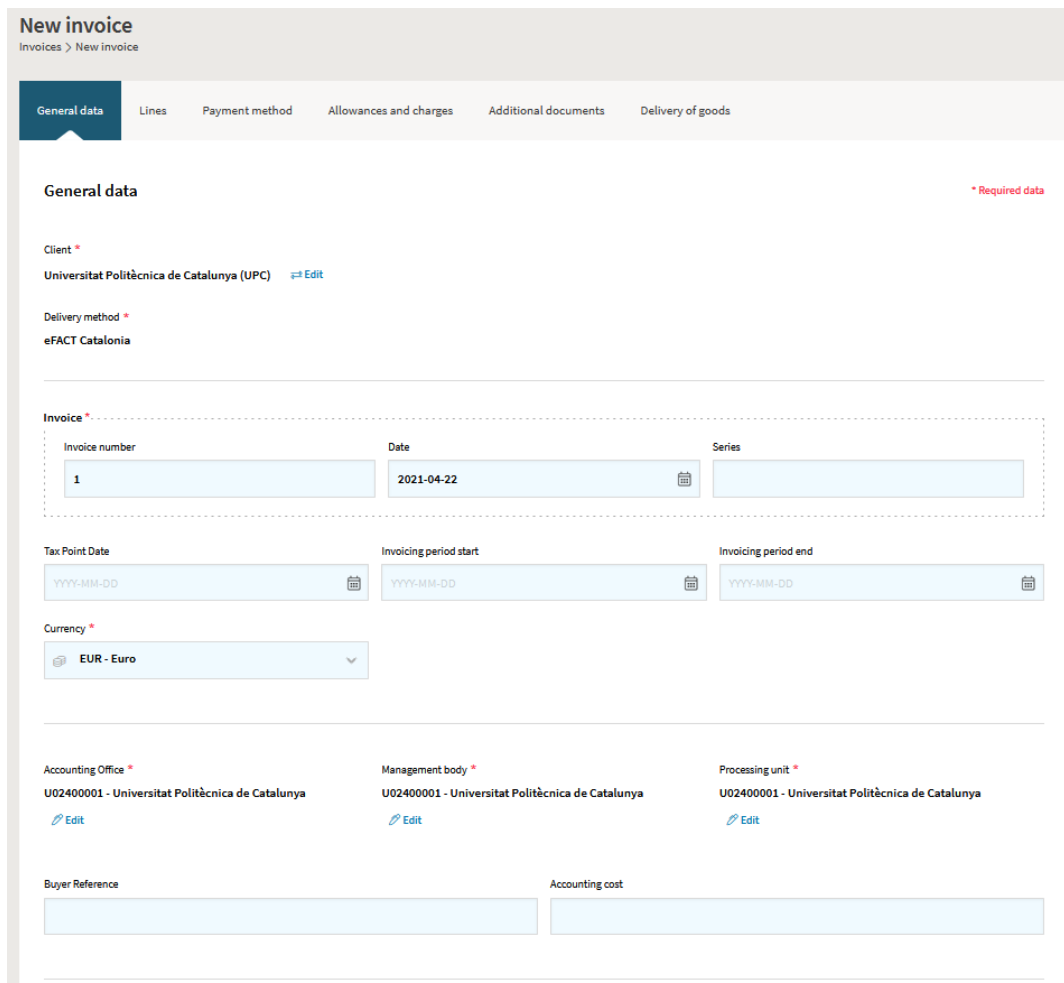
## Electronic invoicing on the B2Brouter platform

### 4. Creating an invoice

To issue an invoice, click the Invoices tab.



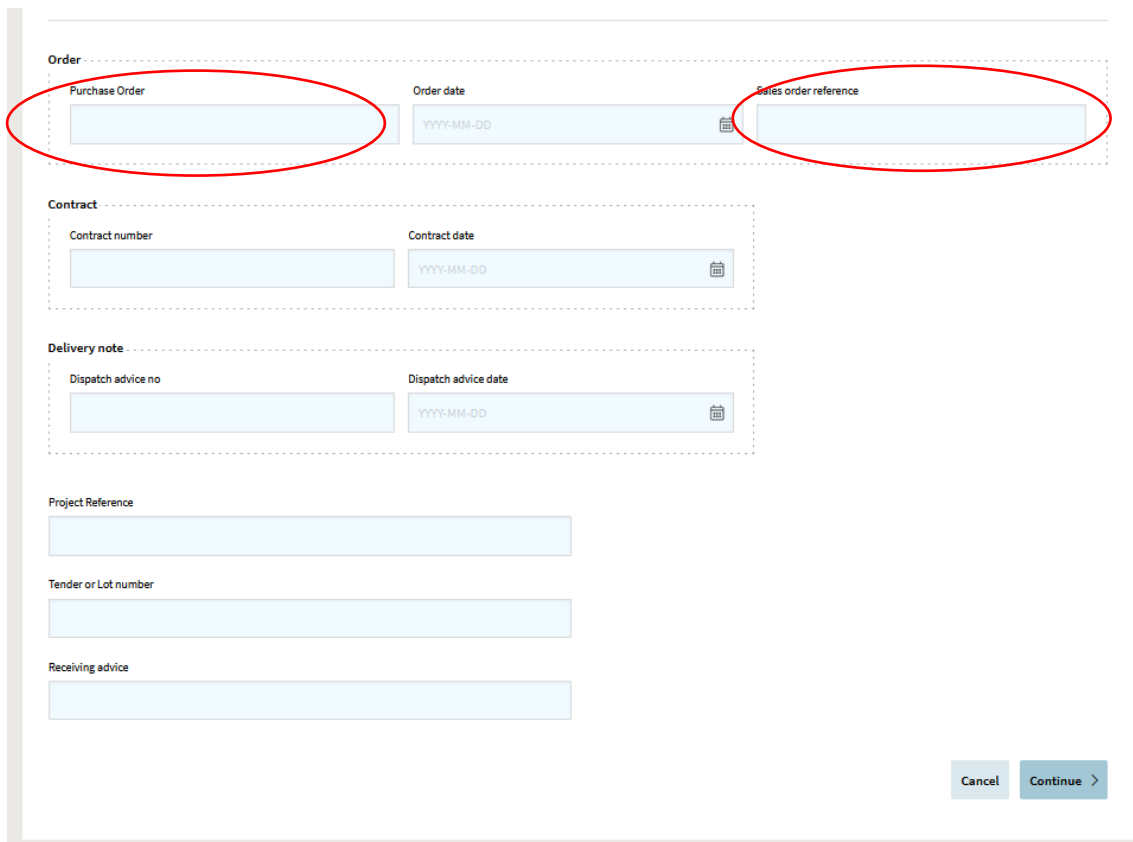
Select the client and fill in the specific fields for the invoice.




The screenshot shows the "New invoice" form. The title is "New invoice" and the breadcrumb is "Invoices > New invoice". The form is divided into several sections:

- General data** (indicated as required data):
  - Client: Universitat Politècnica de Catalunya (UPC) [Edit]
  - Delivery method: eFACT Catalonia
- Invoice** (indicated as required data):
  - Invoice number: 1
  - Date: 2021-04-22
  - Series: [Empty field]
- Tax Point Date**: [Empty field]
- Invoicing period start**: [Empty field]
- Invoicing period end**: [Empty field]
- Currency**: EUR - Euro
- Accounting Office**: U02400001 - Universitat Politècnica de Catalunya [Edit]
- Management body**: U02400001 - Universitat Politècnica de Catalunya [Edit]
- Processing unit**: U02400001 - Universitat Politècnica de Catalunya [Edit]
- Buyer Reference**: [Empty field]
- Accounting cost**: [Empty field]

## Electronic invoicing on the B2BRouter platform



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:

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

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.

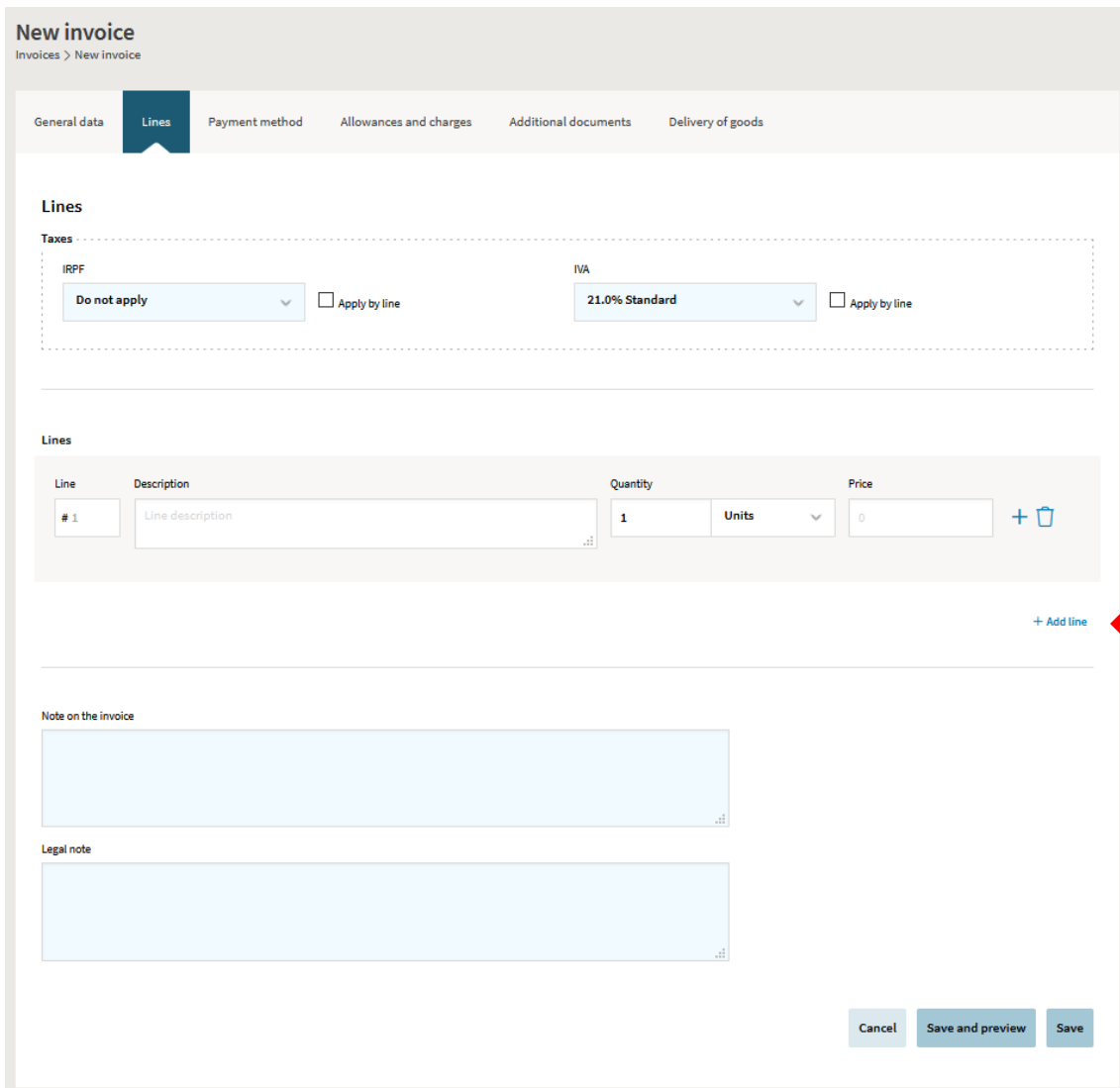
In the next screen fill in the remaining fields:



## Electronic invoicing on the B2Brouter platform

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

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



The screenshot shows the 'New invoice' interface with the 'Lines' tab selected. The 'Taxes' section includes IRPF (set to 'Do not apply') and IVA (set to '21.0% Standard'). Below this is a table for invoice lines with columns for Line, Description, Quantity, Units, and Price. The first line is pre-filled with '# 1', 'Line description', '1', 'Units', and '0'. A '+ Add line' button is located at the bottom right of the table area, highlighted by a red arrow. At the bottom of the form are 'Cancel', 'Save and preview', and 'Save' buttons.

Line	Description	Quantity	Units	Price	
# 1	Line description	1	Units	0	+

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

## Electronic invoicing on the B2Brouter platform

### 5. Sending an invoice

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



The screenshot displays the 'Facturas emitidas' (Issued Invoices) section of the B2Brouter platform. The interface includes a top navigation bar with tabs for 'Resumen', 'Empresas', 'Facturas', 'Cobros y Pagos', 'Pedidos', 'Albaranes', 'Presupuestos', and 'Errores'. Below this, there are sub-tabs for 'Facturas emitidas', 'Plantillas', 'Facturas recibidas', and 'Informes'. The main content area shows a list of issued invoices. A search bar and a 'Filtros' (Filters) dropdown are visible. The 'Enviar facturas (1)' button is highlighted with a red circle, indicating the action to be taken. The table below shows one invoice with the following details:

	Número	Fecha	Fecha de envío	Vencimiento	Empresa	Base imponible	Total	Estado
<input type="checkbox"/>	1	20/4/2021			Universitat Politècnica de Catalunya (UPC)	10,00 EUR	12,10 EUR	NUEVA