

IMPORTANT INFORMATION FOR PRESENTING ELECTRONIC INVOICES

What is an electronic invoice?

An electronic invoice or e-invoice is functionally equivalent to a paper invoice and consists of sending invoices or similar documents between the issuer and the receiver by electronic means (computer files) and remotely (from one computer to another), digitally signed with recognised certificates.

Marina de Badalona SA has a procedure for accepting e-invoices (eFACT), which **you can use to get your invoices to us remotely, 24 hours a day, every day of the year.**

Advantages:

E-invoices are fully valid legally and allow us to do without paper, with an important cost saving: printing, transport, storage and so on), that contributes to making a more sustainable world. They allow more efficient management, preventing errors due to manual data entry and reducing processing time.

You can also find out at any time about the processing stage your invoices are at and whether they have been registered and accepted, so you can plan your cash flow better.

Basic information

Our fiscal details are as follows:

MARINA DE BADALONA, SA
Port Esportiu i Pesquer de Badalona
Edifici de Capitania
08912 Badalona
Tax ID number: A62288154

As well as the compulsory *facturae* fields, the e-invoice must include the following fields:

- The file number or order number assigned to the contract awarded.
- The description of the work or services provided.
- In the case of certain kinds of land development or construction work, **“inversió del subjecte passiu” (inversion of tax liability)** must be indicated in the “legalliterals” of the *facturae*. This field will also be used, if appropriate, to indicate whether the invoice is exempt from, or not subject to, VAT.

Invoices may also be accompanied by detailed accounts of the services concerned.

For the invoice to be validated it is essential to fill in the information in the corresponding fields. If the information is not in the right place, the invoice will be returned.

Remember that invoices dated in one month **must be presented by the 5th of the following month at the latest.** If they are received after this

date, they will be considered, for all purposes, to be dated on the last day of the month when they are received.

How do I send electronic invoices to Marina de Badalona SA?

The electronic invoices managed by Marina de Badalona SA must be delivered by the **eFact** system of the AOC (Open Administration of Catalonia).

- The inbox for delivering electronic invoices to Marina de Badalona SA is:
<https://efact.eocat.cat/bustia?emisorId=1533>

You can also check the processing stage your invoices are at from the same inbox.

Marina de Badalona SA's DIR3 codes for presenting e-invoices are:

Management body code: **LA0000016** Management body: **Marina de Badalona.**

Processing unit code: **LA0000016** Processing unit: **Marina de Badalona.**

Accounting office code: **LA0000016** Accounting office: **Marina de Badalona.**

Invoices not meeting all these conditions **will be returned, with the corresponding delay in due date involved.** For any queries on this matter, do not hesitate to contact us at the e-mail address administracio@marinabadalona.cat, or by telephone on 93 3207500.

Technical requirements

Invoice format

Only invoices drawn up in accordance with the specifications of the **facturae 3.2** format, electronically signed with a recognised digital certificate, can be accepted. The specifications for this format can be found at www.facturae.es.

Alternatives for drawing up invoices

Many commercial accounting programs already offer electronic invoicing modules (consult your provider).

As an alternative, you have various options, such as:

A simple but free online app that allows you to generate an electronic invoice in **facturae** format. You can find it at www.hazteunafacturae.com.

Using e-invoice plug-ins available for Microsoft Word 2007, Word 2010 and Excel 2010, which you can download free from <http://factoffice.codeplex.com> and <http://offinvoice.codeplex.com>.

Free software available at www.pimestic.cat.