Fube

GUIDE

How to add a supplier in Fube (and validate their NIF-IVA in VIES)



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> Recording an expense is much quicker when the supplier is already in Fube: you choose their name and the rest (NIF, country, payment details) fills itself in. This guide takes you from adding the supplier to validating their European NIF-IVA in VIES, which is the step most people skip.

Before you start

You don't need anything set up: suppliers are available from day one. All you should have to hand is the **supplier's NIF** and, if you're going to pay them by bank transfer, their **IBAN**.

Step 1 — Create the record, from the module or from the expense itself

There are two ways, and the second is the one you'll use almost every time.

From Purchases > Suppliers. Click **Create supplier** (or press `N`, which does the same), fill in the form and save.

From an expense you're recording. In the **Supplier** field, type the name; if it doesn't exist, Fube offers you **Create new**. You fill in the details and the supplier **is selected on the expense** without you having to go back. And if you scan their invoice with AI and it can't find them, Fube creates the record for them.

Step 2 — The details the form asks for

The form marks these as required:

Field	What it is
Tax ID type	NIF, NIF-IVA, DNI, NIE... depending on the supplier
Tax ID	The document itself

Field	What it is
Name or company name	The full name or the registered company name
Country and address	Their country of tax residence and their address: street, number, postcode and province

Everything else (email, phone, contact person, website, internal notes) is optional and you can fill it in later. Their **bank accounts** aren't on the form: you add them in the supplier's record, under **Bank accounts**, and that's where the IBAN for their transfers and remittances comes from.

Check the NIF before saving. It's the detail any accountant will ask you for, and it's how the AI recognises the supplier when you scan their invoices.

Step 3 — If they're in the EU, mark them as an intra-Community operator

If the supplier is from another European Union country, the form asks you **Is it registered in the ROI?**. If they are, answer yes and enter their **Intra-EU VAT number**. How each purchase from that supplier is taxed is for your adviser to decide; Fube stores the detail and lets you validate it.

And if their invoice includes their own country's VAT, you indicate it on the expense with **Does the invoice include foreign VAT?**.

IRPF withholding doesn't go on the record. You indicate it **when recording each expense**, on the expense form: a professional may invoice you with withholding one month and without it another, which is why the detail lives on the document and not on the person. You can see the total withheld from each supplier on their record, under **Payments › IRPF withheld**.

Step 4 — Validate the NIF-IVA in VIES without leaving Fube

There's no need to go to the VIES website: with the supplier marked as registered in the ROI and their NIF-IVA entered, run the validation **when editing their record**. Fube checks the European register and returns:

- **Whether the NIF-IVA is valid** at the time of the check.
- The **company name** and **address** shown in the register, *when the Member State publishes them*; some countries don't make them available.
- The **date** of the check.

Keep that date. And don't be alarmed if it comes back valid but with no name or address: that doesn't mean the NIF is wrong, only that the country doesn't publish those fields. The practical thing is to do it **before the first expense** from that supplier.

Step 5 — Find the supplier later

The **Purchases > Suppliers** list searches by name, NIF or email, and its columns can be filtered and sorted: the ID, the name, the current year's expenses, a **Status** column with the supplier's status —active, potential, under review or inactive— and another, **ROI**, which is where you see whether they are **registered in the ROI**: it shows 'In the ROI'. The ID and ROI columns are hidden by default; you bring them up from the table's display options, under 'Show columns'.

From each supplier's record you have their history: what you've spent and what's still to be paid, the expenses recorded, the payments made and recent activity. Only approved expenses count: one awaiting your review doesn't add up yet. You'll find the details of the module in **suppliers**.

Edge cases and common mistakes

- **The supplier changes their NIF.** Create a new record and leave the expenses already recorded with the one they had.
- **You've created a duplicate.** Before creating, search by NIF or by name. If there are already two, **deactivate the one you don't use** instead of deleting it, and keep the correct one.
- **You want to delete a supplier and it won't let you.** A supplier can only be deleted if **it has no expenses linked to it**. If it has a history, the way to go is to **deactivate it**: it disappears from day-to-day use and the data is kept.

- **VIES says the NIF-IVA isn't valid.** Ask the supplier to confirm their ROI registration in their country: a correct NIF-IVA may not be enabled for intra-Community transactions, which is a different thing from it existing.

Frequently asked questions

Can I have suppliers without a NIF?

The form asks for their tax ID, so the record always has one. What to do with a receipt that doesn't include the supplier's details is for your adviser to decide.

Where is a supplier's IRPF withholding applied?

On each expense, not on the record. When you record the expense, you indicate the withholding on their invoice.

What is the ‘Ledger account’ field for?

It's the supplier's sub-account in your accountant's books, and it's in the **Internal use** section of the record. If you leave it blank, Fube assigns the next free one (400…) the first time the supplier appears in an export to A3 or Sage 50; if your accountant already has them under a different one, enter it yourself, from 6 to 12 digits, so that they match. You'll find the details in the guide to **exporting to A3 and Sage 50 for your accountant**.

Can I export my supplier list?

Yes. The list is exported to Excel, PDF or CSV exactly as you see it, with your filters applied.

Can I see what I owe each supplier?

Yes. The record shows what is still outstanding alongside what has already been paid.

Have the record ready before the invoice arrives

Adding a supplier takes thirty seconds, and it saves you the time spent hunting for a NIF when you already have the invoice in front of you. If you also buy within the EU, validate their NIF-IVA on VIES on day one and save the date. **Create your free account** and record your first expense with the supplier already filled in, or see how to **record and digitise expenses** for what comes next.

Fube

START TODAY

Put this into practice with Fube

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