Fube

GUIDE

How to export an invoice in Facturae and submit it to FACe



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> When your customer is a city council, a regional government department or a university, a PDF won't do: the body needs the invoice in **Facturae**, an XML file that its system reads automatically. Fube generates it for you from any invoice that has already been issued —signed or unsigned—, and you upload it to **FACe**. This guide covers the whole process, including the two pieces of information that almost nobody has ready on day one: the body's **DIR3 codes** and the **procurement file**.

Before you start

Three things worth knowing before you open anything:

- **It's included in every plan, including the free one.** You don't need to purchase any add-on. What you may be missing is the **permission for your role**: if someone on your team can't see the Facturae option in the invoice menu, it's a question of permissions, not of plan.
- **Only an invoice that has already been issued can be exported.** The option doesn't appear for drafts, and invoices marked as **external** —those you record but don't issue yourself— can't be exported either.
- **Fube generates the file; submitting it is up to you.** There is no automatic connection to FACe. This is deliberate: you decide what gets submitted and when.

You can export standard invoices, simplified invoices and corrective invoices for both. In a corrective invoice, the XML includes the reason for and the method of the correction.

Step 1 — Save the DIR3 codes in the body's record

This is the step everyone skips, and the one that gets your invoice sent back.

The public administration identifies its units with **DIR3 codes**, and the XML must include them. They are saved **in the customer record**, not in the invoice: open the body in **Sales > Customers**, check that its type is **Company** —the section doesn't appear if it's set as an individual— and scroll down to **Related administrative centres**.

There you add one centre for each unit, with its **code**, its **name** and its **role**. There are seven roles available: Accounting, Tax, Managing, Receiving, Processing, Paying and Proposing. The three that the body will almost always ask you for are the **accounting office** (Accounting role), the **managing body** (Managing role) and the **processing unit** (Processing role).

The codes are provided by the body itself, and they are also listed in the **FACe directory of bodies**, which Fube links to from that same section. Check them with your contact before submitting: a wrong or missing DIR3 code is grounds for rejection, and the rejection arrives days later.

Step 2 — Add the procurement file and the contract to the invoice

Here's the subtlety that catches people out: the DIR3 codes go in the customer record, but **the procurement file goes in the invoice**. They are details of the transaction, not of the body, and they change from one invoice to the next.

In the invoice form, look for the **Additional information for e-invoice** section. The fields you're usually asked for are:

Field	What it is
Procurement file code	The procurement file to which the expense is charged
Order reference (transaction ID)	The order that gave rise to the invoice, if there is one
Recipient's contract reference	The body's contract with your company
Service start and end date	The period invoiced

They are all optional for Fube and **mandatory for some bodies**: it's the tender specifications that decide, not the software. If the period changes from one line to another, you can enter it **line by line**; when you do, the line's period takes precedence.

Step 3 — Issue the invoice and open the export

With the details entered, issue the invoice as usual. Then, in the invoice's actions menu, choose **Download Facturae**. The export dialogue opens.

If you can't see the action, **it's your role**, not your plan: Facturae export is included in all four plans, including the free one.

Step 4 — Choose the schema version and whether it's signed

The dialogue has two decisions, and only the first depends on the body:

- **Facturae version.** You can export in `3.2.2` —the one selected by default—, `3.2.1` or `3.2`. Choose the one required by the body's entry point; if it doesn't say, leave the default.
- **Download signed.** If ticked, Fube signs the invoice on your behalf with its certificate, as a trusted third party, and in the signature format required by FACe. If unticked, you get it unsigned so you can sign it yourself with your own certificate: the dialogue itself links to **AutoFirma**, the Government's free application for signing with an electronic certificate.

Click **Download** and the file downloads. If signed, it downloads with the `.xsig` extension, which is the one FACe expects; if unsigned, it downloads as `.xml`.

Step 5 — Submit the file to FACe

Go to **FACe** —the public administration's General Entry Point for Electronic Invoices— or to the portal the body has told you to use, and upload the file you've just downloaded. From then on, tracking is in their hands: FACe gives you a registration number and you check the invoice status there, not in Fube.

If you work with several bodies, bear in mind that some have their own entry point and don't use FACe. Ask before the first invoice, not after the first rejection.

Edge cases and common errors

- **The public body rejects the invoice because of the DIR3 codes.** This is by far the most common cause. Go back to the customer record, check the three codes against the FACe directory and **export the same invoice again**: the XML is generated at the moment of download, so it picks up the corrected details without you needing to issue anything new.
- **You are asked for a schema version you can't see.** Fube exports 3.2, 3.2.1 and 3.2.2. If you are asked for a different one, it isn't a setting you can change: discuss it with the public body.
- **You want to sign with your own certificate.** Untick **Download signed**, sign it with AutoFirma or your usual signing tool and upload that file.
- **You are confusing Facturae with Verifactu.** They are different things and neither replaces the other: Verifactu records your invoices with the AEAT — Fube does this on its own, every time you issue one — and Facturae is the format in which you deliver a specific invoice to the public administration. The full distinction is explained in **B2B e-invoicing and the Crea y Crece law**.
- **You invoice a private company and they ask you for an 'electronic invoice'.** Facturae is the public administration's format. For companies, the Crea y Crece law obligation is not yet enforceable.

Frequently asked questions

Is Facturae included in my plan?

Yes, in all four plans, including the free one. If you can't see the option in the invoice menu, first check whether your role has the Facturae permission.

Which certificate does Fube sign with?

Its own, acting as a trusted third party: it signs the invoice on your behalf, in the format FACe requires. You don't provide any certificate or upload anything.

Which schema version should I choose?

The one the public body or its entry point asks for. By default Fube uses 3.2.2, which is the most widely used.

Does Fube submit the invoice to FACe for me?

No. It generates the file and, if you want, signs it; you upload it to FACe or the public body's portal yourself.

Can I export a corrective invoice?

Yes, just like an ordinary one. The XML includes the reason for and method of the correction.

And a simplified invoice?

Yes, that too. Export is available for invoices, simplified invoices and the corrective invoices of both, provided they have been issued and are not external.

Have the DIR3 codes ready before the first invoice

What holds up an invoice to the public administration is almost never the XML: it's the three DIR3 codes that nobody asked for in time. Save them in the public body's record on the day you add it and exporting becomes a matter of two clicks. You'll find full details of the format in **Facturae in Fube**. **Create your free account** and get the record ready, or first review how to **create your first invoice**.

Fube

START TODAY

Put this into practice with Fube

Create your free account and issue your first Verifactu-compliant invoice in minutes. No card, nothing to install.

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