Fube

GUIDE

How to invoice your online shop orders automatically



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> If you sell through an online shop, orders come in by themselves — but you usually end up generating the invoices yourself, one by one. There is another way: set up the integration so that Fube **generates the invoice automatically** as soon as an order reaches the status you choose. This guide explains how to switch on that automation step by step, what you need before turning it on and where its limits lie, so that you switch it on with good judgement and no surprises.

It is different from **converting a sales order into an invoice manually**, which is useful when you want to review each one individually. Here we set up the autopilot.

Before you start

For invoice synchronisation to work, you need the following in place:

- **A Pro, Business or Elite plan.** The entire online shops screen is a paid module: on the free plan you will see a card inviting you to upgrade instead. You can find it on the **pricing** page.
- **Verifactu activated.** This is not a last-minute detail: until you complete the initial activation, no invoice with tax validity can be issued, and this automation issues invoices. We cover it just below.
- **A connected shop** (**WooCommerce** or **PrestaShop**). The connection is made from the **online shop integration**, and it is the foundation of all invoicing: without a linked shop there are no orders to invoice.
- **At least one tax profile.** This is mandatory: the screen itself **blocks** you from enabling invoice synchronisation if you have not selected one. The tax profile is what tells Fube which taxes to apply to the order lines. If you do not use tax profiles yet, review how **taxes on your invoices** work.
- **The numbering series** you want to use for these invoices. It is best to have them created beforehand; otherwise, you will create them as you go. How to set them up is explained in the guide to **creating a series**.

About Verifactu, which is where most people stumble when setting this up. Every invoice issued in Fube is Verifactu-compliant — with its QR code and its chained hash — and is reported to the AEAT, but **Verifactu is not switched on by default**: there is a one-off initial activation — reviewing your company details and signing the authorisation agreement with your certificate — and until it is complete **no invoices can be issued**. If you leave it for later, you will see orders coming in and no invoices going out. You will find the step-by-step instructions in **how to get started with Verifactu**.

One consequence of all this that is worth taking on board before switching on the automation: an issued invoice **cannot be edited or deleted**. If it needs correcting, this is done with a corrective invoice (we cover this further down).

Step 1 — Open the integration settings

Go to your shop's integration in Fube. There you will find, in a single form, all the automation switches and selectors: enabling the integration, synchronising sales orders, synchronising invoices, the statuses that trigger each one, the series and the tax profiles. You will work through this form from top to bottom.

First, check that the integration is **active**. If it is disabled, no orders are imported and no invoices are generated, so the rest of the settings would do nothing.

Step 2 — Make sure orders are coming in

Automatic invoicing relies on orders, so you need them to reach Fube. With **Sales order sync** enabled, the shop's orders are imported automatically as sales orders, with their original number, the customer, the lines with prices and taxes, and the discounts. If you leave it switched off, you can import orders manually whenever you like, but then there is no point automating the invoice.

Check that your recent orders show up in Fube as sales orders before continuing: it is the sign that the connection is working and that there is raw material to invoice.

Step 3 — Choose the statuses that trigger the invoice

This is the heart of the automation. In **Order statuses for invoicing** you select the **order statuses** that will make Fube generate the invoice. When an order enters (or transitions to) one of those statuses, its invoice is generated.

- Choose the statuses that in your shop mean 'this has been paid/closed' — for example, the completed or paid order status — not the intermediate ones.
- **If you do not select any status, no invoices are generated automatically.** It is the handbrake: synchronisation can be active, but with no statuses ticked nothing is issued.

Take your time over this step, because it defines when each invoice is created.

Step 4 — Assign the numbering series

Every invoice needs a series. In **Series and tax profiles** you specify:

- The **Invoice series** (standard invoices, when the order includes the customer's NIF).
- The **Simplified invoice series** (when the order does not include a NIF; it is the equivalent of a 'receipt').

Both series are mandatory as soon as you switch on invoice synchronisation, because Fube needs to know which numbering to issue each type with. If one is missing, create it from the selector itself, or first review how to create a series so you have them ready.

Step 5 — Order the tax profiles by priority

In **Tax profiles** you select the profiles that will be applied to the lines of the imported invoices. Two details worth understanding:

- **At least one is mandatory** to enable invoice synchronisation.
- You can select several and **reorder them**: the order sets the **priority**. If several profiles apply to a line, Fube uses the one with the **highest priority**.

That way you control which tax treatment is applied without having to touch each invoice. If you're not sure which rates you use (21%, 10%, 4%, exempt, or IGIC/IPSI depending on your region), it's best to settle this first: it's explained in the guide on **taxes on your invoices**.

Step 6 — Turn on invoice synchronisation

With the statuses, series and tax profiles in place, you can now switch on **Invoice sync**. From then on, Fube automatically generates invoices in Fube for imported sales orders that meet the criteria you defined.

If you try to turn it on without a tax profile, the screen stops you and warns you: this is the safeguard that prevents invoices from being issued without knowing which taxes they carry. Set the profile first and try again.

These invoices are issued in compliance with Verifactu and reported to the AEAT just like any other Fube invoice — **provided you have completed the Verifactu activation**. If you haven't done so, the automation doesn't issue the invoice: the failure is shown on the integration card, with the order and the reason, and you'll find it further down under common errors. The activation is explained in **getting started with Verifactu**.

Step 7 (optional) — Automate returns too

If you handle returns in your shop, you can let **corrective invoices** be issued automatically too. To do so, in the integration:

1. Turn on **Enable corrective invoices (refunds)**. Like invoice synchronisation, it requires at least one tax profile.
2. Select the **statuses that issue a corrective invoice**: when an order moves to any of those statuses, Fube will issue the corrective invoice, **provided there is a previously issued invoice** for that order.
3. Assign the **corrective invoice series** (standard and simplified), which become mandatory once you turn on this option.

Important, so you don't get the wrong idea: the automatic corrective invoice **only happens if you configure those correction statuses and turn on this option**. If you don't, a return does **not** generate the corrective invoice by itself: you issue it manually from the sales order, against the original invoice. Either way, the valid route is the corrective invoice — under Verifactu an issued invoice is not modified or deleted, it is corrected. You'll find the details in **corrective invoices**.

Edge cases and common errors

- **I turned on synchronisation but nothing gets invoiced.** There are two causes, and the second is the one that's hard to find. The first, the easy one: not having ticked any status in *Order statuses for invoicing* — no statuses, no trigger — or having the integration or sales order sync turned off. The second, and the most likely in a newly set-up account: **Verifactu is not activated**. Orders come in normally, Fube tries to issue the invoice and issuing is rejected because Verifactu is not active. The failure appears on the **integration card**, with the stage ('Invoicing'), the order and the reason; **View details** lists them all. If you see orders arriving and invoices not appearing, check that card and the Verifactu status first.
- **A sales order isn't invoiced and the card says its delivery note has already been invoiced.** This happens if the integration also issues delivery notes (**Enable delivery notes**) and that delivery note has been invoiced separately — you grouped it into an invoice or converted it — before the shop order reached the status that triggers invoicing. The sales order and its delivery note are the same sale, so Fube doesn't invoice it again: it skips it and leaves it on the **integration card** as an invoicing failure, with the order and the reason ('its delivery note … is already invoiced'). It's not an error to fix: the sale is already charged on the delivery note's invoice. If that invoice is cancelled, it no longer counts, and the sales order is invoiced the next time the shop brings the order in — it only brings in orders that have changed — or manually with **Generate invoice**. To avoid this happening to you, we explain it in **from sales order and delivery note to invoice**.
- **It won't let me turn on invoice synchronisation.** You're missing the tax profile: select at least one and the switch is unlocked.

- **Order without a NIF.** Up to **€400 including IVA**, Fube issues a **simplified invoice** with the simplified series; if the order includes a NIF, it issues the standard one. You don't have to choose the type yourself. But **above €400 without a NIF no invoice is issued**: the standard invoice isn't possible (the recipient's NIF is missing) and the simplified one wouldn't be valid. In the automatic route you'll see it as an invoicing failure on the integration card, with the order; and if you're missing the invoice for a large order, check whether it included a NIF.
- **I made a mistake on an invoice that has already been issued.** It can't be edited or deleted (Verifactu). It's corrected with a corrective invoice. Only **draft** invoices can be edited freely; once issued, it's locked.
- **I want to review before issuing.** Then this automation isn't for you for those orders: leave invoice synchronisation turned off and generate the invoice manually from each sales order, as explained in **from sales order and delivery note to invoice**.

Frequently asked questions

Is the invoice created the moment the order comes in? It's created when the order reaches one of the statuses you ticked as a criterion for invoicing, not merely because it comes in. You decide that moment by choosing the statuses.

Do I absolutely need a tax profile? Yes. Invoice synchronisation (and corrective invoice synchronisation) can't be turned on without at least one tax profile selected; the screen itself blocks it.

Do returns generate the corrective invoice automatically? Only if you configure the correction statuses and turn on that option. Otherwise, you issue the corrective invoice manually from the sales order, against the original invoice. In both cases the correction is made with a corrective invoice, never by deleting the invoice.

Which online shops can I connect? WooCommerce and PrestaShop. Automatic invoicing applies to any shop you connect.

Are these invoices sent to the tax authorities? Yes, like any invoice issued in Fube: they are issued in compliance with Verifactu and reported to the AEAT. With one important caveat: **this happens once you have completed the Verifactu activation**, which is a separate, one-off procedure and a requirement for issuing. Also bear in mind the system's timetable: the Verifactu obligation applies from **1 January 2027 for companies (Corporate Income Tax)** and from **1 July 2027 for all other businesses, professionals and self-employed workers**. For your specific case, confirm it with your adviser.

Switch on autopilot

With your shop connected, the statuses chosen, the series assigned and the tax profiles sorted, invoicing your online orders is no longer a manual task. If you want to see the full picture of how Fube invoices your online sales, there's the **ecommerce invoicing** page. And if you don't have the integration set up yet, you can **create your free account** and have this workflow configured from the start; if you're unsure which plan includes the connection to your shop, you can check it on **pricing**.

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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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