Fube

GUIDE

How to receive documents with a link in Fube step by step



How to receive documents via a link in Fube, step by step

> The supplier invoice is almost never where you need it: in the inbox of the colleague who took a customer out to lunch, on the phone of whoever bought the materials, or in the head of the supplier who is 'sending it over'. And input IVA can only be deducted if you have the document. Chasing receipts over chat is a waste of time that also leaves gaps in your books.

This guide is for self-employed professionals and small businesses who want to stop collecting supporting documents by hand. You will learn how to create a **receiving link** in Fube: a public address that you share once and through which anyone — with no account or login — uploads their receipts and invoices straight to your inbox. It is the entry point to Fube's **shared document management**.

Before you start you need a Fube account with permission to manage shared files. Nothing else is required: links are part of the plan, and whoever sends you documents does not need to sign up.

What a receiving link does (and does not do)

It is worth being clear about how it works from the outset so there are no surprises:

- **It receives and stores.** Every file uploaded appears in your **Received documents** inbox, alongside the name given by the person uploading it (they are asked for it before uploading), so you know where it came from without opening it.
- **It does not process anything on its own.** Fube does **not** automatically turn received documents into expenses, nor does it read them with artificial intelligence when they arrive. The inbox only lets you download or delete each file. You decide what goes into your books and when.
- **A received document is not a ledger entry or a tax record.** Receiving a supporting document via a link is just that: having it stored. It does not create any accounting or tax record by itself until you create the corresponding expense.

With that in mind, let's get to the steps.

Step 1 · Create the receiving link

From Fube's utilities menu, in the **Shared** section, go to **Receive documents**: that panel shows the option to create a new link. When you create it, Fube asks you for:

- **A name for the link.** The field is called **Link name** and is only for you: use it to identify the source, for example 'Accountancy firm invoices' or 'Sales team receipts'. Create one link per source so you don't mix up origins.
- **The status.** The link starts out **active**. You can set it to inactive when you no longer want to receive anything through it, without having to delete it.

You confirm and Fube generates the link's public URL. That is the address you will share.

Step 2 · Adjust access control (optional)

A public link does not have to be open to everyone for ever. When you create or edit it, Fube offers you two optional protections:

- **Password.** If you enable it, anyone who opens the link will have to enter it before they can upload anything. This is useful when the link is going to circulate through less controlled channels. The password must be at least eight characters long.
- **Validity window.** You can set a **start date** and/or an **end date** so that the link only accepts files during that period. Handy for a specific event or campaign. If you set neither, the link **does not expire**: it stays active until you deactivate it.

The two are independent: you can use just a password, just dates, both or neither.

Step 3 · Share the URL wherever it makes sense

Copy the link's address and paste it wherever suits each source:

- In your email signature or in a message to the supplier who always sends their invoices late.
- In the group chat of the team that travels and builds up receipts on their phones.
- In a one-off message to an external collaborator who has paid for an occasional expense.

The person who receives it only has to open the URL, upload their file and, if you have enabled the password, enter it. **They do not need a Fube account or to log in.** The supported formats are **PDF** and the images **JPG/JPEG, PNG, WEBP, HEIC/HEIF and AVIF** — the last two cover the photos taken by modern phones without converting anything — with a limit of **25 MB per file**. If a file exceeds that size or is not in one of those formats, Fube rejects it with a warning.

Word and Excel are not supported, and it is worth telling anyone who will use the link: it is the most common rejection, and from the outside it looks as if the link is broken.

Step 4 · Review what arrives in your inbox

Everything uploaded appears in **Received documents**. Before uploading anything, the person opening the link is asked for their name, and that detail is shown in the inbox in the **Request name** column alongside the original file name, its type and the date, so you know who sent you each document. From the inbox you can:

- **Download** the document to review it or attach it to an expense.
- **Delete** it if it is a duplicate, a test or something you don't need.

Each link also has a **usage counter** that tells you how many files it has received: it helps you see which links are genuinely still in use and which ones you can switch off.

Step 5 · Record the document as an expense whenever you like

This is the important part: the inbox is a waiting room, not your books. When you decide to bring in a received document, the process is manual and under your control:

1. Download the file from the Received documents inbox.
2. Go to the expenses section and create a new expense.
3. Attach the downloaded file and complete the expense fields: tax base, input IVA, IRPF if applicable, supplier and project.

If you would rather Fube extracted that data from the receipt or invoice instead of typing it in, you can run the **AI expense scanning** from the expense itself: that OCR lives in the Expenses section and you start it manually — it does not run on its own when the document is received — and it uses credits. You will find the details of that process in the guide to **recording and digitising your expenses**.

Edge cases and common errors

- **The supplier says the link 'doesn't work'.** Check three things: that the link is active, that today's date falls within the validity window (if you set one) and that you have given them the correct password. If you changed the password, the old one no longer works.
- **You keep receiving documents from a link you no longer use.** There is no need to delete it: set it to inactive and it will stop accepting uploads. If it was for a one-off event, an end date will close it automatically.
- **You want to keep sources separate.** Create one link for each supplier, team or campaign, each with its own name. And since uploaders are asked for their name before uploading, you can see where each file came from in the **Request name** column of the inbox without having to open it.
- **You are worried about spam.** Use clear internal names, password-protect links that will circulate through open channels and deactivate old ones. The usage counter tells you which links are still receiving activity.

Frequently asked questions

Who can upload documents to a link?

Anyone who has the URL, with no Fube account or login. If you enable the link's password, they will also have to enter it correctly before uploading anything.

Are documents automatically turned into expenses?

No. Received documents stay in the Received documents inbox until you review them. From there you download or delete them; for them to count as an expense, you create the expense in the Expenses section and attach the file. That way you control what goes into your books and when.

Does Fube read the receipt with artificial intelligence when it arrives?

Not automatically. The link only receives and stores the file. If you want to extract its data with AI, you create the expense, attach the document and run the expense scanning from there; that OCR is manual and uses credits.

Is a supporting document that arrives via a link already a valid record for Verifactu?

No. A received document is not an invoicing record. Verifactu applies to the invoices that **you issue**: in Fube every invoice goes out with its QR code and its chained hash, and Fube sends it to the AEAT as standard. Receiving the proof of an expense is a separate, distinct process. You can find the background in the guide on **how to get started with Verifactu**. As for the dates on which the Verifactu system becomes mandatory: companies subject to Corporation Tax from 1 January 2027, and all other businesses, professionals and self-employed workers from 1 July 2027; check with your adviser how this applies to you.

Can I deduct the IVA on an invoice that arrives via a link?

The link is simply the way the document comes in. Whether it is deductible depends on the invoice meeting the tax requirements and on how you record the expense (base amount, input IVA, IRPF). When you create the expense, you fill in those fields as you would for any other record; if you have any doubts about a specific expense, check with your adviser.

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