

Electronic Invoicing guidelines for foreign suppliers

-

Gobierno de Aragón

Help Desk

facturaelectronica@aragon.es

www.aragon.es

*Servicio de Aplicaciones de la Contabilidad y Control
Intervención General
Departamento de Hacienda y Administración Pública
Gobierno de Aragón*

1 Audience

This document is intended to provide some guidelines to suppliers from outside Spain when billing the Public Administration of Gobierno de Aragón.

We encourage you to read this guide completely before following any of the indicated steps, as several solutions are provided, in order to use the most appropriated to your needs.

2 Regulation overview

Spain's national legislation mandates using electronic invoicing when billing any Public Administration in the country, as regulated by Electronic Invoice Act ([Ley 25/2013, de 27 de diciembre, de impulso de la factura electrónica y creación del registro contable de facturas en el Sector Público.](#)).

This obligation is extensible to any invoice with amount above **5.000 €**. If the invoice has a lower amount you can contact your manager in Gobierno de Aragón to receive instructions about how to send paper invoices.

However, for your convenience, even if the amount is lower than 5.000 €, you can also chose to send the invoice electronically following this guide, if it suits you better.

3 Electronic invoicing process

Electronic Invoices sent to Gobierno de Aragón have to be submitted through the web application [FACe](#) (*Punto General de Entrada de Facturas Electronicas / Electronic Invoicing General Entry Point*). This service is provided by Spain State's Central Administration. Once the invoice is received correctly in **FACe** it is sent to Gobierno de Aragón Information Systems through an automatic process where it is recorded and made available for the continuation of the payment process, if the invoice is approved by the corresponding manager.

In order to submit the Electronic Invoice through FACe it has to be created with a specific file format, in conformance with a defined specification ([Facturae file format](#)). There is available a software application to easily record the invoice in that format, available to download at this [link](#). This Software is provided with an English translation you can select once you install it.

However, take into account that the generated Invoice has to be **signed electronically** to be valid. Electronic signatures provide trust to the authenticity of the invoice, as a substitution of a classic handwritten signature.

In order to sign the invoice you will need to have an **electronic certificate valid in European Union**. Any certificate accepted by the Authorities of any Member State of the European Union should be valid to sign the invoice. The certificate should be associated to your company or to a legal representative of it.

In case you do not have a valid electronic certificate, please read the following section.

If you already have a valid electronic certificate then you can download the software application at the provided link, fill the invoice details within it and sign the invoice with your electronic certificate, all in the same application. Then with the application you will also be able to save the invoice in an XML file that will be compliant with the mentioned Facturae file format. You will be able to upload that file in the FACe web application at this link: [submit invoice](#). Once uploaded in FACe, if there are no errors, it will be received at Gobierno de Aragón Information Systems.

4 Alternatives in case of not having a valid electronic certificate

In case you do not have a valid electronic certificate, if you are resident in a country within the European Union we recommend you to contact your Government Authorities in order to learn about using electronic certificates, as in some years it will be widely spread in all relations with Public Administrations. Particularly, European Union new legislation is pointing in that direction (see for example DIRECTIVE 2014/55/EU on electronic invoicing).

However, there is also another alternative in order to send the invoice without an electronic certificate. This implies the usage of a **third party service** that will sign and send the invoice for you, using their own electronic certificate. This is regulated by law as a **delegated signature**. There are several companies that provide this kind of services, some of them free.

As an example of some of these third party services, who offer **free service plans**, we can mention the companies:

- B2Brouter.net
- pymefactura.net

Disclaimer: Gobierno de Aragón has no relationship with any of these companies, nor have any kind of liability in relation with the usage of their services. Neither will we provide any user support.

5 Further assistance

If you have any trouble you can contact our helpdesk at facturaelectronica@aragon.es.

Please notice that if you decide to use a third party service we will not be able to provide user support about using them.