



Docuten

USER MANUAL

ELECTRONIC INVOICE | [CSV v.16](#)

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CSV FORMAT

In the file each type of record will go on a new line, and within it, each data will be separated by a semicolon.

A single invoice must be included in each file.

Data types:

- Decimal (A,B): decimal, with A digits as a maximum and B decimals.
- Number(A): number of A digits maximum.
- Text: free text.
- Date: text with year, month and day in this order, no separation and with a zero in front of day and month if it is less than 10: YYYYmmdd

1. CSV Version

Mandatory line from the V2 of this format.

FIELD	MANDATORY	DATA TYPE	EXAMPLE
Type of register	YES	Text	VERSION (fixed value)
Version	YES	Text	16

2. Header data

FIELD	MANDATORY	DATA TYPE	EXAMPLE
Type of register	YES	Text	HEADER (fixed value)
Invoice number	YES	Text	00001/2009
Invoice Series	NO	Text	--
Date of issue	YES	Fecha	20140721
Document types (according to facturae codes)	YES	Text	FC (Complete invoice)
Type (according to	YES	Text	OO (Original)

facturae codes)			OR (Amending)
Currency	YES	Text	EUR
Language (according to facturae codes: es, gl, ca, eu)	YES	Text	es
Total gross amount	YES	Decimal (10,2)	3925.00
Total taxes charged	YES	Decimal (8,2)	824.25
Total taxes withheld	YES	Decimal (8,2)	0.00
Invoice total	YES	Decimal (10,2)	4749.25
Total financial expenses	NO	Decimal (10,2)	
Total general discounts	Only if general discounts are specified	Decimal (10,2)	
Total general charges	Only if general charges are specified	Decimal (10,2)	
Total gross amount before tax	Only if general discounts or charges are specified	Decimal (10,2)	
Reason for withholding / deposit	NO	Text	
Retention/deposit percentage	NO	Decimal (3,2)	
Retention/deposit amount	NO	Decimal (10,2)	
Total to be executed	YES	Decimal (10,2)	4749.25
Template to be used for notification	NO	Text	INV_RECEIVED (Indicate in use cases as a service, empty for use as a license)
Format	YES	Text	PDF FACTURAE31

			FACTURAE32 FACTURAE322
Observations	NO	Text	-
Shipping Channel	YES	Text	FACe FACeB2B eFACT MAIL RIOJA PAIS_VASCO CYL GALICIA OTHER
Legal References	NO	Text-	-
Invoicing period start date	NO	Date	20140721
Invoicing period end date	NO	Date	20140721
Retention of warranty (quantity)	NO	Decimal (10,2)	59.25 (Indicate reason when this field is informed)
Retention of warranty (percentage)	NO	Decimal (10,4)	10.0000
Retention of warranty (reason)	NO	Text	Customer demand (Indicate quantity when this field is reported)
Total advances	Only if down payments are specified	Decimal (10,2)	100.20
Date of operation	NO	Date	20190805

3. Rectifying invoice data

Non-mandatory line. This line should be included only when it has been indicated as invoice type 'OR' on the header line.

FIELD	MANDATORY	DATA TYPE	EXAMPLE
Type of register	YES	Text	RECTIFIC (valor fijo)
Corrected invoice number	YES	Text	00001/2009
Corrected Invoice Series	NO	Text	--
Start date of the calendar period in which the tax effects of the invoice to be rectified occurred	YES	Date	20110101
End date of the calendar period in which the tax effects of the invoice to be rectified occurred	YES	Date	20110331
Reason for rectification code (according to facturae codes)	YES	Text	01
Code of the Rectification Criterion (according to facturae codes)	YES	Text	01

4. Details of the parties

The contact person's details are entered.

FIELD	MANDATORY	DATA TYPE	EXAMPLE
Type of register	YES	Text	ISSUER (fixed value) RECEIVER (fixed value)
Type of person (J: legal; F: physical)	YES	Text	J

Type of residence (E: Foreign; R: Resident; U: Resident in the European Union)	YES	Text	R
CIF	YES	Text	B85630978
Company name (only for legal person)	YES (for legal person)	Text	Enxendra Technologies, S.L.
Name (only for natural person)	YES (for natural person)	Text	--
Surname 1 (only for natural person)	YES (for natural person)	Text	--
Surname 2 (only for natural person)	NO (for natural person)	Text	--
Address	YES	Text	Calle Cuzco, 14
Population	YES	Text	Madrid
Province	YES	Text	Madrid
Postcode	YES	Text	28005
Country (according to ISO 3166-1:2006 Alpha-3 coding)	YES	Text	ESP
Customer/Supplier Code	NO	Text	4160
Location Mercantile Registry	NO	Text	Madrid
Book	NO	Text	0
Page	NO	Text	M-201.581
Sheet	NO	Text	23
Section	NO	Text	8
Volume	NO	Text	12.608

Other	NO	Text	
Contact person	NO	Text	John Doe
Contact email address	NO	Text	john@doe.es
Other contact details	NO	Text	625877116

5. Administrative Centers

Various centers will be allowed always for the recipient of the invoice. This is where DIR3 information should be reported on those invoices that require it or the accounting centers of the receiver if required by the receiver.

For submission to the Public Administration should include three CENTER lines must be included in the CSV, one for the data of the Accounting Office (role 01), another for the Management Body (role 02) and a third for the Processing Unit (role 03).

Address data is not required; if the platform is not included it places the same address data specified in the RECEIVER line.

FIELD	MANDATORY	DATA TYPE	EXAMPLE
Type of register	YES	Text	CENTER (fixed value)
Center code	YES	Text	010
Role of the center (as facturae codes)	YES	Text	01
Description	NO	Text	Secretaría General
Address	YES	Text	Calle Cuzco, 14
Population	YES	Text	Madrid
Province	YES	Text	Madrid
Postcode	YES	Text	28005
Country (according to Coding ISO 3166-1:2006 Alpha-3)	YES	Text	ESP

Person of contact	NO	Text	John Doe
Name of center	NO	Text	Universidad de Zaragoza

6. FACeB2B Information

For the sending of invoices through FACeB2B, additional information will be incorporated. To make invoice shipments through this channel, the invoice format **FACTURAE32** or **FACTURAE322** must be reported in the header data.

FIELD	MANDATORY	DATA TYPE	EXAMPLE
Type of register	YES	Text	FACEB2B (fixed value)
Code of the public subcontracting body	NO	Text	E00003301
Reference to the contract of the public subcontracting body	NO	Text	333000
Receiver DIRe code (main contractor)	YES	Text	51558103JES0001I

7. Shipping Address

Non-mandatory line.

FIELD	MANDATORY	DATA TYPE	EXAMPLE
Type of register	YES	Text	DIRENVIO (fixed value)
Name	YES	Text	--
Surname 1 (only for natural person)	YES (for natural person)	Text	--
Surname 2 (only for natural person)	NO (for natural person)	Text	--

Address	YES	Text	Calle Cuzco, 14
Population	YES	Text	Madrid
Province	YES	Text	Madrid
Postcode	YES	Text	28005
Country (according to ISO 3166-1:2006 Alpha-3 coding)	YES	Text	ESP
Contact person	NO	Text	John Doe
Name of the center	NO	Text	Universidad de Zaragoza

8. Invoice line data

FIELD	MANDATORY	DATA TYPE	EXAMPLE
Type of register	YES	Text	LINE (fixed value)
Concept	YES	Text	Servicio 1
Quantity	YES	Decimal (8,2)	1
Unit price	YES	Decimal(8,6)	1500.00
Unit of measure, 01 for 'Units (codes according to data type UnitofMeasureType)	YES	Text	01
Tax 1- rate (see tax codes below; VAT: 01)	YES	Text	01
Tax 1- percentage	YES	Decimal (2,2)	21
Taxable amount of tax 1	YES	Decimal(10,2)	1500.00
Tax rate 1	YES	Decimal(8,2)	299.25
Percentage surcharge of equivalence	NO	Decimal (2,2)	--

Equivalence surcharge quota	NO	Decimal (8,2)	--
Tax 2- rate	NO	Text	--
Tax 2- percentage	NO	Decimal (2,2)	--
Taxable amount of tax 2	NO	Decimal (10,2)	--
Tax rate 2	NO	Decimal (8,2)	--
Gross Total	YES	Decimal (10,2)	1500.00
Gross Amount before taxes with charges and discounts	YES	Decimal(10,2)	1425.00
Delivery note number	NO	Text	--
Item Code	NO	Text	8054
Contract Reference	NO	Text	1022384
Observations	NO	Text (The #CR# mark will be used to indicate a line break)	-
Start date of service	NO	Date	20140801
End date of service	NO	Date	20140808
File	NO	Text	--
Order number	NO	Text	-
Sender reference	NO	Text	--
Date of delivery note	NO	Date	20140808
Special taxation: type of exemption	NO	Text Possible values: 01 - Subject and exempt operation 02 - Non-subject operation	01

Special taxation: reason for exemption	NO	Text	Generalized reverse charge mechanism
--	----	------	--------------------------------------

9. Discount data at invoice line level

Line-level discounts must be specified on as many lines as discounts exist and must be placed on the lines immediately following the invoice line to which they apply.

FIELD	MANDATORY	DATA TYPE	EXAMPLE
Type of register	YES	Text	DCTOLIN (fixed value)
Discount reason	YES	Text	Discount reason
Percentage discount	YES	Decimal (2,4)	5.00
Discount amount	YES	Decimal (10,4)	75.00

10. Output Tax Data at Invoice Level

FIELD	MANDATORY	DATA TYPE	EXAMPLE
Type of register	YES	Text	IMPREPER (valor fijo)
Tax 1- rate (see tax codes below; VAT:01)	YES	Text	01
Tax 1- percentage	YES	Decimal (2,2)	21
Taxable amount of tax 1	YES	Decimal(10,2)	3925.00
Tax rate 1	YES	Decimal(8,2)	824.25
Percentage of equivalence surcharge	NO	Decimal (2,2)	--
Equivalence surcharge rate	NO	Decimal(10,2)	--

11. Tax data withheld at invoice level

FIELD	MANDATORY	DATA TYPE	EXAMPLE
Type of register	YES	Text	IMPRETEN (fixed value)
Tax 1- rate (see tax codes below; IRPF:04)	YES	Text	4
Tax- percentage	YES	Decimal (2,2)	15
Tax base	YES	Decimal (10,2)	22000.00
Tax rate	YES	Decimal (8,2)	3520.00

12. Payment transfer data

Enter the details of the assignee of the invoice and the legal clauses of the assignment.

FIELD	MANDATORY	DATA TYPE	EXAMPLE
Type of register	YES	Text	ASSIGNEE (fixed value)
Type of person (J: legal; F: physical)	YES	Text	J
Type of residence (E: Foreign; R: Resident; U: Resident in the European Union)	YES	Text	R
CIF	YES	Text	Z95630978
Company name (only for legal person)	YES (for legal person)	Text	CroedBank, S.L.
Name (only for natural person)	YES (for natural person)	Text	--
Surname 1 (only for natural person)	YES (for natural person)	Text	--

Surname 2 (only for natural person)	NO (for natural person)	Text	--
Address	YES	Text	Calle Cuzco, 14
Population	YES	Text	Madrid
Province	YES	Text	Madrid
Postcode	YES	Text	28005
Country (According to ISO 3166-1:2006 Alpha-3 coding)	YES	Text	ESP
Customer/Supplier Code	NO	Text	4160
Location Mercantile Registry	NO	Text	Barcelona
Book	NO	Text	0
Page	NO	Text	M-201.581
Sheet	NO	Text	23
Section	NO	Text	8
Volume	NO	Text	12.608
Other	NO	Text	
Contact person	NO	Text	John Doe
Contact email address	NO	Text	john@doe.es
Other contact details	NO	Text	Responsible
Legal clauses	YES	Text	
IBAN	NO	Text	ES0400650102050001050838

13. Due date data

FIELD	MANDATORY	DATA TYPE	EXAMPLE
Type of register	YES	Text	VENCIMIE (fixed value)

Due date	YES	Date	20140821
Quantity	YES	Decimal (10,2)	4749.25
Form of payment (see payment method codes below; 04: transfer)	YES	Text	04
Credit memo account	NO	Text	ES0400650102050001050838
Debit account (to use in case the form of payment is receipt)	NO	Text	--
Description (Collection Observations)		Text	Confirming

14. General discount details

FIELD	MANDATORY	DATA TYPE	EXAMPLE
Type of register	YES	Text	DESCUENT (fixed value)
Discount reason	YES	Text	Prompt payment
Percentage discount	YES	Decimal(2,4)	5.0000
Discount amount	YES	Decimal(10,4)	125.0500

15. Data on general positions

FIELD	MANDATORY	DATA TYPE	EXAMPLE
Type of register	YES	Text	CHARGE (fixed value)
Reason for charge	YES	Text	Shipping
Percentage charge	YES	Decimal (2,4)	10.0000
Charge amount	YES	Decimal (10,4)	250,1000

16. Down payment data

There will be as many lines of advance payments as there are advance payments at the invoice level.

FIELD	MANDATORY	DATA TYPE	EXAMPLE
Type of register	YES	Text	ANTICIPAL (fixed value)
Down payment date	YES	Text	Shipping
Down payment amount	YES	Decimal (2,4)	10.0000

17. Example file. Invoice to AAPP with DIR3

Example of an invoice with an invoice line in CSV format.

VERSION;16

HEADER; 10020609 20190721 ;; FC; OO; EUR; is; 3925.00; 0.00; 0; 3925.00 3925.00 ;;;;;;;;;; ::

FACTURAE32; Comments; Face; ;;;;;; 20190719 legal text;

ISSUER; J; R; B85630978; Enxendra ;;; C / Copérnico No. 3; Coruna; Coruna; 15008; ESP ;;;;;;;;;;;

RECEIVER; J; R; P3203300C; CONCELLO OF XINZO OF LIMIA ;;; R / CURROS ENRIQUEZ, N.15;

XINZO OF LIMIA; OURENSE; 32630; ESP ;;;;;;;;;;;

CENTER; L01320322;01;Accounting Office;;;;; Ministry

CENTER; L01320322;02; Managing Body;;;;; Secretariat

CENTER; L01320322;03; Processing Unit; Retamar, 11; Madrid; Madrid;28043; ESP;Diego; X University

VENCIMIE;20190821;3925.00;04;ES0400650102050001050838;;confirming

LINE;Service2;1;3925.00;01;01;0;3925.00;0;;;;; 3925.00;3925.00; AA-02910;8055;1022384;
20140801;20140808;;;;; 20190808;01;Generalised reverse charge mechanism

IMPREPER;01;0;3925.00;0;;

18. Sample file

Example of an invoice with two invoice lines in CSV format.

VERSION;16

HEADER;00001/2009;; 20140721; FC;OO;EUR;es;3925.00;824.25;0;4749.25;;;;;; ; 4749.25;;
FACTURAE32; Comments; FACe; Legal text;20190201

ISSUER; J; R; A0000007; Ship Enterprise, SA ;;; C / Collado Medianero, 9; Boadilla of Monte, Madrid,
28230, ESP ;; Madrid; 0; M-201581; 23; 8; 12,608 ;; José Ramón Cerro; mail@enxendra.com ;

RECEIVER; J; R; B85630978; Enxendra Technologies SL ;;; Rua Luis Pita 1; Coruna; Coruna; 15009;
ESP; 15052409 ;;;;;; Brais Mendez; mail@enxendra.com ; Manager; 625788118

CENTER; L01020827;01;Accounting Office;;;;; Ministry

CENTER; L01020827;02; Managing Body;;;;; Secretariat

CENTER; L01020827, 03, Tramitadora Unit; Retamar, 11; Madrid, Madrid, 28043, ESP, Diego; X
University

VENCIMIE;20140821;4749.25;04;ES0400650102050001050838;;confirming

LINE;Service2;1;2500.00;01;01;21;2500.00;525.00;;;;;;2500.00;1975.00;AA-02910;8055;1022384;;20
140801;20140808;;;;;20140808;01;Reason

DCTOLIN; discount Reason; 5.00; 75.00

FACEB2B;E00003301;333000;51558103JES0001

IMPREPER;01;21;3925.00;824.25;;

APPENDIX

The list of correspondence codes with the format facturae is shown below.

Type of person

F - Natural person

J - Legal person

Type of residence

E - Foreigner

R - Resident (in Spain)

U - Resident in the European Union (except Spain)

Document type

FC - Full Invoice

FA - Abbreviated Invoice

AF - Self-Invoice

Class

OO - Original

OR - Original Amendment

OC - Summary Original

CO - Original copy

CR - Amending Copy

CC - Summary Copy

Unit of measurement

01 - Units

02 - Hours-HUR

03 - Kilograms-KGM
04 - Litres-LTR
05 - Other
06 - Boxes-BX
07 - Trays-DS
08 - Barrels-BA
09 - Drums-JY
10 - Bags-BG
11 - CO-cylinders
12 - Bottles-BO
13 - Small Cans-CI
14 - Tetra Bricks
15 - Centiliters-CLT
16 - Centimeter-CMT
17 - Bucket-BI
18 - Dozens
19 - Cases-CS
20 - DJ-Carafes
21 - Grams-GRM
22 - Kilometers-KMT
23 - Large Cans-CA
24 - Bundles-BH
25 - Meters-MTR
26 - Millimeters-MMT
27 - 6-Packs
28 - Packages-PK
29 - Rations
30 - Rolls-RO
31 - Envelopes-EN
32 - Tubs-TB

Tax

01 - VAT
02 - IPSI
03 - IGIC
04 - IRPF

- 05 - Other
- 06 - ITPAJD
- 07 - IE
- 08 - Ra
- 09 - IGTECM
- 10 - IECDPCAC
- 11 - IIIMAB
- 12 - ICIO
- 13 - IMVDN
- 14 - IMSN
- 15 - IMGSN
- 16 - IMPN

Methods of Payment

- 01 - Cash
- 02 - Domiciled bill
- 03 - Receipt
- 04 - Transfer
- 05 - Accepted recurring loan payment
- 06 - Documentary Credit
- 07 - Award Contract
- 08 - Bill of exchange
- 09 - Promissory note of payment
- 10 - Promissory Note Not in Order
- 11 - Check
- 12 - Replenishment
- 13 - Specials
- 14 - Compensation
- 15 - Money order
- 16 - Certified check
- 17 - Bank check
- 18 - Cash on delivery
- 19 - Payment by card

Country

AFG, ALB, DZA, ASM, AND, AGO, AIA, ATG, ARG, ARM, ABW, AUS, AUT, AZE, BHS, BHR, BGD, BRB, BLR, BEL, BLZ, BEN, BMU, BTN, BOL, BIH, BWA, BRA, BRN, BGR, BFA, BDI, KHM, CMR, CAN, CPV, CYM, CAF, TCD, CHL, CHN, COD, COL, COM, COG, COK, CRI, CIV, HRV, CUB, CYP, CZE, DNK, DJI, DMA, DOM, ECU, EGY, SLV, GNQ, ERI, EST, ETH, FLK, FRO, FJI, FIN, FRA, GUF, PYF, GAB, GMB, GEO, GGY, DEU, GHA, GIB, GRC, GRL, GRD, GLP, GUM, GTM, GIN, GNB, GUY, HTI, HND, HKG, HUN, ISL, IND, IDN, IMN, IRN, IRQ, IRL, ISR, ITA, JAM, JEY, JPN, JOR, KAZ, KEN, KIR, PRK, KOR, KWT, KGZ, LAO, LVA, LBN, LSO, LBR, LBY, LIE, LTU, LUX, MAC, MKD, MDG, MWI, MYS, MDV, MLI, MLT, MHL, MTQ, MRT, MUS, MYT, MEX, FSM, MDA, MCO, MNE, MNG, MSR, SEA, MOZ, MMR, NAM, NRU, NPL, NLD, ANT, NCL, NZL, NIC, NER, NGA, NIU, NFK, MNP, NOR, OMN, PAK, PLW, PAN, PNG, PRY, PSE, PER, PHL, PCN, POL, PRT, PRI, QAT, REU, ROU, RUS, RWA, KNA, LCA, VCT, WSM, SMR, STP, SAU, SEN, SRB, SYC, SLE, SGP, SVK, SVN, SLB, SOM, ZAF, ESP, LKA, SHN, SPM, SDN, SUR, SJM, SWZ, SWE, CHE, SYR, TWN, TJK, TZA, THA, TGO, TKL, TON, TTO, TUN, TUR, TKM, TLS, TCA, TUV, UGA, UKR, ARE, GBR, USA, URY, UZB, VUT, VAT, VEN, VNM, VGB, VIR, WLF, ESH, YEM, ZAR, ZMB, ZWE

Currencies

AFN, ALL, AMD, ANG, AOA, ARS, AUD, AWG, AZN, BAD, BBD, BDT, BGN, BHD, BIF, BMD, BND, BOB, BRL, BRR, BSD, BWP, BYR, BZD, CAD, CDF, CDP, CHF, CLP, CNY, COP, CRC, CUP, CVE, CZK, DJF, DKK, DOP, DRP, DZD, EEK, EGP, ESP, ETB, EUR, FJD, FKP, GBP, GEK, GHC, GIP, GMD, GNF, GTQ, GWP, GYD, HKD, HNL, HRK, HTG, HUF, IDR, ILS, INR, IQD, IRR, ISK, JMD, JOD, JPY, KES, KGS, KHR, KMF, KPW, KRW, KWD, KYD, KZT, LAK, LBP, LKR, LRD, LSL, LTL, LVL, LYD, MAD, MDL, MGF, MNC, MNT, MOP, MRO, MUR, MVR, MWK, MXN, MYR, MZM, NGN, NIC, NIO, NIS, NOK, NPR, NZD, OMR, PAB, PEI, PEN, PES, PGK, PHP, PKR, PLN, PYG, QAR, RMB, RON, RUB, RWF, SAR, SBD, SCR, SDP, SEK, SGD, SHP, SKK, SLL, SOL, SOS, SRD, STD, SVC, SYP, SZL, THB, TJS, TMM, TND, TOP, TPE, TRY, TTD, TWD, TZS, UAH, UGS, USD, UYP, UYU, VEF, VND, VUV, WST, XAF, XCD, XOF, YER, ZAR, ZMK, ZWD

Language

ar - Arabic
be - Belarusian
bg - Bulgarian
ca - Catalan
cs - Czech

da - Danish
de - German
el - Modern Greek
en - English
es - English
et - Estonian
eu - Basque
fi - Finnish
fr - French
ga - Irish Gaelic
gl - Galician
hr - Croatian
hu - Hungarian
is - Icelandic
it - Italian
lv - Latvian
lt - Lithuanian
mk - Macedonian
mt - Maltese
nl - Dutch
no - Norwegian
pl - Polish
pt - Portuguese
ro - Romanian
ru - Russian
sk - Slovak
sl - Slovenian
sq - Albanian
sr - Serbian
sv - Swedish
tr - Turkish
uk - Ukrainian

Reasons for rectification

01 - Invoice number
02 - Invoice series

Copérnico, 3, 2º
15008 A Coruña

Retamar,11
28043 Madrid

support@docuten.com
+ (34) 981 26 96 85

docuten.com

- 03 - Date of issue
- 04 - Name and surname / Company Name - Issuer
- 05 - Name and surname/Social Name-Receiver
- 06 - Tax identification Issuer/obligated
- 07 - Tax Identification Receiver
- 08 - Domicile Issuer/Obligated
- 09 - Address Receiver
- 10 - Operation Detail
- 11 - Tax percentage to be applied
- 12 - Tax rate to be applied
- 13 - Date/Period to apply
- 14 - Invoice type
- 15 - Legal Literals
- 16 - Taxable income
- 80 - Calculation of imputed quotas
- 81 - Calculation of retained quotas
- 82 - Amended taxable amount for return of packaging
- 83 - Modified tax base for discounts and rebates
- 84 - Taxable amount amended by final, judicial or administrative decision
- 85 - Modified taxable base unpaid surpluses. Declaration of bankruptcy

Criteria for rectification

- 01 - Full rectification
- 02 - Adjustment for differences
- 03 - Withdrawal for volume discounts during a period
- 04 - Authorized by the Tax Agency

Roles of administrative centers

General

- 01 - Tax
- 02 - Receiver
- 03 - Payer
- 04 - Buyer
- 05 - Collector

06 - Seller
07 - Payee
08 - Receiver of collection
09 - Issuer

If it is DIR3

01 - Accounting Office
02 - Management Body
03 - Processing Unit
04 - Proposed body