Invoices | FA Invoices

Sending invoices to F1 or F2.0 fiscalisation

Who issues paper invoices and until when is described in paper_invoices.

If the company has the ***EP_IRA*** setting enabled, the system applies the ***F2.0*** protocol first when an invoice is approved. This applies to all invoice subtypes, including the sale of fixed assets. Companies without this setting cannot send eInvoices.

To send eInvoices the company contracts an information intermediary — **Moj eRačun (MeR)** or **ePoslovanje (Pondi)**; the contracting procedure is described in mer and eposlovanje. Support enters the intermediary's credentials into Brix based on a support request. Fiscalisation under the ***F1*** protocol requires a FINA certificate, see the ***fiscal*** tab.



Sending is automatic. When an invoice is approved, the system itself sends it for fiscalisation and delivery to the customer — after that the invoice is **not resent manually**.
Manual sending is used only to send a **copy** of an invoice already sent, as described in Resending an invoice to F2.0 fiscalisation.



The Fiscalisation 2.0 and eReporting system aims at real time. An eInvoice dated more than 15 days ago will pass through the system, but it may become a “red flag” in an audit, because an eInvoice must be issued at the moment of the business event or very soon after it.

Exception — F1 fiscalisation
The ***F1*** protocol is applied automatically in the following cases:

1. **Citizens (natural persons)**
   The invoice is fiscalised under the ***F1*** rules for **all** payment methods. The obligation to send also depends on the ***{Delivery Territory}*** field — only *Domestic* delivery is fiscalised, see ~ BASIC ~.
2. **Legal entities**
   The invoice goes to ***F1*** fiscalisation if the payment method is *Banknotes and coins* or *Card*, provided that the ***{Delivery Territory}*** field is set to *Domestic*.

In all other cases — including legal entities paying by *Bank Transfer* — the invoice is sent under the ***F2.0*** protocol.

An invoice that was not sent to ***F1*** fiscalisation automatically is sent manually with the F1 button on the ***~ BASIC ~*** tab. The button is not shown on invoices sent under the ***F2.0*** protocol.



Under the Fiscalisation 2.0 rules an eInvoice is sent **to legal entities only**. Invoices issued to natural and temporary persons cannot be sent as eInvoices — they go to fiscalisation under the ***F1*** protocol. The exception are natural persons registered in

AMS, see Invoices to natural persons registered in AMS.

The list of payment methods and their meaning is described in About payment methods. Which payment methods are available in a department is set in ~ PAYMENT METHODS ~. Partners subject to public procurement also receive the ***{FINA ID}*** with the eInvoice.

Every eInvoice line must carry a Classification of Products by Activity (KPD 2025) code of at least six digits; see KPD (Croatian Classification of Products by Activity).

Checking whether an invoice was actually fiscalised under ***F1*** is described in fis1check. Payment of invoices sent under ***F2.0*** is reported automatically, see eReporting of invoice payments; advance payments are handled in rappf2.

Customer did not receive the eInvoice

Whether an eInvoice was delivered to the customer is checked on the intermediary's portal, with the username and password received from it. Report the error to the **intermediary's technical support**, stating that you use the MICRO PROCESS software. Forward the reply you receive, with the invoice number, to us as a support request.

Attachments with an eInvoice

All documents in the invoice's ***~ DMS ~*** tab at the moment of approval are sent with the eInvoice. The rules and limitations are described in Sending attachments with an eInvoice.

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