

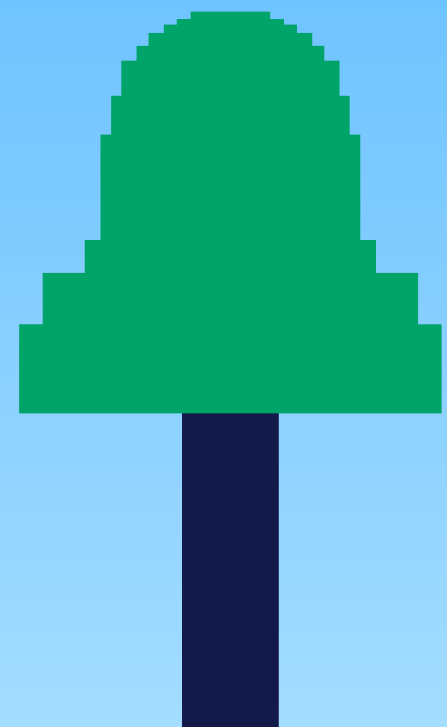
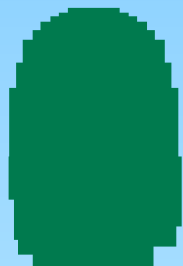
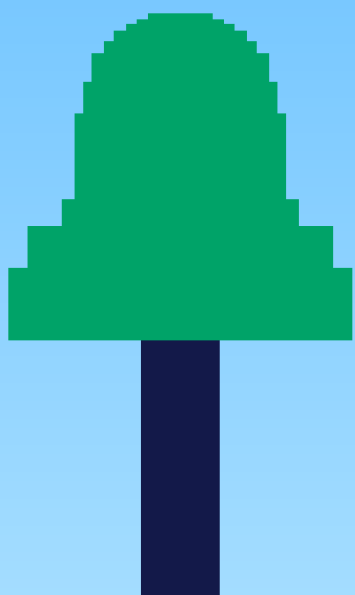


One  Spain



# First steps in Companio One Spain

PRESS-START



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# Welcome!

**Congratulations!** You can now use Companio One Spain's dashboard. Surely you are looking forward to starting issuing invoices for your customers. Still, also it's normal to have many questions (especially if it's the first time you manage a business).

This document guides how to start working with Companio One Spain. Here you'll find information on managing your business, payments, taxes, invoices, tax obligations, and much more.

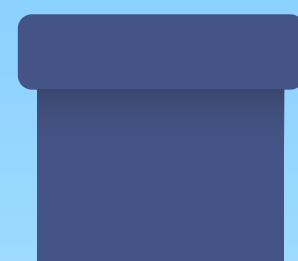
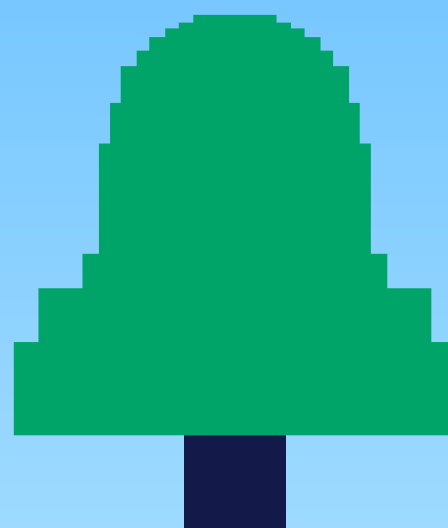
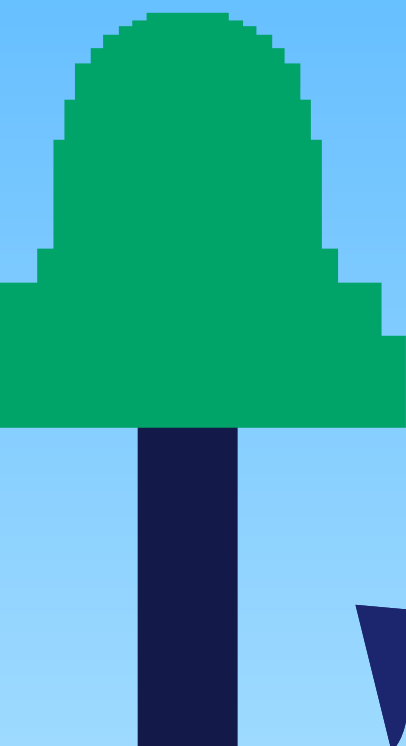




**WORLD 1**



# Start Managing Your Business as a Freelancer



## Start managing your business as a Freelancer

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You first must register your business online and open a bank account to start invoicing. Once you've done this, you'll have to start managing your accounting and taxes.

If you operate with other companies in the EU or you have European customers, it's very beneficial to have an intra-Community VAT number. At Companio One Spain, we help you obtain this intra-Community VAT number and present the related VAT reports at no extra cost.

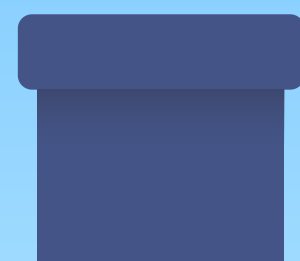
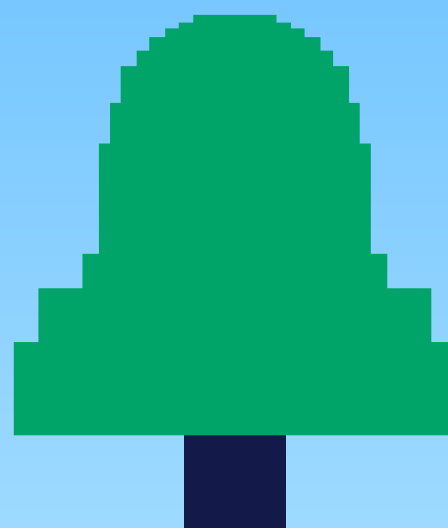
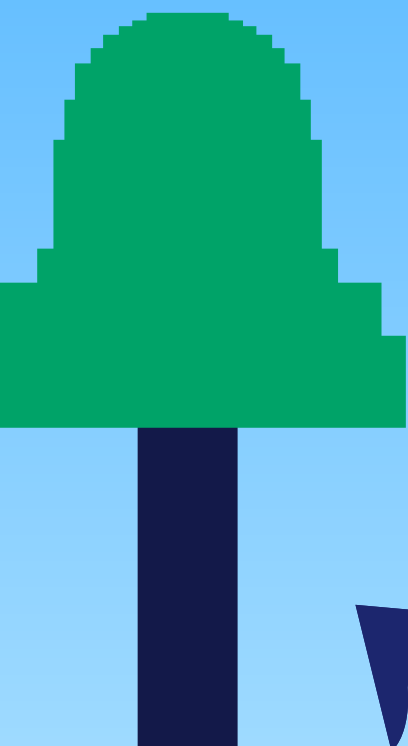




# WORLD 2



## Add VAT, or Not to Add VAT...



## Add VAT, or not to add VAT...

### That is the question.

When invoicing Spanish individuals and companies, there's clarity. You always add Spanish VAT (21%) to the invoice.

### What happens when invoicing outside of Spain?

- If your business does not have a VAT number, you must always add Spanish VAT on your invoices to other EU companies.
- If your business has an intra-Community VAT number, you must do the following:

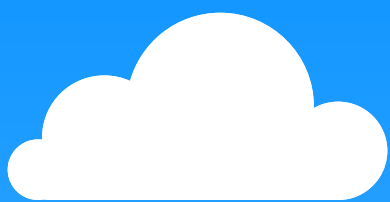
**a)** When invoicing services to companies with EU VAT (for example, a German company with VAT number DE123456789), you won't have to add VAT to the invoice (you write "0% VAT intracommunity exchange").

**b)** Suppose you invoice companies without VAT (intra-Community VAT) or individuals from the European Union. In that case, you always add Spanish VAT to the invoice (21% VAT).

**c)** If you invoice companies or individuals outside the European Union (for example, a company from Japan or an individual from Nicaragua), you never add VAT to your invoice.

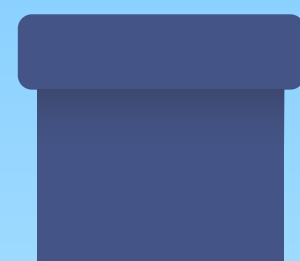
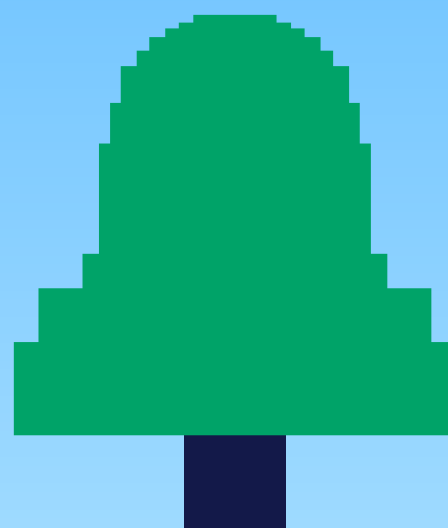
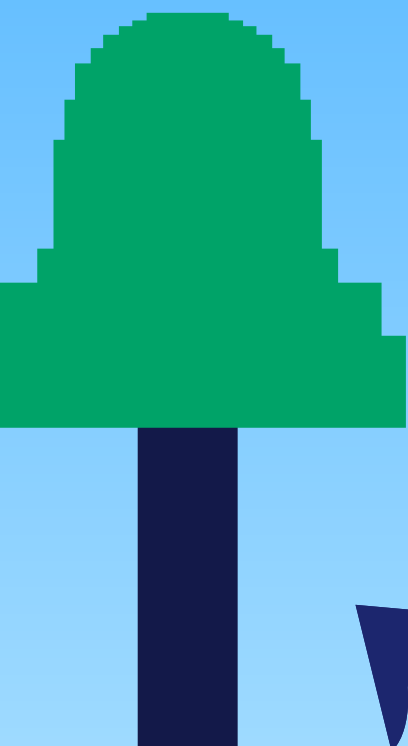


**(\*) Attention!** If you sell online or provide services to individuals in other EU countries, you must always add the VAT of the country of destination (e.g., Germany's is 19%, Croatia's is 25%).



WORLD 3

# Your First Invoice





## Your First Invoice

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We know you're looking forward to issuing your first invoice, so let's get to work and then get into more detailed information.

To make a correct invoice, it must contain a series of concepts, such as:

- Amount to be paid.
- Seller and buyer's data.
- Applicable taxes.
- Goods or services that you sell.

With Companio One Spain, you can make invoices in minutes without creating templates in Excel. Just make sure you include the necessary data on the invoice.

At the top right, you will see the general information of the invoice. You must include **the invoice number, issue date, and due date**



**1. The invoice number must be unique and sequential.** Your first invoice must be identified as Invoice *#1*. The next will be Invoice *#2*, and so on. You can also use a prefix for each client (e.g., ACME-1, ACME-2, ACME-3).

**2. The date of issue** must be the date you have provided the service(s) or delivered the good(s).

**3. The due date indicates the payment deadline.** We recommend that the latter be at most one month after the date of issue.

**4. The issuer's information** must include your full name, NIF, VAT number (essential if the recipient is in another EU country other than Spain), and address.

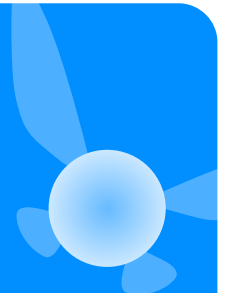
**5. Recipient information** is your customer's data. It must include Name or Company Name, address, NIF, and VAT number.

**6. Items** describe the goods or services included in the invoice. At least one must

be included, along with its price in EUR. You can add prices in other currencies, but the invoice must include a conversion to EUR. This section should also include the cost of all prices (subtotal), applicable IVA or VAT (if necessary), and the total with IVA, if any, included.

**7.** Finally, you should include **payment instructions** such as bank account information and the account holder's name (**your business**).

**Hey, listen!** Now that you know the basics, let's create an invoice!



Place your logo here 

### Invoice information

Invoice #: 123  
Created: January 1, 2015  
Due date: February 1, 2015

### Sender

Sender:  
ACME Corporations OÜ.  
12345 Tere Road, 1.  
Tallinn, 12345, Estonia.

### Addressee

Addressee:  
Acme Corp.  
John Doe  
john@example.com

### Items, VAT and total price

Items	Prices
Web page design	300.00 €
Hosting (3 Web page design)	75.00 €
Domain name (1 year)	10.00 €
	Subtotal: 385.00 €
	VAT (20%): 77.00 €
	Total: 462.00 €

### Payment instructions

Payment instructions: please pay by bank transfer to the following bank account.  
following bank account.

Account holder: ACME Corporations OÜ, IBAN: EE1234567890, BIC: BIC12345, Bank name: LHV.

Thank you.

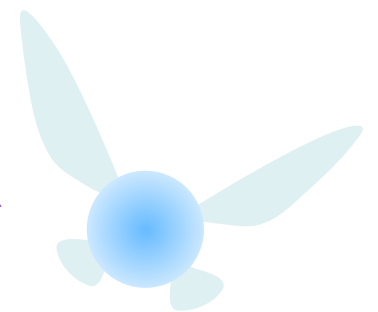
## Creating the first invoice

Before creating the invoice, you need to add the customer. Go to *Companio* and go to the *Customers* section. Click the **“Add Customer”** button, and complete all the information required for your new customer (including name, address, and email).

You can also specify the VAT number, tax ID number, and phone number and even add an image.

Invoices for this customer will start with **#1**. That means that for a customer named **ACME**, the first bill will be something like **ACME-1**. If you want to start with a different number, specify it in the corresponding field.

It's time to send your first invoice!



### Add customer

NAME	LAST NAME
<input type="text" value="John"/>	<input type="text" value="Doe"/>
EMAIL	PHONE NUMBER (OPTIONAL)
<input type="text" value="john.doe@gmail.com"/>	<input type="text" value="+345 84826-4058"/>
CITY	COUNTRY
<input type="text" value="Madrid"/>	<input type="text" value="España"/>
LABEL	
<input type="radio" value="USER"/> <input checked="" type="radio" value="PROSPECT"/> <input type="radio" value="VIP"/>	
<span>Cancel</span> <span style="background-color: #ff4d6d; color: white; padding: 5px 10px; border-radius: 5px;">Add</span>	

## Sending the first invoice

**Our billing tool allows you to create invoices easily.** When generating an invoice for a customer, that customer's data and the correct invoice number will be selected in advance. Choose the currency (usually EUR) and the description of the invoice. The issue date will be today, and the expiration date, one week later unless you specify otherwise.

Add at least one product or service you sell to the customer (for example, "SEO Services").



Choose a price and specify the VAT to be applied. You can see the updated total amount at the bottom. Add as many other items as you need. Click "Generate Invoice," and that's it! **An invoice will be added to your sales invoices. It can be sent directly to the customer with a simple click or downloaded from the Sales** and sent yourself later. To specify payment instructions (such as bank account), before creating the invoice, go to Settings > Other.

### New invoice

CHOOSE A CUSTOMER

Umbrella Corporation

SUBJECT

Online marketing and SEO services

INVOICE NUMBER: 13

CURRENCY: EURO

DATE OF INVOICE: 19/07/2021

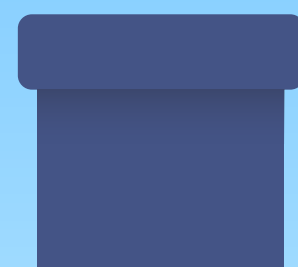
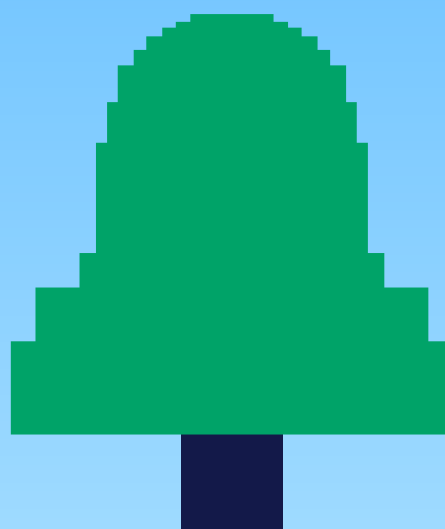
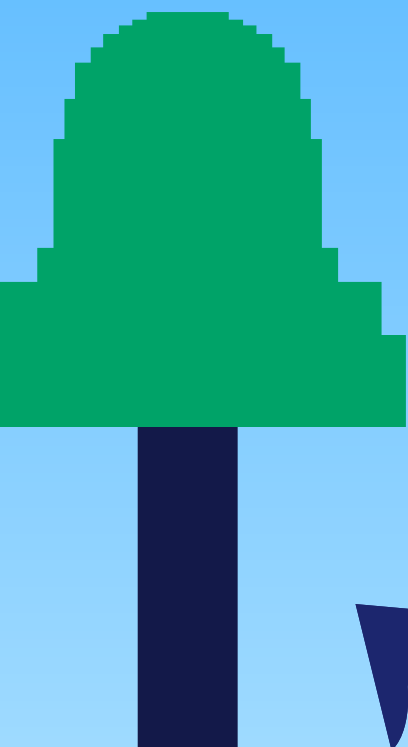
DUE DATE: 26/07/2021



WORLD 4



# Banks



## Banks

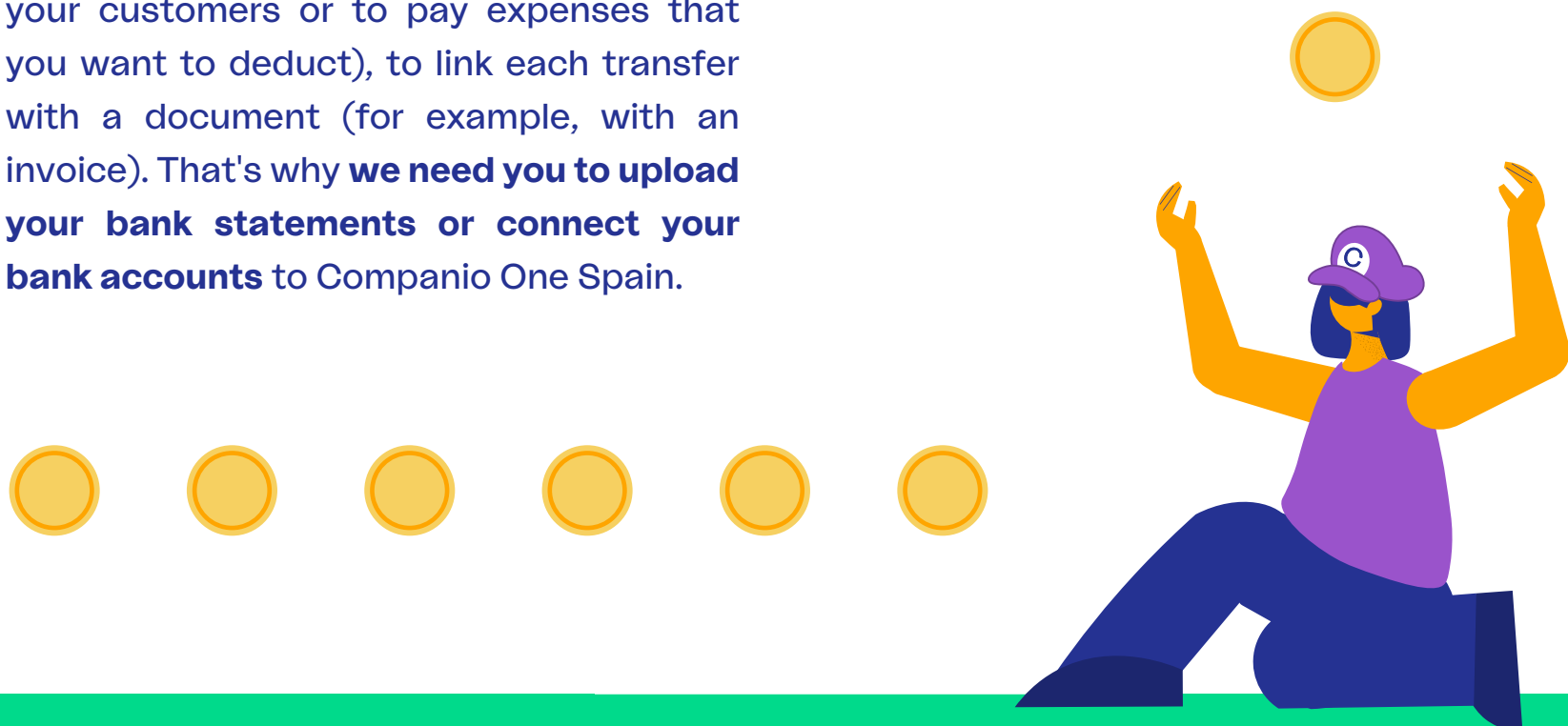
It doesn't make sense to have a business without a bank account. Below we talk about banks available for your business and how to connect them with Companio One Spain.

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As a freelancer or autónomo, you can use your personal bank accounts for business, meaning you **don't need to open a bank account just for your business**. Despite that, we recommend opening a bank account to separate your personal expenses from those of your business.

Anyway, to manage the accounting of your business, we need access to the banking movements of any account you use in the business (either to receive money from your customers or to pay expenses that you want to deduct), to link each transfer with a document (for example, with an invoice). That's why **we need you to upload your bank statements or connect your bank accounts** to Companio One Spain.

Companio One Spain connects securely and confidentially to hundreds of banks through Open Banking, including most Spanish and European banks, and online solutions such as Wise or Revolut. Thanks to an API key, we can connect to payment gateways such as Stripe or Mollie. Unfortunately, specific banking solutions do not offer an open banking API. For these banks, you will need to upload bank statements manually.

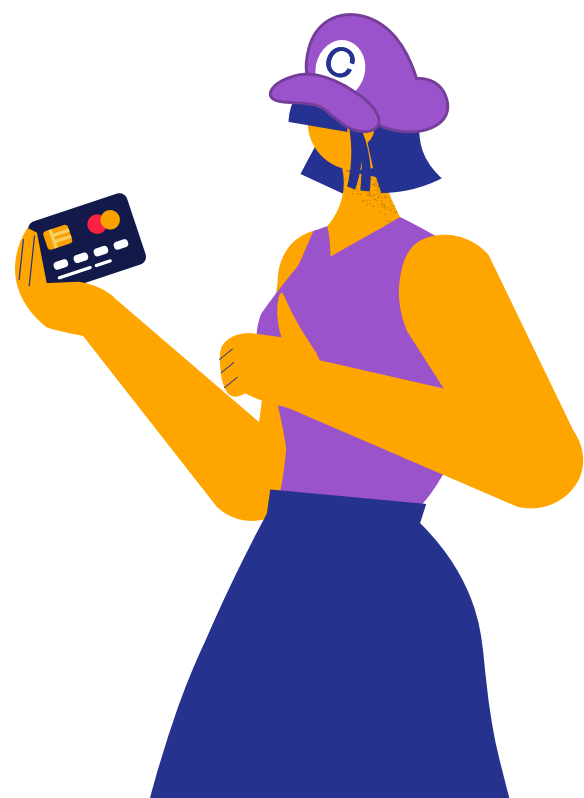
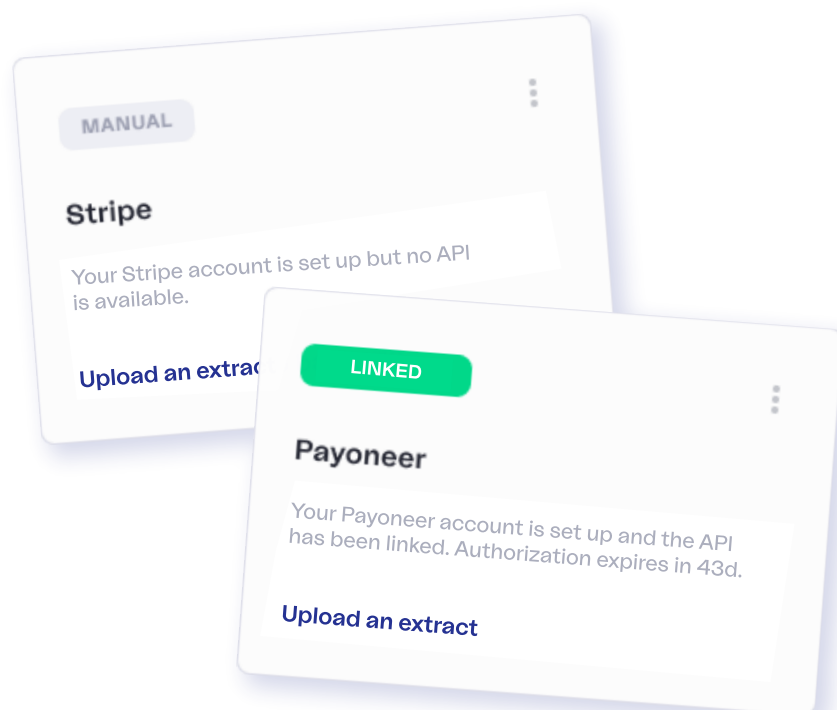


## Open banking, API key or manual

Go to the **Banks** section to **connect your business bank** and click **"Add New."** Banks that offer Open Banking (such as wise, BBVA, Revolut, Santander, La Caixa, and others) are easier to connect: choose the right bank from the list and click on "Connect." You will be redirected to your bank after logging in, and then you will be asked for permission through our AISP (Nordigen) to access your banking information. This permit must be renewed every 90 days.

For payment gateways like Stripe or Mollie, you'll need to generate an "API token" key that gives us access to your banking movements.

**If your bank does not offer an Open Banking interface, you still need to connect to the bank with Companio One Spain** and periodically upload bank statements. This will allow our accountants to understand the movements in the bank account and include them in the business accounting.







## Frequently Asked Questions

### What is the best bank for me?

There is no standard answer to this question. You will have to investigate and contact different banks. If you're already using a bank that works for you, you can use it for your business. Although we recommend it, you don't need to open a bank account just for your business by being self-employed.

In any case, **you must have a bank account in Spain (or with a Spanish IBAN) to make the payments of the tax declarations** since most of them don't accept an IBAN code from other countries.

### Do I need to open a separate bank account?

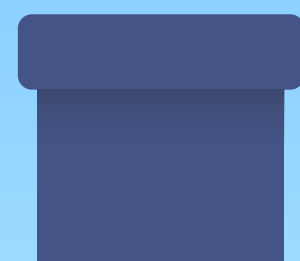
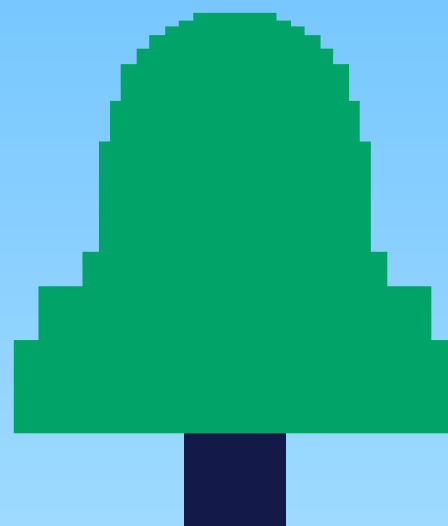
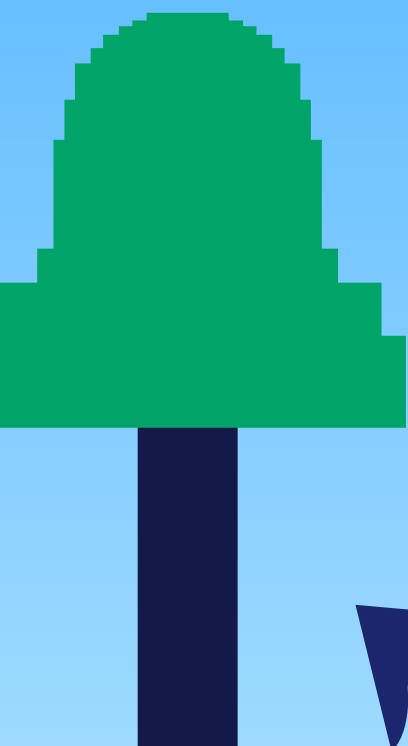
As a freelancer, your personal accounts are perfectly valid for the activity of your business (as there is no distinction between personal and business finances).

However, we recommend you open a bank account in your name to be used exclusively for your business activity. Many online options (besides Spanish banks), such as wise or Revolut, allow you to open a bank account in a matter of days and let you operate easily.



# WORLD 5

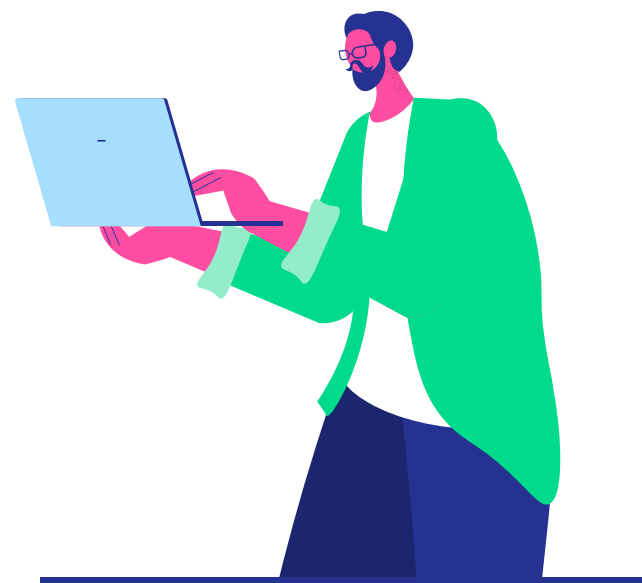
## Accounting



## Accounting

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Our experts take care of the “boring” part of running a business so you can focus on growing it! But we need access to invoices and bank movements to do this work efficiently.



Although we will present most of your tax reports and taxes quarterly, our team will need all the movements and invoices of the business generated in a specific month at the beginning of the following month to present all statements on time.

## UPLOAD YOUR INVOICES AND STATEMENTS BEFORE DAY 5

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**This way you'll have your accounting up to date!**

You must send us all invoices and bank statements (if your bank isn't automatically connected with Companio One Spain) monthly before the day 5 of the following. **For example, before April 5, we'll need access to all March movements and invoices.**


To add sales or purchase invoices, go to the relevant section (either Sales or Purchases) and click "Upload." If it's May 2 and you're uploading April invoices, choose "Last Month." If it's April 27, select "This Month." Later, drag and drop the files. You'll see a load indicator which will become a checkmark when the file has been successfully uploaded.

If one of your banks doesn't allow us to access your bank movements automatically, you must also upload bank statements manually: go to the Banks section and click "Upload a bank statement" in the relevant bank account.

### Upload purchase invoice

TITLE

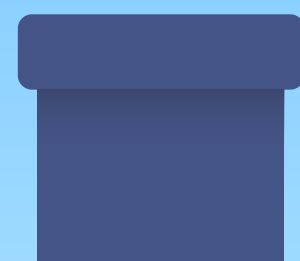
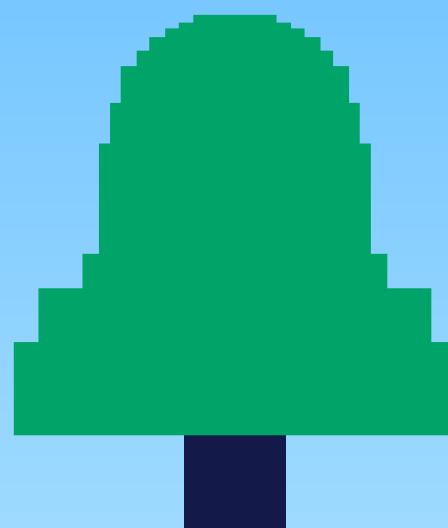
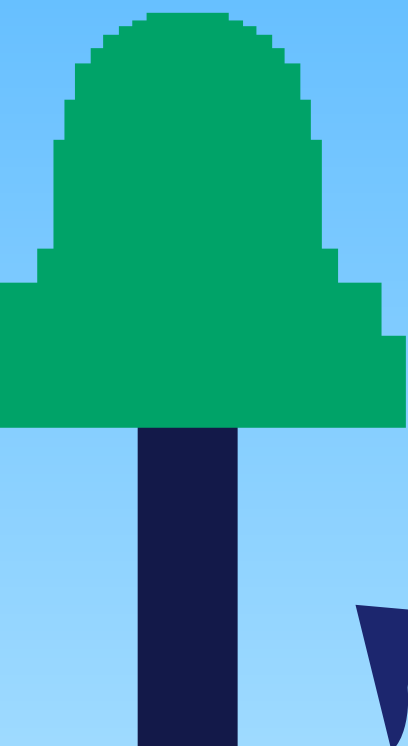
DETAILS

 Upload a file **Upload invoice**



WORLD 6

# Travel Expenses



## Travel Expenses

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**Business trips are deductible expenses in Spain if necessary for the company's activity.** Likewise, the employer's or professional's living expenses are deductible when they result from their client activity in a municipality different from your residence. Also, they have to be paid by card, and the amount cannot exceed €26.67 per day of travel or €48.08 per day when travel allowances are requested.

Suppose you visit a client in Paris or one of your design agency employees attends a web design conference in Barcelona. In that case, that is considered a deductible expense. To be considered a business trip, it must have a specific business purpose and a specific and reasonable duration.

This means that, for example, **you can't travel to Italy on vacation or go to Galicia and stay there for three months to "write about it on my blog"** and call it a business trip, even if you have a travel blog. Some examples of business trips include: visiting a client to work with them for a short period (a couple of weeks), and attending conferences or business meetings with business partners.



# Thank you!

Running a business is complicated. It's normal to have questions!



**We're so happy to have you onboard!** The goal of Companio One Spain is to deal with your accounting, taxes and reports, so you can focus on what really matters: growing your business.

If you have any questions, you can look at the frequently asked questions section of Companio Spain or contact our customer service team from the dashboard.

**Welcome again from the whole team! We wish you a happy and successful entrepreneurial journey.**



One  Spain



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