

Supplier invoicing instructions

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MMB fiscal information

CONSORCI DE LES DRASSANES REIALS I MUSEU MARÍTIM DE BARCELONA
Av. de les Drassanes, s/n, 08001 Barcelona
CIF (Corporate Tax ID): P5800029J

Are you invoicing the MMB for the first time or have you changed your invoicing or bank details?

If you are submitting an invoice to the MMB for the first time or you have changed your invoicing details, you will need to provide us with the bank documentation to incorporate the necessary data into our creditors' database so that we can process your invoice payment.

What bank documentation do you need to provide?

You must provide a **digital certificate of bank ownership with electronic signature** for the account number included on your invoice. (*Maximum certificate age: three months from the document's date of issue*).

You can download this certificate from the online banking service at most banks.

You can send us the digital certificate using any of these methods:

- **The MMB's Electronic Office** in the section [Generic instance](#)
- **E-mail:** informacio@mmb.cat

If you cannot provide a digital certificate, you must submit a [bank transfer request form](#) which has been duly completed, signed and approved by your bank:

- **By post:** for the attention of the Unitat de Recursos Econòmics (Economic Resources Unit) at the fiscal address indicated above.
- **In person:** at the MMB's Registre General de Documents (General Documents Registry) (Av. de les Drassanes, s/n, Barcelona) from 10 am to 2 pm, Monday to Friday (excluding public holidays).

[How do I submit my invoice?](#)

MMB suppliers that are public limited companies, limited liability companies, temporary joint ventures and other entities defined in [Article 4 of Act 25/2013, passed on 27 December](#), on the promotion of electronic invoicing and creation of the accounting register of invoices in the public sector, are required to submit electronic invoices at the general entry point provided for this purpose.

Other companies that operate with the MMB can also use this option on a voluntary basis.

[See instructions for electronic invoicing](#)

The Consorci de les Drassanes Reials i Museu Marítim de Barcelona has set up the general entry point for suppliers' electronic invoices through the Consorci AOC's e.FACT service. You may submit your electronic invoices to us 24/7, 365 days a year, to our inbox:

Electronic invoice inbox

Please specify the DIR3 codes on your electronic invoice.

Pursuant to Order HAP/1074/2014, published on 24 June, regulating the technical and functional conditions to be met by the General Electronic Invoice Entry Point,

all electronic invoices addressed to a Public Administration must include three mandatory codes to identify the recipient or management centre, the so-called DIR3 codes (accounting office, managing body and processing unit), in order to ensure that the invoices reach their recipient promptly.

The **managing body codes** that must be included in the electronic invoices issued to the MMB for the three mandatory levels required are as follows:

	Managing Body	I00000302
DIR-3 CODES	Processing Unit	I00000302
	Accounting Office	I00000302

Is it possible to add supporting documentation?

Yes, invoices may be submitted with attached files, containing the supporting documentation that you deem appropriate.

Paper invoice submission

The MMB also gives suppliers which are not defined in [Article 4 of Act 25/2013, passed on 27 December](#), on the promotion of electronic invoicing and the creation of the accounting register of invoices in the public sector, the option to submit their invoices on paper. Essentially, this refers to self-employed professionals and foreign entities.

If you fall into this category and you have decided to submit your invoice on paper, you should send it to us by one of the following methods:

- **By post:** for the attention of the Unitat de Recursos Econòmics (Economic Resources Unit) at the fiscal address indicated above.
- **In person:** at the MMB's Registre General de Documents (General Documents Registry) (Av. de les Drassanes, s/n, Barcelona) from 10 am to 2 pm, Monday to Friday (excluding public holidays).

These suppliers also have the option of submitting [electronic invoices](#).

We recommend all suppliers to send electronic invoices given their considerable [advantages](#) over paper invoices:

- to make the process quicker, more efficient and more sustainable
- more security, privacy and data veracity guarantees.

How long is our payment period?

Invoices are paid **no later than 60 days** from the date on which the document/invoice is registered at the MMB, by bank transfer to the certified bank account provided with the documentation provided.

For further invoicing queries, please contact informacio@mmb.cat.