Electronic Invoice /eFAKTURA/

A BRIEF USER'S GUIDE

The electronic invoice /eFaktura/ is an accountant's document in compliance with the requirements of the Electronic Document and Electronic Signature Act, the Accounting Act and Value Added Tax Act. eFaktura is acknowledged by the National Revenue Agency and is fully equivalent to the corresponding paper document, signed by a valid digital signature.

The benefits for the customers using eFaktura are as follows:

- Electronic archive for period of 10 years;
- Security – the invoices cannot be deleted or lost;
- Saving time and resources;
- Have entire disposal of your data in digital form.

Valid e-mail address and Internet access are the only things necessary in order to receive an eInvoice (eFaktura).
It is **NOT** necessary to have a digital signature. Digital signature is necessary to the Invoice's Issuer only – Bulgarian Ports Infrastructure Company (BPI Co.).

Steps for receiving an eInvoice (eFaktura):

- Filling an application form-declaration for service activation "Electronic Invoice" , according to the model set out in www.bgports.bg, "E-Invoice" Section;
- When your first electronic invoice is ready, you will receive *a Registration Invitation* by the sender **notify@efaktura.bg**;
- Each time when a new invoice is issued, you will be notified on the registered e-mail address.

Registration for customers in https://efaktura.bg

Step 1: Entering Login information and password

- Please, register at **https://efaktura.bg** after receiving by e-mail *a Registration Invitation* and choose a password, minimum 6 symbols long;
- Fill in the data of the corresponding corporate body and/or physical person, recipient of the invoice;
- After a successful data entry, you will receive an e-mail from **notify@efaktura.bg** for successful registration.

If you are an already registered recipient in eFaktura, you will have on your e-mail an invitation by BPI Co. for receiving an electronic invoices. Please, accept the invitation and fill in the registration data to the new supplier. A new password is not necessary.

Step 2: System entry after registration

In order to enter the system, please choose the menu **Enter** at **https://efaktura.bg** and fill in e-mail and password.

Step 3: Access to information

After a successful registration you will have an access to your eInvoices. In order to see the content of a new invoice, please click on the button "RECEIVE AND VIEW".
In the menu **Recipient > Invoices** you will find a list with your invoices. When click on button VIEW, the selected invoice will open.
Choose the button PRINT on the top left corner of the page, if you like printing the eInvoice.

Step 1: Entering Login information and password

Step 2: System entry after registration:

Step 3: Access to Information

Frequently asked questions for eFaktura:

1. Why I don't receive an Invitation for registration?
Possible reasons:
☐☐Electronic Invoice is not issued.
☐☐Wrong e-mail address is entered.
☐☐Your e-mail is secured with antispam software. Please, check in your e-mail whether you have blocked messages from **notify@efaktura.bg** or ask the Administrator of your mail server for these settings.
☐☐Due to temporary problems on your mail server, it is possible to not receiving a notification for invoices, although the address is correct and the invoices are uploaded on the eFaktura web page. In this case, if you are an already registered user, you can load and enter the system at **https://efaktura.bg.**
2. I want to open again my invoices. Should I wait for receiving a new e-mail from eFaktura.bg containing link to the page?
It's not necessary. In order to enter the web page at **https://efaktura.bg,** you need an e-mail address, where you receive notifications and the access password.
3. Where can I find the invoice detailed information?
The detailed information can be found in the invoice attached file. The attachment can be opened by the paper clip icon button or by following the link in the invoice. This information is always accessible and can be printed.