



## SIMPLIFIED INVOICES

Whenever a sale is less than €1,000 or a provision of services costs less than €100, traders and service providers need to provide a "simplified invoice". The VAT Code now requires that an invoice be issued on every sale or service, regardless of whether the consumer requests such a document or not. The "simplified invoice" has a similar content to an ordinary receipt. As happens with simple receipts, the following information must be included:

- Date of the operation,
- Name and tax number of the merchant / service provider,
- Name of the good(s) or service provided,
- VAT due as well as applicable rates,
- Total amount due.

If the purchaser is also VAT registered (not the final consumer), their tax identification number must also be shown. The provision of transport services, parking, tolls and tickets to shows, when a proof of payment is issued, shall be exempt from invoices or simplified invoices. Under the new rules, payment documents are sufficient.

### **Invoices must be reported within one month**

Merchants and service providers must communicate to the Tax Authority simplified invoices issued in the previous month. This communication must be made by the 8th of the month following the issue of the invoice. For those with more state-of-the-art payment systems, work may be simpler, as it may be done by sending a SAF-T file. Those who do not have this type of equipment with this system must report electronically via the *Finanças* Portal.