eInvoicing

https://viaspaces.com/Documentation/einvoicing/

From 1 January 2027, invoices between Slovak companies are exchanged as e-invoices through the Peppol network. ViaSpaces is your digital postman: it delivers your e-invoices, receives the ones sent to you, and reports them to the Financial Administration.

Peppol connects companies across Europe. ViaSpaces currently supports the Slovak Peppol network. Support for other European countries is in preparation.

What Changes from 1 January 2027

An e-invoice is an invoice in a structured electronic format. Accounting software reads it automatically. A PDF sent by email is not an e-invoice.

Who	Obligation
Every company and sole trader with a DIČ	Receive e-invoices through a digital postman
VAT payers	Send domestic B2B and B2G invoices as e-invoices
Your digital postman (ViaSpaces)	Deliver and receive e-invoices and report their data to the Financial Administration

Each company has one digital postman for receiving. Your company's address in the Peppol network is built from your DIČ (for example `0245:2020123456`). Your suppliers find you by your DIČ; they need no other details.

In ViaSpaces, e-invoices are separate documents, marked **Electronic invoice** and created from templates with the Peppol icon. You choose which documents you create and send as e-invoices. For each e-invoice you send, ViaSpaces checks it, delivers it through Peppol, and reports it.

[Screenshot: Diagram of the invoice route — your company in ViaSpaces → ViaSpaces (digital postman) → Peppol network → the customer's digital postman → the customer; a branch from both postmen to the Financial Administration.]

Activating Peppol

Activation connects your company to the Peppol network with ViaSpaces as your digital postman. You need a DIČ filled in your company details.

You can activate Peppol in two places:

Where	When
Registration of a new company, step **Business numbers**	During sign-up. Switch on **Activate Peppol Delivery**.
`Settings → Business Account → Peppol`	At any time later. Click **Activate Peppol Delivery**.

[Screenshot: Registration of a new company, step Business numbers — fields Business reg. no., TAX registration number, VAT registration number; the card Activate Peppol Delivery switched on and expanded with the options Register through ViaSpaces and I have a registration code; Continue button; progress steps on the right with Business numbers highlighted.]

For a Slovak company, choose one of two options:

Option	Use it when
Register through ViaSpaces	You have not chosen a digital postman yet. ViaSpaces submits the request to the Financial Administration for you. Complete the preliminary steps on financnasprava.sk first.
I have a registration code	You already chose ViaSpaces on the Financial Administration portal or at the tax office. Enter the registration code you received by email.

1. Open `Settings → Business Account → Peppol`.
2. Click **Activate Peppol Delivery**.
3. Choose **Register through ViaSpaces** or **I have a registration code**.
4. For a registration code, enter it in **Registration code**.

5. Confirm. The Peppol tab shows your company as connected, with your Peppol ID.

[Screenshot: Settings → Business Account → Peppol before activation — title Activate Peppol Delivery, short explanation, the two options Register through ViaSpaces (with the link to financnasprava.sk) and I have a registration code (with the Registration code field), Activate button.]

[Screenshot: Settings → Business Account → Peppol after activation — status connected, company name, Peppol ID 0245:DIČ.]

Activation for companies registered in other European countries is in preparation. It will use the company identifier of the country's Peppol registry instead of the Slovak DIČ.

> ℹ Only an Administrator of the company account activates or changes Peppol. An accountant with a power of attorney chooses ViaSpaces on the Financial Administration portal on the company's behalf; to complete activation in ViaSpaces, the accountant needs the Administrator role.

> ℹ Without a DIČ, ViaSpaces displays a notice and activation stays unavailable until the DIČ is filled in.

[Screenshot: Peppol tab with the notice that Peppol registration is available after the DIČ is filled in.]

> ⚠ Needs verification — Screens and labels are taken from the approved designs (September–October 2026). Confirm the released labels on demo.viaspaces.com.

Sending an Invoice via Peppol

You send an e-invoice from Document Editor. You decide which documents to send via Peppol: only documents created from a Peppol template carry the **Electronic invoice** badge and the **Send via Peppol** button.

[Document Editor with the Electronic invoice badge and the Send via Peppol button]

1. Click **Create New Document** and choose a template marked with the Peppol icon.

[Screenshot: Create New Document — template gallery; Peppol-enabled templates (Invoice, Credit Note) marked with the green Peppol icon.]

2. Select the customer (Business Partner).
3. Fill in the invoice. The **Required Data** panel on the left lists the fields an e-invoice needs and ticks each one when it is filled.

[Screenshot: Document Editor, left panel Required Data — groups My Account / Account Info, Partners / Partner Account Info, Bank Details, Document Data; filled fields with a green tick, missing fields without it.]

4. Check the badge next to the document title:

Badge	Meaning
Electronic invoice · PEPPOL compliant (green)	All required data is complete. The invoice can be sent via Peppol.
Electronic invoice · Not PEPPOL compliant (red)	Required data is missing. Complete the fields marked in **Required Data**.

[Screenshot: The two badges side by side — green Electronic invoice · PEPPOL compliant with a tick, red Electronic invoice · Not PEPPOL compliant with a cross.]

5. Click **Send via Peppol**.
6. In **Confirm electronic transmission (Peppol)**, check the sender and receiver with their Peppol IDs. Click **PDF Preview** to see the invoice as the customer sees it.
7. Tick the confirmation that the submission is final and will be reported to the Financial Administration.
8. Click **Send via Peppol**.

[Screenshot: Dialog Confirm electronic transmission (Peppol) — blue notice This document will be reported to the Financial Administration; Sender and Receiver cards with company names and Peppol IDs; summary Delivery method: Peppol, Peppol network: Used, Financial Administration reporting: Reported; confirmation checkbox; buttons PDF Preview, Cancel, Send via Peppol.]

After sending, the document header shows the delivery result:

Status	Meaning
Completed | Via Peppol	The invoice reached the customer's digital postman. Your obligation is fulfilled.

Status	Meaning
Undelivered	Delivery failed. The invoice returns to Draft and can be sent again.

[Screenshot: Document Editor header after sending — status Completed | Via Peppol (green) next to the PEPPOL compliant badge.]

A sent e-invoice is final. Errors are corrected with a new document (see Correcting an Invoice).

> ℹ For a customer without a Peppol registration, create the document from a standard template and choose a standard ViaSpaces delivery (ViaSpaces.com, External Gateway, or Offline) in **Document Delivery**.

> ⚠ Needs verification — An error message for undelivered invoices and a **Ready to send** state (resend without new approval) are being implemented.

Receiving Invoices

ViaSpaces receives every e-invoice sent to your company. No action is required to receive it.

1. A supplier sends an e-invoice to your company.
2. ViaSpaces checks it, stores it, and reports it to the Financial Administration for you.
3. You receive a notification about the new document.
4. The invoice appears on the Dashboard as a readable document.

[Screenshot: Dashboard with a received e-invoice in the list — supplier name, Peppol icon, amount, date; notification about the new document in the top bar.]

You open, approve, and export a received e-invoice like any other document. The Dashboard export provides it as PDF.

When the supplier is new to you, ViaSpaces adds it to Business Partners automatically, marked with the Peppol icon.

Every e-invoice delivered through Peppol is received; the network has no option to refuse it. An incorrect or unexpected invoice is settled directly with the supplier, usually by a credit note from the supplier.

Correcting an Invoice

A sent e-invoice stays with the customer permanently. You correct it by sending another document.

What is wrong	How to correct it
Amount or VAT	Send a **Credit Note** for the original invoice, then a new correct **Invoice**.
Quantity or other content	Send a **Corrective Invoice**, or a new **Invoice** with the correct content.
Invoice number	Inform the customer in writing.

The Credit Note template contains a field for the original invoice number, which links both documents.

[Screenshot: Document Editor with a Credit Note — field for the original invoice number filled in.]

Document	Use
Invoice	Standard invoice for goods or services
Credit Note	Reduces the amount of an invoice already sent
Corrective Invoice	Corrects an invoice already sent
Self-billing Invoice	Issued by the customer on behalf of the supplier, based on a written agreement
Self-billing Credit Note	Credit note issued by the customer on behalf of the supplier

Templates for all five documents are in the ViaSpaces Library. Activate the ones you use.

> ⚠ Needs verification — Advance payments are deducted on the final invoice as one amount (field **Manual Entry**). Separate fields for advance payments, discounts, and charges are planned.

Business Partners and Peppol

ViaSpaces shows for each Business Partner whether you can exchange e-invoices with it.

Where	What you see
`Business Partners` list	Column **Peppol** with the Peppol icon for partners in the network
`Business Partners → <partner> → Peppol`	Peppol status, registered company name, and Peppol ID

[Screenshot: Business Partners list — column Peppol with the Peppol icon for partners in the network, connection status and Active / Inactive state.]

[Screenshot: Business Partner detail, tab Peppol — status, registered company name, Peppol ID.]

Status	Meaning
Registered	The partner receives e-invoices through Peppol.
Not registered	The partner has no digital postman yet. Send documents to this partner with a standard ViaSpaces delivery.
Not registrable	The partner cannot be found in Peppol with the available data, for example a missing DIČ. A message states the reason.

The Peppol tab is visible for every Business Partner, in every country. Delivery via Peppol is currently available to partners registered in the Slovak Peppol network; delivery to partners in other European countries is in preparation.

> ⚠ Needs verification — Status labels: the call of 14 October 2026 agreed Registered / Not registered / Not registrable; earlier designs use "Connected to Peppol". Confirm the released labels.

Reporting to the Financial Administration

ViaSpaces reports the data of every e-invoice sent or received via Peppol to the Financial Administration. You submit nothing yourself for these documents.

Document	Reported
Invoice sent via Peppol	Yes, at sending
E-invoice received via Peppol	Yes, within 5 days of receipt
Document sent Offline	No
Document signed In Person	No

Before an Offline or In Person Signing document is sent, ViaSpaces displays the warning **This document will not be reported to the Financial Administration**. Reporting for such documents is fulfilled outside ViaSpaces.

[Screenshot: Dialog Confirm offline sending — amber warning This document will not be reported to the Financial Administration; summary Delivery method: Offline, Peppol network: Not used, Financial Administration reporting: Not reported; confirmation checkbox; buttons PDF Preview, Cancel, Send offline.]

ViaSpaces stores every sent and received e-invoice with its delivery records. The document history shows when the invoice was sent, delivered, and reported. These records serve as proof for the Financial Administration.

[Screenshot: Document History of an e-invoice — entries for sending via Peppol, delivery confirmation, and reporting to the Financial Administration, each with date and time.]

For Accountants

Task	Where
Work with received and sent e-invoices	Dashboard, as with all documents
Export e-invoices	Dashboard export (PDF)
Include or exclude Peppol documents in an accounting batch	Accounting → Batch, selection **with or without Peppol**
Activate Peppol for a client company	Requires the Administrator role in the client's account

[Screenshot: Accounting → Batch — document selection with the option to include documents with or without Peppol.]

Access to Peppol information follows the standard roles:

Role	Company Peppol settings	Business Partner Peppol tab
Administrator	View and change	View and change
Business Partner Contributor	—	View and change
Business Partner Reader	—	View
Document Contributor	—	View

> ⚠ Needs verification — Batch selection by Peppol and the Business Partner permissions per role are from design and development notes, unconfirmed by testing.

Peppol Settings

After activation, `Settings → Business Account → Peppol` contains the Peppol settings of your company.

Setting	What it does
Invoice template / Credit Note template	Template used to display received e-invoices and credit notes
Act as Peppol sender	Allows sending e-invoices via Peppol. On by default for VAT payers.
Send test document	Sends a test e-invoice to check the connection
Generate Migration key	Creates a one-time key for moving to another digital postman
Delete Peppol registration	Removes your company from the Peppol network

[Screenshot: Settings → Business Account → Peppol after activation — section Receiving with Invoice and Credit Note template selection; section Sending with the switch Act as Peppol sender, Send test document button, and Generate Migration key button; section Delete Peppol registration.]

Changing Provider or Leaving Peppol

Moving to another digital postman

1. In `Settings → Business Account → Peppol`, click **Generate Migration key**.
2. Give the key to your new digital postman.
3. The new postman takes over your Peppol ID. Receiving continues without interruption.

[Screenshot: Generated migration key shown in the Peppol settings, with a copy button.]

Moving to ViaSpaces

Ask your current digital postman for a migration key, then activate Peppol in ViaSpaces. When your previous postman releases your company, ViaSpaces registers it.

Deleting the Peppol registration

Deleting the registration removes your company from the Peppol network. Sending and receiving e-invoices stops until you register again with a digital postman.

While your company is registered in Peppol:

Action	Result
Delete the Tax Registration (DIČ)	Blocked. Message: "This Tax Registration is in use by Peppol and can't be deleted."
Delete the company account	Blocked. Delete the Peppol registration or move to another postman first.

[Screenshot: Error toast This Tax Registration is in use by Peppol and can't be deleted.]

> ⚠ Needs verification — Migration in both directions is being implemented. Confirm the steps on demo.viaspaces.com before publishing.

Glossary

Term	Meaning

Peppol	European network for exchanging e-invoices. ViaSpaces supports the Slovak network today; other European countries are in preparation.
Digital postman	Certified provider that sends and receives e-invoices for a company (ViaSpaces)
Peppol ID	Your company's address in the network, built from your DIČ
E-invoice	Invoice in a structured electronic format, readable by accounting software
Financial Administration	Slovak tax authority (Finančná správa SR)
Migration key	One-time code for moving your Peppol ID to another digital postman