Sisukord

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SUPPLIER AND VAT

Directo uses the data on the supplier card to choose the VAT code for a purchase invoice and to compile Part B of the VAT return annex (KMD INF). On this page you will find out which fields must be filled in correctly on the supplier card and what to do in special cases.

Fields that matter for the VAT return

- **Type** – Directo includes in KMD INF only the invoices of suppliers whose type is **Company** or **State institution**. Invoices from a supplier whose type is **Private** are not included in KMD INF.
- **Reg no** – the supplier's registry code or personal identification code. Be sure to fill it in for suppliers whose purchases you deduct input VAT on.
- **Country** – if the supplier's country is **Eesti** or the field is empty, Directo can add the supplier's invoices to Part B of KMD INF. If the country is any other country, Directo does not add the supplier's invoices to Part B.
- **VAT Zone** – the VAT zone that transactions with this supplier belong to in your VAT accounting.
- **Vat reg no** – the supplier's VAT registration number.

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How supplier invoices get into KMD INF

Directo adds the supplier's purchase invoices and expenses to Part B of KMD INF if:

- the supplier's **Type** is **Ettevõte** or **Riigiasutus** and **Reg no** is filled in,
- the supplier's **Country** is **Eesti** or empty,
- the total of purchases from the supplier during the period is at least as large as the threshold set in the system settings.

If the registry code is missing. If you generate the VAT return and the supplier card has no registry code, Directo shows the supplier code with a red exclamation mark in front of it in KMD INF instead of the registry code. Click the code, fill in the **Reg no** field on the supplier card that opens and generate the report again.

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Supplier is registered for VAT in several countries

If the supplier is registered for VAT in several countries, create a separate supplier card for each country:

1. Open the supplier's main card and click **Copy**.
2. On the new card, change the fields that are different for that country, for example **Vat reg no**.

Supplier is bound by professional secrecy

Under § 27 subsection 1[4] of the Value Added Tax Act, invoices for transactions that are subject to a statutory obligation to maintain professional secrecy are not reported in KMD INF. As the recipient of the service, you may still report the data of these invoices in KMD INF.

If you do not want to report this supplier's invoices in KMD INF, select **Eraisik** in the **Type** field on the supplier card. Then Directo does not add this supplier's purchase invoices to KMD INF.

Example. A law firm provides legal advice to your company. Set the type on the law firm's card to **Private** – then the firm's invoices are not included in Part B of KMD INF.

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