



Getting started: your first electronic invoice with Almendro

Step by step with screenshots in Almendro Electronic Invoicing (fe.almendro.cr): create your account, confirm your email, complete your details with the Ministry of Finance, upload your certificate, add a client and an item, and issue.

Before you start, have ready what you get from the Ministry of Finance (Hacienda). Almendro issues on your behalf, so you need:

1. **Registration as a taxpayer** with the Ministry (TRIBU-CR), with at least one active economic activity.
2. **Your cryptographic key:** the `.p12` file and the PIN you set when generating it.
3. **The document submission password** (the one for the XML submission user).

All three are managed in the Ministry virtual office (TRIBU-CR), inside TicoFactura, under My profile. With that ready, everything else in Almendro takes a few minutes.

1. Create your account

- 1 Go to **fe.almendro.cr** and click **Create account**.
- 2 Enter your **name or company name**, the **email address** where you want to receive notices, and a **password** of at least 8 characters. The name accepts letters, numbers, spaces and the usual signs of a company name (period, comma, hyphen, parentheses, &).
- 3 Click **Create account**. No card is required: every new account starts on the Free plan.

almendro
ELECTRONIC INVOICING

Create your free account

No card, no commitment. You complete your issuer details when you go to invoice.

YOUR NAME OR COMPANY NAME *

Albert Méndez Rodríguez

EMAIL ADDRESS *

guide@almendro.cr

PASSWORD *

.....

Show password

Later you add your ID and signing certificate to start issuing. Start free, no card.

By registering you accept the terms of service.

Create account

Already have an account? [Sign in](#)

The sign-up form.

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Account created!

✓

We sent a verification link to guide@almendro.cr.

You must verify your email before signing in.

Go to sign in

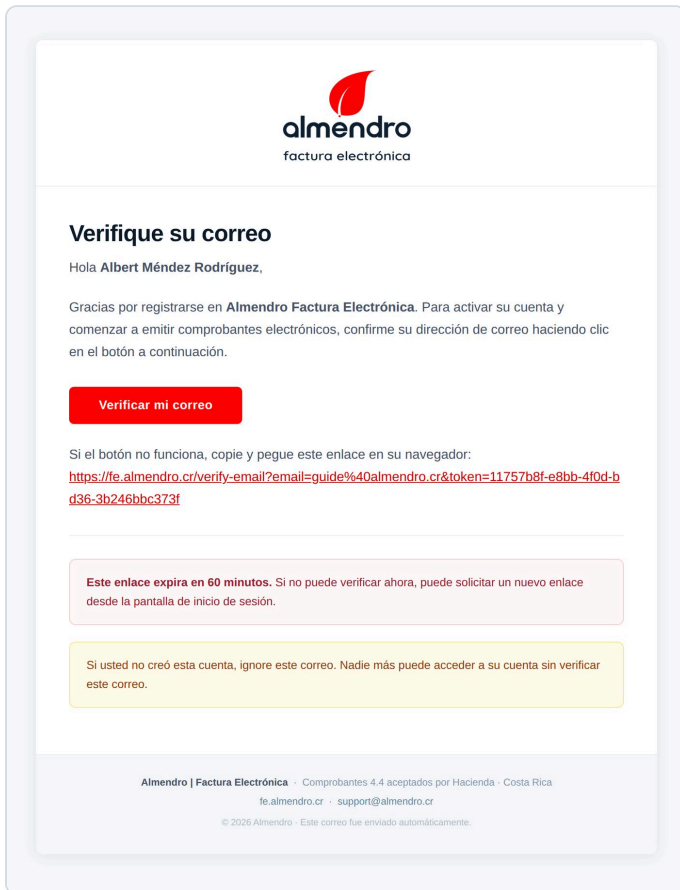
[Resend verification email](#)

Account created: now confirm your email.

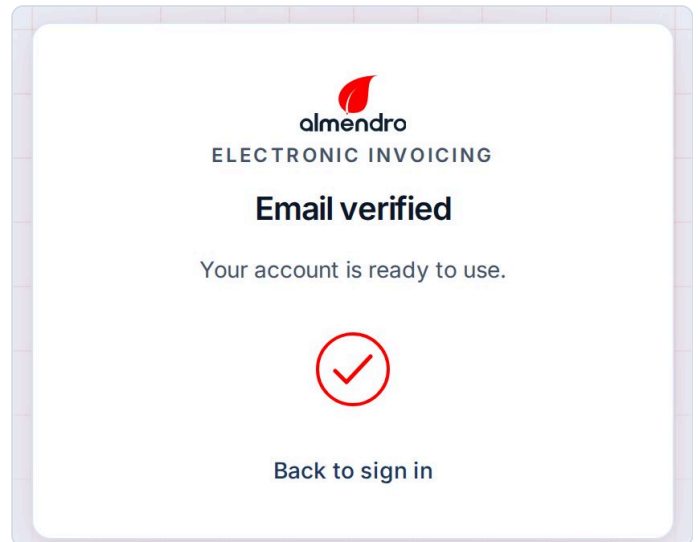
2. Confirm your email

Within seconds you receive an email with the subject **Verifique su correo electrónico | Almendro Factura Electrónica**. Account emails are sent in Spanish. Open it and click **Verificar mi correo** (Verify my email). If the button does not respond, copy the link shown below it and paste it into your browser.

- The link expires in **60 minutes**. If it expired, request a new one with **Resend verification email**.
- If you do not see it in your inbox, check your spam folder.



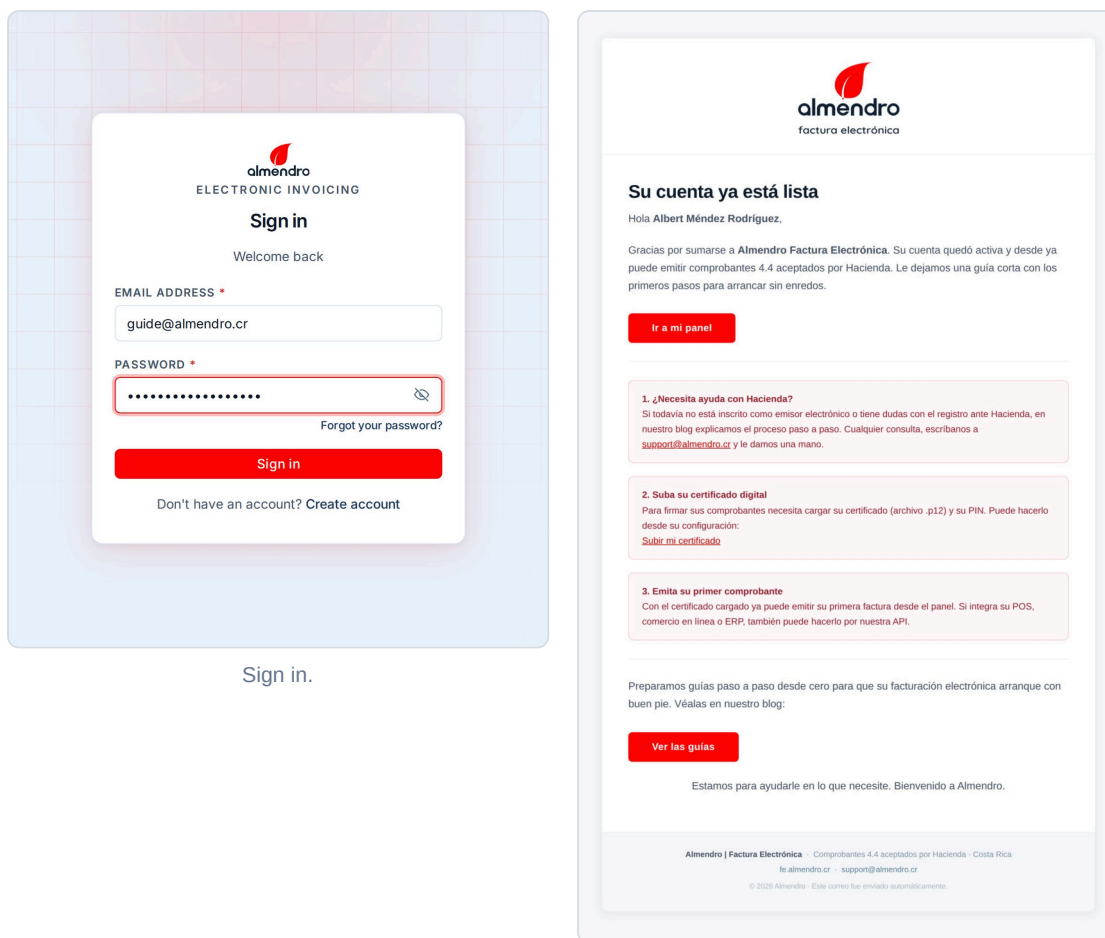
The verification email.



After opening the link: your account is ready to use.

3. Sign in

From the verification screen click **Back to sign in**, or go to fe.almendro.cr and click **Sign in**. Enter your email and password. On your first sign-in you also receive a welcome email with the first steps.



The image displays two screenshots from the Almendro system. The left screenshot shows the 'Sign in' interface with fields for email address (guide@almendro.cr) and password, a 'Sign in' button, and a 'Create account' link. The right screenshot shows the 'Welcome' email content, which includes the Almendro logo, a greeting to Albert Méndez Rodríguez, a confirmation of account activation, a 'Go to my panel' button, and three numbered steps for getting started: needing help with Hacienda, uploading a digital certificate, and issuing the first receipt. It also includes links to guides and a footer with contact information.

Sign in

Sign in

EMAIL ADDRESS *

guide@almendro.cr

PASSWORD *

Forgot your password?

Sign in

Don't have an account? [Create account](#)

Su cuenta ya está lista

Hola Albert Méndez Rodríguez,

Gracias por sumarse a **Almendro Factura Electrónica**. Su cuenta quedó activa y desde ya puede emitir comprobantes 4.4 aceptados por Hacienda. Le dejamos una guía corta con los primeros pasos para arrancar sin enredos.

[Ir a mi panel](#)

1. ¿Necesita ayuda con Hacienda?
Si todavía no está inscrito como emisor electrónico o tiene dudas con el registro ante Hacienda, en nuestro blog explicamos el proceso paso a paso. Cualquier consulta, escribanos a support@almendro.cr y le damos una mano.

2. Suba su certificado digital
Para firmar sus comprobantes necesita cargar su certificado (archivo .p12) y su PIN. Puede hacerlo desde su configuración:
[Subir mi certificado](#)

3. Emita su primer comprobante
Con el certificado cargado ya puede emitir su primera factura desde el panel. Si integra su POS, comercio en línea o ERP, también puede hacerlo por nuestra API.

Preparamos guías paso a paso desde cero para que su facturación electrónica arranque con buen pie. Véalas en nuestro blog:

[Ver las guías](#)

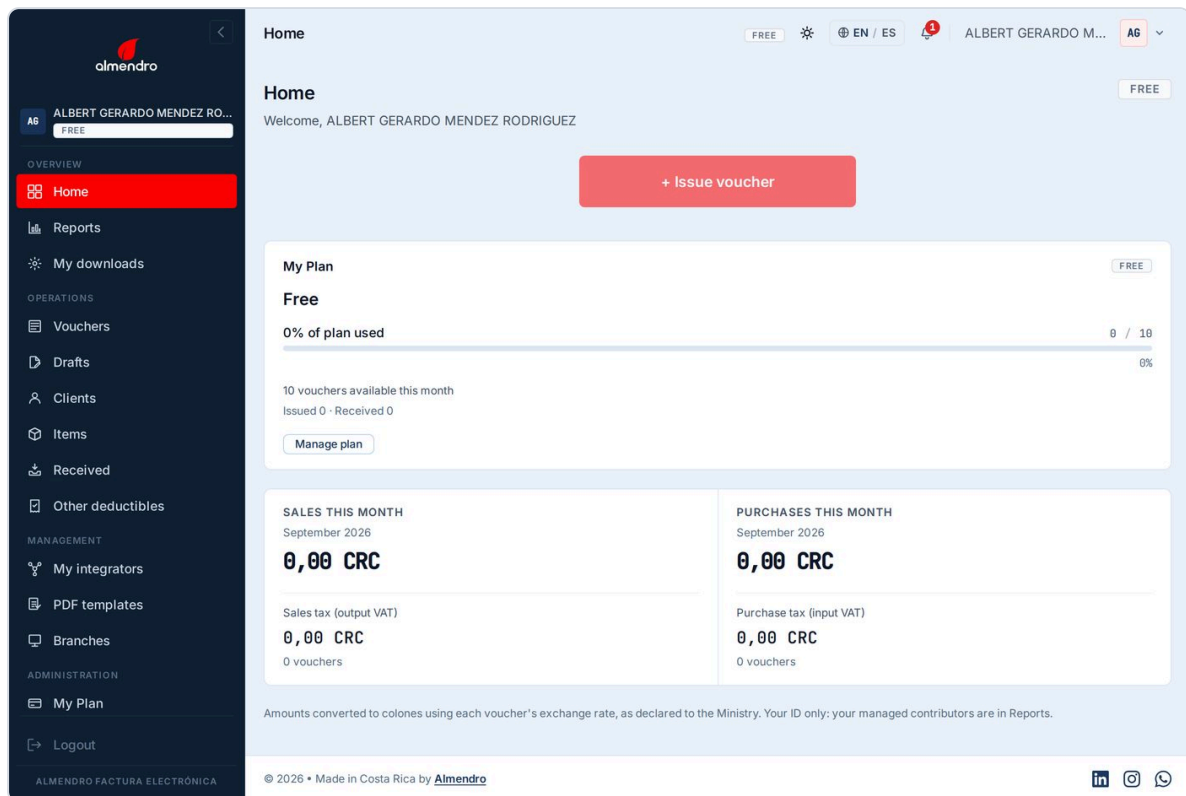
Estamos para ayudarle en lo que necesite. Bienvenido a Almendro.

Almendro | Factura Electrónica - Comprobantes 4.4 aceptados por Hacienda - Costa Rica
fe.almendro.cr - support@almendro.cr
© 2026 Almendro - Este correo fue enviado automáticamente.

The welcome email on your first sign-in.

4. Home and the menu

After signing in you land on **Home**. There you see your plan and how many documents you have left this month (the Free plan includes 10), plus the month's sales and purchases. The side menu takes you everywhere else: **Vouchers**, **Clients** and **Items** in the Operations group, and **Settings** at the bottom, under Administration.

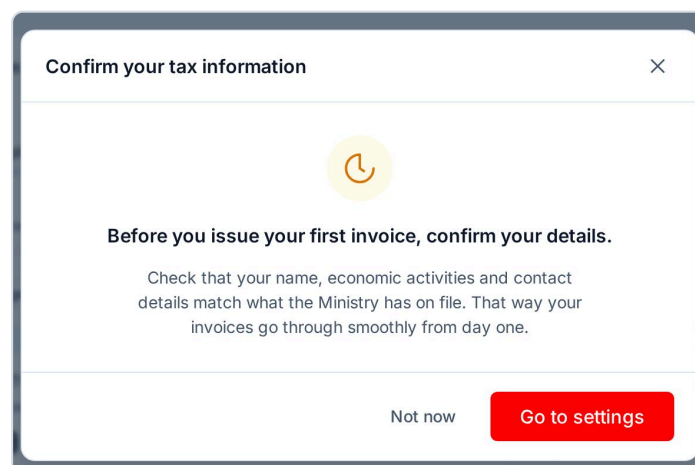


Home for a new account. The Issue voucher button still looks dimmed.

Why is the Issue voucher button dimmed? Because two things are still missing: confirming your details with the Ministry and uploading your certificate. Almendro guides you through both with two prompts that appear on their own, as explained in steps 5 and 6. Once you complete them, the button is enabled.

5. First prompt: confirm your details with the Ministry

About five seconds after signing in, the **Confirm your tax information** window appears. Click **Go to settings**. If you prefer to do it later, click **Not now**: the window appears again on your next sign-in.



The first prompt.

5.1 Enter your ID number

Settings opens with the screen dimmed and the missing field highlighted. To leave the guided mode at any time, use the red **Close the tip** button at the top center.

- 1 In **ID number** enter your ID without hyphens or spaces.
- 2 Check the **ID type**. It defaults to National ID; change it if yours is a Business ID, DIMEX, NITE or Non-resident foreigner.
- 3 Click **Update from Ministry**.

The screenshot shows the 'Settings' page in the Almendro application. On the left is a sidebar with the user's name 'Albert Méndez Rodríguez' and a 'FREE' status. The main content area is titled 'Settings' and contains a 'CONTRIBUTOR PROFILE' form. The 'ID NUMBER' field is empty and highlighted with a red border and a red arrow pointing down. Below it is a red button labeled 'Update from Ministry' and an orange notice: 'Enter the ID number first to look it up at the Ministry of Finance.' Other fields include 'ID TYPE' (National ID), 'BUSINESS NAME OR LEGAL NAME' (Albert Méndez Rodríguez), 'TRADE NAME', 'EMAIL ADDRESS' (guide@almendro.cr), and 'PHONE'.

While there is no ID, the orange notice asks you to enter it first.

5.2 Review what the Ministry returns and update

Almendro checks the Ministry registry and shows your name or company name, the tax regime, your status and your registered economic activities. If everything matches, click **Update all**: your profile is filled with that data and your activities are loaded.

The left screenshot shows a 'Ministry data' dialog box. It contains the following information: 'The following information was found registered at the Ministry of Finance. Do you want to update your profile with this information?'. Below this, there are fields for 'BUSINESS NAME OR LEGAL NAME' (ALBERT GERARDO MENDEZ RODRIGUEZ), 'REGIME' (Régimen general), and 'SITUATION' (INSCRITO). There is also a section for 'ACTIVITIES AT MINISTRY' with two selected activities: '7110.0 | Actividades de arquitectura e ingeniería y actividades conexas de consultoría técnica' and '6201.0 | Actividades de programación informática'. At the bottom, there is a red button labeled 'Update all' and a 'Cancel' button.

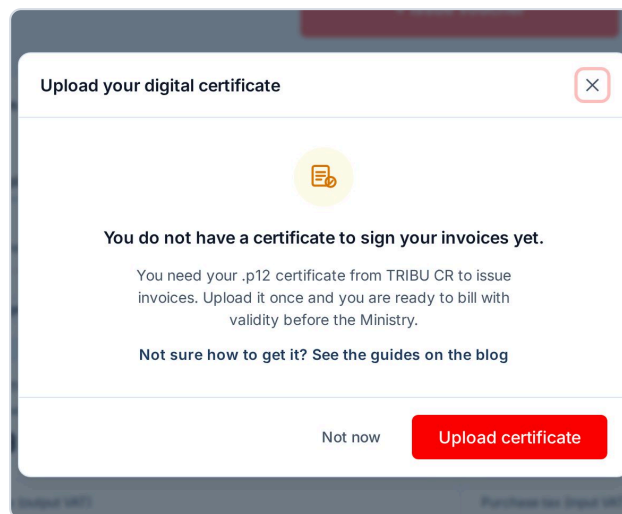
The right screenshot shows the 'CONTRIBUTOR PROFILE' form with the updated data: 'ID NUMBER' (206270652), 'ID TYPE' (National ID), 'BUSINESS NAME OR LEGAL NAME' (ALBERT GERARDO MENDEZ RODRIGUEZ), 'TRADE NAME', 'EMAIL ADDRESS' (guide@almendro.cr), and 'PHONE'. The 'ECONOMIC ACTIVITIES' section shows '2 activities selected'.

The updated profile, with its activities.

You must be registered as a taxpayer. The update only works if your ID is registered with the Ministry. If it is not found, Almendro first asks whether the ID is typed correctly; if it is, it tells you that you must register with the Ministry first. Without that registration you cannot issue electronic invoices.

6. Second prompt: upload your certificate

A few seconds after you resolve the first prompt, the second one appears: **Upload your digital certificate**. Click **Upload certificate**. The **Digital certificate** card opens inside Settings, again in guided mode.



The second prompt.

6.1 Fill in the form

- 1 Tap the upload area and choose your **.p12** file. Once loaded it shows in green with its name.
- 2 In **Cryptographic key PIN** enter the PIN you set when generating the key with the Ministry.
- 3 In **XML submission password (My Profile)** enter the password of the submission user the Ministry gives you. It is neither your Almendro password nor the PIN.
- 4 Leave **Target environment** on **Production**, which comes preselected. It is the one with tax validity.
- 5 Click **Upload certificate**.

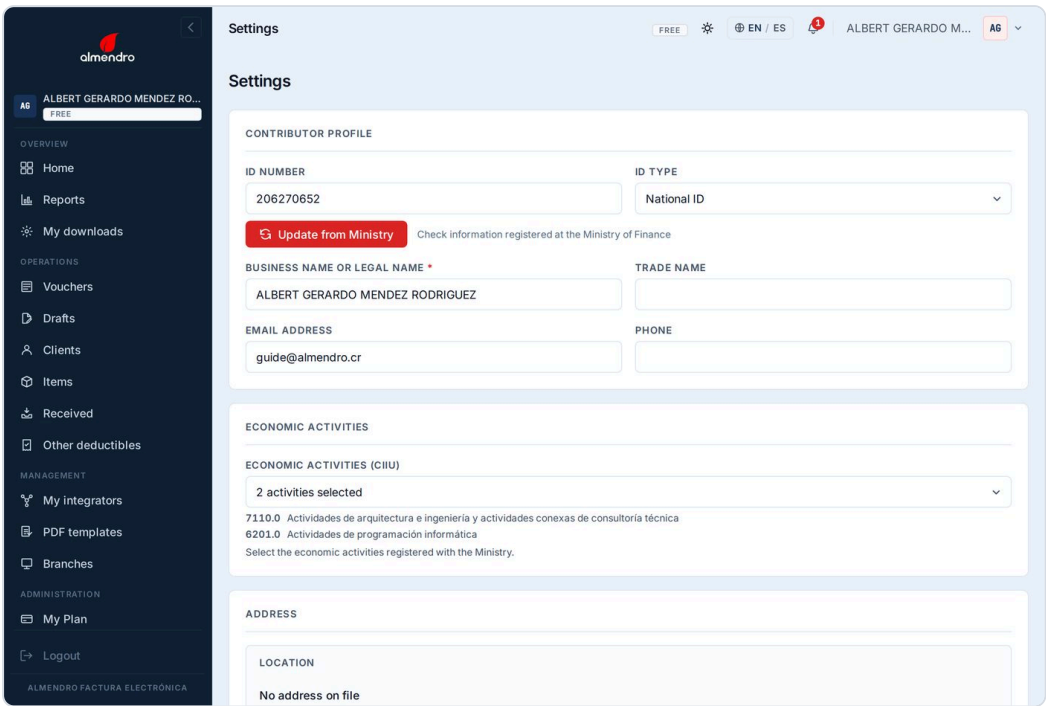
The certificate form, ready to upload.

Before saving it, Almendro checks three things: that the PIN opens the file, that the certificate belongs to the ID in your profile, and that the Ministry accepts the submission password. If any check fails, it tells you on the corresponding field and nothing is saved.

Where do the .p12, the PIN and the submission password come from? They are generated with the Ministry, in the virtual office (TRIBU-CR), inside TicoFactura, under My profile. Almendro cannot generate them for you. **If you have not confirmed your profile yet**, instead of the form you will see the notice *First complete your contributor profile*, because the certificate is validated against your ID.

7. How to get back to Settings

Everything from steps 5 and 6 lives in **Settings**, at the bottom of the side menu. There you also find your address, your tax regime, the email used to deliver documents to your clients, and the annual backup. Each card opens and closes by tapping its header.



Settings, with the contributor profile at the top.

8. Add your first client

- 1 In the side menu click **Clients** and then **+ New client**.
- 2 Choose the **ID type** (for a company, Business ID), enter the number and click **Verify**. Almendro fetches the client's name, regime, status and activities from the Ministry and fills in the name for you.
- 3 Add at least one **email address**: that is where your client receives the PDF and XML of each invoice.
- 4 Address and phone are optional. Click **Create client**.

New client FREE ⚙️ EN / ES 🔔 1

« Back

New client

IDENTIFICATION

ID TYPE * ID NUMBER *

Business ID 4000042149

Verify

✓ Contributor registered with Ministry 24h cache

UNIVERSIDAD DE COSTA RICA

Regime: Régimen general · Status: Inscrito

ACTIVITIES: 8530.1 | Enseñanza universitaria

ⓘ This contributor is registered with the Ministry. Address and economic activities are required.

The verified client: the Ministry confirms the registration and returns the activity.

Selling to someone without an ID? You do not need to add them as a client. For an unidentified end consumer you issue an **Electronic ticket** instead of an invoice.

9. Create your first item and its CABYS code

An item is a product or service you sell, saved once so you can reuse it on every invoice. Every item carries a **CABYS code**: the Ministry of Finance catalog of goods and services, 13 digits long, which classifies what you sell and sets the VAT rate that applies.

- 1 In the side menu click **Items** and then **+ New item**.
- 2 In **CABYS code** type what you sell in your own words, for example *desarrollo de software* (the catalog is in Spanish). You do not need to know the code: Almendro searches the catalog and shows the matches. You can also type the code if you already know it.
- 3 Pick the code that describes exactly what you sell.

The screenshot shows the 'New item' form in Almendro. At the top, there's a header with 'New item', a 'FREE' button, a settings icon, a language selector (EN / ES), and a notification bell with a red '1'. Below the header, there's a '« Back' link and a 'New item' title. The main form area has a 'CABYS code' label above a text input field containing 'desarrollo de software'. Below this input, a dropdown menu is open, showing two suggestions with their 13-digit codes and descriptions: '4781400000000 Paquete de software de herramientas de desarrollo y lenguajes de programación' and '8314300000000 Servicios de diseño y desarrollo de software originales'. At the bottom of the form, there are two input fields: one for 'E.g. SKU-001' and another for '0.00'.

Searching by description returns the catalog codes.

- 4 When you pick the code, **Tax type**, **VAT rate** and **Percentage** fill in automatically with what the Ministry assigns to that code. In the example, 13 % VAT.
- 5 Enter the **Description** as you want it to appear on the invoice, the **Unit price** and the **Unit of measure** (for services, Professional services).
- 6 Click **Create item**.

CABYS code

8314300000000 Servicios de diseño y desarrollo de software originales X

Required. Official Hacienda classifier (13 digits).

DESCRIPTION *

Custom software development

INTERNAL CODE (SKU)

E.g. SKU-001

UNIT PRICE *

250000

Optional. Unique per taxpayer.

UNIT OF MEASURE

Professional services

TAX

TAX TYPE

VAT

VAT RATE

13% (general)

PERCENTAGE (%)

13

Auto-filled from the rate; you can adjust it.

Cancel Create item

The item with its CABYS code: the tax is already set.

Classify it right once and forget about it. The right code is the one that describes your product or service, not a similar one. Since CABYS sets the tax, every invoice that uses the item gets the correct rate without you calculating it.

10. Issue your first invoice

With your details confirmed and your certificate uploaded, the **Issue voucher** button on Home is enabled. Click it (or go to Vouchers). It is a four-step wizard, and your progress is saved automatically in **Drafts**: you can leave and continue later.

Step 1 of 4: type and recipient

- 1 **Issue as** already has your default branch and register (Casa Matriz, 001, register 00001). You do not need to set up anything else to start.
- 2 Choose **Electronic invoice** for a client with an ID, or **Electronic ticket** for an end consumer. **Other types** opens credit and debit notes, among others.
- 3 Leave the **Currency** on CRC or change it at the start.
- 4 In **Recipient**, **Saved client** tab, choose your client. Check the email it will be sent to and choose the **Recipient economic activity**. Click **Next**.

The screenshot shows the 'Issue voucher' form at Step 1 of 4: 'Type & recipient'. The form is divided into several sections:

- Issue as:** A section with 'BRANCH / BOX' containing 'Casa Matriz - Caja 1' and '001'.
- Type & recipient:** Two radio button options: '01 Electronic invoice' (selected, with a checkmark) and '04 Electronic ticket'. Below them is a dropdown for 'Other types'.
- Currency and exchange rate:** A dropdown for 'CURRENCY' set to 'CRC | Colón costarricense'. A note below says: 'Pick the currency upfront to see all amounts in it. You can readjust it in the Payment step.'
- Recipient:** A section with a 'Saved client' tab selected. Below it, a list shows 'UNIVERSIDAD DE COSTA RICA' as a 'Saved client'. Below that, a 'CONTACT (EDITABLE)' section shows an email field with 'facturacion@ejemplo.cr'. Below that, a 'RECIPIENT ECONOMIC ACTIVITY' dropdown is set to '8530.1 - Enseñanza universitaria'. At the bottom of this section is a 'Phone and address (optional)' field.
- Summary:** A sidebar on the right showing a table with 'Sales' (0,00 CRC), 'Discount' (- 0,00 CRC), 'Tax' (0,00 CRC), and 'Total' (0,00 CRC). Below the table is a green box with a checkmark and the text: 'Saved to Drafts. You can exit and continue later; it stays in Drafts.'
- Navigation:** At the top, there are four tabs: '1 Type & recipient' (active), '2 Lines', '3 Payment', and '4 Review & issue'. At the bottom, there are three buttons: '< Back', 'Save and exit', and a red 'Next >' button.

Step 1 with the electronic invoice and the client selected.

Step 2 of 4: lines

Search for your item and tap it to add it as a line. Adjust the **Quantity**, the **Unit price** or a **Discount** if needed. The **Summary** on the right instantly calculates the sale, the tax and the total. If you are selling something you have not saved, use **+ Create item** without leaving the wizard. For a one-off item you do not want to keep in the catalog, use **+ Manual line**: it asks for its CABYS code and tax, just like an item.

Step 2: one line with the item, and the Manual line, Import from Excel and Create item buttons.

Many lines at once: import from Excel

Click **Import from Excel** and then **Download template**. Fill in the «Líneas» sheet with one row per line: CABYS, description, unit, quantity, unit price, VAT rate and an optional discount. The «Ayuda» sheet has an example and the valid unit and rate codes. Drag the file onto the box or tap it to choose it, and Almendro checks every row: if any has an error, it tells you which one to fix and adds none; if everything is right, click **Add**. It takes up to 100 lines per file and 2 files per document.

The checked template, with the lines ready to add.

Step 3 of 4: payment

Set the **Sale condition** (Cash, Credit or another) and the **Payment method** (Cash, Card, Transfer / deposit, SINPE Móvil, among others). If needed, add **Other charges**. In **Notes** write what you want your client to read on the PDF, such as payment details or the delivery time; notes do not travel in the Hacienda XML. If your client gives you an exoneration document, open **Customer exoneration** at the end. Click **Next**.

« Back

Issue voucher

1 Type & recipient 2 Lines 3 **Payment** 4 Review & issue

Currency and exchange rate

CURRENCY
CRC | Colón costarricense

Payment

SALE CONDITION
Cash

PAYMENT METHOD
Transfer / deposit

Other charges (optional)

No other charges. + Add charge

Notes

They appear on the document PDF, not in the Hacienda XML. For example: payment details or the delivery time.

Payment by bank transfer within 30 days.

Customer exoneration

Only if your customer presents an exoneration document: free trade zone, EXONET, a special law or a diplomat. >

Summary

Sales	850 000,00 CRC
Discount	- 0,00 CRC
Tax	110 500,00 CRC
Total	960 500,00 CRC

✔ Saved to Drafts
You can exit and continue later; it stays in Drafts.

« Back Save and exit **Next »**

Step 3: sale condition, payment method, notes and, at the end, the customer exoneration.

Step 4 of 4: review and issue

Almendo shows a preview with your PDF template. Check the issuer, the recipient, the CABYS code, the quantities and the amounts. If something is wrong, go back with **Back**. When everything is correct, click **Issue**.

« Back

Issue voucher

1 Type & recipient

2 Lines

3 Payment

4 Review & issue

Review & issue

ALBERT GERARDO MENDEZ RODRIGUEZ

Cédula Física: 206270652

guide@almendo.cr

Electronic invoice

Assigned on issue

12/09/2026 15:55:46

VOUCHER IDENTIFICATION

Type: Electronic invoice

Numeric key: Assigned on issue

Consecutive: Assigned on issue

Issuer

Name: ALBERT GERARDO MENDEZ RODRIGUEZ

ID: Cédula Física 206270652

Email: guide@almendo.cr

Activity: 7110.0

Recipient

Name: UNIVERSIDAD DE COSTA RICA

ID: Cédula Jurídica 4000042149

Email: facturacion@ejemplo.cr

Activity: 8530.1

Sale condition: Cash

Currency: CRC

Situation: Normal

Detail

#	CABYS	Qty	Unit	Description	Unit price	Tax	Total
1	8530000000	1.000	Sp	Custom software development	258,000.00	32,500.00	282,500.00

Total Taxable: 258,000.00

Total Sale: 258,000.00

Total Net Sale: 258,000.00

Total Tax: 32,500.00

TOTAL (CRC): 282,500.00

Payment methods

Transfer / deposit

Documento generado electrónicamente | Almendo Factura Electrónica

System provider: 206270652

Generated: 12/09/2026 15:55:46



© 2026 • Made in Costa Rica by Almendo

This voucher was issued for free with Almendo, the electronic invoicing platform made in Costa Rica

Invoice for free • fe.almendo.cr

Preview with your template; the final voucher may vary slightly.

« Back

Save and exit

Issue

Step 4: the document preview before issuing.

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11. The Ministry replies

When you click Issue, Almendro assigns the sequence number and the 50-digit key, signs the XML with your certificate and sends it to the Ministry. You move to the **Voucher details** page, where the status updates on its own; you do not need to wait on the screen. Within seconds it changes to **Accepted** or **Rejected**, and in that case the Ministry's reason is shown.

< Back to vouchers

Voucher details

Accepted

50626082600310100009900100001019500000009199000016

01 | Factura Electrónica

Download signed XML

Download Ministry response XML

Download PDF

Credit note

Debit note

Annul

GENERAL INFORMATION

Numeric key

50626082600310100009900100001019500000009199000016

Consecutive number

00100001019500000009

Voucher type

Factura Electrónica

Issue date

26 ago 2026, 10:30 a. m.

Sale condition

Contado

Currency

CRC

Exchange rate

1.00000

Environment

Production

Source

API (direct)

RECIPIENT

Name

Hotel Las Palmas S.A.

ID

02 | 3101704304

Email address

repcion@hotellaspalmas.cr

Example of an accepted document, with its downloads.

- From the details page you download the **signed XML**, the **Ministry response XML** and the **PDF**.
- Once the Ministry accepts it, Almendro emails the PDF and XML to your client.
- If an invoice went out with a mistake, **it is not deleted**: you correct it with a **Credit note** from the same details page.

12. Common mistakes and how to avoid them

Situation	What to do
Update from Ministry cannot find your ID	Check that it is typed correctly and that the ID type is right. If it is, you must first register as a taxpayer with the Ministry.
The certificate will not upload	Check the key PIN and the XML submission password: they are two different secrets. The certificate must belong to the same ID as your profile.
The Issue voucher button is still dimmed	Your Ministry details are not confirmed or the certificate is missing. Check both cards in Settings.
Wrong CABYS code	Use the code that describes exactly what you sell. Fixing it on the item corrects the following invoices.
An invoice went out wrong	It is not deleted: issue a credit note from the voucher details page.
The verification email did not arrive	Check your spam folder or request a new one with Resend verification email. The link expires in 60 minutes.

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13. Frequently asked questions

Do I need an accountant to issue invoices? Not to issue: you create the invoice yourself in minutes. For your tax returns it is recommended.

Can I invoice from my phone? Yes. The portal works in any browser with internet access.

Invoice or ticket? Electronic invoice for clients identified by ID; electronic ticket for unidentified end consumers.

How much does it cost to start? Nothing. The Free plan includes 10 documents per month and requires no card. When you need more, you can change plans from My Plan.

Where do I get help? Write to support@almendro.cr or use the Support option in the side menu.