



QUICKFISCO GUIDE

CLIENT DATA RECORDS

How to correctly register them in the web app

Start from HERE

A hand-drawn yellow oval encircles the text 'Start from HERE'. A yellow arrow originates from the bottom of the oval and points downwards towards the bottom edge of the page.

THE FIRST STEP TO ISSUE AN INVOICE IS TO SAVE YOUR CLIENT'S DATA

1 Quickfisco

- Home
- Fatture
- Anagrafiche
- Previsionale tasse
- Profilo e impostazioni

2 Quickfisco

- Home
- Fatture
- Anagrafiche
- Clienti
- Fornitori
- Previsionale tasse
- Profilo e impostazioni

3 Clienti
Anagrafiche > Clienti

Cerca un cliente

Contatta il tuo consulente  

From the second one onwards 



Nessun cliente salvato
Memorizza qui le anagrafiche dei tuoi clienti per emettere fatture ancor più velocemente.

Here you can add your first client record 

NUOVO CLIENTE

BEFORE STARTING TO FILL OUT THE FORM, YOU MUST SELECT THE TYPE OF CLIENT FROM THE DROP-DOWN MENU

Clienti
Anagrafiche > Clienti > Nuovo

Contatta il tuo consulente  

1  |Tipo di cliente * 

Tipo di cliente *

- Privati / Associazioni senza Partita Iva
- Azienda / Persona fisica con Partita Iva
- Pubblica amministrazione
- Cliente estero

CAP * **Provincia *** **Paese ***
Aggiungi CAP * Aggiungere provincia (es. '') Aggiungere paese (es. "IT")

P. IVA *
Inserisci partita iva *

Codice Fiscale *
Inserisci codice fiscale *

SDI *
SDI Per la fatturazione elettronica *

PEC
Per la fatturazione elettronica

Nome referente
Nome e cognome

Email *
Aggiungi email *

Sito web
Aggiungi il sito web

Telefono
Inserisci numero di cellulare o fisso

FAX
Inserisci numero di fax

Note extra
Aggiungi una nota

SALVA ANAGRAFICA

We will talk about each client type in the next slides

INDEX OF CLIENT DATA TYPES

Private client record/ association without VAT number



Click here to go to section

Private client record (specific case of a flat block)



Click here to go to section

Company client record / natural person with VAT number



Click here to go to section

Public Administration client record



Click here to go to section

Foreign client record



Click here to go to section

PRIVATE CLIENT RECORD/ ASSOCIATION WITHOUT VAT NUMBER

1

Fill in all fields with * fields without * are not required for billing purposes. However, they can be useful to you



Privati / Associazioni senza Partita Iva

Nome e Cognome *
Inserisci denominazione *

Indirizzo * **Città ***
Aggiungi indirizzo * Aggiungi città *

CAP * **Provincia *** **Paese ***
Aggiungi CAP * Aggiungere provincia (es. *) Aggiungere paese (es. "IT")

Codice Fiscale *
Inserisci codice fiscale *

SDI *
0000000

PEC
Per la fatturazione elettronica

Nome referente
Nome e cognome

Email *
Aggiungi email *

Sito web
Aggiungi il sito web

Telefono
Inserisci numero di cellulare o fisso

FAX
Inserisci numero di fax

Note extra
Aggiungi una nota

You can only enter one e-mail address (not the certified one) where the PDF courtesy copy of the issued invoice will be sent

A) In case of private clients, this is his personal fiscal code (the one on the health insurance card)
B) In case of an association without VAT number, the client will tell you this data

NOTES: By default the system enters 0000000 (seven times zero) in the SDI field You will not have to change it

SALVA ANAGRAFICA

2



Always remember to save

PRIVATE CLIENT specific case of a FLAT BLOCK (*Condominio*)

1

Fill in all fields with * fields without * are not required for billing purposes. However, they can be useful to you

Privati / Associazioni senza Partita Iva

Nome e Cognome *
Inserisci denominazione *

Indirizzo *
Aggiungi indirizzo *

Città *
Aggiungi città *

CAP *
Aggiungi CAP *

Provincia *
Aggiungere provincia (es. "MI")

Paese *
Aggiungere paese (es. "IT")

Codice Fiscale *
Inserisci codice fiscale *

SDI *
0000000

PEC
Per la fatturazione elettronica

Nome referente
Nome e cognome

Email *
Aggiungi email *

Sito web
Aggiungi il sito web

Telefono
Inserisci numero di cellulare o fisso

FAX
Inserisci numero di fax

Note extra
Aggiungi una nota

You can only enter one e-mail address (not the certified one) where the PDF courtesy copy of the issued invoice will be sent

NOTE: If the customer does not want to receive the PDF courtesy copy, enter your own email address

In the case of a FLAT BLOCK (which is part of the private category) you will need to enter the tax code provided by the client

NOTES: By default the system indicates 0000000 (seven times zero) in the SDI field. For the specific case of a flat block, it may happen that the client provides you with a specific SDI/unique code. Replace the 0000000 with it.

Do not include apostrophes in the address field e.g.. Via dell'Orto --> Via dell Orto otherwise the Revenue Agency will detect it as an error

2 SALVA ANAGRAFICA

Always remember to save

COMPANY CLIENT RECORD/ NATURAL PERSON WITH A VAT NUMBER

1

Fill in all fields with * fields without * are not required for billing purposes. However, they can be useful to you

A) With companies, VAT number and Fiscal code are one and the same, unless your client specifically indicates two different numbers. Please enter just the numbers, without the IT prefix.

B) This is not the case for a natural person with a VAT number, as the numbers are different. The Fiscal Code is the personal one (indicated on the health insurance card)

In order to send the invoice to the client, so that he receives it electronically, only one of the fields must be filled in

If the client provides you with both the SDI (unique code) and the PEC (certified email address), please enter only the former. You can still take note of the PEC, entering it within the 'Note Extra' field

Azienda / Persona fisica con Partita Iva

Do not include apostrophes in the address field
e.g.. Via dell'Orto ---> Via dell Orto
otherwise the Revenue Agency will detect it as an error

Azienda *
Inserisci denominazione *

Indirizzo * **Città ***
Aggiungi indirizzo * Aggiungi città *

CAP * **Provincia *** **Paese ***
Aggiungi CAP * Aggiungere provincia (es. *) Aggiungere paese (es. "IT")

P. IVA *
Inserisci partita iva *

Codice Fiscale *
Inserisci codice fiscale *

Fatturazione elettronica*
Inserisci lo SDI (Codice destinatario) o la PEC per la fatturazione elettronica

SDI
0000000

PEC
Per la fatturazione elettronica

Nome referente
Nome e cognome

Email *
Aggiungi email *

Sito web
Aggiungi il sito web

Telefono
Inserisci numero di cellulare o fisso

FAX
Inserisci numero di fax

Note extra
Aggiungi una nota

2 SALVA ANAGRAFICA

Always remember to save

You can only enter one e-mail address (not the certified one) where the PDF courtesy copy of the issued invoice will be sent

NOTE: If the customer does not want to receive the PDF courtesy copy, enter your own email address

PUBLIC ADMINISTRATION CLIENT RECORD

1

Fill in all fields with * fields without * are not required for billing purposes. However, they can be useful to you

Public Administrations do not always have VAT numbers, therefore make sure to enter the data only if provided by your customer (only the numeric part, without the IT prefix)

'CUU Identificativo PA' corresponds to SDI/unique code. Always remember to enter it! If it hasn't been provided to you, please request it.

Pubblica amministrazione
▼

Azienda *
Inserisci denominazione *

Indirizzo * **Città ***
Aggiungi indirizzo * Aggiungi città *

CAP * **Provincia *** **Paese ***
Aggiungi CAP * Aggiungere provincia (es. *) Aggiungere paese (es. "IT")

P. IVA (compilare solo se la PA possiede P. IVA)
Inserisci partita iva

Codice Fiscale *
Inserisci codice fiscale *

CUU Identificativo PA *
0000000

PEC
Per la fatturazione elettronica

Nome referente
Nome e cognome

Email *
Aggiungi email *

Sito web
Aggiungi il sito web

Telefono
Inserisci numero di cellulare o fisso

FAX
Inserisci numero di fax

Note extra
Aggiungi una nota

2 SALVA ANAGRAFICA

Always remember to save

Do not include apostrophes in the address field e.g.. Via dell'Orto ---> Via dell Orto otherwise the Revenue Agency will detect it as an error

You can only enter one e-mail address (not the certified one) where the PDF courtesy copy of the issued invoice will be sent

NOTE: If the customer does not want to receive the PDF courtesy copy, enter your own email address

FOREIGN CLIENT RECORD

1

Fill in all fields with * fields without * are not required for billing purposes. However, they can be useful to you

The zip code hasn't been provided to you? No worries, enter the generic number 00000 (five times zero)

Many foreign clients (private citizens or companies) do not have a VAT number. In such cases please enter the generic number 0000000000 (eleven times zero)
If the clients provides you with a VAT number showing a prefix before the numbers, remember to enter that too. E.g. DE357098382

The SDI code for foreign clients is always XXXXXXX (seven times X): the web app enters this data by default.

Cliente estero

Azienda *
Inserisci denominazione *

Indirizzo * **Città ***
Aggiungi indirizzo * **Aggiungi città ***

CAP * **Provincia *** **Paese ***
Aggiungi CAP * **Aggiungere provincia (es. ')** **Aggiungere paese (es. "IT")**

P. IVA *
Inserisci partita iva *

SDI *
XXXXXXX

PEC
Per la fatturazione elettronica

Do not include apostrophes in the address field e.g., Via dell'Orto --> Via dell Orto otherwise the Revenue Agency will detect it as an error

Always enter the province and country initials in capital letters
NOTE: If you do not know the initial of a foreign province, please enter EE; for countries' initials you can consult the next slides

Nome referente
Nome e cognome

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Aggiungi email *

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Aggiungi il sito web

Telefono
Inserisci numero di cellulare o fisso

FAX
Inserisci numero di fax

Note extra
Aggiungi una nota

You can only enter one e-mail address (not the certified one) where the PDF courtesy copy of the issued invoice will be sent
NOTE: If the customer does not want to receive the PDF courtesy copy, enter your own email address

2 SALVA ANAGRAFICA

Always remember to save

BEWARE!

If you enter the wrong code, it's possible that the revenue Agency will reject the invoice, and you can be blocked by the system during the saving process!
 Look for the correct code among these.



Useful info to complete client data records

When registering a foreign client, the initials of the country must be entered.



When you enter a foreign VAT number first you must type the country's two-character ISO code, e.g. "DE" for Germany.
 Here's the list of the 249 official codes belonging to the ISO standard:

Country	Code
Afghanistan	AF
Albania	AL
Algeria	DZ
Andorra	AD
Angola	AO
Anguilla	AI
Antarctica	AQ
Antigua & Barbuda	AG
Netherlands Antilles	AN
Saudi Arabia	SA
Argentina	AR
Armenia	AM
Aruba	AW
Australia	AU
Austria	AT
Azerbaijan	AZ
Bahamas	BS
Bahrain	BH
Bangladesh	BD
Barbados	BB
Belgium	BE

Country	Code
Belize	BZ
Benin	BJ
Bermuda	BM
Belarus	BY
Bhutan	BT
Bolivia	BO
Bosnia Herzegovina	BA
Botswana	BW
Brazil	BR
Brunei Darussalam	BN
Bulgaria	BG
Burkina Faso	BF
Burundi	BI
Cambodia	KH
Camerun	CM
Canada	CA
Cape Verde	CV
Ciad	TD
Chile	CL
China	CN
Cyprus	CY

Country	Code
Vatican City	VA
Colombia	CO
Comoros	KM
North Korea	KP
South Korea	KR
Costa Rica	CR
Ivory Coast	CI
Croatia	HR
Cuba	CU
Denmark	DK
Dominican Republic	DM
Ecuador	EC
Egypt	EG
Republic of Ireland	IE
El Salvador	SV
U.A.E.	AE
Eritrea	ER
Estonia	EE
Ethiopia	ET
Russia	RU
Fiji	FJ

Country	Code
Philippines	PH
Finland	FI
France	FR
Gabon	GA
Gambia	GM
Georgia	GE
Germany	DE
Ghana	GH
Jamaica	JM
Japan	JP
Gibraltar	GI
Gibuti	DJ
Jordan	JO
Greece	GR
Grenada	GD
Greenland	GL
Guadalupe	GP
Guam	GU
Guatemala	GT
Guinea	GN
Guinea-Bissau	GW



Nazione	Sigla
Equatorial Guinea	GQ
Guyana	GY
French Guyana	GF
Haiti	HT
Honduras	HN
Hong Kong	HK
India	IN
Indonesia	ID
Iran	IR
Iraq	IQ
Bouvet Island	BV
Christmas Island	CX
Heard Island and McDonald Islands	HM
Cayman Islands	KY
Cocos Islands	CC
Cook Islands	CK
Falkland Islands	FK
Far-øer Islands	FO
Marshall Islands	MH
Northern Mariana Islands	MP
United States Minor Outlying Islands	UM
Norfolk Island	NF
Solomon Islands	SB
Turks & Caicos Islands	TC
American Virgin Islands	VI
British Virgin Islands	VG
Israel	IL
Iceland	IS
Italy	IT

Nazione	Sigla
Kazakhstan	KZ
Kenya	KE
Kirghizistan	KG
Kiribati	KI
Kuwait	KW
Laos	LA
Latvia	LV
Lesotho	LS
Lebanon	LB
Liberia	LR
Lybia	LY
Liechtenstein	LI
Lithuania	LT
Luxembourg	LU
Macao	MO
Macedonia	MK
Madagascar	MG
Malawi	MW
Maldives	MV
Malaysia	MY
Mali	ML
Malta	MT
Morocco	MA
Martinique	MQ
Mauritania	MR
Mauritius	MU
Mayotte	YT
Mexico	MX
Moldova	MD

Nazione	Sigla
Monaco	MC
Mongolia	MN
Montserrat	MS
Mozambique	MZ
Myanmar	MM
Namibia	NA
Nauru	NR
Nepal	NP
Nicaragua	NI
Niger	NE
Nigeria	NG
Niue	NU
Norway	NO
New Caledonia	NC
New Zealand	NZ
Oman	OM
Netherlands	NL
Pakistan	PK
Palau	PW
Panama	PA
Papua New Guinea	PG
Paraguay	PY
Peru	PE
Pitcairn	PN
French Polynesia	PF
Poland	PL
Portugal	PT
Porto Rico	PR
Qatar	QA

Nazione	Sigla
United Kingdom	GB
Czech Republic	CZ
Central African Republic	CF
Congo	CG
Democratic Republic of Congo	CD
Dominican Republic	DO
Reunion	RE
Romania	RO
Rwanda	RW
West Sahara	EH
St. Kitts & Nevis	KN
St. Pierre & Miquelon	PM
St. Vincent & Grenadine	VC
Samoa	WS
American Samoa	AS
San Marino	SM
St. Helen	SH
St. Lucia	LC
Sao Tome & Principe	ST
Senegal	SN
Kosovo	XK
Seychelles	SC
Sierra Leone	SL
Singapore	SG
Syria	SY
Slovakia	SK
Slovenia	SI
Somalia	SO
Spain	ES



BEWARE!

If you enter the wrong code, it's possible that the revenue Agency will reject the invoice, and you can be blocked by the system during the saving process!
[Look for the correct code among these.](#)



Nazione	Sigla
Sri Lanka	LK
Federal States of Micronesia	FM
United States od America	US
South Africa	ZA
South Georgia & Sandwich Islands	GS
Sudan	SD
Suriname	SR
Svalbard & Jan Mayen	SJ
Sweden	SE
Switzerland	CH
Swaziland	SZ
Tagikistan	TJ
Thailand	TH
Taiwan	TW
Tanzania	TZ
British territories of the Indian Ocean	IO
South French territories	TF
Occupied palestinian territories	PS
Timor East	TL
Togo	TG
Tokelau	TK
Tonga	TO
Trinidad & Tobago	TT
Tunisia	TN
Turkey	TR
Turkmenistan	TM
Tuvalu	TV
Ukraine	UA
Uganda	UG

Nazione	Sigla
Hungary	HU
Uruguay	UY
Uzbekistan	UZ
Vanuatu Islands	VU
Venezuela	VE
Vietnam	VN
Wallis & Futuna	WF
Yemen	YE
Zambia	ZM
Zimbabwe	ZW
Serbia	RS
Montenegro	ME



WHAT IF I NEED TO EDIT A CLIENT RECORD?

1

If you need to edit a record, click on the three vertical dots and click on 'Scheda cliente'

2

You will then be able to edit the record

3

Always save, otherwise your changes won't stay, and you'll be forced to start over

Clienti

Anagrafiche > Clienti

Contatta il tuo consulente

Cliente	Città	Email	Telefono	P. IVA	Tipo
AAA SRL	London	aaa@aaa.com		00000000000	Estero
Cliente privato	Milano	aaaa@gmail.com		XXXXXX90X54X201X	
Pubblica Amministrazione	Milano	aaaaaaaaa@aaaaa.c...		09878655643	PA
AZIENDA SRL	MILANO	aaaaa@aaaaaaa.com		09876567890	Azienda

« 1 »



Congratulations!

Now client data records have no secrets for you anymore 😊



GOT ANY PROBLEMS OR DOUBTS?

Contact us via the right channel 😎

Problems with the **web-app?**

Have you got problems with the platform, or doubts about issuing an invoice?



[SEND US A WHATSAPP](#)

Doubts on fiscal matters?

Have you got questions regarding your VAT number, fiscal problems or issues to manage regarding your position as self-employed?



[DROP US AN E-MAIL](#)