

# Concur Invoice: Vendor Import (Scheduled)

## for Standard Edition

**Last Revised: November 10, 2022**

Applies to these SAP Concur solutions:

- Concur Expense
  - Professional/Premium edition
  - Standard edition
- Concur Travel
  - Professional/Premium edition
  - Standard edition
- Concur Invoice
  - Professional/Premium edition
  - Standard edition
- Concur Request
  - Professional/Premium edition
  - Standard edition



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## Revision History

Date	Notes/Comments/Changes
November 10, 2022	Added a note to the <b>Currency</b> and <b>State/Province</b> field description and updated the <b>Country Code</b> field description.
November 4, 2022	Updated the <b>Currency</b> field description.
July 16, 2022	Update the <b>Country Code</b> field description and <b>Required?</b> column table content. Minor edits throughout.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
March 4, 2021	Updated the copyright year; no other changes; cover date not updated
January 8, 2020	Updated the copyright; no other changes; cover date not updated
August 17, 2019	Updated description of Discount Terms and Discount Percentage with a note.
March 8, 2019	Replaced "payment request" with "invoice". Updated "Concur" to "SAP Concur". Updated references to support.
January 30, 2019	Updated the copyright; no other changes; cover date not updated
April 11, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
March 19, 2018	Corrected the max character limit for the <b>Address Accounting Code</b> field.
December 9, 2017	Added a note about the Tax ID.
August 8, 2017	The <i>Payment Provider</i> value has changed to <i>PAYPVD</i> .
July 8, 2017	Added <i>Payment Provider</i> value to <b>Payment Method Type</b> field.
June 9, 2017	Added PO fields to record 200.
December 13, 2016	Changed copyright and cover; no other content changes.
December 5, 2016	Updated the <i>Permissions</i> section and guide content to new corporate style; no content changes.
January 16, 2015	Made general updates to the content.
September 16, 2014	Added information about two user interfaces; no other content changes
July 11, 2014	Renamed document and added <i>About the Vendor Import Guides</i> section
	Older revision history has been removed.

# Vendor Import (Scheduled)

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## Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator.

In addition, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP Concur staff. In this case, the client must initiate a service request with SAP Concur support.

## Section 2: About the Vendor Import Guides

Refer to these guides when working with vendor imports.

Guide	Description
<i>Concur Invoice: Vendor Import (Scheduled)</i>	Read this guide if the company uses scheduled vendor import that takes place overnight.
<i>Concur Invoice: Vendor Import (On-Demand) User Guide</i>	Read this guide if the company uses on-demand vendor import where the clients perform the vendor import whenever they needs or must do so.

## Section 3: Overview

Concur Invoice uses the Standard Approved Vendor Import to import vendor-related information from the financial system that is the system of record for the Vendor Master List. The Vendor Master List is the official list of vendors the organization uses when sending disbursements to vendors.

It is essential that Concur Invoice uses only vendors that are in the Vendor Master List. This import ensures that Concur Invoice is synchronized with the Vendor Master List. Each record in this import file includes vendor name, vendor code, address, and other associated information for the vendor.

The vendors in this import can include:

- **Vendors requested by Invoice users:** Concur Invoice users may request to add a new vendor to the Vendor Master List. Part of the work this import performs is matching the newly created vendor in the Vendor Master List to the associated New Vendor Request in Concur Invoice.

- **Vendors already in the Vendor Master List:** Most vendors in the Vendor Master List will not be ones requested by Concur Invoice users.

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**NOTE:** The Vendor Import Overnight does not support Purchase Orders (POs) and, therefore, you should leave PO fields blank.

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## Section 4: Three Different XML Files for Vendor Import

There are *three* different XML files for the approved vendor import:

- **vendor\_comma\_delimited.xml:** This is Version 1 (v1) and the first approved vendor import XML file offered by SAP Concur. Only existing clients who must use this version should use it. For all others, refer to the Version 3 version described below.
- **vendor\_comma\_delimited\_v2.xml:** This is Version 2 (v2) and the second approved vendor import XML file offered by SAP Concur. Only existing clients who must use this version should use it. For all others, refer to the Version 3 version described below.
- **vendor\_comma\_delimited\_v3.xml:** This is Version 3 (v3) and the newest approved vendor import XML file that includes changes as described in this section. This version is the current version, and all clients should use it.

You are reading the chapter specification dedicated to the Version 3 XML file. If you need assistance using this XML file, contact SAP Concur support.

### What are the File Differences?

The import definition files differ in these respects:

- **vendor\_comma\_delimited.xml:** Continues to support the Vendor Address Name 200-level record
- **vendor\_comma\_delimited\_v2.xml:** Includes the Tax ID 200-level record as well as Future Use records (The Tax ID record is identical to the field of the same name in the Payment Vendor form in the Invoice product)
- **vendor\_comma\_delimited\_v3.xml:** As V2 but includes the 100-level Pay Method Type which is a backup default payment method if the 200-level Pay Method Type is either not specified or the value is invalid.

## Section 5: General Information about the File

The import file contains approximately 40 columns and the following data:

- Batch data
- Vendor Accounting data
- Vendor Address data
- Vendor Contact data

- Vendor Custom data
- Vendor Banking data

## Delimiters

The file includes records that are delimited by the carriage return and line feed characters. Each record includes a set of fields. Fields are delimited by the comma character (,). Any field that includes a comma character must enclose the comma with double quotation marks ("").

## Record Types

The file contains several record levels that include two record types.

- The first record in the file is a header file record *type*. The purpose of the header record is to provide control information about the transaction records in the file.
- The second through last record in the file are vendor address *records*. There is one entry per vendor address.

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**NOTE:** Most vendors have multiple addresses associated with them. This means that the financial system will need to extract one record for each vendor address.

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## Section 6: Vendor Import: The Basic Process

The basic steps are the following:

- **Step 1:** The client creates an import data file and ensures that it complies with the requirements of this specification.
- **Step 2:** On a regular schedule, the client moves the import data file to Concur Invoice.

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**NOTE:** Clients arrange with SAP Concur staff to transport the data files to Concur Invoice.

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- **Step 3:** SAP Concur staff runs a batch job that imports this file.

You can read about these steps in detail below.

## Step 1: Creating the Import Data File

The client assembles the import data file, formatting it according to the specifications in this document. The import data file specifications are as follow:

- **Format Type:** Comma Separated Value, ASCII Text File
- **Default Field Delimiter:** Comma
- **Enclosing Character:** Quotation Mark
- **Record Delimiter:** CRLF
- **Data Record Layout:**
  - ◆ **Record Type 100 Import Settings:** The first record in the file must be a Record Type 100, Import Settings. There must be one and only one Record Type 100 in the file.

For details about this *Record Type*, refer to the *Import Settings (Record Type 100) Format* in this section.

- ◆ **Record Type 200 Vendor:** The file must contain one or more Record Type 200, Vendor records.

For details about this Record Type, refer to the *Vendor (Record Type 200)* in this section.

- ◆ **Record Type 300 Vendor Banking:** The file must contain one or more Record Type 300, Vendor records.

For details about this Record Type, refer to the *Vendor Banking (Record Type 300)* in this section.

### ***Import Settings (Record Type 100) Format***

*Table 1: Field Definitions for Record Type 100*

<b>Field Name</b>	<b>Definition</b>	<b>Required?</b>	<b>Description</b>	<b>Client Field Definition</b>
Record Type	100	Y	This is a static value always equal to 100. It indicates the Record Type.	



Field Name	Definition	Required?	Description	Client Field Definition
Error Threshold	Integer greater than or equal to 0	Y	Specified number of errors allowed before the import process should abort. Setting the error_threshold to 0 means "do not stop import because of errors."  As of Service Update 14.1 and higher, SAP Concur no longer uses this value to determine error threshold. However, you should leave the value that the system has already defined in this field. There is no need to change or omit this value. SAP Concur operations staff determines this value.	
Default Country Code	Two characters; case insensitive ISO Country Code	N	This is a 2-character country default code.  <b>IMPORTANT NOTE:</b> This 2-character code must be upper case.	
Pay Method Type	Accepted values: <ul style="list-style-type: none"> <li>• ACH</li> <li>• CHECK</li> <li>• CLIENT</li> <li>• WIRE</li> <li>• PAYPVD (Payment Provider)</li> <li>• CARD</li> </ul>	N	This is the back-up payment method to use in lieu of a specified value in the 200-level field of the same name.  If the client does not provide a value in this record, the default for this record becomes CLIENT.	

**SAMPLE RECORD TYPE 100**

100, 30, US, CHECK

This record indicates:

- Record Type = 100
- Error Threshold = 30

**NOTE:** This means the importer should allow up to 30 errors before aborting the import.

- Default Country = US (United States)
- Pay Method Type = CHECK

**Vendor (Record Type 200)**

Table 2: Field Definitions for Record Type 200

Field Name	Definition	Required?	Description	Client Field Definition
Record Type	200	Y	This is a static value always equal to 200; indicates the Record Type.	
<b>Vendor Header</b>				
Vendor Code	Maximum 32 characters; case insensitive	Y	The system uses this code to identify this specific vendor. The code the system-of-record for the Vendor Master List uses to identify a vendor. <b>NOTE:</b> For any given Vendor Code there is one Vendor Name. For example, if the same company conducts business as both Acme Paints and San Diego Paints, it must either only do business as San Diego Paints, or register for two different vendor codes, one for each name.	
Vendor Name	Maximum 255 characters; case insensitive	N	This is the vendor's name. <b>NOTE:</b> For any given Vendor Name there is one Vendor Code.  For example, if the same company conducts business as both Acme Paints and San Diego Paints, it must register for two different vendor codes, one for each name.	
Tax ID	Maximum 48 characters; case insensitive	N	This is the vendor's unique tax identification number. <b>NOTE:</b> If two or more records include identical Vendor Code and Vendor Name values, than this record must be identical for each record, otherwise leave this record blank. <b>NOTE:</b> The Tax ID will not be encrypted in the database.	

Field Name	Definition	Required?	Description	Client Field Definition
Default Employee ID	Maximum 48 characters; case insensitive	N	This field represents the employee ID of the default employee associated with a vendor. <b>NOTE:</b> Use <i>N</i> as the field value to clear this field of any existing value.	
Default Expense Type Name	Maximum 64 characters; case insensitive	N	This field represents the name (in English) of the default Expense Type associated with a vendor. <b>NOTE:</b> Use <i>N</i> as the field value to clear this field of any existing value.	
Account Number	Maximum 50 characters; case insensitive	N	This field represents a buyer's account number as provided by the vendor to the buyer for identification purposes. <b>NOTE:</b> Use <i>N</i> as the field value to clear this field of any existing value.	
Vendor Future Use 2 – 8	--	N	The future_use fields are currently not in use (SAP Concur will activate these in a future service release.) They must be accounted for in the data file, but any data included in them will be ignored.	


Vendor Import: The Basic Process

Field Name	Definition	Required?	Description	Client Field Definition
<b>Vendor Address Header</b>				
Vendor Address ID (On-demand vendor import name in Excel spreadsheet is Address Import Sync ID)	Maximum 20 characters; case insensitive	N (see note next column)	Concur Invoice originally generated this ID when an employee requested a new vendor. The Employee Request Vendor Extract provides this value to identify the vendor address record when re-importing vendors from the client's system-of-record for the Vendor Master List.  <b>IMPORTANT:</b> Though this is an optional field, this field is required to enable automatic matching of Imported Vendors to the associated Employee Requested Vendor.  <b>NOTE:</b> This is not relevant for Approved vendors.	
Vendor Address Code (On-demand vendor import name in Excel spreadsheet is Address Accounting Code)	Maximum 32 characters; case insensitive	Y	The code the system-of-record for the Vendor Master List uses to identify a vendor address. This code must be unique for the specified Vendor Code.  If your financial system does not have a code for this purpose, you must create one for the import (it is a required field).  For example, you might be able to use the Postal Code for the address as a "Vendor Address Code". Another example, use the first 32 characters of the Address 1 line. It simply needs to be a value no more than 32 characters that is unique for the specified Vendor Code.	


Field Name	Definition	Required?	Description	Client Field Definition
Currency	Maximum 3 characters; case insensitive	Y	This field represents the 3-character Alpha Code of the reimbursement currency for a vendor and is required to be populated.  If left with a blank value, this field defaults to USD.  <b>IMPORTANT NOTE:</b> In January 2023, a blank field value that defaults to USD will no longer be supported.	
Payment Term Days	Integer, between 1 and 999	N	This field represents the number of days by which a payment must be made, for example, 30 days.	
Pay Method Type	One of the following values only (default is CLIENT): <ul style="list-style-type: none"><li>• ACH</li><li>• CHECK</li><li>• CLIENT</li><li>• WIRE</li><li>• CARD</li><li>• VCHER</li></ul>	N	This field represents the way in which the payer intends to reimburse the vendor for the good or service rendered.  <b>NOTE:</b> If the client does not supply a value, the field will default to CLIENT. This indicates that the client will reimburse outside the Invoice Pay system (for example, by cash or non-ACH generated check).	
Shipping Terms	Maximum 10 characters		The code representing shipping terms with a supplier.	
Shipping Method	Maximum 10 characters		The code representing the shipping method by which the supplier ships an item.	
Discount Term Days	Integer greater than 0 and less than 999		This field represents the discount terms, in days, for a vendor.  <b>NOTE:</b> The data in this field is for information purposes only. It is not used in any calculations.	

Vendor Import: The Basic Process

Field Name	Definition	Required?	Description	Client Field Definition
Discount Percentage	Number (11,8) 11 numbers maximum, with no more than 8 numbers to the right of the decimal		The discount from the supplier if the terms of the discount (Discount Term Days) are met by the client. <b>NOTE:</b> The data in this field is for information purposes only. It is not used in any calculations.	
Is Vendor Visible for Content Extraction	1 character (Y or N), default of N; case insensitive	N	<b>NOTE:</b> Concur Invoice ignores this field if your company has not enabled Capture Processing. This field gives the option of including or excluding the vendor who is available for selection through the OCR engine in capture processing. Select <i>N</i> if you want to hide the vendor. Select <i>Y</i> if you want the vendor to be visible.	
Voucher Notes	Maximum 250 characters	N	Notes that are included in the Payment Card Voucher email when the Card Voucher (VCHER) payment type is used.	
Vendor Future Use 17	--	N	The Future Use fields are currently not in use (SAP Concur will activate these fields in a future service release). They must be accounted for in the data file, but any data included in them will be ignored.	
Delete Address?	1 character (Y or N), default of N; case insensitive	N	If <i>Y</i> , the existing address record will be removed from the Approved Vendor List preventing Concur Invoice users from using this vendor address in new invoices. <b>NOTE:</b> The system will prompt the user to select a different vendor for requests associated with a deactivated vendor.	

Field Name	Definition	Required?	Description	Client Field Definition
<b>Vendor Address Detail</b>				
Address Line 1	Maximum 255 characters; case insensitive	N	The three address lines are all optional. However, if used, the client must fill in address1 before address2, and address2 before address3. Do not use gaps. <b>NOTE:</b> Address 3 does not appear on the printed check.	
Address Line 2	Maximum 255 characters; case insensitive	N		
Address Line 3	Maximum 255 characters; case insensitive	N		
City	Maximum 255 characters; case insensitive	N		
State or Province	Maximum 255 characters; case insensitive	N*	<p><b>IMPORTANT NOTE:</b> The <b>State/Province</b> fields are now required if the selected vendor has a country defined that requires the state or region to be populated due to the SAP Export Control and Sanctions Compliance Policy.</p> <p>For example, Ukraine is a country that is not completely embargoed so the <b>State/Province</b> field will be required, and the field value validated against the embargoed states. If the selected vendor is from a non-embargoed country, then the <b>State/Province</b> field is not mandatory.</p> <p> Refer to <a href="#">SAP Export Control and Sanctions Compliance Policy</a>.</p>	

Vendor Import: The Basic Process

Field Name	Definition	Required?	Description	Client Field Definition
Postal Code	Maximum 20 characters; case insensitive	N		
Country Code	2 characters; case sensitive, ISO Country Code	Y	<p>This is an ISO 2-character country code.</p> <p><b>IMPORTANT:</b> The 2-character code must be upper case and is required to be populated.</p> <p> For a complete list of country codes, refer to the <i>Country Code List</i> document.</p>	
Contact Phone Number	Maximum 25 characters; case insensitive	N	This is the telephone number for the person who is the primary contact for this vendor address.	
Contact First Name	Maximum 255 characters; case insensitive	N	This is the first name of the person who is the primary contact for this vendor address.	
Contact Last Name	Maximum 255 characters; case insensitive	N	This is the last name of the person who is the primary contact for this vendor address.	
Custom 01 Through Custom 15	Maximum 48 characters each; case insensitive	N	These fifteen fields are the custom fields for the Vendor Address Form. The system validates these custom fields by using the custom field definitions for the Vendor Address Form.	
Vendor Contact Email Address	Maximum 255 characters each; case insensitive	N*	<p>This is the email address of the vendor.</p> <p>* Required if the Payment Type value is Card Voucher (VCHER).</p>	
PO Vendor Contact First Name	Maximum 255 characters each; case insensitive	N	This is the first name of the purchase order contact.	



Field Name	Definition	Required?	Description	Client Field Definition
PO Vendor Contact Last Name	Maximum 255 characters each; case insensitive	N	This is the last name of the purchase order contact.	
PO Vendor Contact Email Address	Maximum 255 characters each; case insensitive	N	This is the email address of the purchase order vendor contact.	
PO Vendor Contact Phone Number	Maximum 255 characters each; case insensitive	N	This is the phone number of the purchase order vendor contact.	
Custom 16 - 20	--	N	The Custom fields are currently not in use (SAP Concur will activate these fields in a future service release). They must be accounted for in the data file, but any data included in them will be ignored.	

**SAMPLE RECORD TYPE 200**

```
200,1129,San Diego Gas &
Electric,997933,FThomas,Services,00213302011,,,,,,,,,1365401,19833,USD,30,
ACH,Terms30,UPS,30,15,N,P.O. Box 25111,,,Santa Ana,CA,92799-
5111,US,2036559972,Frank,Thomas,,,,,,,,,,,,,SDGElectric@sdge.com,
Sam,Smith,sam.smith@brookdev101.com,425-909-9898
```

This record indicates:

- Record Type = 200
- Vendor Code = 1129
- Vendor Name = San Diego Gas & Electric
- Tax ID = 997933
- Default Employee ID = FThomas
- Default Expense Type Name = Services
- Account Number = 00213302011
- Future Use 2 - 8
- Vendor Address ID = 1365401
- Vendor Address Code = 19833

## Vendor Import: The Basic Process

- Currency = USD
- Payment Term Days = 30
- Pay Method Type = ACH
- Shipping Terms = Terms30
- Shipping Method = UPS
- Discount Term Days = 30
- Discount Percentage = 15%
- Future Use 15 - 17
- Delete Address? = No
- Address Line 1 = P.O. Box 25111
- Address Line 2 = blank
- Address Line 3 = blank
- City = Santa Ana
- State = CA
- Postal Code = 92799-5111
- Country Code = United States
- Contact Phone Number = blank
- Contact First Name = Frank
- Contact Last Name - Thomas
- Custom 01 -15 = blank
- Contact Email Address = [SDGElectric@sdge.com](mailto:SDGElectric@sdge.com)
- PO Vendor Contact First Name: Sam
- PO Vendor Contact Last Name: Smith
- PO Vendor Contact Email Address: [sam.smith@brookdev101.com](mailto:sam.smith@brookdev101.com)
- PO Vendor Contact Phone Number: 425-909-9898
- Custom 16 - 20 = blank

**Vendor Banking (Record Type 300)**

Table 3: Field Definitions for Record Type 300

Field Name	Definition	Required?	Description	Client Field Definition
Record Type	300	Y	This is a static value always equal to 300; indicates the Record Type.	
<b>Vendor Banking Header</b>				
Vendor Code	Maximum 32 characters; case insensitive	Y	The system uses this code to identify this specific vendor. The code the system-of-record for the Vendor Master List uses to identify a vendor.  <b>NOTE:</b> For any given Vendor Code there is one Vendor Name. For example, if the same company conducts business as both Acme Paints and San Diego Paints, it must either only do business as San Diego Paints, or register for two different vendor codes, one for each name.	
Address Code	Maximum 32 characters (can be expanded to 64); case insensitive	N	The system uses this code to identify the specific vendor address.  <ul style="list-style-type: none"> <li>• If provided, the banking information will be associated to the specific address for the vendor.</li> <li>• If not provided, the banking information will be shared across all vendor addresses tied to this vendor.</li> </ul>	
Currency Alpha Code	Maximum 3 characters; case insensitive	N	This is the alpha code for the currency of the account, for example, USD. If left with a blank value, defaults to USD.	
Country Code	Maximum 2 characters; case insensitive	N	This is the code for the country of origin for the banking account.  If left with a blank value, defaults to USD.	

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Field Name	Definition	Required?	Description	Client Field Definition
Transaction Type	Maximum 3 characters; case insensitive	N	This is the type of transaction to use to pay the banking account. If provided, <i>must</i> be ACH.	
Account Type	Maximum 4 characters; case insensitive	Y	This is the account type, either checking or savings. Valid entries for: <b>U.S.:</b> <ul style="list-style-type: none"> <li>• CHCK (checking)</li> <li>• SAVE (savings)</li> </ul> <b>All other countries:</b> <ul style="list-style-type: none"> <li>• CHCK (checking)</li> </ul>	
Is Active	Maximum 1 character; case insensitive	Y	Indicates if the account is active or inactive Valid entries: <ul style="list-style-type: none"> <li>• Y (is active)</li> <li>• N (is inactive)</li> </ul>	
Name On Account	Maximum 100 character; case insensitive	Y	The exact name associated with the account, for example, ABC Corporation.	
Account Number	Integer(s), as conforming to country (see right)	Y	The exact account number, conforming to the standard format for bank account numbers for the banking country, as: <ul style="list-style-type: none"> <li>• <b>US:</b> Account Number</li> <li>• <b>Euro:</b> IBAN</li> <li>• <b>UK:</b> IBAN</li> </ul>	
Routing Number	Integer(s) as conforming to country (see right)	N	The exact routing number, conforming to the standard format for routing numbers for the banking country, as: <ul style="list-style-type: none"> <li>• <b>US:</b> Routing Number</li> <li>• <b>Euro:</b> BIC (Swift code)</li> <li>• <b>UK:</b> Not Used</li> </ul>	
Bank Code/Institution Number		N	The bank code or the institution number associated with the account.	Not used at this time and not required under supported currencies.

Field Name	Definition	Required?	Description	Client Field Definition
Branch Code/Branch Number		N	This is the branch code or branch number of the account.	Not used at this time and not required under supported currencies.
Bank Name		Y*	The host bank name. *Optional for US and Canadian banks	
Branch Location		Y*	The branch location of the bank where the account was opened. *Optional for US and Canadian banks	
Banking Future Use 5 - 20	--	N	The future_use fields are currently not in use (SAP Concur will activate these fields in a future service release). These fields must be accounted for in the data file, but any data included in them will be ignored.	

**SAMPLE RECORD TYPE 300**

```
300,VC12345,AC12345,USD,US,ACH,SAVE,Y,ABC
Corporation,1234567811223344,123456789,,,,,,,,,,,,,,,,,,,,,
```

This record indicates:

- Record Type = 300
- Vendor Code = VC12345
- Address Code = AC12345
- Currency Alpha Code = USD
- Country Code = US
- Transaction Type = ACH
- Account Type = SAVE
- Is Active = Y
- Name On Account = ABC Corporation
- Account Number = 1234 5678 1122 3344
- Routing Number = 123456789
- Banking Future Use 5 - 20 = blank

## **Step 2: Move the Import Data File to Concur Invoice**

Work with SAP Concur operations staff to develop the process for moving the data to Concur Invoice.

## **Step 3: SAP Concur Staff Imports the Data**

On a pre-determined schedule, SAP Concur staff runs the job that loads the import data file into the client's database. When the process is complete, SAP Concur staff notify the client by means of an automated job success email that the system has performed the import. The changes are immediately available to users.