Concur Invoice: Purchase Order Import

Specification

Last Revised: January 20, 2024

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

Table of Contents

Revision History

Date	Notes/Comments/Changes
January 19, 2024	Added a note to the Policy External ID in the Standard Example column for the Purchase Order Request Header (Record Type 200) Format.
September 16, 2023	Updated the Policy External ID Description and Standard Example columns for the Purchase Order Request Header (Record Type 200) Format.
August 30, 2022	Minor edits; cover date not updated
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
July 9, 2019	Updated title to say "Specification" instead of "Setup Guide." Updated the footer to say "Specification" instead of "User Guide".
March 8, 2019	Updated "payment request" to "invoice". Updated Concur" to "SAP Concur".
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
December 13, 2016	Changed copyright and cover; no other content changes.
November 7, 2016	New document.

Purchase Order Import

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

Section 1: Overview

Concur Invoice allows buying organizations to process invoices presented by vendors. It does so by allowing vendors to request payment for their services or products using paper or electronic invoices. For their part, the buyer can elect to prepare and submit a purchase order to Concur Invoice for vendor goods and services they need in electronic format as well. On import to Concur Invoice this data populates a purchase order by either creating a new one or updating an existing one.

This chapter is intended for clients who want to know how to properly format electronic purchase order information so the information can be effectively transferred to SAP Concur.

Section 2: Import Purchase Orders

The process to import purchase orders into Concur Invoice is as follows:

1. Create the import data file

2. Move the import data file to SAP Concur

3. SAP Concur imports the data

Step 1: Create the Import Data File

The import data file uses these specifications:

- **Format Type:** Comma Separated Value, ASCII Text File

- **Default Field Delimiter:** Comma

- **Enclosing Character:** Quotation Mark

- **Record Delimiter:** CRLF

- **Data Record Layout:**

Record Type 200 *Purchase Order Request Header*: This is a required record

Record Type 210 *Purchase Order Bill to Address*: This is a required record

Record Type 220 *Purchase Order Ship to Address*: This is a required record

Record Type 300 *Purchase Order Line Item*: This is a required record

Record Type 400 *Purchase Order Line Item Allocation*: Data is optional for this record

Implementation: Sequence of Records

The Purchase Order Import consists of a series of records of various record types (such as, Record Types 200, 300, and 400). It is critical that the sequence of record types follows the order described below, or the import can fail.

Example: Complete Record Usage with Correct Sequence of Records

If the user were to employ all possible purchase order records, the sequence would be ordered as shown below:

- 400 (Allocation - *optional*)

- 300 (Line Item - *associated with preceding Allocation*)

- 210 (Bill to Address)

- 220 (Ship to Address)

- 200 (Header)

This sequence ensures that the (optional) Allocation record *precedes* the Line Item with which it is associated. An example that includes multiple allocations for two line items would appear as follows:

```
400,138.15,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
400,75.06,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
300,EXT01,1,PARTID,2012-12-
12,JoanH,Advertising,,SpareParts,23,9.72,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
400,24.09,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
400,12.98,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
300,EXT99,2,IDOFPART,2012-12-
12,BillC,Other,,Warranty,1,112.36,9.86,Good,N,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
210,OfficeWest,,214LoganAve,,,Billings,Montana,59112,US,,,,,,,,,,,
220,WarehouseWest,,338Quadrant09,,,Billings,Montana,59112,US,,,,,,,,,,,
200,PO33876x,PO,USD,1137,1137,2012-12-12,,,2012-12-
12,FrankH,30,15,43.53,,32.78,UPS,N,Terms30,UPS,2013-01-
01,8855321,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
```

Always remember that the 200-level Header record *must* be processed last, as the final record of the overall purchase order feed.

File Naming Conventions

The import file name should be of the format "<jobtype>_<entitycode>_<time>". For the PO import, the file name convention is POInvoice_entitycode_YYYYMMDDHHMMSS.txt.

Purchase Order Request Header (Record Type 200) Format

This record is required in the data feed file.

Table 1: *Data for record ID "PurchaseOrderImporter"*

Field Name	Definition	Required?	Description	Standard Example
Record Type	200	Y	This is a static value always equal to 200. It indicates the Record Type	200
Purchase Order Number	Maximum 32 characters	Y	The unique identifier for the Purchase Order. The field is updated if the Purchase Order Number value already exists in the system. If this value does not exist in the system, a new purchase order is created.	2892101

Field Name	Definition	Required?	Description	Standard Example
Policy External ID	Maximum 20 characters	Y	This is the external identifier that associates the policy to the purchase order.	The Standard value to maintain is country specific as noted in the following table. **NOTE:** The country specific Policy External ID can only be used if country packs are activated. If not activated, the default Policy External ID is used. **NOTE:** If a client wants to import a PO for the respective policy group, the external Policy ID to be used should be a group code + PO that is system generated and dynamic for each group creation. **NOTE:** Once country packs are activated, the default invoice PO Policy External ID can not be used, only country specific policies can be used.

Policy Name	External ID
Default Invoice PO Policy	PO
Japan Invoice PO Policy	JPPO
Canada Invoice PO Policy	CAPO
United States Invoice PO Policy	USPO
Australia Invoice PO Policy	AUPO
United Kingdom Invoice PO Policy	GBPO

Concur Invoice: Purchase Order Import Specification for Standard Edition

Field Name	Definition	Required?	Description	Standard Example
Currency Code	Maximum 3 characters	Y	The 3-character ISO currency code associated with the currency of the purchase order.	USD
Vendor Code	Maximum 32 characters	Y	The code that identifies the vendor associated with the purchase order.	4858
Vendor Address Code	Maximum 64 characters	Y	The code that identifies the vendor's remittance address associated with the purchase order.	4858 19533
Order Date	Date format of YYYY-MM-DD	Y	The date the good or service was ordered.	2016-09-21
Name	Maximum 100 char	N	The name given to the overall purchase order.	"My PO Name"
Description	Maximum 255 characters	N	The description of the overall purchase order.	"My PO Description"
Requested Delivery Date	Date format of YYYY-MM-DD	N	This field is currently not in use. Please account for it in your import, but do not put any data into this field.	Leave blank.
Requested By	Maximum 255 characters	N	This field is currently not in use. Please account for it in your import, but do not put any data into this field.	Leave blank.
Payment Terms	Integer	N	The NET payment terms with the supplier.	30
Discount Terms	Integer	N	This field is currently not in use. Please account for it in your import, but do not put any data into this field.	Leave blank.

Field Name	Definition	Required?	Description	Standard Example
Discount Percentage	Number (11,8) 11 characters maximum, 8 characters maximum to the right of the decimal.	N	This field is currently not in use. Please account for it in your import, but do not put any data into this field.	Leave blank.
Tax	Number (23,8) 23 characters maximum, 8 characters maximum to the right of the decimal.	N	The overall tax of the purchase order. **NOTE:** If tax is provided at the 300-level Line Item level then the Tax value at this level is ignored, and the system instead uses the total of the Line Item tax.	5.46
Shipping	Number (23,8) 23 characters maximum, 8 characters maximum to the right of the decimal.	N	The overall shipping cost associated with the purchase order.	1.20
Shipping Description	Maximum 255 characters	N	This field is currently not in use. Please account for it in your import, but do not put any data into this field.	Leave blank.
Is Test	Maximum 1 character Y or N	N	This field is currently not in use. Please account for it in your import, but do not put any data into this field.	Leave blank.
Shipping Terms	Maximum 10 characters	N	This field is currently not in use. Please account for it in your import, but do not put any data into field. The system will ignore data put into this field.	Leave blank.

Concur Invoice: Purchase Order Import Specification for Standard Edition

Field Name	Definition	Required?	Description	Standard Example
Shipping Method	Maximum 10 characters	N	This field is currently not in use. Please account for it in your import, but do not put any data into the field. The system will ignore data put into this field.	Leave blank.
Needed By Date	Date format of YYYY-MM-DD	N	This field is currently not in use. Please account for it in your import, but do not put any data into this field.	Leave blank.
Vendor Account Number	Maximum 50 characters	N	This field is currently not in use. Please account for it in your import, but do not put any data into this field.	Leave blank.
Status of the Purchase Order	String Either: • TRAN (transmitted) - or - • CLSD (closed)	N	The status of the purchase order. If no value (is blank), then default of TRAN is used.	
Vendor Tax Identification Number	Maximum 48 characters	N	This field is currently not in use. Please account for it in your import, but do not put any data into this field.	Leave blank.
Provincial Tax Identification Number	Maximum 15 alphanumeric characters	N	This field is currently not in use. Please account for it in your import, but do not put any data into this field.	Leave blank.
VAT Amount 1	Number (23,8)	N	This field is currently not in use. Please account for it in your import, but do not put any data into the field. The system will ignore data put into this field.	Leave blank.

Field Name	Definition	Required?	Description	Standard Example
VAT Amount 2	Number (23,8)	N	This field is currently not in use. Please account for it in your import, but do not put any data into the field. The system will ignore data put into this field.	Leave blank.
VAT Rate 1	Number (11,8)	N	This field is currently not in use. Please account for it in your import, but do not put any data into the field. The system will ignore data put into this field.	Leave blank.
VAT Rate 2	Number (11,8)	N	This field is currently not in use. Please account for it in your import, but do not put any data into the field. The system will ignore data put into this field.	Leave blank.
Amount without VAT	Number (23,8)	N	This is the net amount for the good/service without the tax applied which is applicable to clients who report amounts including Goods and Services Tax (GST).	
Receipt Type	Maximum 4 characters	N	Possible values are: • NONE • WQTY (if quantity receipts are to be imported for this PO)	WQTY
Future Use 14-20		N	The future use fields are currently not in use. Please account for them in your import, but do not put any data into them. The system will ignore data put into these fields.	Leave blank.

Concur Invoice: Purchase Order Import Specification for Standard Edition

Field Name	Definition	Required?	Description	Standard Example
Custom 1 - 24	Maximum 48 characters	N	A value that can be applied to a custom field of the same name that is part of the purchase order header form. Custom fields will be validated using the configured custom field definitions.	Add a value here only if you have setup cost objects at the invoice header level.

Purchase Order Bill-to Address (Record Type 210) Format

This record is required in the data feed file.

Table 2: *Data for record ID "PurchaseOrderBillToAddressImporter"*

Field Name	Definition	Required?	Description	Standard Example
Record Type	210	Y	This is a static value always equal to 210. It indicates the Record Type	210
External ID	Maximum 32 characters	Y	This is the external identifier used by the customer to identify a particular address.	BP
Name	Maximum 100 characters	N	An optional name that can be used to identify a particular address.	Nystrom Inc.
Address 1	Maximum 255 characters	Y	Address 1 of the complete address.	"9300 73rd Avenue North"
Address 2	Maximum 255 characters	N	Address 2 of the complete address.	
Address 3	Maximum 255 characters	N	Address 3 of the complete address.	
City	Maximum 255 characters	Y	The city within which the address resides.	"Brooklyn Park"
State/Province	Maximum 255 characters	Y	The state or province within which the address resides.	MN
Postal Code	Maximum 20 characters	Y	The postal code of the address.	55428

Field Name	Definition	Required?	Description	Standard Example
Country Code	2 characters	Y	The code of the country associated with the address.	US
Future Use 1-10		N	The future use fields are currently not in use. Please account for them in your import, but do not put any data into them. The system will ignore data put into these fields.	Leave blank.

Purchase Order Ship-to Address (Record Type 220) Format

This record is required in the data feed file.

Table 3: *Data for record ID "PurchaseOrderShipToAddressImporter"*

Field Name	Definition	Required?	Description	Standard Example
Record Type	220	Y	This is a static value always equal to 220. It indicates the Record Type	220
External ID	Maximum 32 characters	Y	A unique value supplied by the customer to identify a particular address.	DS
Name	Maximum 100 characters	N	An optional name that can be given to the address.	"Cozzens Construction Company Inc"
Address 1	Maximum 255 characters	Y	Address 1 of the complete address.	"950 F. Street N.W."
Address 2	Maximum 255 characters	N	Address 2 of the complete address.	"C/O Anthropologie"
Address 3	Maximum 255 characters	N	Address 3 of the complete address.	
City	Maximum 255 characters	Y	The city within which the address resides.	"Washington"
State/Province	Maximum 255 characters	Y	The state or province within which the address resides.	DC

Concur Invoice: Purchase Order Import Specification for Standard Edition

Field Name	Definition	Required?	Description	Standard Example
Postal Code	Maximum 20 characters	Y	The postal code of the address.	20004
Country Code	Maximum 2 characters	Y	The code of the country associated with the address.	US
Future Use 1-10		N	The future use fields are currently not in use. Please account for them in your import, but do not put any data into them. The system will ignore data put into these fields.	Leave blank.

Purchase Order Line Item (Record Type 300) Format

This record is required in the data feed file.

Table 4: *Data for record ID "PurchaseOrderLineItemImporter"*

Field Name	Definition	Required?	Description	Standard Example
Record Type	300	Y	This is a static value always equal to 300. It indicates the Record Type	300
External ID	Maximum 100 characters	Y	A unique value supplied by the customer to identify the line item within a purchase order.	100
Line Number	Integer	Y	The number of the line item within the purchase order.	1
Supplier Part ID	Maximum 255 characters	N	Any number that might help to identify the line item. For example, a supplier part number value or even the manufacturer number.	"DCP-2424"
Requested Delivery Date	Date format of YYYY-MM-DD	N	This field is currently not in use. Please account for it in your import, but do not put any data into this field.	Leave blank.

Field Name	Definition	Required?	Description	Standard Example
Requested By	Maximum 255 characters	N	This field is currently not in use. Please account for it in your import, but do not put any data into this field.	Leave blank.
Expense Type	Maximum 64 characters	Y** *If account codes are shared across multiple expense types, specify the Expense Type. Otherwise, either one is sufficient.	The Expense Type of the line item.	
Account Code	Maximum 48 characters		The Account Code of the line item.	500038
Description	Maximum 255 characters	N	The description of the line item.	"Access Door, Not-rated 24X24, Ceiling"
Quantity	Number (12,2) 12 characters maximum, 2 characters maximum to the right of the decimal.	N	The quantity of units (or equiv.) specified for the line item. **NOTE:** A default value of "1" is used if no value is specified for this field.	2
Unit Price	Number (23,8) 23 characters maximum, 8 characters maximum to the right of the decimal.	Y	The price of the line item's goods or services.	77.35
Tax	Number (23,8) 23 characters maximum, 8 characters maximum to the right of the decimal.	N	This field is currently not in use. Please account for it in your import, but do not put any data into this field.	Leave blank.

Concur Invoice: Purchase Order Import Specification for Standard Edition

Field Name	Definition	Required?	Description	Standard Example
Unit Of Measure Code (UOM Code)	Maximum 10 characters	N	The UOM Code of each item of the line item	EA
Is Receipt Required	Y (Yes) or N (No)		This field is currently not in use. Please account for it in your import, but do not put any data into this field.	Leave blank.
VAT Amount	Number (23, 8)	N	This field is currently not in use. Please account for it in your import, but do not put any data into this field.	Leave blank.
VAT Rate	Number (11, 8)	N	This field is currently not in use. Please account for it in your import, but do not put any data into this field.	Leave blank.
Amount without VAT	Number (23, 8)	N	This is the net amount of the good/service without the tax applied which is applicable to clients who report amounts including Goods and Services Tax (GST).	
Future Use 6-20		N	The future use fields are currently not in use. Please account for them in your import, but do not put any data into them. All data will be ignored.	Leave blank.
Custom 1 - 20	Maximum 48 characters	N	A value that can be applied to a custom field of the same name that is part of the purchase order header form. Custom fields will be validated using the configured custom field definitions.	

Purchase Order Line Item Allocation (Record Type 400) Format

This record is optional in the data feed file.

Table 5: Data for record ID "PurchaseOrderAllocationImporter"

Field Name	Definition	Required?	Description
Record Type	400	Y	This is a static value always equal to 400. It indicates the Record Type
Amount	Number (23,8) 23 characters maximum, 8 characters maximum to the right of the decimal.	Y	The total amount of the allocation.
Future Use 1-20		N	The future_use fields are currently not in use. Please account for them in your import, but do not put any data into them. All data will be ignored.
Custom 1 - 20	Maximum 48 characters	N	A value that can be applied to a custom field of the same name that is part of the purchase order header form. Custom fields will be validated using the configured custom field definitions.

Step 2: Move the Import Data File to SAP Concur

Work with SAP Concur to develop the process for moving the data file to SAP Concur.

Step 3: SAP Concur Imports the Data

SAP Concur imports the data file.

☼