

# Concur Invoice: Vendor Import (On-Demand)

## User Guide 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	Updated the <b>Currency</b> , <b>Country Code</b> , and <b>State/Province</b> field definitions.
November 4, 2022	Updated the <b>Currency</b> and <b>Country Code</b> field definitions.
October 24, 2022	Updated the <b>Currency</b> field definition.
July 16, 2022	Updated the <b>Country Code</b> field definition. 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
July 9, 2019	Updated formatting of title. No revision date update.
January 30, 2019	Updated the copyright; no other changes; cover date not updated
January 12, 2019	Added information about the <b>Address 1</b> field in the table.
December 8, 2018	Added note about the new definitions tab in the import file.
November 19, 2018	Updated description of Addresses Line 1 & 2. Updated screen shot. Replaced 'payment request' with 'invoice'.
June 16, 2018	Removed information about QuickBooks Connector and Financial Integration, as content is now consolidated in the <i>Shared: QuickBooks Connector Setup Guide</i> and <i>Shared: QuickBooks Integration Using Concur Financial Integration Service Setup Guide</i> .
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.
March 12, 2018	Added a NOTE: to the description of the <b>State or Province</b> field.
December 9, 2017	Added note about the Tax ID.
August 19, 2017	Changed name of <b>Payment Method Type</b> field to <b>Pay Method Type</b> field.
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.
January 24, 2017	Added information about Address 3 in the table.
December 13, 2016	Changed copyright and cover; no other content changes.

Date	Notes/Comments/Changes
December 5, 2016	Updated the <i>Permissions</i> section and guide content to new corporate style; no content changes.
July 8, 2016	Updated with information about user now being able to import 12,500 vendor records.
April 15, 2016	Added information about QuickBooks vendor synchronization.
January 16, 2015	Updated the screen shots to the enhanced UI and 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.
June 13, 2014	Addition of: <ul style="list-style-type: none"> <li>• The Vendor Visible For Content Extraction field</li> <li>• The VCHER (Card Voucher) payment type and Voucher Notes fields</li> </ul>
November 16, 2012	Addition of the Net Payment Terms (Invoice Pay only) and Payment Method Type fields to the on-Demand Vendor import.
August 17, 2012	New document.



# Vendor Import (On-Demand)

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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: Overview

The Vendor Import feature enables administrators to download an Excel template that can be used to import new approved vendors into Concur Invoice and update the information for existing approved vendors in Concur Invoice.

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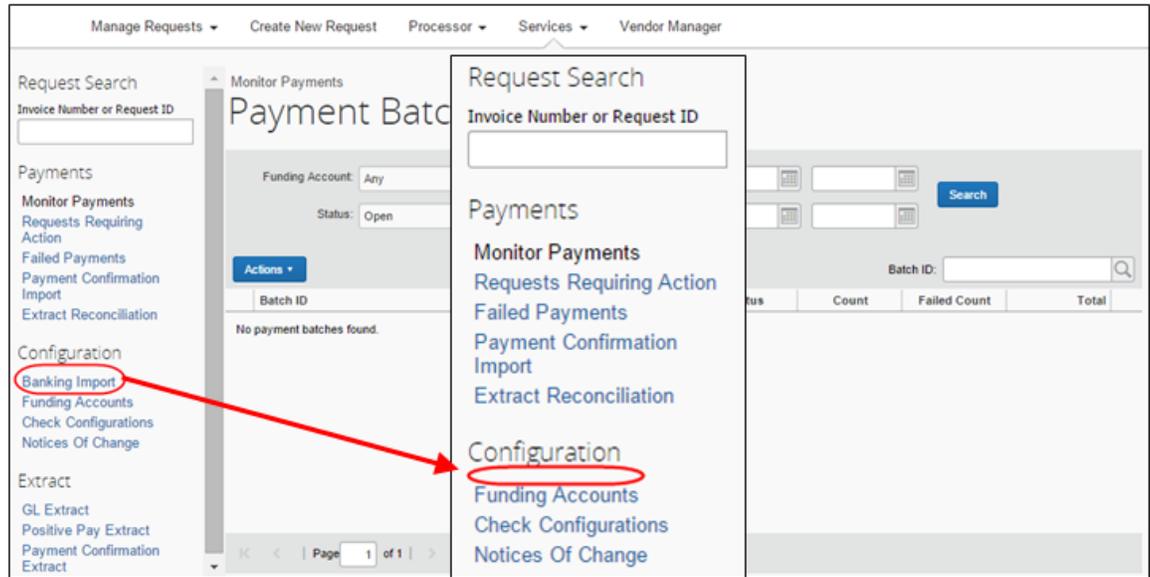
**NOTE:** The downloadable vendor import template is an Excel file containing two worksheets. The first worksheet includes column headers that correspond to the fields on the vendor information form in Vendor Manager. The second worksheet provides definitions and requirements for the data that can be entered into each column in the template.

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## Before You Begin

A Concur Invoice Setting option removes the **Banking Import** link from display for the Invoice Admin role. If the link does not appear with Invoice Pay enabled, the setting is active, and the Invoice Admin is denied access.

## Section 3: About the Vendor Import Guides



For more information, refer to the *Concur Invoice: Compliance Controls Setup Guide*.

## Clients Connected to Financial Systems

If you have connected SAP Concur to your financial system, you may be able to import vendor data directly from the financial system, without a spreadsheet.

## Section 3: 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 need or must do so.

## Section 4: Import Vendor Information

The Vendor Import feature allows a user to import one or more vendors using the **Vendor Imports** page. Options on this page allow the user to download an Excel spreadsheet, populate it with data, then upload and import the vendor data into Concur Invoice.

**! IMPORTANT:** The Excel template may differ in field naming and inclusion or exclusion of certain Custom and Future Use fields. However, use the *Fields and Descriptions* table in this document as a reference when providing values for fields.

## User Experience

Importing a vendor is a multi-step process. The user performs the following steps:

**Step 1:** Downloads the Vendor Import template to their local computer

**Step 2:** Populates the template with vendor data

**Step 3:** Uploads and imports the template and its data

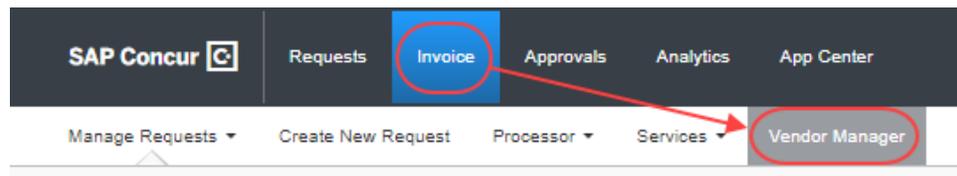
**Step 4:** Views the import details

### **Step 1: Download Vendor Import Template (Excel Spreadsheet)**

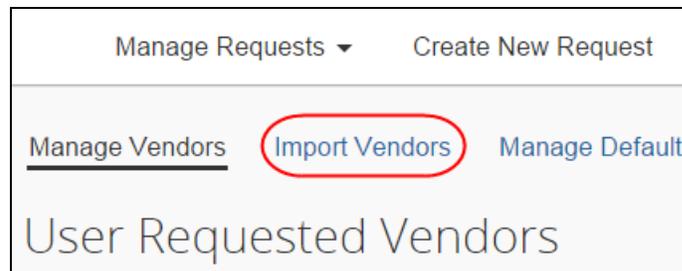
To import the vendor data, you must use the correct template type. You can download a Microsoft Excel template from the **Import Vendors** page. This template is pre-populated with the correct column headings.

► **To download the vendor import template:**

1. Click **Invoice** > **Vendor Manager**.



2. Click **Import Vendors**.



## Section 4: Import Vendor Information

3. On the **Import Vendors** page, click **Download Template**.

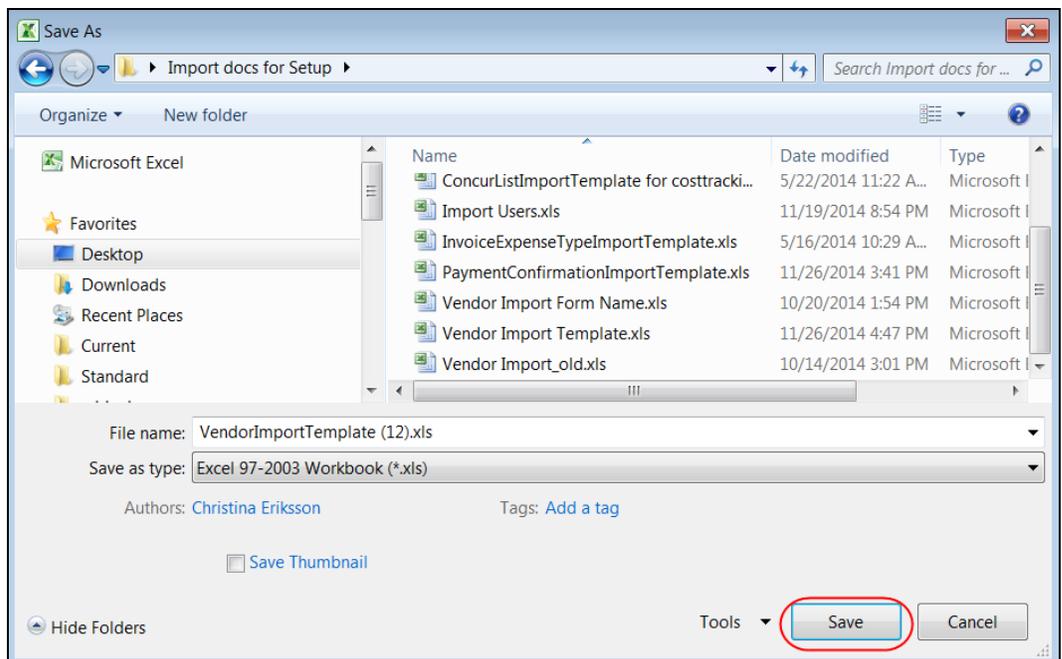
**Step 1: Download Import Template**

Importing vendors requires the use of the proper template. If you already have a template to use, you can proceed and import the vendor file you created. Otherwise, click the 'Download Template' button below.

Refer to the [User Guide](#) for detailed information on how to populate the spreadsheet.

**Download Template**

4. In the **Save As** window, select a location on your computer to save the spreadsheet.



5. Click **Save**.

### **Step 2: Populate Template with Vendor Data**

The user must enter data directly in the template spreadsheet. The system enforces a limit of 12,500 records in a single import.

**NOTE:** Vendor Import validations only check for the *Required* attribute at the *field* level. Therefore, it is recommended to configure the vendor data *Required* attribute at the Field level, *not* the Form level. If the vendor data in question is required within the SAP Concur system for reporting or audit rule purposes, configure the *Required* attribute at the field level. If the data is only required at the point of gathering new vendor requests, configuring the *Required* attribute at form level may be acceptable to the client.

**IMPORTANT: FORMATTING ISSUES**

The user import spreadsheet has these formatting requirements:

- The values in the spreadsheet header row must not be deleted
- The sheet "Vendor Import" must exist
- All cells in the spreadsheet must be formatted as *text* before being uploaded

If you use the Replace feature in Excel, be aware that it may not maintain the required cell formatting. Testing has shown that cells formatted as text become general format after using Replace. Ensure that you format the cells as text. Otherwise, the import will fail.

If you use this feature, always verify the cell formatting when done. If necessary, select the appropriate cells and change the formatting.

**Step 3: Upload and Import Template and Data**

The user uploads the Vendor Import template by using options on the **Import Vendors** page.

► **To upload and import the template file:**

1. On the **Import Vendors** page, click **Browse**.

**Step 2: Select File To Import**

In order to import vendors, you must locate the Excel file they are saved in. Click the 'Browse...' button below to locate the file. Once the proper file is selected, click the 'Import' button.

Browse...

2. In the **Open** window, select the vendor template file you have populated and click **Open**.
3. Click **Import**.

**Step 2: Select File To Import**

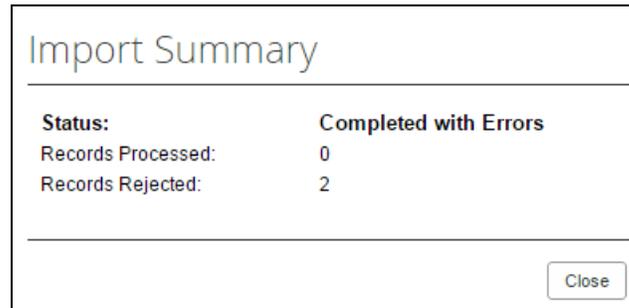
In order to import vendors, you must locate the Excel file they are saved in. Click the 'Browse...' button below to locate the file. Once the proper file is selected, click the 'Import' button.

Browse...

Import

## Section 4: Import Vendor Information

- The system processes the data, and the **Import Summary** window appears with the results of the import, including:
  - ◆ **Records Processed:** The number of records processed by the system (the total amount)
  - ◆ **Records Rejected:** The number of records that the system could not import, resulting in rejection of the record



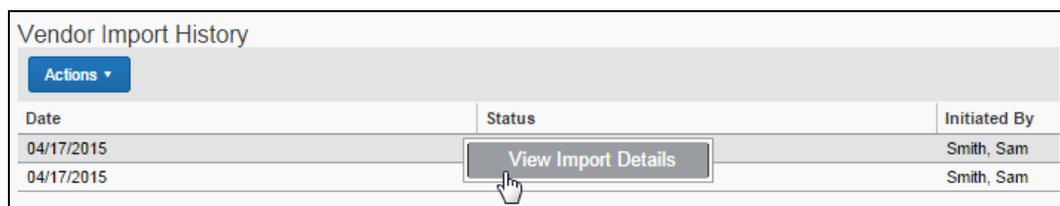
- Review the information and then click **Close**. You will have the chance to review the results displayed in this window in detail in the next step.

### Step 4: Review Import Details

The details of the vendor import are available in the **Import Vendors** page. All details appear on this page, but you can filter these to a subset of information.

#### ▶ To review import details:

- On the **Import Vendors** page, in the **Vendor Import History** section, do one of the following:
  - ◆ On the **Actions** menu, click **View Import Details**
  - ◆ Right-click the import row, and then click **View Import Details**
  - ◆ Double-click the row directly



The **Import Details** window appears.

- In the **Import Details** window, you can filter the information that displays using the **Type** list that includes the following options:
  - ◆ **All:** Displays all the errors, warnings, and information text that appears
  - ◆ **Error:** Displays only the errors generated during import
  - ◆ **Warning:** Displays only the warnings generated during import

- ◆ **Info:** Displays only the number of records imported

3. Click **Close** to exit the **Import Details** window when you have finished reviewing the information.

## Section 5: The Import Template: Fields and Descriptions

The template used to import the data includes the following fields:

Field	Format	Definition
Vendor Code*	maximum 32 characters; case insensitive	Use this code to identify a specific vendor. The Vendor Code is the system-of-record for the Vendor Master List uses to identify a specific 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	Maximum 255 characters; case insensitive

Section 5: The Import Template: Fields and Descriptions

Field	Format	Definition
Tax ID	maximum 48 characters; case insensitive	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, then this record must also be identical for each record, otherwise leave this record blank.  <b>NOTE:</b> The Tax ID will not be encrypted in the database.
Default Expense Type Name	maximum 64 characters; case insensitive	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.
Address Accounting Code* (this field is Vendor Address Code in the overnight import)	maximum 32 characters; case insensitive	This code is the system-of-record the Vendor Master List uses to identify a specific 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 with no more than 32 characters that is unique for the specified Vendor Code.
Delete Address?	1 character (Y or N), default of N; case insensitive	If Y, the existing address record will be removed from the Approved Vendor List preventing Concur Invoice users from using this vendor address in new invoices. Existing invoices using this vendor address will continue to use the address.
Currency	maximum 3 characters; case insensitive	This field represents the 3-character Alpha Code of the reimbursement currency for a vendor and is required to be populated.

## Section 5: The Import Template: Fields and Descriptions

Field	Format	Definition
Address 1	maximum 50 characters if using checks in Invoice Pay - or - maximum 255 characters	The field limit of 50 characters matches the printing limit for checks in Invoice Pay. <b>NOTE:</b> The field is required to issue a check payment to your vendor using Concur Pay. <b>TIP:</b> To facilitate distinguishing among vendors with similar names and addresses, consider putting extra information in Custom vendor fields.
Address 2	maximum 50 characters if using checks in Invoice Pay - or - maximum 255 characters	The field limit of 50 characters matches the printing limit for checks in Invoice Pay. <b>TIP:</b> To facilitate distinguishing among vendors with similar names and addresses, consider putting extra information in Custom vendor fields.
Address 3	maximum 255 characters	For Invoice Pay clients, this field will not print on the check that is issued.
City	maximum 255 characters; case insensitive	The city of the vendor.

## Section 5: The Import Template: Fields and Descriptions

Field	Format	Definition
State or Province	maximum 255 characters; case insensitive	<p>The state or province of the vendor.</p> <p><b>NOTE:</b> If you use Check Pay and a US state is imported, the value must be the 2-character US state code.</p> <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>
Postal Code	maximum 20 characters; case insensitive	The postal code of the vendor.
Country	2 characters; case sensitive, ISO Country Code	<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>
Telephone Number	maximum 25 characters; case insensitive	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	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	This is the last name of the person who is the primary contact for this vendor address.

Section 5: The Import Template: Fields and Descriptions

Field	Format	Definition
Contact Email	maximum 255 characters each; case insensitive	This is the email address of the vendor. Required if the Payment Type value is <i>Card Voucher (VCHER)</i> .
Net Payment Terms	Integer, between 1 and 999	This field represents the number of days by which a payment must be made, for example, 30 days. <b>NOTE:</b> Only available if you use Invoice Pay for Standard edition.
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>• PAYPVD (Payment Provider)</li> <li>• CARD</li> <li>• VCHER</li> </ul>	This field represents the way in which the payer intends to reimburse the vendor for the good or service rendered. If no value is provided in this record, the default for this record becomes CLIENT (Client Pay or removed from payment by Invoice Pay).
Account Number	maximum 50 characters; case insensitive	This field represents a buyer's account number as provided by the vendor to the buyer for identification purposes. <b>NOTE:</b> Enter <i>N</i> as the field value to clear this field of any existing value.
Default Employee ID	Maximum 48 characters; case insensitive	This field represents the employee ID of the default employee associated with a vendor. <b>NOTE:</b> Enter <i>N</i> as the field value to clear this field of any existing value.
Voucher Notes	maximum 250 characters; case insensitive	Notes that are included in the Payment Card Voucher email when the Card Voucher (VCHER) payment type is used.

## Section 5: The Import Template: Fields and Descriptions

Field	Format	Definition
Vendor Visible For Content Extraction	1 character (Y or N), default of N; case insensitive	<b>NOTE:</b> Ignored if Capture Processing is not enabled for your company. 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.
* Required field		