

# **Invoice: Purchase Order Receipt Import V2 (Quantity Receipt for Three-Way Matching)**

## **Specification**

**Last Revised: April 22, 2023**

Applies to these SAP Concur solutions:

- ☐ Expense
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Travel
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☒ Invoice
  - ☒ Professional/Premium edition
  - ☒ Standard edition
- ☐ Request
  - ☐ Professional/Premium edition
  - ☐ Standard edition



# Table of Contents

**Purchase Order Receipt Import V2 (Quantity Receipt for Three-Way Matching) .....1**

**Section 1: Permissions.....1**

**Section 2: Introduction.....1**

**Section 3: Step 1: Creating the Import Data File.....1**

        File Naming Conventions .....2

        Purchase Order Receipt Header (Record Type 200) Format .....2

**Section 4: Step 2: Move the Import Data File to SAP Concur.....3**

**Section 5: Step 3: SAP Concur Imports the Data.....3**

# Revision History

Date	Notes/Comments/Changes
April 22, 2023	Added a note to the <b>Is Deleted</b> row in the <i>Purchase Order Receipt Header (Record Type 200) Format</i> table.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
February 24, 2021	Updated the copyright year; no other changes; cover date not updated
April 20, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 8, 2020	Updated the copyright; no other changes; cover date not updated
August 27, 2019	Added the Permissions section
June 8, 2019	Cover page update to include Concur Invoice Standard Edition.
March 20, 2019	Changed the term "Concur" to "SAP Concur"; no other content changes.
January 31, 2019	Updated the copyright; no other changes; cover date not updated.
August 10, 2018	Added Record Type 200 field. Updated Line Item External ID definition.
April 11, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated.
February 2, 2018	Added "Specification" to title page and footers.
January 10, 2018	Updated the File Naming Conventions section.
November 3, 2017	Updated information about custom fields 1-10 now being supported.
December 13, 2016	Changed copyright and cover; no other content changes.
February 19, 2016	New document.

# Purchase Order Receipt Import V2 (Quantity Receipt for Three-Way Matching)

---

**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: 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.

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

## Section 2: Introduction

This chapter is intended for clients who want to know how to properly format electronic purchase order information of received quantities of goods, so the information can be effectively transferred to SAP Concur. With the Receipt import, clients can use the quantity of the goods that were received in their matching process (three-way matching).

## Section 3: Step 1: Creating 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 Receipt Header:** This is a required record

## File Naming Conventions

The import file name should be of the format "<jobtype>\_<entitycode>\_<time>". For the PO receipt import, the filename convention is purch\_receipt\_entitycode\_YYYYMMDDHHMMSS.txt.

## Purchase Order Receipt Header (Record Type 200) Format

This record is required in the data feed file.

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

Field Name	Definition	Required?	Description
Record Type	200	Y	This is a static value always equal to 200. It indicates the Record Type.
Purchase Order Number	Maximum 32 characters	Y	The unique identifier for the Purchase Order.
Line Item External ID	Maximum 100 characters	Y	A customer-supplied value that identifies a specific line item of a Purchase Order Request and links the line item to a goods receipt. This value must match the External ID of the corresponding PO line item.
Goods Receipt Number	Maximum 255 characters	N	A customer-supplied value that uniquely identifies the receipt within a purchase order line item.
Delivery Slip Number	Maximum 255 characters	N	A customer-supplied value that will capture the receipt number for a receipt within a purchase order line item.
UOM Code	Maximum 10 characters	N	The Unit of Measure code of each item of the receipt within a purchase order line item.
Received Quantity	Number	N	The quantity received for this line item.
Received Date	Date format of YYYY-MM-DD	N	The date on which the line items were received.
Is Deleted	Boolean Y/N	N	An indicator of whether a receipt that is getting imported is deleted or not. Default is N. <b>NOTE:</b> If a Purchase Order Receipt is matched to an invoice, the receipt cannot be deleted using the import file.
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. All data will be ignored.

Field Name	Definition	Required?	Description
Custom 1-10	Maximum 48 characters	N	A value that can be applied to a custom field of the same name that is part of the receipt information under a purchase order line item form.  Custom fields will be validated using the configured custom field definitions.

## Section 4: 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.

## Section 5: Step 3: SAP Concur Imports the Data

SAP Concur imports the data file.

