Invoice: Payment Request Import V2 (Current)

Specification

Last Revised: April 4, 2024

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

Revision History

Date	Notes/Comments/Changes
April 4, 2024	Added information about using einvoice as prefix to import files that include images in the section File Naming Conventions. Minor edits throughout.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
June 2, 2021	Updated the maximum image file size on page 21.
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
November 20, 2019	Formatting issue. No date change on cover.
August 27, 2019	Added the Permissions section
August 17, 2019	Updated description of Discount Terms and Discount Percentage with a note.
March 29, 2019	Added more description to the **PO Number** field in the 300 and 310 records.
January 12, 2019	Added important note to Historical Invoices section. Updated copyright date. Updated "Concur" to "SAP Concur".
December 8, 2018	Checked Standard Edition check box on front cover.
November 17, 2018	Added note that Concur Invoice Standard Edition clients need to contact SAP Concur to activate this feature. In addition, added **Edition** column to tables.
October 13, 2018	Added a new **Expense Type Name** field and updated descriptions for a number of VAT fields. In addition, record 300 and 410 were moved.
August 17, 2018	Added a note to the 210 section.
August 10, 2018	Updated the 210 table to include a row for Historical Invoice.
August 3, 2018	Updated the definition and description of the Expense Type row in the 410 record table.
July 21, 2018	Added the 210 record type.
June 14, 2018	Replaced "payment request" with "invoice" in most instances.
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.
December 13, 2016	Changed copyright and cover; no other content changes.
October 7, 2016	Added two new Record Types, 310 and 420, including additional VAT fields.
February 19, 2016	Added the **Delivery Slip Number** (DSN) field.
January 22, 2016	Changed from book "chapters" to stand-alone guides; no content changes

Date	Notes/Comments/Changes
August 14, 2015	Added VAT fields.
May 6, 2015	Formatting changes; no other content changes
February 6, 2015	Added information about VAT fields.
January 16, 2015	Updated information about the expense type field.
July 11, 2014	Emphasize that an image file must be imported using FTP – HTTPS upload cannot support an image file.
September 25, 2013	Emphasize that an image file is not a required element for a successful import.
March 2012	Changed copyright; no content change.
July 22, 2011	This is a new version of the invoice import

Text in this document explains that this version is current - the client should use this newer (current) V2 version that matches the updated version 2 XML file instead of the earlier and now retired V1 (retired) version. |

Payment Request Import V2 (Current)

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 guide describes how to properly format electronic invoice information so that the information can be effectively transferred to SAP Concur and imported into Concur Invoice.

NOTE: For the purposes of this guide the term *source* refers to the individual or organization that delivers the electronic invoice information to SAP Concur. For example, an Electronic Invoicing Service Provider (EISP) or the client on their own behalf through direct (electronic invoice) delivery.

NOTE: Clients who use the Concur Invoice Standard Edition will need to contact their SAP Concur representative to activate this feature. For more information about the feature, refer to the *Invoice Payment Request Confirmation Import User Guide for Concur Standard*.

Overview

Invoice allows buying organizations to process invoices and credit memos presented by vendors. It does so by allowing vendors to request payment for their services or products using paper or electronic invoices.

Invoice uses the invoice import feature to load correctly formatted electronic invoices for approved vendors*.*

When Invoice imports an electronic invoice, an invoice is created in SAP Concur and that invoice is populated with data from the imported electronic invoice. Concur

Invoice also attaches any supporting documents to the invoice as an electronic image file. The image can be viewed by the Invoice Processor and the Invoice Processor Manager by clicking **View Payment Image** on the **Actions** menu from within the **Invoice Details** page of an invoice.

NOTE: If no image is attached to an invoice, the **Actions > View Payment Image** list item is unavailable (greyed out).

Two XML Files available for Invoice Import

Concur Invoice uses one of two XML files to define an invoice import:

- **request_comma_delimited.xml:** This is the original XML import definition file offered by SAP Concur. Only existing clients who must use this version should use it. All others should use version two of the XML definition file.

- **request_comma_delimited_v2.xml:** This is the current XML import definition file offered by SAP Concur. New clients should use this version unless they are, for some reason, required to use the original definition file.

What are the Differences?

The import definition files differ as follows:

- The original ***request_comma_delimited.xml*** definition file supports the following record types:
    - 100-level record (import settings)
    - 300-level record (invoice header)
    - 410-level record (line item details)

- The newer ***request_comma_delimited_v2.xml*** definition file supports all of the records and fields defined in the original definition file in addition to the following record types:
    - 210-level record (historical invoice)
    - 310-level record (header with VAT)
    - 420-level record (line item with VAT)

This specification document describes the current (version 2) XML definition file. If you need additional information about this XML file, contact SAP Concur support.

Section 3: Process Overview: Payment Request Import

There are several steps that lead to an invoice import as can be seen in the figure below. The steps are briefly described in this section, and in more detail in the sections that follow.
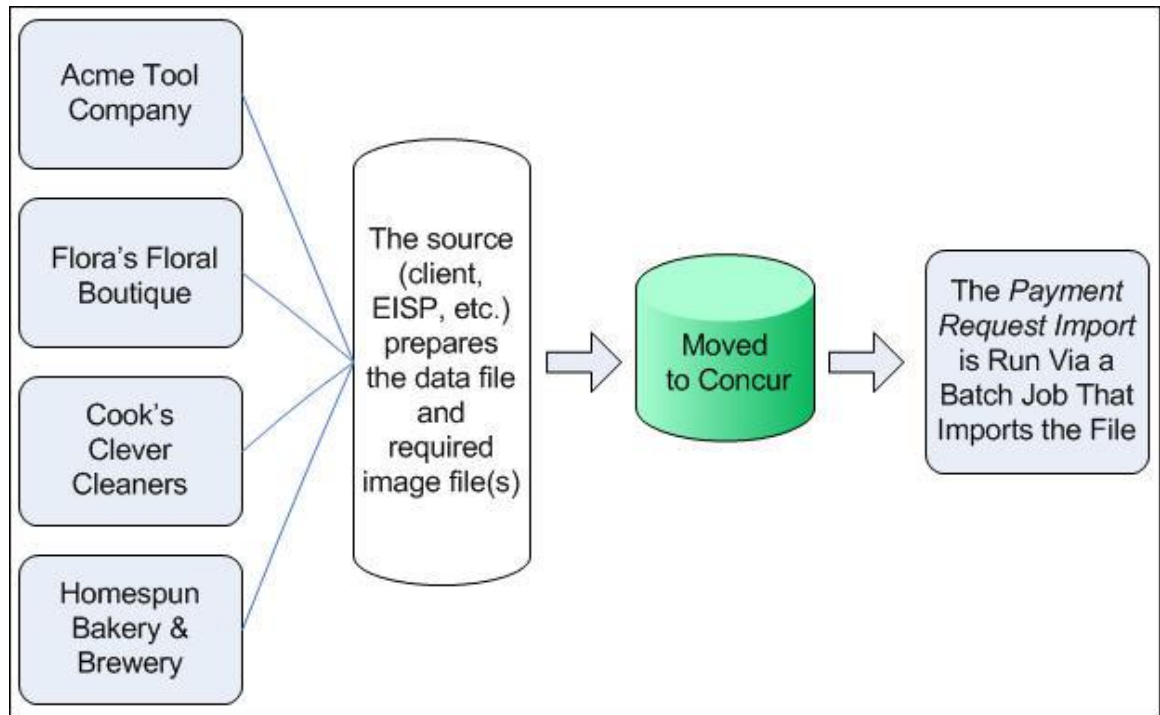
- **Step 1:** Invoices are converted by the source (client, EISP, etc.) into a correctly formatted data file, ensuring the file complies with the requirements of this specification. Additionally, supporting documents for each electronic invoice are converted into a single image file using the naming convention described in this specification.

- **Step 2:** The data file and all associated supporting document files are submitted to SAP Concur.

    ⚠   **IMPORTANT:** Prior to submitting the files to SAP Concur, the source must ensure that the vendor's Vendor Code and Address Code exactly match the values stored in Invoice for this vendor remittance address.

- **Step 3:** On a regular schedule, the source moves the import data file and the supporting documentation image files to SAP Concur.

    NOTE: The source plans with SAP Concur in advance for transporting the data files to SAP Concur.

- **Step 4:** SAP Concur runs a batch job that imports the data file. This typically occurs daily during non-business hours.

Section 4: Step 1: Creating the Import Data File

The import data file must comply with the following specifications:

- **Format Type:** Comma Separated Value (.csv) or ASCII Text File (.txt)

- **Default Field Delimiter:** Comma

- **Enclosing Character:** Quotation Mark

- **Record Delimiter:** CRLF

- **Data Record Layout:**

    ♦ **Record Type 100 *Import Settings*:** The file must contain a single 100 record – this record exists for backward compatibility.

    ♦ **Record Type 210 *(Optional)*:** The file can contain one or more Record Type 210 records. If included, the 210 record(s) must precede the associated 410, 420, 300, and 300 records.

    ♦ **Record Type 410 or 420 *Invoice Line Item (Optional)*:** The file can contain one or more Record Type 410 or 420 records. If 410 records are included, they must ***precede*** the associated 300 record(s). If 420 records are included, they must ***precede*** the associated 310 record(s).

    ♦ **Record Type 300 or 310 *Invoice Header (Required)*:** The data import file must contain either type 300 or 310 records. If clients use record type 410 (line item), then clients must use record type 300 (header). If clients use record type 420 (line item with VAT), then clients must use record type 310 (header with VAT).

Example data:

```
100
210,true
410,lineitemDesc,10,20,,,,,,,,,,,,,,,,,,,22,BLDGREP,,,,,,,,,
300,EPManager_root,,,Sam3,,,USD,20150520,20150520,1002,December
1881,Request
Description,,98.9,VEN1,VEN1ADDR1,Vendor Name,1234 X Street,56 X Street,78
X Street,Anytown,US-
NYR,11111,US,,,,,,,,,,,,,,,,,,,22,22,22,22,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
```

File Naming Conventions

The name of the import file must be in the format described below.

⚠ If the import file includes images the naming convention for the attribute <jobtype> must use einvoice as the value - this detail is shown in the examples below.

The name of the import file must be in the following format:
<jobtype>_<entitycode>_<YYYYMMDDHHMMSS>.<ext>

Invoice: Payment Request Import V2 Specification (Current)

For invoice imports:

- <jobtype> = request (does not include images)
  - OR -
  <jobtype> = einvoice (includes images)

- <entitycode>= The code of the entity being imported to

- <YYYYMMDDHHMMSS> = The date and time at which the file was created

- <ext> = The extension for the file type being imported (.csv or .txt)

For example, if a file created on July 12 at 1 pm is being imported to entity pxxxx4654r8o, and if the file type is comma separated value (.csv), the filename should be:

request_pxxxx4654r8o_20180712010000.csv

For example, if a file that includes images created on July 12 at 1 pm is being imported to entity pxxxx4654r8o, and if the file type is comma separated value (.csv), the filename should be:

einvoice_pxxxx4654r8o_20180712010000.zip

NOTE: If you are sending a request import with images, you need to compile the images and the request import .txt file together into one Zip file. The Zip file name should use "einvoice" as a prefix, so the file is routed correctly. The Zip file should be named the same as the text file.

NOTE: If you do not know your Entity ID, please contact your SAP Concur support or your account manager.

Import Settings (Record Type 100) Format

The Optional Unique ID is a visual identifier such as "test" or "sample" that is not evaluated by the system but rather assists SAP Concur staff with visual identification of a file in the event there is a problem with the automated processes.

The Record Type 100 record is required for backward compatibility. As of SU 18 the import settings previously contained in this record were moved to the invoice import job definition file.

There can be only one 100 record per invoice import file.

Field Name	Definition	Required?	Edition	Description
Record Type	100	Y	Both	This is a static value. It indicates this record is an Import Settings Record Type.

Sample Record Type 100

```
100
```

This record indicates:

- Record Type = 100

Historical Record (Record Type 210)

The Record Type 210 record enables clients to import historical invoices into Invoice. This record type is optional. If the 210 record type is omitted from a record, the record is imported as a current, unapproved invoice.

⚠ **IMPORTANT:** If you import historical invoices into Concur Invoice, and you later extract invoices from Concur Invoice, you might need to identify and remove historical invoices from the extract to prevent those invoices from being reimported into your accounting system.

The 210 record can be set to true or false. When set to true, the associated invoice is imported as a historical invoice and, if it is assigned to a valid user, the invoice is set to approved status, bypassing the approval workflow.

Field Name	Definition	Required?	Edition	Description
Record Type	210	N	Both	This is a static value. It indicates the record is a Historical Record Type.
Historical invoice	true/false	N	Both	Required if the 210 record type is added. Can be set to true or false. When true, indicates the associated invoice is a historical invoice.

Sample Record Type 210

```
210,true
```

This record indicates:

- Record Type = 210
- Historical invoice = true

Invoice Line Item Import (Record Type 420) Format

This record type is REQUIRED and must be used in conjunction with a 310 record.

This record is optional but, if used, must precede a 310 record.

Invoice: Payment Request Import V2 Specification (Current)

NOTE: Refer to the section Implementation: Sequence of Records in this document for more information about the precedence of records.

Field Name	Definition	Required?	Edition	Description
Record Type	420	Y	Both	This is a static value always equal to 420. It indicates the record is a Line Item Details Record Type.
Invoice Line Item Description	Maximum 255 characters	N	Both	The description of the line item
Invoice Line Item Quantity	Number (23, 8) amount	Y	Both	
Invoice Line Item Unit Price	Number (23, 8) amount	Y	Both	
Custom 1 - 20	Maximum 48 characters	N	Both	Corresponds to the invoice Line Item form custom fields 1–20.
Expense Type	Payment expense type (PET) code	N	Professional	This is the expense type PET code. To get the PET code for an expense type, click **Administration > Invoice > Localization > Export Localization**, and select a language to export to. Then select the **Payment Expense Types** category and click **Export.**
Item Code	Alphanumeric, maximum 48 characters	N	Both	Represents the item code (the unique code a vendor assigns to a good or service to identify it).
Line Item Tax	Numeric	N	Both	If a value is included, the invoice is placed in Line Item tax mode. If not, it is placed in Header tax mode. **NOTE:** An error is generated if a value is included here but no Line Item tax has been defined on the Line Item form.
Supplier Part ID	Numeric	N	Both	The identification number provided either by the supplier or the manufacturer to aid in identifying a line item of an invoice.
Unit of Measure Code (UOM Code)	Maximum 10 characters	N	Both	This is the UOM code of each item of the line item.

Field Name	Definition	Required?	Edition	Description
VAT Amount 1	Number (23, 8)	N	Both	Supports associating a VAT Amount option 1 at the line item level. This should be used for clients who do business in markets that have one or more VAT tax amounts represented on an invoice. This amount field represents the primary VAT tax, for example, US Tax or VAT (UK/Japan), or GST (Canada/AUS).
VAT Rate 1	Number (11, 8)	N	Both	This is the tax rate associated with the tax amount field. There is one tax rate for each tax amount field. This field will display a numeric percentage.
Amount without VAT	Number (23, 8)	N	Both	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).
DSN	Alphanumeric, maximum 255 characters	N	Both	This is the Delivery Slip Number (DSN) associated with the invoice line item when it was captured or entered into the system. **NOTE:** DSN at the line item level will not be imported. DSN at the line item level is currently a read-only field and always populated with the DSN value from the header.

Invoice: Payment Request Import V2 Specification (Current)

Field Name	Definition	Required?	Edition	Description
PO Number	Maximum 32 characters	N	Both	Supports the ability to have different purchase orders on an invoice by line item. For invoices with PO numbers, if the **Assign Invoice to Purchase Request Owner** option is turned on in Invoice Settings (**Administration** > **Invoice Admin** > **Invoice Settings**), the system will try to find an associated purchase request for the PO and, if found, will assign the invoice to the Purchase Request Owner.
VAT Tax Code 1	Maximum 20 alphanumeric characters	N	Both	This field ensures that the correct tax code is associated to the line item tax amount. **NOTE:** Tax codes are applicable to invoices only.
VAT Amount 2	Number (23, 8)	N	Both	Supports associating a VAT amount option 2 at the line item level. This is for clients who do business in markets that have multiple VAT or tax amounts represented on an invoice, for example, Canada where VAT Amount 2 would represent PST.
VAT Rate 2	Number (11, 8)	N	Both	This is the VAT tax rate associated with the **VAT Amount 2** field at the line item level. There is one tax rate for each VAT amount field. This field will display a numeric percentage.
VAT Tax Code 2	Maximum 20 alphanumeric characters	N	Both	This field ensures that the correct tax code is associated with the line item **VAT Amount 2** field. **NOTE:** Tax codes are applicable to invoices only.

Field Name	Definition	Required?	Edition	Description
VAT Amount 3	Number (23, 8)	N	Both	Supports associating a VAT amount option 3 at the line item level. This is for clients who do business in markets that have multiple VAT or tax amounts represented on an invoice, for example, Canada where VAT Amount 3 would represent HST.
VAT Rate 3	Number (11, 8)	N	Both	This is the VAT tax rate associated with the **VAT Amount 3** field at the line item level. There is one tax rate for each VAT amount field. This field will display a numeric percentage.
VAT Tax Code 3	Maximum 20 alphanumeric characters	N	Both	This field ensures that the correct tax code is associated to the line item **VAT Amount 3** field. **NOTE:** Tax codes are applicable to invoices only.
VAT Amount 4	Number (23, 8)	N	Both	Supports associating a VAT amount option 4 at the line item level. This is for clients who do business in markets that have multiple VAT or tax amounts represented on an invoice, for example, Canada where VAT Amount 4 would represent QST.
VAT Rate 4	Number (11, 8)	N	Both	This is the VAT tax rate associated with the **VAT Amount 4** field at the line item level. There is one tax rate for each VAT amount field. This field will display a numeric percentage.
VAT Tax Code 4	Maximum 20 alphanumeric characters	N	Both	This field ensures that the correct tax code is associated to the line item **VAT Amount 4** field. **NOTE:** Tax codes are applicable to invoices only.
Expense Type Name	Maximum 64 alphanumeric characters	N	Both	The expense type name of the line item. If the PET code is imported correctly, this value will be ignored.

Field Name	Definition	Required?	Edition	Description
Future Use Fields	2-20			

Sample Record Type 420

```
420,TEST Invoice1 LINE ITEM
DESC1,10,1.99,InvoiceLineItemCustom1,,,,,,,,,InvoiceLineItemCustom10,,,,,,
,,,,InvoiceLineItemCustom20,UNDEFIN,GR-1324,.34,09-
2275,,,,,,,,,,,,,,,,,,,
```

This record indicates:

- Record Type = 420

- Invoice Line Item Description Code = TEST Invoice1 LINE ITEM DESC1

- Invoice Line Item Quantity = 10

- Invoice Line Item Unit Price = 1.99

- Custom 1 = InvoiceLineItemCustom1

- Custom 2 - 9 = <SKIPPED>

- Custom 10 = InvoiceLineItemCustom10

- Custom 11 - 19 = <SKIPPED>

- Custom 20 = InvoiceLineItemCustom20

- Expense Type PET Code = UNDEFIN

- Item Code = GR-1324

- Line Item Tax = .34

- Supplier Part ID = 09-2275

- Future Use 2-20 = <SKIPPED>

Invoice Header Import (Record Type 310) Format

If clients use record type 420 (line item), then clients must use record type 310. The import file must contain either record type 300 or 310 records.

Field Name	Definition	Required?	Edition	Description
Record Type	310	Y	Both	This is a static value always equal to 310. It indicates that this record is a Header Record Type.

Field Name	Definition	Required?	Edition	Description
Employee CES Login ID	Maximum 64 characters	N	Both	The Expense Login ID for the Invoice Owner. When provided, the system uses the login ID to uniquely identify this person within the Employee table.
Employee ID	Maximum 48 characters	N	Both	The Employee ID for the Invoice Owner. When provided, the system uses the Employee ID to uniquely identify this person within the Employee table.
Invoice Owner ID	Maximum 20 characters	N	Both	The ID the Invoice Owner is known as within the Invoice system. When provided, the system uses the Invoice Owner ID to uniquely identify this person within the Employee table.
Employee First Name	Maximum 32 characters	N	Both	The first name of the Invoice Owner.
Employee Last Name	Maximum 32 characters	N	Both	The last name of the Invoice Owner.
Employee Email Address	Maximum 255 characters	N	Both	The email address of the Invoice Owner. If provided, the system uses this field to uniquely identify this person within the Employee table. If no employee can be identified, then system uses the Default Employee from the Header record.
Currency Code	3 characters ISO Currency Code	N	Both	If not provided, Invoice uses the currency code specified in the Import Settings record.
Invoice Date	Data format of YYYYMMDD	Y	Both	
Invoice Payment Date	Data format of YYYYMMDD	N	Both	
Vendor Invoice Number	Maximum 32 characters	N	Both	

Invoice: Payment Request Import V2 Specification (Current)

Field Name	Definition	Required?	Edition	Description
Invoice Title	Maximum 32 characters (maximum 100 characters optional)	N	Both	If not provided, the system defaults the title name to the combination of Vendor Name and Vendor Invoice Number.
Invoice Description	Maximum 250 characters	N	Both	
Invoice PO Number	Maximum 32 characters	N	Both	Supports the ability to have different purchase orders on an invoice by line item. For invoices with PO numbers, if the **Assign Invoice to Purchase Request Owner** option is turned on in Invoice Settings (**Administration** > **Invoice Admin** > **Invoice Settings**), the system will try to find an associated purchase request for the PO and, if found, will assign the invoice to the Purchase Request Owner.
Invoice Amount	Number format (23,8)	Y	Both	This is the amount of the invoice or credit memo. A positive number indicates a debit amount while a negative number indicates a credit amount.
Vendor Code	Maximum 32 characters	Y	Both	Unique Vendor Identifier Refer to the *Vendor Lookup Matching Criteria* section below.
Address Code	Maximum 32 characters	Y	Both	Unique Vendor Address Identifier Refer to the *Vendor Lookup Matching Criteria* section below.
Vendor Name	Maximum 255 characters	N	Both	The name of an approved vendor. Refer to the *Vendor Lookup Matching Criteria* section below.

Field Name	Definition	Required?	Edition	Description
Vendor Address Line 1	Maximum 255 characters	N	Both	The first line of the vendor remittance address. 📖 Refer to the *Vendor Lookup Matching Criteria* section below.
Vendor Address Line 2	Maximum 255 characters	N	Both	
Vendor Address Line 3	Maximum 255 characters	N	Both	
Vendor City	Maximum 255 characters	N	Both	
Vendor State	Maximum 255 characters	N	Both	
Vendor Postal Code	Maximum 20 characters	N	Both	📖 Refer to the *Vendor Lookup Matching Criteria* section below.
Vendor Country Code	Two-character ISO Country Code	N	Both	If not provided here and the Default Country Code is provided in the Import Settings Record, that value will be used here.
Image Tag* (*See Note for additional information)	Maximum 255 characters	N	Both	The path to the associated image file and the file name (including file type extension) of the image file of the supporting documentation for this invoice. **NOTE:** The tag name must have the same exact name as the associated image file.
Header Custom 1 - 24	Maximum 48 characters	N	Both	Corresponds to the invoice Header form custom fields 1–24.
Org Unit 1	Maximum 48 characters	N	Professional	Organization Unit 1. Consult your SAP Concur Implementation Consultant for details on how to use this field.
Org Unit 2	Maximum 48 characters	N	Professional	Organization Unit 2. Consult your SAP Concur Implementation Consultant for details on how to use this field.

Field Name	Definition	Required?	Edition	Description
Org Unit 3	Maximum 48 characters	N	Professional	Organization Unit 3. Consult your SAP Concur Implementation Consultant for details on how to use this field.
Org Unit 4	Maximum 48 characters	N	Professional	Organization Unit 4. Consult your SAP Concur Implementation Consultant for details on how to use this field.
Org Unit 5	Maximum 48 characters	N	Professional	Organization Unit 5. Consult your SAP Concur Implementation Consultant for details on how to use this field.
Org Unit 6	Maximum 48 characters	N	Professional	Organization Unit 6. Consult your SAP Concur Implementation Consultant for details on how to use this field.
Shipping	Number format (23,8)	N	Both	The shipping amount.
Tax	Number format (23,8)	N	Both	The tax amount.
Transaction ID	Maximum 48 characters	N	Both	The unique identifier assigned by the source (EISP, client) to this invoice.

Field Name	Definition	Required?	Edition	Description
Invoice Owner	No length restrictions The value of this field is used to attempt an exact match to the EMP_KEY value in the Invoice system	N	Both	Represents the owner of the invoice in the form of an employee's full name, employee ID, Login ID, or e-mail address. The invoice is routed to the correct employee if an exact match is found. Acceptable formats: Last, First Last, First M Last, First M. Last, First Middle First M Last First M. Last First Middle Last **NOTE:** Consecutive whitespace is ignored; however, if there is a comma in the name there must be no space between the last name and the comma, e.g. "Last, First"
Buyer ID	Maximum 48 characters	N	Both	The unique identifier or account assigned by the source (EISP, client) to the buyer organization.
External ID		N	Both	Represents the External ID of a policy. This value will be used to look up a policy based on its external ID.
Buyer Cost Center	Maximum 255 characters	N	Both	General invoice data specified by the buyer (typically their cost center).
Invoice Received Date	YYYYMMDD	N	Both	Represents the date on which the invoice was received.
Future Use Field 1		N	Neither; future use	Must still be accounted for in the import.
Payment Terms	Maximum 48 characters	N	Both	The NET payment terms in days.

Field Name	Definition	Required?	Edition	Description
Discount Terms		N	Professional	The discount terms in days for the imported invoice. **NOTE:** The data in this field is for information purposes only. It is not used in any calculations.
Discount Percentage		N	Professional	This is the discount percentage for the imported invoice. **NOTE:** The data in this field is for information purposes only. It is not used in any calculations.
Vendor Tax Identification Number	Maximum 48 characters	N	Both	This is the vendor tax ID for the imported invoice.
Provincial Tax Identification Number	Maximum 15 alphanumeric characters	N	Professional	This is the province tax ID for the imported invoice.
VAT Amount 1	Number (23,8)	N	Both	Supports associating a VAT amount to the invoice. This amount field represents the primary VAT tax, for example, US Tax or VAT (UK/Japan), or GST (AUS).
VAT Amount 2	Number (23,8)	N	Both	Supports associating a second VAT amount to the invoice. This amount field represents a secondary tax on an invoice for markets that have more than one tax is present on the invoice, for example, Canada GST, PST, HST, and QST.
VAT Rate 1	Number (11,8)	N	Both	This is the VAT tax rate associated with the **VAT Amount 1** field. There is one tax rate for each VAT amount field. This field will display a numeric percentage.

Field Name	Definition	Required?	Edition	Description
VAT Rate 2	Number (11,8)	N	Both	This is the VAT tax rate associated with the **VAT Amount 2** field. There is one tax rate for each VAT amount field. This field will display a numeric percentage.
Amount without VAT	Number (23,8)	N	Professional	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).
DSN	Alphanumeric, maximum 255 characters	N	Both	This is the Delivery Slip Number (DSN) associated with the invoice header when it was captured or entered into the system.
VAT Tax Code 1	Maximum 20 alphanumeric characters	N	Both	This field ensures that the correct tax code is associated to the **VAT Amount 1** field. **NOTE:** Tax codes are not applicable to purchase requests and purchase orders.
VAT Tax Code 2	Maximum 20 alphanumeric characters	N	Both	This field ensures that the correct tax code is associated to the **VAT Amount 2** field. **NOTE:** Tax codes are not applicable to purchase requests and purchase orders.
VAT Amount 3	Number (23,8)	N	Both	Supports associating a third VAT amount to the invoice. This amount field represents additional taxes for markets that have more than two taxes on an invoice, for example, Canada GST, PST, HST, and QST.

Field Name	Definition	Required?	Edition	Description
VAT Rate 3	Number (11,8)	N	Both	This is the VAT tax rate associated with the **VAT Amount 3** field. There is one tax rate for each VAT amount field. This field will display a numeric percentage.
VAT Tax Code 3	Maximum 20 alphanumeric characters	N	Both	This field ensures that the correct tax code is associated to the **VAT Amount 3** field. **NOTE:** Tax codes are not applicable to purchase requests and purchase orders.
VAT Amount 4	Number (23,8)	N	Both	Supports associating a fourth VAT amount to the invoice. This amount field represents additional taxes for markets that have more than two taxes on an invoice, for example, Canada GST, PST, HST, and QST.
VAT Rate 4	Number (11,8)	N	Both	This is the VAT tax rate associated with the **VAT Amount 4** field. There is one tax rate for each VAT amount field. This field will display a numeric percentage.
VAT Tax Code 4	Maximum 20 alphanumeric characters	N	Both	This field ensures that the correct tax code is associated to the **VAT Amount 4** field. **NOTE:** Tax codes are not applicable to purchase requests and purchase orders.
Future Use Fields	2-50	N	Both	

Vendor Lookup Matching Criteria

The system uses a combination of the Vendor Code, Address Code, Vendor Postal Code, Vendor Name, and Vendor Address Line 1 to uniquely identify and associate the vendor remittance address to the invoice.

The lookup occurs for the import record, as compared to the Vendor Remittance Address stored in Invoice.

The lookup criteria logic is as follows:

1. If Vendor Code is a unique and exact match (one, and only one code for the vendor), or

2. If Vendor Code and Address Code match, or

3. If Vendor Name, Vendor Address Line 1, and Vendor Postal Code match

If the system can't find a match for the Vendor Remittance Address, the record will not be imported and an SAP Concur invoice will not be created for the imported invoice.

Sample Record Type 310

```
310,chrisu,,,Chris,User,,USD,20040901,20040910,18975759,Test Imported
Invoice, Invoice Description,,98.9,VC1234, AC4321, Office Depot,1234 X
Street,56 X Street,78 X Street,New York,US-NY,11111,US,38941-XVG88002.TIF,
Invoice Custom 01,,,,,,,,,,, Invoice Custom 12,,,,,,,,,,,, Invoice Custom
24,Org Unit 1,,,,,Org Unit 6,15.00,9.89,XVG88002,Smith,Joan
B,38941,77638,West,20110909,30,15,10,,,,,,,,,
```

This record indicates:

- Record Type = 310
- Employee CES Login ID = chrisu
- Employee ID = <SKIPPED>
- Invoice Owner ID = <SKIPPED>
- Employee First Name = Chri
- Employee Last Name = User
- Employee Email Address= <SKIPPED>
- Currency Alpha Code = USD
- Invoice Date = 20040901
- Payment Due Date = 20040910
- Invoice Number = 18975759
- Title = Test Imported Invoice
- Description = Invoice Description
- PO Number = <SKIPPED>
- Invoice Amount = 98.9
- Vendor Code = VC1234
- Address Code = AC4321
- Vendor Name = Office Depot

- Vendor Address Line 1 = 1234 X Street

- Vendor Address Line 2 = 56 X Street

- Vendor Address Line 3 = 78 X Street

- Vendor City = New York

- Vendor State = US-NY

- Vendor Postal Code = 11111

- Vendor Country Code = US

- Image Tag = 38941-XVG88002.TIF

- Custom 01 = Invoice Custom 01

- Custom 02 – Custom 11 = <SKIPPED>

- Custom 12 = Invoice Custom 12

- Custom 13 – Custom 23 = <SKIPPED>

- Custom 24 = Invoice Custom 24

- Org Unit 1 = Org Unit 1

- Org Unit 2-5 = <SKIPPED>

- Org Unit 6 = Org Unit 6

- Shipping = 15.00

- Tax = 9.89

- Transaction ID = XVG88002

- Invoice Owner = Smith,Joan B (Note *no* space after comma in name)

- Buyer ID = 38941

- External ID = 77638

- Buyer Cost Center = West

- Invoice Received Date = 20110909

- Payment Terms = 30

- Discount Terms = 15

- Discount Percentage = 10

- <etc. see comment to right>

Supporting Documentation Image File

Typically, each electronic invoice has an associated supporting document image file. This image provides information that substantiates the invoice and/or provides information not included in the electronic invoice.

NOTE: The source (EISP, client) will provide an image file that, at a minimum, includes the data in the electronic invoice. The image file is not a required element for successful import.

Here are the specifications for the support documentation image file:

- **Import by FTP Only:** The file must be imported using FTP. HTTPS cannot support importing an image file.

- **Image Format**: The file format must be JPG, TIFF, or PDF.

- **Pages Per File**: There must be only one file per invoice. This means multiple page supporting documents must be consolidated into a single, multi-page image file.

- **Maximum Size**: Image files cannot exceed 10MB in size.

- **File Name**: The image file must have a name that matches the Record 300 **Image Tag** field. Invoice uses the **Image Tag** field to recognize the supporting documentation image file for a given invoice.

Viewing the Image

The supporting document image file can be viewed by the Invoice Processor and Invoice Processor Manager using the **Actions > View Payment Image** list item on the **Invoice Details** page.

NOTE: The **Actions > View Payment Image** list item is unavailable (greyed out) until an image has been uploaded.

Implementation: Sequence of Records

Invoice import data consists of a series of records belonging to record types (such as, record types 300, and 410). It is critical that the sequence of record types follows the order shown below. Records must be invoice records including one or more 300 records and any associated 410 records. When provided the 410 record(s) must *precede* the associated 300 record. For example:

```
410,TEST1,<etc>
410,TEST2,<etc>
300,Chris,User,,<etc>
```

In the example above, multiple 410 records are followed by the associated header record (300). This ensures that, when the 300-header record is processed, the 410 records will also be processed, analyzed for correctness, and then either saved to the database or rejected due to errors and written to the log.

In practice, if *any* 410 record in a 410/300 grouping is found to be in error, none of the 410 records associated with the affected 300 (header) record will be saved to the database. Under these conditions, the 410 records are written to the log and identified as bad records.

You can use the log to identify errors that must be fixed. After fixing the errors, resubmit the configuration feed for processing.

Section 5: Step 2: Move the Import Data File and Supporting Documentation Image files to SAP Concur

Work with SAP Concur to develop a process for moving the data and supporting documentation image files to SAP Concur.

Section 6: Step 3: SAP Concur Imports the Data and Image Files

SAP Concur imports the data file and attaches the supporting documentation image files to the appropriate invoices.

Section 7: Legacy Records (Professional Only)

The records in this section (record 300 and 410) are available to current clients only.

NOTE: New clients should not use these records.

Invoice Header Import (Record Type 300) Format

If clients use record type 410 (line item), then clients must use record type 300. The import file must contain either record type 300 or 310 records.

Field Name	Definition	Required?	Description
Record Type	300	Y	This is a static value always equal to 300. It indicates that this record is a Header Record Type.
Employee CES Login ID	Maximum 64 characters	N	The Expense Login ID for the Invoice Owner. When provided, the system uses the login ID to uniquely identify this person within the Employee table.
Employee ID	Maximum 48 characters	N	The Employee ID for the Invoice Owner. When provided, the system uses the Employee ID to uniquely identify this person within the Employee table.
Invoice Owner ID	Maximum 20 characters	N	The ID the Invoice Owner is known as within the Invoice system. When provided, the system uses the Invoice Owner ID to uniquely identify this person within the Employee table.
Employee First Name	Maximum 32 characters	N	The first name of the Invoice Owner.
Employee Last Name	Maximum 32 characters	N	The last name of the Invoice Owner.

Field Name	Definition	Required?	Description
Employee Email Address	Maximum 255 characters	N	The email address of the Invoice Owner. If provided, the system uses this field to uniquely identify this person within the Employee table. If no employee can be identified then system uses the Default Employee from the Header record.
Currency Code	Three-characters ISO Currency Code	N	If not provided, it uses the currency code specified in the Import Settings record.
Invoice Date	Data format of YYYYMMDD	Y	
Payment Date	Data format of YYYYMMDD	N	
Vendor Invoice Number	Maximum 32 characters	N	
Invoice Title	Maximum 32 characters (maximum 100 characters optional)	N	If not provided, the system defaults the title name to the combination of Vendor Name and Vendor Invoice Number.
Description	Maximum 250 characters	N	
PO Number	Maximum 32 characters	N	Supports the ability to have different purchase orders on an invoice by line item. For invoices with PO numbers, if the **Assign Invoice to Purchase Request Owner** option is turned on in Invoice Settings (**Administration** > **Invoice Admin** > **Invoice Settings**), the system will try to find an associated purchase request for the PO and, if found, will assign the invoice to the Purchase Request Owner.
Invoice Amount	Number format (23,8)	Y	This is amount of the invoice or credit memo. A positive number indicates a debit amount while a negative number indicates a credit amount.
Vendor Code	Maximum 32 characters	Y	Unique Vendor Identifier. 📖 Refer to the *Vendor Lookup Matching Criteria* section below.
Address Code	Maximum 32 characters	Y	Unique Vendor Address Identifier. 📖 Refer to the *Vendor Lookup Matching Criteria* section below.

Field Name	Definition	Required?	Description
Vendor Name	Maximum 255 characters	N	The name of an approved vendor. 📖 Refer to the *Vendor Lookup Matching Criteria* section below.
Vendor Address Line 1	Maximum 255 characters	N	The first line of the vendor remittance address. 📖 Refer to the *Vendor Lookup Matching Criteria* section below.
Vendor Address Line 2	Maximum 255 characters	N	
Vendor Address Line 3	Maximum 255 characters	N	
Vendor City	Maximum 255 characters	N	
Vendor State	Maximum 255 characters	N	
Vendor Postal Code	Maximum 20 characters	N	📖 Refer to the *Vendor Lookup Matching Criteria* section below.
Vendor Country Code	Two-character ISO Country Code	N	If not provided here and the Default Country Code is provided in the Import Settings Record, that value will be used here.
Image Tag	Maximum 255 characters	N	The path to the associated image file (for the Intelligent Capture import) and the file name (including file type extension) of the image file of the supporting documentation for this invoice.
Header Custom 1 - 24	Maximum 48 characters	N	Corresponds to the invoice Header form custom fields 1–24.
Org Unit 1	Maximum 48 characters	N	Organization Unit 1. Consult your SAP Concur Implementation Consultant for details on how to use this field.
Org Unit 2	Maximum 48 characters	N	Organization Unit 2. Consult your SAP Concur Implementation Consultant for details on how to use this field.
Org Unit 3	Maximum 48 characters	N	Organization Unit 3. Consult your SAP Concur Implementation Consultant for details on how to use this field.
Org Unit 4	Maximum 48 characters	N	Organization Unit 4. Consult your SAP Concur Implementation Consultant for details on how to use this field.
Org Unit 5	Maximum 48 characters	N	Organization Unit 5. Consult your SAP Concur Implementation Consultant for details on how to use this field.

Field Name	Definition	Required?	Description
Org Unit 6	Maximum 48 characters	N	Organization Unit 6. Consult your SAP Concur Implementation Consultant for details on how to use this field.
Shipping	Number format (23,8)	N	The shipping amount.
Tax	Number format (23,8)	N	The tax amount.
Transaction ID	Maximum 48 characters	N	The unique identifier assigned by the source (EISP, client) to this invoice
Invoice Owner	No length restrictions The value of this field is used to attempt an exact match to the EMP_KEY value in the Invoice system	N	Represents the owner of the invoice in the form of an employee's full name, employee ID, Login ID, or e-mail address. The invoice is routed to the correct employee if an exact match is found. Acceptable formats: Last, First Last, First M Last, First M. Last, First Middle First M Last First M. Last First Middle Last **NOTE:** Consecutive whitespace is ignored; however, if there is a comma in the name there must be no space between the last name and the comma, e.g. "Last, First"
Buyer ID	Maximum 48 characters	N	The unique identifier or account assigned by the source (EISP, client) to the buyer organization.
External ID		N	Represents the External ID of a policy. This value will be used to look up a policy based on its external ID.
Buyer Cost Center	Maximum 255 characters	N	General invoice data specified by the buyer (typically their cost center).
Invoice Received Date	YYYYMMDD	N	Represents the date on which the invoice was received.
DSN	Alphanumeric, maximum 255 characters	N	This is the Delivery Slip Number (DSN) associated with the invoice header when it was captured or entered into the system.
Payment Terms	Maximum 48 characters	N	The NET payment terms in days.
Discount Terms		N	The discount terms in days for the imported invoice.

Field Name	Definition	Required?	Description
Discount Percentage		N	This is the discount percentage for the imported invoice.
Vendor Tax Identification Number	Maximum 48 characters	N	This is the vendor tax ID for the imported invoice.
Provincial Tax Identification Number	Maximum 15 alphanumeric characters	N	This is the province tax ID for the imported invoice.
VAT Amount 1	Number(23,8)	N	Supports associating a VAT amount to the invoice. This amount field represents the primary VAT tax, for example, US Tax or VAT (UK/Japan), or GST (AUS). **NOTE:** Record 310 should be used for companies who do business in markets where more than one tax is present on the invoice, for example, Canada.
VAT Amount 2	Number(23,8)	N	Supports associating a second VAT amount to the invoice. **NOTE:** Record 310 should be used for companies who do business in markets where more than one tax is present on the invoice, for example, Canada.
VAT Rate 1	Number(11,8)	N	This is the VAT tax rate associated with the **VAT Amount 1** field. There is one tax rate for each VAT amount field. This field will display a numeric percentage.
VAT Rate 2	Number (11,8)	N	This is the VAT tax rate associated with the **VAT Amount 2** field. There is one tax rate for each VAT amount field. This field will display a numeric percentage.
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).
VAT Tax Code	Maximum 20 alphanumeric characters	N	Associate the related VAT tax code to VAT amount 1.
Line Item VAT Amount	Maximum of 23 numeric characters	N	This field shows the sum of all VAT amounts from all line items on the Line Item level and ensures that employees follow company directives by accounting for all VAT amounts.

Vendor Lookup Matching Criteria

The system uses a combination of the Vendor Code, Address Code, Vendor Postal Code, Vendor Name, and Vendor Address Line 1 to uniquely identify and associate the vendor remittance address to the invoice.

The lookup occurs for the import record, as compared to the Vendor Remittance Address stored in Invoice.

The lookup criteria logic is as follows:

1. If Vendor Code is a unique and exact match (one, and only one code for the vendor), or

2. If Vendor Code and Address Code match, or

3. If Vendor Name, Vendor Address Line 1, and Vendor Postal Code match

If the system can't find a match for the Vendor Remittance Address, the record will not be imported and an SAP Concur invoice will not be created for the imported invoice.

Sample Record Type 300

```
300,chrisu,,,Chris,User,,USD,20040901,20040910,18975759,Test Imported
Invoice, Invoice Description,,98.9,VC1234, AC4321, Office Depot,1234 X
Street,56 X Street,78 X Street,New York,US-NY,11111,US,38941-XVG88002.TIF,
Invoice Custom 01,,,,,,,,,,,,Invoice Custom 12,,,,,,,,,,,,, Invoice Custom
24,Org Unit 1,,,,,Org Unit 6,15.00,9.89,XVG88002,Smith,Joan
B,38941,77638,West,20110909,30,15,10,,,,,,,,,,
```

This record indicates:

- Record Type = 300
- Employee CES Login ID = chrisu
- Employee ID = <SKIPPED>
- Invoice Owner ID = <SKIPPED>
- Employee First Name = Chris
- Employee Last Name = User
- Employee Email Address= <SKIPPED>
- Currency Alpha Code = USD
- Invoice Date = 20040901
- Payment Due Date = 20040910
- Invoice Number = 18975759
- Title = Test Imported Invoice
- Description = Invoice Description
- PO Number = <SKIPPED>

- Invoice Amount = 98.9
- Vendor Code = VC1234
- Address Code = AC4321
- Vendor Name = Office Depot
- Vendor Address Line 1 = 1234 X Street
- Vendor Address Line 2 = 56 X Street
- Vendor Address Line 3 = 78 X Street
- Vendor City = New York
- Vendor State = US-NY
- Vendor Postal Code = 11111
- Vendor Country Code = US
- Image Tag = 38941-XVG88002.TIF
- Custom 01 = Invoice Custom 01
- Custom 02 – Custom 11 = <SKIPPED>
- Custom 12 = Invoice Custom 12
- Custom 13 – Custom 23 = <SKIPPED>
- Custom 24 = Invoice Custom 24
- Org Unit 1 = Org Unit 1
- Org Unit 2-5 = <SKIPPED>
- Org Unit 6 = Org Unit 6
- Shipping = 15.00
- Tax = 9.89
- Transaction ID = XVG88002
- Invoice Owner = Smith,Joan B (Note **no** space after comma in name)
- Buyer ID = 38941
- External ID = 77638
- Buyer Cost Center = West
- Invoice Received Date = 2011/09/09
- Payment Terms = 30
- Discount Terms = 15
- Discount Percentage = 10
- Future Use 3 - 10 = <SKIPPED>

Invoice Line Item Import (Record Type 410) Format

This record is optional but, if used, must precede a 300 record.

Field Name	Definition	Required?	Description
Record Type	410	Y	This is a static value. It indicates the record is a Line Item Details Record Type.
Invoice Line Item Description	Maximum 255 characters	N	The description of the line item
Invoice Line Item Quantity	Number (23, 8) amount	Y	
Invoice Line Item Unit Price	Number (23, 8) amount	Y	
Custom 1 - 20	Maximum 48 characters	N	Corresponds to the invoice Line Item form custom fields 1–20.
Expense Type	Payment expense type (PET) code	N	The PET code. To get the PET code for an expense type. Go to **Administration > Invoice > Localization > Export Localization**, select a language to export to, select the **Payment Expense Types** category, and then click **Export.**
Item Code	Alphanumeric, maximum 48 characters	N	Represents the item code (the unique code a vendor assigns to a good or service to identify it).
Line Item Tax	Numeric	N	If a value is included, the invoice is placed in Line Item tax mode. If not, it is placed in Header tax mode. **NOTE:** An error is generated if a value is included here but no Line Item tax has been defined on the Line Item form.
Supplier Part ID	Numeric	N	The identification number provided either by the supplier or the manufacturer to aid in identifying a line item of an invoice.
Unit of Measure Code (UOM Code)	Maximum 10 characters	N	This is the UOM code of each item of the line item.
VAT Amount 1	Number (23, 8)	N	Supports associating a VAT amount at the line item level. This amount field represents the primary VAT tax, for example, US Tax or VAT (UK/Japan), or GST (AUS). **NOTE:** Record 420 should be used for companies who do business in markets where more than one tax is present on the invoice, for example, Canada.

Field Name	Definition	Required?	Description
VAT Rate 1	Number (11, 8)	N	This is the VAT tax rate associated with the **VAT Amount 1** field at the line item level. There is one tax rate for each VAT amount field. This field will display a numeric percentage.
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).
DSN	Alphanumeric, maximum 255 characters	N	This is the Delivery Slip Number (DSN) associated with the invoice line item when it was captured or entered into the system. **NOTE:** DSN at the line item level will not be imported. DSN at the line item level is currently a read-only field and always populated with the DSN value from the header. SAP Concur will enable DSN to be editable in a future release.
PO Number	Maximum 32 characters	N	Supports the ability to have different purchase orders on an invoice by line item.

Sample Record Type 410

```
410,TEST Invoice1 LINE ITEM
DESC1,10,1.99,InvoiceLineItemCustom1,,,,,,,,,InvoiceLineItemCustom10,,,,,,
,,,,InvoiceLineItemCustom20,UNDEFIN,GR-1324,.34,09-2275,,,,,,
```

This record indicates:

- Record Type = 410

- Invoice Line Item Description Code = TEST Invoice1 LINE ITEM DESC1

- Invoice Line Item Quantity = 10

- Invoice Line Item Unit Price = 1.99

- Custom 1 = InvoiceLineItemCustom1

- Custom 2 - 9 = <SKIPPED>

- Custom 10 = InvoiceLineItemCustom10

- Custom 11 - 19 = <SKIPPED>

- Custom 20 = InvoiceLineItemCustom20

- Expense Type = UNDEFIN

- Item Code = GR-1324

- Line Item Tax = .34

- Supplier Part ID = 09-2275

- Future Use 05-10 = <SKIPPED>

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