

RA.Pid – Data Preparation Instructions.

You are required to populate both Tab 1 - Invoice Header and Tab 2 - Suppliers

1. Do **NOT** change the filename or field names provided as they are part of our automated data validation process.
2. Please ensure that you enter a **unique VoucherNumber** for each line.
3. Please provide at least the following base data:
 - a. Invoice Number
 - b. Inv Net Value
 - c. Invoice Entry Date – (if not available use invoice date)
 - d. Inv Currency Code – (use standard 3 character codes e.g. USD, EUR, GBP,...)
4. Please ensure that you populate Tab 2 (Suppliers) with your current vendor master file information. Ensure that the SupplierCode used in tab2 is identical to SupplierCode used in tab1.

Tab 1		Tab 2	
Invoice Header Sheet		Suppliers - Sheet	
Mandatory	VoucherNumber	Mandatory	SupplierCode
	VoucherLineNumber	Mandatory	SupplierName
	VoucherLineDescription		SupplierType
Mandatory	InvoiceNumber		SupplierClassification
	InvoiceDescription		SupplierLocationCode
	InvGrossValue		SupplierLocationDescription
Mandatory	InvNetValue		Address1
	InvTaxValue		Address2
	TaxCodeID		Address3
Mandatory	InvoiceDate		Address4
Mandatory	InvoiceEntryDate		Address5
	InvoiceSystemDate		Address6
	InvoicePaymentDate		PostZipCode
	InvoicePaymentDueDate		Country
Mandatory	InvCurrencyCode		ContactName
	PaymentTerms		ContactEmail
Mandatory	SupplierCode		TelNo
	SupplierName		FaxNo
	SupplierSiteCode		Active
	SupplierSiteDescription		
Selected Dimension	Chart Of Accounts_Code		
Selected Dimension	Chart Of Accounts_Description		
Selected Dimension	Company_Code		
Selected Dimension	Company_Description		
Selected Dimension	Cost Centre_Code		
Selected Dimension	Cost Centre_Description		

If you have any support questions, please contact:

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