Tradeshift CSV invoice document format
The ultimate guide

Revision: 20140225 by Finn Christensen

Purpose and target group

A step by step guide on how to prepare and test your first invoice document on Tradeshift CSV format. Basic knowledge to a Tradeshift supported Internet browser, MS Excel, Notepad (or similar) and common business rules and invoice fields are required.

Step 1: Download the Tradeshift CSV documentation package

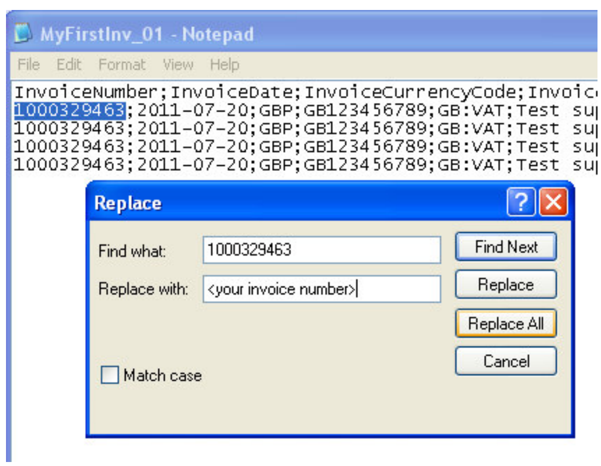
Go to http://tradeshift.com/integrate/#transfer and download the CSV package. Unzip the package to a proper directory, and read carefully the readme file. Note the two files TSCSV_Invoice_01.xls and TSCSV_Invoice_01.txt.

Step 2: Make a test-invoice in your current system

Using your current system make a simple invoice to be used during this guide. It should be simple, with only two invoice lines, and no attachments etc. Please note the invoice number.

Step 3: Prepare your first Tradeshift CSV invoice

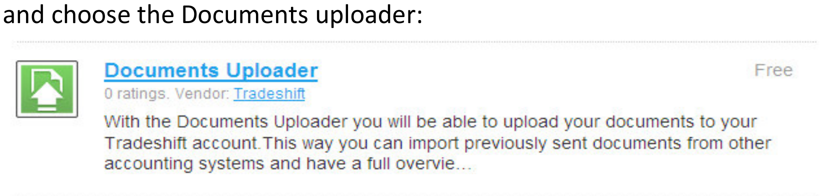
Copy TSCSV_Invoice_01.txt to MyFirstInv_01.txt and TSCSV_Invoice_01.xls to MyFirstInv_01.xls. Open MyFirstInv_01.txt with Notepad and replace 1000329463 with your invoice number (from step 2):



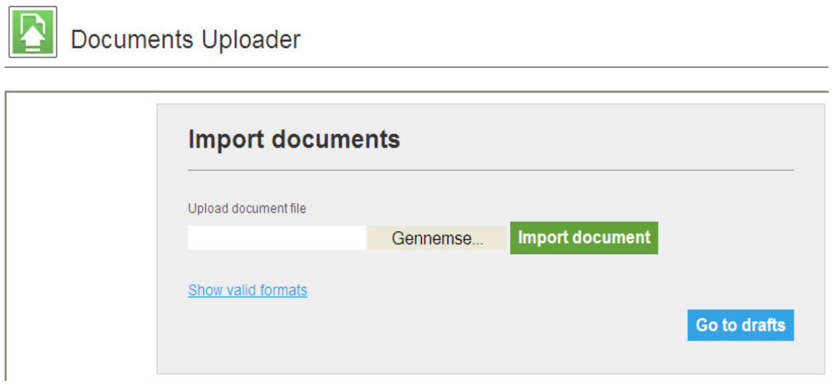
Save and close the file.

Step 4: Login to your Tradeshift account and install the Documents uploader App

Login, click Apps and choose the Documents uploader:



Install and activate it (it's free) and then start the Documents uploader:



Browse to your file MyFirstInv_01.txt and click “Import document”, wait until it’s imported, and then click “Go to drafts”, open your document and note the invoice number.

Congratulations – you have just uploaded your first Tradeshift CSV invoice!

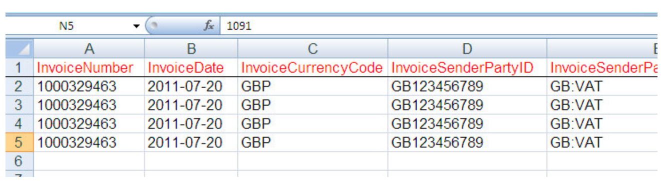
Tip: You only need to install and activate the Documents Uploader if it’s not already installed.

Tip: The Documents Uploader is the preferred tool for testing your CSV files. It’s easy and fast, and you don’t risk sending them (by fault) to your customer. You can inspect how they show up within Tradeshift, and even make changes, such as choosing another receiver (for testing purposes).

Tip: Keep MyFirstInv_01.txt as a reference. If you later experience problems, you can always go back, and compare your faulty file with this one.

Step 5: Modify MyFirstInv_01.xls to contain your data

Open MyFirstInv_01.xls using MS Excel. Note the structure of the file:



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	A	B	C	D	E
1	InvoiceNumber	InvoiceDate	InvoiceCurrencyCode	InvoiceSenderPartyID	InvoiceSenderPa
2	1000329463	2011-07-20	GBP	GB123456789	GB:VAT
3	1000329463	2011-07-20	GBP	GB123456789	GB:VAT
4	1000329463	2011-07-20	GBP	GB123456789	GB:VAT
5	1000329463	2011-07-20	GBP	GB123456789	GB:VAT
6					

The first row are labels, the next rows are invoice lines. Note that the invoice header fields are repeated on each line, and that you can only have one invoice per file.

As your test invoice only has two lines, please start deleting row 4 and 5. Then for each label change the value to reflect your invoice. The labels marked with red are mandatory. If you are in doubt what to provide for a given label, open Master_INV_Specification.xls and check the business description, format etc. If you don’t have data for an (optional label), leave the value blank.

Tip: As a general rule you should have “Cell format” defined as “Text” to avoid MS Excel from auto-formatting your values.

Step 6: Save and check your file(s)
The "master" for your test file should always be MyFirstInv_01.xls, so update this by clicking the "Save" button. Then you need to create the file on CSV format. Choose "Save as" and those format as "CSV". This will create a new file called MyFirstInv_01.csv.

To check the file, open MyFirstInv_01.csv with Notepad, and check the following:

- ";" as delimiter character
- No extra "rows" and "columns"
- Correct date and number formats
- Correct format for sender and receiver IDs
- No extra spaces

If anything is wrong go back to MyFirstInv_01.xls, and correct it (ensure that the format of the cells are set to "Text"). Remember to update the MyFirstInv_01.csv file (Save As …).

Step 7: Upload your test file
Login to Tradeshift, click on Documents Uploader and upload your file as described under step 4. Congratulations – you have now completed this guide!

If anything goes wrong

- Check MyFirstInv_01.xls with MS Excel to see if all labels, rows and columns are correct, and that all the mandatory values are filled out with valid data.
- Create MyFirstInv_01.csv and check using Notepad that everything looks OK.
- If you still have problems, try to compare the CSV file with your "reference file" from step 4.

Extras

- Always remember to check if your customer (the enterprise) has special requirements on fields and their values. As an example it could be that the enterprise would reject your invoice, if no valid PO reference is present. Information on such rules is included in the "Invitation email" you got from the enterprise (their "Landing Page").
- If you don't use an (optional) label, you can simply delete the whole column.
- You can always add (supported) labels by adding a new column, with the label specified as in Master_INV_Specification.xls (the CanonicalName).
- Note that a Creditnote has its own set of labels, and that the format is slightly different.

FAQ
Always check http://support.tradeshift.com/forums for the latest information.

01: Why should I use your CSV format?

Answer: Our preferred invoice format is UBL (Universal Business Language), which is a XML based worldwide standard. You should really consider supporting this, as it gives you a lot of flexibility and the possibility to provide meaningful data on your invoice, in a standardized way. However if you still prefer a CSV based format, you should use the Tradeshift CSV format

02: You claim that you support OB10 and Sage CSV formats?
Answer: The Tradeshift CSV format is enhanced compared to both the OB10 and Sage format. We have discovered that their format differs from case to case, and even worse, don't provide the information needed by our enterprises. But it should be quite simple for you to provide the extra fields.

03: How do I upload my CSV files to your platform?
Answer: You can upload using our WEB uploader (Documents Uploader App) or SFTP or FTP. Read more at http://tradeshift.com/integrate .

04: How do I verify that the format of my CSV files is correct?
Answer: You go through this guide!

05: How do I verify that my SFTP / FTP integration is working OK?
Answer: You can test using our production environment, but that requires that you beforehand agree with your enterprise to send a few number of test invoices. Instead you can configure a SFTP / FTP account on our sandbox environment (https://sandbox.tradeshift.com/) and simulate both sender and receiver. Read more at http://tradeshift.com/integrate/sftp/.

06: Can I send multiple invoices in one CSV file?
Answer: No! – But you can automate your upload.

07: Can I use "," as delimiter character in my CSV file?
Answer: No!

08: Can I use my own formats for dates, amount etc.?
Answer: It could be – but the formats need to comply 100% with our specifications.

09: Can I prefix and postfix my values with "" – such as "my invoice number"?
Answer: No!

10: Can I have extra space characters in front /or after my values – such as , my invoice number ,?
Answer: No!

11: My invoice has 5 invoice lines, how many lines do I need to have in the CSV file?
Answer: You must have 6 lines. The first line with the labels, and hereafter one line per invoice line.

12: I don't understand what you mean by repeating the header values on each line?
Answer: It's actually quite simple. The first line in the file must be the one with the (actual) labels. Hereafter you provide one line in the file per each invoice line. But these lines contain both the invoice header and invoice line values. So you repeat the header values on each line in the file. Please look at the examples.

13: Why have you chosen this layout with labels at first line, and repeating header values on each line?

Answer: Because the goal has been to make this CSV format quite flexible and at the same time easy to use. It consists of a number of required fields, and a number of optional fields, between which you can choose what to use or not. If some of the optional fields are not relevant to you, you can simply delete the corresponding row in the spreadsheet. And you can change this without notice. If you add a (supported) field it will automatically be mapped by Tradeshift. The master spreadsheet (Master_INV_Specification.xls) contains the full list of the supported fields, their formats, possible code lists together with a short business description. In addition the documentation package contains an example file using all labels (filename *_Full*).

14: Can I use my own labels in the file?
Answer: No! You must provide them exactly as documented in the master spreadsheet (Master_INV_Specification.xls); else your values won't be mapped. Note that the labels are case sensitive.

15: Can I provide your labels in my own sequence?
Answer: Yes, but the first two labels must always be: InvoiceNumber;InvoiceDate; - and we recommend that you group all your invoice header in the first group, followed with a group with your invoice line labels. Please look at the examples.

16: What ID do I use to identify sender and receiver?
Answer: It actually depends on your country and what enterprise you are invoicing. In your "Invitation email" from the enterprise you will find information on this (their "Landing Page"). In order for Tradeshift to validate your data, it's important that you, in addition to the actual value, also provide its scheme, using the following fields in your CSV file:

- InvoiceSenderPartyID
- InvoiceSenderPartyIDScheme
- InvoiceReceiverPartyID
- InvoiceReceiverPartyIDScheme.

In addition it's important that your values comply with the rules/formats attached to the actual scheme. An example could be: GB123456789 as value and GB:VAT as scheme. You find a list of our supported schemes in the master spreadsheet (sheet "TS schemes 01").

17: Can I provide thousands operators within my amounts?
Answer: No!

18: How do I indicate a negative amount?
Answer: You state a negative number as this -10.00. But negative numbers are rarely used. However you can have a negative invoice / creditnote line, as long as the invoice / creditnote total is positive (or zero). A negative line means negative unitprice and VAT amount, but positive quantity.

19: Can I indicate a discount using the CSV format?
Answer: Yes, you can have one discount on headerlevel and/or one on linelevel. If you need more than this, you should consider using our UBL XML format. When stating a discount on linelevel, it's very important to realize, that this is only for informative reasons, as the discount must be calculated into the unitprice. In other words, quantity * unitprice must always equal LineExtensionAmount.

On headerlevel you use the following two labels:

InvoiceAllowanceReason = reason for the discount
InvoiceAllowanceAmount = discount amount
Such as:
InvoiceAllowanceReason = Summer discount
InvoiceAllowanceAmount = 10.00
The amount must always be positive. Please remember to extract the amount from InvoiceTotal.

On linelevel you use the following labels:
InvoiceLineAllowanceReason
InvoiceLineAllowanceAmount
Please do remember to "extract" the discount from your InvoiceLineUnitPrice.

20: Can I indicate a charge (such as freight) using the CSV format?
Answer: Yes, you can have one charge on headerlevel and/or one on linelevel. If you need more than this, you should consider using our UBL XML format. When stating a charge on linelevel, it's very important to realize, that this is only for informative reasons, as the charge must be calculated into the unitprice. In other words, quantity * unitprice must always equal LineExtensionAmount.

On headerlevel you use the following two labels:
InvoiceChargeReason = reason for the charge
InvoiceChargeAmount = charge amount
Such as:
InvoiceChargeReason = Freight
InvoiceChargeAmount = 10.00
The amount must always be positive. Please remember to add the amount to InvoiceTotal.

On linelevel you use the following labels:
InvoiceLineChargeReason
InvoiceLineChargeAmount
Please do remember to "add" the charge to your InvoiceLineUnitPrice.

21: Can I indicate that my charge (such as freight) is zerorated?
Answer: Yes, you can indicate that your charge is zerorated, but only if the charge is applied on headerlevel (on linelevel the charge will always have the same VAT duty as the item). Setting the label InvoiceChargeTaxCategoryID = "Z" makes your charge zerorated

22: Can I have lines with different VAT percent value?
Answer: No, not really. But you can have zerorated lines and lines with a maximum of three different non-zero VAT percentages. So as an example, you can have an invoice with three zerorated lines and five lines with 20%, two lines with 10% and three lines with 5% VAT duty. But you cannot have an invoice with some lines having 10% VAT and others having 20%, 8% and 5%. If you need this, you should consider using our UBL XML format.
For each non-zero VAT percent value, you need a "subtotal" on headerlevel, using these labels (Example files are present in the Tradeshift CSV documentation package):

Subtotal for first non-zero percent value:
InvoiceSubTotalTaxCategoryPercent
InvoiceSubTotalTaxableAmount

InvoiceSubTotalTaxAmount

Subtotal for second non-zero percent value:
InvoiceSubTotalTaxCategoryPercent2
InvoiceSubTotalTaxableAmount2
InvoiceSubTotalTaxAmount2

Subtotal for third non-zero percent value:
InvoiceSubTotalTaxCategoryPercent3
InvoiceSubTotalTaxableAmount3
InvoiceSubTotalTaxAmount3

The subtotal for zerorated lines and/or zerorated charge (on headerlevel) are calculated automatically by the mapping, so please don't indicate a subtotal for that.
If a charge on headerlevel is standardrated (InvoiceChargeTaxCategoryID = "S"), the first non-zero VAT percent value (InvoiceSubTotalTaxCategoryPercent) is used for the charge.
Currently you can only indicate a foreign tax exchange rate (rate, date and amount) for the first non-zero VAT percent value.