

Guide to Tradeshift CSV document format documentation package.

The package consists of the following:

- This readme file
- The master spreadsheets defining Tradeshift canonical business elements, business descriptions, code lists etc.
- A set of example files (both on MS Excel and text format)

The Tradeshift CSV format relies on some principles and rules which are stated below. The overall goal has been to make it very flexible and at the same time easy to use. It consists on 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 contains the full list of the supported fields, their formats, possible code lists together with a short business description. The first column (TSUBL use), indicates if the field is optional (0..1) or mandatory (1), according to the Tradeshift default business rules. In order to be 100% safe, you therefore need to check if your specific invoice receiver (the enterprise) has special requirements on certain elements. As an example, it could be that your enterprise requires you to always provide an order number reference on your invoice. Enterprise specific rules, will be documented on the public profile of the enterprise (you received the url in your Tradeshift invitation email).

The Tradeshift CSV format relies on the following rules:

1. One CSV file pr. Invoice
2. “;” as separator character
3. Character encoding should be UTF-8
4. First row (line) with labels (the labels are case-sensitive)
5. One row for each invoice line
6. No extra rows (summary calculations etc. etc.)
7. Invoice header fields are mapped from the first invoice line row (so invoice total etc. must be stated there)
8. Some fields are mandatory, others are optional. Check the provided MS Excel examples, where labels marked with red are mandatory, black labels are optional and labels with blue are mutual dependent. The examples contain all the Tradeshift default mandatory fields, but only a small number of the optional fields. See the master spreadsheets for the full list of fields (first column indicates if they are mandatory or optional). Here you will also find a short business description of each field (=label). Also check the public profile of your enterprise, to see if some additional fields from the master spreadsheet are mandatory.

9. If you never need to use a specific optional field, feel free to delete the corresponding column ;-)
10. Data quality is important (stick to agreed format for amounts, dates, unit codes, country codes, currency codes etc.)