

Guide to Tradeshift document format documentation package.

The package consists of the following:

- This readme file
- The master spreadsheet defining Tradeshift canonical business elements, business descriptions, code lists etc.
- The format-specific spreadsheet defining the mapping from the specific format to the canonical business elements
- A set of example files

The concept of the Tradeshift canonical business element is the key to establish a consistent document conversion process, with the following elements:

- A common generic description (the master spreadsheet)
- A format-specific description
- A meaningful validation report (when uploading your test and production files)

So let's take a concrete example. You would like to use BasdaXML as your invoice document format when uploading to Tradeshift, and you would like to know how to map the element "Invoice date":

1. Start downloading the BasdaXML package
2. Open the Invoice master spreadsheet
3. Locate the proper canonical business element (either directly from the canonical name or from the business description). In this case: InvoiceDate
4. Check the required format, in this case: yyyy-mm-dd
5. Open the spreadsheet with the BasdaXML invoice description
6. Locate the InvoiceDate canonical element
7. Check the BasdaXML source XPath. In this case: Invoice/InvoiceDate
8. Open the BasdaXML Invoice example file, and locate the element
9. When testing, if the element contains validation errors, the error message would be related to both the canonical name and the source XPath (if possible)

But this is not enough! In order to be 100% safe, you 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 on your invoice.

You therefore need to consult the public profile of the enterprises, and check out if any special validation rules exist. Again the canonical element is the key, as the rules are sorted by this.