

# Access Procure Wizard Portal Invoice Upload

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The below schema is used for the Portal Invoice Upload feature found within the Supplier Portal.

## Function

Update multiple invoices by CSV upload. Files uploaded must be in the agreed format stated in this Schema. Failing to comply with the agreed standard may result in incorrect data being loaded on to your account and result in incorrect payment being made by the Purchaser.

Files will generally be loaded to your Procure Wizard (PW) account within one hour of the file being uploaded to system. An alert will be sent out to your account on completion. Files that fail the validation checks will be held in Orphans and must be manually corrected before they can be processed for payment by the Purchaser.

File type: .csv

Delimiter: comma

comma (',' ) delimiters are used to separate fields on the each line and therefore should be removed from any data including values and product descriptions. Failing to do so will cause you to receive a warning when importing the file.

Example:

	A	B	C	D	E	F	G	H	I	J
1	PONumber	InvoiceNum	ParentInvc	TypeID	ShipToCod	AccountCo	InvoiceDate	InvoiceGrandTotalNet	InvoiceGrandTotalVat	InvoiceGrandTotalGross
2		184978		INV	3922	Z001	31/12/2018	6,625.30	1,325.06	7,950.36
3		184978		INV	3922	Z001	31/12/2018	6,625.30	1,325.06	7,950.36
4		184978		INV	3922	Z001	31/12/2018	6,625.30	1,325.06	7,950.36

The system will read the data as:

	A	B	C	D	E	F	G	H	I	J
1	PONumber	InvoiceNum	ParentInvc	TypeID	ShipToCod	AccountCo	InvoiceDate	InvoiceGrandTotalNet	InvoiceGrandTotalVat	InvoiceGrandTotalGross
2		184978		INV	3922	Z001	31/12/2018	6	625.30	1
3		184978		INV	3922	Z001	31/12/2018	6	625.30	1
4		184978		INV	3922	Z001	31/12/2018	6	625.30	1

## Portal Invoice Upload File

Each file will contain the following rows (multiple invoices can be contained in the same file. Invoices are grouped together by InvoiceNumber and InvoiceDate, ShipToCode):

### Header Line

The first line within the file must be set as the header row with the below fields. Files that do not contain this row or contain headers which do not match the agreed format will not be uploaded.

PW = Procure Wizard and referred to data held within your PW account configuration

Field Name	Data	Position	Type/Length	Notes
<b>PONumber</b>	Required Field	1	Varchar(8)	
<b>InvoiceNumber</b>	Required Field	2	Varchar(13)	
<b>ParentInvoiceNumber</b>	Required Field	3	Varchar(19)	
<b>TypeID</b>	Required Field	4	Varchar(6)	
<b>ShipToCode</b>	Required Field	5	Varchar(10)	
<b>AccountCode</b>	Required Field	6	Varchar(11)	
<b>InvoiceDate</b>	Required Field	7	Varchar(11)	
<b>InvoiceGrandTotalNet</b>	Required Field	8	Varchar(20)	
<b>InvoiceGrandTotalVat</b>	Required Field	9	Varchar(20)	
<b>InvoiceGrandTotalGross</b>	Required Field	10	Varchar(22)	
<b>DeliveryNet</b>	Required Field	11	Varchar(11)	
<b>DeliveryVat</b>	Required Field	12	Varchar(11)	
<b>DeliveryGross</b>	Required Field	13	Varchar(13)	
<b>DiscountNet</b>	Required Field	14	Varchar(11)	
<b>DiscountVat</b>	Required Field	15	Varchar(11)	
<b>DiscountGross</b>	Required Field	16	Varchar(13)	
<b>InvoiceLineCount</b>	Required Field	17	Varchar(16)	
<b>ProductCode</b>	Required Field	18	Varchar(11)	
<b>ProductDescription</b>	Required Field	19	Varchar(18)	
<b>ProductQuantity</b>	Required Field	20	Varchar(15)	
<b>ProductUOM</b>	Required Field	21	Varchar(10)	
<b>ProductUnitPrice</b>	Required Field	22	Varchar(16)	
<b>ProductVatPercentage</b>	Required Field	23	Varchar(20)	
<b>ProductNetValue</b>	Required Field	24	Varchar(15)	
<b>ProductVatValue</b>	Required Field	25	Varchar(15)	
<b>ProductGrossValue</b>	Required Field	26	Varchar(17)	

## Invoice Line(s)

For each product invoiced a new line is to be created.

Field Name		Position	Type/Length	Note
PONumber	Optional Field	1	Numeric(10)	Reference po number on PW
InvoiceNumber	Required field	2	Alphanumeric/Varchar(64)	Supplier unique Invoice reference
ParentInvoiceNumber	Optional Field	3	Alphanumeric/Varchar(64)	<b>Credit only</b> , Invoice reference credit raised against
TypeID	Required field	4	Alphanumeric/Varchar(3)	INV = Invoice CRE = CREDIT
ShipToCode	Optional Field	5	Alphanumeric/Varchar(6)	Purchaser Unit ID on PW
AccountCode	Required field	6	Alphanumeric/Varchar(64)	Suppliers own Account code assigned to purchaser unit (Must be unique per unit/department)
InvoiceDate	Required field	7	Date "dd/MM/yyyy"	Date of Invoice/Credit Note
InvoiceGrandTotalNet	Required field	8	Decimal (2 d.p)	Total Net Value of Invoice (inc delivery and discount charges)
InvoiceGrandTotalVat	Required field	9	Decimal (2 d.p)	Total Vat Value of Invoice (inc delivery and discount charges)
InvoiceGrandTotalGross	Required field	10	Decimal (2 d.p)	Total Gross Value of Invoice (inc delivery and discount charges)
DeliveryNet	Optional Field	11	Decimal (2 d.p)	<b>Invoice only</b> , Delivery Net Value of Invoice
DeliveryVat	Optional Field	12	Decimal (2 d.p)	<b>Invoice only</b> , Delivery Vat Value of Invoice
DeliveryGross	Optional Field	13	Decimal (2 d.p)	<b>Invoice only</b> , Delivery Gross Value of Invoice
DiscountNet	Optional Field	14	Decimal (2 d.p)	<b>Invoice only</b> , Discount Net Value of Invoice
DiscountVat	Optional Field	15	Decimal (2 d.p)	<b>Invoice only</b> , Discount Vat Value of Invoice

<b>DiscountGross</b>	<b>Optional Field</b>	16	Decimal (2 d.p)	<b>Invoice only</b> , Discount Gross Value of Invoice
<b>InvoiceLineCount</b>	<b>Required field</b>	17	Numeric	incremental by 1 for each item on invoice (Starting at 1 for each new invoice)
<b>ProductCode</b>	<b>Required field</b>	18	Alphanumeric/ Varchar(32)	Supplier own product SKU as entered on PW account
<b>ProductDescription</b>	<b>Optional Field</b>	19	Alphanumeric/ Varchar(64)	
<b>ProductQuantity</b>	<b>Required field</b>	20	Numeric up to (5 d.p)	Quantity invoiced
<b>ProductUOM</b>	<b>Optional Field</b>	21	Varchar(2)	CS full item ordered: EA Split item ordered
<b>ProductUnitPrice</b>	<b>Required field</b>	22	Numeric up to (5 d.p)	unit price of product
<b>ProductVatPercentage</b>	<b>Required field</b>	23	Numeric(2)	vat percentage of product 20 =20%, 5 = 5%
<b>ProductNetValue</b>	<b>Required field</b>	24	Decimal (2 d.p)	net value of product
<b>ProductVatValue</b>	<b>Optional Field</b>	25	Decimal (2 d.p)	vat value of product
<b>ProductGrossValue</b>	<b>Required field</b>	26	Decimal (2 d.p)	gross value of product

## Example Invoice

#19088811: Portal Invoice

Invoice Documents 0

### Checked and Balances

Invoice Date \*

Supplier Invoice \*

PO Special Instructions

- Show comparison with purchase order
- Show comparison with delivery
- Hide matched items

Display Mode

Filter

SKU	Product Details	Showing 3 of 3	Size	Qty	Unit	Net	Tax	Gross	
VEG2285	Peas \ Canned Pulses Own Brand Chick Peas	<input type="checkbox"/>	1 x 800g	12	£0.99	£11.88	£0.00	£11.88	I
ETH0900	Dips (Chilled) \ Delicatessen (Chilled) Own Brand Hummus	<input type="checkbox"/>	1 x 1 kg	6	£7.48	£44.88	£0.00	£44.88	I
PW4452373	British (Chilled) \ Cheese Blue Cheese	<input type="checkbox"/>	kg	10	£20.00	£200.00	£0.00	£200.00	I
<b>Totals</b>						£256.76	£0.00	£256.76	I
Discount						-£21.08	-£0.00	-£21.08	I
Delivery						£0.00	£0.00	£0.00	I
<b>Grand Total</b>						£235.68	£0.00	£235.68	I

## Example Invoice File

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
PONUMBER	InvoiceNumber	ParentInvoiceNumber	TypeID	ShipToCode	AccountCode	InvoiceDate	InvoiceGrandTotalNet	InvoiceGrandTotalVat	InvoiceGrandTotalGross	DeliveryNet	DeliveryVat	DeliveryGross	DiscountNet	DiscountVat	DiscountGross
19088811	747637643		INV	3936 abc		25/04/2021	253.68	0	253.68	0	0	0	-21.08	0	-21.08
19088811	747637643		INV	3936 abc		25/04/2021	253.68	0	253.68	0	0	0	-21.08	0	-21.08
19088811	747637643		INV	3936 abc		25/04/2021	253.68	0	253.68	0	0	0	-21.08	0	-21.08

## Invoice details

### PONumber

References the PO number on PW the invoice is raised against. Where no PO number is given or the number stated does not match to a valid PO number on the account, the invoice will be auto created on a new PO number on the Purchaser's account.

## InvoiceNumber

A unique, sequential code that is systematically assigned to invoices.

## ParentInvoiceNumber

Used on Credit Notes only, set to the invoice number the credit was raised against. On creation the credit will then be linked to the originating invoice on system. Where not stated the Credit Note will be auto created on a new PO number on the Purchaser's account.

## TypeID

Indicates whether the data loaded should be treated as an invoice or Credit Note. If this is not stated or the incorrect Type is entered, the row will be ignored.

- INV = Invoice
- CRE = Credit notes

This is a group purchaser

- [-] Home Head Office
  - [+] Hotel 1
  - [+] Hotel 2
  - [+] Hotel 3
  - [+] test

Hide the purchaser users

### Site Details

Name	Hotel 1
Site Type	purchaser
Site ID	3936
Depot	Demo Supplier - Alana
Account code	<input type="text" value="abc"/>

## ShipToCode

Set to be the Purchaser Site ID (found on your PW account) of the unit/site the invoice is assigned too. If blank the Account Code will be used to attempt to identify the correct Ship To Code.

## AccountCode

Suppliers own code assigned to each site. This is used to assign the invoice to the correct site on your PW account. If left empty or the code does not match to any records on your PW account, the invoice will be held in Orphans under unknown purchaserID/purchaserUnitID.

## InvoiceDate

The date on which an invoice for a good is issued DD/MM/YYYY, e.g. 22/03/2021.

## InvoiceGrandTotalNet, InvoiceGrandTotalVat, InvoiceGrandTotalGross

Total values of the invoice including discount and delivery charge. Used as a validation check to ensure the sum of all items/products match the given grand totals. Where the values do not match the invoice will be held in Orphans.

## DeliveryNet, DeliveryVat & DeliveryGross

Delivery charge added to invoice. It will default to 0 if left empty. Invoice(s) only as it is not possible to apply a delivery charge to a credit note.

## DiscountNet, DiscountVat & DiscountGross

Total discount charge added to invoice. It will default to 0 if left empty. Invoice(s) only as it is not possible to apply a discount to a credit note.

## Line item details

### Example Invoice

#### #19088811: Portal Invoice

Invoice Documents 0

#### Checked and Balances

Invoice Date *	<input type="text" value="25/04/2021"/>	<input type="button" value="Save"/>
Supplier Invoice *	<input type="text" value="747637643"/>	<input type="button" value="Save"/>
PO Special Instructions	<input type="text"/>	

- Show comparison with purchase order
- Show comparison with delivery
- Hide matched items

Display Mode

Filter

SKU	Product Details	Showing 3 of 3	Size	Qty	Unit	Net	Tax	Gross	
VEG2285	Peas \ Canned Pulses Own Brand Chick Peas	<input type="checkbox"/>	1 x 800g	12	£0.99	£11.88	£0.00	£11.88	I
ETH0900	Dips (Chilled) \ Delicatessen (Chilled) Own Brand Hummus	<input type="checkbox"/>	1 x 1 kg	6	£7.48	£44.88	£0.00	£44.88	I
PW4452373	British (Chilled) \ Cheese Blue Cheese	<input type="checkbox"/>	kg	10	£20.00	£200.00	£0.00	£200.00	I
<b>Totals</b>						£256.76	£0.00	£256.76	I
<b>Discount</b>						-£21.08	-£0.00	-£21.08	I
<b>Delivery</b>						£0.00	£0.00	£0.00	I
<b>Grand Total</b>						£235.68	£0.00	£235.68	I

### Example Invoice File

Q	R	S	T	U	V	W	X	Y	Z
InvoiceLineCount	ProductCode	ProductDescription	ProductQuantity	ProductUOM	ProductUnitPrice	ProductVatPercentage	ProductNetValue	ProductVatValue	ProductGrossValue
1	VEG2285	Own Brand Chick Peas	12	CS	0.99	0	0.99	0	0.99
2	ETH0900	Own Brand Hummus	6	CS	7.48	0	7.48	0	7.48
3	PW4452373	Blue Cheese	10	EA	20	0	20	0	20

### InvoiceLineCount

Indicates the total number of items on an invoice. Each new invoice must start at 1 and increase for each item/product.

### ProductCode

SKU code is an internal code given to a product which identifies the product on your PW account. Invoices that contain an invalid SKU will be held in Orphans.

### ProductDescription

Description of the product. This is used to identify missing SKU or manual reading of the file and is not a required field (field can be left empty but must still be present in the file format).

### ProductQuantity

Amount of goods invoiced. Weighed items can be set up to 3 d.p.

### ProductUOM

Products can be purchased in two ways either as a full (case) or as a single unit (split). This allows you to have the same SKU code attached to one product.

Below is an example that shows the user ordered 2 single bottles of Vodka and 2 full cases (total bottles delivered 12).

# #22374681: Purchase Order

 Purchase Order Documents 0

Order Status: Awaiting Delivery

PO Special Instructions



Show comparison with delivery

Show comparison with invoice

Hide matched items

Display Mode

Order as Placed ▼ +

Filter

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i The purchase order is now locked to modification.

SKU	Product Details	Showing 2 of 2	Size	Qty	Unit	Net	Tax	Gross	
213717	Vodka \ Alcoholic Beverages Russian Standard Vodka : 40%	<input type="checkbox"/>	6 x 70cl	2	£71.94	£143.88	£28.78	£172.66	P
213717	Vodka \ Alcoholic Beverages Russian Standard Vodka : 40%	<input type="checkbox"/>	6 x 70cl	2 split	£11.99	£23.98	£4.80	£28.78	P
<b>Totals</b>						<b>£167.86</b>	<b>£33.58</b>	<b>£201.44</b>	<b>P</b>
Discount						-£0.00	-£0.00	-£0.00	P
Delivery						£0.00	£0.00	£0.00	P
<b>Grand Total</b>						<b>£167.86</b>	<b>£33.58</b>	<b>£201.44</b>	<b>P</b>

The purpose of the ProductUOM field is to determine if the item has been invoiced as a full case or as a split (single bottle) by using one of the below identifiers:

- CS = Case
- EA = single item (split product)

Entering an incorrect code will not have any impact on the invoice values loaded to the system but it will impact Purchasers who may be using the item in a stock control (i.e if incorrect the Purchaser may add 6 cases to their storeroom instead of 6 bottles).

It has been marked as optional as the system will default any empty spaces or unknown codes (such as KG) to be CASE.

As not all Suppliers use split items on the PW account or allow products to be ordered in this way, the default value of case can be used for most suppliers (if you are unsure please contact a member of the PW support team).

### ProductUnitPrice

Price for a single unit of measure of a product sold.

### ProductVatPercentage

VAT percentage of the product

- 0=0%
- 5=5%
- 20=20%

### ProductNetValue, ProductVatValue, & ProductGrossValue

Note the products VAT value will be calculated using the VAT percentage, the ProductVatValue is an optional field and is only used for manual validation purposes.

A validation check will be done to ensure the values given for each product line are correct. Any discrepancies will cause the invoice to be held in Orphans.

Validation check

Quantity x UnitPrice = ProductNetValue

ProductNetValue + (ProductNetValue x ProductVatPercentage) = ProductGrossValue