

## Invoice

As an invoice file may contain one or more invoices, the records for a single invoice must be grouped together with the detail records immediately following the header record. When multiple headers and details exist in an invoice file, processing occurs for one header and all of its associated details before moving on to the next header/detail group, until all processing is complete.

Invoice detail is used to support online historical reporting for customers. Invoice data includes all orders (regardless of how they were placed), returns, credits and other adjustments.

Order Maestro ignores any invoices that may be duplicates of ones already processed. Duplicates are determined by comparing the complete invoice key (i.e., **Distribution Center Code, Invoice Number, Account Number, Invoice Date** and **Total Invoice Amount** fields).

Only invoices with a corresponding account in Order Maestro will be processed.

File must be pipe (|) delimited. For each type, the relative position of each field must be maintained regardless of whether all fields contain data. This means you must enter a pipe for every field listed in a row even if it may not be marked as “required”.

These are the record types contained in an invoice file:

1. **H** – Invoice Header
2. **HT** – Invoice Header Tax
3. **HC** – Invoice Header Charge
4. **HA** – Invoice Header Allowance
5. **HL** – Invoice Address Lines
6. **HN** – Invoice Header Notes
7. **HP** – Invoice Payment Terms
8. **D** – Invoice Detail Item
9. **DS** – Invoice Detail Special/Additional Item Info
10. **DT** – Invoice Detail Item Tax
11. **DC** – Invoice Detail Item Charge
12. **DA** – Invoice Detail Item Allowance
13. **DN** – Invoice Detail Notes

In general, the Invoice Header ('H') and at least one Invoice Detail Item ('D') is required for each invoice. All other record types are considered optional.

## 1) Invoice Header

One per invoice within the file. This record is **REQUIRED**.

<i>Pos.</i>	<i>Field</i>	<i>Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Comments</i>
1	Record Type	A	1	Y	Place value of “H” in this field.
2	Document Type	A	3	Y	Defines if it is invoice or credit data, values should be INV or CRD
3	*Invoice Number	A	100	Y	Distributor’s invoice number.
4	*Account Number	A	50	Y	The distributor’s unique account identifier.
5	*Distribution Center Code	A	100	Y	The distributor’s warehouse or distribution center identifier that the account belongs to. An Account Number must be unique to a distribution center.
6	Distributor Code	A	100	Y	The code for the distributor that the account is from. This code will be provided by iTradeNetwork.
7	Enterprise Code	A	50	Y	The code for the enterprise that the unit is owned by or associated with. This code will be provided by iTradeNetwork.
8	*Invoice Date	A	10	Y	YYYYMMDD. The date the invoice was created.
9	Invoice Sub-Total Amount	F	13,4	N	Subtotal of the invoice detail lines <b>Extended Price/Total Amount</b> . Currency with a decimal.
10	Total Invoice Tax	F	13,4	N	Total tax charged on this invoice. Currency with a decimal. Defaults to <b>0</b> if left blank.
11	Total Invoice Charges/Fees	F	13,4	N	Total fees or charges charged on this invoice. Currency with a decimal. Defaults to <b>0</b> if left blank.
12	Total Invoice Allowances/Discounts	F	13,4	N	Total allowances or discounts applied to on this invoice. Currency with a decimal. Defaults to <b>0</b> if left blank.
13	*Total Invoice Amount	F	9,2	Y	Invoice amount including tax, charges and discounts. Currency with a decimal including the total invoice tax. Defaults to <b>0</b> if left blank.
14	Delivery Note Number	A	20	N	a.k.a. ‘Packing Slip Number’ The distributor’s unique delivery note number. This is identified on the physical document at delivery for receiving.

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15	Price Level Key	A	50	N	The account's Price Level/List Key.
16	Currency Code	A	20	N	This is the currency code for the document.
17	Catalog Code	A	30	N	<p>The distributor's catalog identifier that the account belongs to. This may be the same as the <b>Distribution Center Code</b>.</p> <p>A catalog is a full list of products for the Distribution Center.</p>

## 2) Invoice Header Tax

One per tax charged per invoice within the file. This record is **Optional**.

<i>Pos.</i>	<i>Field</i>	<i>Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Comments</i>
1	Record Type	A	2	Y	Place value of “HT” in this field.
2	Tax Type Code	A	20	Y	A code to specify the type of tax charged on the invoice.
3	Tax Amount	F	13,4	Y	Tax amount charged on this invoice for the specified type. Currency with a decimal.

## 3) Invoice Header Charge

One per charge per invoice within the file. This record is **Optional**.

<i>Pos.</i>	<i>Field</i>	<i>Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Comments</i>
1	Record Type	A	2	Y	Place value of “HC” in this field.
2	Charge Type Code	A	20	Y	A code to specify the type of charge or fee on the invoice.
3	Charge Amount	F	13,4	Y	Amount charged on this invoice for the specified type. Currency with a decimal.
4	Charge Description	A	100	N	A description of the charge.

## 4) Invoice Header Allowance

One per allowance per invoice within the file. This record is **Optional**.

<i>Pos.</i>	<i>Field</i>	<i>Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Comments</i>
<b>1</b>	<b>Record Type</b>	A	2	Y	Place value of “HA” in this field.
<b>2</b>	<b>Allowance Type Code</b>	A	20	Y	A code to specify the type of allowance or discount on the invoice.
<b>3</b>	<b>Allowance Amount</b>	F	13,4	Y	Allowance amount given on this invoice for the specified type. Currency with a decimal.
<b>4</b>	<b>Allowance Description</b>	A	100	N	A description of the allowance.

## 5) Invoice Address Lines

One address line per invoice, per address type code within the file. This record is **Optional\***.

**\*Note:** Although optional, it is recommended that the Bill-to (BT) and Ship-to (ST) records be specified for each invoice.

<i>Pos.</i>	<i>Field</i>	<i>Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Comments</i>
1	Record Type	A	2	Y	Place value of “ <b>HL</b> ” in this field.
2	Address Type Code	A	2	Y	A code to specify the type of address information. ‘BT’ – Bill-to ‘ST’ – Ship-to ‘SF’ – Ship-from (usually the Distribution Center’s Site Address) ‘RE’ – Remit-to
3	Name	A	100	Y	Name of the location for the type of address
4	Address Line 1	A	100	Y	First line of the address. The address can be separated into 3 lines to include the attention line, the street address, the suite number, etc.
5	Address Line 2	A	100	N	Second line of the address. The address can be separated into 3 lines to include the attention line, the street address, the suite number, etc.
6	Address Line 3	A	100	N	Third line of the address. The address can be separated into 3 lines to include the attention line, the street address, the suite number, etc.
7	City	A	50	Y	City name
8	State or Province or Region Code	A	100	Y	The state or province abbreviation for the address or the full county name depending on the country standards. (Example: New York = NY; British Columbia = BC, Berkshire = Berkshire)
9	Postal Code	A	30	Y	The zip or postal code for the address.
10	Country	A	10	N	The two character country abbreviation for the address. (Example United States = US, Canada = CA)

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					Please reference the ISO Country Code standards for full list of abbreviations. The 2 character abbreviation will be used. <a href="https://www.iso.org/obp/ui/#search">https://www.iso.org/obp/ui/#search</a>
11	Phone Number	A	50	N	Phone number for the location
12	GLN	A	13	N	The GS1 Global Location Number for type of address.

## 6) Invoice Header Notes

One note per invoice within the file. This record is **Optional**.

<i>Pos.</i>	<i>Field</i>	<i>Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Comments</i>
1	Record Type	A	2	Y	Place value of “HN” in this field.
2	Notes	A	1000	Y	

## 7) Invoice Payment Terms

One terms per invoice within the file. This record is **Optional**.

<i>Pos.</i>	<i>Field</i>	<i>Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Comments</i>
1	Record Type	A	2	Y	Place value of “HP” in this field.
2	Terms Type Code	A	50	Y	Code defined by distributor or iTradenetwork.
3	Terms Start Date	A	10	Y	YYYYMMDD. The date the terms start.
4	Terms Description	A	100	Y	Description
5	Discount Percent	F	7,4	N*	Percentage of discount. *Either <b>Discount Percent</b> or <b>Discount Amount</b> should be entered.
6	Discount Amount	F	13,4	N	Fixed amount of discount.
7	Discount Due Date	A	10	N*	YYYYMMDD. The date to pay the invoice to get the <b>Discount (Percent or Amount)</b> . *Either <b>Discount Due Date</b> or <b>Discount Days</b> should be entered.
8	Discount Days	N	5	N	Number of days to pay invoice to get the <b>Discount</b> (if <b>Discount Due Date</b> is not provided).
9	Net Due Date	A	10	N*	YYYYMMDD. The date the invoice is to be paid. *Either <b>Net Due Date</b> or <b>Net Days</b> should be entered.
10	Net Days	N	5	N	Number of days to pay invoice.



## 8) Invoice Detail

One for each item within an order within an invoice. This record is **REQUIRED**.

<i>Pos.</i>	<i>Field</i>	<i>Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Comments</i>
1	Record Type	A	1	Y	Place value of “D” in this field.
2	Invoice Number	A	100	Y	Distributor’s invoice number.
3	Account Number	A	50	Y	The distributor’s unique account identifier.
4	Distribution Center Code	A	100	N	The distributor’s warehouse or distribution center identifier that the account belongs to. An Account Number must be unique to a distribution center.
5	Invoice Date	A	10	N	YYYYMMDD. The date invoice was created. This date is included for load performance reasons and should be the same as the date in the invoice header.
6	Distributor Order Number	A	100	N	The original purchase order number from the distribution center that was fulfilled by this invoice. Defaults to <b>NULL</b> if left blank.
7	Account Purchase Order Number	A	100	N	The original purchase order number from the account (from Order Maestro or another system) that was fulfilled by this invoice. Defaults to <b>NULL</b> if left blank.
8	Order ID	N	20	N	Order number from Order Maestro, if applicable. Defaults to 0 if left blank. Required if invoice correlation to order is desired.
9	Order Date	A	10	N	YYYYMMDD. The Date the order was submitted.
10	Order Delivery Date	A	10	N	YYYYMMDD. The Delivery Date of the order.
11	Order Delivery Method Code	A	3	N	Delivery Method Code for the order. ‘1’ – Delivered via trucking service ‘2’ – Customer Pickup of order

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					'3' – Order Shipped Via UPS '4' – Order Shipped Via United States Postal Service '5' – Order Shipped Via FedEx '6' – Order Shipped Via (distributor) Organization defined carrier
12	Product Number	A	30	Y	The distributor's identifier for the product.
13	Unit Of Measure	A	50	N	The standard unit of measure by which the product is sold. (This applies to the non-broken product only.)
14	Line Item Number	N	5	Y	Line item number assigned to each detail record within an invoice.
15	Quantity Ordered	N	5	Y	Number of units ordered. For <b>Catch Weight</b> items, represents the number of items and NOT the weight. Defaults to <b>0</b> if left blank.
16	Quantity Shipped	N	5	Y	Number of units purchased. For <b>Catch Weight</b> items, represents the number of items and NOT the weight. For returns and credits, this value is negative (e.g., -5). Defaults to <b>0</b> if left blank.
17	Unit Price	F	13,4	Y	Unit price. For <b>Catch Weight</b> items, price per pound. Currency with a decimal. Defaults to <b>0</b> if left blank.
18	Split Indicator	A	1	N	<b>Y</b> – denotes a split. <b>N</b> – denotes a whole case.  Describes whether the item is a single item split from a case. Only applies if cases and splits have the same item number. Defaults to <b>N</b> and is considered a case if left blank.
19	Catch Weight	A	1	N	<b>Y</b> – yes; the item is priced by weight. <b>N</b> – no; represents a fixed weight item. Defaults to <b>N</b> if left blank.
20	Product Weight	F	13,4	N	If the product is catch weight, then this weight will be used to determine product price. If not, the weight will be a product attribute for informational purposes only.
21	Product Description	A	500	N	This description is only used if the product is not found within the Order Maestro database.

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22	<b>Extended Price/Total Amount</b>	F	13,4	Y	Total amount for line item. Currency with a decimal. For returns and credits, this value should be negative.
23	<b>GL Code</b>	A	200	N	Account or Customer general ledger code for the product.
24	<b>Item Category</b>	A	200	N	Account or Customer category identifier for the product.
25	<b>Item Number</b>	A	100	N	Account or Customer item product identifier.
26	<b>Status Code</b>	A	40	N	Partner supplied code value.
27	<b>Reference Line Item Number</b>	N	5	N	For a Substitute item, this is the line number that this row is a substitute. On a credit invoice, this is line item reference on an original invoice.
28	<b>Reference Invoice Number</b>	A	100	N	For a credit, this would be the Invoice number being credited.
29	<b>Credit Reason</b>	A	100	N	Reason credit given.
30	<b>Manufacturer Name/ID</b>	A	100	N	The name of the original manufacturer of the product.
31	<b>Manufacturer Item Number</b>	A	50	N	The manufacturer's identifier for the product.

## 9) Invoice Detail Special/Additional Item Info

This record is used to provide details about items in the invoice. This record is **Optional\***.

**\*Note:** If the item is on the distributor's Product Catalog, this record is NOT required. If the item was a special order item, or for some reason the distributor needs to supply a special description, this record should be supplied.

Only one record per invoice detail line.

<i>Pos.</i>	<i>Field</i>	<i>Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Comments</i>
1	Record Type	A	2	Y	Place value of "DS" in this field.
2	Product Number	A	30	N	The distributor's identifier for the product and should match the 'Product Number' on the 'D' record above. This may also be the Account or Customer item product identifier.
3	Item Description	A	100	N	The name of the product as it will be shown in Order Maestro.
4	Package Size	A	30	N	The size of each unit within the case. "6/#10 Cans", Case, Each, etc.
5	UPC 1	A	50	N	UPC Code
6	UPC 2	A	50	N	UPC Code
7	GTIN	A	50	N	The Global Trade Item Number of the product.
8	Manufacturer Name/ID	A	100	N	The name or ID of the original manufacturer of the product.
9	Manufacturer Item Number	A	50	N	The manufacturer's identifier for the product.
10	Brand	A	100	N	The product's brand.

## 10) Invoice Detail Tax

One per tax charged per invoice detail line within the file. This record is **Optional\***.

**\*Note:** If the item is taxable, this record should be provided.

<i>Pos.</i>	<i>Field</i>	<i>Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Comments</i>
1	Record Type	A	2	Y	Place value of “DT” in this field.
2	Tax Type Code	A	20	Y	A code to specify the type of tax charged on the invoice detail line.
3	Tax Amount	F	13,4	Y	Tax amount charged on this invoice detail line for the specified type. Currency with a decimal.

## 11) Invoice Detail Charge

One per charge per invoice detail line within the file. This record is **Optional**.

<i>Pos.</i>	<i>Field</i>	<i>Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Comments</i>
1	Record Type	A	2	Y	Place value of “DC” in this field.
2	Charge Type Code	A	20	Y	A code to specify the type of charge or fee on the invoice detail line.
3	Charge Amount	F	13,4	Y	Amount charged on this invoice detail line for the specified type. Currency with a decimal.
4	Charge Description	A	100	N	A description of the charge.

## 12) Invoice Detail Allowance

One per allowance per invoice detail line within the file. This record is **Optional**.

<i>Pos.</i>	<i>Field</i>	<i>Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Comments</i>
<b>1</b>	<b>Record Type</b>	A	2	Y	Place value of “ <b>DA</b> ” in this field.
<b>2</b>	<b>Allowance Type Code</b>	A	20	Y	A code to specify the type of allowance or discount on the invoice detail line.
<b>3</b>	<b>Allowance Amount</b>	F	13,4	Y	Allowance amount given on this invoice detail line for the specified type. Currency with a decimal.
<b>4</b>	<b>Allowance Description</b>	A	100	N	A description of the allowance.

### 13) Invoice Detail Notes

One note per invoice detail line within the file. This record is **Optional**.

<i>Pos.</i>	<i>Field</i>	<i>Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Comments</i>
<b>1</b>	<b>Record Type</b>	A	2	Y	Place value of “ <b>DN</b> ” in this field.
<b>2</b>	<b>Notes</b>	A	1000	Y	

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Rev	Changes	Date	Reviewers
1.2	Release of 1.2; updated field names, field types, delimiters, from Commerce 5.4.3	4/04/2014	KM/MT/VR
1.2	Added CustomerGLCode, CustomerItemCategory, and CustomerItemNumber. Adjusted column widths of existing fields to match those supported by BP database. Previously they were Commerce-specified widths, though most all existing values in the BP database were within those widths.	5/16/2014	MT
1.2.1	Corrected Product Number Max Length, from 20 to 30.	1/8/2015	VR
1.3	Added Document Type	2/11/2015	NW
1.3	Added tax, charge, and allowance records.	5/12/2015	MT
1.3	Added charge and allowance total to header. Removed additional tax from header; it is an Invoice Header Tax record now.	6/11/2015	MT
1.3	Specify all eight record types in overview.	9/2/2015	MT
1.4	New version to support Access (legacy Data Bridge). 1) Added fields to Invoice Header 2) Added fields to Invoice Detail 3) Added new record types <ul style="list-style-type: none"> <li>• 'Invoice Header Address Lines'</li> <li>• 'Invoice Notes'</li> <li>• 'Invoice Payment Terms'</li> <li>• 'Invoice Detail Special/Additional Item Info'</li> <li>• 'Invoice Detail Notes'</li> </ul>	5/1/2016	JM
1.4	Corrected 'Invoice Payment Terms' record type constant from 'IP' to 'HP'. Corrected 'field position' numbering on 'Invoice Detail Special/Additional Item Info' record.	1/6/2017	JM
1.4	Removed highlighting on fields. Changed 'Invoice Sub-Total Amount' and 'Catalog Code' to be flagged as not required.	1/25/2017	JM
1.4	Added 'Name' and 'Phone Number' to Invoice Address	3/8/2017	JM
1.4.1	Added note for each record type on whether it is required or optional.	7/12/2018	JM/AI
1.4.2	All date fields to be formatted as YYYYMMDD.	1/15/2019	JM
1.4.3	Corrected 'Invoice Number' type on Header to indicate 'A' (alphanumeric)	2/12/2019	JM