



**Invoice-Portal.de**  
POWERED BY WEBWARE INTERNET SOLUTIONS

## **Invoice-Portal.de**

### **SFTP Specification**

Version 1.1

Webware internet solutions GmbH  
Teichstraße 14-16  
34130 Kassel  
Germany



**Contents**

- 1. Introduction..... 3
- 2. File Name Agreement ..... 3
  - 2.1. Use case: complete invoice file ..... 3
  - 2.2. Use case: invoice file with external documents to be embedded ..... 5
- 3. Data Formats..... 6
- 4. Folder Structure ..... 8
  - 4.1. Folders for Outgoing Invoices ..... 8
  - 4.2. Folders for Incoming Invoices ..... 9
- 5. Responses ..... 10
- 6. SFTP Server Configuration..... 13
- 7. Webware Central Service Desk..... 14

Version	Date	Description
1.0	14.02.2020	First release
1.0.1	07.04.2020	Update
1.0.2	06.06.2020	Changes in responses structure
1.0.3	21.08.2020	Added Email specification
1.0.4	11.11.2020	Invoice with attachment (XRechnung)
1.0.5	26.11.2020	Extended file name convention
1.1	23.12.2020	New document structure

## 1. Introduction

The user interacting and exchanging data through the web page interface must be an actual person. During the registration process, full details of who the person is must be defined.

Invoice Portal product system: <https://app.invoice-portal.de>

Invoice Portal test system: <https://apptest.invoice-portal.de>

## 2. File Name Agreement

Please ensure that the file name does not contain special characters, “umlauts” and spaces.

The following characters are allowed: a-z A-Z 0-9 . \_ -

### 2.1. Use case: complete invoice file

The following file extension are allowed:

- xml
- csv (Please see [Webware CSV Specification](#))

Via content of the invoice file or via name of the invoice file you can select the way to send invoice.

- a) Case: send an invoice via PEPPOL, the PEPPOL Participant IDs included in the XML file  
**<unique-file-name>.xml**

Examples:

- *INV2020\_158.xml*
- *INV2020\_212.csv*

Examples for an incorrect file name:

- *invoice 20200401-002.xml* ← space
- *Rechnung\_zubehör.xml* ← umlauts
- *Rechnung.txt* ← incorrect extension

**b) Case: send an invoice via PEPPOL, PEPPOL Participant IDs send via file name**

If it is not possible for you to define PEPPOL Participant IDs in the content of the invoice file you can also send us the PEPPOL Participant IDs via file name:

**<unique-file-name>+<sender PEPPOL ID >+<receiver PEPPOL ID >.xml**

The fields <sender PEPPOL ID> and <receiver PEPPOL ID > consists of two parts: <Electronic Address Scheme> and <ID>

Codes for Electronic Address Scheme (EAS):

- 0088 - EAN Location Code (GLN)
- 0204 - German Leitweg ID
- ...
- 9918 - S.W.I.F.T (IBAN)
- 9930 - German VAT ID
- ...

The full EAS list: <https://docs.peppol.eu/poacc/billing/3.0/codelist/eas/>

Examples for PEPPOL Participant ID:

- 9930.DE279247134 ← German VAT ID
- 0204.16067088 ← German Leitweg ID
- 0088.5790000123456 ← GLN

Example:

invoice-20200821-1+9930.DE279247134+9930.DE123456789.xml

**c) Case: send invoice file via Email**

If the invoice should be send not via PEPPOL network but via e-mail please use the following file name:

**<unique-file-name>+<email-receiver>.xml**

Example:

invoice-20200821-1+receiver@webware24.de.xml

## 2.2. Use case: invoice file with external documents to be embedded

If the customer needs to create XRechnung or PEPPOL BIS3 invoice with emended documents please use the following name convection:

- a) Case: send via PEPPOL, the PEPPOL Participant IDs included in the XML file.
- |  |                       |
|--|-----------------------|
| <b>&lt;unique-file-name&gt;+source.xml</b>                                   | ← for invoice file    |
| <b>&lt;unique-file-name&gt;+attachment_&lt;id&gt;.&lt;file extension&gt;</b> | ← for attachment file |

The following <file extension> are allowed:

- *csv*
- *pdf*
- *png*
- *jpeg*
- *xlsx*
- *ods*
- *xml*

See additional documentation: <https://docs.peppol.eu/poacc/billing/3.0/codelist/MimeCode/>

Examples for xml file:

<i>INV2020_158+source.xml</i>	← invoice
<i>INV2020_158+attachment_1.pdf</i>	← attachment 1

Examples for csv file:

<i>INV2020_212+source.csv</i>	← invoice
<i>INV2020_212+attachment_1.pdf</i>	← attachment 1

- b) Case: send via PEPPOL, PEPPOL Participant IDs send via file name
- |  |
|--|
| <b>&lt;unique-file-name&gt;+source+&lt;sender PEPPOL ID &gt;+&lt;receiver PEPPOL ID &gt;.xml</b> |
| <b>&lt;unique-file-name&gt;+attachment_&lt;id&gt;.&lt;file extension&gt;</b>                     |

Examples:

<i>invoice-20200821-1+source+9930.DE279247134+9930.DE123456789.xml</i>	← invoice file
<i>invoice-20200821-1+attachment_1.pdf</i>	← attachment 1
<i>invoice-20200821-1+attachment_2.png</i>	← attachment 2

- c) Case: send invoice file via Email
- |   |
|---|
| <b>&lt;unique-file-name&gt;+source+&lt;email-receiver&gt;.xml</b> |
| <b>&lt;unique-file-name&gt;+attachment_&lt;id&gt;.xml</b>         |

Examples:

<i>invoice-20200821-1+source+max@webware24.de.xml</i>	← invoice file
<i>invoice-20200821-1+attachment_1.pdf</i>	← attachment 1
<i>invoice-20200821-1+attachment_2.png</i>	← attachment 2

### 3. Data Formats

All data exchanged between customer and the Invoice Portal SFTP server will be in compliance with the XML (eXtensible Markup Language) and all data transmission must comply with the XSD (eXtensible Schema Design) files defined.

The XSD files provide the technical definition of the data provision and define the technical content rules for the file content.

The following file formats can be exchanged via portal web interface upload and SFTP:

Format Name	PEPPOL Document Type Identifier
PEPPOL BIS Billing V3	urn:oasis:names:specification:ubl:schema:xsd:Invoice-2::Invoice##urn:cen.eu:en16931:2017#compliant#urn:fdc:peppol.eu:2017:poacc:billing:3.0::2.1
PEPPOL BIS Billing V3	urn:oasis:names:specification:ubl:schema:xsd:CreditNote-2::CreditNote##urn:cen.eu:en16931:2017#compliant#urn:fdc:peppol.eu:2017:poacc:billing:3.0::2.1
PEPPOL BIS Billing V3	urn:un:unece:uncefact:data:standard:CrossIndustryInvoice:100::CrossIndustryInvoice##urn:cen.eu:en16931:2017#compliant#urn:fdc:peppol.eu:2017:poacc:billing:3.0::D16B
UBL.BE Invoice 3.0	urn:oasis:names:specification:ubl:schema:xsd:Invoice-2::Invoice##urn:cen.eu:en16931:2017#conformant#urn:UBL.BE:1.0.0.20180214::2.1
UBL.BE Credit Note 3.0	urn:oasis:names:specification:ubl:schema:xsd:CreditNote-2::CreditNote##urn:cen.eu:en16931:2017#conformant#urn:UBL.BE:1.0.0.20180214::2.1
PEPPOL Catalogue transaction 3.0	urn:oasis:names:specification:ubl:schema:xsd:Catalogue-2::Catalogue##urn:fdc:peppol.eu:poacc:trns:catalogue:3::2.1
PEPPOL Catalogue Response transaction 3.0	urn:oasis:names:specification:ubl:schema:xsd:ApplicationResponse-2::ApplicationResponse##urn:fdc:peppol.eu:poacc:trns:catalogue_response:3::2.1
PEPPOL Order transaction 3.0	urn:oasis:names:specification:ubl:schema:xsd:Order-2::Order##urn:fdc:peppol.eu:poacc:trns:order:3::2.1
PEPPOL Invoice Response transaction 3.0	urn:oasis:names:specification:ubl:schema:xsd:ApplicationResponse-2::ApplicationResponse##urn:fdc:peppol.eu:poacc:trns:invoice_response:3::2.1
PEPPOL Punch Out transaction 3.0	urn:oasis:names:specification:ubl:schema:xsd:Catalogue-2::Catalogue##urn:fdc:peppol.eu:poacc:trns:punch_out:3::2.1
PEPPOL Order Response transaction 3.0	urn:oasis:names:specification:ubl:schema:xsd:OrderResponse-2::OrderResponse##urn:fdc:peppol.eu:poacc:trns:order_response:3::2.1
PEPPOL Despatch Advice transaction 3.0	urn:oasis:names:specification:ubl:schema:xsd:DespatchAdvice-2::DespatchAdvice##urn:fdc:peppol.eu:poacc:trns:despatch_advice:3::2.1
PEPPOL Order Agreement transaction 3.0	urn:oasis:names:specification:ubl:schema:xsd:OrderResponse-2::OrderResponse##urn:fdc:peppol.eu:poacc:trns:order_agreement:3::2.1
PEPPOL Message Level Response transaction 3.0	urn:oasis:names:specification:ubl:schema:xsd:ApplicationResponse-2::ApplicationResponse##urn:fdc:peppol.eu:poacc:trns:mlr:3::2.1

SI-UBL 2.0 Invoice	urn:oasis:names:specification:ubl:schema:xsd:Invoice-2::Invoice##urn:cen.eu:en16931:2017#compliant#urn:fdc:nen.nl:nlcius:v1.0::2.1
SI-UBL 2.0 CreditNote	urn:oasis:names:specification:ubl:schema:xsd:CreditNote-2::CreditNote##urn:cen.eu:en16931:2017#compliant#urn:fdc:nen.nl:nlcius:v1.0::2.1
SG PEPPOL BIS Billing 3.0 Invoice	urn:oasis:names:specification:ubl:schema:xsd:Invoice-2::Invoice##urn:cen.eu:en16931:2017#conformant#urn:fdc:peppol.eu:2017:poacc:billing:international:sg:3.0::2.1
SG PEPPOL BIS Billing 3.0 Credit Note	urn:oasis:names:specification:ubl:schema:xsd:Invoice-2::CreditNote##urn:cen.eu:en16931:2017#conformant#urn:fdc:peppol.eu:2017:poacc:billing:international:sg:3.0::2.1
XRechnung UBL Invoice V1.2	urn:oasis:names:specification:ubl:schema:xsd:Invoice-2::Invoice##urn:cen.eu:en16931:2017#compliant#urn:xoevde:kosit:standard:xrechnung_1.2::2.1
XRechnung UBL CreditNote V1.2	urn:oasis:names:specification:ubl:schema:xsd:CreditNote-2::CreditNote##urn:cen.eu:en16931:2017#compliant#urn:xoevde:kosit:standard:xrechnung_1.2::2.1
XRechnung CII Invoice V1.2	urn:un:unece:uncefact:data:standard:CrossIndustryInvoice:100::CrossIndustryInvoice##urn:cen.eu:en16931:2017#compliant#urn:xoevde:kosit:standard:xrechnung_1.2::D16B
XRechnung UBL Invoice V2.0	urn:oasis:names:specification:ubl:schema:xsd:Invoice-2::CreditNote##urn:cen.eu:en16931:2017#compliant#urn:xoevde:kosit:standard:xrechnung_2.0
XRechnung UBL Credit Note V2.0	urn:oasis:names:specification:ubl:schema:xsd:CreditNote-2::CreditNote##urn:cen.eu:en16931:2017#compliant#urn:xoevde:kosit:standard:xrechnung_2.0
XRechnung CII Invoice V2.0	urn:un:unece:uncefact:data:standard:CrossIndustryInvoice:100::CrossIndustryInvoice##urn:cen.eu:en16931:2017#compliant#urn:xoevde:kosit:standard:xrechnung_2.0::D16B

## 4. Folder Structure

With the access to the Invoice Portal SFTP server you will get the following folder structure:

Name	Size	Changed
..		6/4/2020 09:53:26
download		6/4/2020 09:49:17
download_status		6/4/2020 09:49:17
upload		6/2/2020 18:19:12
upload_response		6/2/2020 18:19:12

You can save or delete any file from the folders, but you do not have permission to delete any folders.

### 4.1. Folders for Outgoing Invoices

#### Folder “Upload”

To send an invoice via SFTP you need to upload a valid invoice with a correct name in the “upload” folder, then our portal will register your file and send it to the receiver.

You can also upload multiple files at once, even folders of files. All files from subfolders will be put in the “upload” folder and checked. The uploaded folders will be deleted.

Examples:

- <unique-file-name>.xml
- <unique-file-name>.csv
- <unique-file-name>+<PEPPOL-ID-sender>+<PEPPOL-ID-receiver>.xml
- <unique-file-name>+<email-receiver>.xml
- <unique-file-name>+source+<format>.xml  
<unique-file-name>+attachment\_<id>.<file extension>
- <unique-file-name>+source+<format>.csv  
<unique-file-name>+attachment\_<id>.<file extension>
- <unique-file-name>+source+<PEPPOL-ID-sender>+<PEPPOL-ID-receiver>.xml  
<unique-file-name>+attachment\_<id>+<format>.<file extension>
- <unique-file-name>+source+<email-receiver>.xml  
<unique-file-name>+attachment\_<id>.xml

The invoice file will be removed from “upload” folder after processing and will be accessible in portal. You will see response regarding this file in “upload\_response” folder.



### Folder “Upload\_response”

You will receive response regarding your file in the “**upload\_response**” folder.

The response file will have the same name as the original file extended by “\_<timestamp>\_response.xml”. You can check your file status at any time in our portal.

Example:

- *INV202-158-1593784487\_response.xml*
- *Inv-20200821-01+9930.DE279247134+9930.DE279247134\_1593784487\_response.xml*

If uploaded file failed validation, a response file including a rejection reason will be created. This file will have the name of the original invoice file extended by “\_<timestamp>\_response.xml”. You can view your errors, fix them and try to send file again.

Example:

- *INV2020\_144.xml*
- *INV2020-144\_1592399949\_response.xml*

## 4.2. Folders for Incoming Invoices

### Folder “Download”

If your organization is registered as a receiver in the Invoice Portal, then you will be able to receive invoices from other PEPPOL participants.

All received invoices will be moved to the “**Download**” folder.

The time of processing, time of file reception and size of file will be used for file name.

*<Unix time of processing>\_<Unix time of file reception>\_<Size of file in bytes>.xml*

Example:        *1591249155\_1583216170\_8078.xml*

### Folder “Download\_status”

For every received invoice, a file with the additional receipt information will be created in the “**Download\_status**” folder.

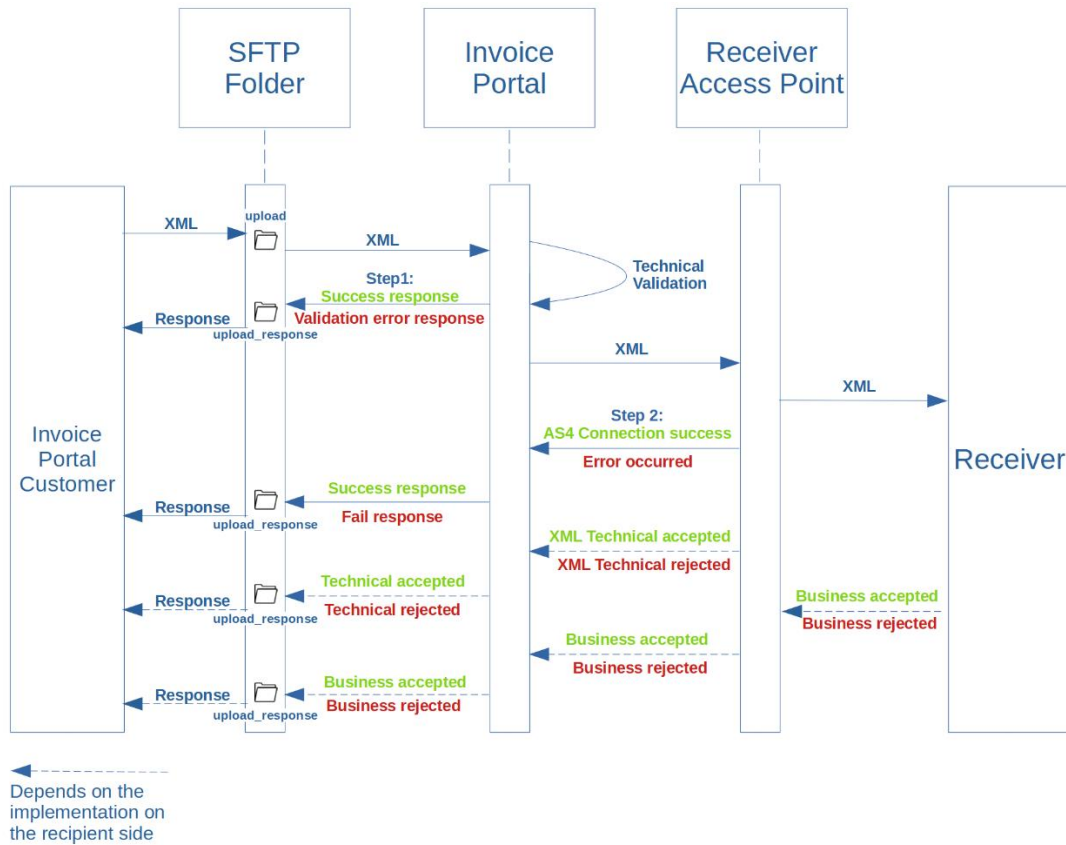
*<Unix time of processing>\_<Unix time of file reception>\_<Size of file in bytes >\_status.xml*

The invoice file with the name “1591249155\_1583216170\_8078.xml” will have following status xml:

Example:        *1591249155\_1583216170\_8078\_status.xml*

## 5. Responses

### Use case: send invoice (folder: "upload response")



### Step 1. Invoice Portal Validation

#### a) success

```
<?xml version="1.0" encoding="utf-8"?>
<Response>
  <File>INV2020_158.xml</File>
  <Time>2020-06-01 09:37:16</Time>
  <Format>PEPPOL BIS 3 Invoice</Format>
  <Sender>9930:987654321</Sender>
  <Receiver>9930:123456789</Receiver>
  <Status>Validation Accepted</Status>
</Response>
```

#### b) validation error

Values in "<Sender>" and "<Receiver>" will be set to "0088:000000000000".

```
<?xml version="1.0" encoding="utf-8"?>
<Response>
  <File>INV № 2020/144.xml</File>
  <Time>2020-06-01 09:37:16</Time>
  <Format>Undefined</Format>
  <Sender>0088:000000000000</Sender>
  <Receiver>0088:000000000000</Receiver>
  <Status>Validation Rejected</Status>
  <Errors>
    <Error>Incorrect file name.</Error>
  </Errors>
</Response>
```

## Step 2. Sending to receiver's access point

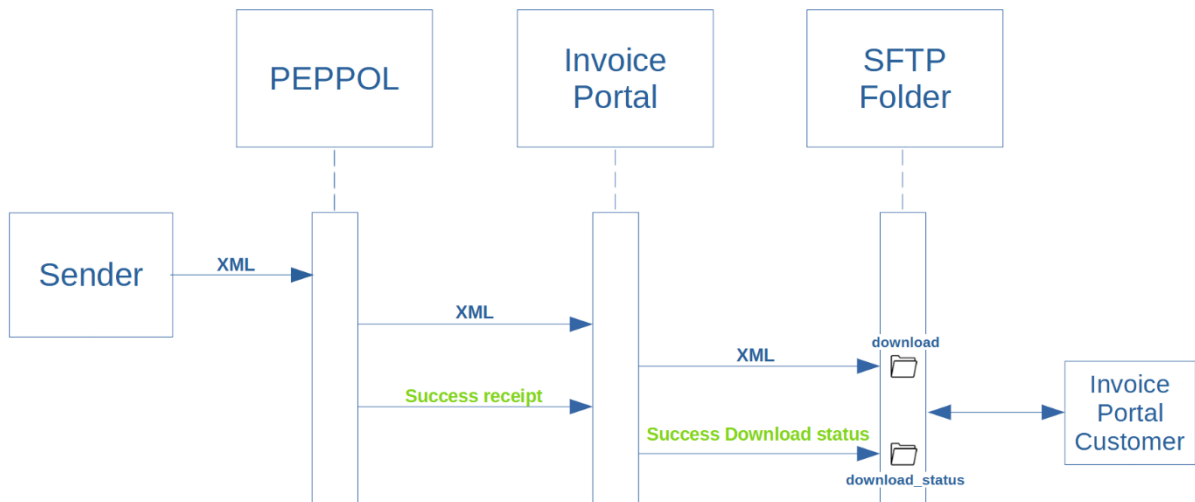
### a) success

```
<?xml version="1.0" encoding="utf-8"?>
<Response>
  <File>INV2020_158.xml</File>
  <Time>2020-06-01 09:37:16</Time>
  <Format>PEPPOL BIS 3 Invoice</Format>
  <Sender>9930:987654321</Sender>
  <Receiver>9930:123456789</Receiver>
  <Status>PEPPOL Accepted</Status>
  <Details>
    <MessageTime>2020-06-01T09:35:30Z</MessageTime>
    <MessageUID>b07fba39-496f-49cb-b910-3f52a3658c82@receiver</MessageUID>
    <InvoiceUID>c24b8882-b6f3-4df2-a13f-db3d62d53a36</InvoiceUID>
  </Details>
</Response>
```

### b) error occurred

```
<?xml version="1.0" encoding="utf-8"?>
<Response>
  <File>INV2020_144.xml</File>
  <Time>2020-06-01 09:37:16</Time>
  <Format>PEPPOL BIS 3 Invoice</Format>
  <Sender>9930:987654321</Sender>
  <Receiver>9930:123456789</Receiver>
  <Status>PEPPOL Rejected</Status>
  <Errors>
    <Error>Connection error.</Error>
  </Errors>
</Response>
```

**Use case: receive invoice (folder: download\_response)**



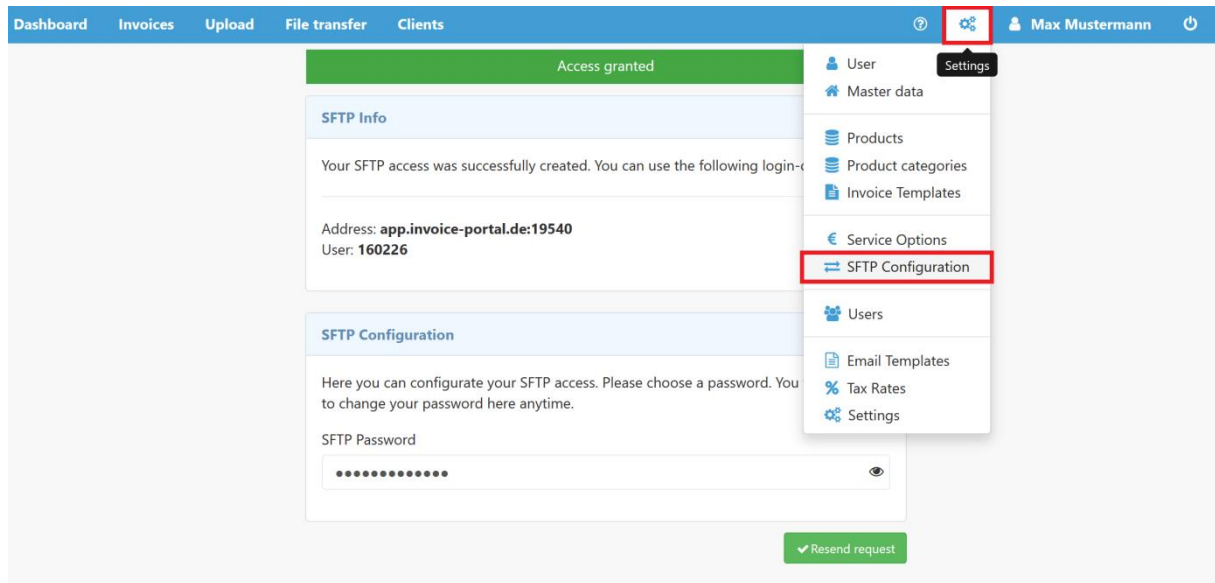
**Download status**

```
<?xml version="1.0" encoding="utf-8"?>
<Response>
  <File>1591249155_1583216170_8078.xml</File>
  <Time>2020-06-01 12:13:27</Time>
  <Format>PEPPOL BIS 3 Invoice</Format>
  <Sender>9930:987654321</Sender>
  <Receiver>9930:123456789</Receiver>
  <Details>
    <MessageTime>2020-06-01T12:13:30Z</MessageTime>
    <MessageUID>b07fba39-496f-49cb-b910-3f52a3658c82@receiver</MessageUID>
    <InvoiceUID>c24b8882-b6f3-4df2-a13f-db3d62d53a36</InvoiceUID>
  </Details>
</Response>
```

## 6. SFTP Server Configuration

Your SFTP access can be configured in “Settings -> SFTP Configuration” menu. To allow access, please enter the password in “SFTP Password” field and then press the “Send request” button.

After sending the request, your page will be reloaded when your access is ready. It can take up to 2 minutes to be processed. If access is granted, your page status will turn green and you will see all required access data except the password.



You can change your password whenever you want, just enter your password in “SFTP Password” field, press “Resend request” button and wait 2 minutes to apply changes. Your page also would be reloaded on completion.

For your security we recommend to use strong passwords. The password length should be between 8 and 30 symbols.

## **7. Webware Central Service Desk**

**Email: [support@invoice-portal.de](mailto:support@invoice-portal.de)**

**Opening Hours: 09:00-17:00 Monday-Friday (SLA Basic)**