



Invoice Portal
BY WEBWARE INTERNET SOLUTIONS GMBH

www.invoice-portal.de

Invoice Portal
CSV Specification
Version 1.0.3



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1. Versions

| Version | Date | Description |
|---------|------------|--|
| 1.0 | 08.07.2020 | First release |
| 1.0.1 | 02.10.2020 | Added new fields |
| 1.0.2 | 10.11.2020 | Added new fields and business terms number for each field. |
| 1.0.3 | 26.11.2020 | Fixed minor errors in documentation, added support for new invoice types, changes in "Exchange Info" |

2. Rules

Code lists will be taken from the official PEPPOL BIS Billing 3.0 documentation:

<https://docs.peppol.eu/poacc/billing/3.0/>

Fields marked with asterix symbol in "Column №" are mandatory and cannot be empty. Optional fields, if not needed, have to be left empty.

All mandatory fields selected according to the XRechnung specification.

CSV structure and content rules:

- One csv file must contain only one invoice.
- Columns separator symbol is semicolon ";". And thus, cannot be used in **Column Value**.
- Max allowed length of **Column Value** is 50 symbols.
- All numbers must have following format: "2450.00" (no thousands separator, point as decimal separator)
- All dates must have following format: "2020-06-06" ("Year-month-day");

3. CSV Specification

3.1. CSV Info (lines 1-2)

Line containing information about this CSV file.

| No | Column Name | Column Value | Description | Example |
|----|--------------|--------------|------------------------------|---------|
| 1* | version | Num | Version of CSV specification | 1.0.3 |
| 2* | customer_key | Alphanum | Customer Unic Key | |

Example

version;customer_key

1.0.3;

3.2. Exchange info (lines 3-4)

Line containing information about transmission path.

| No | Column Name | Column Value | Description | Example |
|----|---------------|--|---|---|
| 1* | format | See "Formats list" table below | Format to send | xrech_ubl |
| 2* | path_name | Allowed values: "email", "peppol" | Send via | email |
| 3 | path_sender | Valid peppol participant id of sender | Sender address, if <i>path_name</i> is PEPPOL, empty otherwise. | <i>email</i> -> empty <i>peppol</i> : 9930:DE279247134 |
| 4* | path_receiver | Valid email address or peppol participant id of receiver | Receiver address, multiple addresses can be separated by comma | <i>email</i> : ab@webware24.de, cd@webware24.de <i>peppol</i> : 9930:DE12345678 |

Formats list (for format column)

| Format code | Format name |
|-------------|------------------------------|
| xrech_ubl | XRechnung 1.2 (UBL) |
| xrech_cii | XRechnung 1.2 (CII) |
| zugferd2 | ZUGFeRD 2 EN16931 |
| bis3_ubl | PEPPOL BIS Billing 3.0 (UBL) |
| bis3_cii | PEPPOL BIS Billing 3.0 (CII) |
| si2 | Simplerinvoicing 2.0 |
| pdf | PDF |

Example

format;path_name;path_value

xrech_ubl;email;;receiver1@webware24.de,receiver2@webware24.de

3.3. Company Info (lines 5-6)

Lines containing information about your company (name, address and etc).

| No | Column Name | Column Value | Description | Example | Business terms |
|-----|-------------------|-------------------------|---------------------------------------|---------------------------------|----------------|
| 1* | org_name | Alphanum | Company name | Webware internet solutions GmbH | BT-27 |
| 2* | org_street_1 | Alphanum | Company street address | Teichstr. 14-16 | BT-35 |
| 3 | org_street_2 | Alphanum | Additional company street address | Building A | BT-36 |
| 4* | org_city | Alphanum | Company address city | Kassel | BT-37 |
| 5* | org_zip | Alphanum | Company address zip code | 34130 | BT-38 |
| 6 | org_subcountry | Alphanum | Company country subentity | Hesse | BT-39 |
| 7* | org_country | See 4.2 | Company address country code | DE | BT-40 |
| 8* | org_vat_id | <u>VAT ID</u> | Company VAT ID | DE279247134 | BT-31 |
| 9 | org_tax | Alphanum | Company local tax registration number | 262/481/0918 | BT-32 |
| 10* | org_contact_name | Alphanum | Company's contact person name | Contact Person | BT-41 |
| 11* | org_contact_phone | Num | Contact person phone | +123456 | BT-42 |
| 12* | org_contact_email | Alphanum | Contact person email | cp@webware24.de | BT-43 |
| 13* | org_bic | <u>BIC</u> | BIC | AAAAAA99AAA | BT-86 |
| 14* | org_iban | <u>IBAN</u> | IBAN | DE0000000000000000000000 | BT-84 |

Example

org_name;org_street_1;org_street_2;org_city;org_zip;org_subcountry;org_country;org_vat_id;org_tax;org_contact_name;org_contact_phone;org_contact_email;org_bic;org_iban

Webware internet solutions GmbH;Teichstr. 14-16;Building A;Kassel;34130;Hessen;DE;DE279247134; 262/481/0918;Contact Person;+123456;support@webware24.de;AAAAAA99AAA;DE00000000000000000000

3.4. Client Info (lines 7-8)

Line containing information about your customer.

| Nº | Column Name | Column Value | Description | Example | Business terms |
|-----------|------------------------|-------------------------|----------------------------------|---------------------------------|-----------------------|
| 1* | client_name | Alphanum | Client company name | Webware internet solutions GmbH | BT-44 |
| 2* | client_info_street | Alphanum | Client street address | Teichstr. 14-16 | BT-50 |
| 3 | client_info_street_2 | Alphanum | Additional client street address | Building A | BT-51 |
| 4* | client_info_city | Alphanum | Client address city | Kassel | BT-52 |
| 5* | client_info_zip | Alphanum | Client address zip code | 34130 | BT-53 |
| 6 | client_info_subcountry | Alphanum | Client country subentity | Hesse | BT-54 |
| 7* | client_info_country | See 4.2 | Client address country code | DE | BT-55 |
| 8* | client_ref | Alphanum | Client № | 12345 | BT-10 |
| 9 | client_vat_id | <u>VAT ID</u> | Client VAT ID | DE279247134 | BT-48 |
| 10 | client_contact_name | Alphanum | Client's contact person name | Contact Person | BT-56 |
| 11 | client_contact_phone | Num | Client's contact person phone | +123456 | BT-57 |
| 12 | client_contact_email | Alphanum | Client's contact person email | cp@webware24.de | BT-58 |

Example

client_name;client_info_street;client_info_street_2;client_info_city;client_info_zip;client_info_subcountry;client_info_country;client_ref;client_vat_id;client_contact_name;client_contact_phone;client_contact_email

Webware internet solutions GmbH;Teichstr. 14-16;Building A;Kassel;34130;Hessen;DE;12345;DE279247134;Contact Person;+123456;support@webware24.de

3.5. Delivery Info (optional¹) (lines 9-10)

Line containing information about delivery of goods.

| No | Column Name | Column Value | Description | Example | Business terms |
|----|-----------------------------|--------------|------------------------------------|---------------------|----------------|
| 1* | invoice_delivery_date | Alphanum | Actual delivery date | 2020-07-02 | BT-72 |
| 2* | invoice_delivery_street_1 | Alphanum | Delivery address street | Delivery Street | BT-75 |
| 3 | invoice_delivery_street_2 | Alphanum | Additional delivery address | Building A | BT-76 |
| 4* | invoice_delivery_city | Alphanum | Delivery address city | Delivery City | BT-77 |
| 5* | invoice_delivery_zip | Alphanum | Delivery address zip code | Delivery ZIP | BT-78 |
| 6 | invoice_delivery_subcountry | Alphanum | Delivery address country subentity | Delivery Subcountry | BT-79 |
| 7* | invoice_delivery_country | See 4.2 | Delivery address country code | DE | BT-80 |
| 8 | invoice_delivery_parturname | Alphanum | "Delivery To" Company Name | Delivered_to | BT-70 |

1. Required only if invoice **Tax Code** is "K" [See 0], otherwise optional.

Example

invoice_delivery_date;invoice_delivery_street_1;invoice_delivery_street_2;invoice_delivery_city;invoice_delivery_zip;invoice_delivery_subcountry;invoice_delivery_country;invoice_delivery_parturname

2020-07-02;Delivery Street;;Delivery City;Delivery ZIP;;DE;Delivered_to

3.6. Invoice Info (lines 11-12)

Line containing information about your invoice (number, references, totals and etc)

| No | Column Name | Column Value | Description | Example | Business terms |
|-----|----------------------------|-------------------------|--------------------------------------|-------------|----------------|
| 1* | invoice_type | See 4.6 | Invoice type id | 1 | BT-3 |
| 2* | invoice_number | Alphanum | Invoice № | inv2020/1 | BT-1 |
| 3* | invoice_date_created | Date | Invoice date | 2020-06-06 | BT-2 |
| 4* | invoice_date_due | Date | Invoice due date | 2020-07-06 | BT-9 |
| 5 | invoice_period_start | Date | Invoice period start | 2020-06-06 | BT-73 |
| 6 | invoice_period_end | Date | Invoice period end | 2020-07-06 | BT-74 |
| 7 | invoice_order_reference | Alphanum | Invoice order reference | ref123 | BT-13 |
| 8 | invoice_contract_reference | Alphanum | Invoice contract reference | ref456 | BT-12 |
| 9 | invoice_project_reference | Alphanum | Invoice project reference | Ref789 | BT-11 |
| 10* | invoice_item_subtotal | Num | Sum of the invoice lines subtotals | 8000.00 | BT-106 |
| 11* | invoice_item_tax_total | Num | Sum of the invoice lines tax totals | 560.00 | BT-112 |
| 12* | invoice_total | Num | Invoice Total | 8560.00 | BT-115 |
| 13* | currency_code | See 4.3 | Invoice currency | EUR | BT-5 |
| 14 | invoice_payment_terms | Alphanum | Payment terms for the invoice | 30 days net | BT-20 |
| 15* | invoice_payment_method | See 4.1 | Coded payment method for the invoice | 42 | BT-81 |

Example

invoice_number;invoice_date_created;invoice_date_due;invoice_period_start;invoice_period_end;invoice_buyer_reference;invoice_order_reference;invoice_item_subtotal;invoice_item_tax_total;invoice_total;currency_code;invoice_payment_terms;invoice_payment_method

inv2020/1;2020-06-06;2020-07-06;2020-06-06;2020-07-06;ref123;ref456;ref789;8000.00;560.00;8560.00;EUR;30 days net;42

3.7. Invoice Item Lines (lines 13-14 and each line after)

Line(s) containing information about your invoice's item line(s).

| No | Column Name | Column Value | Description | Example | Business terms |
|-----|-----------------------|--------------|---|--------------------|----------------|
| 1* | item_pos | Num | Position number of line | 1 | BT-126 |
| 2* | item_name | Alphanum | Name of invoice line | IT Services | BT-153 |
| 3* | item_description | Alphanum | Description of invoice line | Support (May 2020) | BT-154 |
| 4* | item_quantity | Num | Quantity of invoice line | 40.00 | BT-129 |
| 5* | unit_code | See 4.4 | Code of unit | C62 | BT-149 |
| 6* | item_price | Num | Price of invoice line | 200.00 | BT-146 |
| 7* | item_subtotal | Num | Subtotal of invoice line | 8000.00 | BT-131, BT-116 |
| 8* | item_tax_total | Num | Tax amount of invoice line | 560.00 | BT-117 |
| 9* | item_total | Num | Total of invoice line with VAT, discounts and charges included | 8560.00 | BT-112 |
| 10* | item_tax_rate_percent | Num | VAT Percent | 7.00 | BT-152 |
| 11* | item_tax_code | See 0 | Tax Code | S | BT-151 |
| 12 | item_tax_exemption | Alphanum | Tax Exemption Reason (if Column "10" value = "E" or "AE", otherwise optional) | | BT-120 |
| 13 | item_discount_amount | Num | Discount amount in invoice currency | | BT-136 |
| 14 | item_discount_reason | Alphanum | Reason for discount | | BT-139 |
| 15 | item_charge_amount | Num | Charge amount in invoice currency | | BT-141 |
| 16 | item_charge_reason | Alphanum | Reason for charge | | BT-144 |

Example

item_pos;item_name;item_description;item_quantity;unit_code;item_price;item_subtotal;item_tax_total;item_total;item_tax_rate_percent;item_tax_code;item_tax_exemption;item_discount_amount;item_discount_reason;item_charge_amount;item_charge_reason

1;IT Services;Support (May 2020);40.00;C62;200.00;8000.00;560.00;8560.00;7.00;S;;;;;

4. Code Lists

4.1. Payment means code (UNCL4461)

Most common payment mean is **Payment to bank account**. It must be coded as **42**.

| Payment means code | Payment means name |
|--------------------|-------------------------|
| 1 | Instrument not defined |
| 10 | In cash |
| 30 | Credit transfer |
| 31 | Debit transfer |
| 42 | Payment to bank account |
| 48 | Bank card |
| 49 | Direct Debit |

Full list of payment means can be found at the following link:

<https://docs.peppol.eu/poacc/billing/3.0/codelist/UNCL4461/>

4.2. ISO 3166-1:Alpha2 Country codes

Each country coded according ISO 3166-1: Alpha2 (Each country coded with two symbols). Country code for Germany is **DE**.

Full list of country codes can be found at the following link:

<https://docs.peppol.eu/poacc/billing/3.0/codelist/ISO3166/>

4.3. ISO 4217 Currency codes

Invoices in euros must be coded with **EUR** currency code.

Full list of currency codes can be found at the following link:

<https://docs.peppol.eu/poacc/billing/3.0/codelist/ISO4217/>

4.4. Unit codes (most common)

Most common unit codes are shown in the following table:

| Unit Code | Unit Name (English) |
|-----------|---------------------|
| C62 | Units |
| DAY | Days |
| HUR | Hours |
| KGM | Kilograms |
| H87 | Pieces |
| LTR | Liters |
| MTR | Metres |
| MON | Months |

Full list of unit codes can be found at the following links:

<https://docs.peppol.eu/poacc/billing/3.0/codelist/UNECERec20/>

<https://docs.peppol.eu/poacc/billing/3.0/codelist/UNECERec21/>

4.5. Tax category codes (Subset of UNCL5305)

Full list of tax category codes.

| Code Value | Code Name | Code Description |
|------------|---|--|
| AE | Vat Reverse Charge | Code specifying that the standard VAT rate is levied from the invoicee. |
| E | Exempt from Tax | Code specifying that taxes are not applicable. |
| S | Standard rate | Code specifying the standard rate. |
| Z | Zero rated goods | Code specifying that the goods are at a zero rate. |
| G | Free export item, VAT not charged | Code specifying that the item is free export and taxes are not charged. |
| O | Services outside scope of tax | Code specifying that taxes are not applicable to the services. |
| K | VAT exempt for EEA intra-community supply of goods and services | A tax category code indicating the item is VAT exempt due to an intra-community supply in the European Economic Area. |
| L | Canary Islands general indirect tax | Impuesto General Indirecto Canario (IGIC) is an indirect tax levied on goods and services supplied in the Canary Islands (Spain) by traders and professionals, as well as on import of goods. |
| M | Tax for production, services and importation in Ceuta and Melilla | Impuesto sobre la Producción, los Servicios y la Importación (IPSI) is an indirect municipal tax, levied on the production, processing and import of all kinds of movable tangible property, the supply of services and the transfer of immovable property located in the cities of Ceuta and Melilla. |

Original list of tax category codes can be found at the following link:

<https://docs.peppol.eu/poacc/billing/3.0/codelist/UNCL5305/>

4.6. Invoice types

| Invoice type | Invoice type code | Invoice type name | German name |
|---------------------|--------------------------|------------------------------------|---------------------|
| 1 | 380 | Commercial invoice | Rechnung |
| 2 | 381 | Credit Note | Gutschrift |
| 3 | 326 | Partial invoice | Teilrechnung |
| 4 | 384 | Corrected invoice | Rechnungskorrektur |
| 5 | 389 | Self-billed invoice | Self-Billing |
| 6 | 875 | Partial construction invoice | Abschlagsrechnung |
| 7 | 876 | Partial final construction invoice | Teilschlussrechnung |
| 8 | 877 | Final construction invoice | Schlussrechnung |

5. Webware Central Service Desk

Phone: +49 561 56014567

Email: support@invoice-portal.de

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