



**Invoice Portal**  
BY WEBWARE INTERNET SOLUTIONS GMBH

[www.invoice-portal.de](http://www.invoice-portal.de)

**Invoice Portal**  
**CSV Specification**  
**Version 1.0**



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## 1. Versions

Version	Date	Description
1.0	08.07.2020	First release

## 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 asterisk 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
2*	customer_key	Alphanum	Customer Unic Key	

#### Example

version;customer\_key

1.0;

#### 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_value	Valid email address or peppol participant id	Receiver address, multiple addresses can be separated by comma	ab@webware24.de, cd@webware24.de

#### 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

xrechnung;email;kg@webware24.de,vg@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
1*	org_name	Alphanum	Company name	Webware internet solutions GmbH
2*	org_street_1	Alphanum	Company street address	Teichstr. 14-16
3	org_street_2	Alphanum	Additional company street address	
4*	org_city	Alphanum	Company address city	Kassel
5*	org_zip	Alphanum	Company address zip code	34130
6*	org_country	See <a href="#">4.2</a>	Company address country code	DE
7*	org_vat_id	<u>VAT ID</u>	Company VAT ID	DE279247134
8*	org_contact_name	Alphanum	Company's contact person name	Contact Person
9*	org_contact_phone	Num	Contact person phone	+123456
10*	org_contact_email	Alphanum	Contact person email	cp@webware24.de
11*	org_bic	<u>BIC</u>	BIC	AAAAAA99AAA
12*	org_iban	<u>IBAN</u>	IBAN	DE00000000000000000000

#### Example

org\_name;org\_street\_1;org\_street\_2;org\_city;org\_zip;org\_country;org\_vat\_id;org\_contact\_name;org\_contact\_phone;org\_contact\_email;org\_bic;org\_iban

Webware internet solutions GmbH;Teichstr. 14-16;;Kassel;34130;DE;DE279247134;  
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
1*	client_name	Alphanum	Client company name	Webware internet solutions GmbH
2*	client_info_street	Alphanum	Client street address	Teichstr. 14-16

3	client_info_street_2	Alphanum	Additional client street address	
4*	client_info_city	Alphanum	Client address city	Kassel
5*	client_info_zip	Alphanum	Client address zip code	34130
6*	client_indo_country	See 4.2	Client address country code	DE
7	client_vat_id	VAT ID	Client VAT ID	DE279247134
8	client_contact_name	Alphanum	Client's contact person name	Contact Person
9	client_contact_phone	Num	Client's contact person phone	+123456
10	client_contact_email	Alphanum	Client's contact person email	cp@webware24.de

### Example

client\_name;client\_info\_street;client\_info\_street\_2;client\_info\_city;client\_info\_zip;client\_info\_country;client\_vat\_id;client\_contact\_name;client\_contact\_phone;client\_contact\_email

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

### 3.5. Delivery Info (optional<sup>1</sup>) (lines 9-10)

Line containing information about delivery of goods.

No	Column Name	Column Value	Description	Example
1*	invoice_delivery_date	Alphanum	Actual delivery date	2020-07-02
2*	invoice_delivery_street_1	Alphanum	Delivery address street	Delivery Street
3	invoice_delivery_street_2	Alphanum	Additional delivery address	
4*	invoice_delivery_city	Alphanum	Delivery address city	Delivery City
5*	invoice_delivery_zip	Alphanum	Delivery address zip code	Delivery ZIP
6*	invoice_delivery_country	See 4.2	Delivery address country code	DE
7	invoice_delivery_parturname	Alphanum	"Delivery To" Company Name	Delivered_to

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\_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
1*	Invoice_type	1 or 0	1 = Invoice (Rechnung) 0 = Credit Note (Gutschrift)	1
2*	invoice_number	Alphanum	Invoice №	inv2020/1
3*	invoice_date_created	Date	Invoice date	2020-06-06
4*	invoice_date_due	Date	Invoice due date	2020-07-06
5*	invoice_buyer_reference	Alphanum	Invoice buyer reference	ref123
6	invoice_order_reference	Alphanum	Invoice order reference	ref098
7*	invoice_item_subtotal	Num	Sum of the invoice lines subtotals	8000.00
8*	Invoice_item_tax_total	Num	Sum of the invoice lines tax totals	560.00
9*	invoice_total	Num	Invoice Total	8560.00
10*	currency_code	See 4.3	Invoice currency	EUR
11	invoice_payment_terms	Alphanum	Payment terms for the invoice	30 days net
12*	invoice_payment_method	See 4.1	Coded payment method for the invoice	42

#### Example

invoice\_number;invoice\_date\_created;invoice\_date\_due;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;ref123;ref098;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
1*	Item_name	Alphanum	Name of invoice line	IT Services
2*	Item_description	Alphanum	Description of invoice line	Support (May 2020)
3*	Item_quantity	Num	Quantity of invoice line	40.00
4*	unit_code	See 4.4	Code of unit	C62
5*	Item_price	Num	Price of invoice line	200.00
6*	Item_subtotal	Num	Subtotal of invoice line	8000.00
7*	Item_tax_total	Num	Tax amount of invoice	560.00

			line	
8*	Item_total	Num	Total of invoice line with VAT, discounts and charges included	8560.00
9*	Item_tax_rate_percent	Num	VAT Percent	7.00
10*	Item_tax_code	See 0	Tax Code	S
11	Item_tax_exemption	Alphanum	Tax Exemption Reason <b>(if Column "10" value = "E" or "AE", otherwise optional)</b>	
12	Item_dicsount_amount	Num	Discount amount in invoice currency	
13	Item_discount_reason	Alphanum	Reason for discount	
14	Item_charge_amount	Num	Charge amount in invoice currency	
15	Item_charge_reason	Alphanum	Reason for charge	

### Example

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

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/>

## **5. Webware Central Service Desk**

**Phone: +49 561 56014567**

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

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