SupplyOn information for suppliers who will use the PDF functionality for invoicing with Airbus

April 2018 – Version 1.4

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List of Abbreviations

ABBREVIATION	DESCRIPTION
PO	Purchase Order
SIREN	Système d'identification du répertoire des entreprises (identification number for companies in France)
VAT number	Value Added Tax number

Template History

Version	Release date	Description of Version
1.0	September 2017	First published version
1.1	01.2018	Updated version
1.2	January 2018	Updated version
1.3	April 2018	Update regarding "Invoicing Party Code"
1.4	Januar 2019	Update to add Allowance and Charges

1   Preconditions

> **Note: Please use the PDF process only if your system automatically creates invoices as PDF files.**

It must be ensured that all required information are available on the invoice (see chapter 5 mandatory fields). The customer requests and checks a higher level of information content on electronic invoices compared to paper invoices.

To get an easy check about the mandatory data, SupplyOn recommends creating some sample invoices on the web application without sending them to the customer.

As soon as this has been checked, following steps applies:

1. Customer approval and check of invoice content
2. Send mapping request of your invoice layout (incl. sample invoices and check list) to invoice.layout-request@supplyon.com
3. Wait for activation of mapping
4. Upload invoice and send to your customer
5. Validate invoices and correct if necessary
6. In case of issues you cannot solve by your own please use SupplyOn Help or Support https://contact.supplyon.com/en/support-airsupply/

2   Criteria to select sample invoices

- samples for different **customers** or **geographic regions** if needed
- samples for each of the **used languages**
- samples for each invoice type
    - **Invoices** with standard VAT, VAT exemption and foreign currency
    - **Credit notes**
- samples for **service** and **material** invoice
- samples for **one** and **multi page** invoice
- samples for **one** and **multi position** invoice

3   For missing content on invoice define fix values or rules

Example: Supplier contact is always accounting@yourcompany.com

Is there a value that can be derived / calculated based on other data that is provided on the invoice?

Example: Payment due date = if "invoice date in january" the payment due date is the 10/03/, invoices of February (1st to 28th) = 10/04, Invoices of March (1st to 31st) = 10/05, etc.

4   Check content and date format

Do the addresses contain a country? Do the addresses have clear and unique separators? If no: please change the master data, which is used for your invoice, and adopt the invoice layout.

Not ok: Name – Street 15 , 21235 City Country
Ok: Name, Street 15, 21235 City, Country

All dates on the invoice or credit note need a uniform format e.g DD/MM/CCYY.

5 Mapping instruction and checklist for mandatory fields

Please provide the information where the data can be found on the PDF file

Describe the Label of the anchor word on the PDF file (example: "left box, anchor word is Cust.PO No."

Note: The information if a field is mandatory or not is based on your customer's requirements or on legal requirements.

5.1 Invoice details

Mapping ID *(do not change!)*	Field	Mandatory	Where can SupplyOn find the appropriate field on your invoice: (to be filled out by supplier)	Example for this value	SupplyOn Quality Gate
Invoice header details data					
9	Invoice type (credit note and/or invoice)	Yes			
22:IV 23	*For credit note:* number of the referenced invoice	Yes			
22:IV 24	*For credit note:* Date of the referenced invoice	Yes			
14	Invoice Content (Your customer requires an information on the invoice whether the invoice is for materials or services.)	Yes	*e.g. fix value "service" for all invoices*	*service*	
18=REG/19	Legal Information	Yes – for French suppliers	*e.g. for penalties (30 EUR indemnité forfaitaire)*		
	Further fields				

Mapping ID *(do not change!)*	Field	Mandatory	Where can SupplyOn find the appropriate field on your invoice: (to be filled out by supplier)	Example for this value	SupplyOn Quality Gate
	…				
	…				
Supplier data					
89	Complete address consisiting of name, street, postal code, city **& country**	Yes			
95:ADE 96	Invoicing Party Code (EADS supplier code / code SAP)	No	*e.g. the number in the customer address name*		
95:VA or FC 96	VAT or tax number	Yes			
95:XA 96	Company Registration number (SIREN)	Yes- for French suppliers			
	Contact for further questions towards the customer				
101	Contact e-mail (We suggest using a general e-mail address as contact. SupplyOn does not map personal e-mail addresses as fix value because they could easily change.)	Yes	*e.g. fix value accounting @..*		
Customer data					
65	Complete address consisiting of name, street, postal code, city **& country**	Yes			

Mapping ID _(do not change!)_	Field	Mandatory	Where can SupplyOn find the appropriate field on your invoice: (to be filled out by supplier)	Example for this value	SupplyOn Quality Gate
71:VA 72	VAT number	Yes			
Ship to data					
143	Complete address consisiting of name, street, postal code, city **& country**	Yes, if customer is located in Germany			
Line item data					
212	Invoice line reference	Yes		_e.g. 001_	
242:IV 244	_For credit note:_ Invoice line reference	Yes			
242:ON 243	PO reference	Yes			
242:ON 244	PO line reference	Yes			
213	Material number (customer)	No			
214, 215=SA	Material number (supplier)	No			
216	Material / Service description	Yes			
218	Unit of measure	Yes			
224:1 225	Delivery / Service completion date	Yes			
242:AAK 243	Delivery Note	Yes			

Mapping ID *(do not change!)*	Field	Mandatory	Where can SupplyOn find the appropriate field on your invoice: (to be filled out by supplier)	Example for this value	SupplyOn Quality Gate
236	Price Unit (e.g. per 100, per 1, for net price w/o surcharges)	Yes	*e.g. not on invoice but fix value "per 1" can be used*		
329: C 330	Extra Charges - Description Code	No (only if extra charges apply)		*Available Codes: ABK - Miscellaneous ADZ - Direct delivery AEK - Cash on delivery DL - Delivery FC - Freight service FI - Financing LAA - Labor LAB - Repair and return PC - Packing PL - Palletizing*	
329: C 331	Extra Charges - Amount	No (only if extra charges apply)			
329: C 333	Extra Charges – Information text	No (only if extra charges apply)		*Additional information on the type of charge – if none available, repeat type of Charge*	
Payment information data					
32	Payment terms	Yes			
38	Payment due date	Yes – only for French suppliers			
Totals data					
322	Tax type (e.g. VAT)	Yes			
323	Tax rate	Yes			

Mapping ID *(do not change!)*	Field	Mandatory	Where can SupplyOn find the appropriate field on your invoice: (to be filled out by supplier)	Example for this value	SupplyOn Quality Gate
324	Tax category (e.g. exemption from tax, reverse charge, standard tax)	Yes			
18= TXD /19	Reason for tax exemption (TaxRate =0 & TaxCategory= exemption)	Yes, if no tax is applied			
325 325=1 325=2	Further tax information 1 invoice payment, TVA est constituée par l'encaissement. 2 invoice issue, TVA sur les débits	Yes – <u>only</u> for French suppliers			
305 306	Total invoice amount	Yes			
297 298	Total invoice line reference amount	Yes			
303 304	Total tax amount	Yes			
303 304	Total tax amount in Home Currency	Yes – only if tax amount in foreign currency > 0			
29	Supplier Home currency	Yes – only if tax amount in foreign currency > 0			
30	Exchange rate	No			

Mapping ID *(do not change!)*	Field	Mandatory	Where can SupplyOn find the appropriate field on your invoice: (to be filled out by supplier)	Example for this value	SupplyOn Quality Gate
301 302	Total taxable amount	Yes			

6 Contact for further questions

Please enter your contact data for further questions regarding the layout request and mapping of the invoice data:

Company	
First name	
Last name	
E-mail address	
Phone number	