



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

September 2023 - Version 1.18

Document History

Version	Release date	Description of Version
1.3	September 2016	First published version
1.4	January 2017	Updates according to P2P-2017-1 (release for March 2017): <ul style="list-style-type: none"> Supported supplier countries
1.5	March 2017	Updates according to P2P-2017-1 (release for March 2017): <ul style="list-style-type: none"> Count of line items (7.2.1) Validation of material number and unit of measure (7.2.2) Validation of address data (7.3.2) Validation of line items (7.3.4) Added information about <ul style="list-style-type: none"> CSV structure of the downloaded file (8.1) Regional specific CSV file structure (8.2)
1.6	May 2017	Updates according to P2P-2017-2 (release for May 2017): <ul style="list-style-type: none"> Information added about french invoices with VAT particularities (6) Validation of invoice date (7.2.1) Count of line items (7.2.1) Validation of material number (7.3.4) Price variation credit is not allowed anymore (6.3) Price variation debit is not allowed anymore (6.4)
1.7	July 2017	Updates according to new process "Invoice Only" Updates according screenshots
1.8	August 2017	Updates for "Invoice Only": <ul style="list-style-type: none"> New mode for invoice correction: "Credit note from scratch" (7.2.4) Validation of invoicing party code (7.2.3) Validation of PO number (7.2.3) Update about changed bank data (1)
1.9	September 2017	Update of supported countries (7.1).
1.10	November 2017	Slight rework based on feedback by technical editor
1.11	December 2017	Chapter "9.3 Numbering of fields" added
1.12	February 2018	New supported countries added (Australia, Poland, South Africa)
1.13	April 2018	Country PT added as supported country and explanation regarding determination of relevant country improved (7.1) Hint regarding UTF-8 encoding added (8.4) Org Code for Premium Aerotec added (11.2)
1.14	June 2018	Rework of chapter 5 "Routing Data"

1.15	February 2019	<p>Chapter 7.2.1 "General Validation": Max. number of line items changed from 50 to 100</p> <p>Chapter 7.2.5 "Tax categories and tax rates": New tax categories for Airbus S.A.S. France introduced</p> <p>Chapter 9 "Original Document": Hint regarding retention period added</p>
1.16	November 2019	<p>Chapter 7.1 "Legal Rules": New countries added</p> <p>Chapter 7.2.1 "General Validation": Max. number of line items changed from 50 to 100</p> <p>Chapter 7.2.2 "Invoice based on PO (Purchase to Pay)": Prerequisites for billable items added</p> <p>Chapters 9 "Original Document" and 10 "Archiving / Storage": Information regarding the Original Document consolidated.</p>
1.17	November 2020	Update of supported countries (7.1).
1.18	March 2021	<p>7 Day to 30 Day rule change -</p> <p>https://tasks.supplyon.de/browse/DEV_HONEY-269</p>

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List of Abbreviations

ABBREVIATION	DESCRIPTION
CSV	Comma Separated Values
M2M	Machine to Machine connection
P2P	Purchase to Pay
PO	Purchase Order
SIREN	Système d'identification du répertoire des entreprises (identification number for companies in France)
VAT number	Value Added Tax number
VDA	Verband der Automobilindustrie (association of the automotive industry in Germany)

1 Introduction

The electronic ordering and invoicing process via SupplyOn is efficient, transparent and quick. It replaces the traditional, at times paper-intensive transactions, in which data had to be entered input at numerous places and the current processing status of the individual transactions was not always identifiable. With SupplyOn the entire Purchase to Pay (P2P) process is supported by the system throughout - in a central system, to which all parties involved have access.

Airbus sends purchase orders to SupplyOn. Suppliers will access purchase orders and create order confirmations on the SupplyOn platform. Invoices are created on the supplier's own system and transferred via the CSV upload function to SupplyOn. SupplyOn is validating the invoice and matching it with the master data and the corresponding purchase order respectively the invoice being corrected.

In some cases, the supplier does not receive the purchase orders via SupplyOn. Then, the so called "Invoice only" process is activated. Invoices are created on the supplier's own system and transferred via the CSV upload function to SupplyOn. SupplyOn is validating the invoice and matching it with the master data respectively the invoice being corrected.

If the validation fails, the invoice upload does not succeed and a detailed error description appears. If the validation was successful, the invoice is processed and transferred to Airbus, who will receive and perform the booking of the invoice.

The future electronic purchase to pay process for all appropriate Airbus plants replaces the the paper-based invoices. After the successful implementation, such paper-based documents will no longer be accepted by Airbus.

As the supplier is able to provide the bank data in the invoice, it is requested by Airbus that the supplier sends in addition a separate official letter to the Airbus AP analyst if bank details has been changed.

2 SupplyOn Contact

E-mail address: airsupply-support@supplyon.com (for productive issues)

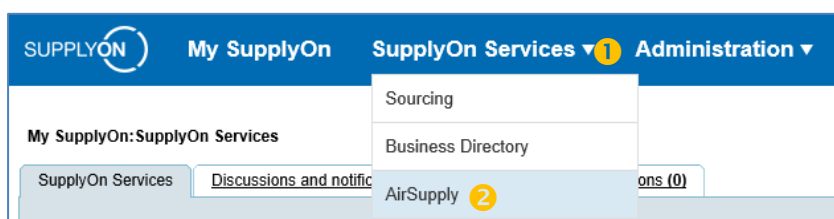
3 Preconditions

In order to be able to use the CSV upload functionality of the SupplyOn eInvoicing solution the supplier has to be contracted to SupplyOn. This can be done either by using the Connect model or by log in to the system via the E-mail Access model. Furthermore the SupplyOn user registration and the confirmation of the SupplyOn terms of usage & terms and conditions for the Procure to Pay Process have to be done by the supplier.

4 How to find the eInvoicing Module

4.1 Connect user

To access the eInvoicing module the AirSupply service has to be called first by clicking on "SupplyOn Services" (1) and selecting "AirSupply" (2):



When pointing the mouse on the „Invoice“ (1) string, an additional window offering two options appears:

2 Create invoice by PO number: Jump to the „Billable items list“, which provides an overview of orders which not (or only partially) have been charged yet. The billable items list could also be accessed by clicking

on the “Invoice” string (1) instead of only placing the mouse. This will be only available for “Purchase to Pay” suppliers.

3 **Show invoice overview:** Jump to the “Invoice list” where all relevant functionalities can be performed. To upload a CSV file, this overview has to be selected.

My SupplyOn > My Workspace

Process / Alert Matrix					
	New	High	Med	Low	Total
Purchase Orders					
Spares order to check	0	0	0	0	0
Collab. rejected by customer	0		0		0
Collab. rejected by supplier	0		0		0
Accepted by customer but penalised	0		0		0
Non collaborative change	0		0		0
Late despatch advice	0	0	0	0	0
No goods receipt	0	0	0	0	0

1 Invoice

2 Create invoice by PO number

3 Show invoice overview

Within the **invoice list** all invoice documents are available grouped by the status **Draft**, **Ready to send** and **Sent**.

My SupplyOn > My Workspace > Invoice list

Create invoice Create supplementary Upload Download Print Save as template

Draft (9) Ready to send (8) Sent (26)

Document No.	Type	Invoice date	Status	Customer
Filter document no.	All document types	From To		
HJO-170711-2	Invoice	11.07.2017	Sent	
HJO-170717-2	Invoice	11.07.2017	Sent	
HJO-170707-1CN	Credit note	07.07.2017	Sent	

The **Draft** tab comprises all invoices which have not been validated successfully yet.

The **Ready to send** tab contains successfully validated invoices.

The **Sent** tab lists really “Sent” invoices that have been transmitted to the customer as well as invoices with **Error**. They are not transmitted to the customer as they have not passed all validation rules successfully.

4.2 E-mail Access user

For E-mail Access, the process differs slightly.

4.2.1 Purchase to Pay

After login, the purchase order view appears. Now the user has to click on “Create Invoice” for entering the billable item list.

My SupplyOn > My Workspace > **Purchase Orders**

Active filter:
[Quick Search](#) [Advanced Search](#)

PO equal to [Add line](#)

[Search](#) [Reset](#)

Purchase Orders

SupplyOn Def. View [Manage...](#)

PO	PO Line	PO SL	Unit of ...	Requested ...	Requested date
<input type="checkbox"/> 14135	00010	00001	PCE	200	15.05.2016
<input type="checkbox"/> 14135	00020	00001	PCE	100	15.02.2016

[Back](#) [Details](#) [History](#) [Download](#) [Print](#) [Actions](#) [Send E-Mail](#) [Create Invoice](#)

The invoice list has to be opened to upload CSV files. Therefore the user has to click on the path “Invoice list”.

Log out | My Company | My user account

My SupplyOn > [Purchase Orders](#) > [Invoice list](#) > [Billable items list](#)

[Create invoice](#) [Hide billable items](#) [Unhide billable items](#)

Purchase order (10)	Advance Shipping Notification (ASN) (0)	Delivery schedule (0)	Goods receipt (0)
<input type="checkbox"/> Document No.	Item	Material number	
<input type="checkbox"/> 14134	00010	Position_1	

4.2.2 Invoice Only

After login, the invoice list appears where the user can upload the CSV files.

5 Routing Data

The routing of electronic documents is performed based on unique identification numbers – rather than based on postal address data. Therefore, those identification numbers have to be added to the documents.

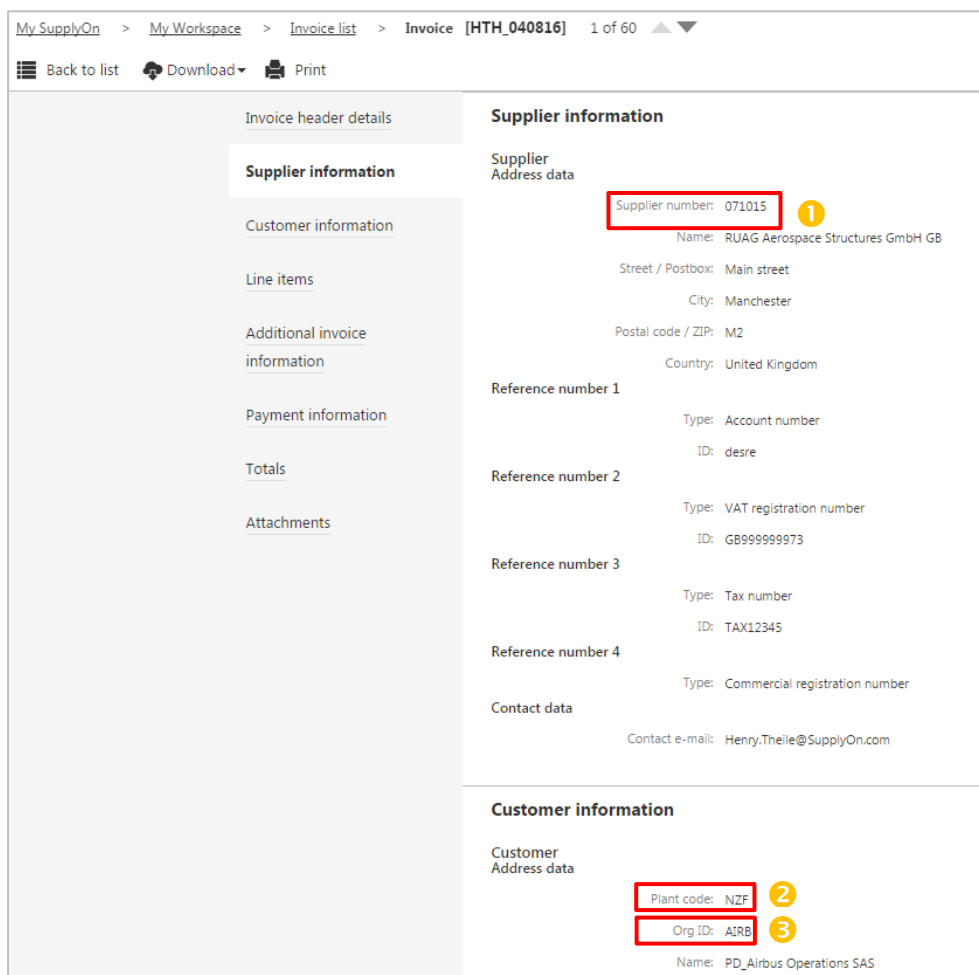
Following routing data are required on invoice documents from the supplier to Airbus:

1. **Buyer Plant Code:** identifies the Airbus plant
2. **Buyer Org Code:** identifies the organizational unit of Airbus
3. **Seller Number:** ID of the supplier, as assigned by Airbus

Remark: Leading zeros have to be considered.

All three identification numbers can be found within an opened invoice:

- 1 Seller number: **Supplier information > Supplier number**
- 2 Buyer Plant Code: **Customer information > Plant code**
- 3 Buyer Org Code: **Customer information > Org ID**



The screenshot shows the 'Invoice [HTH_040816]' page. The left sidebar contains navigation links: 'Invoice header details', 'Supplier information', 'Customer information', 'Line items', 'Additional invoice information', 'Payment information', 'Totals', and 'Attachments'. The main content area is divided into two sections: 'Supplier information' and 'Customer information'.

Supplier information:

- Supplier Address data:** Supplier number: 071015 (marked with a red box and a yellow circle with '1'). Name: RUAG Aerospace Structures GmbH GB. Street / Postbox: Main street. City: Manchester. Postal code / ZIP: M2. Country: United Kingdom.
- Reference number 1:** Type: Account number. ID: desre.
- Reference number 2:** Type: VAT registration number. ID: GB999999973.
- Reference number 3:** Type: Tax number. ID: TAX12345.
- Reference number 4:** Type: Commercial registration number.
- Contact data:** Contact e-mail: Henry.Theile@SupplyOn.com.

Customer information:

- Customer Address data:** Plant code: NZF (marked with a red box and a yellow circle with '2'). Org ID: ATRB (marked with a red box and a yellow circle with '3'). Name: PD_Airbus Operations SAS.

If no invoice containing the routing data exists, the user can create an invoice via the web application first – this is also possible without sending it, but saving it as draft.

For invoices referencing a Purchase Order in AirSupply (“invoice from demand”) the corresponding information from the Purchase Order have to be used:

1. **Buyer Plant Code:** Field “ERP Plant” in the AirSupply Purchase Order(schedule line)
Alternatively to the plant code of the ordering plant on the Purchase Order (= “ERP Plant” in AirSupply), the “Overall Financial Plant Code” of the commercial entity can be used, so that the different ordering plants do not need to be considered. The Overall Financial Plant Code for an Ordering Plant Code can be derived from following list:
https://cms.application.prd.supplyon.com/sites/default/files/supplier_info_portal/files/airbus-commercial-locations.xlsx
2. **Buyer Org Code:** Field “Customer Group Short Name” in the AirSupply Purchase Order (only available via download)
3. **Seller Number:** Field “Supp. No.” in the AirSupply Purchase Order (header)

6 Invoice Types

The CSV Upload functionality enables the creation of several invoice types, which are described following.

For Airbus, the following invoices are not allowed (known as “French invoices with VAT particularities”):

- Invoices in USD with several VAT rates in USD for France
- Invoices with several VAT and one of them is exemption for France
- Invoices without VAT for specific suppliers, i.e. associations, CAT, universities, for France
- Invoices with VAT not recoverables for particular fiscal cases, i.e. flowers, cars etc., for France

6.1 Commercial Invoice

A commercial invoice is used for the billing of goods or services created by the supplier to fulfill purchase orders of the customer.

6.2 Credit Note

A credit note is used for the correction of an invoice on a quantity basis. The supplier cannot change the price. The credited quantity must be entered as a positive value. The eInvoicing application reduces the invoiced quantity as following:

Current invoiced quantity = previous invoiced quantity – corrected invoiced quantity via credit note

6.3 Price Variation Credit

A price variation credit is used for the correction of an invoice on a price basis if the previous invoiced price was too high. Therefore, the price to be credited must be entered as a positive. The eInvoicing application reduces the invoiced amount as following:

Current invoiced value = previous invoiced value – corrected invoiced value via price variation credit.

This invoice type is not supported anymore for Airbus.

6.4 Price Variation Debit

A price variation debit is used for the correction of an invoice on a price basis if the previous invoiced price was too low. Therefore, the adding price must be entered as a positive value. The eInvoicing application increases the invoiced amount as following:

Current invoiced value = previous invoiced value + corrected invoiced value via price variation debit.

This invoice type is not supported anymore for Airbus.

7 Invoice Validation Rules

SupplyOn is performing certain validation of the invoice data before the document is processed further. The validations are done based on rules, which can be country or customer specific. In case of validation errors, the CSV upload processing is stopped and an error window appears. The invoice has to be corrected and uploaded again by the supplier. A detailed description of all mandatory fields and validations is provided in appendix A.

7.1 Legal Rules

Country-specific legal requirements are configured in country specific validation rules. SupplyOn combines the individual country rules in country specific rulesets. The country ruleset is applied based on

- 1) the VAT ID of the tax representative or
- 2) the country of the tax representative or
- 3) the VAT number of the supplier or
- 4) the country of the supplier.

(In this order, based on availability of the information.)

The following countries are supported for Airbus:

Country	Supported as of
Australia	01.02.2018
Austria	01.10.2017
Belgium	01.03.2017
Canada	01.10.2017
Czech Republic	01.03.2017
Denmark	01.10.2017
France	2016
Germany	2016
Great Britain	2016
Ireland	01.10.2017
Italy	01.03.2017
Luxemburg	01.03.2020
Malaysia	01.04.2020
Netherlands	01.03.2017
Poland	01.02.2018
Portugal ¹	01.05.2018
Romania	01.03.2017
Singapore	01.10.2017
South Africa	01.02.2018
Spain	2016
Sweden	01.10.2017
Switzerland	01.03.2017
United Arab Emirates	01.04.2020
USA	01.03.2017

It must be ensured by the invoice creator that the VAT number matches to these countries if the country-specific law requires such a number.

7.2 Airbus Business Rules

SupplyOn is using certain customer specific validation rules, which ensure that only correct data will be sent towards Airbus and all mandatory information are provided. The following topics are important for an invoice. If business rules are not fulfilled, the invoice upload via CSV does not succeed.

7.2.1 General Validation

- Invoice number uniqueness: Every invoice number has to be unique per supplier organization. If the invoice number is already used in another invoice that is available in the invoicing module, the invoice cannot be validated successfully.
- Invoice date: Invoice date must be equal to the current date (max. 30 days in the past)
- Currencies: The invoice currency must be identical to the currency of the referenced purchase order or the invoice document which is being corrected. (credit note, price variation debit and credit)
- Limitation of invoice items:
 - If the supplier sends more than 500 items in the invoice, the invoice will be rejected.
 - If the invoice contains more than one item and only one item is blocked for payment on customer side, the whole invoice is blocked for payment.
 - The time for booking depends on the count of invoice items.

¹ In case of Portugal, the invoice generated in the supplier's internal system needs to be provided as attachment in PDF format.

7.2.2 Invoice based on PO (Purchase to Pay)

- PO number and item number must exist in the AirSupply module and contain billable items. Following requirements must be met for a PO item to be considered as billable:
 - The PO item is marked by Airbus as relevant for invoicing
 - The PO item is not fully invoiced yet
 - "Last agreed promised quantity" > 0
 - "Last agreed price" > 0
 - The PO schedule line is in one of the following collaboration status: OPEN, PARTIALLY RECEIVED, PARTIALLY SHIPPED, RECEIVED, SHIPPED, CUSTOMER CHANGE ORDER REQUEST, SUPPLIER CHANGE ORDER REQUEST (Assuming on the configuration most commonly used by Airbus)
 - The business relationship btw. supplier and customer set up correctly within SupplyOn. (A network link between the buyer and seller Control Point with Logical File Name SO_INVOICING exists.)
- Line item quantity must fit to quantity of the PO line item (less or equal). If the PO line item was partly invoiced, the remaining quantity can be used at maximum.
- Unit price and price basis on line item level have to fit to unit price of purchase order line item
- Service completion date has to be identical for all items if the ship-to country is Germany and the invoice currency is not Euro

7.2.3 Invoice from Scratch (Invoice only)

- PO number:
 - It must be the same for all line items.
 - It might be validated if it matches with the range defined for the related Airbus legal entity.
- Service completion date has to be identical for all items if the ship-to country is Germany and the invoice currency is not Euro
- Supplier reference number / Invoicing party code: It might be validated if it matches with the range defined for the related Airbus legal entity.

7.2.4 Invoice Correction

An invoice correction can be executed by creating a credit note or price variation credit and debit. The following data are being validated by the eInvoicing application:

- Customer and supplier data including reference numbers have to be the same as in the invoice being corrected
- In general item data have to be the same as in invoice being corrected, exceptions are:
 - Prices deviate in case of price variation credits and debits
 - Quantity and amounts deviate in case of credit notes
 - Credit note is created "from scratch" (only possible if "Invoice only" is activated)

7.2.5 Tax categories and tax rates

For invoices to entities of Airbus Operations S.A.S. in France:

Following tax categories are available, regardless of the supplier's country:

Code	Description	Comment
S	Standard rate	Needs to comply with allowed tax rates in the supplier's country.
AA	Reduced rate	
O	Services outside scope of tax	
Z	Zero-rated goods	
E	Tax exemption	Exemption Reason is required in field LegalInformationTextType2
AAC	Exempt intra-Community supply of goods, Article 138 of Council Directive (1) 2006 / 112 // EC	

BEF	Suspension de TVA au titre de l'article Article 277 A I. 2° e) du CGI – Entrepôt Fiscal Airbus délivré le 8 juin 2004 par décision ministérielle.	
BCR	Article 275 of French General Tax Code	
BEX	Zero-rated international airline, Article 148(f) of EC Directive 2006/112	
BEE	Zero-rated Exportation supply of goods article 146 of EC Directive 2006/112	
BEC	Zero-rated Customs regime, Article 156 & 161 of EC Directive 2006/112	
BSD	Customer to self-assess VAT (reverse charge) on domestic sales by non-established taxable persons, Article 194 of EC Directive 2006/112	
BSE	Service B2B european supplier - reverse charge by the customer, Article 196 of EC Directive 2006/112	
BSN	Service B2B non european supplier - No VAT liability	

For invoices to other Airbus entities:

Following tax categories are available, depending on the supplier's country^(*):

Code	Description	Comment
S	Standard rate	Needs to comply with allowed tax rates in the supplier's country.
AA	Reduced rate	
O	Services outside scope of tax	
Z	Zero-rated goods	
E	Tax exemption	Exemption Reason is required in field LegalInformationTextType2
AE	Reverse Charge (Tax due by recipient of goods/service)	
AAC	Exempt intra-Community supply of goods, Article 138 of Council Directive (1) 2006 / 112 // EC	Only for suppliers in EU countries ^(*)
BPA	Suspension de TVA au titre de l'article 277 A I. 1° du CGI – Perfectionnement Actif.	Only for suppliers in France ^(*)
BEF	Suspension de TVA au titre de l'article Article 277 A I. 2° e) du CGI – Entrepôt Fiscal Airbus délivré le 8 juin 2004 par décision ministérielle.	Only for suppliers in France ^(*) (not for customer Airbus Atlantic) ^(*)
BES	Suspension de TVA au titre de l'article Article 277 A I. 2° e) du CGI – Entrepôt Fiscal Airbus Atlantic délivré le 18 décembre 2015 par décision ministérielle (only for customer Airbus Atlantic)	Only for suppliers in France ^(*) (for customer Airbus Atlantic)
BCR	Article 275 of French General Tax Code	Only for suppliers in France ^(*)
BEX	Zero-rated international airline, Article 148(f) of EC Directive 2006/112	Only for suppliers in France ^(*)
BG1	Tax-free intra-Community delivery §4 No.1b UStG i.c.w. § 6a UStG Article 28a	Only for suppliers in Germany ^(*)
BG2	Tax-free intra-Community triangle delivery Article 28c part E of the 6th EC directive	Only for suppliers in Germany ^(*)

^(*) The country is determined based on the first two digits of the supplier's VAT ID or – if not available – of the country in the supplier's address. In case a tax representative is provided, the tax representative's VAT ID/Country is used instead.

Tax categories different from “Standard Rate” and “Reduced Rate” require a tax rate of 0.

7.3 Mandatory Information

All mandatory information the invoice document must contain is described in the following sections. In some cases the multiple statement of information is required. A detailed description including calculations and possible additional information is provided in appendix A.

7.3.1 General Information

- Invoice type
- Invoice number
- Invoice date
- Currency of invoice recipient
- Declaration of terms of payment

7.3.2 Address Data

The following information about partner addresses is required for the supplier and customer:

- Name
- Street / post box
- Postal code
- City and country
- e-mail Address (only supplier) i. e. as a contact in case of litigation

Furthermore, the country of the consignee (ship to) have to be declared if the country of the buyer is Germany.

7.3.3 Reference Numbers

7.3.3.1 Supplier

- Supplier number (for routing purposes within eInvoicing)
- Account number ("Invoicing party code" for Airbus Group)
- VAT number
- Depending on the law: Commercial registration number (e.g. SIREN)

7.3.3.2 Buyer

- Org Code (for routing purposes within eInvoicing)
- Plant code (for routing purposes within eInvoicing)
- VAT number of the legal entity of your customer

7.3.4 Line Items

The line items of the invoice must contain:

- Item number
- Material / service description
- Quantity of the material / service
- Unit of measure
- Delivery / service completion date
- Item amount (net and gross)
- Unit price of item (net and gross)
- Price basis (net and gross)
- Purchase order number of the customer (incl. item number)

7.3.5 Tax Information

The tax information is provided for all line items. Following information is mandatory:

- Tax type
- Tax rate
- Taxable amount
- Tax amount
- Tax declaration if no tax is applied

7.3.6 Payment information

- Terms of payment

7.3.7 Totals

- Total items amount
- Total tax amount
- Total invoice amount (sum of all totals mentioned before)

7.3.8 Currencies

For every amount, a declaration of the currency has to be made. In case that different currencies are being used, the declaration has to be made twice (currency of customer & supplier country).

7.3.9 Invoice Correction

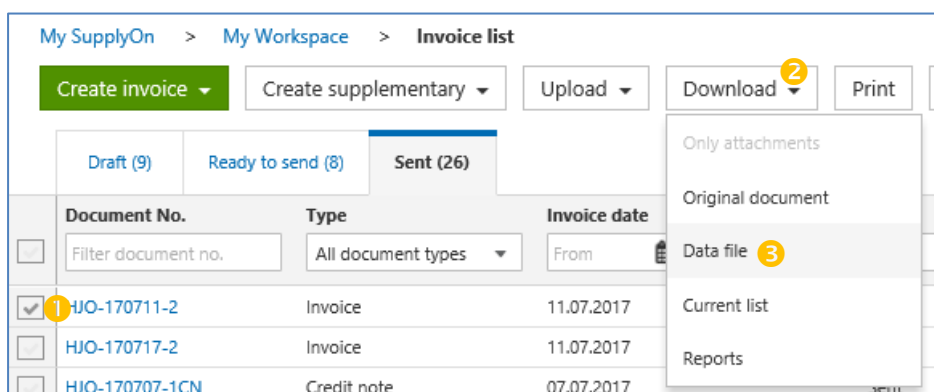
In case of invoice corrections the invoice number and item of the referenced invoice document are mandatory.

8 CSV functionality

With the functionality of CSV upload all required invoice data can be uploaded to the eInvoicing application. It can be either one or more invoices be uploaded within one CSV file. It is important to know that in opposite to the creation of invoices via web interface no switching of purchase order or invoice data is performed. All relevant invoice data have to be uploaded in the CSV file.

8.1 Download

It is recommended to download an existing invoice in CSV file first in order to obtain an upload template. If no invoices are existing, the user can create an invoice alternatively. For downloading a CSV file the user has to select the document line (1), click **Download** (2) and select **Data file** (3). The file will be stored in the local download folder. The CSV file might contain more data than required.



Remark: The downloaded invoice should be fully validated in advance in order to ensure that all required data are available – ideally use a document that has already been sent successfully.

Please be aware that the downloaded CSV file might contain several fields which are not necessary for the CSV upload:

- GUID
- Channel
- Basis1NetPrice(Item)
- CFTPLLevel1(Header)
- CompanyCode(Header)
- FactsCode(Header)
- InvoiceImageFilename(Header)
- NumberOfAttachments(Header)
- SAPClientNumber(Header)
- SAPSystemName(Header)
- UniqueInvoiceIdentificationNumber(Header)
- archivingProviderBuyside(Header)
- archivingProviderSellside(Header)
- archivingSectionBuyside(Header)
- archivingSectionSellside(Header)
- countrySource(Header)
- signatureProvider(Header)

Finally, all expected fields for the CSV upload are described in “A: CSV Field Description (CSV_Upload.xlsx)”.

8.2 Regional specific CSV File Structure

The separator, the format of decimals and the format of the date are dependent on the country of the user. Following distinctions have to be considered when uploading CSV files:

Country	Date format		Decimal separator	List separator
Belgium	dd/MM/yyyy	(31/12/2016)	,	;
Czech Republic	d.M.yyyy	(31.12.2016)	,	;
France	dd/MM/yyyy	(31/12/2016)	,	;
Germany	dd.MM.yyyy	(31.12.2016)	,	;
Italy	dd/MM/yyyy	(31/12/2016)	,	;
Netherlands	d-M-yyyy	(31-12-2016)	.	;
Romania	dd.MM.yyyy	(31.12.2016)	,	;
Spain	dd/MM/yyyy	(31/12/2016)	,	;
Switzerland	dd.MM.yyyy	(31.12.2016)	.	;
United Kingdom	dd/MM/yyyy	(31/12/2016)	.	,
United States	M/d/yyyy	(12/31/2016)	.	,

8.3 Numbering of fields

Some information are organized in list of fields with numbered elements, .e.g. “BuyerRefNumberType1, BuyerRefNumberType2, BuyerRefNumber1, BuyerRefNumber2, ...”

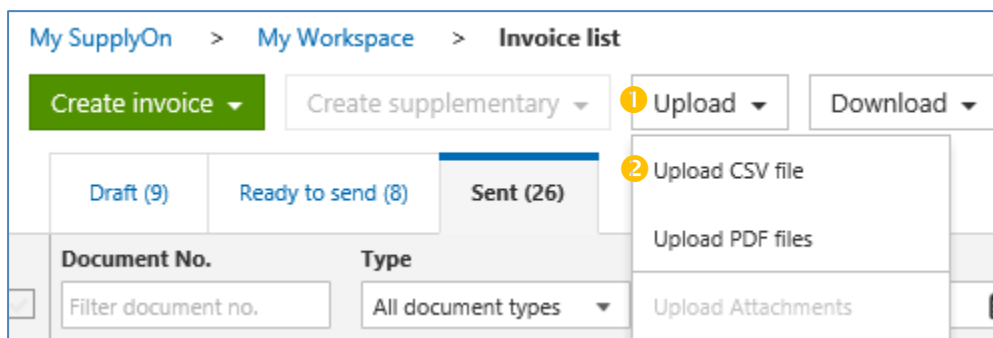
Numbers must be consecutive. E.g. “BuyerRefNumberType1, BuyerRefNumberType3, BuyerRefNumber1, BuyerRefNumber3, ...” would lead to an error.

8.4 UTF-8 encoding

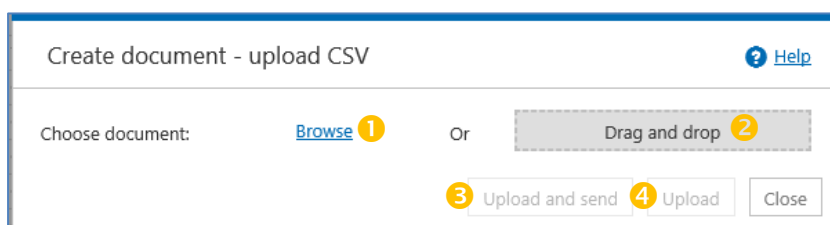
The CSV file must be UTF-8 encoded, in order to ensure that special characters (like ä, öü, or ô, é, etc.) are displayed correctly within SupplyOn invoicing.

8.5 Uploading a CSV File

For uploading a CSV file the user has to click **Upload** (1) and select **Upload CSV file** (2).



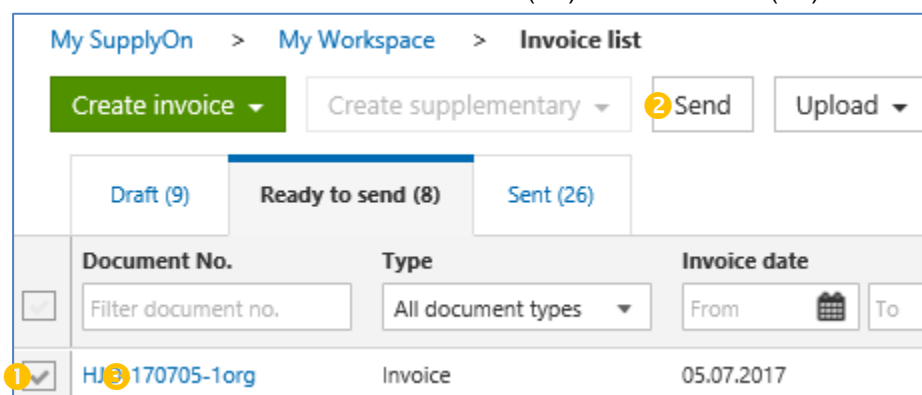
Now the CSV upload window appears. The user can either browse (1) or drag and drop the CSV file (2).



For uploading two options are existing:

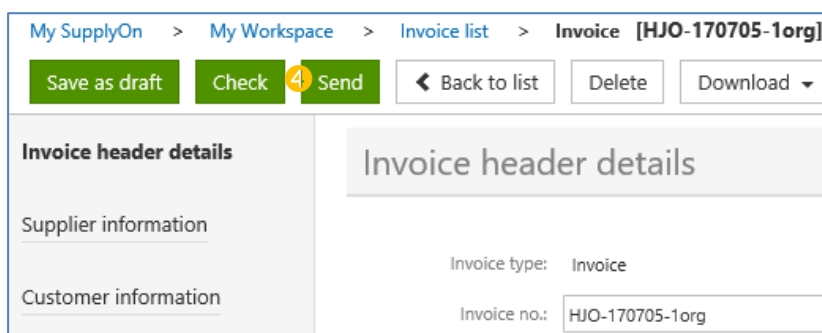
- **Upload and send** (3): Upload of a CSV file with instantaneously sending it afterwards. If the validation succeed, the user is not able to edit the data via the web interface anymore.
- **Upload** (4): Upload of CSV file without instantaneous sending afterwards. If the validation succeed the user is able to edit the data via the web interface or to add attachments. After successful uploading the invoice is provided in the "Ready to send" view in the invoice list. The final sending to the customer has to be initiated manually by the user in two possibly ways:

A. Selection of the relevant document line (1) and click **Send** (2).



Remark: The user is not able to edit the data.

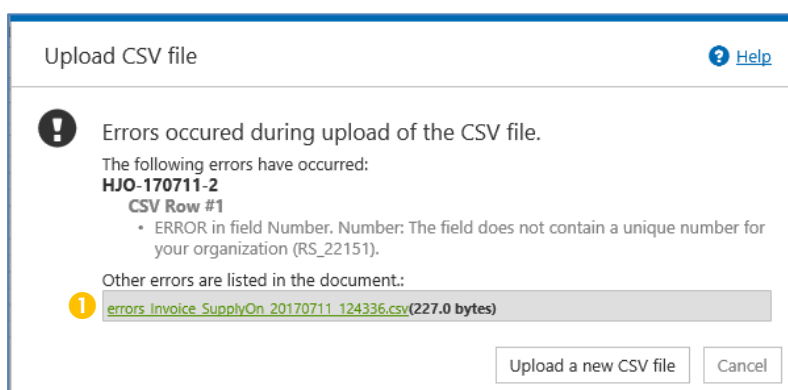
B. Open the invoice by clicking on the document number (3) and click **Send** (4).



Remark: Before sending, the user is able to edit the data.

8.6 Error Handling

The validation explained in chapter 7 “Invoice Validation ” is performed during the upload process. If the validation fails, an error message appears - example of an error message occurring due the missing of a unique document number:



Within the error message, a detailed error analysis is provided in CSV format. This file can be used for communication of CSV file upload problems to the SupplyOn support team.

8.7 Using MS Excel to edit CSV files

When using MS Excel to edit CSV-files, zeros at the beginning of entries are deleted and the data format is set to the language settings of the personal computer. To avoid errors when uploading CSV-files, entries beginning with zero must be entered with apostrophe (e.g. '0110). Furthermore, the regional data format standards have to be considered (see 8.2). In some cases, the language setting of the personal computer must be adapted to the language settings of the eInvoicing user.

9 Original Document

When sending an invoice to the customer, the original invoice document will be generated by the SupplyOn application. This document is based on the data uploaded via CSV file and perhaps edits have been made in the application after uploading. The original document comprises:

- Invoice printout
- Attachments (optional)

The creator of the original document (supplier) is at any time responsible that its components are consistent regarding tax-relevant information and all legal requirements. SupplyOn assists only this process. For further information please have a look at the SupplyOn Terms & Conditions or the SupplyOn info portal.

The original document is available for downloading in PDF format in the eInvoicing application shortly after sending the invoice for a limited period of time (at least 3 to 6 months). In case of previously submitted invoices, select a submitted document and click **Original document** at **Download**.

10 Archiving / Storage

Based on legal requirements of your home country, the supplier is responsible for the archiving of the original document (see 9 "Original Document"). The original invoice documents can be stored in the supplier's archiving system or an ordered 3rd party services.

11 Appendix

11.1 A: CSV Field Description ([CSV Upload.xlsx](#))

The CSV field description shows an overview about all CSV fields structured as follows:

COLUMN HEADER	DESCRIPTION
CSV field name	The CSV field name is located in the first row of the CSV file. The name enables the alignment of the value entered below in the second line.
Description	Short description of the CSV field
Length	Declaration of the maximal length respectively the maximal amount of digits in case of text or number input is required.
Type	Specification of the type of entry.
Available qualifiers	List of possible values in case of fields requiring the entry of a fix value. A description of every value (code) is provided after a hyphen (e.g. ADE - Account number). Please enter only the code or number before the hyphen.
Mandatory	For each invoice type, it is determined which fields are mandatory or not. Following abbreviations are used: <ul style="list-style-type: none"> • M → Mandatory, field <u>has to be used</u> in the CSV file • O → Optional, not mandatory field – it <u>can be used</u> in the CSV file • C → Conditional, in some cases – described in columns "Available qualifiers" or "Rule" – the field is mandatory and has to be used in the CSV file
Rule	For each invoice type and field name, the certain validation rule is given

Remark: Several items are listed in different rows. The easiest approach here is to copy the line for an existing item and change the corresponding fields.

11.2 B: Available Org Codes as Part of the Routing Data

In addition to chapter 5, the following table contains an overview of the most important org codes. Nevertheless, it is recommended to use the routing data provided in the PO or in the eInvoicing module.

ORG CODE	CUSTOMER
AST	Airbus Defence and Space SAU
IAIR	Airbus Operation Ltd UK
IAIR	Airbus Operations GmbH
IAIR	Airbus Operations S.A.S
IAIR	AIRBUS OPERATIONS SL
AERO	Airbus Atlantic
PAG	Premium Aerotec