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

April 2018 – Version 1.4

Document available in English (only)



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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 |



# 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/

# 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

# For missing content on invoice define fix values or rules

*Example*: Supplier contact is always [accounting@yourcompany.com](mailto: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.

# 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.

# 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. |

## 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 |  |  |  |  |
|  | … |  |  |  |  |
|  | … |  |  |  |  |
|  |  |  |  |  |  |
| ***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 |  |  |  |
| 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 |  |  |  |
| 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 |  |  |  |
| 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 – only 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 |  |  |  |
| 301  302 | Total taxable amount | Yes |  |  |  |
|  |  |  |  |  |  |

# 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 |