



**CSV format configuration  
manual for invoice import to  
B2BRouter**

B2Brouter is an online platform offering electronic invoicing services, as well as sending and receiving electronic files. B2Brouter is currently providing services to public and private companies; has more than 100,000 users and is available in 11 languages.

We would like to thank you for choosing our Enterprise Plan, to integrate the e-invoicing functionalities through your existing management system!

The first step is to select the CSV format to generate the invoices from your invoicing system. To be able to import this CSV file to B2Brouter correctly, it must correspond to a specific format.

In this manual you will find out how to configure this format. The main feature of the CSV format is that each data record will be displayed as one line with a label and a set of fields separated by the ";" character.

If the content of a field includes the semicolon character, you must enclose the entire content of that field between quotation marks.

You can import the invoices individually (one invoice, one CSV file) or you can import them together. In this case each invoice must be reported on a single line. To differentiate when one invoice ends and the other begins, a new Header (CAB) segment will be added.

Every CSV file can only have invoices issued by the same Vat Id. If invoices are issued for several VAT ids., as many files as VAT identifiers must be generated.

It is common to use Excel to edit this kind of files, but it is possible that Excel modifies certain fields. If you do, pay careful attention to the saved format.

**IMPORTANT!** - The amounts have to be reported without a thousandseparator and using the comma (,) to indicate the decimal part.

# 1. Data Segments

There are 7 different data segments in the specific CSV format for importing electronic invoices. Each of these segment (or data) templates must be reported in one line of the CSV file.

A series of metadata have been defined for each data segment, which provide the specific coding information for each record.

Metadata:

The metadata of the record models are as follows:

- **CSV:** Field position on the CSV record.
- **FIELD:** Name of the element.
- **CARD:** Cardinality: M = Mandatory, O = Optional, D = Dependent.
- **VALUE:** Fixed value or form of usage of the element.
- **FORMAT:** Indicate if it is a specific field for one of the accepted formats (Facturae, Peppol, EDI, FatturaPA, Facturae B2B).

Record Models:

- **HEADER (CAB):** Header data of the invoice.
- **REQUEST (REQ):** Invoice routing data (Facturae).
- **DETAIL (DET):** Invoice Line detail data.
- **VAT:** Applicable tax data.
- **RECTIFICATION:** Corrective Invoice (or Credit Note) data.
- **FACTORING:** Data concerning the assignment of invoice payment.
- **EDI:** Information for translating to EDI format.
- **DUE:** Information on invoice due dates.

## 1.1. Header (CAB)

Header segment: This segment must be the first line in the CSV file. Only one record per line.

CSV	FIELD	CARD*	VALUE	DATA ID EN 16931-1:2017
A	REGISTER TYPE	M	CAB	
B	INVOICE NUMBER	M	AB-1234-CB	BT-1
C	INVOICE DATE	M	YYYY-MM-DD	BT-2
D	INVOICE-SENDER IDENTIFIER	M	Issuer VAT id, optionally you can include the ISO 3166-1 alpha-2 country code as a prefix. ** 89380129865 or FR89380129865 02883470244 or IT02883470244	BT-31
E	SENDER NAME	M		BT-27
F	SENDER ADDRESS	M		BT-35
G	SENDER ZIP CODE	M	1234AB	BT-38
H	SENDER CITY	M		BT-37
I	SENDER STATE (REGION)	M		BT-39
J	SENDER COUNTRY	M	ISO 3166-1 alfa-2 (ES/FR/IT,...)	BT-40
K	INVOICE-RECIPIENT IDENTIFIER	M	Issuer VAT id, optionally you can include the ISO 3166-1 alpha-2 country code as a prefix. ** 89380129865 or FR89380129865 02883470244 or IT02883470244	BT-48
L	RECIPIENT NAME	M		BT-44
M	RECIPIENT ADDRESS	M		BT-50
N	RECIPIENT ZIP CODE	M		BT-54
O	RECIPIENT CITY	M		BT-52
P	RECIPIENT STATE (REGION)	M		BT-53
Q	CURRENCY	M	ISO 4217 Alpha (EUR/GBP/USD7 ...)	BT-5
R	TOTAL INVOICE AMOUNT	M		BT-112
S	DUE DATE	M	YYYY-MM-DD	BT-9
T	PAYMENT METHOD	O	According to Code Table "Payment Method"	BT-81
U	IBAN/BIC BANK ACCOUNT NUMBER	D	If by Bank Transfer ISO 13616:2007	BT-84 BT-86
V	ADVANCED PAYMENT/RETAINER AMOUNT	O		

W	PROVIDER UNIT CODE / SELLER PARTY IDENTIFICATION	O		Facturae
X	INVOICING PERIOD START	O	YYYY-MM-DD	BT-73
Y	INVOICING PERIOD END	O	YYYY-MM-DD	BT-74
Z	BUYER PARTY E-MAIL	O		BT-57
AA	SELLER PARTY E-MAIL	O		BT-43
AB	CUSTOMER/RECEIVER COUNTRY CODE	O	ISO 3166-1 alfa-2 (ES/FR/IT,...) "ES" by default	BT-55
AC	COST CENTRE	O		BT-19
AD	PAYMENT METHOD NOTE	O		BT-82
AE	% DISCOUNT	O	0.0	BT-138
AF	DISCOUNT (AMOUNT)	O		BT-92
AG	DEBIT	O		BT-99
AH	DEBIT REASON	O		BT-97
AI	BUYERS REFERENCE	O		BT-133

\* Cardinality: M = Mandatory, O = Optional, D = Dependent

\*\* Checking VAT id formats from EU members can be done at  
[https://ec.europa.eu/taxation\\_customs/vies/faq.html?locale=en](https://ec.europa.eu/taxation_customs/vies/faq.html?locale=en)

Code Table (Payment Method):

Code	Description
01	Cash
02	Domiciled Receipt
03	Receipt
04	Bank Transfer
05	Letter of Credit
06	Documentary Credit/Loan
07	Contract Award
08	Bill of exchange
09	IOU to the Order
10	IOU Not to the Order
11	Check
12	Replacement
13	Specials
14	Compensation
15	Postal Order
16	Conformed check
17	Bank Check
18	Cash on delivery
19	Card Payment

## 1.2. Request (REQ)

This is an optional register that allows you to specify the routing data. For invoices sent to FACeB2B, it is possible that a recipient may use one of these fields to receive specific information.

CSV	FIELD	CARD*	VALUE	DATA ID EN 16931-1:2017
A	REGISTER TYPE	0	PET	
B	ACCOUNTING OFFICE CODE	0	According to DIR3	Facturae BT-10
C	MANAGEMENT UNIT CODE	0	According to DIR3	Facturae BT-10
D	PROCESSING UNIT CODE	0	According to DIR3	Facturae BT-10
E	INVOICE FILE REFERENCE NUMBER	0	Invoice File reference number	BT-11
F	PURCHASE NUMBER	0	Contract/Purchase order	BT-13
G	LINE SEQUENCE NUMBER	0	Contract line number /Purchase order	BT-132
H	DELIVEY NOTE	0	Delivery note number (can be overwritten in DET)	N/A
I	ACCOUNTING OFFICE NAME	0		Facturae
J	ACCOUNTING OFFICE ADDRESS	0		Facturae
K	ACCOUNTING OFFICE ZIP CODE	0		Facturae
L	ACCOUNTING OFFICE CITY	0		Facturae
M	ACCOUNTING OFFICE STATE OR REGION	0		Facturae
N	ACCOUNTING OFFICE COUNTRY	0		Facturae
O	MANAGEMENT UNIT NAME	0		Facturae
P	MANAGEMENT UNIT ADRESS	0		Facturae

CSV	FIELD	CARD*	VALUE	DATA ID EN 16931-1:2017
Q	MANAGEMENT UNIT ZIP CODE	0		Facturae
R	MANAGEMENT UNIT CITY	0		Facturae
S	MANAGEMENT UNIT STATE OR REGION	0		Facturae
T	MANAGEMENT UNIT COUNTRY	0		Facturae
U	PROCESSING UNIT NAME	0		Facturae BT-10
V	PROCESSING UNIT ADDRESS	0		Facturae
W	PROCESSING UNIT ADDRESS ZIP CODE	0		Facturae
X	PROCESSING UNIT CITY	0		Facturae
Y	PROCESSING UNIT STATE OR REGION	0		Facturae
Z	PROCESSING UNIT COUNTRY	0		Facturae
AA	HEADER ADDITIONAL INFORMATION	0		
AB	PURCHASE DATE	0	YYYY-MM-DD	
AC	PROPOSING BODY CODE	0		Facturae & Facturae B2B BT-71
AD	PROPOSING BODY NAME	0		Facturae
AE	PROPOSING BODY ADDRESS	0		Facturae
AF	PROPOSING BODY ZIP CODE	0		Facturae
AG	PROPOSING BODY CITY	0		Facturae
AH	PROPOSING BODY STATE OR REGION	0		Facturae
AI	PROPOSING BODY COUNTRY	0		Facturae
AJ	DIRE CODE	0		Facturae FACeB2B

\* Cardinality: M = Mandatory, O = Optional, D = Dependent

### 1.3. Detail(DET)

Detail Record contains information on invoice detail lines.  
Multiple detail lines can be indicated.

CSV	FIELD	CARD*	VALUE	DATA ID EN 16931-1:2017
A	REGISTER TYPE	M	DET	
B	ARTICLE CODE	M		BT-175
C	ITEM DESCRIPTION	M		BT-153
D	QUANTITY	M		BT-129
E	UNIT OF MEASUREMENT	O		BT-130
F	UNIT PRICE	M		BT-146
G	LINE DISCOUNT (%)	O		BT-138
H	LINE DISCOUNT AMOUNT	M	If there is a discount, the amount and the reason must be informed. If there is no reason, 'Discount' must be informed	BT-139
I	% VAT	M	Indicate the % of the charge to be applied. In case of tax exemption indicate E, for non-taxable indicate NS	BT-152
J	TAXABLE BASE	M		
K	GROSS AMOUNT	O		
L	ADDITIONAL LINE NOTES	O		BT-127
M	PURCHASE NUMBER	O	Purchase/order number (has priority over Purchase Number on REQ)	
N	LINE SEQUENCE NUMBER	O	Line No. Contract (has priority over Line Sequence No. on REQ)	BT-132
O	RECEIVER CONTRACT REFERENCE NUMBER	O	Allocation Code (Only for Gobierno de Navarra)	Facturae
P	DELIVEY NOTE	O	Delivery note number (has priority over Delivery Note on REQ)	N/A
Q	REASON FOR EXEMPTION	O		BT-120
R	DEBIT	O		BT-141
S	REE CERTIFICATION	O		Facturae
T	INVOICING PERIOD START	O		BT-134
U	INVOICING PERIOD END	O		BT-135
V	CONTRACT NUMBER	O		N/A

CSV	FIELD	CARD*	VALUE	DATA ID EN 16931-1:2017
W	ADDITIONAL INFORMATION	O		BT-22
X	% IRPF	O		Facturae
Y	CONTRACT DATE	O		
Z	BUYER PRODUCT CODE	O		BT-156

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## 1.4. TAX

Tax segment is used to indicate the taxes, either VAT, VAT or personal income tax, among others. A single VAT registration for each category.

CSV	FIELD	CARD*	VALUE	DATA ID EN 16931-1:2017
A	REGISTER TYPE	M	IVA, VAT, IPSI, IGIC, IRPF	

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## 1.5. RECTIFICATION ( REC )

This segment is only used for corrective invoices (or Credit Notes):

CSV	FIELD	CARD*	VALUE	DATA ID
A	REGISTER TYPE	O	REC	EN 16931-1:2017
B	CORRECTIVE INVOICE NUMBER	M	Inform the invoice number you are replacing	BT-25
C	REASON CODE	M	According to Code Table "Reason forCorrection"	Facturae
D	AMENDED INVOICE - STARTING DATE	M		
E	AMENDED INVOICE - ENDING DATE	M		
F	CORRECTION METHOD	M	[01] Complete Rectification [02] Rectification by difference [03] Adjustment for trading volume discount over a period [04] Authorized by Tax Office	Facturae
G	ADDITIONAL REASON INFORMATION	O		N/A

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Code Table (Reason for Correction):

Code	Description
1	Invoice Number
2	Invoice Serie
3	Expedition Date
4	Name and surnames / Corporate Name-Sender
5	Name and surnames / Corporate Name-Receiver
6	Tax identification Issuer / Required
7	Tax identification Receiver
8	Address Sender/Required
9	Address Receiver
10	Operation Detail
11	Tax rate to apply
12	Tax free to apply
13	Date/Period to apply
14	Invoice Type
15	Legal Literals
16	Tax Base
80	Calculation of charged fees
81	Calculation of deductible fees
82	Modified tax base per packaging return
83	Modified tax base per discounts and rebates
84	Tax base modified according to a final, judicial or administrative decision
85	Modified tax base for unpaid passed on quotas. Order for declaration of bankruptcy

## 1.6. Factoring

Factoring segment is also an optional record that allows to inform about the factoring assignment

CSV	FIELD	CARD*	VALUE	DATA ID EN 16931-1:2017
A	REGISTER TYPE	O	FAC	
B	ASSIGNEE	M	Physical or legal	N/A
C	ASSIGNEE RESIDENCE TYPE	M	Foreign, resident, resident in the EU	N/A
D	VAT TAX CODE ASSIGNEE	M		BT-60
E	ASSIGNEE NAME	M		BT-59
F	ASSIGNEE ADDRESS	M		N/A
G	ASSIGNEE ZIP CODE	M		N/A
H	ASSIGNEE CITY	M		N/A
I	ASSIGNEE STATE OR REGION	M		N/A
J	ASSIGNEE COUNTRY	M		N/A
K	ASSIGNEE ADDITIONAL INFORMATION	O		N/A
L	DUE DATE	M		N/A
M	INVOICE AMOUNT	M		N/A
N	PAYMENT METHOD	M	According to Code Table "Payment Method" on Header section	N/A
O	IBAN	M		N/A
P	BANK CODE	M		N/A
Q	FACTORING ASSIGNMENT CLAUSES	M		N/A

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## 1.7. EDI

EDI segment is only necessary if you want to convert your electronic invoice to EDIFACT format.

CSV	FIELD	CARD*	VALUE	DATA ID EN 16931-1:2017
A	REGISTER TYPE	O	CABEDI	EDI
B	INVOICE TYPE	M	380, 381, 383, 384, 385, 325, 389.	EDI
C	PO LEGAL- NADBCO	M	PO legal - NADBCO – legal purchaser	EDI
D	PO PURCHASER - NADBY	M	PO purchaser - NADBY – who is requesting	EDI
E	PO INVOICE RECEIVER - NADIV	M	PO invoice recipient - NADIV – who is receiving the invoice	EDI
F	PO GOODS RECIPIENT - NADDP	M	PO goods recipient – NADDP – who is receiving the goods	EDI
G	PO PAYMENT ISSUER - NADPR	M	PO payment issuer - NADPR – who is making the payment	EDI

\* Cardinality: M = Mandatory, O = Optional, D = Dependent

## 1.8. DUE

DUE segment should only be informed if the invoice has other due dates than the ones specified in the Header (CAB) section.

CSV	FIELD	CARD*	VALUE	DATA ID EN 16931-1:2017
A	REGISTER TYPE	M	DUE	
B	DUE DATE	M	Due date. Must be prior to invoice due date	N/A
C	AMOUNT DUE	M	Amount due. Must be less than invoice amount	N/A

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