



Excel configuration
Manual for invoice import
to B2Brouter

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1. Changes control

Version	Date	Comment
V1.0	2018-04-20	First Version
V1.1	2020-11-06	New fields and extension of existing documentation

2. Presentation

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!

In this guide you will find all the details to generate a correct Excel file for the import of your invoices to the B2Brouter platform.

First, you must select the Excel format to generate the invoices from your management system or ERP. In order to be able to import correctly, this Excel file must correspond to a specific column structure.

You can import the invoices individually (one invoice, one Excel file) or you can import them together. In this case each invoice number must be reported in the field "INVOICE NUMBER" in the header segment.

3. Data Segments

Each of these segments should be reported in an Excel column.

Metadata have been defined for each data segment to provide the specific coding information for each record or data.

Metadata:

- **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).

Data segments:

- **HEADER:** Header data of the invoice.
- **REQUEST:** Invoice routing data (Facturae).
- **DETAIL:** Invoice Line detail data.

3.1 Header

There must be one field per column.

FIELD	CARD*	VALUE	FORMAT
INVOICE NUMBER	M	Invoice number	
INVOICE DATE	M	Invoice date	
INVOICE-SENDER IDENTIFIER	M	Seller taxcode	
INVOICE-RECIPIENT IDENTIFIER	M	Buyer taxcode	
RECIPIENT NAME	M	Buyer name	
FECHA VENCIMIENTO	M	Invoice due date	
PAYMENT METHOD	O	Invoice payment means	Follow "Payment Method" table
IBAN/BIC BANK ACCOUNT NUMBER	D	Iban	
INVOICING PERIOD START	O	Invoicing period start	
INVOICING PERIOD END	O	Invoicing period end	
NÚMERO DE SERIE	O	Invoice serie	
EXTRA INFORMATION	O	Invoice extra info + Invoice extra info 2 + Tax exemption reason	
PURCHASE/CONTRACT NUMBER	O	Line issuer transaction reference 2	

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

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

3.2 Request

This is an optional register that allows you to specify the routing data.

FIELD	CARD*	VALUE	FORMAT
ACCOUNTING OFFICE CODE	0	Accounting unit	Facturae
MANAGEMENT UNIT CODE	0	Managing unit	Facturae
PROCESSING UNIT CODE	0	Processing unit	Facturae
INVOICE FILE REFERENCE NUMBER	0	Line file reference	
PURCHASE NUMBER	0	Line receiver transaction reference	
ACCOUNTING OFFICE NAME	0	Accounting unit name	Facturae
MANAGEMENT UNIT NAME	0	Processing unit name	Facturae
PROCESSING UNIT CODE	0	Proponent unit	Facturae and Facturae B2B

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

3.3 Detail

Detail Record contains information on invoice detail lines.

Multiple detail lines can be indicated.

FIELD	CARD*	VALUE	FORMAT
ARTICLE CODE	M	Line article code	
ITEM DESCRIPTION	M	Line description	
QUANTITY	M	Line quantity	
UNIT OF MEASUREMENT	O	Line unit	
UNIT PRICE	M	Line unit price	
ARTICLE CODE	M	Line tax rate	
ADDITIONAL LINE NOTES	O	Line notes	
PURCHASE NUMBER	O	Line receiver transaction reference	
DELIVEY NOTE	O	Line delivery note number	
REASON FOR EXEMPTION	O	Tax exemption number	
REE CERTIFICATION	O	Line issuer transaction reference	Facturae
LINE NOTES	O	Line notes2	

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