ELECTRONIC INVOICING GUIDE

eInvoicing Specifications for Suppliers

INVOICES

Invoices must pass validation according to the business rules for ServiceMaster in order to be submitted to them. These rules include required fields, acceptable values for certain fields, and other document checks that make sure that invoice transactions are acceptable to ServiceMaster. Invoices must also follow the EDI file format supported for ServiceMaster eInvoicing transmission described below.

Invoice Validation Rules

This document describes the rules that must be followed to submit an invoice transaction to ServiceMaster. All of the rules presented here are applicable regardless of the file format and transmission protocol used.

The following table summarizes ServiceMaster's field validation requirements for invoice uploads.

Field Name	Description	Data Format	Additional Field Validations	Required?
PO Number	PO number assigned by ServiceMaster	Number (8)	Exact Match to PO Supplier is invoicing Error Message if INVALID; Cannot find PO # XXXX. Please correct the PO number. (This will only apply for e-file)	Required
Invoice Number	Invoice number assigned by the Supplier	String (25)	please note: non alphanumeric characters are not accepted, such as hyphens Supplier# + Invoice# must be unique Error Message if INVALID; (1) Invoice number cannot exceed 25 characters. Please correct. (2) Invoice number must be unique. Invoice already exists with the number: <invoice#>	Required

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			(3) Invoice number must not contain a pipe character Once the Invoice is submitted, DCI Portal will convert the alphabetic characters in the Invoice Number to UPPERCASE.	
Invoice Date	Supplier-supplied invoice date	MM/DD/YYYY	Invoice Date must = TODAY Error Message if INVALID; Invoice Date must be TODAY's date (E-file only, date is not editable in UI) Invoice Date must be in the following format "MM/DD/YYYY" (E-file only, date is not editable in UI)	Required
Freight	Footer-Level Freight Amount	Number (15,2)	If Freight ≠ Null, then entered value must conform to 'Number (15,2)' format Freight amount cannot be less than zero Error Message if INVALID; The freight amount should be a valid number Freight amount cannot be less than zero	
Misc. Charges	Footer-Level Misc. Charges Amount	Number (15,2)	If Misc. Charges ≠ Null, then value must conform to 'Number (15,2)' format Misc. Charges cannot be less than zero If Misc Charges ≠ '0' or Null, then the value in the comments field ≠ Null Error Message if INVALID;	

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			The Misc. Charges should be a valid number Misc. Charges cannot be less than zero	
Invoice Comments	Footer-level invoice comments	Alphanumeric (250)	If Misc. Charges are entered (is not Null or Zero), then Invoice Comments are required If Misc. Charges field is not Null or zero, then Invoice Comments are required	

Invoice Line item data:

Field Name	Description	Data Format *Numeric(10,2) indicates 10 digits incl. 2 decimals*	Additional Field Validations	Required?
PO Line#	PO Line Number Must be an EXACT MATCH to PO If PO is partially invoiced, then include only the PO lines for which are being invoiced.	String (10) Examples: 1, 2, 3	PO Line Number cannot be blank and must match PO Line	Required
Buyer Item Number	EXACT MATCH to PO	String (25)	Cannot find a PO that matches. Please correct either the PO number or the Buyer Item number	Optional
Supplier Item Number	EXACT MATCH to PO	String (25)	Cannot find a PO that matches. Please correct either the PO number or the Supplier Item number Supplier Item number is mandatory.	Optional

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QTY (Quantity)	The quantity of the line item data	Number (15)	Error Message if INVALID; The quantity for line 1 should be a valid number The quantity for line 1 exceeds the remaining quantity for this PO. Line item <#1> requires a positive quantity. Fractions may be expressed in decimal format. 1.0000 and greater are acceptable values. 0.9999 and lower are not acceptable values.	Required
UOM (Unit of Measure)	The unit of measure of the line item data EXACT MATCH to PO	String (2) See table below for exact 2 character string values.	Error Message if INVALID; UOM cannot be blank. Please edit or remove line item. The Unit of Measure for Item# '12345' does not match the PO	Required
Invoice Line #	The line number of the line item data Invoice Line # and the PO Line # do NOT need to correspond. For example, if the Invoice is submitted for 2 PO Lines (PO Lines 2 and 4), then Invoice Line Number would be 1 and 2.	String (10) Examples: 1, 2, so on	Error Message if INVALID; The Invoice Line Number is invalid Invoice Line Number cannot be blank. Please edit or remove line item	Required
Unit Price	The unit price of the line item data	Number (15,4)	Error Message if INVALID;	Required

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			Unit Price cannot be blank. (Zero is a valid value) Please edit or remove line item. The price for line 1 should be a valid number (avoid using commas, dollar signs and other extraneous characters) Unit Price cannot be less than zero The Unit Price for line 1 exceeds the allowable unit price for this item amount	
Tax Amount	Tax amount to be added to the line item.	Number (3,2)	Tax Amount cannot be less than zero The tax amount should be a valid number	Optional

The following units of measure must be used in the Line Item Unit of Measure field.

Code	Unit of Measure
BG	Bag
BK	Bucket
BT	Bottle
BX	Box
CA	Case
CN	Can
DR	Drum
DZ	Dozen
EA	Each
FT	Feet
GA	Gallon
GM	Gram
IN	Inch

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JG	Jug
KI	Kit
LB	Pound
LN	Link Pack
LT	Liter
MB	Mini Bulk
OZ	Ounce
PA	Pail
PK	Package
PL	Pallet
PR	One Pair
PT	Pint
QT	Quart
RL	Roll
TM	Metric Ton
TN	Ton
TT	Tote
TU	Tube

Important Notes:

Please also note the following important notes about electronic invoicing for ServiceMaster:

- Supplier Number and associated Supplier details (including Remit-To address) are not included in the electronic Invoice, as this information is derived from the Supplier User Profile, for whom is uploading/transmitting the electronic invoice.

- ServiceMaster's Business Unit is derived from the Purchase Order and will be ignored if included in the electronic invoice.

- All data values not captured in the above table, such as Buyer Name and phone/email, Freight Terms, Ship To address, etc. are derived from the Purchase Order and do not need to be included on the electronic invoice.

- Payment terms: ServiceMaster uses the payment terms from the Supplier database and to the terms negotiated on the Purchase Order, and not individual invoices, so please do not attempt to transmit payment terms to ServiceMaster. You must contact ServiceMaster if you would like your default payment terms changed.

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- Remit To addresses: please do not attempt to send your remit-to address in electronic invoices. ServiceMaster has your remit-to address on file and will use that for payment remittance. For security reasons, you are not allowed to specify your remit-to address on invoices and you must contact ServiceMaster if you want to change your remit-to address