



ELECTRONIC INVOICING GUIDE

eInvoicing Specifications for Suppliers

CSV FILE FORMAT

Overview

Direct Commerce, Inc. (DCI) supports the CSV file format for uploaded invoice transactions for TruGreen.

All other issues such as business validation rules and transmission methods are outside the scope of this document. We **strongly** encourage you to read and understand the data validation rules for TruGreen. The file format described in this document is a general-purpose format that is in common industry use, and TruGreen has additional validation rules, requirements, and restrictions you should be aware of when building these files.

CSV File Layout

Column	Data Element	Description	Required	Length
1	Invoice#	Supplier provided invoice number	Y	25
2	Invoice Date	Supplier provided invoice date	Y	6
3	PO #	PO number assigned by TruGreen	Y	20
4	Supplier ID#	Vendor number assigned by TruGreen	Y	8
5	Invoice Line #	The line number of the line item data	Y	6
6	PO Line #	PO line number of the line item data	Y	6
7	Supplier Item#	The Supplier item number of the line item data	Y	25
8	Buyer Item#	The TruGreen item number of the line item data	Y	25
9	Line item Description	Description per invoice line item	N	240
10	QTY	The quantity of the line item data	Y	15
11	Unit of Measure	The unit of measure of the line item data	Y	2
12	Unit Price	The unit price of the line item data	Y	15,2
13	Taxable	Y/N indicator if the item is subject to tax	Y	1



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14	Tax Rate	Tax rate to be applied to the unit price of the line item	N	15,2
15	Tax Amount	Tax amount to be added the line item	N	15,2
16	Freight	Freight charges that are applicable to the invoice	N	15,2
17	Misc. Charges	Additional charges that are applicable to the invoice	N	15,2
18	Comments	Invoice level comments	N	250

Sample CSV file:

Invoice Number	Invoice Date	PO Number	Supplier ID Number	Invoice Line #	PO Line #	Supplier Item Number	Buyer Item Number	Line Item Description	QTY	UOM	Unit Price	Taxable	Tax Rate	Tax Amount	Freight	Misc. Charges	Invoice Comments
15692	9/30/2014	PX609551	8888	1	1	SU 66721	BU 21667	30 Ft. Hose	1200	BG	100	Y	8.25	9900.00			
15692	9/30/2014	PX609551	8888	2	2				50	PK	70	Y	8.25	288.75		26.99	Handling delivery fee
17999	9/30/2014	PX909120	8888	1	1	SU 66721	BU 21667	30 Ft. Hose	1200	BG	1000	N			40.00		