EXPENSE INVOICES

Validation Rules and Data Glossary

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

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

ALL OF THESE FIELDS ARE REQUIRED.

Field Name	Description	Data Format *Numeric (10,2) indicates 10 digits incl. 2 decimals*	Field Validations	Other rules
Invoice Number	Invoice number assigned by the vendor	Up to 16 alphanumeric long, no non-alphanumeric characters are allowed		
Invoice Date	Date the invoice is submitted or uploaded electronically	YYYYMMDD		
PO Number	Purchase Order Number referenced on the invoice		Required	
Line item data	Includes the following fields - Description - Quantity - Unit of Measure (UOM) - Unit Price	Description - max length 999 characters Quantity - numeric with 4 decimals precision Price - numeric with 2 decimals precision	Desc - required Quantity - required Price - required UOM - must be an acceptable UOM No other validation at line item level	Negative price or quantity allowed
Date Shipped	The date the product was shipped	YYYYMMDD	Required	

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Waybill Number			Required	
Demurrage			Required	

Expense Invoices Acceptable Unit of Measure
BD
BE
BG
BK
BL
BN
BT
BX
BZ
CA
CB
CF
CI
CL
CN
CO
CR
CS
CT
CX
CY
DM
DR
DZ
EA
FI

EXPENSE INVOICES

FL
FO
FT
GL
GM
GR
HG
HP
IB
JG
JR
KE
KG
KT
LB
LC
LN
LO
LQ
LT
MC
ME
ML
MT
NC
OT
OZ
PA
PD
PE
PK
PL
PT

EXPENSE INVOICES

QP
QT
RL
RM
SF
SP
SQ
SS
ST
TH
TK
TN
TO
TR
TU
UN
XX
YC
YD
ZZ

The following table summarizes Univar Expense's optional fields for invoice uploads.

ALL OF THESE FIELDS ARE OPTIONAL.

Field Name	Description	Data Format *Numeric(10,2) indicates 10 digits incl. 2 decimals*	Field Validations
Ship-to address	Invoice Ship-to address - company - address1 - address2 - city - state - postal code		zip code required Other information optional
Invoice Header Comments		Up to 60 characters	

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Payment Terms - Days until Invoice is Due		Numeric(0)	
Payment Terms - Days until Discount Expires		Numeric(0)	
Payment Terms - Percentage discount offered if paid early		Numeric(0)	
Vendor Contact		Up to 40 characters	
Buyer Contact		Up to 40 characters	
FOB		Up to 40 characters	
Freight Terms		Up to 40 characters	
Shipped Via		Up to 40 characters	Lists the name of the carrier
Line item data	Includes the following fields - Vendor product # - Other		