# eFile XML File Specification and Guide

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| 1.1 | 10/31/2017 | S. Hickey | For R5.1, changed copyright from FRBB to FRBSTL. Additionally, updated document version to from 1.0 to 1.1 and added the 'document change log and version history table'. |
| 1.2 | 2/28/2018 | S. Hickey | Cover page changed to R5.2<br><br>Updated the section 'Troubleshooting eFiles' with respect to attachments |
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| 1.3 | 6/5/2019 | C. Bopp | For R5.4: Updated Ch.1: Troubleshooting eFiles: Attachment Errors, Ch. 3 Invoice XML File Structure and Ch. 4 Dictionary to indicate that <InvoiceParty> & <Role> tags are required when using attachments (both PO and non-PO sections). Deleted duplicate section "Setting Up eFile" from chapter 1. |
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| 1.5 | 12/2/2020 | D. Hanson | Updated for R5.7. Added 2020 to the copyright. |

# Table of Contents

# Chapter 1 - eFile

Collector users upload electronic invoices/credit memos to IPP using eFile. This process saves time, since vendors do not have to enter invoices/credit memos one-at-a-time. Collector users can submit multiple invoices/credit memos for multiple agencies at one time through eFile.

***Note**: References to invoices throughout this guide also includes credit memos.*

Collectors can add attachments to invoices through a compressed file feature. The compressed file is uploaded in either ZIP or RAR format. The compressed file must contain one XML file containing one or more invoices.

In addition, the compressed file can contain many file attachments for each invoice. The agency configures the allowable file attachment types for the vendor. The total size of a compressed file containing an invoice XML file and attachments cannot exceed approximately 10MB.

## Requirements

To use eFile, vendors must meet the following requirements:

- Work with IPP Customer Support to implement the eFile feature.
- Ensure that an agency that intends to use eFile invoices has enabled eFile.
- Transform and upload invoice files in XML format using the XML file format in this document.
- Obtain an XML Schema Definition (XSD) file from IPP Customer Support for the eFile XML format. The XSD file is a data dictionary that explains the XML code definitions of the specification.

## Preparing to Use eFile

The information in the following table details the process for using e-File for the Collector module.

| Stage | Who Performs | Description |
|---|---|---|
| 1 | Agency (Disburser user) | The agency must enable the use of eFile. Coordinate with the agency. |
| 2 | Collector Administrators | Gather Customer IDs to associate with IPP agencies from your ERP system and enter them into IPP. In IPP, map Agency Location Codes (ALCs) to the Customer ID. If you plan to submit Non-PO/BPO invoices, obtain the agency's VendorID, SetID, SiteID values to use for your desired payment destination.<br>***Note:*** If possible, obtain agency's ALC codes. |
| 3 | Collector, IPP Customer Support Representative | Provide the IPP Customer Support Representative (CSR) with an .XML test file (see the eFile Template for the template format). The IPP CSR uploads the test file and confirms the results. If you plan to send Non-PO invoices, notify IPP Customer Support, so that the CSR can map your Units of Measure (UOM) values to the corresponding IPP values. |

| Stage | Who Performs | Description |
|---|---|---|
| 4 | Collector Administrator | To add attachments to invoices through eFile uploads, set the System Preferences in the Collector module to allow compressed file (ZIP or RAR) uploads. Submit compressed files containing an invoice file and all attachments through eFile. If you do not want to add attachments through the eFile upload, a Collector user can upload attachments through the Collector module; however, configure the Invoice Submission Delay feature first.<br><br>The Collector Administrator configures the Invoice Submission Delay to post to Pending Submission status, and delays the posting until all relevant attachments can be uploaded.<br><br>**Note:** *Only Collector Administrators can configure System Preferences.* |
| 5 | Collector user and Disburser user | For the first two attempts at uploading eFiles, communicate and coordinate with the agency about the upload of eFile invoices, so that receipt can be confirmed. |

# eFile Invoices

Once the initial processing is complete, eFile invoices are handled in the same manner as other invoices. Invoices that fail the rules set up by the agency are automatically put into exception. Check the status of the invoice in the Invoice Status pane.

Once a vendor submits an invoice and the agency receives it, the vendor cannot void, edit, or otherwise change it. Add attachments by putting them in a compressed file with the invoice file prior to uploading through eFile. The vendor can also retain the ability to add attachments to invoices or edit them after posting, if a delay in the submission of the invoices is configured. The delay keeps the invoice in Pending Submission status for the period specified. The Collector Administrator configures the delay setting on the Admin tab, under System Preferences.

During the loading process, any problems with eFile invoices can cause them to go into “Exception” and require manual editing to correct them. In some cases, exceptions can be updated through a re-upload (Example: attachment exceptions).

## Preparing Invoice Data for eFile

To prepare invoice data for transformation into an XML file format, and eFile upload, extract the data from your ERP system. Keep the following points in mind when creating the extraction:

- Identify when a record has been sent, to avoid duplicate extractions.
- Confirm that the correctly mapped Customer ID is included.
- Process records to conform with either PO-/BPO-based or Non-PO-/BPO-based requirements, as published in the eFile Guide.
- Reset the sent flag when a record fails and needs to be resolved and resent.
- The five characters in the table have special meaning to the format of an XML document. Do not use these characters in the document; instead, use the format shown in the second column. If you do not use the required format, it affects the XML file formatting, and the file fails. If the

characters are encoded as shown in the table, they appear properly (as the single character) when the XML invoice information displays in IPP.

| To Write | Use This Format |
|---|---|
| ‘ (Apostrophe or single quote) | ' |
| “ (Double quote) | " |
| & (Ampersand) | & |
| < (Less than) | < |
| > (Greater than) | > |

# Troubleshooting eFiles

The following table describes common problems associated with XML eFiles, and the resolution. If additional assistance is needed, contact IPP Customer Support.

| Problem | Solution |
|---|---|
| A PO/BPO-based invoice is in exception. | If an invoice is uploaded that conforms to the PO-based invoice format but is not associated with a PO, the invoice is placed in Exception status.<br>However, if the file also contains the Vendor ID, Site ID, SetID, and Payment Terms (these four fields are only on the non-PO format), the invoice will load correctly with a non-hyperlinked PO value. |
| XML format not valid. | If the file was not created with a well-structured XML format, the file goes into an error state on upload. Check the XML file by opening the file in Internet Explorer to ensure it is well formed. Or, consider using an XML Editor to correct the XML structure, spelling, upper case/lower case issues, and resubmit. Or, communicate with IPP Customer Support, if necessary; make adjustments, and resubmit. |
| Attachment Errors | As part of the invoice upload process, IPP performs validations of the invoice files and attachments. Invoice exceptions relating to attachments are created if one or more of the following occur:<br>• Attachment File Name and/or Alias name are greater than 132 characters.<br>• Attachment name contains an invalid character. Valid characters include:<br>  • ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz1234567890<br>  • - (hyphen) _(underscore) (blank space) .(period)<br>• The invoice has more than the maximum allowable number of attachments of 5 MBs.<br>• The Attachment file type (extension) is not an allowable file type as configured by the Disburser Administrator.<br>• If attachments are used, <InvoiceParty> and <Role> tags are required. If not present, various errors may be generated. |

| Problem | Solution |
| --- | --- |
| A single record failed. | Individual records fail if one of the following data elements is incorrect or a required field is missing. In particular, check:<br>• Customer ID<br>• Invoice Type Value<br>• Invoice Number<br>• Invoice Date<br>• Invoice Line Number<br>• There is an error in the data entry that prevents an exact match with the PO/BPO number<br>• Restricted characters<br>Or, the record fails if the column heading names do not meet the requirements listed in the template. The column headings are case sensitive.<br>To fix this, check the information in these fields for accuracy and completeness. |
| Non-PO Based Invoice with incorrect or missing payment term | Open the invoice in the Collector module and select a valid payment term. |
| Non-PO Based Invoice missing information | Non-PO/BPO invoices must include the agency's system assigned VendorID, SetID, and SiteID values, which refer to your Collector account and payment location. Enter this information in the upload file and resubmit. |
| Credit Memo | If the vendor is entering a credit memo that refers to an original invoice, enter the credit memo manually through UI. |

# Chapter 2 - eFile Procedures

The following topics describe the procedures for eFile:

- Assigning a Customer ID Mapping
- Removing an Existing Customer ID Mapping
- eFile Upload
  - Setting the eFile Compressed File Parameters
  - Uploading an eFile
- Viewing an Agency's Customer ID

# Mapping ALCs to a Customer ID

Only the Collector Administrator can assign the Customer IDs and associated ALCs on the Agency Information page.

Use the following procedure to assign Customer ID mapping.

## How To Assign a Customer ID Mapping

1. From the Home page, click the **Agency Directory** link in the Quick Links panel. The Agency Directory - My Agencies page appears.
2. In the same row as the agency where you want to add a Customer ID, click the **View** button. The Agency Information page appears.
2. In the Customer ID Map section, click **Edit**. The Customer ID Mapping page for the selected agency appears.
4. To create a Customer ID, enter an ID number (see Note) in the New Map Entries section, in the Customer ID field.

   **Note*:*** *The Customer ID is the number the vendor ERP or other system uses to uniquely identify the agency.*
5. From the **Available ALCs** list box, select each ALC to associate with the Customer ID and click, **Add**.

   **TIPS**:
   - To add multiple ALCs at the same time, hold down the Ctrl key during selection.
   - If the vendor does not know the ALC:
     - On the Payments tab, view a payment from the desired agency. The ALC is located above the Pay To display.
     - Contact IPP Customer Support.
6. To remove an ALC from the list, in the Selected ALCs area, select the ALC, and then click the **Remove** button.
7. Click **Save**.

***Note****: An ALC can only be assigned to one Customer ID, but a Customer ID can have multiple ALCs.*

## Removing an Existing Customer ID Mapping

Use the following procedure to remove existing Customer ID mapping.

### How To Remove a Customer ID Mapping

1. On the Home page, in the Quick Links area, click the **Agency Directory** link. The Agency Directory - My Agencies page appears.
2. In the same row as the agency Customer ID you want to remove, click the **View** button. The Agency Information page appears.
3. In the Customer ID Map section, click the **Edit** button. The Customer ID Mapping page appears.
4. In the Existing Map Entries section, select the check box that corresponds to the Customer ID you want to remove.
5. Click **Remove**. IPP removes the Customer ID and ALCs from the list of Customer IDs.

# eFile Upload

The following sections explain how to set the eFile compression parameters and upload the eFile.

## Setting the eFile Compression Parameters

Use the following procedure to set the eFile compression parameters and allow the upload of attachments.

### How To Set the eFile Compression Parameters

1. From the Admin tab, click the **System Preferences** link from the left sidebar.
2. Click the **eFile Compressed File Parameters** link.
3. Enter a file prefix and select a suffix.
4. Click **OK** to accept the display time frame; otherwise, click **Cancel** to return to the previous page.

***Note**: Ensure eFile attachments do not have the same prefix and suffix combination as the invoice XML file. You must uniquely identify the file to avoid file upload errors.*

## Uploading an eFile

Use the following procedure to upload an eFile.

### How To Upload an eFile

1. On the Invoices tab, click the **Upload E-File** button. The Upload E-File page appears.
2. To select the file format, do one of the following:
   - Select the **XML** file format.
   - To upload an invoice and attachments in a compressed file, select either **RAR** or **ZIP**.
3. Click the **Browse** button to locate the file to upload. The Choose File to Upload dialog appears.
4. Select a file to upload, and click the **Open** button. The Upload E-File page appears.
5. Click the **OK** button.

**Note***: Uploading a compressed file with multiple invoice records that reference the same attachment file can create exceptions. The first invoice record uploads successfully, but the remaining invoice records with the same reference go into exception. The exception message states that the attachment cannot be found in the upload directory and requests that you correct the file prior to re-submitting. To prevent this exception, do not upload compressed files with multiple invoice records referencing the same attachment file.*

## Viewing an Agency's Customer ID

Use the following procedure to view Customer IDs for an agency.

## How To View an Agency's Customer ID

1. On the Home page, in the Quick Links area, click the **Agency Directory** link.

   The Agency Directory – My Agencies page appears.

2. In the same row as the associated agency, click **View**. The Agency Information page appears.

# Chapter 3 - IPP Invoice Extract File Structure

The following table provides a hierarchical view of the eFile invoice/credit memo file structure. The electronic invoice file “<Invoice>”consists of the following sections:

- Invoice Header contains information on the customer, payment terms, invoice date, PO/BPO number, vendor Set ID, vendor Site ID, and vendor ID.
- Invoice Party records contain information on the role, remit name, remit address, and contact information.
- Invoice Line contains information on the part numbers, quantities ordered, and shipping address.
- Invoice Tax contains the total tax amount on the invoice.
- Invoice Summary contains the invoice totals.

## Invoice XML File Structure (an XSD is available)

Note that XML elements with “children” go after XML elements with data. (For example: the <InvoiceParty> element follows the detailed data elements of the <InvoiceHeader>).

**Note**: *See the eFile Dictionary for additional information on formats.*

| Invoice XML File Structure | | | | |
|---|---|---|---|---|
| Element **Level 1** | Element **Level 2** | Element **Level 3** | Element **Level 4** | **Min – Max Occurrence Rule**<br>**Note that all data fields precede any complex fields.** |
| <InvoiceList> | | | | Required container |
| | <Invoice> | | | 1– Unbounded (a maximum of 200 per files is suggested) |
| | | <InvoiceHeader> | | 1 – 1 |
| | | | <AttachmentList> | 0 - 1 |
| | | | <InvoiceParty> | 0 – 2<br>The invoice party structure will determine what shows for Remit to and Bill to on Non-PO invoices and should be considered as required. However, this information is display only. For PO, the PO determines the parties and for Non-PO the VendorID, SetID and SiteID determine the payment process. This tag is required if uploading invoice attachment files. |
| | | | <InvoicePaymentDue> | 0 – 1 |
| | | <InvoiceLine> | | 1 – Unbounded |
| | | | <InvoiceTax> | 0 – 1 |
| | | <InvoiceSummary> | | 1 – 1 |

# Substructure for Multiple Invoices

The Invoice file in the XML file format can contain multiple invoices in a single file. The previous table shows how each invoice in the file must be structured. The following graphic is an example of the structure for multiple invoices.

```
<InvoiceList>
    <Invoice>
            <InvoiceHeader>
                …
                  <AttachmentList>
                     | <Attachment>I</Attachment>
                    …
                  <AttachmentList>
                …
                  <InvoiceParty>
                     | <Role>I</Role>
                          …
                  </InvoiceParty>
                  <InvoiceParty>
                     | <Role>B</Role>
                    …
                  </InvoiceParty>
            </InvoiceHeader>
            <InvoiceLine>
                  | <LineNum>1</LineNum>
                       …
            </InvoiceLine>
            <InvoiceLine>
                  | <LineNum>2</LineNum>
                       …
            </InvoiceLine>
            <InvoiceSummary>
            |
            |    … {the invoice summary data}
            |
            </InvoiceSummary>
    <\Invoice>
```

```
<Invoice>
                <InvoiceHeader>
              …
                <AttachmentList>
                  | <Attachment>I</Attachment>
                 …
                <AttachmentList>
        |     …
                <InvoiceParty>
                   | <Role>I</Role>
                  …
                </InvoiceParty>
               <InvoiceParty>
                  |<Role>B</Role>
                       …
               </InvoiceParty
        </InvoiceHeader>
        <InvoiceLine>
             |<LineNum>1</LineNum>
                       …
        </InvoiceLine>
                <InvoiceLine>
             |<LineNum>2</LineNum>
               …
        </InvoiceLine>
                <InvoiceSummary>
             |   … {invoice summary data}
        </InvoiceSummary>
<\Invoice>
|….{more invoices if needed}
</InvoiceList>
```

# Chapter 4 - eFile Dictionaries

The following tables specify the format for the XML file the vendor must create to upload eFile invoices. Use the element name and data type specified.

**Notes:**

- *If the XML format is invalid, an immediate response is returned.*
- *TaxType is a required element but before submitting any taxes in the invoice, check with the agency or the invoice may be rejected.*
- *Do not load null values (empty tag pairs or self-closed tags, for example <tag></tag> or <tag />) Instead, omit the tag.*

## PO/BPO Based Invoice/Credit Memo Dictionary

| PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 1 | <InvoiceHeader> | Customer ID | String | 80 | <CustomerID> | Required | Error if missing. |
| 2 | <InvoiceHeader> | Invoice Type Code | String | 10 | <InvoiceType> | Optional | Use either S for standard invoice or C for credit memo. |
| 3 | <InvoiceHeader> | Invoice Number | String | 50 | <InvoiceNum> | Required | • Error (fail record) if missing.<br>• Error if duplicate invoice number. |
| 4 | <InvoiceHeader> | Invoice Date | Number | 20 | <InvoiceDate> | Optional | • If not sent, IPP supplies the date using the current date.<br>• Format: YYYYMMDD |

| PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 5 | <InvoiceHeader> | PO Number | String | 60 | <PONum> | Required | • Used to resolve PO/BPO elements including: Vendor ERP ID, Site ID, Terms, Bill-To.<br>• If the PO/BPO Number is not found in IPP, then the invoices are processed as Non-PO/BPO based and SiteID, VendorID, and VendorSetID must match.<br>• If the PO/BPO Number tag is not provided, the record is processed as Non-PO/BPO based. |
| 6 | <InvoiceHeader> | Business Unit | String | 20 | <BusinessUnit> | Optional | This field is an optional identifier that can be used to differentiate between two POs with the same PO Number. You only need to supply this value if directed by your agency. |
| 7 | <InvoiceHeader> | Original Invoice Number | String | 50 | <OriginalInvoiceNum> | Optional | Only credit memos display the value. |
| 8 | <InvoiceHeader> | Comments | String | 240 | <GeneralText> | Optional | Upload if included. |
| 9 | <InvoiceHeader> | Attachment List | | | <AttachmentList> | Optional | Contains attachment data. There can be only one attachment list. |

| PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 10 | <AttachmentList> | Attachment | | | <Attachment> | At least one instance is required if an attachment list is present. | |
| 11 | <Attachment> | Alias | String | 132 | <Alias> | Optional | Uploaded if included. |
| 12 | <Attachment> | File Name | String | 132 | <FileName> | At least one instance is required if an attachment list is present. | |
| 13 | <InvoiceHeader> | Header Custom Field 1 | String | 150 | <UserDefined1> | Optional | • Upload if data provided.<br>• eFile uses the name the agency provides for the custom field.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored and IPP takes the information from the PO, if available. If the custom field in the PO is blank and read only, then the associated field in the invoice is blank and cannot be modified. |

| PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 14 | <InvoiceHeader> | Header Custom Field 2 | String | 150 | <UserDefined2> | Optional | • Upload if data provided.<br>• eFile uses the name the agency provides for the custom field.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored and IPP takes the information from the PO, if available. If the custom field in the PO is blank and read only, then the associated field in the invoice is blank and cannot be modified. |
| 15 | <InvoiceHeader> | Header Custom Field 3 | String | 150 | <UserDefined3> | Optional | • Upload if data provided.<br>• eFile uses the name the agency provides for the custom field.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored and IPP takes the information from the PO, if available. If the custom field in the PO is blank and read only, then the associated field in the invoice is blank and cannot be modified. |

| PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 16 | <InvoiceHeader> | Header Custom Field 4 | String | 150 | <UserDefined4> | Optional | • Upload if data provided.<br>• eFile uses the name the agency provides for the custom field.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored and IPP takes the information from the PO, if available. If the custom field in the PO is blank and read only, then the associated field in the invoice is blank and cannot be modified. |
| 17 | <InvoiceHeader> | Header Custom Field 5 | String | 150 | <UserDefined5> | Optional | • Upload if data provided.<br>• eFile uses the name the agency provides for the custom field.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored and IPP takes the information from the PO, if available. If the custom field in the PO is blank and read only, then the associated field in the invoice is blank and cannot be modified. |

| PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 18 | <InvoiceHeader> | Header Custom Field 6 | String | 150 | <UserDefined6> | Optional | • Upload if data provided.<br>• eFile uses the name the agency provides for the custom field.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored and IPP takes the information from the PO, if available. If the custom field in the PO is blank and read only, then the associated field in the invoice is blank and cannot be modified. |
| 19 | <InvoiceHeader> | Billing Start Date | Number | 20 | <UserDefined11> | Optional | Upload if data provided.<br>Maps to Billing Start Date; Format: YYYYMMDD |
| 20 | <InvoiceHeader> | Billing End Date | Number | 20 | <UserDefined12> | Optional | Upload if data provided.<br>Maps to Billing End Date; Format: YYYYMMDD |
| 21 | <InvoiceHeader> | ALC | String | 150 | <UserDefined20> | Optional | Retrieved from PO/BPO |

| PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 22 | <InvoiceHeader> | Invoice Party | | | <InvoiceParty> | Required if using invoice attachment files, otherwise, optional. | Contains subfields with data if used. There can be two party entries.<br>These are not needed, because the PO/BPO determines where the payments are remitted.<br>If used, they will be “display only” on the invoice presentation. |
| 23 | <InvoiceHeader> | Party Role | String | 1 | Within <InvoiceParty> <Role> | Required if <InvoiceParty> is present. | Valid values are:<br>• B for Buyer<br>• I for Seller |
| 24 | <InvoiceHeader> | Remit to Name | String | 100 | Within <InvoiceParty> <Name1> | Optional | Display only. |
| 25 | <InvoiceHeader> | Remit to Address 1 | String | 100 | Within <InvoiceParty> <Street1> | Optional | Display only. |
| 26 | <InvoiceHeader> | Remit to Address2 | String | 100 | Within <InvoiceParty> <Street2> | Optional | Display only. |
| 27 | <InvoiceHeader> | Remit to Address3 | String | 100 | Within <InvoiceParty> <Street3> | Optional | Display only. |

| PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 28 | <InvoiceHeader> | Remit to City | String | 100 | Within <InvoiceParty> <City> | Optional | Display only. |
| 29 | <InvoiceHeader> | Remit to State | String | 100 | Within <InvoiceParty> <CountrySubEntity> | Optional | Display only. |
| 30 | <InvoiceHeader> | Remit to Postal Code | String | 20 | Within <InvoiceParty> <PostalCode> | Optional | Display only. |
| 31 | <InvoiceHeader> | Remit to Country | String | 100 | Within <InvoiceParty> <Country> | Optional | Display only. |
| 32 | <InvoiceHeader> | Representative Name | String | 240 | Within <InvoiceParty> <ContactName> | Optional | Display only. |
| 33 | <InvoiceHeader> | Representative Phone Number | String | 60 | Within <InvoiceParty> <ContactPhone> | Optional | Display only. |
| 34 | <InvoiceHeader> | Representative Email | String | 240 | Within <InvoiceParty> <ContactEmail> | Optional | Display only. |

| PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 35 | <InvoiceHeader> | Remit to Tax ID | String | 20 | Within <InvoiceParty> <TaxNumber> | Optional | Display only. |
| 36 | <InvoiceHeader> | Invoice Due Date | Number | 20 | Within <InvoicePaymentDue> <PaymentDueAbsolute> | Optional | If not provided, IPP calculates the date based on invoice date and term.<br>Format, if provided, is YYYYMMDD. |
| 37 | <InvoiceLine> | Invoice Line Number | Number | 5 | <LineNum> | Required | Fails on XSD validation if missing. Every invoice must have at least one line.<br>Cannot be fixed in the UI. Re-upload to correct. |
| 38 | <InvoiceLine> | Supplier Part Number | String | 48 | <SupplierPartNum> | Optional | Uploaded if included. |
| 39 | <InvoiceLine> | Buyer Part Number | String | 48 | <BuyerPartNum> | Optional | Uploaded if included. |
| 40 | <InvoiceLine> | Part Description | String | 240 | <PartDescription> | Optional | Uploaded if included. |

| PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 41 | <InvoiceLine> | Line Item Quantity | Number | 20,6 | <Quantity> | Optional | Uploaded if included.<br>Defaults to 0 if not provided.<br>If a value is provided and this is an invoice for a Dollar Only PO, the value will be ignored. IPP calculates quantity based on extended price. |
| 42 | <InvoiceLine> | Unit of Measure | String | 3 | <UnitOfMeasureCd> | Optional | Must be mapped to IPP value. Invoice goes into exception if not valid.<br>Uploaded if included; otherwise, uses PO/BPO's. |
| 43 | <InvoiceLine> | Unit Price | Number | 30,5 | <UnitPrice> | Optional | Uploaded if included; otherwise uses PO/BPO unit price.<br>If a value is provided and this is an invoice for a Dollar Only PO, the value will be ignored. IPP defaults unit price to $1.00. |
| 44 | <InvoiceLine> | PO Line Number | Number | 5 | <POLineNum> | Required | If POLineNum is invalid, invoice/credit memo is placed in exception. |
| 45 | <InvoiceLine> | PO Schedule Number | Number | 5 | <POSchedNum> | Required | If POLineNum is invalid, invoice/credit memo is placed in exception. |
| 46 | <InvoiceLine> | Line Item Sub Total | Number | 30,2 | <LineItemSubTotal> | Optional | If provided, use value (must be correct).<br>If not provided, IPP calculates. |

| PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 47 | <InvoiceLine> | Shipping Date | Number | 20 | <ShippingDate> | Optional | Uploaded if provided. Format is YYYYMMDD.<br>Translate imported date from YYYYMMDD to Unix date. |
| 48 | <InvoiceLine> | Shipping Contact | String | 100 | <ShipToLocation> | Optional | Uploaded if provided. Agency validations apply. |
| 49 | <InvoiceLine> | Shipping Address 1 | String | 100 | <ShipToAddress1> | Optional | Uploaded if provided. Agency validations apply. |
| 50 | <InvoiceLine> | Shipping Address 2 | String | 100 | <ShipToAddress2> | Optional | Uploaded if provided. |
| 51 | <InvoiceLine> | Shipping Address 3 | String | 100 | <ShipToAddress3> | Optional | Uploaded if provided. |
| 52 | <InvoiceLine> | Shipping City | String | 100 | <ShipToCity> | Optional | Uploaded if provided. |
| 53 | <InvoiceLine> | Shipping State | String | 100 | <ShipToState> | Optional | Uploaded if provided. |
| 54 | <InvoiceLine> | Ship to Country | String | 2 | <ShipToCountry> | Optional | Uploaded if provided. |
| 55 | <InvoiceLine> | Ship to Postal Code | String | 20 | <ShipToPostalCode> | Optional | Uploaded if provided. Agency validations apply. |

| PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 56 | <InvoiceLine> | Line Custom Field 1 | String | 150 | <UserDefined1> | Optional | • Upload if data provided.<br>• eFile uses the name the agency provides for the custom field.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored and IPP takes the information from the PO, if available. |
| 57 | <InvoiceLine> | Line Custom Field 2 | String | 150 | <UserDefined2> | Optional | • Upload if data provided.<br>• eFile uses the name the agency provides for the custom field.<br>• However, if the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored and IPP takes the information from the PO, if available. |
| 58 | <InvoiceLine> | Line Custom Field 3 | String | 150 | <UserDefined3> | Optional | • Upload if data provided.<br>• eFile uses the name the agency provides for the custom field.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored and IPP takes the information from the PO, if available. |

| PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 59 | <InvoiceLine> | Line Custom Field 4 | String | 150 | <UserDefined4> | Optional | • Upload if data provided.<br>• eFile uses the name the agency provides for the custom field.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored and IPP takes the information from the PO, if available. |
| 60 | <InvoiceLine> | Shipping Name 1 | String | 100 | <ShipToName1> | Optional | Uploaded if provided. |
| 61 | <InvoiceLine> | Shipping Name 2 | String | 100 | <ShipToName2> | Optional | Uploaded if provided. |
| 62 | <InvoiceLine> | Service Start Date | Number | 20 | <ServiceStartDate> | Optional | Format: YYYYMMDD; Start date must be less than or equal to end date and start date may not be later than current date. |
| 63 | <InvoiceLine> | Service End Date | Number | 20 | <ServiceEndDate> | Optional | Format: YYYYMMDD; End date must be greater than or equal to start date. |
| 64 | <InvoiceLine> | Invoice Line Tax Data | | | <InvoiceTax> | Optional | This can contain either tax amount or tax percent (see below) |
| 65 | <InvoiceLine> | Line Item Tax Amount | Number | 30,2 | Within <InvoiceTax> <TotalLineTaxAmount> | Optional | Uploaded if provided. |

| PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 66 | <InvoiceLine> | Line Item Percent Tax | Number | 15,7 | Within <InvoiceTax> <PercentLineTax> | Optional | Uploaded if provided. |
| 67 | <InvoiceLine> | Tax Type | String | 1 | Within <InvoiceTax><br><TaxType> | Required | Fails if XSD validation is missing.<br>Valid tax code associated to IPP set of codes.<br>Valid tax codes are: S,U,X,E, D<br>• S = Sales<br>• U = Usage<br>• X = Exempt – applied for gov't default<br>• E = Exonerated<br>• D = Direct |
| 68 | <InvoiceSummary> | | | | <InvoiceSummary> | Required | Contains fields which give the totals for the invoice. |
| 69 | <InvoiceSummary> | Invoice Subtotal | Number | 30,2 | <InvoiceTotNetVal> | Optional | Format: Monetary, 2 decimals may be given (No commas).<br>Computed by IPP. |
| 70 | <InvoiceSummary> | Invoice Tax Valuation | Number | 30,2 | <InvoiceTotTaxVal> | Optional | Format: Monetary, 2 decimals may be given (No commas).<br>Uploaded if provided. |

| PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 71 | <InvoiceSummary> | Shipping/ Handling Charges | Number | 30,2 | <InvoiceTotShipVal> | Optional | Format: Monetary, 2 decimals may be given (No commas).<br>Uploaded if provided. |
| 72 | <InvoiceSummary> | Invoice Grand Total | Number | 30,2 | <InvoiceTotGrossVal> | Optional | Format: Monetary, 2 decimals may be given (No commas).<br>Computed by IPP and must be given correctly in the file. |
| 73 | <InvoiceSummary> | Invoice Total Surcharge | Number | 30,2 | <InvoiceTotSurcharge> | Optional | "Handling" charges. Format: Monetary, 2 decimals may be given (No commas). |

# Non-PO/BPO Based Invoice/Credit Memo Dictionary

| Non-PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| Field # | Level | Fieldname | Format | IPP Maximum Length | XML Tag | Is this field required in the XML file? | Notes |
| 1 | <InvoiceHeader> | Customer ID | String | 80 | <CustomerID> | Required | Error if missing. |
| 2 | <InvoiceHeader> | Invoice Type Code | String | 10 | <InvoiceType> | Optional | Use either S for standard invoice or C for credit memo. |
| 3 | <InvoiceHeader> | Terms | String | 50 | <PaymentTermsCD> | Required | If not supplied, goes into exception. Exception corrected by re-uploading. |
| 4 | <InvoiceHeader> | Invoice Number | String | 50 | <InvoiceNum> | Required | Error (fail record) if missing.<br>Error if duplicate invoice number. |
| 5 | <InvoiceHeader> | Invoice Date | Number | 20 | <InvoiceDate> | Optional | If not sent, IPP supplies the date using the current date.<br>Format: YYYYMMDD |
| 6 | <InvoiceHeader> | Original Invoice Number | String | 50 | <OriginalInvoiceNum> | Optional | Only credit memos display the value. |
| 7 | <InvoiceHeader> | Comments | String | 240 | <GeneralText> | Optional | Upload if provided. |
| 8 | <InvoiceHeader> | Vendor Set ID | String | 16 | <VendorSetID> | Required | Goes into exception if not given. |
| 9 | <InvoiceHeader> | Vendor Site ID | String | 76 | <VendorSiteID> | Required | |

| Non-PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 10 | <InvoiceHeader> | Vendor ID | String | 30 | <VendorID> | Required | Goes into exception if not given. |
| 11 | <InvoiceHeader> | Attachment List | | | <AttachmentList> | Optional | Contains attachment data. There can be only one attachment list. |
| 12 | <AttachmentList> | Attachment | | | <Attachment> | At least one instance is required if an attachment list is present. | |
| 13 | <Attachment> | Alias | String | 132 | <Alias> | Optional | Uploaded if provided. |
| 14 | <Attachment> | File Name | String | 132 | <FileName> | At least one instance is required if an attachment list is present. | |
| 15 | <InvoiceHeader> | Header Custom Field 1 | String | 150 | <UserDefined1> | Optional | • eFile uses the name the agency provides for the custom field.<br>• Uploaded if provided.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored. |

| Non-PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 16 | <InvoiceHeader> | Header Custom Field 2 | String | 150 | <UserDefined2> | Optional | • eFile uses the name the agency provides for the custom field.<br>• Uploaded if provided.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored. |
| 17 | <InvoiceHeader> | Header Custom Field 3 | String | 150 | <UserDefined3> | Optional | • eFile uses the name the agency provides for the custom field.<br>• Uploaded if provided.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored. |
| 18 | <InvoiceHeader> | Header Custom Field 4 | String | 150 | <UserDefined4> | Optional | • eFile uses the name the agency provides for the custom field.<br>• Uploaded if provided.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored. |

| Non-PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| Field # | Level | Fieldname | Format | IPP Maximum Length | XML Tag | Is this field required in the XML file? | Notes |
| 19 | <InvoiceHeader> | Header Custom Field 5 | String | 150 | <UserDefined5> | Optional | • eFile uses the name the agency provides for the custom field.<br>• Uploaded if provided.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored. |
| 20 | <InvoiceHeader> | Header Custom Field 6 | String | 150 | <UserDefined6> | Optional | • eFile uses the name the agency provides for the custom field.<br>• Uploaded if provided.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored. |
| 21 | <InvoiceHeader> | Billing Start Date for Invoice | Number | 20 | <UserDefined11> | Optional | Billing Start Date; Format: YYYYMMDD |
| 22 | <InvoiceHeader> | Billing End Date for Invoice | Number | 20 | <UserDefined12> | Optional | Billing End Date; Format: YYYYMMDD |
| 23 | <InvoiceHeader> | ALC | String | 150 | <UserDefined20> | Optional | Optional, but should be supplied. |
| 24 | <InvoiceHeader> | Contract Number | String | 150 | <UserDefined21> | Optional | Contract Number Reference |

| Non-PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| Field # | Level | Fieldname | Format | IPP Maximum Length | XML Tag | Is this field required in the XML file? | Notes |
| 25 | <InvoiceHeader> | COTR Name | String | 150 | <UserDefined22> | Optional | Contracting Officer Technical Representative Name |
| 26 | <InvoiceHeader> | COTR Phone | String | 150 | <UserDefined23> | Optional | Contracting Officer Technical Representative Phone |
| 27 | <InvoiceHeader> | COTR Email | String | 150 | <UserDefined24> | Optional | Contracting Officer Technical Representative Email |
| 28 | <InvoiceHeader> | FOB Terms | String | 250 | <FOBTerms> | Optional | Freight On Board terms information |
| 29 | <InvoiceHeader> | Currency | String | 3 | <CURRENCY> | Optional | You must provide a valid 3 letter ISO 4218 currency code if the invoice is not denominated in US dollars. If the invoice is denominated in dollars, leave this field blank or supply the value: USD. |
| 30 | <InvoiceHeader> | Invoice Party | | | <InvoiceParty> | Required if using invoice attachment files, otherwise, optional. | Contains subfields with data if used. There can be two party entries. They are used for “display only” on the presentation of the invoice.<br>The VendorID, SetID, and SiteID values control where the payment is sent. |
| 31 | <InvoiceHeader> | Party Role | String | 1 | Within <InvoiceParty> <Role> | Required if <InvoiceParty> is present. | Valid values are:<br>• B for Buyer<br>• I for Seller |

| Non-PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| Field # | Level | Fieldname | Format | IPP Maximum Length | XML Tag | Is this field required in the XML file? | Notes |
| 32 | <InvoiceHeader> | Remit to Name | String | 100 | Within <InvoiceParty> <Name1> | Optional | Display only. |
| 33 | <InvoiceHeader> | Remit to Address 1 | String | 100 | Within <InvoiceParty> <Street1> | Optional | Display only. |
| 34 | <InvoiceHeader> | Remit to Address2 | String | 100 | Within <InvoiceParty> <Street2> | Optional | Display only. |
| 35 | <InvoiceHeader> | Remit to Address3 | String | 100 | Within <InvoiceParty> <Street3> | Optional | Display only. |
| 36 | <InvoiceHeader> | Remit to City | String | 100 | Within <InvoiceParty> <City> | Optional | Display only. |
| 37 | <InvoiceHeader> | Remit to State | String | 100 | Within <InvoiceParty> <CountrySubEntity> | Optional | Display only. |
| 38 | <InvoiceHeader> | Remit to Postal Code | String | 20 | Within <InvoiceParty> <PostalCode> | Optional | Display only. |
| 39 | <InvoiceHeader> | Remit to Country | String | 100 | Within <InvoiceParty> <Country> | Optional | Display only. |

| Non-PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| Field # | Level | Fieldname | Format | IPP Maximum Length | XML Tag | Is this field required in the XML file? | Notes |
| 40 | <InvoiceHeader> | Representative Name | String | 240 | Within <InvoiceParty> <ContactName> | Optional | Display only. |
| 41 | <InvoiceHeader> | Representative Phone Number | String | 60 | Within <InvoiceParty> <ContactPhone> | Optional | Display only. |
| 42 | <InvoiceHeader> | Representative Email | String | 240 | Within <InvoiceParty> <ContactEmail> | Optional | Display only. |
| 43 | <InvoiceHeader> | Remit to Tax ID | String | 20 | Within <InvoiceParty> <TaxNumber> | Optional | Display only. |
| 44 | <InvoiceHeader> | Invoice Payment Due | | | <InvoicePaymentDue> | Optional | |
| 45 | <InvoiceHeader> | Invoice Due Date | Number | 20 | Within <InvoicePaymentDue> <PaymentDueAbsolute> | Optional | If not provided, IPP calculates the date based on invoice date and term.<br>Format, if provided, is YYYYMMDD. |

| Non-PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 46 | <InvoiceLine> | Invoice Line Number | Number | 5 | <LineNum> | Required | Fails on XSD validation if missing. Every invoice must have at least one line.<br>Cannot be fixed in the UI. Re-upload to correct. |
| 47 | <InvoiceLine> | Supplier Part Number | String | 48 | <SupplierPartNum> | Optional | Uploaded if provided. |
| 48 | <InvoiceLine> | Buyer Part Number | String | 48 | <BuyerPartNum> | Optional | Uploaded if provided. |
| 49 | <InvoiceLine> | Part Description | String | 240 | <PartDescription> | Optional | Uploaded if provided. |
| 50 | <InvoiceLine> | Line Item Quantity | Number | 20,6 | <Quantity> | Optional | Uploaded if provided.<br>Defaults to 0 if not provided.<br>If a value is provided and this is an invoice for a Dollar Only PO, the value will be ignored. IPP calculates quantity based on extended price. |
| 51 | <InvoiceLine> | Unit of Measure | String | 3 | <UnitOfMeasureCd> | Required | Must be mapped to IPP value. Invoice goes into exception if not valid. |
| 52 | <InvoiceLine> | Unit Price | Number | 30,5 | <UnitPrice> | Required | If this is an invoice for a Dollar Only PO, the value provided will be ignored. IPP defaults unit price to $1.00. |

| Non-PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| Field # | Level | Fieldname | Format | IPP Maximum Length | XML Tag | Is this field required in the XML file? | Notes |
| 53 | <InvoiceLine> | Line Item Sub Total | Number | 30,2 | <LineItemSubTotal> | Optional | If provided, use value (must be correct).<br>If not provided, IPP calculates. |
| 54 | <InvoiceLine> | Shipping Date | Number | 20 | <ShippingDate> | Optional | Uploaded if provided. Format is YYYYMMDD.<br>Translate imported date from YYYYMMDD to Unix date. |
| 55 | <InvoiceLine> | Shipping Contact | String | 100 | <ShipToLocation> | Optional | Uploaded if provided. Agency validations apply. |
| 56 | <InvoiceLine> | Shipping Address 1 | String | 100 | <ShipToAddress1> | Optional | Uploaded if provided. Agency validations apply. |
| 57 | <InvoiceLine> | Shipping Address 2 | String | 100 | <ShipToAddress2> | Optional | Uploaded if provided. |
| 58 | <InvoiceLine> | Shipping Address 3 | String | 100 | <ShipToAddress3> | Optional | Uploaded if provided. |
| 59 | <InvoiceLine> | Shipping City | String | 100 | <ShipToCity> | Optional | Uploaded if provided. |
| 60 | <InvoiceLine> | Shipping State | String | 100 | <ShipToState> | Optional | Uploaded if provided. |
| 61 | <InvoiceLine> | Ship to Country | String | 2 | <ShipToCountry> | Optional | Uploaded if provided. |

| Non-PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| Field # | Level | Fieldname | Format | IPP Maximum Length | XML Tag | Is this field required in the XML file? | Notes |
| 62 | <InvoiceLine> | Ship to Postal Code | String | 20 | <ShipToPostalCode> | Optional | Uploaded if provided. Agency validations. |
| 63 | <InvoiceLine> | Line Custom Field 1 | String | 150 | <UserDefined1> | Optional | • eFile uses the name the agency provides for the custom field.<br>• Uploaded if provided.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored. |
| 64 | <InvoiceLine> | Line Custom Field 2 | String | 150 | <UserDefined2> | Optional | • eFile uses the name the agency provides for the custom field.<br>• Uploaded if provided.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored. |
| 65 | <InvoiceLine> | Line Custom Field 3 | String | 150 | <UserDefined3> | Optional | • eFile uses the name the agency provides for the custom field.<br>• Uploaded if provided.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored. |

| Non-PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| Field # | Level | Fieldname | Format | IPP Maximum Length | XML Tag | Is this field required in the XML file? | Notes |
| 66 | <InvoiceLine> | Line Custom Field 4 | String | 150 | <UserDefined4> | Optional | • eFile uses the name the agency provides for the custom field.<br>• Uploaded if provided.<br>• If the field is configured as read only by the agency and a vendor uploads eFile invoices with data for that field, the data is ignored. |
| 67 | <InvoiceLine> | Shipping Name 1 | String | 100 | <ShipToName1> | Optional | Uploaded if provided. |
| 68 | <InvoiceLine> | Shipping Name 2 | String | 100 | <ShipToName2> | Optional | Uploaded if provided. |
| 69 | <InvoiceLine> | Service Start Date | Number | 20 | <ServiceStartDate> | Optional | Format: YYYYMMDD; Start date must be less than or equal to end date and start date may not be later than current date. |
| 70 | <InvoiceLine> | Service End Date | Number | 20 | <ServiceEndDate> | Optional | Format: YYYYMMDD; End date must be greater than or equal to start date. |
| 71 | <InvoiceLine> | Invoice Line Tax Data | | | <InvoiceTax> | Optional | This can contain either tax amount or tax percent (see below) |
| 72 | <InvoiceLine> | Line Item Tax Amount | Number | 30,2 | Within <InvoiceTax> <TotalLineTaxAmount> | Optional | Uploaded if provided. |

| Non-PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 73 | <InvoiceLine> | Line Item Percent Tax | Number | 15,7 | Within <InvoiceTax> <PercentLineTax> | Optional | Uploaded if provided. |
| 74 | <InvoiceLine> | Tax Type | String | 1 | Within <InvoiceTax><br><TaxType> | Required | Fails if XSD validation is missing.<br>Valid tax code associated to IPP set of codes.<br>Valid tax codes are: S,U,X,E,D<br>• S = Sales<br>• U = Usage<br>• X = Exempt – applied for gov't default<br>• E = Exonerated<br>• D = Direct |
| 75 | <InvoiceSummary> | | | | <InvoiceSummary> | Required | Contains fields which give the totals for the invoice. |
| 76 | <InvoiceSummary> | Invoice Subtotal | Number | 30,2 | <InvoiceTotNetVal> | Optional | Format: Monetary, 2 decimals may be given (No commas).<br>Computed by IPP. |
| 77 | <InvoiceSummary> | Invoice Tax Valuation | Number | 30,2 | <InvoiceTotTaxVal> | Optional | Format: Monetary, 2 decimals may be given (No commas).<br>Uploaded if provided. |

| Non-PO/BPO Based Invoice and Credit Memo | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Field #** | **Level** | **Fieldname** | **Format** | **IPP Maximum Length** | **XML Tag** | **Is this field required in the XML file?** | **Notes** |
| 78 | <InvoiceSummary> | Shipping/ Handling Charges | Number | 30,2 | <InvoiceTotShipVal> | Optional | Format: Monetary, 2 decimals may be given (No commas).<br>Uploaded if provided. |
| 79 | <InvoiceSummary> | Invoice Grand Total | Number | 30,2 | <InvoiceTotGrossVal> | Optional | Format: Monetary, 2 decimals may be given (No commas).<br>Computed by IPP and must be given correctly in the file. |
| 80 | <InvoiceSummary> | Invoice Total Surcharge | Number | 30,2 | <InvoiceTotSurcharge> | Optional | “Handling” charges. Format: Monetary, 2 decimals may be given (No commas). |