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**CSV Order - Inbound to TrueCommerce**

**Message Implementation Guide**

# Introduction

This specification is for CSV orders sent in to TrueCommerece. It is a general specification. This does not apply to any particular trading partner. Data positions listed here as optional may be mandatory for a given trading partner.

# Key:

*M = Mandatory, i.e. data required in field*

*O = Optional, i.e. field can be left blank*

*\*\*\* = One (or more) of these is required*

*X = Alphanumeric*

*9 = Numeric*

*D = Date/Time*

*( ) = Number in brackets denotes the number of characters in that field*

ALL RECORDS ARE MANDATORY UNLESS OTHERWISE STATED

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# Header (Mandatory)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field** | **Name** | **Man.** | **Description** | **Max.** | **Comments** |
| 1 | “HDR” | M | Record tag (fixed) | X(5) | Record identification. Repeats for each additional order in the file - start of a new order. |
| 2 | Record ID | M | Sequential no. for each “HDR” record | 9(5) | Starts at 1 and increments by 1 for each additional order in the file. |
| 3 | Supplier Code | M |  | X(10) |  |
| 4 | Supplier ANA/GLN | M |  | 9(13) |  |
| 5 | Supplier Name | O |  | X(40) |  |
| 6 | Supplier Address 1 | O |  | X(35) |  |
| 7 | Supplier Address 2 | O |  | X(35) |  |
| 8 | Supplier Address 3 | O |  | X(35) |  |
| 9 | Supplier Address 4 | O |  | X(35) |  |
| 10 | Supplier Address 5 | O |  | X(35) |  |
| 11 | Supplier Post Code | O |  | X(8) |  |
| 12 | Customer Code | M |  | X(10) |  |
| 13 | Customer ANA/GLN | M |  | 9(13) |  |
| 14 | Customer Name | O |  | X(40) |  |
| 15 | Customer Address 1 | O |  | X(35) |  |
| 16 | Customer Address 2 | O |  | X(35) |  |
| 17 | Customer Address 3 | O |  | X(35) |  |
| 18 | Customer Address 4 | O |  | X(35) |  |
| 19 | Customer Address 5 | O |  | X(35) |  |
| 20 | Customer Post Code | O |  | X(8) |  |
| 21 | Customer Contact Name | O |  | X(40) |  |
| 22 | Customer Contact Phone | O |  | X(40) |  |
| 23 | Customer Contact Email | O |  | X(40) |  |
| 24 | Location Code | O | Customer's code for delivery location | X(10) |  |
| 25 | Location ANA/GLN | O | Customer's ANA/GLN for delivery location code | 9(13) |  |
| 26 | Order Branch Name | O | Order branch name / Delivery name for standard orders | X(40) |  |
| 27 | Order Branch Address 1 | O | Order branch address / Delivery address for standard orders | X(35) |  |
| 28 | Order Branch Address 2 | O | Order branch address / Delivery address for standard orders |  |  |
| 29 | Order Branch Address 3 | O | Order branch address / Delivery address for standard orders | X(35) |  |
| 30 | Order Branch Address 4 | O | Order branch address / Delivery address for standard orders | X(35) |  |
| 31 | Order Branch Address 5 | O | Order branch address / Delivery address for standard orders | X(35) |  |
| 32 | Order Branch Post Code | O | Order branch post code / Delivery post code for standard orders | X(8) |  |
| 33 | Customer Order No. | M |  | X(20) |  |
| 34 | Customer Order Date | M |  | D(10) | Format: DD/MM/YYYY |
| 35 | Order Code | M | Order type code | X(1) | N = New order A = Order amendment C = Order cancellation |
| 36 | Delivery Method Code | M | Delivery method code | X(1) | S = Deliver to branch/depot D = Direct delivery C = Collection |
| 37 | Earliest Delivery Date | M |  | D(10) | Format: DD/MM/YYYY |
| 38 | Latest Delivery Date | O |  | D(10) | Format: DD/MM/YYYY |
| 39 | Earliest Delivery Time | O |  | D(5) | Format: HH:MM |
| 40 | Latest Delivery Time | O |  | D(5) | Format: HH:MM |
| 41 | Direct Delivery Name | O | Direct delivery location name | X(40) | Only required if delivery method = Direct delivery |
| 42 | Direct Delivery Address 1 | O | Direct delivery address | X(35) | Only required if delivery method = Direct delivery |
| 43 | Direct Delivery Address 2 | O | Direct delivery address | X(35) | Only required if delivery method = Direct delivery |
| 44 | Direct Delivery Address 3 | O | Direct delivery address | X(35) | Only required if delivery method = Direct delivery |
| 45 | Direct Delivery Address 4 | O | Direct delivery address | X(35) | Only required if delivery method = Direct delivery |
| 46 | Direct Delivery Address 5 | O | Direct delivery address | X(35) | Only required if delivery method = Direct delivery |
| 47 | Direct Delivery Post Code | O | Direct delivery post code | X(8) | Only required if delivery method = Direct delivery |
| 48 | Delivery Instruction Number | O |  | X(20) |  |
| 49 | Delivery Instructions 1 | O |  | X(40) |  |
| 50 | Delivery Instructions 2 | O |  | X(40) |  |
| 51 | Delivery Instructions 3 | O |  | X(40) |  |
| 52 | Delivery Instructions 4 | O |  | X(40) |  |
| 53 | Delivery Instructions 5 | O |  | X(40) |  |
| 54 | Invoice Currency Code | O | Customer currency required on invoice | X(3) | e.g. GBP or EUR |
| 55 | Invoice To Code | O | Customer invoice to location code | X(10) | Only required if different from order branch code |
| 56 | Invoice To ANA/GLN | O | Customer invoice to location ANA/GLN | 9(13) | Only required if different from order branch code |
| 57 | Invoice To VAT Reg. No. | O | Customer VAT number | X(17) | Alphanumeric value |
| 58 | Total Order Value | O |  | 9(10) | 2dp |

# Header Text (Optional)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field** | **Name** | **Man.** | **Description** | **Max.** | **Comments** |
| 1 | “TXT” | M | Record tag (fixed) | X(5) | Record identification. |
| 2 | Record ID | M | Sequential no. for each “TXT” record | 9(5) |  |
| 3 | Line 1 | M |  | X(40) |  |
| 4 | Line 2 | O |  | X(40) |  |
| 5 | Line 3 | O |  | X(40) |  |
| 6 | Line 4 | O |  | X(40) |  |
| 7 | Line 5 | O |  | X(40) |  |

# Line (Mandatory)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field** | **Name** | **Man.** | **Description** | **Max.** | **Comments** |
| 1 | “LNE” | M | Record tag (fixed) | X(5) | Record identification. |
| 2 | Record ID | M | Sequential no. for each “LNE” record | 9(5) | Start at 1 for first LNE record in order and increment by 1 for each LNE record. Reset and start again at 1 on the next order if file contains multiple orders. |
| 3 | Order Line Code | M | Order line type code |  | N = New A = Change C = Cancellation |
| 4 | Product Code | O\*\*\* | Internal customer product code | X(20) |  |
| 5 | EAN/GTIN Number | O\*\*\* | Bar code of traded unit | 9(13) |  |
| 6 | DUN Code | O\*\*\* | Delivery unit number | 9(14) |  |
| 7 | UPC12 | O\*\*\* | Universal product code | 9(12) |  |
| 8 | Supplier's Product Code | O\*\*\* | Supplier item code | X(20) | Required by some trading partners. |
| 9 | Description 1 | O | Description line 1 | X(40) |  |
| 10 | Description 2 | O | Description line 2 | X(40) |  |
| 11 | Pack Size | M | Number of units within traded unit | 9(5) | Whole integer |
| 12 | Quantity | M | Order quantity | 9(10) | 3dp |
| 13 | Measure Unit | O | Unit of measure | X(5) | If used, quantity will be read as a measure, e.g. KGM or MTR. |
| 14 | Unit Price Measure | O | Pricing unit of measure | X(10) | Can be blank, 1 or EA to indicate price per unit. Can be a number to indicate price per number of units. Can be a measure name i.e. TONNE, KG to indicate price per weight/volume. Defaults to EA. |
| 15 | Unit Price Measure Qty | O | Number of measure units being priced | 9(10) | Used in conjunction with Unit Price Measure. For example, a Unit Price Measure of 'KG' and a Measure Qty of 30 means the price is per 30Kg. Defaults to 1. |
| 16 | Unit Price | O | Cost Price | 9(10) | Value per Pricing Measure 3dp |
| 17 | Line Cost | O | Net cost of line | 9(10) | 3dp |
| 18 | VAT Code | O |  | X(5) |  |
| 19 | VAT Rate | O |  | 9(7) |  |
| 20 | Delivery Date | O | Required delivery date of line | D(10) | If blank then header value will be used. |
| 21 | Delivery Reference No. | O | Delivery reference number | X(20) |  |

# Line Text (Optional)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field** | **Name** | **Man.** | **Description** | **Max.** | **Comments** |
| 1 | “TXT” | M | Record tag (fixed) | X(5) | Record identification. |
| 2 | Record ID | M | Sequential no. for each “TXT” record | 9(5) |  |
| 3 | Line 1 | M |  | X(30) |  |
| 4 | Line 2 | O |  | X(30) |  |
| 5 | Line 3 | O |  | X(30) |  |
| 6 | Line 4 | O |  | X(30) |  |
| 7 | Line 5 | O |  | X(30) |  |

**True Commerce Implementer Notes:**

For use with map thread: ONETIME.I.PO.CSV.V1.R1