



INVOICE FORMAT DOCUMENT

CITIGROUP, Inc.
Procure to Pay

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Creation Date: October 8, 2001
Last Updated: July 21, 2010
Document Ref: [GLOBAL AP Citi Flat File Invoice Format v1.11.doc](#)
Version: Version 1.11

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General Information

The intent of this document is to inform our Suppliers how CITIGROUP interprets the Invoice Flat File fields.

Document Information

The text enclosed by single quotes in description column of segment's definition represents actual value for the corresponding element.

Date Naming Convention for all segments containing dates is: YYYYMMDD.

File Formatting

Files submitted should be in variable length, and tilde '~' delimited format file.

A batch header record as well as batch trailer record is required for each file.

Decimal points are not implied and must be present.

Numeric values can only include up to 2 places beyond the decimal.

Numeric fields shall not be zero-filled.

Alphanumeric fields must end with the last character without filling the remainder of the Data Element with spaces.

Individual records within the file, Batch Header, Invoice Header, Invoice Line, and Batch Trailer, shall be one separate line with no word wrapping. Each line, including the last, shall terminate with a new line character.

Any file with stray spaces, or a carriage return at the end will reject for invalid format

Invoice number may not be used twice for the same supplier number; this will cause the entire file to reject for format issue.

An example of a Flat File is provided at the end of this document.

Exception Handling

CITIGROUP will use the format as indicated in the Exception File Format section of this document for communicating invoice exceptions. This process will reject each invalid invoice found in the file, or reject the file as a whole if it does not meet the standards described in this document. The exception file will be sent via FTP to the originating FTP account of the Supplier. Invoices must be corrected and resubmitted in a new file in order to be paid.

An example of an exception file is provided at the end of this document.

File Transmission

Suppliers shall use a specific FTP Service for the transmission of Supplier invoice files. This FTP Service is the SSMB (Salomon Smith Barney) FTP Service. Suppliers shall obtain a user account from Salomon Smith Barney in order to use the SSMB FTP Service. A document entitled, "SSMB FTP Service User's Guide for Clients" is available from CITIGROUP that fully describes this FTP Service. CITI has a form available, the FTP Account Request/Change Form, for the Supplier's use in the application process. Please contact your CITI representative for more information.

File Naming Convention

Each record shall contain one File Name data element that is comprised of several parts. The File Name shall not exceed eighty (80) characters in length. **The file name must be consistent through out the file, including physical file name, to avoid rejection.** The File Name shall consist of the following five parts, which are separated by the underscore ('_') symbol:

**[AP][TAP]SUPPLIER'S SSMB PRODUCTION USER NAME_
OPERATING UNIT IDENTIFIER_
SUPPLIER'S NAME_
DATE_TIME(YYYYMMDD_HHMISS)_
INV_FLAT.TXT**

- In the first part of the File Name, the abbreviation, AP, (or TAP for Test files) shall be appended to the Supplier's SSMB Production User Name. This part of the file name is the means by which the Supplier's files are distinguished by the SSMB FTP Service for routing purposes. The SSMB Production User Name (FTP Logon User Name) is five characters in length and CITI will provide the Supplier with this at the time the account is set up.
- The second part shall be the 2-5 letters Citibank Operating Unit Identifier. The values will be provided by your Citibank contact. An example would be: US, or GBGBP, or HKHKD.
- The third part shall be the Supplier's name, and may not contain spaces or the underscore ('_') symbol. Used for CITI invoice batching purposes, this element should be unique and, preferably, not to exceed sixteen characters. Please contact your CITI representative for assistance.
- The fourth part is the date and time of the file creation. The date and time stamp should be the same throughout the entire file (including physical file name).
- The fifth part must be exactly as follows: 'INV_FLAT.TXT' as CITI uses the wording to distinguish the

file as a flat file invoice file.

For example:

APMOORE_US_MOORE_20020205_120000_INV_FLAT.TXT
TAPMOORE_US_MOORE_20020205_120000_INV_FLAT.TXT

Production Prefix is AP
Testing Prefix is TAP

! Each file submitted is required to have a unique file name. Duplicate file names will not be processed. This also applies to files that are rejected and then resubmitted for processing.

Document Key

Throughout the document:

Fields in gray are not currently used. Please note, however, that the field (placeholder) must appear, despite it not being used.

Clarifications are in Italics.

Special instructions are in bold.

Invoice Information

Transmission Schedule

While time of transmission of the invoice file is up to the individual supplier/business, the time at which invoice files will be imported into the operating unit, will be provided to you by your Citigroup contact.

Note: As a rule, files submitted at least 30 minutes prior to that prescribed time each business day, will be processed. This means that all properly validated invoices will be imported into AP, while all improperly coded invoices will be rejected and should appear in the day's rejection file.

Special Invoice Considerations

CITIGROUP will accept both debit and credit invoices. Supplier will indicate in the invoice type 'CREDIT' for credit invoices and 'STANDARD' for debit invoices. A CREDIT invoice is one where the dollar amount is less than zero. A STANDARD invoice is one where the invoice value is greater than zero. CITIGROUP assumes it is the responsibility of the supplier's invoicing application to ensure the proper positive/negative sign of the invoice values and quantities.

If your company has special requirements for invoices, please notify your CITI representative.

Taxes

US Invoices

Sales Tax shall be delineated at the item level. Sales Tax shall be a field in the item line to which the tax applies, and shall be applied to each line of an invoice to which the tax relates.

Any **miscellaneous charges** that CitiGroup allows shall be delineated at the item level. A Miscellaneous Charge shall be a field in the item line to which the charge applies, and shall be applied to each line of an invoice to which the miscellaneous charge relates.

When **Freight and/or Use Tax** applies, separate invoices must be created for each "**Ship To**" Location.

Freight charges must be presented at the header of the invoice to which they apply.

Use Tax must be presented at the header of the invoice to which it applies.

Use Tax and Sales Tax shall not be presented on the same invoice.

Tax Type must be presented at the header of the invoice, and shall be used to identify whether Use Tax, Sales Tax, or no tax is included for the Invoice.

Tax Code must be provided for lines that include Sales Tax. The proper code for the US is 'US SALES TAX'.

Non-US Invoices

Each line of an invoice must include a **valid Tax code** in order to be processed.

Canada Supplier Invoices:

As a part of requirement for RFC-10728, new fields have been added at invoice header and liner level to accommodate freight line tax code and Miscellaneous Line tax code for Canada suppliers.

Billing Account for Non-Match To PO Invoices Only

Suppliers must present accounting information for all items/lines being invoiced for Non-Match to PO Invoices.

Accounting structure is as follows whereby all segments are separated by a "." (or "-" in GBGBP) to appear as:

"12345.00123456789.1234567890.0000000000.00000.00000"

1st 5 characters = Corporation Code – Should be provided by the CITIGROUP employee at the time the order is placed and may be different from what is currently being received.

2nd 11 characters = Account Code – Should be static for all invoices from a given supplier and will be different from what is currently used. Note: Numbers with less than 11 digits would need leading "0"s.

3rd 10 characters = Cost Center/Expense Code - Should be provided by the CITIGROUP employee at the time the order is placed and may be a variable length up to 10 characters

4th 10 characters are 10 zeros '0000000000' unless advised by your CITI representative.

5th 5 characters are 5 zeros '00000' unless advised by your CITI representative.

6th 5 characters are 5 zeros '00000' unless advised by your CITI representative.

Invoice Format

Overview

Batch Header Record - one per file

Record Identifier	M
Layout Version Number	M
SSMB File Prefix	M
File Name	M
File Header	M
Total Invoice Header Record Count	M
Date and Time	M
Future Use	O
Future Use	O

Invoice Header Record

Record Identifier	M
File Name	M
File Header	M
Group Identifier	M
Vendor Number	M
Invoice Number	M
Invoice Type	M
Invoice Date	M
Invoice Amount	M
Vendor Site Code, (Pay Site)	C
Description	O
Purchase Order Number	C
Purchase Order Release Number	O
Ship To State	C
Ship To Zip Code	C
Use Taxable Amount	C
Tax Type	C
Freight Charges	O
GL Date	O
Amount Subject to Terms Discount	O
Discounted Amount Due	O
Terms Discount Amount	O
Diners Number	C
Pay Group Lookup Code	C
Exclusive Payment Flag	C
Terms Name	C
Product Code	C
Services Invoices	C
Terms Date	C
Payment Method Lookup Code	C
Collection Document Number	C
US Payroll Information	C
CA Freight Tax Code	C
Requestor E-mail Address	C

Invoice Line Record

Record Identifier	M
File Name	M
File Header	M
Group Identifier	M
Vendor Number	M
Invoice Number	M
Invoice Line Number	M
Invoice Line Description	O
PO Shipment Number	C
Sales Tax Amount	O
Miscellaneous Amount	O
Tax Code	C
Tax Recovery Rate	C
Tax Recoverable Flag	M
Billing Account	C
PO Line Number	C
PO Unit of Measure Code	C
Quantity Invoiced	C
Unit Price	C
Project ID Number	O
GCIB CODE TYPE	O
GCIB CODE	C
RITS ID	O
TAXI COUNT	O
Event Number	O
PO Distribution Number	C
AWT Group Name	C
Relationship Code	C
Recon Key	C
Tax Code Override Flag	C
CA Misc Tax Code	C

Batch Trailer Record - one per file

Record Identifier	M
Layout Version Number	M
SSMB File Prefix	M
File Name	M
File Header	M
Total Invoice Header Record Count	M
Total Invoice Header Record Amount	M
Total Invoice Line Record Count	M
Total Invoice Line Record Amount	M
Date and Time	M
Future Use	O
Future Use	O

M= Mandatory; O= Optional; C= Conditional

Detail

Batch Header Record

Data Element	Type, Size	Description	Value	Mandatory
RECORD IDENTIFIER	N(2)	10, Batch header record.	10	Mandatory
LAYOUT VERSION NUMBER	N(2)	Version of the Invoice Layout used.	01	Mandatory
SSMB FILE PREFIX	X(25)	Supplier's SSMB (Salomon Smith Barney FTP Service) File Prefix. For example, APMOORE for Supplier, MOORE BUSINESS FORMS & SYSTEM DIVISION	CITI/SSMB to provide when Supplier obtains ftp service account.	Mandatory
FILE NAME	X(80)	Name of the File. (The file name must be consistent through out the file to avoid rejection)	Must conform to standard naming convention provided by CITI. (See File Naming Convention on page 3.)	Mandatory
FILE HEADER	N(25)	Unique file identifier per submitted file.	Sequential Number beginning with 1. <i>This value should be consistent throughout each file.</i>	Mandatory
TOTAL INVOICE HEADER RECORD COUNT	N(8)	Total count of Invoice Header records.	Total count of Invoice Header records.	Mandatory
DATE AND TIME	X(16)	Date and Time file was generated	Required format is YYYYMMDD:HHMISS (24 hr clock)	Mandatory
FUTURE USE	X(150)	Future Use.	Citigroup does not use this element currently.	Optional
FUTURE USE	X(150)	Future Use.	Citigroup does not use this element currently.	Optional

Invoice Header Record

Data Element	Type, Size	Description	Value	Mandatory
RECORD IDENTIFIER	N(2)	20, Invoice header record.	20	Mandatory 1
FILE NAME	X(80)	Name of the File (The file name must be consistent through out the file to avoid rejection)	Links to appropriate batch header record. (See File Naming Convention on page 3.)	Mandatory 2
FILE HEADER	N(25)	Unique file identifier per submitted file.	Links to appropriate batch header record.	Mandatory 3
GROUP IDENTIFIER	X(60)	Operating Unit Name.	Supplier sends Citigroup's bill-to organization. This value is equivalent to Operating unit as defined in Citigroup's system. Citigroup will provide this value.	Mandatory 4
VENDOR NUMBER	X(30)	Identifies the Vendor.	Required whether a Purchase Order Number is provided or not. Citigroup will provide this value.	Mandatory 5
INVOICE NUMBER	X(50)	Must be unique, per Vendor Number.	Supplier sends invoice number. <i>Must be alphanumeric. Please do not include any spaces or symbols.</i>	Mandatory 6
INVOICE TYPE	X(25)	Signifies type of invoice.	' STANDARD ' for regular invoices with a value greater than zero. ' CREDIT ' for Credit Memos with a value less than zero.	Mandatory 7
INVOICE DATE	X(8)	Invoice issue date	Invoice date formatted as YYYYMMDD	Mandatory 8
INVOICE AMOUNT	N(20)	Total Invoice amount.	Supplier sends the invoice total. <i>Must equal the sum of the invoice lines, and includes tax, freight, and miscellaneous charges.</i>	Mandatory 9
VENDOR SITE CODE	X(15)	Identifies Pay Site (Supplier Site Name).	Required if Purchase Order is not provided (non Match-To PO Invoice). Citigroup will provide this value.	Conditional
DESCRIPTION	X(85)	Invoice Description.	Citigroup does not use this element currently.	Optional
PURCHASE ORDER NUMBER	X(26)	Purchase Order Number	Supplier sends Citigroup's Purchase Order Number. Mandatory for all Match-To PO Invoices. <i>This number will be present on all Purchase Orders received from Citigroup.</i>	Conditional

PURCHASE ORDER RELEASE NUMBER	X(26)	Release Number	Supplier sends Citigroup's Purchase Order Release Number. Citigroup does not use this element currently.	Optional
SHIP TO STATE (US Use Tax use only)	X(2)	Ship To State.	Supplier sends Ship To State if Use Taxable Amount is provided. <i>US Use Tax invoices only.</i>	Conditional
SHIP TO ZIP CODE (US Use Tax use only)	N(5)	Ship To Zip Code.	Supplier sends Ship To Zip Code if Use Taxable Amount is provided. <i>US Use Tax invoices only.</i>	Conditional
USE TAXABLE AMOUNT (US Use Tax use only)	N(18)	Total Use Taxable dollar amount.	Supplier sends the total taxable amount that would be used by Citigroup to calculate Use Tax for the invoice. All items on an invoice must have the same Ship To information as relayed in the Ship To State and Ship To Zip Code fields. <i>US Use Tax invoices only. Must be less than or equal to the total Invoice Amount. Do not provide Use Tax if Sales Tax is provided.</i>	Conditional
TAX TYPE	X(10)	Tax Type Identifier: USE TAX, SALES TAX or NONE	Supplier indicates the type of tax provided. If 'USE TAX', then the three preceding Invoice Header Record data elements, SHIP TO STATE, SHIP TO ZIP CODE, and USE TAXABLE AMOUNT, must be provided. (<i>US Only.</i>) If 'SALES TAX', then the preceding three data elements are not used, and the Sales Tax is included in the Invoice Line Record data element, SALES TAX AMOUNT. TAX CODE must also be provided. (<i>US Only.</i>) If 'NONE', then no tax field is populated.	Mandatory
FREIGHT CHARGES	N(18)	Total Invoice freight charges.	Supplier sends the total freight charge amount for the invoice.	Optional

GL DATE	X(11)	General Ledger Date for invoice distributions: YYYYMMDD	Citigroup does not use this element currently.	Optional
AMOUNT SUBJECT TO TERMS DISCOUNT	N(20)	Amount upon which the terms discount amount is calculated.	Citigroup does not use this element currently.	Optional
DISCOUNTED AMOUNT DUE	N(20)	Amount of invoice due if paid by terms discount due date (total invoice or installment amount less cash discount).	Citigroup does not use this element currently.	Optional
TERMS DISCOUNT AMOUNT	N(20)	Total amount of terms discount.	Citigroup does not use this element currently.	Optional
DINERS NUMBER	X(150)	T&E Reimbursement Use Only.	Diners Credit Card Number.	Conditional
PAY GROUP LOOKUP CODE	X(25)	Hartford Payroll Use Only.	Printer Determinant Pay Group.	Conditional
EXCLUSIVE PAYMENT FLAG	X(1)	T&E Reimbursement Use Only.	Pay Alone Flag.	Conditional
TERMS NAME	X(50)	Not used	Terms Name	Conditional
PRODUCT CODE	X(150)	Product Code.	Product Code for Brazil invoices.	Conditional
SERVICES INVOICES	X(150)	Services Invoices.	NF de Sercico value for Brazil Invoices.	Conditional
TERMS DATE	X(11)	Terms Date for invoice: YYYYMMDD	Currently this would be used only for Brazil REMS Invoices	Conditional
PAYMENT METHOD LOOKUP CODE	X(25)	Payment Method – Only For Brazil Orbital Payments	Currently this would be used only for Brazil REMS Invoices	Conditional
COLLECTION DOCUMENT NUMBER	X(150)	Collection Document Number – Only For Brazil Orbital Payments	This would be used only for Brazil Orbital Payments/ Brazil REMS Invoices	Conditional
US PAYROLL INFO	X(150)	US Payroll Information – Only For US Payment purposes	US Payroll Information – Only For US Payment purposes	Conditional
CA FREIGHT TAX CODE	X(15)	Freight Line Tax Code	This would be used for Canada suppliers only.	Conditional
REQUESTOR E-MAIL ADDRESS	X(150)	This field will contain an e-mail address of the Citi order requestor; required for Non-PO match invoices being submitted by external vendors	This field shall contain a valid e-mail address.	Conditional

Invoice Line Record

Data Element	Type, Size	Description	Value	Mandatory
RECORD IDENTIFIER	N(2)	30, Invoice line record.	30	Mandatory 1
FILE NAME	X(80)	Name of the File. (The file name must be consistent throughout the file to avoid rejection)	Links to appropriate batch header. (See File Naming Convention on page 3.)	Mandatory 2
FILE HEADER	N(25)	Unique file identifier per submitted file.	Links to appropriate Batch Header Record.	Mandatory 3
GROUP IDENTIFIER	X(60)	Operating Unit Name.	Links to appropriate Invoice header.	Mandatory 4
VENDOR NUMBER	X(30)	Identifies the Vendor.	Links to appropriate invoice header. Required whether a Purchase Order Number is provided or not. Citigroup will provide this value.	Mandatory 5
INVOICE NUMBER	X(50)	Must be unique, per Vendor Number.	Links to appropriate invoice header.	Mandatory 6
INVOICE LINE NUMBER	N(7)	Invoice distribution line number.	Sequential per invoice, beginning with 1, increment by 1 for all lines on an invoice. <i>Required for all invoices, including both Match-PO and Non-Match-PO invoices..</i>	Mandatory 7
INVOICE LINE DESCRIPTION	X(80)	Invoice Line Description.	Supplier sends the invoice line description. Ex. 'Office Supplies'. <i>Do not include tildes (~) in description.</i>	Optional 8
PO SHIPMENT NUMBER	N(7)	PO Shipment Line Number	The Shipment Number from the Purchase Order. If PO not provided (Non-Match to PO), then nothing is entered for the data element.	Conditional 9
SALES TAX AMOUNT (US Only)	N(18)	Sales Tax Amount charged for the billed merchandise item. Applies to the current invoice line.	Supplier provides the dollar amount of the Sales Tax for the billed merchandise item. Associated with Invoice Line Number or PO Line Number, whichever applies. <i>US invoices only</i>	Optional 10
MISCELLANEOUS AMOUNT	N(18)	Any allowances or charges associated with the line item. Applies to the current invoice line.	Supplier provides the dollar amount of the miscellaneous charges associated with the line item, according to Citigroup contract. Associated with Invoice Line Number or PO Line Number, whichever applies.	Optional 11

TAX CODE	X(40)	Valid line tax code.	Your Citigroup contact will advise as to whether or not this is required for your billing and will provide the valid values. <i>Required for US invoices only when including Sales Tax. (See Taxes on page 5.)</i>	Conditional 12
TAX RECOVERY RATE (Non-US Only)	X(40)	The rate at which tax is recoverable for this line.	Your Citigroup contact will advise as to whether or not this is required for your billing and will provide the valid values. (Non-US Only)	Conditional 13
TAX RECOVERABLE FLAG	X(1)	The value indicates if the tax is recoverable or not.	'Y' or 'N'. For US invoices only, populate with 'N'. For non-US invoices, your Citigroup contact will advise on how to populate this segment. (Non-US Only)	Mandatory 14
BILLING ACCOUNT	X(80)	Billing Account structure is as follows, segments are separated by a "." (or "-" in GBGBP) to appear as: "12345.00123456789.1234567890.1234512345.12345.12345" 1 st 5 characters = Corporation Code – Should be provided by the CITIGROUP employee at the time the order is placed and may be different from what is currently received. 2 nd 11 characters = Account Code – Should be static for all invoices from a given supplier and will be different from what is currently used. Note: Numbers with less than 11 digits would need leading "0"s. 3 rd 10 characters = Cost Center/Expense Code - Should be provided by the CITIGROUP employee at the time the order is placed, may be of variable length up to 10 characters 4 th 10 characters are 10 zeros '0000000000' unless otherwise instructed by Citigroup representative. 5 th 5 characters is 5 zeros '00000' 6 th 5 characters is 5 zeros '00000'	Required when no Purchase Order Number is provided on the invoice (Non-Match to PO). <i>Supplier must obtain Billing Account number from Citigroup before sending invoices that do not match to Citigroup purchase orders. Citigroup will provide this information.</i>	Conditional 15

PO LINE NUMBER	N(20)	Purchase Order Line Number.	Supplier sends back the correlated line number that was originally on Citigroup's Purchase Order. <i>Required if Purchase Order Number is provided. PO Line Number is present on the physical PO line.</i>	Conditional 16
PO UNIT OF MEASURE DESCRIPTION	X(25)	Purchase Order Line Unit of Measure.	Supplier sends back the exact unit of measure (UOM) that was originally sent on the Purchase Order. Required if Purchase Order Number is provided.	Conditional 17
QUANTITY INVOICED	N(10)	Line Quantity.	Supplier sends the quantity of the item shipped. <i>This value must be a positive number, unless submitting a Match-PO CREDIT (in which the Purchase Order Number and Purchase Order Line Number are provided).</i>	Mandatory 18
UNIT PRICE	N(18)	Line Unit Price.	Supplier sends the unit price based on Citigroup's pricing agreements with the Supplier. <i>For Non-Match to PO CREDITS (no Purchase Order Number provided), this value will be negative. In all other scenarios, this value will be positive.</i>	Mandatory 19
PROJECT ID NUMBER	X(50)	Project Number	Supplier sends the Citigroup Project Number associated with this invoice line.	Optional 20
GCIB CODE TYPE (GCIB/CGML Invoices Only)	X(150)	GCIB CODE TYPE	The supplier sends the GCIB CODE TYPE for the invoice line. The valid values are: DEAL, BEA, or CUSTOMER. This value goes in attribute 4 of the invoice line. <i>This is valid for GCIB/CGML invoices only.</i>	Optional 21
GCIB CODE (GCIB/CGML Invoices Only)	X(150)	GCIB CODE	The supplier sends the GCIB CODE for the GCIB CODE TYPE populated in the above field. This value goes in attribute 5 of the invoice line and is validated against a global listing. <i>This is valid for GCIB/CGML invoices only.</i>	Conditional 22

RITS ID (GCIB/CGML Invoices Only)	X(150)	RITS ID	The supplier sends the RITS ID of the employee for whom the invoice line is being charged. This value goes in attribute 6 of the invoice line and is validated against a global listing. <i>This is valid for GCIB/CGML invoices only.</i>	Optional 23
TAXI COUNT (US GCIB Invoices Only)	X(150)	TAXI COUNT	The supplier sends the TAXI COUNT. This value goes in attribute 7 of the invoice line. <i>This is valid for US GCIB invoices only.</i>	Optional 24
EVENT NUMBER (GCIB/CGML Invoices Only)	X(8)	Event Number DFF	The supplier sends the Event Number. This value goes in attribute 8 on the invoice line and is free form, alphanumeric. <i>This is valid for GCIB/CGML invoices only..</i>	Optional 25
PO DISTRIBUTION NUMBER	N(7)	PO Distribution Number	The PO Distribution Number from the Purchase Order. If PO not provided (non-matched POs), then nothing is entered for the data element.	Conditional 26
AWT GROUP NAME	X(150)	Automatic withholding tax group name.	Automatic withholding tax group name for REMS invoicing.	Conditional 27
RELATIONSHIP CODE	X(150)	Relationship Code	Citigroup does not use this element currently.	Conditional 28
RECON KEY	X(150)	Reconciliation Reference value	Citigroup does not use this element currently.	Conditional 29
TAX CODE OVERRIDE FLAG	X(1)	Tax Code Override Flag	Tax Code Override Flag	Conditional 30
CA MISC TAX CODE	X(15)	Miscellaneous Line Tax Code	This would be used for Canada suppliers only.	Conditional 31

Batch Trailer Record

Data Element	Type, Size	Description	Value	Mandatory
RECORD IDENTIFIER	N(2)	40, Batch trailer record.	40	Mandatory
LAYOUT VERSION NUMBER	N(2)	Version of the Invoice Layout used.	01	Mandatory
SSMB FILE PREFIX	X(25)	Supplier's SSMB (Salomon Smith Barney FTP Service) File Prefix. For example, APMOORE for Supplier, MOORE BUSINESS FORMS & SYSTEM DIVISION	CITI/SSMB to provide when Supplier obtains ftp service account.	Mandatory
FILE NAME	X(80)	Name of the File.	Citigroup will provide this information. (See File Naming Convention on page 3.)	Mandatory
FILE HEADER	N(25)	Unique file identifier per submitted file.	Links to appropriate Batch Header Record.	Mandatory
TOTAL INVOICE HEADER RECORD COUNT	N(8)	Total count of Invoice Header records.	Total count of Invoice Header records.	Mandatory
TOTAL INVOICE HEADER RECORD AMOUNT	N(20)	Total of Invoice Header record Amounts.	Total of Invoice Header record Amounts.	Mandatory
TOTAL INVOICE LINE RECORD COUNT	N(9)	Total count of Invoice Line records.	Total count of Invoice Line records.	Mandatory
TOTAL INVOICE LINE RECORD AMOUNT	N(20)	Total of Invoice Line record Amounts (includes item, sales tax, and miscellaneous amounts).	Total of Invoice Line record Amounts. <i>(Includes item, sales tax, and miscellaneous amounts. Does not include freight.)</i>	Mandatory
DATE AND TIME	X(16)	Date and Time file was generated.	YYYYMMDD:HHMISS (24 hr clock)	Mandatory
FUTURE USE	X(150)	Future Use.	Citigroup does not use this element currently.	Optional
FUTURE USE	X(150)	Future Use.	Citigroup does not use this element currently.	Optional

Exception File Format

Exception Record

Data Element	Type, Size	Description	Value	Mandatory
SOURCE	X(10)	Invoice Source	FLATFILE	Mandatory
GROUP ID	X(80)	Optional Payables Open Interface Import Submission Parameter	Used. Identifies Invoice Batch Name.	Conditional
VENDOR NAME	X(80)	Identifies the Vendor.	Vendor Name	Mandatory
VENDOR NUMBER	X(30)	Identifies the Vendor.	Citicorp's Vendor Number for Vendor	Mandatory
INVOICE NUMBER	X(50)	Must be unique, per Vendor Number.	Supplier sends invoice number.	Mandatory
INVOICE DATE	X(10)	Invoice issue Date	Invoice date formatted as DD-MON-YY	Mandatory
REJECTION LINE NUMBER	N(15)	Line Number	Line Number if error is attributable to an Invoice Line	Conditional
ERROR CODE	X(30)	Reject Lookup Code	Will be populated if an error was encountered in Payables Open Interface Import Process	Conditional
ERROR REASON	X(240)	Reject Description	Will be populated if an error was encountered in Payables Open Interface Import Process	Mandatory
PO NUMBER	N(30)	Invoice PO Number	Purchase order number that was included on the invoice	Conditional

Sample Flat File Format

INVOICE EXAMPLES

INVOICE# 1001ABC - STANDARD US NON-MATCH TO PO INVOICE
INVOICE# 1002DEF - US NON-MATCH TO PO INVOICE WITH MULTIPLE LINES INCLUDING SALES TAX, FREIGHT, AND A MISC CHARGE
INVOICE# 1003GHI - STANDARD US NON-MATCH TO PO CREDIT

```
10~01~APMOORE~APMOORE_US_MOORE_20041221_080100_INV_FLAT.TXT~1~3~20041221:120130~  
20~APMOORE_US_MOORE_20041221_080100_INV_FLAT.TXT~1~CITI_US_OPERATING  
ORG~100010~1001ABC~STANDARD~20041221~14.98~PHILADELPHIA~INVOICE DESCRIPTION~NONE~  
30~APMOORE_US_MOORE_20041221_080100_INV_FLAT.TXT~1~CITI_US_OPERATING ORG~100010~1001ABC~1~INVOICE LINE  
DESCRIPTION~N~12345.00123456789.1234567890.0000000000.00000.00000~1~14.98~  
20~APMOORE_US_MOORE_20041221_080100_INV_FLAT.TXT~1~CITI_US_OPERATING  
ORG~100010~1002DEF~STANDARD~20041221~84.30~PHILADELPHIA~INVOICE DESCRIPTION~SALES TAX~4.10~  
30~APMOORE_US_MOORE_20041221_080100_INV_FLAT.TXT~1~CITI_US_OPERATING ORG~100010~1002DEF~1~INVOICE LINE DESCRIPTION~3.05~US SALES  
TAX~N~12345.00123456789.1234567890.0000000000.00000.00000~1~40.02~  
30~APMOORE_US_MOORE_20041221_080100_INV_FLAT.TXT~1~CITI_US_OPERATING ORG~100010~1002DEF~2~INVOICE LINE DESCRIPTION~2.03~5.00~US  
SALES TAX~N~12345.00123456789.1234567890.0000000000.00000.00000~1~30.10~  
10.51~PHILADELPHIA~INVOICE DESCRIPTION~NONE~  
30~APMOORE_US_MOORE_20041221_080100_INV_FLAT.TXT~1~CITI_US_OPERATING ORG~100010~1003GHI~1~INVOICE LINE  
DESCRIPTION~N~12345.00123456789.1234567890.0000000000.00000.00000~1~10.51~  
40~01~APMOORE~APMOORE_US_MOORE_20020211_080100_INV_FLAT.TXT~1~3~88.77~4~84.67~20041221:120130~
```

INVOICE# 2001ABC - STANDARD US MATCH-PO INVOICE
INVOICE# 2002DEF - STANDARD US MATCH-PO CREDIT

```
10~01~APMOORE~APMOORE_US_MOORE_20041221_080101_INV_FLAT.TXT~1~2~20041221:120131~  
20~APMOORE_US_MOORE_20041221_080101_INV_FLAT.TXT~1~CITI_US_OPERATING ORG~100010~2001ABC~STANDARD~20041221~14.75~INVOICE  
DESCRIPTION~1234567~NONE~  
30~APMOORE_US_MOORE_20041221_080101_INV_FLAT.TXT~1~CITI_US_OPERATING ORG~100010~2001ABC~1~INVOICE LINE  
DESCRIPTION~1~N~1~EA~3~3.05~  
30~APMOORE_US_MOORE_20041221_080101_INV_FLAT.TXT~1~CITI_US_OPERATING ORG~100010~2001ABC~1~INVOICE LINE  
DESCRIPTION~1~N~2~EA~1~5.60~  
20~APMOORE_US_MOORE_20041221_080101_INV_FLAT.TXT~1~CITI_US_OPERATING ORG~100010~2002DEF~CREDIT~20041221~  
8.50~PHILADELPHIA~INVOICE DESCRIPTION~NONE~  
30~APMOORE_US_MOORE_20041221_080101_INV_FLAT.TXT~1~CITI_US_OPERATING ORG~100010~2002DEF~1~INVOICE LINE DESCRIPTION~1~N~7~EA~  
2~4.25~  
40~01~APMOORE~APMOORE_US_MOORE_20020211_080101_INV_FLAT.TXT~1~2~6.25~3~6.25~20041221:120131~
```

Sample Exception File Format

```
BOF 07/31/2002 17:02:01
FLATFILE MORSE-WHITEGROVE FLATFILE 31-JUL-02 04:24:00 WHITEGROVE PLC 128995 GLITB 1.2 24-JUL-02 0
DUPLICATE INVOICE NUMBER Invoice number for this supplier already exists
FLATFILE MORSE-WHITEGROVE FLATFILE 31-JUL-02 04:24:00 WHITEGROVE PLC 128995 GLITB 1.3 24-JUL-02 0
DUPLICATE INVOICE NUMBER Invoice number for this supplier already exists
FLATFILE MORSE-WHITEGROVE FLATFILE 31-JUL-02 04:24:00 WHITEGROVE PLC 128995 GLITB 1.4 24-JUL-02 0
DUPLICATE INVOICE NUMBER Invoice number for this supplier already exists
FLATFILE MORSE-WHITEGROVE FLATFILE 31-JUL-02 04:24:00 WHITEGROVE PLC 128995 GLITB 1.5 24-JUL-02 0
DUPLICATE INVOICE NUMBER Invoice number for this supplier already exists
EOF 4
```