ANZ ONLINE – TRADE
RECEIVABLES & PAYABLES

FILE FORMAT GUIDE

October 2017

ANZ Online Trade –
Receivables & Payables File Format Guide

October 2017

GENERAL INFORMATION

Purpose

The purpose of this document is to detail the file formats for ANZ Online Trade across various products.

This document is intended to be a file format specification only guide and as such does not include any training in how to use the different file formats. Please contact your Trade Representative for further assistance.

Scope

ANZ Online Trade file formats for the following products are detailed within this document.

Supply Chain Finance Products:

➢ Receivables Finance
➢ Payables Finance

Out of Scope

This document does not address the following points. Please contact your Trade Representative for further assistance.

➢ Host-to-host formats
➢ Instructions for uploading files

SUPPORTING DOCUMENTS

For further information about Receivables & Payables, please refer to the following Guides that are available online from anz.com

➢ ANZ Online Trade - User Guide
➢ ANZ Online Trade – Payables Finance Buyer User Guide
➢ ANZ Online Trade – Receivables Finance User Guide

VOLUMES

It is recommended that the number of invoices in any one batch should not exceed 3,000 invoices. The time taken to upload invoices will vary depending on the file size.

SPECIFICATIONS

File Specifications

➢ File extension is: *csv or *txt or Unicode text
➢ File naming is at your discretion (only first 41 characters will be displayed in the audit log)
➢ One record occupies one line
➢ Record/lines must be separated by CrLf (Carriage return Line feed, HEX 0D0A)
➢ Amounts should not contain any universal currency symbols e.g., $, €, £, etc.,
➢ All fields must be left adjusted
➢ No spaces at the end of a field
➢ If a field does not have a value, then a delimiter must be supplied in the correct position

Field Specifications

The Invoice Definition file format is flexible and can accommodate the following:

- ➢ Currency must be entered in capital letters only
- ➢ Accept customer defined fields (e.g. include a cost centre specific to each invoice that can be subsequently reported on)
- ➢ Accept dates in multiple formats
- ➢ Accept required and optional fields within the defined file
- ➢ If an optional field is selected, the data may not be required, this will be clarified at the time of the Invoice File Definition set up
- ➢ Include or not-include Column Headers on top of invoice data
- ➢ Setup multiple File formats
- ➢ Accept data in Comma, Pipe Delimited, Semicolon, Tab Delimited character format
- ➢ Group A fields must be before Group B fields
- ➢ Within Group A the fields can be in any order and within Group B the fields can be in any order
- ➢ Group B items will be determined during the deal setup

Unicode

Unicode can be accepted for the following languages for countries using non-English alphabets

- ➢ Chinese – Simplified
- ➢ Chinese – Traditional
- ➢ Japanese
- ➢ Vietnamese

Date Formats

You can select one option from the below date formats to utilise within your upload files. You will be presented with errors if the incorrect format has been used within the file, when compared to the specifications defined in your formatting definitions.

Date Formats			
DDMMYY	DD/MM/YY	DD/MM/YYYY	DD-MM-YY
DD-MM-YYYY	M/D/YY	M/D/YYYY	M-D-YY
M-D-YYYY	MM/DD/YY	MM/DD/YYYY	MM-DD-YY
MM-DD-YYYY	YY/MM/DD	YY-MM-DD	YYYY/MM/DD
YYYY-MM-DD	YYYYMMDD		

Payment Methods

- ➢ ACH   Automated Clearing House   Low value domestic payments
- ➢ CBFT   Cross Border Funds Transfer   International payments
- ➢ RTGS   Real Time Gross Settlement   Domestic local payments

Charge Types

- ➢ BEN   Beneficiary
- ➢ OUR   Ours
- ➢ SHA   Shared

Key Types

- ➢ A   Alpha
- ➢ D   Date
- ➢ N   Numeric
- ➢ M   Mandatory
- ➢ O   Optional

RECEIVABLES FINANCE FILE FORMAT

The following file format applies to the Receivables Finance Supply Chain Product

Key Groups

A - Group A: Any information from these fields must be within the first columns of the file

B - Group B: Any information from these fields must be after the Group A columns of the file

C - Group C: Any information from these fields must be after the Group B columns of the file.

Notes

Any field marked M, must be present in each upload file and be contained within Group A of the upload text.

For Receivables Finance, at least one of the Buyer ID or Buyer Name will be required^

Where 'comma delimited' format is selected, ensure that there are 'no' commas within the text fields, e.g., 'Melbourne, Victoria' as this will assume two fields in lieu of one combined field.

General Invoice Summary Data Definition

Group	Field Name	Description	Max Size	Type	Unicode	M/O
A	Invoice ID	Invoice Reference Number	35	A/N	Y	M
A	Issue Date	Invoice Issue Date	10	D	N	M
A	Due Date	Invoice Due Date	10	D	N	M
A	Buyer ID (or)^	Code to identify Buyer	30	A/N	Y	M
A	Buyer Name^	Buyer party name	35	A/N	Y	M
A	Currency	Currency of the Invoices	3	A	N	M
A	Amount	Amount of Invoices	15,3	N	N	M
A	Linked to Instrument Type	Instrument Type e.g. REC (Receivables)	3	A	Y	O
A	Invoice Type	e.g. INT (Initial) or RPL (Replacement)	3	A	N	O
A	Credit Note Indicator	Credit Note Notification	11	A/N	N	O
A	Payment Date	Payment Date	10	D	N	O
B	Goods Description	Short Goods Description	70	A/N	Y	O
B	Incoterm	Shipping Term e.g. CFR	3	A	Y	O
B	Country of Loading	Goods board carrier/vessel	35	A/N	Y	O
B	Country of Discharge	Goods off-loaded	35	A/N	Y	O
B	Vessel	Vessel Name	35	A/N	Y	O
B	Carrier	Carrier Name	35	A/N	Y	O
B	Actual Shipment Date	Shipment Date	10	D	N	O
B	Purchase Order ID	Purchase Order ID	35	A/N	Y	O

Buyer User Defined Fields

Group	Field Name	Description	Max Size	Type	Unicode	M/O
B	e.g. Bill of Lading Date	e.g. DD/MM/YYYY	140	A/N	Y	O
B	e.g. Bill of Lading No.	e.g. PAO-0102030	140	A/N	Y	O
B			140	A/N	Y	O
B			140	A/N	Y	O

Field name is a free-format field and can be labelled at the user's discretion.

Up to 10 Buyer User Defined Fields can be added to the File Format.

Seller User Defined Fields

Group	Field Name	Description	Max Size	Type	Unicode	M/O
B	e.g. Bill of Lading Date	e.g. DD/MM/YYYY	140	A/N	Y	O
B	e.g. Bill of Lading No.	e.g. PAO-0102030	140	A/N	Y	O
B			140	A/N	Y	O
B			140	A/N	Y	O

Field name is a free-format field and can be labelled at the user's discretion.

Up to 10 Seller User Defined Fields can be added to the File Format.

Credit Note Data Fields

Group	Field Name	Description	Max Size	Type	Unicode	M/O
C	Discount Code	Client code describing discount	2	A/N	N	O
C	Discount GL Code	Client GL code when writing off the remaining balance of invoice	17	A/N	N	O
C	Discount Comments	Client comments representing the discount	100	A/N	N	O

PAYABLES FINANCE FILE FORMAT

The following file format applies to the Payables Finance Supply Chain Product

Key Groups

A - Group A: Any information from these fields must be within the first columns of the file

B - Group B: Any information from these fields must be after the Group A columns of the file

Notes

Any field marked M, must be present in each upload file and be contained within Group A of the upload text.

For Payables Finance, at least one of the Seller ID or Seller Name will be required^

Where 'comma delimited' format is selected, ensure that there are 'no' commas within the text fields, e.g., 'Melbourne, Victoria' as this will assume two fields in lieu of one combined field.

General Invoice Summary Data Definition

Group	Field Name	Description	Max Size	Type	Unicode	M/O
A	Invoice ID	Invoice Reference Number	35	A/N	Y	M
A	Issue Date	Invoice Issue Date	10	D	N	M
A	Due Date	Invoice Due Date	10	D	N	M
A	Seller ID (or)^	Code to identify Seller	30	A/N	Y	M
A	Seller Name^	Seller party name	35	A/N	Y	M
A	Currency	Currency of the Invoices	3	A	N	M
A	Amount	Amount of Invoices	15,3	N	N	M
A	Linked to Instrument Type	Instrument Type e.g. PYB (Payables)	3	A	Y	O
A	Invoice Type	e.g. INT (Initial) or RPL (Replacement)	3	A	N	O
A	Payment Date	Payment Date	10	D	N	O
A	Send to Supplier Date	Date offer is available to Supplier	10	D	N	O
A	Credit Note Indicator	Credit Note Notification	11	A/N	N	O
A	End-to-End ID	Link invoices to unique batch	35	A/N	N	O
B	Goods Description	Short Goods Description	70	A/N	Y	O
B	Incoterm	Shipping Term e.g. CFR	3	A	Y	O
B	Country of Loading	Goods board carrier/vessel	35	A/N	Y	O
B	Country of Discharge	Goods off-loaded	35	A/N	Y	O
B	Vessel	Vessel Name	35	A/N	Y	O
B	Carrier	Carrier Name	35	A/N	Y	O
B	Actual Shipment Date	Shipment Date	10	D	N	O
B	Purchase Order ID	Purchase Order ID	35	A/N	Y	O

>Credit Note Indicator – A credit note record will be identified if the Credit Note Indicator field is populated of if a negative amount value is populated.

Payment Instructions Data Fields

Group	Field Name	Description	Max Size	Type	Unicode	M/O
A	Payment Method	e.g. ACH, RTGS, etc.	4	A/N	N	O
A	Bank Sort Code	Sort Code / BSB	8	A/N	N	O
A	Beneficiary Account Number	e.g. 140819821437	34	A/N	N	O
A	Beneficiary Address 1	Mandatory for CBFT	35	A/N	Y	O
A	Beneficiary Address 2		35	A/N	Y	O
A	Beneficiary Address 3	Mandatory for CBFT	35	A/N	Y	O
A	Beneficiary Country	Mandatory for CBFT	2	A	N	O
A	Beneficiary Email Address	Multiple addresses separated by comma	255	A/N	N	O
A	Beneficiary Bank Name	e.g. Citibank	120	A/N	Y	O
A	Beneficiary Bank/Branch Code	SWIFT Code e.g. CITIUS33XXX	35	A/N	N	O
A	Beneficiary Bank/Branch Address 1	e.g. Level 15	35	A/N	Y	O
A	Beneficiary Bank/Branch Address 2	e.g. 101 Bank Tower	35	A/N	Y	O
A	Beneficiary Bank City	e.g. New York	31	A/N	Y	O
A	Beneficiary Bank Province		8	A/N	Y	O
A	Beneficiary Bank Country	e.g. US	2	A	N	O
A	Charges	e.g. BEN, OUR, SHA	3	A	N	O
A	Central Bank Reporting 1	Mandatory for CBFT Taiwan Only	35	A/N	Y	O
A	Central Bank Reporting 2	Mandatory for CBFT Taiwan Only	35	A/N	Y	O
A	Central Bank Reporting 3	Mandatory for CBFT Taiwan Only	35	A/N	Y	O
A	Buyer's Debit Account		30	A/N	N	O
A	Buyer's Debit Account Currency		3	A	N	O

➢ Payment Method – Mandatory if Beneficiary Account Number is selected
➢ Beneficiary Account Number – Mandatory if Payment Method is selected
➢ Beneficiary Address 1 – Recommended to use a street address in lieu of a PO Box address
➢ Beneficiary Address 1, 3 and Country – Mandatory field if Payment Method = CBFT
➢ Beneficiary Bank Name or Bank/Branch Code – Mandatory if Payment Method is selected
➢ Beneficiary Bank/Branch Address 1 – Mandatory if Beneficiary Bank/Branch Name is selected
➢ Central Bank Reporting – Mandatory field in Taiwan if Payment Method = CBFT
➢ **NOTE**: All fields in the Payment Instructions Data Fields section will not be enabled unless the Payment Method has been selected first

NOTE: While Payment Instructions are considered 'optional', it is 'mandatory' to advise the bank of your Seller Party payment details in order to remit the funds to their account as per your instructions. If you have provided this information earlier to the bank, then the Payment Instructions in this file are deemed 'optional'.

Please contact your Trade Representative for further assistance.

Buyer User Defined Fields

Group	Field Name	Description	Max Size	Type	Unicode	M/O
B	e.g. Bill of Lading Date	e.g. DD/MM/YYYY	140	A/N	Y	O
B	e.g. Bill of Lading No.	e.g. PAO-0102030	140	A/N	Y	O
B			140	A/N	Y	O
B			140	A/N	Y	O

Field name is a free-format field and can be labelled at the user's discretion.

Up to 10 Buyer User Defined Fields can be added to the File Format.

Seller User Defined Fields

Group	Field Name	Description	Max Size	Type	Unicode	M/O
B	e.g. Bill of Lading Date	e.g. DD/MM/YYYY	140	A/N	Y	O
B	e.g. Bill of Lading No.	e.g. PAO-0102030	140	A/N	Y	O
B			140	A/N	Y	O
B			140	A/N	Y	O

Field name is a free-format field and can be labelled at the user's discretion.

Up to 10 Seller User Defined Fields can be added to the File Format.

EXAMPLE FILES

The below example files utilise the mandatory fields, some optional fields and character specifications only with a suggested date format of DD/MM/YYYY.
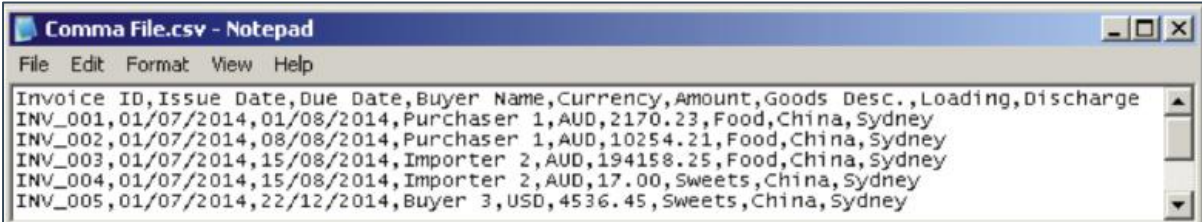
The file is originally created in an excel document.

	A	B	C	D	E	F	G	H	I
1	Invoice ID	Issue Date	Due Date	Buyer Name	Currency	Amount	Goods Des	Loading	Discharge
2	INV_001	01/07/2014	01/08/2014	Purchaser 1	AUD	2170.23	Food	China	Sydney
3	INV_002	01/07/2014	08/08/2014	Purchaser 1	AUD	10254.21	Food	China	Sydney
4	INV_003	01/07/2014	15/08/2014	Importer 2	AUD	194158.25	Food	China	Sydney
5	INV_004	01/07/2014	15/08/2014	Importer 2	AUD	17.00	Sweets	China	Sydney
6	INV_005	01/07/2014	22/12/2014	Buyer 3	USD	4536.45	Sweets	China	Sydney

Refer to each example to indicate how the file was saved before uploading. Note, the files are viewed using Notepad.

Comma Separated Values:

Save as Type: CSV (Comma delimited) (*.csv)

```
Comma File.csv - Notepad
File   Edit   Format   View   Help
Invoice ID,Issue Date,Due Date,Buyer Name,Currency,Amount,Goods Desc.,Loading,Discharge
INV_001,01/07/2014,01/08/2014,Purchaser 1,AUD,2170.23,Food,China,Sydney
INV_002,01/07/2014,08/08/2014,Purchaser 1,AUD,10254.21,Food,China,Sydney
INV_003,01/07/2014,15/08/2014,Importer 2,AUD,194158.25,Food,China,Sydney
INV_004,01/07/2014,15/08/2014,Importer 2,AUD,17.00,Sweets,China,Sydney
INV_005,01/07/2014,22/12/2014,Buyer 3,USD,4536.45,Sweets,China,Sydney
```

Tab Delimited:

Save as Type: Text (Tab delimited) (*.txt)

Save as Type: Unicode Text (*.txt)

```
Text File.txt - Notepad
File   Edit   Format   View   Help
Invoice ID      Issue Date      Due Date      Buyer Name      Currency      Amount   Goods Desc.      Loading Discharge
INV_001         01/07/2014      01/08/2014    Purchaser 1     AUD           2170.23 Food      China   Sydney
INV_002         01/07/2014      08/08/2014    Purchaser 1     AUD           10254.21Food      China   Sydney
INV_003         01/07/2014      15/08/2014    Importer 2      AUD           194158.25Food     China   Sydney
INV_004         01/07/2014      15/08/2014    Importer 2      AUD           17.00    Sweets   China   Sydney
INV_005         01/07/2014      22/12/2014    Buyer 3         USD           4536.45 Sweets    China   Sydney
```

Item No. RPFFG:ID_0001