# Cloud Retailer Supplier Document Import - Supplier Invoice CSV Specification

Last Updated: 03/06/2023

## Overview

This specification was written as a means of communicating supplier invoice information to a customer by means of Comma Separated Values (CSV) file that can be imported into the Cloud Retailer point of sale application to update product costs and quantities.

## Definitions

- Alpha - Alphanumeric field
- Integer - Positive or negative whole number from -32,768 - 32,767
- Decimal - Numeric value from -9999.99 to 9999.99

## Specification

| Field Name | Type | Required | Description |
|---|---|---|---|
| AccountNumber | Alpha (max 64) | TRUE | Supplier identifier for the customer.  This value should match up to the Account Number for the Supplier within Cloud Retailer. |
| LocationNumber | Alpha (max 64) | TRUE | Supplier identifier for the specific location / store that the invoice is for when working with multi-store customers.  If there is not a unique code per location, then this field should have the same value as AccountNumber. Within Cloud Retailer, this value should match up to the per-location Supplier Location Mappings. |
| InvoiceDate | MM/DD/YYYY | TRUE | Date of the invoice. |
| InvoiceNumber | Alpha (max 200) | TRUE | Supplier identifier for the invoice. |
| ReferenceNumber | Alpha (max 200) | FALSE | Reference Number from the original, Purchase Order sent to the Supplier, when available. |
| ReorderNumber | Alpha (max 200) | TRUE | Supplier identifier for the Product.  This value should |

| Field Name | Type | Required | Description |
|---|---|---|---|
| | | | match up to Reorder Number for the Supplier within Cloud Retailer. |
| ItemDescription | Alpha (max 200) | FALSE | Supplier description for the Product. This value does not currently tie back to a field in Cloud Retailer and is used for reference only. |
| UnitType | C = Case<br>S = Single | FALSE | Indicates what kind of relationship the remaining fields have. Typically this is distinguishing between Cases (C) or Singles (S). If this value is empty or omitted it will default to Cases (C). |
| Quantity | Integer | TRUE | Quantity of each unit related to the invoice. |
| Cost | Decimal | TRUE | Cost of each unit related to the invoice. |
| Size | Alpha (max 20) | FALSE | Supplier provided size for the Product. This value does not currently tie back to a field in Cloud Retailer and is used for reference only. |
| ExpirationDate | MM/DD/YYYY | FALSE | Expiration date of the product being shipped with this invoice. |

# Additional Notes

- The first line of the file should specify the Field Names, separated by commas.
- Fields containing special characters (especially commas) should be wrapped in double quotes (").
- Multiple invoices can be sent within the same file. The LocationNumber, InvoiceDate, and InvoiceNumber fields combine to create a unique key for each invoice.
- Files can have any name you choose, the only requirements are that they are unique per file (so there are not overwrites) and that the names are 50 characters or less (inlucing the file extension). Suggestions would include using dates or invoice numbers.
- Typically we process new files once per hour around the top of the hour.
- For more information see our Helpdesk article at https://helpdesk.rite.us/en/support/solutions/articles/67000713646-using-the-cloud-retailer-supplier-invoice-csv-standard