

Concur Invoice: Vendor Import

User Guide

Last Revised: November 10, 2022

Applies to these SAP Concur solutions:

- Concur Expense
 - Professional/Premium edition
 - Standard edition
- Concur Travel
 - Professional/Premium edition
 - Standard edition
- Concur Invoice
 - Professional/Premium edition
 - Standard edition
- Concur Request
 - Professional/Premium edition
 - Standard edition

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Revision History

Date	Notes/Comments/Changes
November 10, 2022	Updated the Currency, Country, and State/Province field definitions.
November 4, 2022	Updated the Currency field definition.
July 16, 2022	Updated the Country field definition. Minor updates throughout.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
March 4, 2021	Updated the copyright year; no other changes; cover date not updated
April 20, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 7, 2020	Updated the copyright; no other changes; cover date not updated
June 14, 2019	Updated description of Discount Terms and Discount Percentage.
February 1, 2019	Updated the copyright; no other changes; cover date not updated
January 12, 2019	Added more information about the Address 1 field in the table.
December 8, 2018	Added info about the new definitions tab in the import file.
April 11, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 5 2018	Added a note about the State or Province field.
December 9 2017	Added note about the Tax ID.
August 7 2017	The <i>Payment Provider</i> value has changed to <i>PAYPVD</i> .
July 8 2017	Added <i>Payment Provider</i> value to Payment Method Type field.
April 22 2017	Added information about name change of the Is VAT included in invoice line item field to Vendor Includes VAT in Unit Price , and that this field includes header.
January 24 2017	Added information about Address 3 in the table.
December 13 2016	Changed copyright and cover; no other content changes.
December 5 2016	Updated the <i>Permissions</i> section and guide content to new corporate style; no content changes.
July 8 2016	Updated with information that user can now import up to 12,500 vendor records into Invoice.
February 19 2016	Added the Is VAT included in invoice line item field.
September 11 2015	Correct the Vendor Visible For Content Extraction field from a default of N to Y.

Date	Notes/Comments/Changes
April 10 2015	Clarified that only the unapproved vendor type may be edited in the user interface, and approved vendors may only be edited by performing a vendor import from the client financial system after changes are made.
February 6 2015	Added information about VAT fields.
January 16 2015	Updated the screen shots to the enhanced UI and made general updates to the content.
October 17 2014	Added Vendor Form Name field to table
September 17 2014	Added information about the two user interfaces; no other content changes
June 13 2014	Addition of: <ul style="list-style-type: none"> • The Vendor Visible For Content Extraction field • The Card Voucher (VCHER) payment type and Voucher Notes fields
April 15 2014	Change copyright and cover; no other content changes
January 17 2014	Conversion of the 200-level Future Use fields to Custom field types
December 28 2012	Made rebranding and/or copyright changes; no content changes
March 23 2012	Pay Method field now includes WIRE and CARD payment method types
February 17 2012	Update for minor changes to user interface. Both <i>Address 1</i> and <i>Address 2</i> fields are now limited to 50 characters in the form field (not database) to support space limitations on checks used by Invoice Pay clients
January 20 2012	New user guide

Vendor Import

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator.

In addition, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP Concur staff. In this case, the client must initiate a service request with SAP Concur support.

Section 2: Overview

The Vendor Import feature enables administrators to download an Excel template that can be used to import new approved vendors into Concur Invoice and update the information for existing approved vendors in Concur Invoice.

NOTE: The downloadable vendor import template is an Excel file containing two worksheets. The first worksheet includes column headers that correspond to the fields on the vendor information form in Vendor Manager. The second worksheet provides definitions and requirements for the data that can be entered into each column in the template.



For more information about managing vendors in Concur Invoice, refer to the *Concur Invoice: Vendor Management User Guide*.

Section 3: Importing Vendor Information

The Vendor Import feature allows a user to import one or more vendors using the **Vendor Imports** page. Options on this page allow the user to download an Excel spreadsheet, populate it with data, and then upload and import the vendor data into Concur Invoice.

NOTE: The Excel template may differ in field naming and inclusion or exclusion of certain Custom and Future Use fields. However, clients may use the fields and descriptions table in this document as a reference when providing values for fields.



For more information, refer to the *Concur Invoice: Approved Vendor Import V3 (Current)* in the *Import and Extract File Specifications* document.

End-User Experience

Importing a vendor is a multi-step process. The user:

Step 1: Downloads the Vendor Import template to their local computer

Step 2: Populates the template with vendor data

Step 3: Uploads and imports the template and its data

Step 4: Views the import details

Access Vendor Import

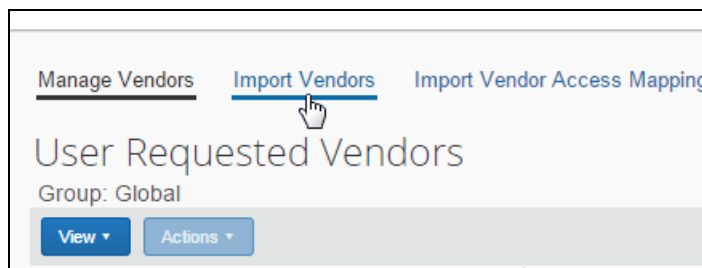
To access vendor import, click **Invoice > Vendor Manager > Import Vendors**.

Step 1: Download Vendor Import Template (Excel Spreadsheet)

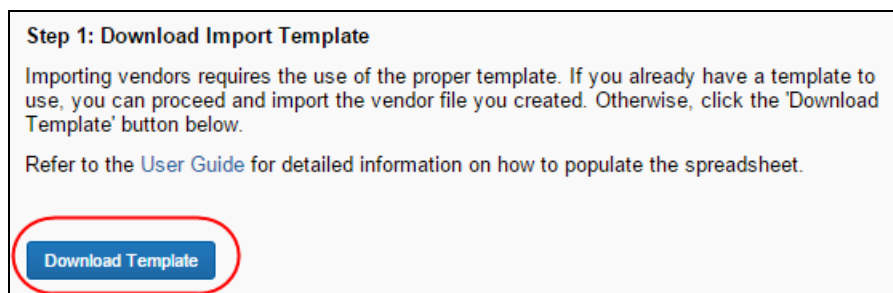
To import the vendor data, clients must use the correct template. You can download a Microsoft Excel template from the **Import Vendors** page. This template is pre-populated with the correct column headings.

▶ **To download the template:**

1. In **Vendor Manager**, click the **Import Vendors** tab.



2. On the **Import Vendors** page, click **Download Template**.



3. Select a location on your computer to save the spreadsheet.

Step 2: Populate Template with Vendor Data

Clients must enter data directly in the template spreadsheet. The system enforces a limit of 12,500 records in a single import.

NOTE: If custom fields in the user's entity are renamed, the template file will match that configuration.

NOTE: Vendor Import validations only check for the *Required* attribute at the **field** level. Therefore, it is recommended to configure the Vendor data *Required* attribute at the Field level, *not* the Form level. If the Vendor data in question is required within the system for reporting or audit rule purposes, configure the *Required* attribute at the field level. If the data is only required at the point of gathering new vendor requests, configuring the *Required* attribute at form level may be acceptable to the client.

IMPORTANT: FORMATTING ISSUES

The user import spreadsheet has these formatting requirements:

- The values in the spreadsheet header row must not be deleted
- The Vendor Import sheet must exist
- All cells in the spreadsheet must be formatted as *text* before being uploaded

If you use the Replace feature in Excel, be aware that it may not maintain the required cell formatting. Testing has shown that cells formatted as text become general format after using Replace. If the client does not format the cells as text, the import will fail.

If you use this feature, always verify the cell formatting when done. If necessary, select the appropriate cells and change the formatting.

Step 3: Upload and Import Template and Data

Upload the vendor import template by using options on the **Import Vendors** page.

► To upload and import the template file:

1. On the **Import Vendors** page, click **Browse**.

Step 2: Select File To Import

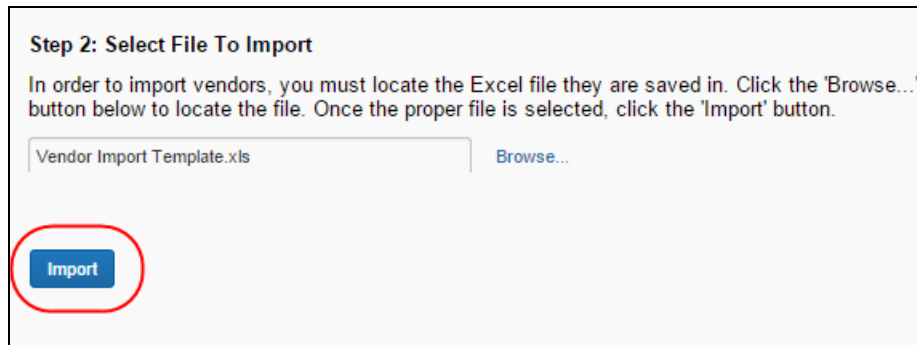
In order to import vendors, you must locate the Excel file they are saved in. Click the 'Browse...' button below to locate the file. Once the proper file is selected, click the 'Import' button.

Browse...

Import

Section 3: Importing Vendor Information

2. In the **Open** window, select the vendor template file you have populated and click **Open**.
3. Click **Import**.



Step 2: Select File To Import

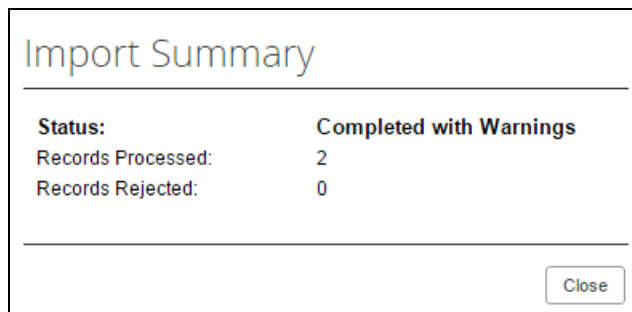
In order to import vendors, you must locate the Excel file they are saved in. Click the 'Browse...' button below to locate the file. Once the proper file is selected, click the 'Import' button.

Vendor Import Template.xls Browse...

Import

The system processes the data, and the **Import Summary** window appears with the results of the import, including:

- ◆ **Records Processed:** The number of records processed by the system (the total amount)
- ◆ **Records Rejected:** The number of records that the system could not import, resulting in rejection of the record



Import Summary

Status:	Completed with Warnings
Records Processed:	2
Records Rejected:	0

Close

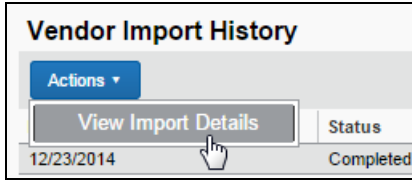
4. Review the information and then click **Close**. You will have the chance to review in detail the results displayed in this window in the next step.

Step 4: Review Import Details

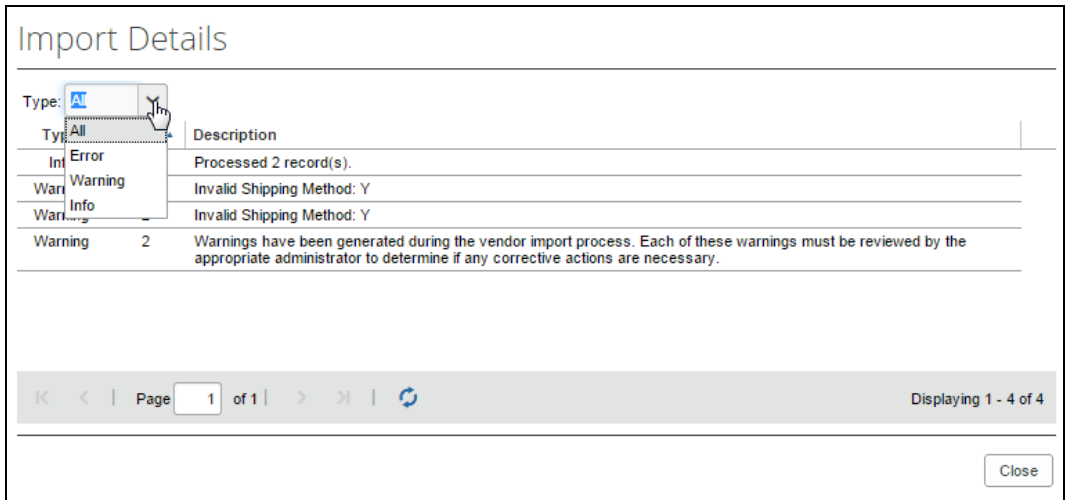
The details of the vendor import are available in the **Import Vendors** page. All details appear on this page, but you can filter the data to a subset of information.

▶ **To review the import details:**

1. On the **Import Vendors** page under **Vendor Import History**, do one of the following:
 - ◆ Click **View Import Details** on the **Actions** menu
 - ◆ Right-click the import row and click **View Import Details**
 - ◆ Double-click the row directly



2. In the **Import Details** window that appears, you can filter the information that displays using the **Type** list that includes the following options:
 - ◆ **All:** The error, warning, and information text all appear
 - ◆ **Error:** Filters to display only the errors generated during import
 - ◆ **Warning:** Filters to display only the warnings generated during import
 - ◆ **Info:** Filters to display only the number of records imported



3. When you are finished reviewing the information, click **Close** to exit the **Import Details** window.

Section 4: The Import Template: Fields and Descriptions

The template used to import the data includes the following fields:

Field	Format	Definition
Vendor Code*	maximum 32 characters; case insensitive	This code is used to identify this specific vendor. It is the code the system-of-record for the Vendor Master List uses to identify a vendor. NOTE: For any given Vendor Code there is one Vendor Name. Example: If the same company conducts business as both Acme Paints and San Diego Paints, it must either only do business as San Diego Paints, or register for two different vendor codes, one for each name.
Vendor Name*	maximum 255 characters; case insensitive	The name of the vendor.
Tax ID	maximum 48 characters; case insensitive	This is the vendor's unique tax identification number. NOTE: If two or more records include identical Vendor Code and Vendor Name values, then this record must also be identical for each record; otherwise leave this record blank. NOTE: The Tax ID will not be encrypted in the database.
Default Employee ID	maximum 48 characters; case insensitive	This field represents the employee ID of the default employee associated with a vendor. NOTE: Use <i>N</i> as the field value to clear this field of any existing value.
Default Expense Type Name	maximum 64 characters; case insensitive	This field represents the name (in English) of the default Expense Type associated with a vendor. NOTE: Use <i>N</i> as the field value to clear this field of any existing value.



Section 4: The Import Template: Fields and Descriptions

Field	Format	Definition
Address Import Sync ID (this field is Vendor Address ID in the overnight import)	maximum 20 characters; case insensitive	<p>Concur Invoice generates this ID when an employee requests a new vendor. The Employee Request Vendor Extract provides this value to identify the vendor address record when re-importing vendors from the client's system-of-record for the Vendor Master List.</p> <p>IMPORTANT: Though this is an optional field, this field is required to enable automatic matching of Imported Vendors to the associated Employee Requested Vendor.</p> <p>NOTE: Not relevant for approved vendors.</p>
Address Accounting Code* (this field is Vendor Address Code in the overnight import)	maximum 32 characters; case insensitive	<p>It is the code the system-of-record for the Vendor Master List uses to identify a vendor address. This code must be unique for the specified Vendor Code. If your financial system does not have a code for this purpose, you must create one for the import (it is a required field).</p> <p>For example, you might be able to use the Postal Code for the address as a "Vendor Address Code". Another example, use the first 32 characters of the Address 1 line. It simply needs to be a value with up to 32 characters that is unique for the specified Vendor Code.</p>
Delete Address?	1 character (Y or N), default of N; case insensitive	<p>If Y, the existing address record will be removed from the Approved Vendor List preventing Concur Invoice users from using this vendor address when creating new invoices.</p> <p>NOTE: The system will prompt the user to select a different vendor for invoices associated with a deactivated vendor.</p>
Currency	maximum 3 characters; case insensitive	<p>This field represents the 3-character Alpha Code of the reimbursement currency for a vendor and is required to be populated.</p>

Section 4: The Import Template: Fields and Descriptions

Field	Format	Definition
Address 1	maximum 50 characters if using checks in Invoice Pay - or - maximum 255 characters	The field limit of 50 characters matches the printing limit for checks in Invoice Pay. You can exceed the 50-character limit if you are not using checks in Invoice Pay. NOTE: This field is required to issue a check payment to your vendor using Concur Pay. NOTE: To facilitate distinguishing among vendors with similar names and addresses, consider putting extra information in Custom vendor fields.
Address 2	maximum 50 characters if using checks in Invoice Pay - or - maximum 255 characters	The field limit of 50 characters matches the printing limit for checks in Invoice Pay. You can exceed the 50-character limit if you are not using checks in Invoice Pay. NOTE: To facilitate distinguishing among vendors with similar names and addresses, consider putting extra information in Custom vendor fields.
Address 3	maximum 255 characters	For Invoice Pay clients, this field will not print on the check that is issued. NOTE: To facilitate distinguishing among vendors with similar names and addresses, consider putting extra information in Custom vendor fields.
City	maximum 255 characters; case insensitive	The city of the vendor.

Section 4: The Import Template: Fields and Descriptions

Field	Format	Definition
State or Province	maximum 255 characters; case insensitive	<p>The state or province of the vendor.</p> <p>NOTE: If you use Check Pay and a US state is imported, the value must be the 2-character US state code.</p> <p>IMPORTANT NOTE: The State/Province fields are now required if the selected vendor has a country defined that requires the state or region to be populated due to the SAP Export Control and Sanctions Compliance Policy.</p> <p>For example, Ukraine is a country that is not completely embargoed so the State/Province field will be required, and the field value validated against the embargoed states. If the selected vendor is from a non-embargoed country, then the State/Province field is not mandatory.</p> <p> Refer to SAP Export Control and Sanctions Compliance Policy.</p>
Postal Code	maximum 20 characters; case insensitive	The postal code of the vendor.
Country	2 characters; case sensitive, ISO Country Code	<p>This is an ISO 2-character country code.</p> <p>IMPORTANT NOTE: The 2-character code must be upper case and is required to be populated.</p> <p> For a complete list of country codes, refer to the <i>Country Code List</i> document.</p>
Telephone Number	maximum 25 characters; case insensitive	This is the telephone number for the person who is the primary contact for this vendor address.
Contact First Name	maximum 255 characters; case insensitive	This is the first name of the person who is the primary contact for this vendor address.
Contact Last Name	maximum 255 characters; case insensitive	This is the last name of the person who is the primary contact for this vendor address.

Section 4: The Import Template: Fields and Descriptions

Field	Format	Definition
Custom 01 - 15	maximum 48 characters each; case insensitive	These fifteen fields are the custom fields for the Vendor Address Form. These custom fields will be validated using the custom field definitions for the Vendor Address Form.
Contact Email	maximum 255 characters each; case insensitive	The email address of the vendor. <i>Required</i> if the Payment Type value is Card Voucher (VCHER)
Net Payment Terms	Integer, between 1 and 999	This field represents the number of days by which a payment must be made, for example, 30 days.
Pay Method Type	Accepted values: <ul style="list-style-type: none"> • ACH • CHECK • CLIENT (Default if no value entered) • WIRE • PAYPVD (Payment Provider) • CARD • VCHER (Card Voucher) 	If no value is provided in this record, the default for this record becomes CLIENT (Client Pay or removed from payment by Invoice Pay).
Account Number	maximum 50 characters; case insensitive	This field represents a buyer's account number as provided by the vendor to the buyer for identification purposes. NOTES: <ul style="list-style-type: none"> • <i>Invoice Pay service field only</i> – does not display in Payment Request Accounting extract and cannot be used to copy down data. • Use <i>N</i> as the field value to clear this field of any existing value. • This field is mapped to the 200-record level, column 7 "<i>Buyer's Account Number</i>" field in the overnight import.
Shipping Terms	Maximum 10 characters	The code representing shipping terms with a supplier.
Shipping Method	Maximum 10 characters	The code representing the shipping method by which the supplier ships an item.

Section 4: The Import Template: Fields and Descriptions

Field	Format	Definition
Discount Terms	Integer greater than 0 and less than 999	This field represents the discount terms, in days, for a vendor. NOTE: The data in this field is for information purposes only. It is not used in any calculations.
Discount Percentage	Number (11,8) 11 numbers maximum, with no more than 8 numbers to the right of the decimal	This field represents the discount percentage for a vendor. NOTE: The data in this field is for information purposes only. It is not used in any calculations.
PO Contact First Name	maximum 255 characters; case insensitive	This is the first name of the person who is the primary contact for this vendor address.
PO Contact Last Name	maximum 255 characters; case insensitive	This is the last name of the person who is the primary contact for this vendor address.
PO Contact Email	maximum 255 characters each; case insensitive	The email address for this vendor for purchase order
PO Contact Phone Number	maximum 25 characters each; case insensitive	This is a representation of the phone number of the person who is the primary contact for this vendor address for purchase order. For example: <ul style="list-style-type: none"> • Sally's phone • 203 655 9972 • Ext 05634
Custom 16 - 20	maximum 48 characters each; case insensitive	The custom fields are currently not in use (they will be activated in a future service release). They must be accounted for in the data file, but any data included in them will be ignored.
Voucher Notes	maximum 250 characters; case insensitive	Notes that are included in the Payment Card Voucher email when the Card Voucher (VCHER) payment type is used.

Section 4: The Import Template: Fields and Descriptions

Field	Format	Definition
Vendor Visible For Content Extraction	1 character (Y or N), default of Y; case insensitive	<p>NOTE: Ignored if Capture Processing is not enabled for your company.</p> <p>This field gives the option of including or excluding the vendor who is available for selection through the OCR engine in capture processing.</p> <p>Select <i>N</i> if you want to hide the vendor. Select <i>Y</i> if you want the vendor to be visible.</p>
Vendor Form Name	maximum 64 characters; case insensitive	<p>This field represents the name (in English) of the vendor form associated with a vendor.</p> <p>NOTE: Use <i>N</i> as the field value to clear this field of any existing value.</p>
Tax Type	List	<p>This is the tax status of the vendor. Select one of the following options:</p> <p>One of the following values only:</p> <ul style="list-style-type: none"> • <i>DITX</i>: Domestic - Taxable • <i>DNTX</i>: Domestic - Non Taxable • <i>INTX</i>: International - Non-Taxable
Provincial Tax Identification Number	Maximum 15 alphanumeric characters (a combination of letters and numbers)	This is the unique tax identification number for a vendor based on which province the vendor is located.
Vendor Includes VAT in Unit Price	1 character (Y or N), default of N; case insensitive	This indicates if VAT is included in the unit price and thus showing up in the line item and header of the invoice.
* Required field		

