



## How to set up UFS as the single creditor

## Formatting a cXML invoice file

### Note:

There could be variations in the format of invoices and how they are transferred depending on the e-procurement solution you are using.

cXML Role	Description <a href="http://cxml.org/cXML%20User's%20Guide">http://cxml.org/cXML User's Guide</a>  Version 1.2.036	Who	Example
<b>From</b>	This element identifies the originator of the cXML request. (3.1.7.1 Header/From)	Unite Financial Services with c/o Country address	<pre>&lt;InvoicePartner&gt;   &lt;Contact role="from"&gt;     &lt;!--From and issuerOfInvoice must be synonymous: Agency that creates the invoice in the name and on behalf of the supplier--&gt;     &lt;Name xml:lang="en"&gt;Unite Financial Services EU GmbH&lt;/Name&gt;     &lt;PostalAddress name="billing department"&gt;       &lt;DeliverTo&gt;c/o Mercateo Deutschland AG&lt;/DeliverTo&gt;       &lt;Street&gt;Fürstenfelder Straße 5&lt;/Street&gt;       &lt;City&gt;München&lt;/City&gt;       &lt;PostalCode&gt;80331&lt;/PostalCode&gt;       &lt;Country isoCountryCode="DE"&gt;DE&lt;/Country&gt;     &lt;/PostalAddress&gt;   &lt;/Contact&gt; &lt;/InvoicePartner&gt;</pre>
<b>remitTo</b>	The supplier's remittance address. For this role value, the Id Reference and PCard elements can be omitted. (10.2.3.1 Payment Partner/Contact)	Unite Financial Services with c/o Country address	<pre>&lt;InvoicePartner&gt;   &lt;Contact role="remitTo"&gt;     &lt;!--According to clause 28.1 of the Unite Terms of Use, only payments made to the account specified by Unite Financial Services shall be deemed to discharge the debt--&gt;     &lt;Name xml:lang="en"&gt;Unite Financial Services EU GmbH&lt;/Name&gt;     &lt;PostalAddress name="billing department"&gt;       &lt;DeliverTo&gt;c/o Mercateo Deutschland AG&lt;/DeliverTo&gt;       &lt;Street&gt;Fürstenfelder Str. 5&lt;/Street&gt;       &lt;City&gt;München&lt;/City&gt;       &lt;PostalCode&gt;80331&lt;/PostalCode&gt;       &lt;Country isoCountryCode="DE"&gt;DE&lt;/Country&gt;     &lt;/PostalAddress&gt;   &lt;/Contact&gt; &lt;/InvoicePartner&gt;</pre>
<b>billTo</b>	Copies the BillTo element from the OrderRequest document (13.3.2.4 ConfirmationHeader/Contact)	<Buyer>	<pre>&lt;InvoicePartner&gt;   &lt;Contact role="billTo" addressID="XXX"&gt;     &lt;Name xml:lang="en"&gt;Buyer Muster GmbH&lt;/Name&gt;     &lt;PostalAddress name="default"&gt;       &lt;DeliverTo&gt;Buyer Muster GmbH&lt;/DeliverTo&gt;       &lt;Street&gt;Postfach 1111&lt;/Street&gt;       &lt;City&gt;Musterstadt&lt;/City&gt;       &lt;PostalCode&gt;00000&lt;/PostalCode&gt;       &lt;Country isoCountryCode="DE"&gt;DE&lt;/Country&gt;     &lt;/PostalAddress&gt;   &lt;/Contact&gt; &lt;/InvoicePartner&gt;</pre>
<b>shipFrom</b>	Starting point for shipments related to this order (13.3.2.4 ConfirmationHeader/Contact)	<Seller / Supplier>  Commission invoice: <Principal of commission agent which sends the goods>	<pre>&lt;Contact role = "shipFrom"&gt;   &lt;Name xml:lang = "en"&gt;Supplier Muster AG&lt;/Name&gt;   &lt;PostalAddress&gt;     &lt;Street&gt;Test Weg 8&lt;/Street&gt;     &lt;City&gt;Musterdorf&lt;/City&gt;     &lt;PostalCode&gt;00000&lt;/PostalCode&gt;     &lt;Country isoCountryCode = "DE"&gt;DE&lt;/Country&gt;   &lt;/PostalAddress&gt; &lt;/Contact&gt;</pre>
<b>shipTo</b>	Copies the ShipTo element from the OrderRequest document (13.3.2.4 ConfirmationHeader/Contact)	<Buyer>	<pre>&lt;Contact addressID = "XXX" role = "shipTo"&gt;   &lt;Name xml:lang = "en"&gt;Buyer Muster GmbH&lt;/Name&gt;   &lt;PostalAddress name = "standard"&gt;DeliverTo:Muster Banfer&lt;/DeliverTo&gt;     &lt;Street&gt;Postfach 1111&lt;/Street&gt;     &lt;City&gt;Musterstadt&lt;/City&gt;     &lt;PostalCode&gt;00000&lt;/PostalCode&gt;     &lt;Country isoCountryCode = "DE"&gt;DE&lt;/Country&gt;   &lt;/PostalAddress&gt; &lt;/Contact&gt;</pre>
<b>issuerOfInvoice</b>	From and issuerOfInvoice must be synonymous. (14.2.1.3 InvoiceDetailRequestHeader/InvoicePartner)	Unite Financial Services with c/o Country address	<pre>&lt;InvoicePartner&gt;   &lt;Contact role="issuerOfInvoice"&gt;     &lt;!--Agency that creates the invoice in the name and on behalf of the supplier--&gt;     &lt;Name xml:lang="en"&gt;Unite Financial Services EU GmbH&lt;/Name&gt;     &lt;PostalAddress name="billing department"&gt;       &lt;DeliverTo&gt;c/o Mercateo Deutschland AG&lt;/DeliverTo&gt;       &lt;Street&gt;Fürstenfelder Straße 5&lt;/Street&gt;       &lt;City&gt;München&lt;/City&gt;       &lt;PostalCode&gt;80331&lt;/PostalCode&gt;       &lt;Country isoCountryCode="DE"&gt;DE&lt;/Country&gt;     &lt;/PostalAddress&gt;   &lt;/Contact&gt; &lt;/InvoicePartner&gt;</pre>

<b>soldTo</b>	(14.2.1.3 InvoiceDetailRequestHeader/InvoicePartner)	<Buyer>	<pre> &lt;InvoicePartner&gt;   &lt;Contact role="soldTo" addressID="XXXX"&gt;     &lt;Name xml:lang="en"&gt;Buyer Muster GmbH&lt;/Name&gt;     &lt;PostalAddress name="default"&gt;       &lt;DeliverTo&gt;Buyer Muster GmbH&lt;/DeliverTo&gt;       &lt;Street&gt;Postfach 1111&lt;/Street&gt;       &lt;City&gt;Musterstadt&lt;/City&gt;       &lt;PostalCode&gt;00000&lt;/PostalCode&gt;       &lt;Country isoCountryCode="DE"&gt;DE&lt;/Country&gt;     &lt;/PostalAddress&gt;   &lt;/Contact&gt; &lt;/InvoicePartner&gt; </pre>
<b>wireReceiving Bank</b>			<pre> &lt;InvoicePartner&gt;   &lt;Contact role="wireReceivingBank"&gt;     &lt;!--According to clause 28.1 of the Unite Terms of Use, only payments made to the account specified by Unite Financial Services shall be deemed to discharge the debt--&gt;     &lt;Name xml:lang="en"&gt;Maunpays S.A.&lt;/Name&gt;   &lt;/Contact&gt;   &lt;IDReference domain = "swiftID" Identifier = "MUNP2222"/&gt;&lt;/IDReference&gt;   &lt;IDReference domain = "IBAN" Identifier = "10780092497220801"/&gt;&lt;/IDReference&gt;   &lt;IDReference domain = "accountName" Identifier = "Unite Financial Services EU GmbH"/&gt;&lt;/IDReference&gt;   &lt;IDReference domain = "accountID" Identifier = "XXXX720801"/&gt;&lt;/IDReference&gt;   &lt;IDReference domain = "accountType" Identifier = "Checking"/&gt;&lt;/IDReference&gt;   &lt;IDReference domain = "branchName" Identifier = "Maunpays S.A."/&gt;&lt;/IDReference&gt; &lt;/InvoicePartner&gt; &lt;InvoiceDetailShipping&gt; </pre>
<b>Extrinsic paymentTermsNote</b>		<Payment Terms>	<pre> &lt;/InvoiceDetailShipping&gt; &lt;PaymentTerm payInNumberofDays="30"/&gt; &lt;Comments&gt;Bis zum 04.08.2020 ohne Abzug&lt;/Comments&gt; &lt;Extrinsic name = "paymentTermsNote"&gt;Bis zum 04.08.2020 ohne Abzug&lt;/Extrinsic&gt; &lt;Extrinsic name = "buyerVatID"&gt;DE11111111&lt;/Extrinsic&gt; &lt;Extrinsic name = "supplierVatID"&gt;DE000000000&lt;/Extrinsic&gt; &lt;Extrinsic name = "uniteFinancialVatID"&gt;DE313797705&lt;/Extrinsic&gt;   &lt;!--UFS VAT-ID - not relevant for tax declaration--&gt; &lt;Extrinsic name = "uniteCustomerID"&gt;U10000258&lt;/Extrinsic&gt; &lt;Extrinsic name = "invoiceSourceDocument"&gt;PurchaseOrder&lt;/Extrinsic&gt; &lt;Extrinsic name = "invoiceSubmissionMethod"&gt;XML&lt;/Extrinsic&gt; &lt;Extrinsic name = "supplierOrderReference"&gt;0099788872&lt;/Extrinsic&gt; &lt;Extrinsic name = "noteToPayee"&gt;U10000258 880002464&lt;/Extrinsic&gt; &lt;Extrinsic name = "supplierCommercialIdentifier"&gt;HRB 000000&lt;/Extrinsic&gt; &lt;Extrinsic name = "legalNote"&gt;Unite Financial Services EU GmbH is the issuer of this invoice in the name and on behalf of Supplier Muster AG Test Muster Reg B Musterdorf 00000 DE&lt;/Extrinsic&gt; &lt;!--legal note must be in readable format--&gt; </pre>
<b>Extrinsic buyerVatID</b>		<Buyer VAT ID>	
<b>Extrinsic supplierVatID</b>		<Supplier VAT ID> Commission invoice: <commission agent VAT ID>	
<b>Extrinsic UniteFinancialVatID</b>		UFS VAT ID DE313797705	
<b>Extrinsic UniteCustomerID</b>		<Unite Customer ID>	
<b>Extrinsic InvoiceSourceDocument</b>		<Invoice Source>	
<b>Extrinsic InvoiceSubmissionMethod</b>		<Invoice Submission Method>	
<b>Extrinsic SupplierOrderReference</b>		<Supplier Order Reference>	
<b>Extrinsic NoteToPayee</b>		<Transfer Reference>	
<b>Extrinsic legalNote</b>		Unite Financial Services EU GmbH is the issuer of this invoice in the name and on behalf of the <supplier>	
<b>Extrinsic supplierCommercialIdentifier</b>		<Commercial ID of supplier>  Commission invoice: <Commercial ID of commission agent>	