

**Eaton Supplier Invoice File Upload (Spreadsheet option)
Version 2.0 – Nov 2005**

Helpful Hints/Requirements for Testing and Production

Microsoft Excel Spreadsheet

A supplier can upload a Microsoft Excel spreadsheet file of invoice data to Eaton for payment. The row and column definitions are below. There are at least four rows in the invoice spreadsheet. Each invoice needs to be on its own Worksheet. The Sample Template on Tab 2 can be used by the supplier.

Equations/Formulas

No equations are to be included in any of the cells. A supplier must keep this separate from the spreadsheet being uploaded to Eaton.

Invoice Number

For the Invoice Number field, format the cell to Text prior to uploading the information so the invoice number will be interpreted in its true format. Electronic invoice numbers should follow the same format as those sent in by paper.

Eaton Release/Shipment Numbers

Ensure release numbers do not have a dash (-), as this will cause the number to separate and error out in our Oracle system. Blanket orders include a release/shipment number that must be returned on the invoice. For discrete, one-time orders a release/shipment number is not sent, so the supplier should return a "1" on the invoice. A supplier should consult Eaton's Electronic Commerce Integration Team if unsure about what number should be used on the invoice.

Unit of Measure

The unit of measure must match the Eaton purchase order. Refer to Eaton's Unit of Measure PDF or ask Eaton's Electronic Commerce Integration team for a copy of the acceptable codes.

<http://www.eaton.com/eaton3/images/EDB10UOM.pdf>

Currency

Refer to Eaton's Currency PDF or consult with Eaton's Electronic Commerce Team (USD = US Dollars)

<http://www.eaton.com/eaton3/images/EDB10Curr.pdf>

Unit Price

For the Unit Price field, format the cell to General prior to uploading the information so the unit price will be interpreted in its true format. Qty Billed and Unit Price must be greater than "0."

Totals

Ensure the Invoice Total, Extended Price(s), Tax Amount (if applicable) and the Grand Total are all rounded to 2 decimal places. Round up if numbers 5-9 in the third position (i.e., 5234.78561 would round to 5234.79). No rounding if numbers 1-4 in third position (i.e., 5234.78341 would round to 5234.78). A supplier must also ensure that the Invoice Total and Grand Total are equal to the sum of the Extended Price(s) plus the Tax Amount (if applicable).

Row 1: Invoice Header Titles

Row 2: Invoice Header Values

Row 3: Invoice Detail Titles

Row 4 through Row END: Invoice Detail Values

Row 1: Invoice Header Titles: occur once per invoice

Row 2: Invoice Header values: occur once per invoice

**Refer to abovementioned Helpful Hints for certain areas of clarification*

Title	Max Size	Notes
Supplier Duns Number	9, alphanumeric	Must be pre-assigned by Eaton. A Duns listing is provided per Eaton's Electronic Commerce Team
Plant Duns Number	9, alphanumeric	Eaton plant Duns where product was ordered. A Duns listing is provided per Eaton's Electronic Commerce Integration Team
Invoice Number	22, alphanumeric	Supplier choice
Invoice Date	date	Date invoice is submitted by supplier
Purchase Order Number	20, alphanumeric	May contain dash in 5th position. Must use original Eaton purchase order number
PO Creation Date	date	Date PO issued by plant
Packing Slip/Token Number	30, alphanumeric	Located on all shipping paperwork. This can be the packing list number or invoice number.
Currency	3, alphanumeric	Refer to Eaton's Currency PDF or consult with Eaton's Electronic Commerce Integration Team (USD = US Dollars)
Inv Total	15, numeric (2 decimal)	Total of Extended Price amounts. Must be rounded to 2 decimal places. Round up if numbers are 5-9 in the third position (i.e., 5234.78561 would round to 5234.79). No rounding if numbers are 1-4 in third position (i.e., 5234.78341 would round to 5234.78).
Bill To Location Code	60, alphanumeric	Always use "Brook Park OH NAFSC"
Ship To Location Code	60, alphanumeric	Where product is shipped. A listing is provided per Eaton's Electronic Commerce Team
Taxable	1 character	Y=taxable, N=not taxable
Tax Rate	15, numeric (2 decimal)	Sales tax rate. Not required on non-taxable items
Tax Amount	15, numeric (2 decimal)	Not sent on non-taxable invoices
Grand Total	15, numeric (2 decimal)	Item Total + Tax Amount. Must be rounded to 2 decimal places. Round up if numbers 5-9 in the third position (i.e., 5234.78561 would round to 5234.79). No rounding if numbers are 1-4 in third position (i.e., 5234.78341 would round to 5234.78).

Row 1	Supplier Duns Number	Plant Duns Number	Invoice Number	Invoice Date	Purchase Order Number	PO Creation Date	Packing Slip/Token Number	Currency	Inv Total	Bill To Location Code	Ship To Location Code	Taxable	Tax Rate	Tax Amount	Grand Total
Row 2	123456789	05000500	3210	1-Apr-05	4070-999222	5-Jun-05	3210	USD	33.39	Brook Park OH NAFSC	Beaver PA EG PIt	N			33.39

Row 3: Invoice Detail Titles: occurs once per invoice

Row 4 through last row of invoice: occur at least once per invoice

**Refer to abovementioned Helpful Hints for certain areas of clarification*

Title	Max Size	Notes
PO Line Number	5, numeric	Using the PO number indicated in Row 2, choose the PO line number of the Eaton part ordered.
Qty Billed	15, numeric (2 decimal)	Quantity of the item billed. Must be greater than or equal to "1" (i.e. Qty cannot be .05, but could be 1.05).
Part Description	60, alphanumeric	Item Description on Eaton PO
Unit Price	15, numeric (5 decimal)	Item price on PO
Eaton Part Number	48, alphanumeric	Buyer's item Part Number on PO
Supplier Part Number	48, alphanumeric	Vendor's item Part Number on PO
Supplier Part Description	60, alphanumeric	Item Description
Unit of Measure	3, alphanumeric	The unit of measure must match the purchase order. Refer to Eaton's Unit of Measure PDF or ask Eaton's Electronic Commerce Integration team for a copy of the acceptable codes.
Eaton Release/Shipment Number	30, alphanumeric	Located on original Eaton PO (Note: If no release/shipment number provided on the purchase order, please use a "1" on the invoice)
Extended Price	15, numeric (2 decimal)	Qty Billed * Unit price. Must be rounded to 2 decimal places. Round up if numbers 5-9 in the third position (i.e., 5234.78561 would round to 5234.79). No rounding if numbers are 1-4 in third position (i.e., 5234.78341 would round to 5234.78).

Row 1	Supplier Duns Number	Plant Duns Number	Invoice Number	Invoice Date	Purchase Order Number	PO Creation Date	Packing Slip/Token Number	Currency	Inv Total	Bill To Location Code	Ship To Location Code	Taxable	Tax Rate	Tax Amount	Grand Total
Row 2	123456789	05000500	3210	1-Apr-05	4070-999222	5-Jun-05	3210	USD	33.39	Brook Park OH NAFSC	Beaver PA EG PIt	N			33.39
Row 3	PO Line Number	Qty Billed	Part Description	Unit Price	Eaton Part Number	Supplier Part Number	Supplier Part Description	Unit of Measure	Eaton Release/Shipment Number	Extended Price					
Row 4	26	150	2 X .5 FLAT CSK. HD SCRE	0.01	70010ED11V		ASD	EA	1	0.68					
	23	300	138-32X.75 FIL.HD. SCREW	0.01	11-1632		ASD	EA	1	1.02					
	24	1000	80 X .344 ROUND HD SCRE	0.04	11-4653		ASD	EA	1	31.7					

<u>Supplier Duns Numbe</u>	<u>Plant Duns Numbe</u>	<u>Invoice Number</u>	<u>Invoice Date</u>
<u>PO Line Number</u>	<u>Qty Billed</u>	<u>Part Description</u>	<u>Unit Price</u>

Purchase Order Number	PO Creation Date	Packing Slip/Token Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Eaton Part Number	Supplier Part Number	Supplier Part Description

Currency	Inv Total	Bill To Location Cod	Ship To	Taxable
Unit of Measure	Eaton Release/Shipment Numb	Extended Price		

Tax Rate **Tax Amoun Grand Total**

--
