



# Docuten

USER MANUAL

INTEGRATION VIA SFTP |

ELECTRONIC INVOICE

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## GENERAL DATA ACCESS THROUGH SFTP

SFTP server to be used to exchange different types of files.

**Server: demo.docuten.com**

The structure of existing folders through this account are:

**facturae** for the exchange of files for the issuance of invoices in Facturae format.

**csv** Intended for the exchange of invoice data in CSV to transform to Facturae format.

**states** Destined to the interchange of states on the invoices emitted through the platform.

**pdf** Folder for internal use.

Within each of these folders there are others whose purpose is common to the three types of files:

**in** Input folder where the files to be processed must be deposited.

**out** Folder where the signed invoices will be deposited.

**processing** Folder for internal use.

**processed** Folder where all the files processed by the platform are deposited.

**report** folder where a CSV file is deposited with the invoice dispatch information.

# TRANSMISSION OF INVOICES IN FACTURAE

## In

The dispatch format will be the facturae whose structure is defined by the Ministry of Finance and Public Administrations.

The platform will process the files in format .xml deposited in the *facturae/in* folder.

When sending a Facturae invoice, the delivery method should be specified at the end of the filename. It should be written with an specific format, surrounded by a double pound symbol (#) both at the beginning and the end of the delivery method's name. Ex: If the delivery method is "FACe" the filename would be FacturaeLondonCityHall01-19##FACe##.xml

If, together with the invoice, you wish to send a .pdf attachment, you must create a folder with the same name as the facturae (without the extension .xml) and deposit this attachment in it.

**IMPORTANT:** When the transfer of the .xml files to the corresponding folder is completed, a control file with the extension .lock (for example, baton.lock) must be added, which will indicate to the platform that all the files have been transferred so you can start processing them.

## Out

The platform deposits the duly signed invoices in the *facturae/out* folder.

Additionally, in the folder *facturae/reports*, the processing report will be saved with the individual information of each of the invoices treated and indicating the result and the detail of the error, if any.

The format of this report is a CSV file with the following structure:

FIELD	DETAIL
Issuer Tax ID	Issuer Tax ID of the owner of the sFTP space
Date	Process date
File	Name of the processed file
ZIP	Name of the ZIP file container (if any)
Num. Invoice	Number of the processed invoice
Invoice Date	Date of processed invoice
Issuer Tax ID	Issuer Tax ID of the invoice
Issuer Tax ID receiver	Issuer Tax ID of the recipient of the invoice

<b>Cod. Invoice</b>	Invoice registration code. It will coincide with the one returned by the dispatch channel when it has been established. In all other cases this code will be generated by the platform itself.
<b>Result</b>	OK / NOK
<b>Cod. Error</b>	Error code in case of failure
<b>Detail of Error</b>	Detail of error in case of failure

## TRANSMISSION OF INVOICES IN CSV FORMAT

### In

The dispatch format will be CSV whose structure is defined by Docuten, which has been adapted to give access to all the data necessary included in the invoices.

The platform will process the .csv files deposited in the *csv/in* folder.

If, together with the invoice, you wish to send a .pdf attachment, create a folder with the same name as the CSV (without the .csv extension) and deposit the attachment in it.

**IMPORTANT:** When the transfer of the .csv files to the corresponding folder is completed, a control file with the extension .lock (for example, baton.lock) must be added, which will indicate to the platform that all the files have been transferred so you can start processing them.

### Out

The platform deposits in the folder *csv/out* the invoices transformed to facturae and duly signed.

Additionally, in the folder reports, the processing report will be saved with the individual information of each of the invoices treated and indicating the result and the detail of the error, if any.

The format of this report is a CSV file with the following structure:

FIELD	DETAIL
<b>Issuer Tax ID</b>	Issuer Tax ID of the owner of the sFTP space
<b>Date</b>	Process date
<b>File</b>	Name of the processed file
<b>ZIP</b>	Name of the ZIP file container (if any)

<b>Num. Invoice</b>	Number of the processed invoice
<b>Invoice Date</b>	Date of processed invoice
<b>Issuer Tax ID</b>	Issuer Tax ID of the invoice
<b>Issuer Tax ID receiver</b>	Issuer Tax ID of the recipient of the invoice
<b>Cod. Invoice</b>	Invoice registration code. It will coincide with the one returned by the dispatch channel when it has been established. In all other cases this code will be generated by the platform itself.
<b>Result</b>	OK / NOK
<b>Cod. Error</b>	Error code in case of failure
<b>Detail of Error</b>	Detail of error in case of failure