Trade Creditors History

Requirements

- Data submitted should meet this data specification i.e. include all of the field names listed below

- Trade creditor's payments history data should cover at least the last three financial years, 1 October 2019 to 30 September 2022 (or to the date of extract). Where there has been a change in creditors system then, as a minimum, payments history data from 1 April 2022 to date of extract can be accepted.

Field	Data format	Comments
Creditor reference	Character	This is the unique identifier for an individual creditor. This can be in the form of a numeric or alphanumeric string.
Site ID	Character	If Creditors have more than one address, there should be a different record for each but separately identifiable via this Site ID. If a Site ID is provided in this payment history data file, it should also be included on the standing data file so that there is a unique linking field between the two datasets. This will make it possible to: (a) establish cumulative payments to individual trade creditor sites; and (b) attach the trade creditor names to each transaction on the payments history file.
Company Registration Number (CRN)	Character	This will be either 8 numeric characters or 2 letters and 6 numeric characters. Leave the field blank if you do not record this.
Suppliers invoice number	Character	This should be the reference shown on the supplier's invoice – usually a number but may have alpha prefixes or suffixes.
Internal/system invoice number	Character	Most systems generate a unique, sequential transaction number so all invoices, credit notes, payments, etc. can be separately identifiable.
Invoice date	Date	This should be the date on the invoice, but could be the date of input if the invoice date is not available.
Payment date	Date	If the invoice has not been paid then leave blank. In those cases, if your system displays a default date in

Field	Data format	Comments
		this field and therefore you can't leave it blank, please tell us what the default date is.
Total invoice amount	Numeric	The 'total invoice amount' is inclusive of VAT, less any discount. However, some systems hold VAT exclusive amounts, with the VAT figure held separately. In this case these figures should be added together to produce the 'total invoice amount'.
VAT amount	Numeric	This should be separately identifiable for each invoice but could be nil if the invoice is zero-rated, exempt or outside the scope of VAT.
Method of payment	Character	For example, BACS, cheque, cash, payable order etc. If codes are used, a 'key' to the codes should be sent with the data submission.
Payment reference number	Character	This field should contain the cheque, payable order (PO) or BACS reference number by which the invoice was paid. This means that invoices that have been paid together would have the same cheque/PO/BACS number.
Remarks	Character	This field can be used as a free text field to include information that may assist you when investigating matches.