EXOSTAR®

Invoice Template Completion Overview

To successfully upload an invoice template, please confirm the following:

- Invoice numbers cannot start with INV.

- Ensure that you are not entering an existing invoice number in the **Invoice No**. column.

- The unit price must match the unit price from the discrete order.

- **Net Total** is a header field that references the net amount for the entire invoice. **Net Amount** is a line level field that references the net amount for the line item. **Quantity Invoiced** is the quantity per line item.

- Uploads must be in .xls format. Other Excel document types will cause upload errors.

- Taxes must be applied at the invoice line level. You cannot apply tax to an entire invoice.

- Invoice numbers cannot exceed 35 characters.

- The GAX codefield is required and must be exactly seven characters. It's made up of a five-character code (sometimes called contractor code), and a two-digit code (sometimes called site code and often, but not always 00) on the end.

- Whenever discrete order currency type is not GBP, you will need to include **Total VAT in Pound Sterling** on the Invoice sheet. You are responsible for completing the conversion to determine the total **VAT in Pound Sterling** is. Additionally, you will need to ensure that you have completed the Taxes sheet.

- Blue column headers on the Invoice and Taxes sheet indicate required fields.

Field Values

Please reference the **Valid Values** sheet for assistance with field values. The Valid Values sheet is part of the template.

Field Value Help

The total tax column is the total tax of the invoice. If you are adding taxes, you will need to use the **Taxes** sheet and reference the invoice numbers and invoice line id.

If including unit price, you cannot change the unit price from what MoD sent on the discrete order.

Taxes will not be included in the .xls template download.

The **Invoice No**. on the **Taxes** sheet and the **Invoice No**. on the **Invoice** sheet have to be entered in the same order (i.e. Invoice No. for row 3 is 123 on Invoice sheet. The Invoice No. for invoice 123 has to be on row 3 for Taxes sheet). They must match or you will receive an error.

You cannot enter data in other address fields without including the buyer or supplier company name in the Buyer or Supplier Address field column(s). If entering data in other address fields (such as Buyer Country) and not including data in the Buyer or Supplier address column(s) will result in an error.

Do not upload a value in the **Total Tax** column (column 73) without adding taxes using the **Taxes** sheet.

If completing **Qty Invoiced** and **Unit Price** columns, you will need to include Net Total, Line Total and Net Amount.

Tax Category Code: Set to **UK1-UK-Standard Rate** for standard VAT.

Tax Category Other: Leave blank and only use if the default response of **Other** was selected for the **Tax Category Code**.

Tax Type Code: Set to appropriate tax type (i.e. Value Added Tax).

Tax Type Other: Leave blank and only use if the default response of **Other** was selected for the **Tax Type Code.**

Tax Payment Method: Set to **Buyer pays vendor.**

Tax Percent: Set to **20.0** or whatever your standard rate of tax is.

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