Unite

Value added. Value shared.

Self-billing

You can settle received goods automatically by using the self-billing procedure. Your ERP system generates a credit note based on the confirmed goods receipt and then triggers payment. We support this by setting up the interface and exchanging files in the format you prefer.

Refunds arising from returns are processed through the same interface as debit notes and are configured as part of the setup.

To use self-billing, you need an active dispatch notification interface that keeps the goods status synchronised between your system and Unite.

Key data fields for processing

Below you'll find the key data fields required for processing. **Mandatory fields are marked with an asterisk (*)**. The fields are grouped into header level (which covers the entire order) and line level (which relates to individual line items).

Important: Please check the data is complete and follow the guidance in the tables so we can process your orders smoothly.

Header level data

	Description
Document number*	Sequential, unique number
Document date*	Issue date of the credit note
VAT ID of the service provider*	VAT ID of the relevant Unite national subsidiary
VAT ID of the service recipient*	VAT ID of the customer
Address of the service provider*	Full address (name, street, postcode, town/city, country code) of the relevant Unite national subsidiary
Address of the service recipient*	Full address (name, street, postcode, town/city, country code) of the customer Please provide PO boxes as street information (e.g. 'PO 1234').
Currency*	For example: EUR for euros
Invoice type*	Defines the payment direction and distinguishes between credit notes and debit notes. Usually provided as text (for example, 'credit note' / 'debit note') or as a code depending on the format.

Line level data

	Description
Item number*	Unite item number as used in the order or PunchOut
Item description	Optional: short description based on the basket/PunchOut information
Quantity*	Number of items invoiced
Order unit*	Coded unit (for example piece, pack, bottle) based on the basket/PunchOut information
Unit price*	Net unit price based on the pricing quantity
Line price*	Net price for the entire line (line price = quantity × unit price ÷ pricing quantity)
Pricing quantity*	Quantity of items to which the unit price refers
Tax rate*	Decimal value (for example, 0.19 for 19%)
Service delivery date*	Delivery date or goods receipt date
Order number*	Reference number assigned by your ERP system
Order line number*	Line number of the item from your order
Totals*	Net amount and tax amount for the full document

Formats and transport protocols

For self-billing, Unite uses the **SAP IDoc XML GSVERF03** data format. Transmission is carried out via **HTTPS** by default.

If you require a different format or transmission protocol, please reach out to your Unite contact or to our Sales Team.

Sample file

You can download commented sample documents in Unite's SAP IDoc XML GSVERF03 format to guide your setup.

customer_creditnote.zip
zip - 6.97 MB 2025-11-17