SAP LEARNING

Non PO Invoice Guide – Line Level

Version 0.1 – 09-Dec-2025

Introduction

This guide is intended to walk you through the back-up spreadsheet process for sending us your invoices that relate to FRTS or independent Co-op customer direct to store deliveries.

As well as a paper/PDF copy of your invoice, we require an invoice file to be submitted in MS Excel format. These documents should be sent to ai@co-op.co.uk

A template is available to use as a starting point – you can find this on the Supplier Hub (within the same folder as this guide).

Required Fields

Within the file there are three groups of fields - those highlighted that are mandatory for all documents, those that are ideally required in addition to the mandatory fields if you are sending a credit memo & those that are optional.

We request you complete as many as possible as this benefits our FRTS partners being able to trace your invoices back to the orders they have placed with you.

Further information is provided on each of the columns below.

N.B The header level fields do not need to be repeated for each line of an invoice/credit memo i.e. if your invoice has 10 line items on it, we would expect one row that has the header level information and the info for line 1 of the invoice. The subsequent 9 lines of the invoice would only require the line level fields as the header level fields would be inherited from the first line.

Header Level Fields

Field	Guidance
Invoice Type	Enter ‘Invoice’ or ‘Credit Memo’ depending on the document you are trying to submit
SAP Supplier Number	Enter your eight digit Co-op supplier number starting with a 1 or 2
Invoice/Credit Memo Reference Number	Enter an invoice reference number. Invoice numbers must be unique and can’t be repeated across multiple lines in your file
Credit Memo Reference Number (original invoice)	Enter the invoice reference of the original invoice that your credit memo relates to, if applicable
Dispute Reference Number	Enter the refence of the Co-op dispute that has been raised, if the credit memo relates to a DTS query from FRTS/an independent customer, if applicable
Invoice/credit Memo Date	Enter the date of the invoice
Credit Mem Reference Date (original invoice)	Enter the invoice date of the original invoice that your credit memo relates to, if applicable
Invoice Receipt Date	Enter the date you are sending the invoice file to the Co-op, if this is left blank the Co-op will populate it on receipt of the file
Delivery Date	Enter the date of the delivery that your invoice relates to
Gross Amount	Enter the total gross value of the invoice or credit memo
Total VAT	Enter the total VAT value of the invoice or credit memo
Delivery Reference Number	Enter the delivery reference number you shared with the customer which the document relates to This helps our partners identify what the invoice/credit memo relates to
Order Reference Number	Enter the order reference you received when the partner placed their order with you

	This helps our partners identify what the invoice/credit memo relates to
Ship-to Location ANA Code	Enter the ANA code of the store for which the invoice/credit relates to. Co-op maintain a list of our stores and their ANA codes and will provide you access to this. If you don't have our Store ANA list, please contact supplierengagement@coop.co.uk

Line Level Fields

Field	Guidance
Article EAN Number	Enter the EAN barcode of the products you are sending an invoice/credit memo for This should be the orderable unit i.e. if you are delivering a case of 4 then this should be the outer case barcode, not the inner selling/consumer barcode
Quantity	Enter the qty of each article you are including in the document
Net Price	Enter the net cost of the unit you are sending an invoice/credit memo for
Currency	Enter the currency in which you are invoicing/crediting A single invoice/credit memo should be in one currency only for all lines. If you need to invoice in more than one currency, split this out to separate invoices/credit memos
Invoice/Credit Memo Amount (P*Q)	Enter the total net value of the line on the invoice/credit memo i.e. qty multiplied by the net cost
VAT Amount	Enter the total VAT value for that line of the invoice/credit memo The total of all the VAT line items on an invoice/credit memo should add up to the total VAT amount on the header of the invoice/credit memo
VAT Rate	Enter the VAT rate as a percentage for that line
Total Line Amount (S+T)	Enter the total gross value of that line on the invoice i.e. the total amount plus the total VAT The total of all line items on an invoice/credit memo should add up to

	the gross amount on the header of the invoice/credit memo

Examples

There are two examples given in the file. Below is an explanation of those examples

Example 1

This is a standard invoice (debit) with cost & VAT

Example 2

This is a standard credit memo with cost & VAT that relates to an FRTS dispute

Revision History

Version Number	Author	Date
1.0	Paris Yates	15-DEC-2025