Table of Contents

| PROJECT NAME: **AMVAC (INDEX/POBOX)** |
| --- |

PREFIX: **AMVAC**

INDEX CAPTURE FIELDS AND RULES

1. Vendor ID

Rules:

1. Selected and returned from vendor file lookup where there is a UNIQUE match on the vendor name and address fields (Street, City, State, ZIP, Country). It is normal that vendor name will have multiple records in the vendor file lookup. Select the vendor ID of the record whose address matches the address indicated on the invoice.
2. Capture Area Hierarchy:
   1. Invoice Remit To address (or Make Payable To; or Send Payment To)
   2. Invoice Letterhead address
   3. Invoice Logo address
3. If there is more than 1 match - leave Vendor ID field blank. Index Vendor Name field.
4. If there is no match - leave Vendor ID field blank. Index Vendor Name field.
5. If vendor name does NOT match but address matches - leave Vendor ID field blank. Index Vendor Name field.
6. If there is a unique vendor name match, but there is no vendor address indicated on the invoice - leave Vendor ID field blank. Index Vendor Name field.
7. If there is a unique vendor name match but the street address is empty in the data file - leave Vendor ID field blank. Index Vendor Name field.
8. If the only difference with the addresses in the database is the 4-digit ZIP code extension, then consider this as a match. Example:“40218” is the zip code on the image; “40218-4506” is the zip code in the vendor file.
9. Address abbreviations are considered matches (St vs Street, Blvd vs Boulevard). If the difference is due to an abbreviation, then consider this as a match. Example: "Street" on the image; "St" in the vendor file.
10. For companies using a trade name, (i.e., DBA, AKA, etc.), the trade name will sometimes be found in the street name address field of the vendor file. Consider this as a match.

Example: On the invoice, the address is "PO Box 1774, New York, NY 10156-1774". On the vendor file the address is "DBA: EQUINOX FITNESS CLUBS; PO BOX 1774, New York, NY 10156-1774".

1. Validation Check: If Vendor ID field is populated, then Vendor Name field should be blank (and vice-versa).
2. Vendor Name
   1. Only index Vendor Name if a unique match for Vendor ID is NOT available.
   2. Capture Area Hierarchy:
      1. Invoice Remit To address (or Make Payable To; or Send Payment To)
      2. Invoice Letterhead address
      3. Invoice Logo address
   3. Validation Check: If Vendor ID field is populated, then Vendor Name field should be blank (and vice-versa).
3. Invoice Date
   1. Format as, “YYYYMMDD”.
   2. Rule: The first M will have 0 (zero) stored as the value if a single digit month is entered. Rule 2: The first D will have 0 (zero) stored as the value if a single digit day is entered.
   3. Leave blank if not available or not clear.
   4. Capture future Invoice Date as shown.
   5. For utility invoices where invoice date is missing, the ‘Period To’ date will be captured instead.
   6. If there is no invoice date, then use CTI’s date of indexing.
   7. Key valid dates only, partial invoice dates are not keyed. If invalid/partial, then use CTI’s date of indexing.
   8. **Rules for Normalizing Canadian/European Dates to US dates**
      1. European date format (dd/mm/yyyy or yyyy/mm/dd) needs to be normalized to US format (mm/dd/yyyy) when the data is labeled dd/mm/yyyy or yyyy/mm/dd or dd/mm/yy or yy/mm/dd or its spelled-out equivalent.
      2. For European date formats that are unlabeled, and where the month will be invalid (not 1-12) then the format is assumed to be dd/mm/yyyy. Flip the date and month to normalize to US format.
      3. For European date formats that are unlabeled, but the year is obviously listed first (yyyy/mm/dd or yy/mm/dd), then the date is changed to have the year output last and the 2nd piece of data output as the month, 3rd piece of data as the date. Should the month be invalid, flip the date and month to normalize to US format.
      4. After normalization to US date format during the key entry process, the date will be programmatically formatted and written to the XML index file as yyyymmdd (this is the format we use on all corcentric clients).
4. Invoice Number
   1. Capture as shown.
   2. Invoice numbers listed as line items in a Statement of Account will not be captured.
   3. If invoice number is missing or illegible on the invoice but there is an account number, use the account number concatenated/appended with the invoice date in the MMDDYY format as the invoice number. When indexing the account number enter alpha numeric entries only. Do not enter special characters or spaces.
   4. The Account Number may labeled as Customer Number.
   5. If no invoice date is available to append to the Account Number, use the date the document is indexed.
   6. If there is no invoice number or account number, leave invoice number blank.
5. PO Number
   1. Leave blank if illegible or not found.
   2. PO Number format is usually AMnnnnn
   3. Do not index “NA”, “N/A” and “Not Applicable”.
   4. **UPDATE 03/18/2016** - In regard to the PO number field, please look at both the Order Number and PO Number field - if the number is AM and is followed by 5 digits, this needs to be indexed as the PO number.
6. Point of Contact
   1. Leave blank if illegible or not found.
   2. Capture name prefixes if shown (MS, MR, MRS, DR, etc.)
   3. Some POCs may be departments like ACCOUNTS PAYABLE or branch numbers such as C/O BRANCH # 239.
   4. Typically found within the header of the invoice (BILL-TO address block) referenced by words like attention to, contact or just a person’s name by itself within address section where the invoice is sent to.
   5. Acceptable Variations
      1. Attn
      2. Attn.
      3. Attn to
      4. Attention To
      5. Contact
      6. Contact Person
7. Invoice Total Amount
   1. Leave blank if illegible.
   2. If amount is crossed out, leave blank.
   3. For credit amounts, capture with a negative (-) sign.
   4. Debit Notes – Positive Amount
   5. Return Invoice – Negative Amount
   6. On utility bills/progressive invoices, it is common to have current and past due charges where the total due is the sum of the current and past charges. Being the past charges are on another invoices, the rule is that if an invoice has current and past due charges that we always capture the current charges and not the total of the current and past due charges. Although this is mostly on utility invoices this rule is for all invoices with current and past due charges.
   7. If an invoice has current and past due charges capture the current charges and not the total of the current and past due charges. Exception: if credits are applied and the amount due reflects current charges with credits applied use the amount due. Integer format with 2 decimals. No commas or $ signs used. Example: 10234000.86. Exception: Blank if not available.
8. Tax
   1. Field added 1/29/2016

XML OUTPUT

1. Vendor ID (VARCHAR (50)) - Documents>InvoiceDocument>Invoice>InvoiceContacts>InvoiceContact>ContactType = Vendor>Name
2. Vendor Name (VARCHAR 50) - Documents>InvoiceDocument>Invoice>InvoiceContacts>InvoiceContact>ContactType = Vendor>Contact
3. Invoice Date (YYYYMMDD) - Documents>InvoiceDocument>Invoice>InvoiceDate
4. Invoice Number (VARCHAR 30) - Documents>InvoiceDocument>Invoice>InvoiceNumber
5. PO Number (VARCHAR (30))- Documents>InvoiceDocument>Invoice>PurchaseOrderNumber
6. Point of Contact (VARCHAR 30) - Documents>InvoiceDocument>Invoice>InvoiceContacts>InvoiceContact>ContactType = ShipTo>Contact
7. Invoice Total Amount (DECIMAL (2 PLACES)) - Documents>InvoiceDocument>Invoice>InvoiceAmount
8. Tax (DECIMAL (2 PLACES)) - Invoice>SalesTaxAmount

INDEXING COMMENTS

1. Client will also be passing prefixed PO number on invoices from suppliers.
2. Question: Are there certain formats (prefixes) for the PO numbers that we should look out for?

Answer: No, you should not be keeping an eye out for anything beyond your given scope to date. This piece is with the client.

COMPANIES CONSIDERED AS AMVAC

1. American Vanguard Corporation
2. Amvac Chemical
3. Gemchem
4. Smartbox
5. Amvac Netherlands

VENDOR ID SELECTION (02/17/2015)

1. If there are multiple matches on the vendor file for the vendor name/address combination, then take note of the alpha character suffix on the UNIQUE\_VENDOR\_NUMBER column of the vendor file.
2. Match the SOLD TO/BILL TO entity on the invoice that corresponds to the last 3 alpha characters.
3. In this example, since the SOLD TO/BILL TO entity is GEM CHEM INC., this will correspond to **–GEM**, so we should select the first record whose vendor number is 00050306-GEM.

| VENDOR\_NUMBER\_DISP | UNIQUE\_VENDOR\_NUMBER | LOCATION | SITE\_ID | VENDOR\_NAME | STREET | CITY | STATE | ZIP | COUNTRY | CATEGORY | VENDOR\_GROUP | VENDOR\_TYPE | TERMS | COMPANY | CURRENCY |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 00050306 | 00050306-GEM |  |  | Grain Processing Corporation | 25560 Network Place | Chicago | IL | 60673-1255 | USA |  |  | Default | NET 45 |  | USD |
| 00763997 | 00763997-**AMV** |  |  | GRAIN PROCESSING CORP | 25560 NETWORK | CHICAGO | IL | 60673-1255 | USA |  | CORP | Default |  |  | USD |

1. Here is the list of alpha suffixes and their corresponding Bill To names:

| **UNIQUE\_VENDOR\_NUMBER Suffix** | **Bill To Name** | **Note** |
| --- | --- | --- |
| AMV | Amvac Chemical Corporation  Amvac Quimica Mexico  Amvac Quimical Mexico SRL |  |
| AVD | American Vanguard Corporation |  |
| GEM | GemChem Inc |  |
| NLD | Amvac Netherlands BV |  |
| QUIM | Amvac Quimica Mexico | Do not use. When you see an invoice billed to Amvac Quimica or Amvac SRL, please use the vendor ID with AMV. |
| SBX | Amvac Smartbox |  |
| SRL | Amvac Quimical Mexico SRL | Do not use. When you see an invoice billed to Amvac Quimica or Amvac SRL, please use the vendor ID with AMV. |

1. If you have a single unique match on the vendor file for the vendor name/address, but the alpha suffix does not correspond to the SOLD TO/BILL TO entity - **then use the vendor number from the single unique match.**

INVOICE SPECIFIC UPDATE 03/09/2015

1. For this particular invoice, use the Order # as the Invoice Number.

