

Hilldun Corporation's layouts for CSV files are intended for

- submitting Credit Requests and Invoice assignments
- retrieving Credit Responses

For Credit and Invoices, the basic header information defining the Order or Invoice is needed along with the Bill-To Name and Address information. Columns toward the end provide a row count and total amount included in the file. All columns need to be present, and in the order listed. Those columns that are Optional can be left blank but still need to exist. For Credit Requests, please name column T as – **BillToEmailAddress** – it is important for determining the version of the CSV format being used.

The preferred naming convention for files includes three parts as shown below:

1. **Batch ID** is the value sent in column Y or DD for Credit Requests and Invoices, respectively
2. **Client Code** is the code for the client provided by Hilldun
3. **Description** states the contents of the file, for example –CreditRequests or Invoices

[**Batch ID**]-[**Client Code**]-[**Description**].csv

Here are two examples with a test client code of ABCD:

- 20170324093953-ABCD-CreditRequests.csv
- 20170324093953-ABCD-Invoices.csv

H I L L D U N

Credit Requests

	Column Name	Optional	Notes
A.	Hilldun's Client Code		The unique character code Hilldun assigned to the client for each currency they will be using. For example, let's say New Brand will be sending Orders & Invoices in either USD or EUR, they would be assigned two different codes like NEWB and ENEWB
B.	ClientOrderNumber		Client Order Number is a unique identifier for the order generated from your apparel software or ERP system
C.	PO Number		Purchase Order
D.	PO Amount		The Amount of the Credit Request in whole dollars, i.e. without decimals
E.	PO Date		Date of the purchase order
F.	DeliveryStartDate		<p>The start ship date for the order. For “at once” orders use today’s date. Any start ship dates that are earlier than the date that your transmission is received will be automatically converted to the current date. All dates must be in one of the following formats:</p> <ul style="list-style-type: none"> • MM/DD/YYYY • MM-DD-YYYY <p>MM = month, DD = day, YYYY = year</p>
G.	DeliveryEndDate		The completion date for the order. Completion dates must be later than start ship dates. The same format that applies for the start ship date must be used for the completion date.
H.	TermsCode		Terms Code defined in your system. Either this or the Terms Description is needed.
I.	TermsDescription		<p>The Terms Description for the order, possible formats would be:</p> <p>NET nn NETnn nn</p> <p>Where nn is the number of days in which the invoice is due.</p>
J.	NetDays		The Net number of days for the terms. For EOM terms, it would signify the longest possible due date for an invoice. For example, 40 might be used for “NET30 EOM” if the cutover date was the 22 nd of the month
K.	CustomerCode	Yes	The code in your system for the customer
L.	CustomerName		The name of the customer.
M.	BillToAddress1		The first address line of the customer
N.	BillToAddress2	Yes	The second address line of the customer

O.	BillToCity		The customer's city
P.	BillToState		The customer's state
Q.	BillToZip		The customer's zip code
R.	BillToCountry		
S.	BillToContact	Yes	
T.	BillToPhone		Required, credit requests will often be rejected if the customer's phone number is not included.
U.	BillToEmailAddress		An email address is required for foreign customers – those outside of the United States and Canada
V.	BillToRegistration		The VAT or Registration Number is required for foreign customers. The VAT applies to countries in the European Union, elsewhere the Registration Number is expected in this column.
W.	Count		<i>Count of credit requests in CSV file</i>
X.	Total		<i>Total Amount of credit requests in CSV file</i>
Y.	Currency		Three letter ISO Currency Code, for example: USD, CAD, GBP, EUR
Z.	BatchID		Unique Identifier for the batch of credit requests, for example an incremented integer or a date time stamp that includes seconds



H I L L D U N

Invoices

	Column Name	Optional	Notes
A.	Hilldun's Client Code		The unique character code Hilldun assigns to the client
B.	Client Order Number		The same Client Order Number used when sending credit requests. Only applicable when the invoice is based on one order
C.	PO Number		Purchase Order Number
D.	InvoiceNumber		Invoice number
E.	InvoiceAmount		Invoice amount
F.	InvoiceBalance		Current open balance of the invoice
G.	InvoiceDate		<p>Invoice date, the date must be in one of the following formats:</p> <ul style="list-style-type: none"> • MM/DD/YYYY • MM-DD-YYYY <p>MM = month, DD = day, YYYY = year</p>
H.	TermsCode		Terms Code defined in your system. Either this or the Terms Description is needed.
I.	TermsDescription		<p>Invoice Terms, the terms must be in one of the following formats:</p> <ul style="list-style-type: none"> • NET nn • NETnn • nn <p>Where nn is the number of days in which the invoice is due. Please do not include any discount information such as 3/10 NET 30.</p>
J.	CustomerCode	Yes	Customer code
K.	CustomerName		The Bill To Customer name. Below is the Bill To address information (not the Ship To address)
L.	BillToAddress1		The first address line of the Bill To customer
M.	BillToAddress2	Yes	The second address line of the Bill To customer
N.	BillToCity		Bill To Customer city
O.	BillToState		Bill To Customer state: two letter abbreviation
P.	BillToZip		Bill To Customer zip code.

Q.	BillToCountry		Bill To Customer Country
R.	BillToContact	Yes	
S.	BillToPhone		Bill To Phone
T.	Carrier		The name of the shipper, carrier, or freight service used.
U.	Tracking		The tracking number, bill of lading number, or other document number that can be used to track the shipment with the carrier.
V.	EdiTradingPartner		0 – means a Pdf copy of an invoice needs to be mailed to the store 1 – means a Pdf copy is <u>NOT</u> required for mailing
W.	<i>InvoiceCount</i>		<i>Count of invoices in CSV file</i>
X.	<i>InvoiceTotal</i>		<i>Total InvoiceAmount of invoices in CSV file</i>
Y.	CreditMemo	Yes	0 – means record is an Invoice 1 – means record is a Credit Memo
Z.	OriginalInvoiceNumber	Yes	When 1 is used above to indicate a Credit Memo: <ul style="list-style-type: none">• The Original Invoice Number is which invoice the credit is to be applied against• The Credit Memo Number should be put in column C – InvoiceNumber• The Amount of the credit should be put in column D - InvoiceAmount
AA.	<i>CreditMemoCount</i>	Yes	<i>Count of Credit Memos included in CSV file</i>
BB.	<i>CreditMemoTotal</i>	Yes	<i>Total Amount of credit memos included in CSV file</i>
CC.	Currency		Three letter ISO Currency Code, for example: USD, GBP, CAD or EUR
DD	BatchID		Unique Identifier for the batch of invoices, for example an incremented integer or a date time stamp that includes seconds
EE.	Invoice_URL		URL to invoice image

H I L L D U N

Hilldun Credit Responses

	Column Name	Optional	Notes
A.	Time Stamp		The Date Time string when the credit responses were batched for sending Note the century is not included, ex.: 190816163323
B.	Hilldun's Client Code		The unique character code Hilldun assigns to the client
C.	Approval Code		The unique id Hilldun has assigned to the credit request, aka Reference Number. It does not necessarily imply the request is actually approved
D.	Client Order Number		The unique Order Number in your system sent for the credit request
E.	Client Customer Code		The unique Customer Code in your system sent for the credit request
F.	Debtor Code		The unique id in Hilldun's database for the customer
G.	Debtor Name		The name in Hilldun's database for the customer
H.	Requested Amount		Amount of the Credit Request
I.	Approved Amount		Amount approved when the status of the credit request is Approved, will be zero for any other status
J.	Post Date		When the credit request was posted
K.	Start Date		The start ship date for the credit request <i>Note: Will be the Delivery Start Date sent in the credit request unless the DSD has already past at the time of posting, then the Start Date will be the Post Date</i>
L.	End Date		The completion date for the credit request <i>Note: Will be the Delivery End Date sent in the credit request unless the DED has already past at the time of posting, then the End Date will be the Post Date</i>
M.	Expiration Date		When the Approved credit would expire
N.	Terms Net Days		The Terms Hilldun posted for the credit request expressed as Net # of Days
O.	Action Code		Action codes represent the current decision for the credit request – see list of possible Action Codes below.
P.	Reason Codes		A string of possibly up to five 2-character reason codes, can be blank or up to 10 characters long – a list can be provided of possible Reason Codes
Q.	Hilldun Decision		The description of the Action Code, for example: Approved, Declined, Hold, etc.
R.	Reason1	Yes	When available, the description of the first Reason Code
S.	Reason2	Yes	When available, the description of the second Reason Code
T.	Reason3	Yes	When available, the description of the third Reason Code
U.	Reason4	Yes	When available, the description of the fourth Reason Code
V.	Reason5	Yes	When available, the description of the fifth Reason Code
W.	Count		<i>Count of credit responses in CSV file</i>
X.	Total		<i>Total Amount of credit responses in CSV file</i>

Action Code Description

AC	Approved
CI	Cancelled
DR	Declined
HC	Credit officer hold
	Pending - if the Action Code is blank, the request is Pending
SP	Stop - previous approval rescinded, future shipments are done at client risk



H I L L D U N