Batch Invoicing — Client Guide

This document describes how the batch invoicing service works, the data structuring rules, the required formats, and the information needed to automatically generate PDF invoices from a CSV file.

Principle

- The CSV file constitutes the billing data source
- An invoice may contain multiple line items
- Line items may cover extended or split service periods
- The billing period is determined by the data provided
- The file must strictly comply with the defined headers and rules

The service allows billing covering multiple months.
However, each billing month is processed as a definitively closed period.

CSV files are submitted by the Client via the secure access link (token) provided after configuration validation.
The upload window is open from the 1st to the 7th (inclusive) of the month following the relevant period.
Any file submitted after this deadline is excluded from the current cycle, with no guarantee of later processing.

This link is personal and confidential. Its safekeeping is the Client's responsibility.

Batch Billing Period

The CSV file may contain any rows submitted by the Client.

It is the Client's responsibility to ensure that the submitted lines correspond to actual operations performed during the period they intend to invoice.

The Provider processes the data as provided, without performing any accounting or date consistency checks.

The service supports invoicing covering multiple months.
However, each billing month is treated as a definitively closed period.

It is the Client's responsibility to submit all data relating to a given month before it is processed.
Any data relating to a closed month that has not been submitted cannot be recovered, corrected, or invoiced at a later stage.

File Format (Mandatory)

- Encoding: **UTF-8**
- Column separator: **semicolon** `;`
- Decimal separator: **comma** `,` **or a point** `.`
- First row: **mandatory headers**
- Date: mandatory format `YYYY-MM-DD` (e.g. `2026-01-05`)
- Valid amount examples:

- `0`
- `10`
- `10,50`
- `10.50`
- `100,00`
- `100.00`

French accents and characters (é, è, à, ç, ô, etc.) are permitted provided that the file is correctly exported in UTF-8 from the spreadsheet.

⚠️ Column headers must be **strictly identical**, including special characters.

- **Underscores** `_` are part of the column names
- They **must not be replaced** by spaces, dashes, or other formats
- Correct example: `client_vat_id`
- Incorrect examples: `client vat id`, `client-vat-id`, `clientVatId`

The CSV file can be generated from Excel, LibreOffice, or Google Sheets using

Export / Save As → **CSV**, while respecting the parameters above.

How to create a CSV file accepted on the first try

Step 1 — Use a spreadsheet (mandatory)

The CSV file must be created using a spreadsheet tool:

- Excel
- LibreOffice
- Google Sheets

⚠️ Manual editing of the CSV file is strongly discouraged.
It may introduce invisible column shifts that will result in automatic rejection.

Simple alternative (recommended)

A template file is provided with your contract.

It is recommended to:

- open the template file
- remove the example row
- keep this file as a base for future imports

The template can be reused each month.

⚠ Whitespace caution
Values must not contain unnecessary spaces at the beginning or end of a cell.

Invalid examples:

```
" ACME"
"ACME "
" FR123456789"
```

These invisible spaces may cause processing errors or file rejection.

Make sure all cells are properly cleaned before exporting to CSV.

⚠ Important:
Before each submission, the file must be exported in CSV format (UTF-8).
Excel formats (.xlsx, .ods, etc.) are not supported by the system.

Step 2 — Create exactly 12 columns

Create a table with exactly the following columns:

date;reference;description;amount;tax_rate;client_ref;client_name;client_address;client_siren;client_siret;client_vat_id;invoice_number

Example image

date	reference	description	amount	tax_rate	client_ref	client_name	client_address	client_siren	client_siret	client_vat_id	invoice_number

All columns must exist, even if some values are empty.
Cells may be left empty, but the column itself must always be present.

It is forbidden to:

- add a column
- remove a column
- rename a column

Step 3 — Fill in the rows (1 row = 1 invoice)

Each row corresponds to one invoice.

Important rules:

- mandatory fields must be completed
- optional fields must be left empty if they do not apply
- never use fictitious values (`N/A`, `NULL`, etc.)
- a purely numeric value (e.g. `123`) used in place of a text identifier is considered invalid.

The `-` character is of course permitted when it is part of a real value (for example: dates in `YYYY-MM-DD` format).

It is also permitted in `invoice_number` and `client_ref` when it is part of a real identifier.

Example image

date	reference	description	amount	tax_rate	client_ref	client_name	client_address	client_siren	client_siret	client_vat_id	invoice_number
2026-01-03	REF-003	Maintenance	39,99	5,5	palks_studio	Company Palks Studio	12 Lyon Street; 75012 Paris	123456789	12345678912345	FRXXX	F-2025-001

Mandatory fields to fill in on each row:

- `date`
- `description`
- `amount`
- `tax_rate`
- `client_ref`
- `client_name`
- `client_address`
- `client_siren`
- `invoice_number`

Conditional fields:

- `client_siret`
  mandatory if the client's establishment is identified
- `client_vat_id`
  mandatory only if the client is subject to VAT
  optional in VAT exemption regimes / micro-enterprise / non-VAT liable entities

Optional fields:

- `reference`

In the French B2B context, the SIREN number is the legal company identifier and is required for administrative identification of the parties.
The SIRET number identifies a specific establishment of the company and may be required depending on business practices.
The intra-community VAT number is mandatory only for companies subject to VAT and concerned by intra-community VAT rules.
In cases of VAT exemption regimes or non-VAT-liable entities, this field may be left empty.

Step 4 — Pay attention to addresses and text fields

If a field contains:

- a semicolon `;`
- a line break

the spreadsheet will automatically add quotes `"..."`.

An address may contain multiple semicolons (e.g. street ; city ; country).
The spreadsheet will automatically wrap them in quotes, this is normal and expected.
Never remove these quotes.

Step 5 — Export to CSV (critical step)

`File → Save As / Export → CSV (text)`

Export the file using the following settings:

- Encoding: `UTF-8`
- Column separator: `;`
- Text qualifier: `"`
- Decimal separator: `,`

Once exported:

- do not reopen the file with a text editor
- any manual change after export may render the file unusable.

If needed, you can download a new template at any time from your secure access area.
Once your file is ready, upload it using your secure access link (token).

Allowed characters — specific exception

Special characters used alone as fictitious values (`/`, `NULL`, etc.) are strictly prohibited.

Authorized exceptions:

- The dash character `-` is permitted:
  - in the `date` field (format `YYYY-MM-DD`)
  - in the `invoice_number` field if it is part of the Client's official invoice number.

In all other fields, using dashes as a fictitious or artificial value (e.g. `-` alone) will result in rejection of the batch.

Why the format is strict

The service operates without human intervention.

Each CSV file is:

- processed automatically
- archived exactly as received
- used as accounting evidence

Any structural ambiguity (extra column, missing column, shifted data) may result in billing errors.

For this reason, the system applies strict rules and intentionally blocks any non-compliant file.

In case of a format error

- no incorrect invoice is generated
- the file is simply rejected
- you are informed that a correction is required

The system never modifies your data.

Column Details (Functional Description)

`date`

- Date associated with the billing line
- **Represents the actual service / delivery date provided to the end customer**
- Used for display on the PDF invoice
- Used for monthly classification
- Used for the service period displayed on the invoice
- Mandatory format: `YYYY-MM-DD`

⚠️ Important:

The `date` value must correspond to the **actual service/delivery date**, not a data entry date, export date, or processing date.

This date is reproduced as-is on the PDF invoice.
An incorrect date may result in invoicing under the wrong billing period.

`reference`

- Free internal reference provided by the Client
- May correspond to:
  - quotation number
  - order
  - project
  - case
  - ticket
- Displayed on the PDF invoice

`description`

- Invoice line description
- Free text
- If the description contains a `;`, the spreadsheet will automatically add quotes on export

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`amount`

- Amount excluding taxes
- Numeric values only
- Decimal separator: `,`

`tax_rate`

- VAT rate expressed as a percentage
- Use `0` if VAT is not applicable

Examples:

```
0
5,5
20
```

`client_ref`

- Internal identifier of the billed end customer
- Used to organize invoices by customer (folders and ZIP archives)
- Not displayed on the PDF invoice

`client_name`

- Name of the final billed client
- Displayed on the PDF invoice

`client_address`

- Full address of the final client
- Must remain in a single column
- If the address contains a `;`, the spreadsheet will automatically add quotes on export

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`client_siren`

- SIREN number of the billed end customer
- Format: 9 digits
- Used for administrative identification purposes
- Mandatory for French professional customers (B2B France)
- May be empty for non-French or foreign customers

`client_siret`

- SIRET number of the billed end customer
- Format: 14 digits
- Identifies the specific establishment of the end customer
- Optional
- Required only when the billed establishment must be legally identified

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`client_vat_id`

- Mandatory for companies subject to VAT when a VAT identification number exists
- Optional for VAT exemption regimes, micro-enterprises, and non-VAT-liable entities
- The column must exist even if the value is empty

`invoice_number`

This number is provided by the Client and must correspond to their own official invoice numbering system.
It must be unique within the Client's accounting records.
This number is the sole responsibility of the Client.

- This is the Client's real invoice number
- It will be displayed clearly on the PDF invoice
- It must not be empty

Valid examples:

`F-2026-001`
`INV-2026-045`
`BATCH-001-2026`

About the `client_ref` field

The field `client_ref` is an internal identifier of the billed end client.

It is used solely to automatically organize:

- invoice folders on the server
- the directory structure inside the batch ZIP

It does not appear on the PDF invoice.

Rules to respect:

- it must be filled on every row
- it cannot be a purely numeric value (`123` is rejected)
- it must remain stable over time for the same client
- it may contain letters, numbers, underscores `_` and dashes `-` if they are part of a real and stable business identifier.

```
batch-2026-01.zip
│
├── client_ref_1/
│   ├── 2026-01-03_001.pdf
│   ├── 2026-01-10_002.pdf
│   └── ...
│
├── client_ref_2/
│   ├── 2026-01-05_001.pdf
│   └── ...
│
└── client_ref_3/
    ├── 2026-01-12_001.pdf
    └── ...
```

Important Reminders (Do Not Ignore)

- Column separator: `;`
- Decimal separator: `,` or `.`
- Each line represents a billing line
- The final invoice composition depends on the applied business rules
- Mandatory headers
- The file is processed as-is, with no human correction

⚠️ Regulatory data (electronic invoicing)

As part of electronic invoicing compliant with the EN 16931 standard (Factur-X), certain data elements are mandatory under the applicable regulations (notably company identifiers and VAT information).

The Client remains solely responsible for the accuracy, completeness, and regulatory compliance of the data provided, including prior to any submission or transmission to a Partner Dematerialization Platform (PDP).

The Provider strictly applies the data provided and does not perform any in-depth legal or regulatory verification.
The Provider does not perform any direct transmission to a partner dematerialization platform (PDP) or to the tax authorities.

⚠️ Scope of use

The batch invoicing service is designed for French companies issuing invoices to clients located in France.

As tax rules and legal requirements may vary across jurisdictions, compliance for international invoicing is not guaranteed within this service.

The Client remains solely responsible for any use of the service in such cases.