



eInvoicing: mandatory fields

Apart from the mandatory fields required by the Peppol network, some specific fields are required by the Commission. These must be configured in your system to allow you to send us eInvoices.

PEPPOL		Fair Work Commission		
Source UBL field	PEPPOL Documentation	Description	Commission requirement	Example
Invoice > InvoiceTypeCode	https://docs.peppol.eu/poacc/billing/3.0/syntax/ubl-invoice/cbc-InvoiceTypeCode/	Type of invoice	For invoices and adjustment invoices, you MUST use: <ul style="list-style-type: none"> • 380 = Commercial invoice For credit memos, you MUST use: <ul style="list-style-type: none"> • 381 = Credit note 	380
Invoice > PaymentMeans > PayeeFinancialAccount > ID	https://docs.peppol.eu/poacc/billing/3.0/syntax/ubl-invoice/cac-PaymentMeans/cac-PayeeFinancialAccount/cbc-ID/	Bank account number	Only pay by EFT	128394
Invoice > PaymentMeans > PayeeFinancialAccount > Name	https://docs.peppol.eu/poacc/billing/3.0/syntax/ubl-invoice/cac-PaymentMeans/cac-PayeeFinancialAccount/cbc-Name/	Account name	Only pay by EFT	Company Pty Ltd

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Invoice > PaymentMeans > PayeeFinancialAccount > FinancialInstitutionBranch	https://docs.peppol.eu/poacc/billing/3.0/syntax/ubl-invoice/cac-PaymentMeans/cac-PayeeFinancialAccount/cac-FinancialInstitutionBranch/	Branch identifier such as BSB (Bank State Branch)	Only pay by EFT	383-292
Invoice > ContractReferenceDocument > ID	https://docs.peppol.eu/poacc/billing/3.0/syntax/-invoice/cac-ContractDocumentReference/cbc-	Contract reference number	Contract reference number must be provided if total invoice amount is equal to or greater than \$1,000 (including GST). Contract reference number is generated by the Commission when the request for goods/services is approved by the delegate.	CON000123

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Invoice > AccountingCustomerParty > Party > Contact > Name	https://docs.peppol.eu/poacc/billing/3.0/syntax/ubl-invoice/cac-AccountingCustomerParty/cac-Party/cac-Contact/cbc-Name/	Name of buyer's contact	The person at the Commission who can receive goods/services and/or approve invoices	Mary Pound
Invoice > AccountingCustomerParty > Party > Contact > ElectronicMail	https://docs.peppol.eu/poacc/billing/3.0/syntax/ubl-invoice/cac-AccountingCustomerParty/cac-Party/cac-Contact/cbc-ElectronicMail/	Email address of buyer's contact	The person at the Commission who can receive goods/services and/or approve invoices	mary.pound@fwc.gov.au
Invoice > AccountingSupplierParty > Party > Contact > Name	https://docs.peppol.eu/poacc/billing/3.0/syntax/ubl-invoice/cac-AccountingSupplierParty/cac-Party/cac-Contact/cbc-Name/	Name of supplier's contact		Peter White
Invoice > AccountingSupplierParty > Party > Contact > Telephone	https://docs.peppol.eu/poacc/billing/3.0/syntax/ubl-invoice/cac-AccountingSupplierParty/cac-Party/cac-Contact/cbc-Telephone/	Phone of supplier's contact		03 8484 3939

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Invoice > AccountingSupplierParty > Party > Contact > ElectronicMail	https://docs.peppol.eu/poacc/billing/3.0/syntax/ubl-invoice/cac-AccountingSupplierParty/cac-Party/cac-Contact/cbc-ElectronicMail/	Email address of supplier's contact		peter@company.com.au
Invoice > InvoiceLine > Item > ClassifiedTaxCategory > ID	https://docs.peppol.eu/poacc/billing/3.0/syntax/ubl-invoice/cac-InvoiceLine/cac-Item/cac-ClassifiedTaxCategory/cbc-ID/	Tax category code (for the line)	Allowable values include <ul style="list-style-type: none"> • S = Standard rate • Z = Zero rated goods 	