

SmartUBL



Info Document

Version : 6.0
Date: Mar 2026
Updated by : Advik Gupta

1. SmartUBL – Invoice Scanning and Conversion

SmartUBL provides a complete document digitalisation service using OCR, Machine learning and manual verification where required. SmartUBL converts any non-digital Invoice (PDF/JPG...) into an Electronic Invoice in xml format (UBL/BIS...). This enables a digital workflow of Accounts Payable which ensures higher productivity and quality for clients.

2. How to Start?

2.1 Registration and setup

Registration of customers can be done via a designated portal or through Application Programming Interfaces (APIs).

Portal registration involves setting up user information, email, organization and other relevant details on SmartUBL portal, the details of which can be shared on request. Clients can immediately start submitting the documents once registration is complete and successful.

Registration via APIs is also possible which can be done as per steps enlisted in attached API documentation. On completing the required steps, registration process will be successful and clients can start using the API service on the go.

2.2 How to Connect?

Documents can be submitted/ Conversions can be received via i) portal, ii) API iii) SFTP or iv) E-mail.

Via Portal (Manual)

- Submission – ‘UBL Compact’ if VAT line processing is desired, ‘UBL Extensive’ if article line processing is desired
- Receiving - Processed UBLs can be viewed and downloaded from the SmartUBL portal.
- Portal also has more info on Document status, SLA and Billing info

Via API (Automatic)

- Refer attached API documentation and follow the steps to start sending/receiving documents from SmartUBL
- [API Connecting to SmartUBL.pdf](#)

Via email (Manual)

- Submission – Client can set-up specific email ids in SmartUBL domain for sharing Invoices. For Eg - Use ‘ABC@smartubl.com’ for VAT line and ‘ABC@smarterubl.com’ for Article-line processing.
- Receiving – Client can set any desired email to receive the processed UBL along with the invoice PDF.

Via sFTP (Automatic)

- Client provides FTP connection, provides details of that connection. We connect to client sFTP, collect and return the documents in the folder specified.
- Detailed steps on sFTP connection can be shared on request.
- [Connecting-to-SmartUBL-Using-sFTP-v1_0.pdf](#)

3. Client Inputs

Per connection the following settings must be provided, otherwise the default value will apply. These settings can also be updated once connection is set-up.

Rows 1-3 are commercial values

Rows 4-17 are technical/ processing settings related values

#	Description	Smart-UBL default suggestion	Client's comment
1	Which output format of digital invoice you would like to have? (UBL 2.1 / BIS)		
2	Country of the invoices with expected volume of each country? (Supplier country of an invoice with its expected volume per month/ year)		
3	Languages of invoices (In which language an invoice is printed? Ex- English, Dutch, Swedish etc. The current scope and approach is limited to Latin scripts. For non-Latin scripts we will need prior discussions.)		

4	<p>Smart-UBL should enrich missing fields, when mandatory data is missing on PDF? Please refer section 7.3 for default values</p> <p>(Missing data from mandatory field is essential as per Peppol guideline /documentation for UBL 2.1 & BIS format, so Smart-UBL fills it to avoid the validation errors)</p>		
5	<p>When there is IBAN and local bank then what is your preference?</p> <p>(Most of the time both IBAN/Bank number are printed on the invoice, so client may choose which one is to extract)</p>	IBAN	
6	<p>For BIS: What is the default Payment Means? For more information, see section 7.3</p> <p>(There is pre-define value under this field, which Smart-UBL filled in, mostly it is country specific)</p>		
7	<p>Do you need output as VAT line (VL) or article line (IL)?</p> <p>This setting can be changed on document level.</p> <p>(Article line- All articles along with its amount /description/VAT/price/Quantity be extracted. VAT line – No article will be extracted but all VATS and its amounts will be extracted from invoice)</p>		
8	<p>For article line invoices: Smart-UBL should enrich line VAT when missing? (Upto 20 lines)</p>	Yes	

9	<p>For article line invoices: As Line Level Discount causes validation problems. Smart-UBL can correct this in most of the cases, do you want this to be applied?</p> <p>(This setting will improve on validations to avoid the errors in peppol)</p>	Yes	
10	<p>Adjustment of difference amount of an invoice</p> <ul style="list-style-type: none"> a. Round Off Adjustment (Small difference from invoices to be adjusted under rounding {Default – Up to 1Euro and 1% of invoice total}) (Default) b. Create new item line with Difference. <p>(This setting will improve on validations to avoid the errors in peppol)</p>	Yes (option a)	
11	<p>In case you select receiving processed UBL via SFTP, then you need to</p>	Yes (option a)	

	<p>choose the original invoice PDF returning method from below option-</p> <ul style="list-style-type: none"> a. Invoice PDF in binary code within the UBL (Default) b. Invoice PDF as separate attachment and also a binary code within UBL c. Only UBL and no invoice PDF d. Only UBL with separate invoice pdf 		
12	<p>How would you want to receive Smart-UBL's warning/error validation alerts (Only for E-mail and SFTP output method)?</p> <ul style="list-style-type: none"> a. Within the UBL (Default) b. Outside the UBL in separate file c. Don't want to receive. <p>Note – For API output method – No warning will be added within UBL, but in API message, see API documentation.</p>	Within the UBL	
13	<p>Do you want to process UBL with VAT transfer setting?</p> <ul style="list-style-type: none"> a. Yes (Need keywords of VAT transfer from invoice) b. No <p>(With VAT transfer setting you can get accurate VAT for Vat transfer invoice.)</p>	No	
14	<p>Choose the preference - Order reference /Buyer reference.</p> <ul style="list-style-type: none"> a. Only Order reference to be extracted (if Both are present) b. Only Buyer reference to be extracted (If both are present) c. Both can be extracted. <p>*Please note - Buyer reference is an optional field (not in standard field)</p>	As Buyer reference is an optional field, only order reference to be extracted.	
15	<p>In case of mandatory fields are missed on the invoice, SMU generate the warning message inside the UBL and on Portal. Below are the fields -</p> <p>Supplier name Supplier Address Customer name & address Supplier KVK/VAT number Total amount</p>	Default no warning will be populated in case any data is missing	

	<p>Invoice Date Invoice number</p>		
16	<p>SmartUBL automatically detect an invoice if it is submitted more than once.</p> <p>Duplicate detection is based on the following criteria:</p> <ol style="list-style-type: none"> a. Supplier Name b. Invoice Number <p>Options Available in Case of Duplicate Invoice</p> <p>When a duplicate invoice is detected, you will have two options:</p> <ol style="list-style-type: none"> 1. Reject the invoice <ul style="list-style-type: none"> ○ The invoice will be rejected, and you will receive a notification E-mail with processed UBL + warning on portal. 2. Process the invoice with a warning <ul style="list-style-type: none"> ○ The invoice will still be processed, but a warning message will be included inside the UBL and displayed on the Portal. 		
17	<p>You can create a customer profile and pre-define default values for the following customer fields:</p> <p>Mandatory / Primary Fields</p> <ol style="list-style-type: none"> 1. Client Name (Customer Name) 2. Country 3. Party Identification Scheme ID <p>Conditionally Required (Based on Selection)</p> <ol style="list-style-type: none"> 4. KVK Number 5. VAT Number <p>Optional Fields (Can be added if needed)</p>		

	<ul style="list-style-type: none">6. Street Name7. Additional Street Name8. Building Number9. City10. ZIP Code11. Email ID12. Contact Number		
--	--	--	--