

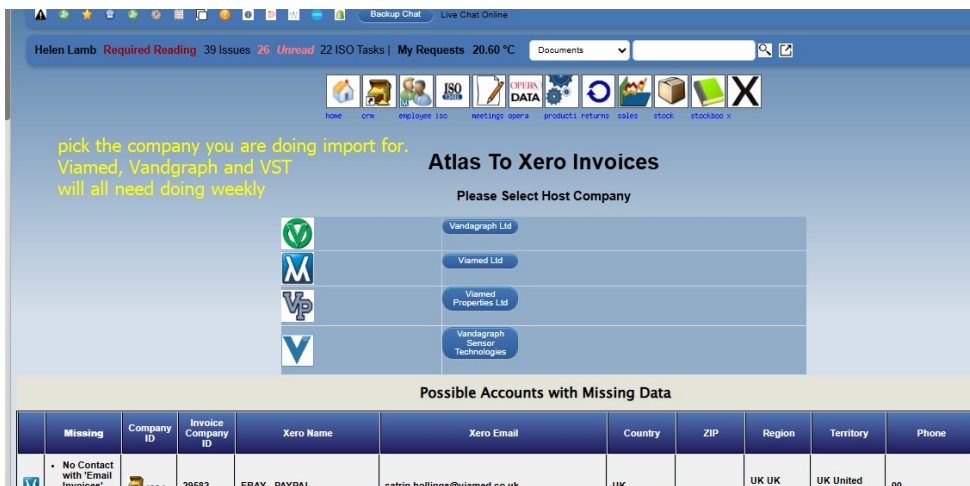
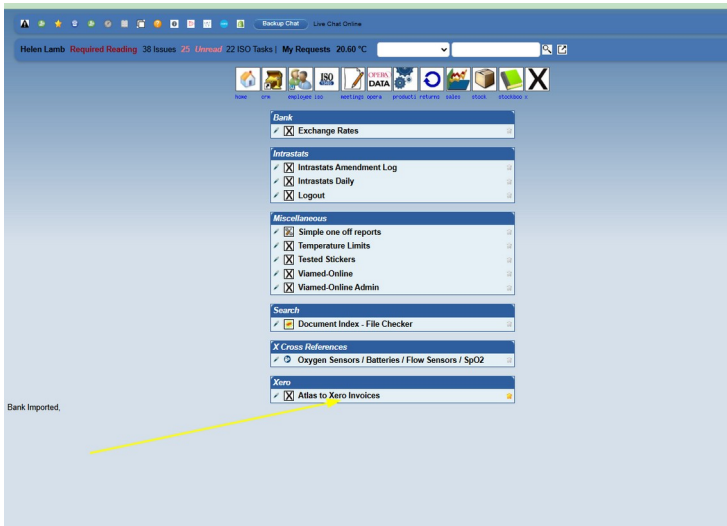
## HOW TO IMPORT IN TO XERO FROM INTRASTATS.

This is the best way to get the info in correctly while fixing data entry to Intrastats.

Importing the invoices from Intrastats to Xero the accounts package. We do this weekly sometimes more. From all three companies Viamed Ltd, Vandgraph Ltd and VST Ltd.

So they can be used to allocate to the bank statement.

You do not need to do anything with Viamed Properties as its not a trading company.



This procedure will go through Vandagraph and Viamed as they are a little different.

Press Viamed

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The section below the main area is a place where you can re add old uploads to the importer. So if something is missed or has not gone in you can find the one click it and then go through the uploading process again to re import. Xero will not let you add the same invoice more than once it looks for invoice numbers.

There are times when the company name does not go in or the email address has a full stop at the end of it. Those lines will then not import. These are two occasion where you need to re do an old load.

Also once you have downloaded the CVS file I keep them in a separate folder so I can look though them if an invoice is missing from Xero. TO see the date it should have gone on.

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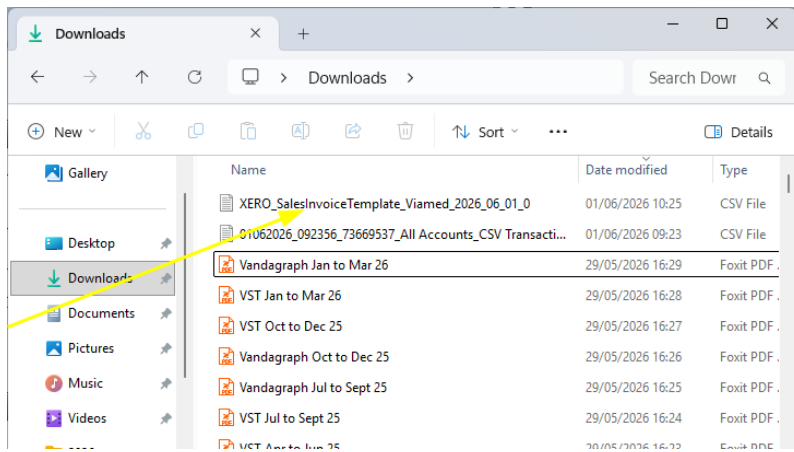
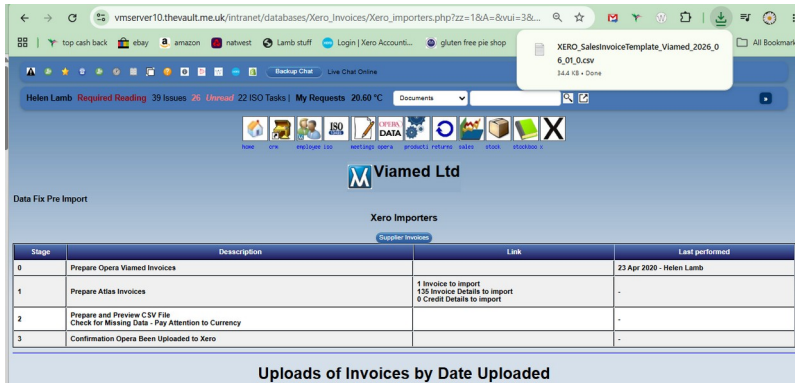
Click **Prepare opera data**

Click **Prepare Atlas Invoices**

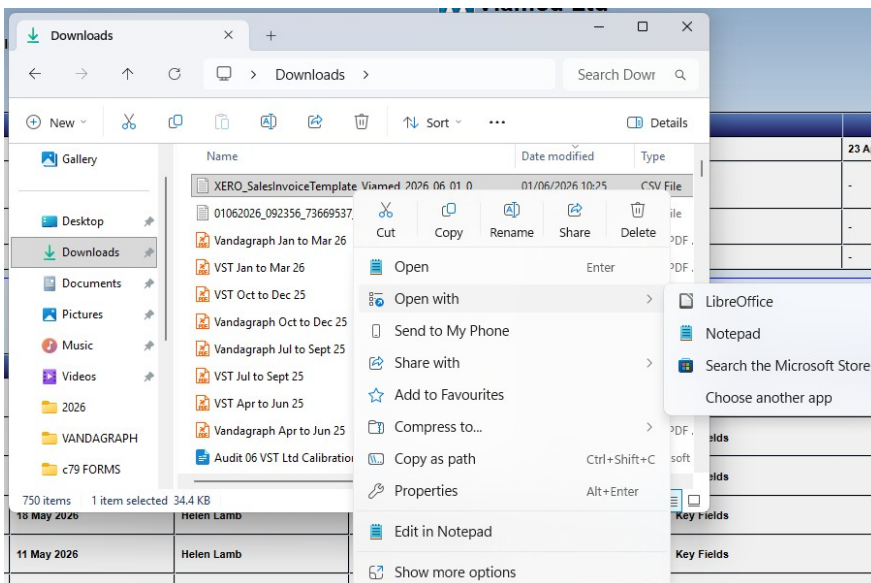
Then click **Preview Downloads**

Finally click **Reviewed and Uploaded CSV Downloads to Xero**

Now you can click Download CSV Records: 0 -> 135 (this number is the amount of records to be imported.) This job is done weekly, because if its larger than 500 lines Xero won't accept it. It will only accept in batches of 500. This download will split in to 2 or more files that have to be checked/fix/sorted. So if it does get to more then 500 lines you must do all the down loads present or you will miss some invoices.



Now you can open the CSV file to check and fix it.

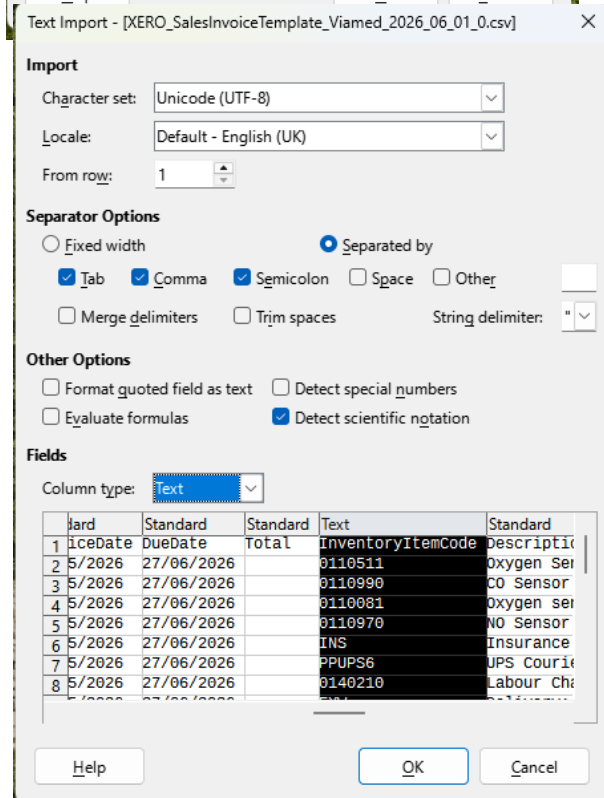
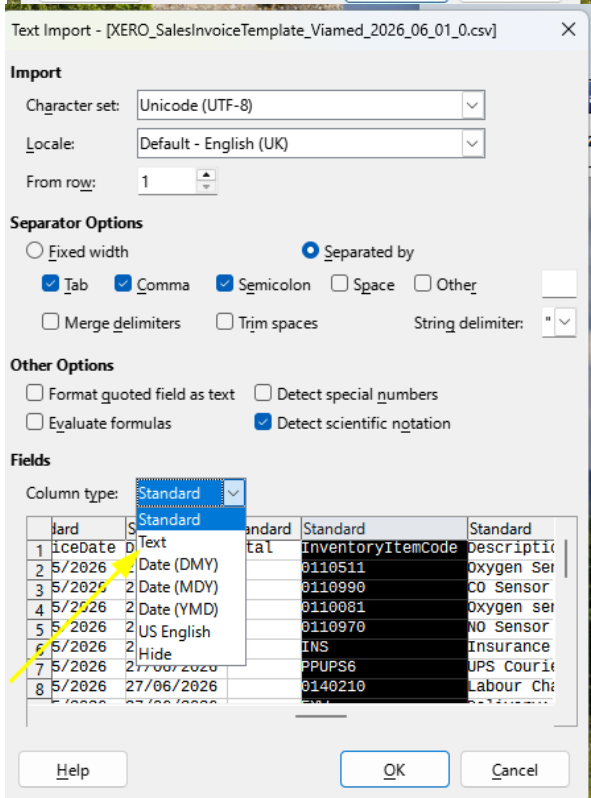
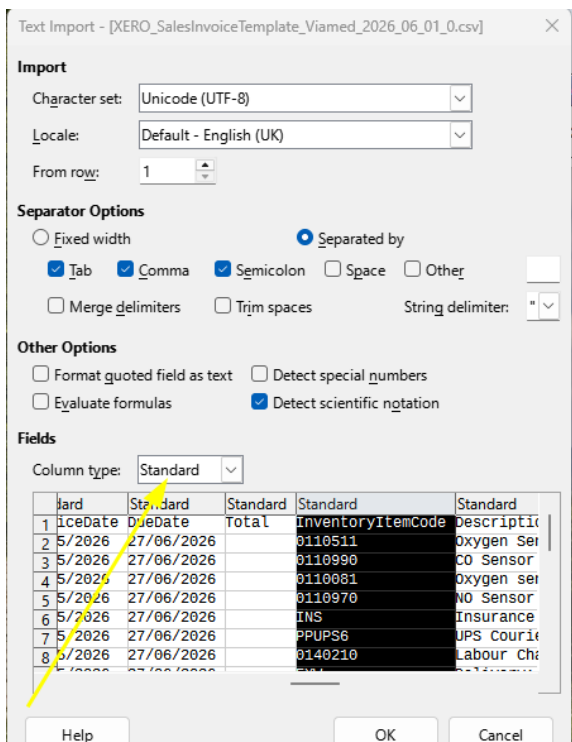
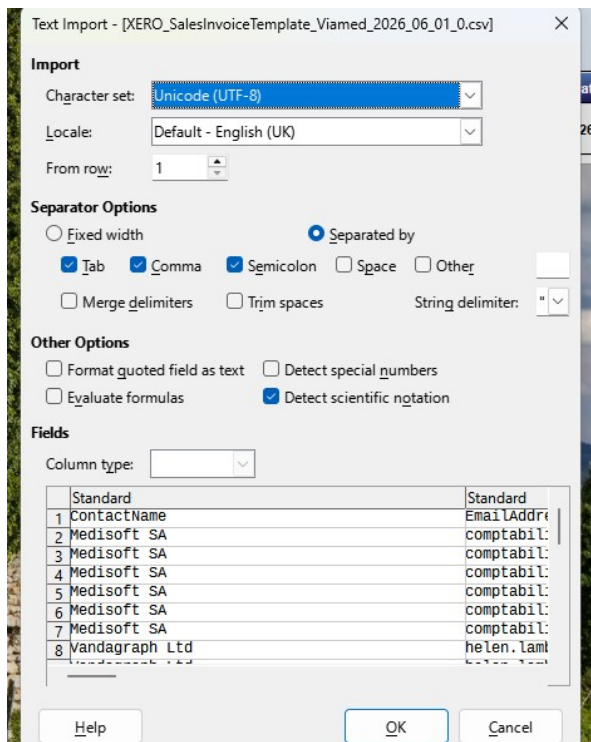


Right click the file XERO\_SalesInvoiceTemplate\_Viamed. Click Open With. Then click Libre Office.

A pop up window will appear. In here you **MUST** change the stock column to a text type. Slide the bar along to get to the InventoryItemCode this is the stock column. In the drop down change the type to Text. Then you can click ok.

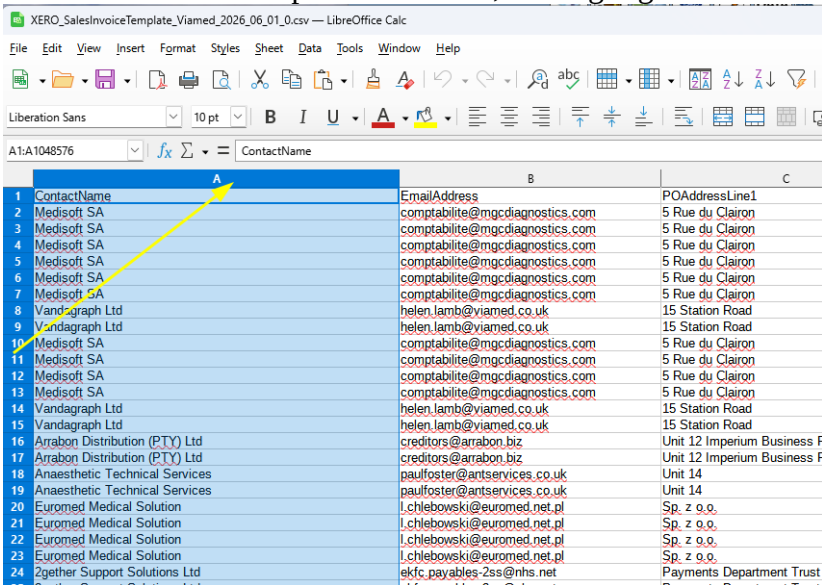
If you don't do this the import will remove all the '0' from the front of the stock items and it is a very big job to go and fix the stock in every invoice or delete the invoices and starting again. THERE IS NO DELETE ALL FOR INVOICES you'd have to do it one at a time from within the invoice itself in Xero.

This is also why its important to import the correct companies invoices in to the right Xero. Viamed in to Viamed etc. Its easy to not check and put in the wrong one if you are doing several. Be careful.

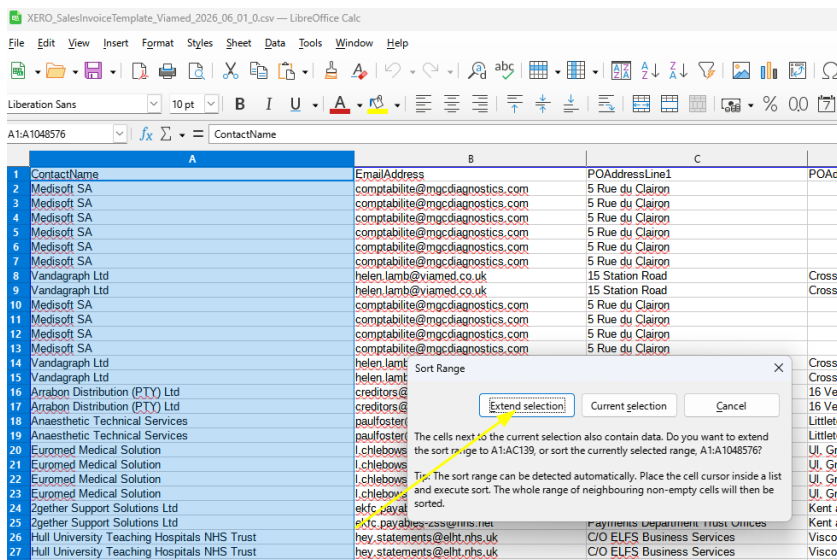
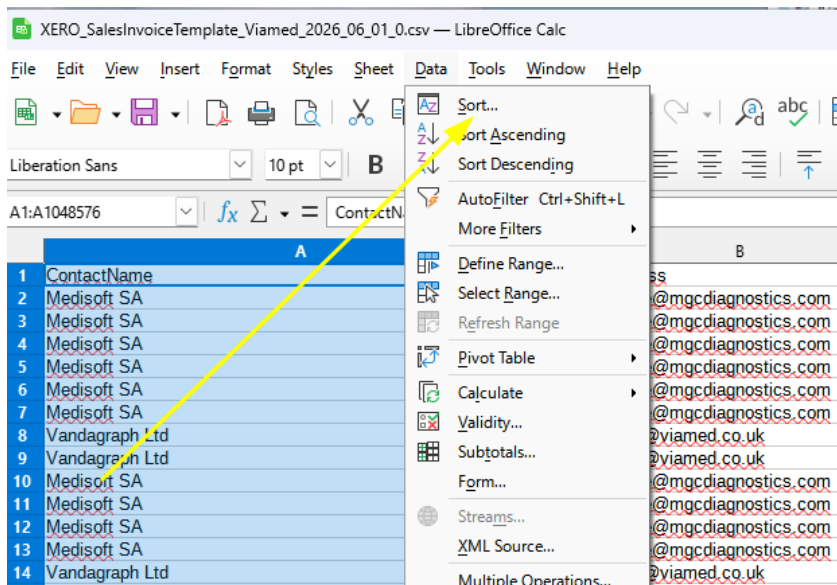


Once you have clicked ok the libra office window comes up. In Viamed and Vandagraph it maybe be worth while to sort by company name so you are only checking each company once. As they do not appears on this first layout in alphabetical order.

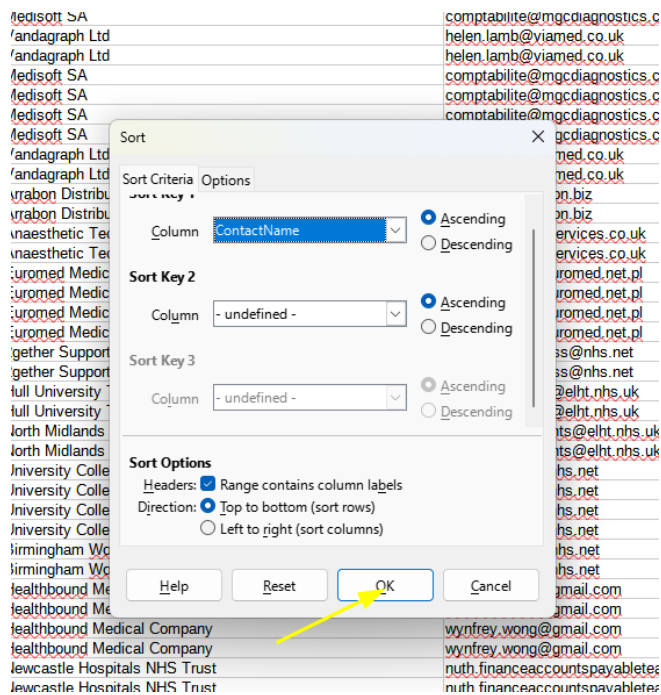
Click the A box at the top of the column, this highlights the whole column blue.



In the Data tab press Sort.



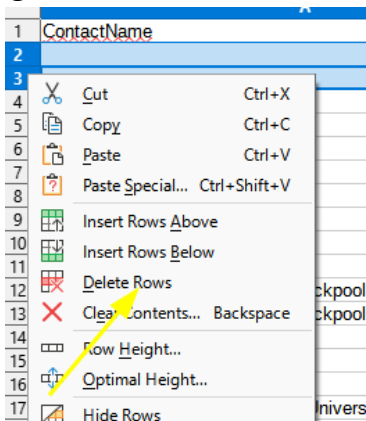
You MUST press Extend Selection so it keeps all the lines correct. Otherwise it will only sort the first column and not keep the data on each line together.



Now press ok.

At the top you will get two empty lines you can delete these as Xero will note them when you import but it doesn't stop the import so you don't have to. I always do when I sort, so VST I don't as there are very few lines on this.

You can delete the lines by pressing the 2 and 3 numbers at the start then which highlights the rows, right click and delete rows.



Now you roll down the list, Viamed and VST we do not keep the CID numbers in the contact name. Vandagraph we do keep the CID number on the company names. As a rule I only capitalise Purchasing (TELEDYNE) accounts so its easier to spot the right sales/purchasing account. So fix contacts that are all capitals in the system and spreadsheet.

Fix on the spreadsheet and then go to Intrastats and fix the Xero name in the Main details on the contact.

While you going down the list look for those with no email for statements to go to. Almost all will need them. Some SBS shared business services and ELFS do not have but the rest should.

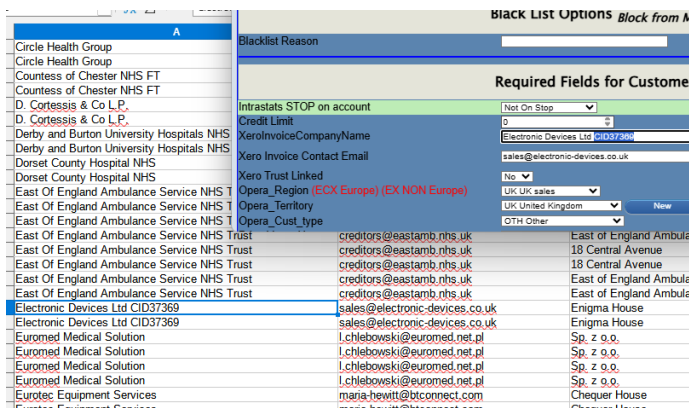
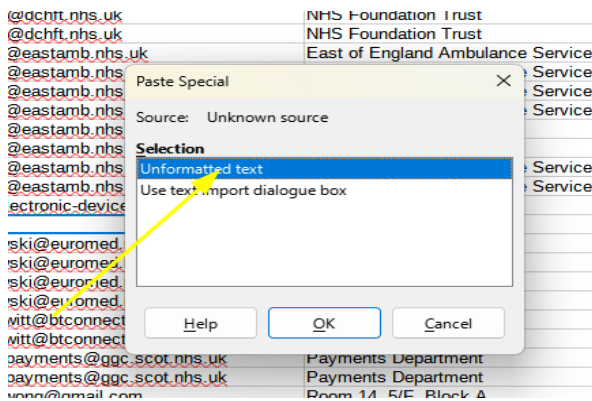
You can also check that there aren't any hospitals that need to be in as the NHS trust and not the hospital. New accounts go in with the CID so you can see the new accounts that may need fixing easier.

37	East Of England Ambulance Service NHS Trust	creditors@eastamb.nhs.uk
38	East Of England Ambulance Service NHS Trust	creditors@eastamb.nhs.uk
39	East Of England Ambulance Service NHS Trust	creditors@eastamb.nhs.uk
40	Electronic Devices Ltd CID37369	
41	Electronic Devices Ltd CID37369	
42	Euromed Medical Solution	l.chlebowski@euromed.net.pl
43	Euromed Medical Solution	l.chlebowski@euromed.net.pl
44	Euromed Medical Solution	l.chlebowski@euromed.net.pl
45	Euromed Medical Solution	l.chlebowski@euromed.net.pl

This needs fixing on the spreadsheet and in Intrastats.

NOTE when copying in to the spreadsheet its easier to bring in as unformatted text.

Control shift V then select unformatted text. This way no tabs or odd characters go in, that break the import to Xero. Xero can be quirky and its safer to fix in the spreadsheet than in Xero.



On this I have added email address and removed the CID number in spreadsheet and in intrastats.

Once at the bottom check there are now lines without a contact or email, sometimes you get them in with an invoice number but no contact details these will end up at the bottom if sorting drag slide bar to check there aren't any.

We don't do anything with the address fields in here. So I shrink the columns so I can see contact name and country near each other.

Now re go down the list to check there are no gaps in the Description

1	Cardioteq - Northern Ireland	PO21895-000-001	29/05/2026	28/06/2026	PPUPS1	UPS Courier Delivery - Standard	1	10	3041.20%	(VAT on sales)	
2	Circle Health Group	RVM163800-1	28/05/2026	27/06/2026	1114006	EyeMax - Regular R300P01	1	58.9	1001.20%	(VAT on sales)	
3	Circle Health Group	RVM163800-1	28/05/2026	27/06/2026	PPUPS1	UPS Courier Delivery - Standard	1	10	3041.20%	(VAT on sales)	
4	Countess of Chester NHS FT	RFG036886	29/05/2026	27/06/2026	1114006	EyeMax - Premium R300P02	1	58.9	1001.20%	(VAT on sales)	
5	Countess of Chester NHS FT	RVM163796-1	29/05/2026	27/06/2026	PPUPS1	UPS Courier Delivery - Standard	1	10	3041.20%	(VAT on sales)	
6	D. Cortessis & Co L.P.	RVM163796-1	630094	28/05/2026	27/06/2026	0110427	Oxygen Sensor MAX-250+	4	99.5	1001.20%	(VAT on sales)
7	D. Cortessis & Co L.P.	RVM163796-1	630094	28/05/2026	27/06/2026	PPUPS1	UPS Courier Delivery - Standard	1	0	3041.20%	(VAT on sales)
8	Derby and Burton University Hospitals NHS Foundation Trust	RVM163734-1	640212124	28/05/2026	27/06/2026	1114005	EyeMax - Regular R300P01	1	58.9	1001.20%	(VAT on sales)
9	Derby and Burton University Hospitals NHS Foundation Trust	RVM163734-1	640212124	28/05/2026	27/06/2026	PPUPS1	UPS Courier Delivery - Standard	1	0	3041.20%	(VAT on sales)

if theres a gap I would copy the stock number in for the column next to it.

Now we sort the POCountry column so we can check the VAT codes by country. Sort the POCountry as we did with the contact name. Extend selection. OK. If you need to shrink more columns to see the county and TaxType on same screen do so now.

A	J	K	L	M	N	O	P	Q	R	S	T	U	V
ContactName	Country	InvoiceNumber	Reference	InvoiceDate	DueDate	Total	InventoryItemCode	Description	Quantity	UnitAmount	Discount	AccountCode	TaxType
MedMech Solutions	Australia	RVM163705-1	221062684KG	28/05/2026	27/06/2026		0110660	Oxygen Sensor OOM111	1	111		1001	Zero Rated Sales
MedMech Solutions	Australia	RVM163705-1	221062684KG	28/05/2026	27/06/2026		IMS	Insurance	1	12.5		3045	Zero Rated Sales
MedMech Solutions	Australia	RVM163705-1	221062684KG	28/05/2026	27/06/2026		BC	Bank Charges	1	25		3053	Zero Rated Sales
MedMech Solutions	Australia	RVM163705-1	221062684KG	28/05/2026	27/06/2026		PPUP57	UPS Courier Delivery - Express Saver	1	69		3041	Zero Rated Sales
Hellmut Habel Ges.m.b.H (EURO)	Austria	RVM163786-1	L088534	29/05/2026	28/06/2026		003003	Battery cover.	3	5		1001	Zero Rated Sales
Hellmut Habel Ges.m.b.H (EURO)	Austria	RVM163786-1	L088534	29/05/2026	28/06/2026		0110017	Oxygen Sensor R-17MED	1	45.7		1001	Zero Rated Sales
Hellmut Habel Ges.m.b.H (EURO)	Austria	RVM163786-1	L088534	29/05/2026	28/06/2026		002185	Pulse Oximeter Viamed VM-2160 SMART	1	345		1001	Zero Rated Sales
Hellmut Habel Ges.m.b.H (EURO)	Austria	RVM163786-1	L088534	29/05/2026	28/06/2026		0014752	SpO2 Silicone Finger Sensor - Adult	1	0		1001	Zero Rated Sales
Hellmut Habel Ges.m.b.H (EURO)	Austria	RVM163786-1	L088534	29/05/2026	28/06/2026		PPUP56	UPS Courier Delivery - Standard	1	18		3041	Zero Rated Sales
Medisoft SA	Belgium	RVM162728-1		42142/28/05/2026	27/06/2026		0110511	Oxygen Sensor MOX20 Medical	10	137		1001	Zero Rated Sales
Medisoft SA	Belgium	RVM162728-1		42142/28/05/2026	27/06/2026		0119990	CO Sensor A3MEF	39	278.75		1001	Zero Rated Sales
Medisoft SA	Belgium	RVM162728-1		42142/28/05/2026	27/06/2026		0110081	Oxygen sensor UFO 130-2	5	158.6		1001	Zero Rated Sales
Medisoft SA	Belgium	RVM162728-1		42142/28/05/2026	27/06/2026		0110970	NO Sensor 3MNT	2	268.35		1001	Zero Rated Sales
Medisoft SA	Belgium	RVM162728-1		42142/28/05/2026	27/06/2026		IMS	Insurance	1	16.54		3045	Zero Rated Sales
Medisoft SA	Belgium	RVM162728-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard	1	15.85		3041	Zero Rated Sales
Medisoft SA	Belgium	RVM163423-1		42319/28/05/2026	27/06/2026		0110511	Oxygen Sensor MOX20 Medical	5	96		1001	Zero Rated Sales
Medisoft SA	Belgium	RVM163423-1		42319/28/05/2026	27/06/2026		0110081	Oxygen sensor UFO 130-2	5	158.6		1001	Zero Rated Sales
Medisoft SA	Belgium	RVM163423-1		42319/28/05/2026	27/06/2026		IMS	Insurance	1	21.13		3045	Zero Rated Sales
Medisoft SA	Belgium	RVM163423-1		42319/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard	1	0		3041	Zero Rated Sales
Medisoft SA	Belgium	RVM162728-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Medisoft SA	Belgium	RVM162728-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Medisoft SA	Belgium	RVM163423-1		42319/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Medisoft SA	Belgium	RVM163423-1		42319/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Medisoft SA	Belgium	RVM163423-1		42319/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Medisoft SA	Belgium	RVM163423-1		42319/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
D. Cortessis & Co L.P.	Greece	RVM163770-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
D. Cortessis & Co L.P.	Greece	RVM163770-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Healthbound Medical Company	Hong Kong	RVM163672-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Healthbound Medical Company	Hong Kong	RVM163672-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Healthbound Medical Company	Hong Kong	RVM163672-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Healthbound Medical Company	Hong Kong	RVM163672-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
IMTC LTD	Israel	RVM163776-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
IMTC LTD	Israel	RVM163776-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Ichinen Jikco Co Limited	Japan	RVM163698-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Ichinen Jikco Co Limited	Japan	RVM163698-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Ichinen Jikco Co Limited	Japan	RVM163698-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Cardiotec - Northern Ireland	Northern Ireland	RVM163812-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Cardiotec - Northern Ireland	Northern Ireland	RVM163812-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Cardiotec - Northern Ireland	Northern Ireland	RVM163812-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Euromed Medical Solution	Poland	RVM163573-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Euromed Medical Solution	Poland	RVM163573-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Euromed Medical Solution	Poland	RVM163573-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					
Euromed Medical Solution	Poland	RVM163573-1		42142/28/05/2026	27/06/2026		PPUP56	UPS Courier Delivery - Standard					

If the country is missing add it and make sure to fix in Intrastats.

All countries except UK, Northern Ireland and Scotland will be VAT exempt. This is why we put them in country order. If you get a UK customer with Zero rated Sales you need to check its correct in Intrastats. There must be a VAT exempt certificate on the order.

	Upload File
VAT Exempt Certificate Yes	<p><b>ZERO VAT ORDER</b></p> <p><a href="#">View 14:57:39 27 May 2026 (VAT - Viamed.pdf)</a></p>
Payment Notification if applicable	Choose file No file chosen

If not its most likely the wrong country to Tax type. In the case above its got a VAT exempt certificate. But if not it may say delivered to UK (which would have VAT) and in system actually be delivered out of UK. Or the Other way round. You may need to fix the country or Tax type in the spreadsheet, depending on which this is.

Vat on UK deliveries. No Vat on deliveries sent out of UK.

So English man who usually has things delivered to UK, wants his order sending to USA is Zero VAT (Tax). But his account is probably set up to have VAT.

A Spanish customer wants to have a friend pick up the parcel from the offices. Or be delivered to UK. This would have 20% Vat on it.

Once you are happy with the Tax you can Save. DO NOT FORGET TO SAVE IT

CHECK you are in the correct Xero, Click Sales, invoices. DO not change file type. Must be CSV file.

50106L2 Viamed Limited ▾ Home Sales Purchases Reporting

Bank Accounts  
Barclays GBP 20

159,948.35  
Statement Balance

What's this?

246 statement lines imported in the

- Sales overview
- Invoices
- Payment links
- Online payments
- Quotes
- Products and services

XERO 50106L2 Viamed Limited ▾ Home Sales Purchases Reporting Accounting Tax Contacts

INVOICES

New Invoice ▾ New Repeating Invoice New Credit Note Send Statements Import Export Invoice Reminders: Off

All Draft (0) Awaiting Approval (0) Awaiting Payment (0) Paid Repeating

3475 items Search

Number	Ref	To	Date	Due Date	Paid	Due	Status	Send ▾
Zwei Jiang		e2Fly Sales	19 Mar 2020		(24.00)	0.00	Paid	
TVM163300-1	MSH10111	Monkscombe Bay University Hospitals NHS Trust	18 May 2020		0.00	(458.04)	Awaiting Payment	
TVM163150-0		Vandegrapp Ltd	27 Apr 2020		0.00	0.00	Paid	
TVM162811-1	323508179	Doncaster and Elizabeth Teaching Hospitals NHS Trust PPS Payables PPS	17 Apr 2020		0.00	(1,307.16)	Awaiting Payment	
TVM162324-4	20200304VIAMED	Khmer Jitka Co Limited	14 May 2020		0.00	(100.00)	Awaiting Payment	
TVM162077-1	200344730	East Suffolk and North Essex NHS Foundation Trust	23 Mar 2020		0.00	0.00	Paid	
TVM161991-1	200012884	Medway NHS Foundation Trust	5 Mar 2020	4 Apr 2020	0.00	0.00	Paid	
TVM161440-1	7038543	Widert Suffolk NHS Foundation	19 May 2020		0.00	(453.12)	Awaiting Payment	
TVM161423-1	12-14138-09090	EBAY - PAYPAL	12 Feb 2020		(18.00)	0.00	Paid	

Click Import.

XERO 50106L2 Viamed Limited ▾ Home Sales Purchases Reporting Accounting Tax Co

State overview ▾

Import your sales invoices

Import your invoices

To import invoices from another system please follow the steps below...

**Step 1. Download our invoices template file**  
Start by downloading our imported CSV (Comma Separated Values) template file. This file has the correct column headings. You need to import your invoice data into this template file.

**Step 2. Copy your invoices into the template**  
Export your invoices from your old system as a comma separated file. Using Excel or another spreadsheet editor, open and paste your invoices from the exported file into the template. Make sure the invoice data you copy matches the column headings provided in the template.  
**IMPORTANT:** Do not change the column headings provided in the template. These need to be unchanged for the import to work in the next step.  
Dates are assumed to be in English (United Kingdom) format. For example: 20/12/2020 or 20 Dec 2020.

**Step 3. Import the updated template file**

Select the file to import

No file selected

If you import must be a CSV (Comma Separated Values) file. The name of your file should end with either .csv or .xls.

Would you like to update contact address details?

Yes, update contact with imported address details

No, update contact with imported address details

Is the information field tax inclusive or exclusive?

Tax Inclusive

Tax Exclusive

Import Cancel

In browse, find your CSV file. Hit import.

XERO 50106L2 Viamed Limited ▾ Home Sales Purchases Reporting Accounting Tax Contacts

Invoices > Import >

Import your sales invoices

**i** The imported XERO\_SalesInvoiceTemplate\_Viamed\_2026\_06\_01\_0.csv contained 54 invoices, the following will be imported into Xero:  
 ✓ 54 new draft invoices will be imported

Inventory:

✓ 0 new items will be created

✓ 128 items match existing inventory item codes but will import unique description or price

Rows 3, 4, 6, 15, 19, 24, 35, 37, 131: Item has a different price

Rows 20, 22, 25, 26, 31, 40, 42, 46, 48, 81, 85, 87, 89, 71, 73, 79, 83, 91, 94, 101, 110, 112, 114, 128, 129, 130, 132, 136: Item has a different description

Rows 2, 5, 7, 9, 10, 11, 13, 14, 16, 17, 18, 21, 23, 26, 27, 32, 33, 34, 36, 38, 39, 41, 43, 44, 45, 47, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 62, 63, 64, 66, 68, 70, 72, 74, 75, 76, 77, 78, 80, 81, 82, 84, 85, 86, 87, 88, 89, 90, 92, 93, 95, 96, 97, 98, 99, 100, 102, 103, 104, 105, 106, 107, 108, 109, 111, 113, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 133, 134, 135: Item has a different description and price

Invoices will be imported as drafts and can be edited or deleted afterwards

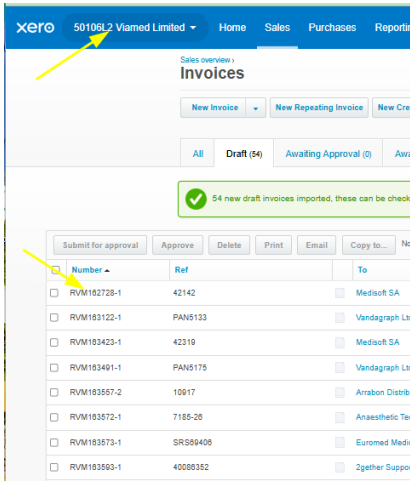
< Go Back Complete Import

This next screen shows you any problems with the data. It'll tell you if you have the two blank lines, which is fine. Check this as if its wrong, cancel and go back to fix your data. Then re import.

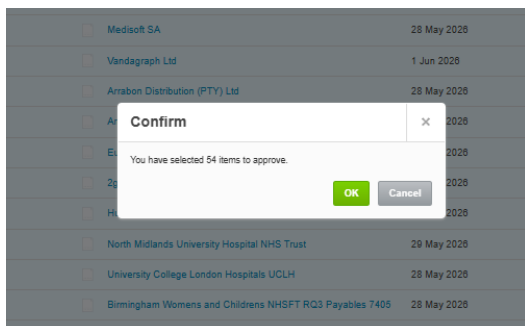
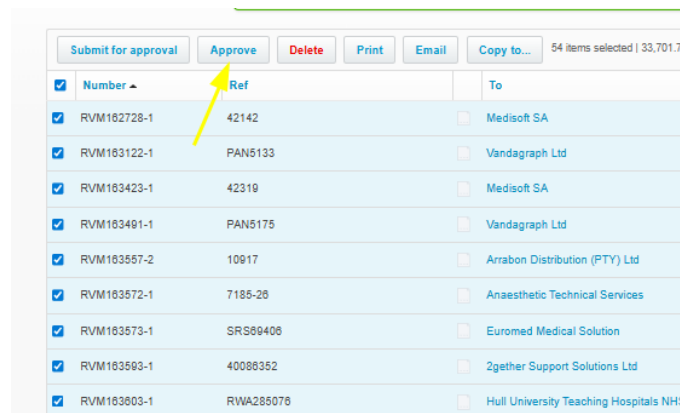
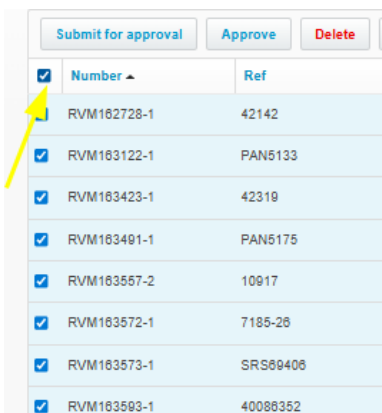
Once happy hit Complete Import.

Invoices will now be in draft this is the last place you can delete in bulk. Once you Approve you'd have to delete each invoice individually.

At this point id check the company matches the invoice prefix. Viamed RVM, Vandagraph RAN, VST RST.



Once happy highlight all and Approve



The only difference between the companies is the CID numbers on the Vandagraph contact names. Also there tends to be more mistakes missing data in Vandagraph then the other two companies. Fix and add info as you go. Correct spreadsheet and Intrastats.