

SPROOM CONNECTOR

USER GUIDE

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Table of Contents

1 INTRODUCTION	3
2 SPROOM CONNECTOR DASHBOARD	3
2.1 SALE.....	3
2.2 PURCHASE	4
2.3 SETTINGS	4
3 E-DOCUMENT SERVICE FOR SPROOM	5
3.1 SPROOM INTEGRATION SETUP	6
3.2 E-DOCUMENT WORKFLOW	7
3.3 DOCUMENT SENDING PROFILE	8
4 SENDING DOCUMENTS TO SPROOM.....	8
5 RECEIVE DOCUMENTS FROM SPROOM	14

1 INTRODUCTION

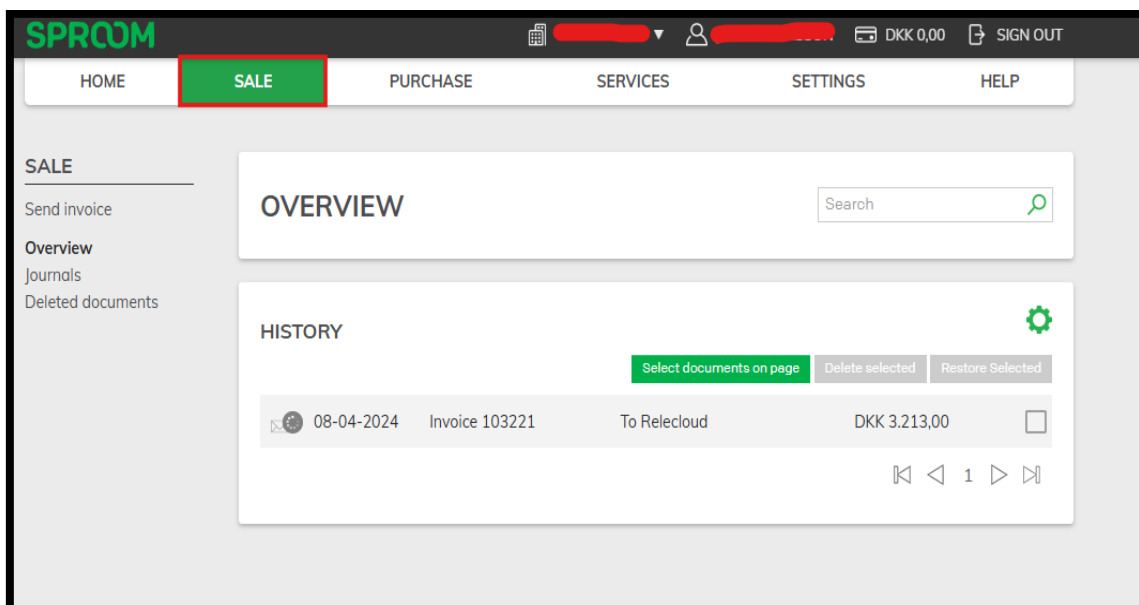
The Sproom Connector for Microsoft Dynamics 365 Business Central enables seamless electronic document exchange with the Sproom platform. It allows businesses to send invoices and Credit Memos as well as receive invoices, orders, and Credit Memos directly within Business Central, ensuring secure, efficient, and automated communication with trading partners. The integration simplifies document handling, reduces manual data entry, and enhances compliance with electronic invoicing standards.

2 Sproom Connector Dashboard

This section provides an overview of the Sproom Dashboard.

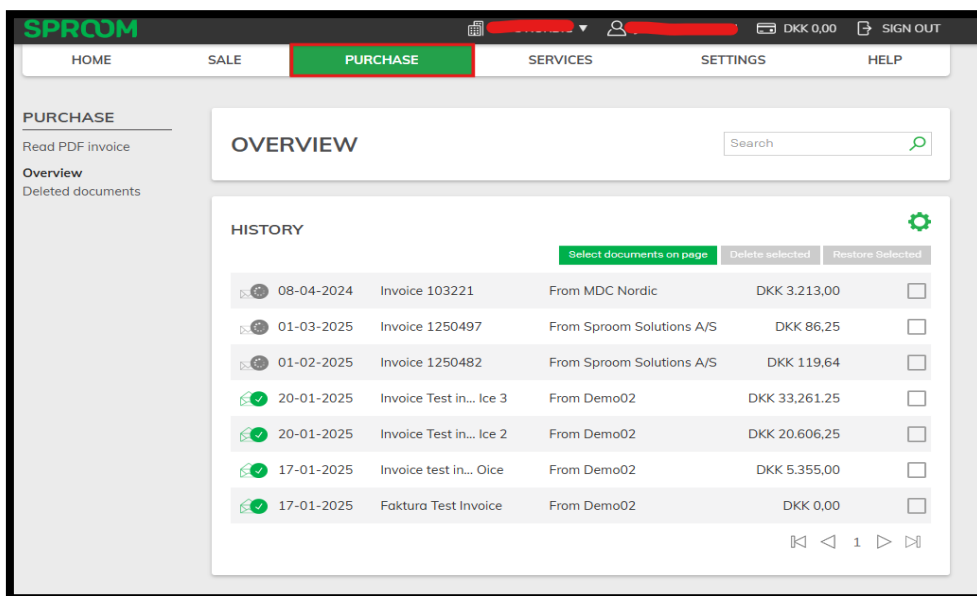
2.1 Sale

This section contains the documents from Business Central sent as Electronic Documents to Sproom.



2.2 Purchase

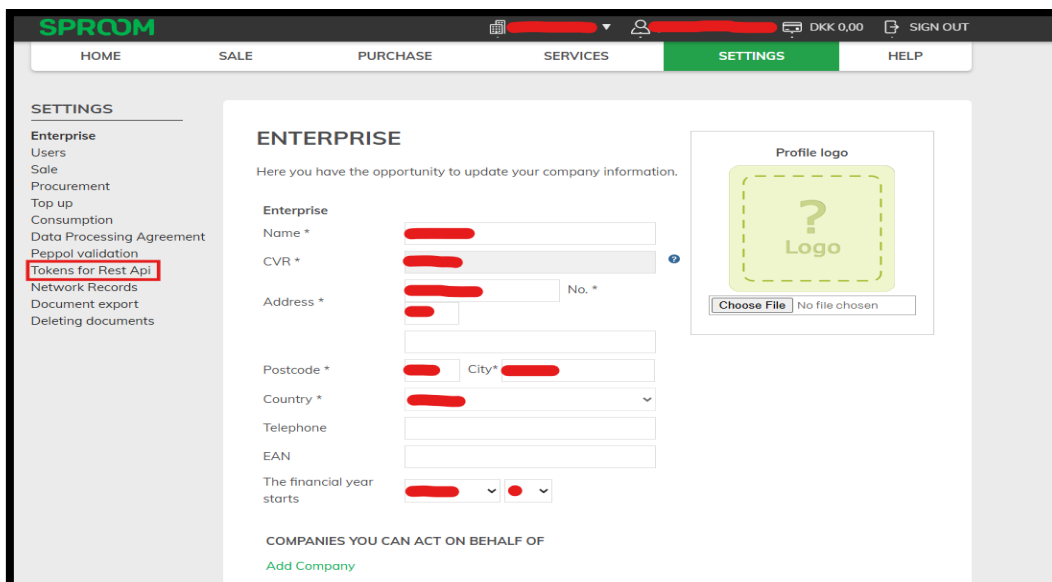
This section contains the documents sent to Business Central as Electronic Documents from the Sproom.

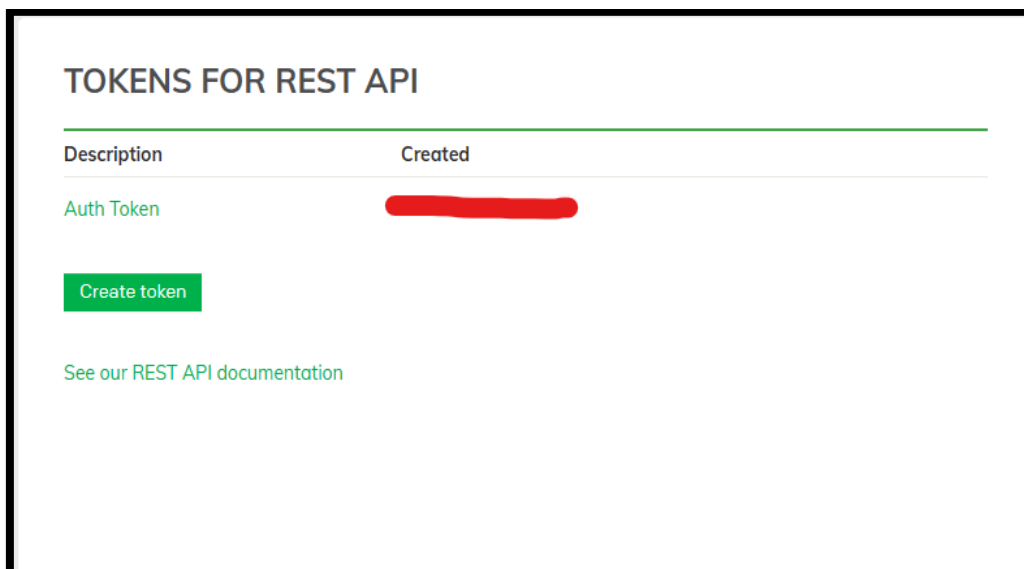


2.3 Settings

This section contains an overview of the general settings of the Sproom account.

You can also generate access Tokens from this section by navigating to **“Tokens for REST Api”** section.



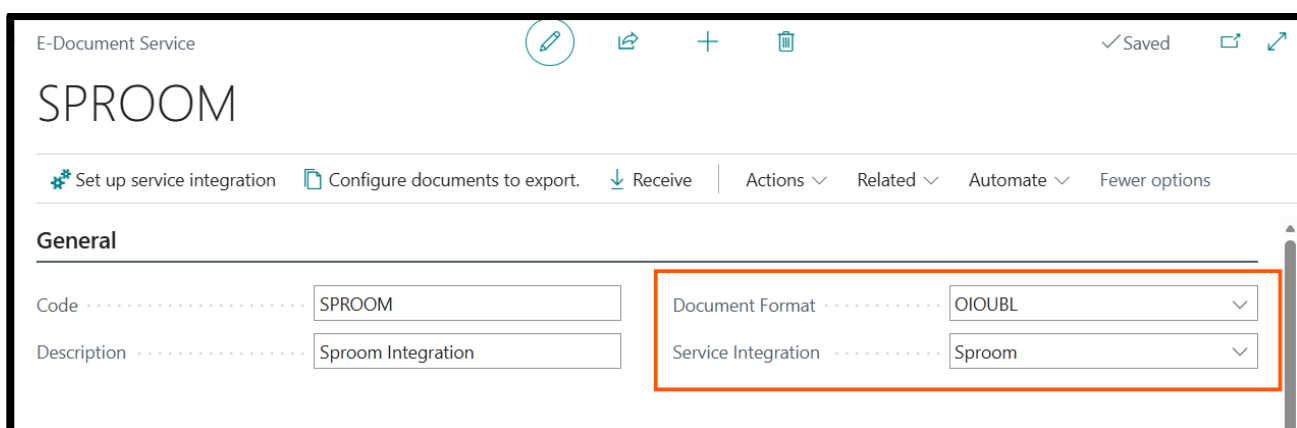


3 E-Document Service for Sproom

You need to set up an **E-Document Service** with **Sproom integration** to get started with E-Document invoicing via Sproom.

Navigate to E-document Service, and create a new service with the following configuration:

1. **Service Integration:** Select **Sproom**.
2. **Document Format:** App supports both **OIOUBL** and **PEPPOL** format.

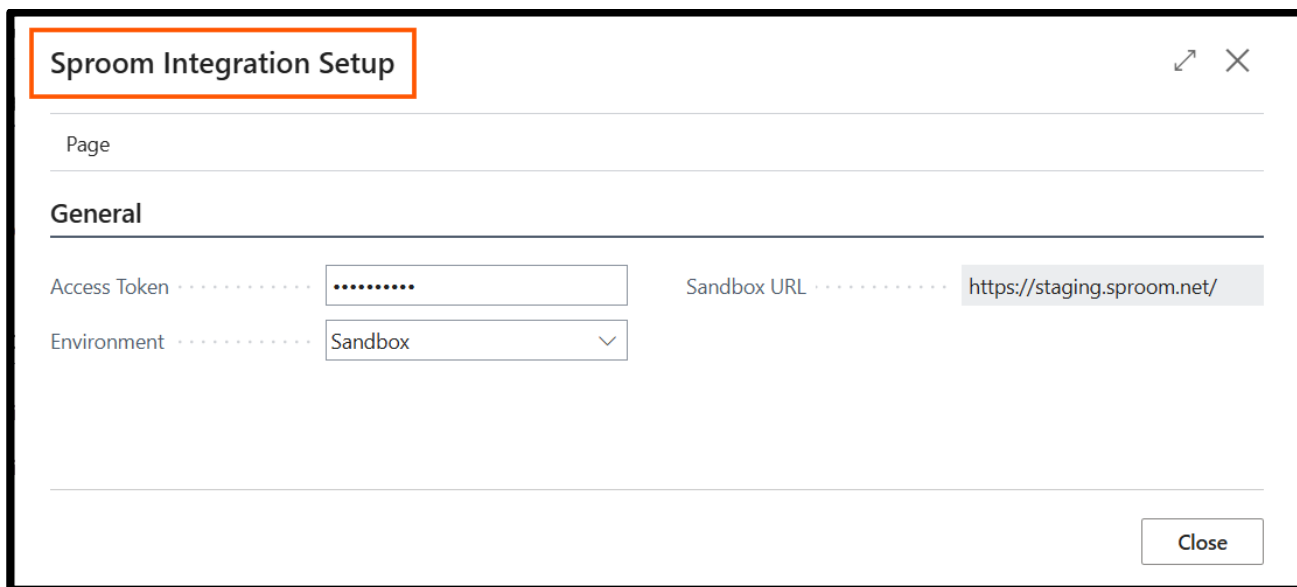
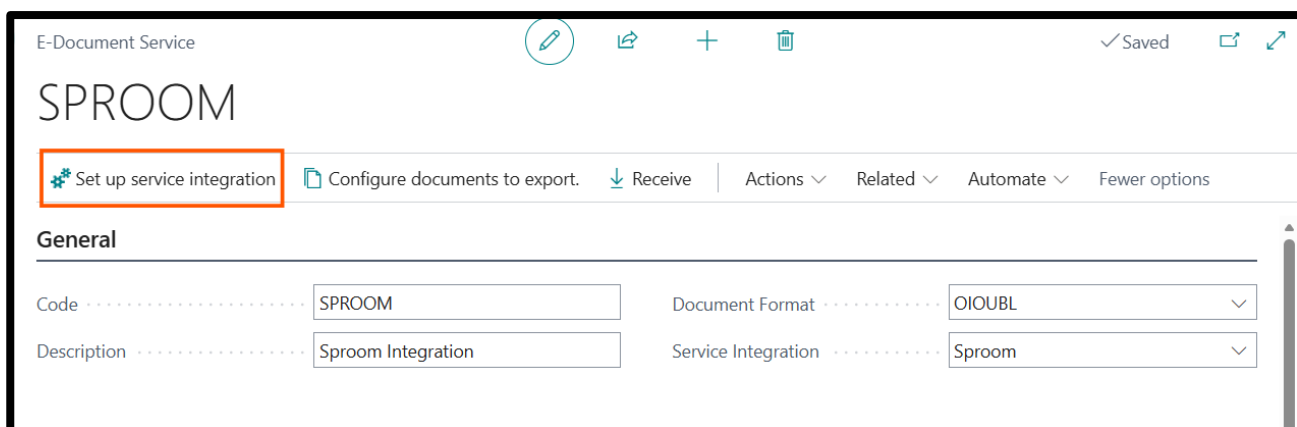


3.1 Sproom Integration Setup

To facilitate seamless integration with Sproom, you need to set up the integration for Sproom in Business Central. The set-up page allows you to configure essential connection details for secure communication.

You need to provide:

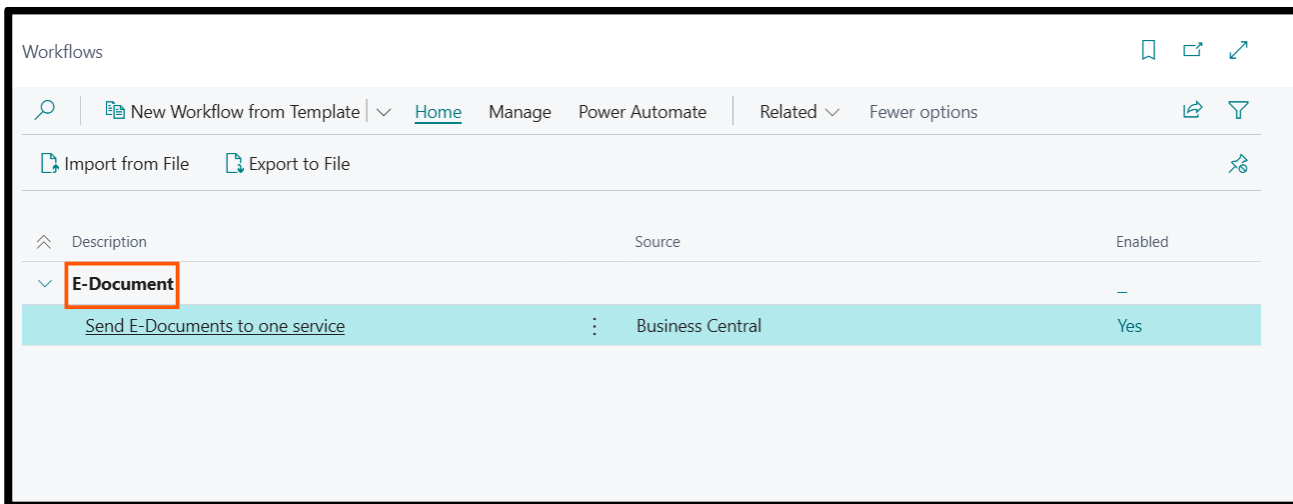
1. **Access Token:** generated through [Sproom Settings](#).
2. **Environment:** specify the environment for which integration is being configured.



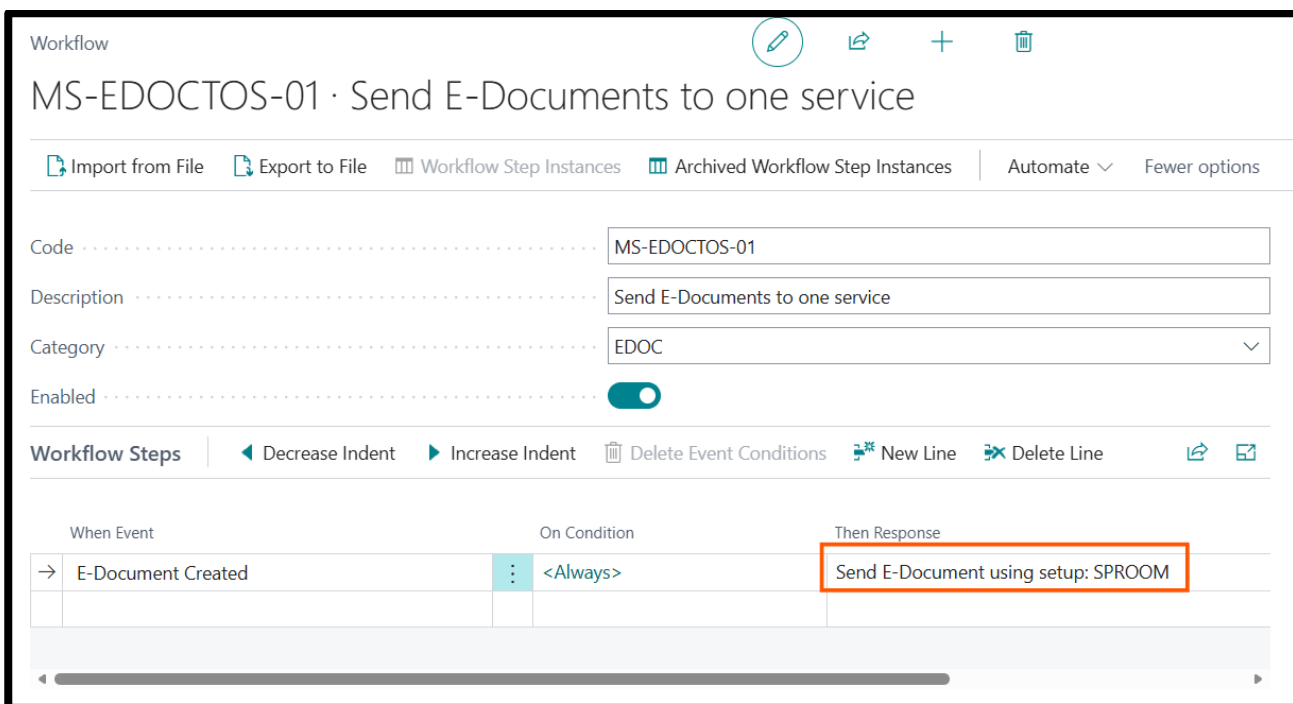
3.2 E-Document Workflow

You need to set up E-document workflow to send and receive documents via the E-Document service configured for Sproom.

Navigate to Workflows and select / create workflow for E-Documents.



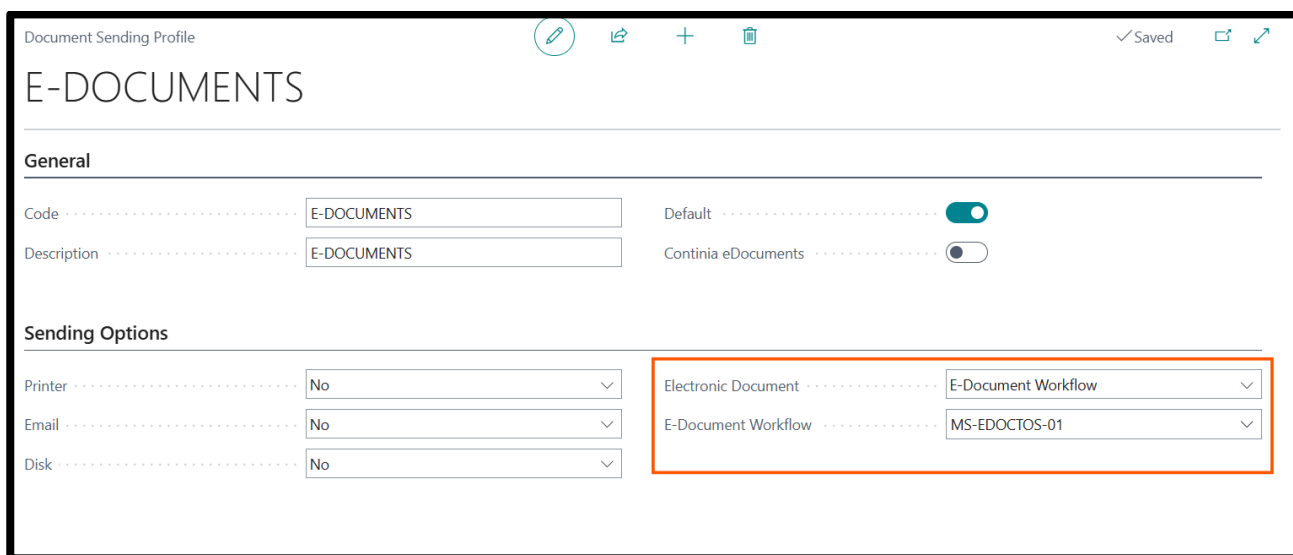
Configure the workflow to send E-Documents via the Service configured for Sproom.



3.3 Document Sending Profile

After setting up the workflow, you need to configure a Document Sending Profile to send documents as **Electronic Documents** while using the **E-Document Workflow**.

You need to select the workflow that is / has been [configured for Sproom](#).



The screenshot shows the 'Document Sending Profile' configuration page for 'E-DOCUMENTS'. The page is divided into two main sections: 'General' and 'Sending Options'.

General Section:

- Code:** E-DOCUMENTS
- Description:** E-DOCUMENTS
- Default:**
- Continia eDocuments:**

Sending Options Section:

- Printer:** No
- Email:** No
- Disk:** No
- Electronic Document:** E-Document Workflow
- E-Document Workflow:** MS-EDOCTOS-01

The 'Electronic Document' and 'E-Document Workflow' fields are highlighted with an orange border in the original image.

4 Sending Documents to Sproom

The Connector allows you to send **Invoices** and **Credit Memos** to **Sproom** automatically upon click of an action removing the manual process of uploading documents to Sproom.

In the sending flow, our company would be the **sender**.

1. Prerequisites:

1. Make sure that the **Country/Region Code** field is filled in the **"Countries/Regions"** page for the Customer.
2. Go to **"Customer Card"** for which the invoice is to be posted.
 - i. Make sure that the following fields are filled in for the Customer:
 1. **"Contact Information"**.
 2. **"Document Sending Profile"** = the document sending profile configured to send E-Documents.

3. **Address** information.
4. **"VAT registration Number"** = "CVR" of the **receiving** Sproom Environment.
5. **GLN** = of the **receiving** Sproom Environment.
6. **"Use GLN in Electronic Documents"**.

Customer Card ✓ Saved

C00040 · Sproom customer

Home Request Approval New Document Prices & Discounts Customer Report Actions Related Reports

General Show less

No.	<input type="text" value="C00040"/>	Salesperson Code	<input type="text"/>
Name	<input type="text" value="Sproom customer"/>	Responsibility Center	<input type="text"/>
IC Partner Code	<input type="text"/>	Document Sending Profile	<input type="text" value="E-DOCUMENTS"/>
Balance (LCY)	<input type="text" value="53,520.05"/>	Total Sales - Fiscal Year	<input type="text" value="48,345.00"/>
Balance (LCY) As Vendor	<input type="text" value="0.00"/>	Costs (LCY)	<input type="text" value="0.00"/>
Overdue Balance (LCY)	<input type="text" value="0.00"/>	Profit (LCY)	<input type="text" value="48,345.00"/>
Credit Limit (LCY)	<input type="text" value="0.00"/>	Profit %	<input type="text" value="100.0"/>
Blocked	<input type="text"/>	Last Date Modified	<input type="text" value="12/15/2025"/>
Privacy Blocked	<input type="checkbox"/>	Disable Search by Name	<input type="checkbox"/>

Address & Contact Show less

Address		Email	<input type="text" value="jpe@mdcnordic.com"/>
Address	<input type="text" value="Carls Blochs"/>	Fax No.	<input type="text"/>
Address 2	<input type="text" value="7"/>	Home Page	<input type="text"/>
Country/Region Code	<input type="text" value="DK"/>	Language Code	<input type="text"/>
City	<input type="text" value="Nyborg"/>	Format Region	<input type="text"/>
Post Code	<input type="text" value="5800"/>	Contact	
Show on Map		Contact Code	<input type="text" value="CT000038"/>
Phone No.	<input type="text" value="0312567877"/>	Contact Name	<input type="text" value="Kathrina"/>
Mobile Phone No.	<input type="text"/>		

Invoicing Show less


Bill-to Customer <input type="text"/>	Posting Details
VAT Registration No. 12345678 ...	Gen. Bus. Posting Group DOMESTIC
EORI Number	VAT Bus. Posting Group DOMESTIC
GLN 2398472394870	Customer Posting Group DOMESTIC
Use GLN in Electronic Doc... <input checked="" type="checkbox"/>	Allow Multiple Posting Gro... <input type="checkbox"/>
Copy Sell-to Addr. to Qte F... Company	Prices and Discounts
Account Code	Currency Code
Profile Code	Price Calculation Method
Profile Code Required <input type="checkbox"/>	Customer Price Group
Registration No.	Customer Disc. Group

3. Go to the **"Company Information"** Card which is to be posted.
 - i. Make sure that the following fields are filled:
 1. **"VAT Registration No"** = CVR of the **sending** Sproom Environment.
 2. **"Bank Branch No"** = Four-digit numerical value (random).
 3. **"Swift Code"**.

Company Information

✕ This page contains sensitive business data. You can set up a notification to alert you when data changes. [Enable Field Monitoring](#) | [Don't show this again.](#)

General Show more

Name MDC Nordic Demo Company	Phone No. 0666-666-6666
Address 5 The Ring	VAT Registration No. 37417793 ...
Address 2 Westminster	GLN
City Kugleby ...	Use GLN in Electronic Documents <input checked="" type="checkbox"/>
Post Code 9900 ...	EORI Number
Country/Region Code DK	Picture 
Contact Name Adam Matteson	

Company Information

× This page contains sensitive business data. You can set up a notification to alert you when data changes. [Enable Field Monitoring](#) | [Don't show this again.](#)

Payments

Allow Blank Payment Info. <input type="checkbox"/>	SWIFT Code <input type="text" value="SWIFTCODE"/>
Bank Name <input type="text" value="World Wide Bank"/>	IBAN <input type="text" value="GB 12 CPBK 08929965044991"/>
Bank Branch No. <input type="text" value="1245"/>	Bank Creditor No. <input type="text"/>
Bank Account No. <input type="text" value="99-99-888"/>	Bank Account Posting Group <input type="text"/>
Payment Routing No. <input type="text" value="99-99-999"/>	eDocuments
Giro No. <input type="text" value="888-9999"/>	Payment Means Setup <input type="text"/>

2. Sending Flow:

1. Go to the **"Sales Invoice"** Card which is to be posted.
 - i. Make sure that the following fields are filled:
 1. **"Customer No"** = the **receiving** Sproom environment.
 2. **"External Document No"**.
 3. **"Your Reference"**.

Sales Invoice

102245 · Sproom customer

Home Prepare Print/Send Request Approval Invoice Actions Related Automate Fewer options

Post Release

General

Customer No. <input type="text" value="C00040"/>	Contact <input type="text" value="Kathrina"/>
Customer Name <input type="text" value="Sproom customer"/>	Your Reference <input type="text" value="Internal reference"/>
Address <input type="text" value="Carls Blochs"/>	Document Date <input type="text" value="5/5/2025"/>
Address 2 <input type="text" value="7"/>	Posting Date <input type="text" value="5/5/2025"/>
City <input type="text" value="Nyborg"/>	VAT Date <input type="text" value="5/5/2025"/>
Post Code <input type="text" value="5800"/>	Due Date <input type="text" value="6/5/2025"/>
Country/Region Code <input type="text" value="DK"/>	External Document No. <input type="text" value="EXTERNAL DOC"/>
Contact No. <input type="text" value="CT000038"/>	Salesperson Code <input type="text"/>
Contact Phone No. <input type="text" value="0312567877"/>	Campaign No. <input type="text"/>
	Responsibility Center <input type="text"/>

- ii. Click on **"Post"**. Upon posting, the relevant document is created as E-Document in the system and sent to Sproom.

Sales Invoice

102243 · Sproom customer

Home Prepare Print/Send Request Approval Invoice Actions Related Automate Fewer options

Post Release

General Show more

Customer Name	Sproom customer	Contact	Kathrina
Sell-to		Document Date	5/5/2025
Contact Phone No.	0312567877	Posting Date	5/5/2025
Contact Fax No.		VAT Date	5/5/2025
Contact E-Mail	jpe@mdcnordic.com	Due Date	6/5/2025
Contact Role		Status	Open

- iii. Navigate to the **Posted Document**. Under the **Related tab**, click on **E-document** and open the relevant E-document against the Invoice.

Posted Sales Invoice

103016 · Sproom customer






Home Print/Send Invoice Incoming Document Related Automate Fewer options

Update Document Correct Find entries E-Document Open Create Electronic Invoice... Create

General Show less

No.	103016	Posting Date	5/5/2025
Customer	Sproom customer	VAT Date	5/5/2025
Sell-to		Due Date	6/5/2025
Address	Carls Blochs	Promised Pay Date	
Address 2	7	Quote No.	
City	Nyborg	Order No.	
Post Code	5800	Pre-Assigned No.	102243
Country/Region	DK	External Document No.	EXTERNAL DOC

E-Document - 12 · Sproom customer

Manage  Send Document  Recreate Document  Cancel EDocument  Get Approval Page ... 

General Show less

Document	Sales Invoice - 103016	Due Date	6/5/2025
Document Status	Processed	Order No.	
Direction	Outgoing	Amount Excluding tax	100.00
Workflow Code	MS-EDOCTOS-01	Amount Including Tax	105.00
Incoming E-Documen...		Currency Code	
Document Type	Sales Invoice	Bill-to/Pay-to No.	C00040
Document No.	103016	Bill-to/Pay-to Name	Sproom customer
Document Date	5/5/2025	Posting Date	5/5/2025

iv. Go to **"Sproom Dashboard"** to see the sent Documents from Business Central.

SPROOM DKK 0,00 SIGN OUT

HOME **SALES** BUY SERVICES SETTINGS HELP

SALES


Send invoice

Overview








Drafts

Deleted documents

OVERVIEW

HISTORY 

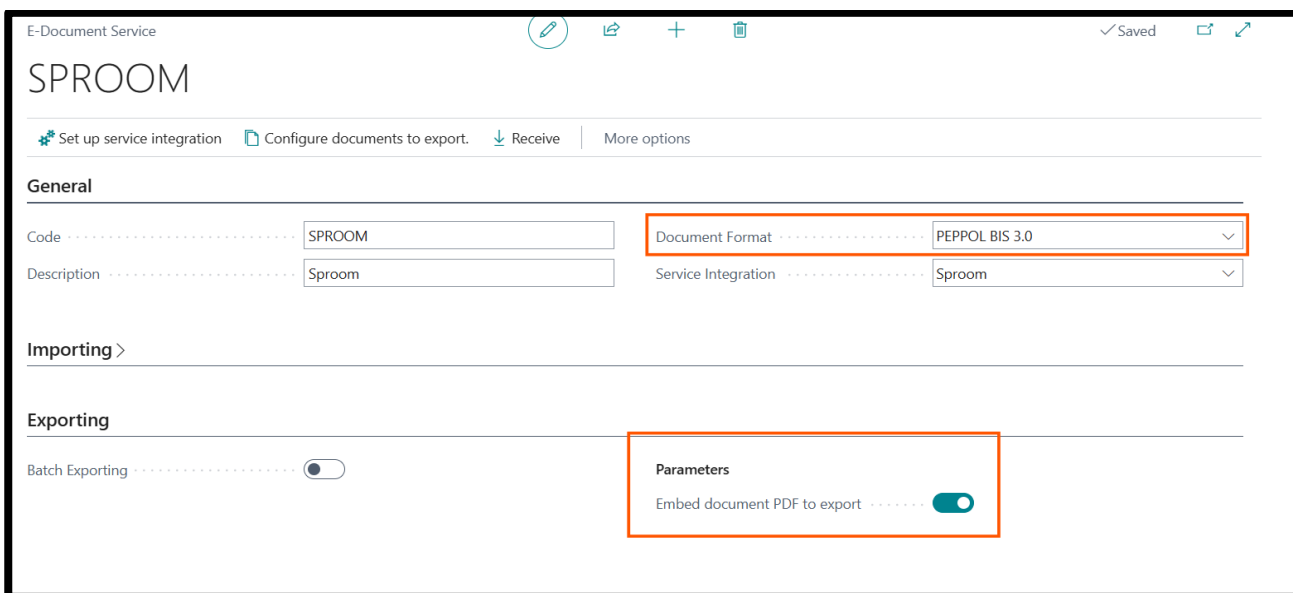
Select documents on page Delete selected Restore Selected

	05-05-2025	Invoice 103016	To Sproom customer	DKK 105,00	<input type="checkbox"/>
	05-05-2025	Invoice 103015	To Sproom customer	DKK 36.283,80	<input type="checkbox"/>
	05-05-2025	Invoice 103014	To Sproom customer	DKK 125,00	<input type="checkbox"/>
	04-06-2025	Invoice 103323	To Sproom Customer	DKK 6.950,00	 <input type="checkbox"/>
	04-06-2025	Invoice 103322	To Sproom Customer	DKK 1.338,75	 <input type="checkbox"/>

3. Embedded Attachments:

The E-Document Service can be configured to embed attachments within E-Documents sent to Sproom.

At present, Microsoft supports attachment embedding exclusively for PEPPOL-format documents.



5 Receive documents from Sproom

The Connector also allows you to batch receive documents from Sproom automatically upon click of an action.

Incoming documents are only imported

In receiving flow, our company would be the **receiver**.

1. Prerequisites:

- Make sure that the **Country/Region Code** field is filled in the **"Countries/Regions"** page for the Customer.
- Go to **"Vendor Card"** for which the purchase document is to be generated upon import. (Create if not present)

- i. Make sure that the following fields are filled in for the **Vendor**:
1. **Address** information = match the **sending** Sproom environment address.
 2. **"VAT registration Number"** = "CVR" of the **sending** Sproom Environment.
 3. **"Receive E-Document To"** = Specify which **purchase document** is to be generated against the received E-document.

V00010 · Demo02

Home Request Approval New Document Vendor Prices & Discounts Report More options

Contact Merge With... Apply Template Send Email Pay Vendor

General Show more

No. V00010 ...

Name Demo02

Blocked

Balance (LCY) 0.00

Balance (LCY) As Cust... .. 0.00

Balance Due (LCY) 0.00

Address & Contact Show more

Address

Address Københavnsvej

Address 2

Country/Region Code ... DK

City Roskilde

Post Code 4000

[Show on Map](#)

Phone No. 88202040

Mobile Phone No.

Email dev.sproom+demo02Common@

Home Page

Our Account No.

Contact

Primary Contact Code ...

Contact

Invoicing Show less

VAT Registration No. ... 32935273 ...

EORI Number

GLN

Pay-to Vendor No.

Invoice Disc. Code V00010

Prices Including VAT ...

Registration No.

Posting Details

Gen. Bus. Posting Gro... .. DOMESTIC

VAT Bus. Posting Gro... .. DOMESTIC

Vendor Posting Group DOMESTIC

Foreign Trade

Currency Code

Receiving

Location Code	<input type="text"/>	Customized Calendar	No
Shipment Method Code	<input type="text"/>	Over-Receipt Code	<input type="text"/>
Lead Time Calculation	<input type="text"/>	Receive E-Document To	Purchase Invoice
Base Calendar Code	<input type="text"/>	E-Document Service Parti...	0

- Go to any BC **"Item Card"** .
 - i. Make sure that the following fields are filled in for the selected Item:
 1. Go to **"Item Reference"** for the Item and create a Reference line to the **"Vendor"** with the **"Reference No"** and **"Base unit of Measure"** used by the Vendor.

Item Card

1002 · Dynamics 365 Business Central Premium [New Commerce Experience]

Home Request Approval Item Prices & Discounts Actions **Related** Reports Automate Fewer options

Copy Item Adjust Inventory Create Stockkeep History

Item

No. 1002

Description Dynamics 365 Business Cen

Blocked

Type Inventory

Base Unit of Measure PCS

Last Date Modified 3/26/2025

GTIN

Item Availability Purchases Sales Bill of Materials Warehouse Resources Variants Identifiers **Item References** Units of Measure Extended Texts Translations eDocuments UoM Translations Other

1002 · Dynamics 365 Business Central Premium [New Commerce Experience] Not saved

Item Reference Entries + New Edit List Delete Print Label More options

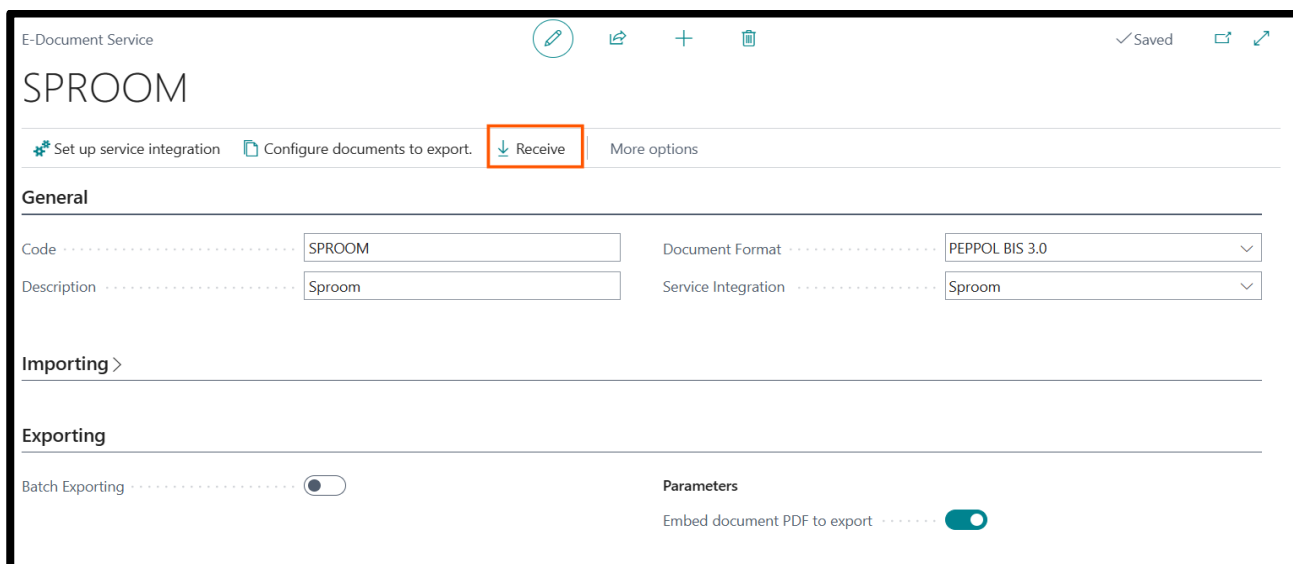
Reference Type ↑	Reference Type No. ↑	Reference No. ↑	Variant Code ↑	Unit of Measure ↑	Description	Starting Date	Ending Date	Usage Supplier Entry
→ Vendor	V00010	1		PCS				

- Go to **“E-Document Services”** configured for Sproom
 - i. Make sure that the following formats are selected for the E-Document Service:
 1. **“Document Format”** = OIOUBL or PEPPOL.

One of the additional formats visible now is **MDCSP Sproom** which is a custom format introduced in the earlier version and **will be removed** in the next version.

2. Receiving Flow:

Click on **“Receive”** to batch import all documents from the Sproom environment into BC.



E-Document Service

SPROOM

[Set up service integration](#)
[Configure documents to export.](#)
[Receive](#)
[More options](#)

General

Code SPROOM Document Format PEPPOL BIS 3.0

Description Sproom Service Integration Sproom

Importing >

Exporting

Batch Exporting

Parameters

Embed document PDF to export

Go to **“E-Document”** to see the processed incoming E-Document record. Click on the Document to navigate the Purchase Document generated against it.

E-Documents

Document Entry No	Bill-to/Pay-to No.	Bill-to/Pay-to Name	Document Type	Document No.	Document Date	Electronic Document Status
5	V00010	Demo02	Purchase Invoice	107214	10/13/2025	Processed
4	V00010	Demo02	Purchase Invoice	107213	10/27/2025	Processed

E-Document

5 · Demo02

Related Automate

General Show more

Document Invoice - 107214 Bill-to/Pay-to Name Demo02

Document Status **Processed**

Purchase Invoice

107214 · Demo02

Home Prepare Request Approval Invoice E-Document More options

Post Release Get Vendor Subscription Contract Lines

General Show more

Vendor Name Demo02 Due Date 10/13/2025

Buy-from Vendor Invoice No. TESTINVOICE

Contact Doc. Amount Incl. VAT 375.00

Document Date 10/13/2025 Doc. Amount VAT 75.00

Posting Date 5/5/2025 Status **Open**

VAT Date 5/5/2025

3. Attachment Processing:

The standard E-Document functionality handles the processing of embedded attachments in incoming documents.