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WORKSHOP

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AGREEMENT

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Business requirements specification - Cross industry invoicing process

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Foreword

The CEN/ISSS WS eBES has run a project to produce Cross Industry Business Process Requirements (BRS).

As results a series of CWA have been or will be published:

- Business Requirements Specification, Cross industry Catalogue Process
- Business Requirements Specification, Cross industry Despatch and Receive Process
- Business Requirements Specification, Cross industry e-Tendering process
- Business Requirements Specification, Cross industry Invoicing Process
- Business Requirements Specification, Cross industry Ordering Process Part 1: Global ordering process model definition
- Business Requirements Specification, Cross industry Ordering Process Part 2: Order transaction
- Business Requirements Specification, Cross industry Ordering Process Part 3: Order change transaction
- Business Requirements Specification, Cross industry Ordering Process Part 4: Order response transaction
- Business Requirements Specification, Cross industry Order Status Reporting
- Business Requirements Specification, Cross industry Remittance Advice Process
- Business Requirements Specification, Cross industry Scheduling Process

The final review/endorsement round for this CWA was successfully closed on 22 January 2007.

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Introduction

The current practice of the exchange of business documents by means of telecommunications – usually defined as e-Business - presents a major opportunity to improve the competitiveness of companies, especially for Small and Medium Enterprises (SME).

The commercial invoice is an important document exchanged between trading partners. In addition to its prime function as a request for payment, from the customer to the supplier, the invoice is an important accounting document and, also has potential legal implications for both trading partners. In the Member States of the European Union, the invoice is the key document for VAT declaration and reclamation, for statistics declaration in respect of intra community trade, and to support export and import declaration in respect of trade with countries outside the European community.

Started as an initiative by CEN/ISSS Work shop eBES, the European Expert Group 1 (EEG1) – Supply Chain & e-Procurement developed the Cross Industry Invoice in 2004. The Cross Industry Invoice has been compiled using the EUROFER ESIDEL version 1.0 as the base, with contributions and submissions from: EUROFER, GS1, CIDX, EDIFICE, AIAG/ODETTE/JAMA, GHX, UK e-Government, UK HM Customs & Excise, and EDS. The first draft of the Business Requirements Specification (BRS) was presented at the September 2004 UN/CEFACT Forum to the TBG1 members for review and comments from the other regions. Based on comments received TBG1 has drafted the final version of the BRS for further processing through the UN/CEFACT Forum process with the goal of developing a UN/CEFACT ebXML standard message.

The purpose of this document is to define globally consistent invoicing processes for the worldwide supply chains, using the UN/CEFACT Modelling Methodology (UMM) approach and Unified Modelling Language to describe and detail the business processes and transactions involved.

The structure of this document is based on the structure of the UN/CEFACT Business Requirements Specification (BRS) document reference CEFACT/ICG/005

1. Scope

This section describes the extent and limits of the business process within the supply chain being described in this document. The class diagram of the invoice business transaction is developed in such a way that it specifies the cross industry reusable business information entities. It allows the extension of industry specific business information entities such as product specification details to describe a specific product. It is up to each industry to specify, based on the BRS of the cross industry invoice, its industry specific invoice transaction.

| Categories | Description and Values |
|-------------------------|-------------------------------------|
| Business process | Invoice process in the supply chain |
| Product Classification | All |
| Industry Classification | All |
| Geopolitical | Global |
| Official Constraint | None |
| Business Process Role | Private and public procurement |
| Supporting Role | None |
| System Capabilities | No limitations |

The invoicing process is used to exchange the invoice between the supplier and the customer for the supply of goods or services ordered, delivered, received, consumed, etc.

This document describes the variants of invoicing in use in trade and industry. It considers the legal statements and, to a certain extent, the corrections of a previously sent invoice, by using credit notes or debit notes.

The following functions are part of the invoicing cycle, but only the treatment of the 'Traditional invoice' is dealt with at present. Treatment of the self-billing invoice will be developed in a second phase:

- The treatment of the traditional or suppliers' initiated invoice
- The treatment of the self-billing invoice (second phase)

The payment and remittance processes are not part of the invoicing process, but are detailed in the payment process.

To simplify understanding, the parties involved are limited to customer and supplier. In the total trade business, each of the parties can have more than one role. For the invoicing process, the customer can act as the customer, the buyer, the consignee, the invoicee and the ordering company. The supplier covers the roles of the seller, the sales agent or sales company, the consignor, the invoice issuer and payee.

To ensure that the invoicing of the ordered, delivered, received or consumed goods or services are in line with common practice used between trading partners, the following scenarios are used:

- The traditional invoicing, by the supplier to the customer (supplier is acting as the invoice issuer)

The self-billing invoicing, by the customer to the supplier (customer is acting as the invoice issuer) in a second phase.

2. Normative references

The following normative documents contain provisions which, through reference in this text, constitute provisions of this CWA. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this CWA are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies.

- UN/CEFACT Modelling Methodology (CEFACT/TMG/N090R10, November 2001)
- UN/CEFACT –ebXML Core Components Technical Specifications version 2.01 – ISO 1500-5
- UN/CEFACT Business Requirements Specification version 1.5 (CEFACT/ICG/005)
- UN/EDIFACT – Invoice message
- Report and recommendations of CEN/ISSS e-Invoicing Focus Group on Standards and Developments on electronic invoicing relating to VAT Directive 2001/115/EC
- Unified Modelling Language (UML version 1.4)