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English version

Business Interoperability Interfaces for Public Procurement in Europe - Post Award - Part 101: Profile BII03 Order Only

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European foreword

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This CEN Workshop Agreement (CWA) has been drafted and approved by the Workshop on Business Interoperability Interfaces for Public procurement in Europe (BII), phase 3 – CEN WS/BII 3.

CWA 17029 is part of a set of CWAs prepared by CEN WS/BII 31:

- CWA 17025:2016 Methodology and Architecture
- CWA 17026:2016 Notification profiles and transactions
- CWA 17027:2016 Tendering profiles and transactions
- CWA 17028:2016 Catalogue profiles and transactions
- CWA 17029:2016 Post-award profiles and transactions

CWA 17029 consists of the following Parts:

- CWA 17029-001 Overview
- CWA 17029-101 Profile BII03 Order Only
- CWA 17029-102 Profile BII04 Invoice Only
- CWA 17029-103 Profile BII05 Billing
- CWA 17029-104 Profile BII06 Procurement
- CWA 17029-110 Profile BII18 Punch Out
- CWA 17029-113 Profile BII21 Statement
- CWA 17029-119 Profile BII21 Ordering
- CWA 17029-120 Profile BII29 Receipt Advice
- CWA 17029-121 Profile BII30 Despatch Only
- CWA 17029-123 Profile BII32 Simple Ordering
- CWA 17029-201 UBL Syntax Implementation Guideline for Trdm001 Order
- CWA 17029-202 UBL Syntax Implementation Guideline for Trdm002 Simple Order Response
- CWA 17029-205 UBL Syntax Implementation Guideline for Trdm010 Invoice

¹ In order to ease the reading the CWAs provided by the CEN BII initiative, they are also made available on <http://www.cenbii.eu> together with explanatory notes and supporting material. The official version is however the version as published by CEN.

CWA 17029-206 UBL Syntax Implementation Guideline for Trdm012 Receipt Advice
CWA 17029-207 UBL Syntax Implementation Guideline for Trdm010 Credit Note
CWA 17029-208 UBL Syntax Implementation Guideline for Trdm016 Despatch Advice
CWA 17029-210 UBL Syntax Implementation Guideline for Trdm026 Statement
CWA 17029-211 UBL Syntax Implementation Guideline for Trdm076 Order Response
CWA 17029-212 UBL Syntax Implementation Guideline for Trdm077 Catalogue
CWA 17029-213 UBL Syntax Implementation Guideline for Trdm110 Order Agreement
CWA 17029-301 UN/CEFACT Syntax Implementation Guideline for Trdm001 Order
CWA 17029-302 UN/CEFACT Syntax Implementation Guideline for Trdm002 Simple Order
Response
CWA 17029-305 UN/CEFACT Syntax Implementation Guideline for Trdm010 Invoice
CWA 17029-307 UN/CEFACT Syntax Implementation Guideline for Trdm014 Credit Note
CWA 17029-308 UN/CEFACT Syntax Implementation Guideline for Trdm016 Despatch Advice
CWA 17029-311 UN/CEFACT Syntax Implementation Guideline for Trdm076 Order Response
CWA 17029-312 CEFACT Syntax Implementation Guideline for Trdm077 Catalogue
CWA 17029-313 UN/CEFACT Syntax Implementation Guideline for Trdm110 Order Agreement
CWA 17029-401 Guideline on Procurement With Aligned Master Data
CWA 17029-402 Guideline on Simplified Invoicing
CWA 17029-403 Guideline on Payment Initiation and Reconciliation
CWA 17029-404 Guideline on Pre-payments
CWA 17029-405 Guideline on Initiating the Procurement and Invoice Process with Accounting

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1 Scope

1.1 Introduction

The BII03 – Order Only profile describes basic ordering between buyer and seller. It describes a series of activities that govern communication between the parties, data and rules that apply.

The order is sent isolated; previous activities (e.g. cataloguing) and subsequent activities (e.g. Order Acceptance or Invoicing) are outside the scope of this profile. They may be performed manually. If performed electronically, their implementation is covered by other profiles.

The identifier for this profile is: urn:www.cenbii.eu:profile:bii03:ver3.0

1.2 Goals

The business goals to be supported by implementing this profile are:

ID	Description
G03-001	The profile is a basis for an EDI agreement between the parties and enables trading partners to communicate without a previous bi-lateral setup or agreements.
G03-002	The profile is a basis for automated handing of orders in a semi manual environment.
G03-003	The profile enables customers to set up a standardized acquisition process.
G03-004	SME can offer their trading partners the option of exchanging standardized documents in a uniform way and thereby move all orders into electronic form.
G03-005	Significant saving can be realized by the procuring agency by automating and streamlining in-house process of ordering.
G03-006	Significant saving can be realized by the suppliers by automating and streamlining in-house processing: approval, picking and invoicing can be improved significantly based on increased order quality.
G03-007	Implementation of electronic ordering is a good basis for buyer to enforce a formal process of approval and cost control within his own organization. This may benefit the supplier also by speeding up the payment process (since approval is done on beforehand).

1.3 Business environment

This profile supports a process of exchanging orders. It is intended to support transmission of electronic documents for processing in semi-automated processes by the receiver. The intended scope for this profile includes:

- B2B and B2G
- Common business processes for cross industry and cross border ordering
- Regional procurement within EU and EEA. The profile is expected to be applicable to other regions following a review of regional requirements
- Mainly for purchase of goods and services

The transaction specified in this profile is intended to be exchanged between the application systems of customers and suppliers. This means that it is expected that customers and suppliers have connected their systems to the internet, and that they have middleware in place to enable them to send and receive the transactions in a secure way, using an agreed syntax.

2 Requirements

Based on the goals and scope of this profile, the following set of high level requirements is found. Each requirement is connected to a goal. In paragraph 3.2 a set of key examples is also provided.

Requirements, taken into account:

- A Buyer submits an Order for delivery of goods or services to a seller.
- An Order may refer to a framework agreement for its terms and conditions; otherwise the Customer terms and conditions apply.
- An Order may contain items (goods or services) with item identifiers or items with free text description.

This section identifies the major business processes that are frequently supported within ordering and will clarify if and how they are supported in this profile. The ordering process includes the sending of Orders. This profile supports a “common business process” that is used widely or understood as being relevant for most companies. The main activities supported by this profile are:

Structured Ordering

The Order transaction should support the structured ordering of goods or services, using free text or use of identifiers. The information source of the ordered products may be a (paper or electronic) catalogue.

Accounting

The ordering process must support the allocation of budgets, so the value amounts of the ordered products may be stated. The buyer may provide some information that the supplier is required to place on the invoice for aiding and automation of invoice processing.

Invoice Verification

The buyer may provide some information that the supplier is required to place on the invoice for aiding and automation of invoice approval.

VAT reporting

VAT reporting is not a general requirement on orders. The level of support in orders is to

- Enable VAT reporting in invoices by providing VAT number of buyer in case of reverse charges.
- VAT can be stated as an estimate to enable buyers to state expected value of order. This can be helpful in automated matching of orders and invoices. VAT information is informative and does not affect the terms of trade.

Payment

Information about pre-payment or arrangement of payment are not considered core functionality in order and are therefore not supported.