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English version

Business Interoperability Interfaces for Public Procurement in Europe - Post Award - Part 405: Guideline on Initiating the Procurement and Invoice Process with Accounting

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European foreword

CWA 17029-405, **Guideline on Initiating the Procurement and Invoice Process with Accounting** was developed in accordance with CEN-CENELEC Guide 29 “CEN/CENELEC Workshop Agreements – The way to rapid agreement” and with the relevant provisions of CEN/CENELEC Internal Regulations - Part 2. It was agreed on 2015-12-02 in a Workshop by representatives of interested parties, approved and supported by CEN following a public call for participation made on 2013-02-20. It does not necessarily reflect the views of all stakeholders that might have an interest in its subject matter.

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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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Scope

1.1 Introduction

This guideline is a deliverable of the third CEN Workshop on Business Interoperability Interfaces for public procurement in Europe (WS/BII3).

The objective of the BII initiative is to provide a framework for interoperability in pan-European electronic procurement transactions, expressed as a set of requirements and technical specifications. The requirements are input into UN/CEFACT in order to ensure global interoperability.

The purpose of this guideline is to describe how the procurement transactions that may be exchanged through the use of BII profiles may be integrated into the accounting processed of the receiving party. The focus is on the invoice as an accounting document but the guideline also considers related information exchanged with other documents such as order. This guideline fulfils the workshop deliverable PoAw-08 Integrating the procurement and invoice process with account, described as follows:

"Development of guideline and best practices for integrating the procurement and invoice process with accounting. Particularly for accounting entry in different scenarios/profiles (Invoice only, Catalogue-Order-Invoice). Efficient ways of coding dimensions and how to communicate the necessary information."

1.2 Goals

The purpose of this guideline is to explain how information in BII documents can be used to automate the accounting, partially or in full.

ID	Description
GLG08-001	Describe how information from procurement documents may be used to increase automation in the accounting process.

1.3 Business requirements

The integration to accounting fulfils the following high level requirements.

Req. ID	Requirement statement	Ref. to goal
GLR08-001	Facilitate automation of the invoice reconciliation.	GLG08-001
GLR08-002	Facilitates automated assigning of accounting keys when entering the invoice into accounts.	GLG08-001
GLR08-003	Facilitate automation of payment scheduling.	GLG08-001

1.4 Scope

The scope of this guideline is the interaction of the electronic invoice with the internal business processes of the invoice receiver, i.e. buyer. In this context the guideline recognizes the following main activities as general activities that are carried out when invoices are received.

- 1) Entering of invoice data into an accounting system.

- 2) Reconciliation of the invoice against previous activities for the purpose of verifying that the invoice is in accordance with previous agreements and actual delivery.
 - i) Contract.
 - ii) Ordering.
 - iii) Delivery.
- 3) Assigning accounting keys to the invoice.
 - i) Cost centre / cost type (debit side)
 - ii) Payment (credit side)
- 4) Scheduling of payment.
- 5) Business controls.

The exact order of these activities may differ between companies and organizations.

2 Processing of invoice by relations between documents

The buyer may integrate the invoice with the procurement process and process the invoice into company accounts by keeping track of the relations of the invoice to other documents in the procurement process. This can enable the buyer to retrieve information from other steps in the process and use that information for correct booking of an invoice.

2.1 Invoice based on electronic order

An invoice is preceded by a formal order that is referenced in the invoice. An approved order may be used to control the invoice processing.

Buyer issues an order that has an order identifier that is given in business term "Order identifier" tir01-003. The seller reports this identifier back in business term "Purchase order identifier" tir10-011 in the invoice. Thus enabling the buyer to retrieve the order and use it for review and booking.

Document	Business term	← Relationship →	Business term	Document
Order	Order identifier tir01-003	An order identifier given in an invoice references an order that has that id.	Purchase order identifier tir10-011	Invoice
Order	Order line identifier tir01-120	An invoice line may include a reference to a particular line in the order that is being invoice, in full or partially.	Referenced purchase order line reference Invoice tir10-066	Invoice

2.2 Buyers reference

When ordering, the buyer may select to use references that are issued by him. Such references may define various entities such as any kind of cost centres (organizational units, assets or projects), individuals or internal documents (vouchers, authorizations).

The buyers reference may be given in an order, using business term "Buyers reference identifier" tir01-202 or it may be given in unstructured ways like in emails or verbally.