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CEN/WS/BII2/BII31

Reminder only

PROFILE

DRAFT

Business Domain: Post award procurement

Business Process: Billing

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Document Summary

This profile describes a process comprising a Supplier, in the role of a Creditor, who has issued an Invoice to a Customer, who has the role of a Debtor, reminding the Debtor to act on the Invoice.

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1 Introduction

This profile is a deliverable of the CEN ISSS BII2 workshop.

The original CEN Workshop on **Business Interoperability Interfaces for public procurement in Europe** (CEN ISSS BII) was concluded in December 2009, and its results, including a set of profiles, were issued as **CWA 16073:2010**. The objective of the second phase of the workshop – CEN WS/BII2 – was 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 and the specifications are compatible with UN/CEFACT in order to ensure global interoperability.

Based on user input the CEN WS/BII2 has issued a number of new profiles and reviewed and updated a number of the profiles published as part of CWA 16073:2010. One of the new profiles is profile BII31 that describes the process of reminding to act upon an earlier received Invoice.

1.1 CEN WS/BII2 profiles

A CEN WS/BII2 profile description is a technical specification describing

- the choreography of the business process covered, i.e. a detailed description of the way the business partners collaborate to play their respective roles and share responsibilities to achieve mutually agreed goals with the support of their respective information systems,
- the electronic business transactions exchanged as part of the business process, with their information requirements, and the sequence in which these transactions are exchanged,
- the business rules governing the execution of that business process, as well as any constraints on information elements used in the transaction data models

The profiles focus on the standardization on the organisational and semantics interoperability levels rather than on syntax or technical interoperability levels. Consequently the business transactions within a profile can be structured based on different message standards/syntax as long it can carry all the necessary information elements.

Although the profile descriptions and transaction data models provided by CEN WS/BII2 are neutral of syntax, the workshop also published specifications of how its data models may be mapped to defined syntaxes. This is done in order provide implementable specifications.

The main focus of the profile description and the associated transaction data models is to address generally expressed business requirements, applicable throughout the European market. Although the profile description is designed to meet generally expressed requirements, it is still the responsibility of the users to ensure that the actual business transactions exchanges meets all the legal, fiscal and commercial requirements relevant to their business.

BII profiles describe common business processes. Stating what business practices are “common” depends on regions and industries that may have their own practices and needs, as well as on work practices within individual companies. Describing what business processes are “common” is therefore a qualitative process. This section sets out to identify what business practices can be listed as “common” and should therefore be supported by the profile. The benchmark is that the common business process is a process that is used by a wide range of companies in different industries and regions or is generally recognized as being relevant for most companies. The method for collecting is through input and expert advice from workshop participants, through existing documentation and expert review.

Each document acts as carrier of information between a seller and a buyer. Some of this information is directly related to its core function but additionally and frequently contains information that is used for related business processes. The nature of which and details depend on the industry and bilateral business relations.

In BII profiles, requirements of the information content of the documents are related to the business process in which the documents are exchanged. The business process in scope of the profile is identified in section 2. In section 3, the business requirements, taken into account, are listed, both on process level and on document/transaction level. In section 4, these requirements are modelled into UML activity diagrams and

into Transaction Information Requirement models. Additional Transaction Business Rules are included in section 4 as well.

The requirement models are syntax neutral. The mapping of the models to available syntaxes is outside the scope of the profiles, but is referenced to in section 5.

1.2 CEN WS/BII2 Post award support

The BII workshop has developed a set of profiles to support interoperability in the pre and post award areas. The scope of BII2 is public procurement but the profiles apply as well to private trade since most public trade involves private suppliers.

The scope of BII2 post award profiles include processes that support communication of catalogues, orders and invoices. These may link with other support processes like transport, inventory and payment, but these other processes are currently out of scope for the workshop.

The set of BII profiles for supporting the post award area are:

Profile	Processes	Transactions	Version
BII33 Catalogue subscription	Sourcing	Catalogue Subscription Request Catalogue Subscription Request Acceptance Catalogue Subscription Request Rejection	BII2
BII01 Catalogue only	Sourcing	Submit Catalogue Accept Catalogue Reject Catalogue	BII2
BII17 Multi Party Catalogue	Sourcing	Catalogue Request Catalogue Request Rejection Multiparty Catalogue	BII2
BII02 Catalogue update	Sourcing	Submit Catalogue Item Update Submit Catalogue Price Update Accept Catalogue Update Reject Catalogue Update	BII2
BII16 Catalogue Deletion	Sourcing	Catalogue Deletion Request Catalogue Deletion Confirmation	BII2
BII18 Punch Out	Ordering	Provide Quote	BII1
BII20 Customer Initiated Sourcing	Sourcing	Request Quote Provide Quote Reject Quote	BII1
BII03 Order only	Ordering	Order Submission	BII2
BII32 Simple ordering	Ordering	Order Submission Simple Order Response	BII2
BII28 Ordering	Ordering	Order Submission Order Response	BII2
BII27 Advanced ordering	Ordering	Order Submission Order Acceptance Order Rejection Seller Counter Offer Buyer Counter Offer Counter Offer Acceptance Order Withdrawal	BII2
BII04 Invoice Only	Billing	Invoice	BII2
BII15 Scanned invoice	Billing	Submit Invoice Correct with Credit Request Rescan	BII1
BII09 Customs Bill	Billing	Submit Invoice Correct with Debit Correct with Credit	BII1
BII05 Billing	Billing	Invoice Credit Note Corrective Invoice	BII2
BII23 Invoice only with dispute	Billing	Submit Invoice Dispute Invoice	BII1
BII06 Procurement	Ordering, Billing	Order Submission Order Acceptance Order Rejection Invoice Credit Note Corrective Invoice	BII2
BII07 Procurement with invoice dispute	Ordering, Billing	Submit Order Accept Order	BII1

Profile		Processes	Transactions	Version
			Reject Order Submit invoice Dispute Invoice Correct with Invoice Correct with Credit	
BII31	Reminder only	Payment	Payment Reminder	BII2
BII21	Statement	Payment	Statement Statement Rejection	BII2
BII08	Billing with dispute and reminder	Billing, Payment	Submit Invoice Dispute Invoice Correct with Invoice Correct with Credit Issue Reminder	BII1
BII19	Advanced Procurement	Ordering, Billing, Payment	Submit Order Accept Order Reject Order Submit Counter Offer Accept Counter Offer Reject Counter Offer Submit invoice Dispute Invoice Correct with Invoice Correct with Credit Issue Reminder	BII1
BII30	Despatch only	Fulfilment	Despatch Advice	BII2
BII29	Utility statement	Fulfilment	Utility Statement Utility Statement Acceptance Utility Statement Rejection	BII2
BII13	Advanced Procurement with Dispatch	Ordering, Fulfilment, Billing, Payment	Submit Order Accept Order Reject Order Submit Counter Offer Accept Counter Offer Reject Counter Offer Provide Despatch Advice Submit invoice Dispute Invoice Correct with Invoice Correct with Credit Issue Reminder	BII1

This profile BII31-Reminder is used complementary to Invoicing, to remind a Debtor to act upon an invoice.

1.3 Implementation, conformance and customization

CEN WS/BII2 profiles define the core functionality that is required in order to achieve interoperability for the business processes that are covered. Parties, claiming conformance to a CEN WS/BII2 profile must be capable of:

- Processing all non-optional transactions that are defined in the profile
- Sending all mandatory elements within the transactions
- Processing all elements within the transactions they receive

Parties may agree bilaterally or within certain communities to extend the core set of information elements, or to adapt their cardinality. This extension mechanism is described in the BII Technical Guideline: BII conformance and customization.

In order to implement the profile, the transactions are to be represented in some syntax. Syntax representation is outside the scope of this profile, however, the mapping of the profile transactions to UBL 2.0 and to UN/CEFACT is described in section 5 of this profile. In section 5, reference is made to technical documents such as XML schemas, Schematron files and example messages to support technical implementation.



Implementations of this profile may be validated by means of tools and supporting material, as described in the BII Technical Guideline: BII implementation and use of validation artefacts. More background information and support material can be found on the CEN WS/BII2 website <http://www.cenbii.eu/>.

2 Business environment

2.1 Introduction

The BII31 – Reminder profile supports the exchange of a Reminder. It describes a series of activities that govern communication between the parties, data and rules that apply.

2.2 Objectives

The business objectives for implementing this profile are:

1. 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.
2. Is a basis for automated handing of payment reminders in a semi manual environment.
3. Enables customers to set up a standardized billing and payment process.
4. SME can offer their trading partners the option of exchanging standardized documents in a uniform way and thereby move all invoice related documents into electronic form.
5. Can be used as basis for restructuring of in-house processes of invoices and payments.
6. Significant saving can be realized by the procuring agency by automating and streamlining in-house processing. The accounting can be automated significantly, approval processes simplified and streamlined, payment scheduled timely and auditing automated.
7. Significant saving can be realized by the suppliers by automating and streamlining in-house processing: invoicing and payment can be improved significantly based on shorter payment cycles.

2.3 Scope

This profile supports a process linked to invoicing. It is intended to support transmission of electronic documents for processing in semi-automated processes by the receiver. The profile mandates use of references to an invoice in the Billing process. The intended scope for this profile includes:

- B2B and B2G
- Common business processes for cross industry and cross border invoicing
- 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 and/or services that can be itemized.
- To enable both VAT and non VAT invoicing

The transactions, specified in this profile are 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.

3 Requirements

3.1 Process requirements

The Reminding process includes the sending of a Reminder to restate issuers claim for settlement. A Reminder claims a payment for previously issued invoices or credit notes.

- The Supplier as a Creditor sends an electronic Reminder.
- The Customer as a Debtor may act upon the Reminder and pay invoice, in which case the process ends.

3.1.1 Support of common business processes

This profile supports a set of “common business process” that are used widely or understood as being relevant for most companies.

Invoicing

The reminder follows the process of issuing billing documents and is used to restate issuers claim for settlement.

Payment

The Reminder may contain payment instructions but the payment process is out of scope.

3.2 Information requirements

3.2.1 Reminder transaction business requirements

General requirements

ID	Requirement
tbr17-001	A reminder should contain a customer number for the Accounting Customer Party.
tbr17-004	A reminder must have a reminder number.
tbr17-005	A reminder must have the date of issue.
tbr17-006	A reminder must specify the sum of the line amounts.
tbr17-007	A reminder must specify the total payable amount.
tbr17-009	If payee information is provided then the payee name must be specified.
tbr17-010	A reminder must contain the full name of the supplier.
tbr17-011	A reminder must contain the full name of the customer.
tbr17-013	A reminder must specify the taxable amount and the VAT amount per VAT rate; and the tax total amount.

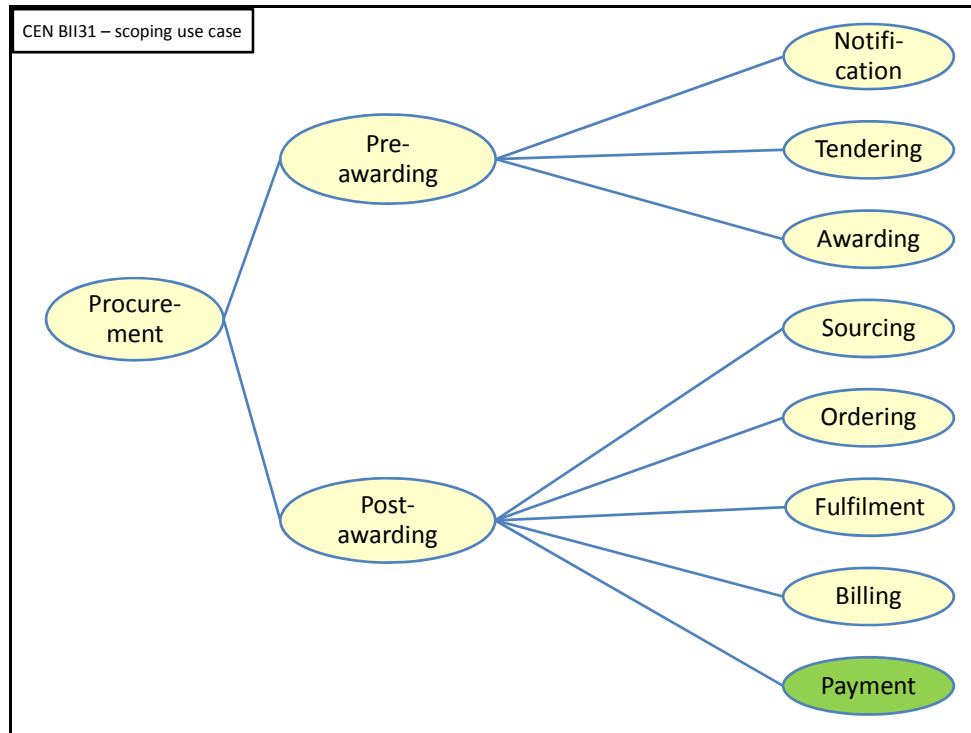
Line Item

ID	Requirement
tbr17-002	Reminder lines must have a line identifier.
tbr17-008	A reminder must specify at least one line item.
tbr17-014	Each line of the Reminder states a reference to a previously issued document (invoice or credit note) and the document amount.
tbr17-015	Each line provides for a free text note.

4 Profile detailed description

4.1 Business processes in scope

Procurement is a complex domain with several key processes, some of which are illustrated in the following figure.



The Reminder Only profile covers part of the business processes that have been highlighted in the above figure.

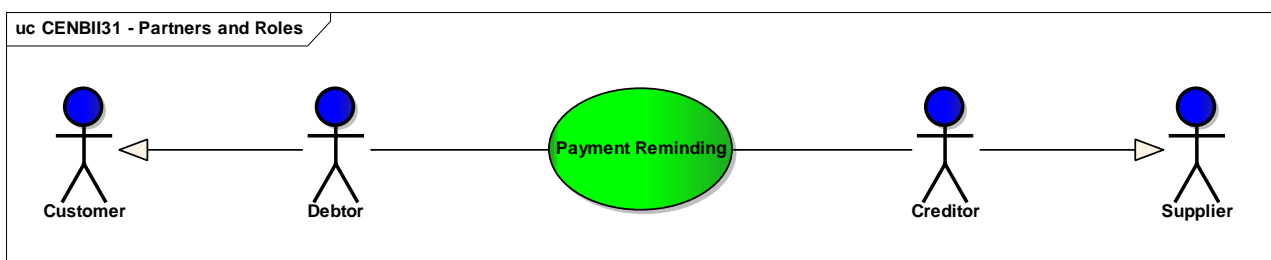
4.2 Roles involved

The following business partners participate in this profile, acting in the roles as defined below.

Business partners	Description
Customer	<p>The customer is the legal person or organization who is in demand of a product or service.</p> <p>Examples of customer roles: buyer, consignee, debtor, contracting authority.</p>
Supplier	<p>The supplier is the legal person or organization who provides a product or service.</p> <p>Examples of supplier roles: seller, consignor, creditor, economic operator.</p>

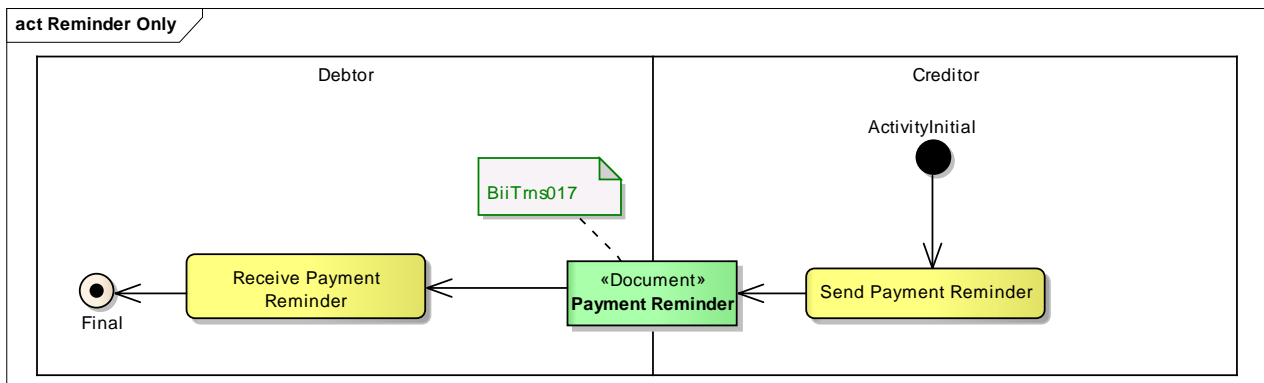
Role/actor	Description
Creditor	One to whom a debt is owe. The Party that claims the payment and is responsible for resolving billing issues and arranging settlement. The Party that sends the Invoice. Also known as Invoice Issuer, Accounts Receivable, Seller.
Debtor	One who owes debt. The Party responsible for making settlement relating to a purchase. The Party that receives the Invoice. Also known as Invoicee, Accounts Payable, Buyer.

The following diagram links the business process to the roles performed by the Business Partners.



4.3 Payment Reminding Process

The following diagram shows the choreography of the business process implemented by the profile. The choreography of business collaborations defines the sequence of interactions when the profile is run within its context.



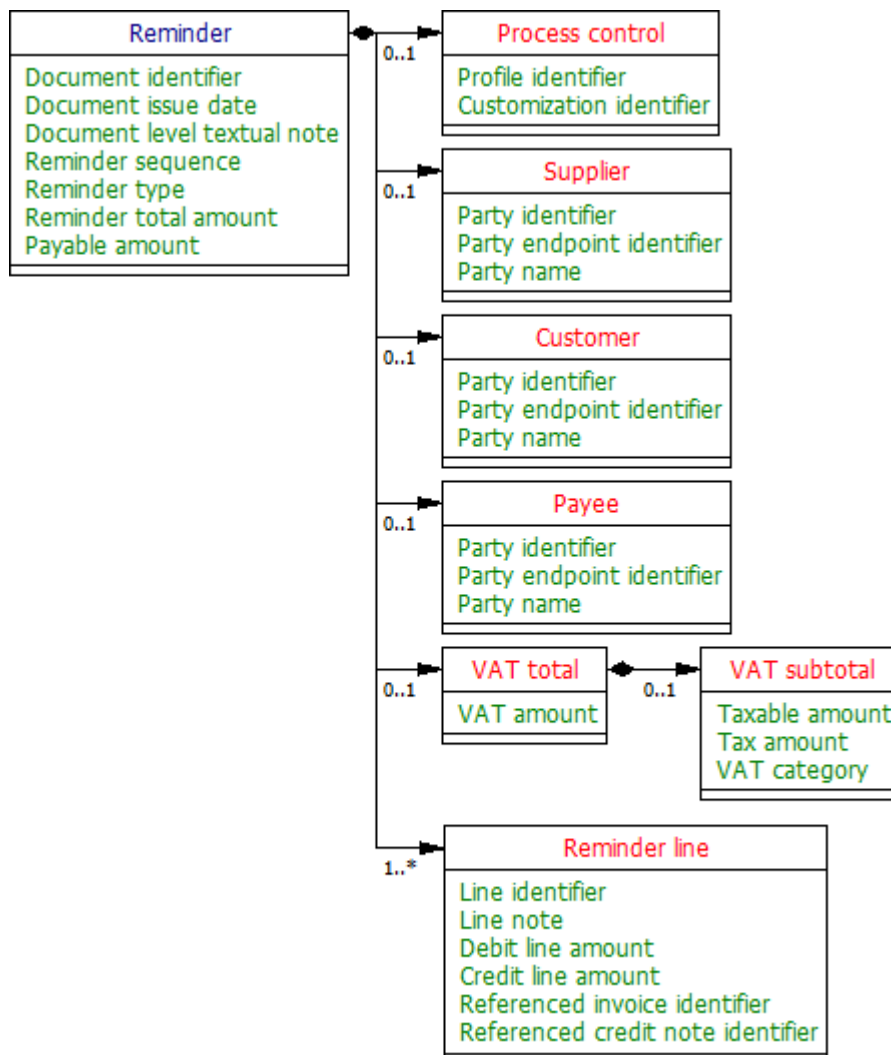
Description	The Supplier in the role of Creditor sends a Reminder to the Customer in the role of Debtor to remind him to act upon previously sent invoices The Customer assesses the Reminder
Pre-conditions	Supplier and Customer have exchanged one or more invoices, leading to payment obligations.
Post-conditions	The payment obligations have been communicated by the Seller to the Buyer
Scenarios	A Reminder is sent from the Seller to the Buyer.
Exceptions	None
Remarks	None

4.4 Transaction Information requirements

4.4.1 Payment Reminder Transaction

Identifier	BiiTrns017
Description	A Supplier in the role of Creditor sends a Payment Reminder to a Customer in the role of Debtor.
Partner Types	Customer Supplier
Authorized Roles	Debtor Creditor
Legal Implications	See business rules below.
Initial Event	Send Payment Reminder.
Terminal event	Receive Payment Reminder
Constraints	See business rules below

4.4.1.1 Payment Reminder Transaction Information Requirements Model



4.4.1.2 Payment Reminder Transaction Information Requirements

InfRqID	Crđ	Tree and Business term	Usage	Data Type	ReqID	Note
		Reminder				
tir17-001	1..1	Document identifier	An identifier for the Reminder assigned by the Creditor.	BiiDT::Undefined	tbr17-004	
tir17-002	1..1	Document issue date	The date assigned by the Creditor on which the Invoice was issued.	BiiDT::Date	tbr17-005	
tir17-003	0..1	Document level textual note	Free-form text applying to the Reminder. This element may contain notes or any other similar information that is not contained explicitly in another structure.	BiiDT::Text		
tir17-004	0..1	Reminder sequence	The sequence number of the current reminder. Specifies the number of reminders previously sent plus one.	BiiDT::Numeric		
tir17-005	0..1	Reminder type		BiiDT::Code		
tir17-006	1..1	Reminder total amount	The total of Line amounts net of tax and settlement discounts, but inclusive of any applicable rounding amount.	BiiDT::Amount	tbr17-006	
tir17-007	1..1	Payable amount	The total amount to be paid.	BiiDT::Amount	tbr17-007	
	0..1	Process control	Information about the specification that apply to the transaction.	CENBII common structures::Process control		
tir17-008	1..1	Profile identifier	Identifies the BII profile or business process context in which the transaction appears.	BiiDT::Code	tbr00-001	
tir17-009	1..1	Customization identifier	Identifies the specification of content and rules that apply to the transaction.	BiiDT::Code	tbr00-002	
	0..1	Supplier	The party that issued the document that the reminder is for.	Main::Party		
tir17-010	0..1	Party identifier	Identifies a party.	BiiDT::Undefined		
tir17-011	0..1	Party endpoint identifier	Identifies the end point of the routing service, e.g., EAN Location Number, GLN.	BiiDT::Undefined		
tir17-012	0..1	Party name	The name of the party.	BiiDT::Text	tbr17-010	
	0..1	Customer	The party that is being reminded.	Main::Party		
tir17-013	0..1	Party identifier	Identifies a party.	BiiDT::Undefined	tbr17-001	
tir17-014	0..1	Party endpoint identifier	Identifies the end point of the routing service, e.g., EAN Location Number, GLN.	BiiDT::Undefined		
tir17-015	0..1	Party name	The name of the party.	BiiDT::Text	tbr17-011	
	0..1	Payee	The party that should receiver the payment that the customer is being reminded of.	Main::Party		
tir17-016	0..1	Party identifier	Identifies a party.	BiiDT::Undefined	tbr17-009	
tir17-017	0..1	Party endpoint identifier	Identifies the end point of the routing service, e.g., EAN Location Number, GLN.	BiiDT::Undefined	tbr17-009	
tir17-018	0..1	Party name	The name of the party.	BiiDT::Text	tbr17-009	
	0..1	VAT total	Information about VAT amounts in the document that is being reminded.	Main::VAT total		
tir17-019	0..1	VAT amount	The total tax amount for particular tax scheme e.g. VAT; the sum of each of the tax subtotals for each tax category within the tax scheme.	BiiDT::Amount	tbr17-013	
	0..1	VAT subtotal	Subtotals of VAT for each tax rate	Main::VAT subtotal		
tir17-020	0..1	Taxable amount	The net amount to which the tax percent (rate) is applied to calculate the	BiiDT::Amount	tbr17-013	

InfRqID	Crđ	Tree and Business term	Usage	Data Type	ReqID	Note
			tax amount.			
tir17-021	0..1	— Tax amount	The amount of tax stated explicitly.	BiiDT::Amount	tbr17-013	
tir17-022	0..1	— VAT category	Identifies the tax category.	BiiDT::Undefined	tbr17-013	
	1..n	— Reminder line	The reminder lines contain information about one or more documents and/or document sections that the customer is being reminded of.	Main::Reminder line		
tir17-023	1..1	— Line identifier	Identifies the Reminder Line.	BiiDT::Undefined	tbr17-002, tbr17-008	
tir17-024	0..1	— Line note	Free-form text applying to the Reminder Line. This element may contain notes or any other similar information that is not contained explicitly in another structure.	BiiDT::Text	tbr17-015	
tir17-025	0..1	— Debit line amount	The amount debited on the Reminder Line.	BiiDT::Amount		
tir17-026	0..1	— Credit line amount	The amount credited on the Reminder Line.	BiiDT::Amount		
tir17-027	0..n	— Referenced invoice identifier	Identifies the document being referred to.	BiiDT::Undefined	tbr17-014	
tir17-028	0..n	— Referenced credit note identifier	Identifies the document being referred to.	BiiDT::Undefined	tbr17-014	

4.4.1.3 Payment Reminder Transaction Business Rules

Facts

RuleID	rulenote	target	errorlevel	source	ReqID
BII2-T17-R007	A reminder MUST specify at least one line	Reminder	fatal	T17	Tbr17-008
BII2-T17-R012	A supplier in the reminder MUST be identified using the party name or the party identifier	Supplier	fatal	T17	Tbr17-010
BII2-T17-R013	A customer in the reminder MUST be identified using the party name or the party identifier	Customer	fatal	T17	Tbr17-011

Integrity constraints

RuleID	rulenote	target	errorlevel	source	ReqID
BII2-T17-R001	A reminder MUST have a customization identifier	Reminder	fatal	T17	
BII2-T17-R002	A reminder MUST have a profile identifier	Reminder	fatal	T17	
BII2-T17-R003	A reminder MUST have a document identifier	Reminder	fatal	T17	Tbr17-004

BII2-T17-R004	A reminder MUST have the date of issue	Reminder	fatal	T17	Tbr17-005
BII2-T17-R005	A reminder MUST specify the sum of the line amounts	Reminder	fatal	T17	Tbr17-006
BII2-T17-R006	A reminder MUST specify the total payable amount	Reminder	fatal	T17	Tbr17-007
BII2-T17-R008	Reminder lines MUST have a line identifier	Reminder Line	fatal	T17	Tbr17-002
BII2-T17-R009	A reminder line MUST specify a referenced billing identifier	Reminder Line	fatal	T17	Tbr17-014

Conditions

RuleID	rulenote	target	errorlevel	source	ReqID
BII2-T17-R011	The payee name or payee identifier MUST be specified if payee information is provided	Reminder	fatal	T17	Tbr17-009

Calculations

RuleID	rulenote	target	errorlevel	source	ReqID
BII2-T17-R010	Reminder total line extension amount MUST equal the sum of the line totals	Reminder	fatal	T17	

5 Implementation

The following documents define the binding of the transactions to various syntaxes:

Transaction	Syntax	Binding document
BiiTrns017	UBL 2.1	BiiTrns17-SB-UBL.rtf

These documents have been annexed to this profile.

Validation tools, such as Schematron files, are available on the BII2 web site: <http://www.cenbii.eu/>

6 References

6.1 General references relevant for all BII profiles:

External documents

- UN/CEFACT Modelling Methodology (available at <http://www.untmg.org/specifications/>)
- UML (Unified Modelling Language), version 2.0 (available at <http://www.omg.org/spec/UML/2.0/>)

Related publications from CEN/ISSS WS/BII:

- CEN CWA 16073:2010 – BII1 Profiles and deliverables
- CEN CWA xxxx0: BII2 Architecture
- CEN CWA xxxx1, BII2 eNotification profile
- CEN CWA xxxx2, BII2 eTendering profiles
- CEN CWA xxxx3, BII2 eCatalogue profiles

BII2 web site: <http://www.cenbii.eu/>