



Guideline Party

Version 2.0



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1 introduction

The Northern European Subset (NES) group was established to enable interoperability of procurement data between users of the Universal Business Language (UBL). UBL is a royalty-free library of XML documents addressing the requirements of electronic procurement and international trade and transportation. Its second version (UBL 2.0) was released as an OASIS standard in December 2006. NES members contributed extensively to the development of this version of the standard.

The focus of NES is to define the specific use of UBL 2.0 electronic procurement documents domestically and between the member countries. The definition covers semantic interoperability within and between all business sectors, public and private.

This guideline is one of a series of documents describing the purpose and use of the business documents that comprise the NES subset of UBL 2.0.

All cardinalities shown in this document represent elements and associations at NES library level; see 'NES Information Model Architecture' for further information.

1.1 purpose

The purpose of this guideline is to specify the use of classes and elements used to specify Party information.

1.2 summary

- a Party is an individual, an organisation or an entity that has a role in a business process
- NES documents contain at least two Parties, a sender and a recipient, at document level
- additional Parties may be referenced at document and line level

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2 Party classes and elements

Party information is described in the Party class. Associated information is described in:

1. Party Identification
2. Party Name
3. Party Language
4. Party Postal Address
5. Party Physical Location
6. Party Tax Scheme
7. Party Legal Entity
8. Party Contact
9. Party Person

2.1 Party

The Party class identifies the actor in a process and gives details of the role that the actor plays.

2.1.1 Party elements

name	definition	cardinality
WebsiteURI	the Uniform Resource Identifier (URI) of the Party	0..1
LogoReferenceID	a Party's logo	0..1
EndpointID	an identifier for the end point of the routing service (see NES code list for Endpoint ID and Party ID)	0..1
<i>PartyIdentification</i>	an association to Party Identification	0..n
<i>PartyName</i>	an association to Party Name	0..n
<i>Language</i>	an association to Language	0..1
<i>PostalAddress</i>	an association to address	0..1
<i>PhysicalLocation</i>	an association to Location	0..1
<i>PartyTaxScheme</i>	an association to Party Tax Scheme	0..n



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	(see also 'NES Guideline - Tax')	
<i>PartyLegalEntity</i>	an association to Party Legal Entity	0..1
<i>Contact</i>	an association to Contact	0..1
<i>Person</i>	An association to Person	0..1

2.2 Party Identification

The Party Identification class provides information about a Party's identity. Either Party Identifier or Party Name (see below) or both must be stated for every Party.

Party Identification contains only one mandatory element.

2.2.1 Party Identification elements

name	definition	cardinality
ID	the identifier for the Party (see NES code list for Endpoint ID and Party ID)	1

2.3 Party Name

The Party Name class provides information about a Party's name.

Either Party Name or Party Identifier (see above) or both must be stated for every Party.

Party Name contains only one mandatory element.

2.3.1 Party Name elements

name	definition	cardinality
Name	the name for the Party	1

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2.4 Language

The Language class provides information about a language relevant to a Party.

2.4.1 Language elements

name	definition	Cardinality
ID	an identifier for the Language	0..1
Name	a name for the Language	0..1
LocaleCode	a code representing the locale in which the language is used	0..1

2.5 Postal Address

The Postal Address class provides information about the correspondence address (as opposed to the physical location) of a Party.

2.5.1 Postal Address elements

name	definition	cardinality
Identifier	an identifier for a specific address within a scheme of registered addresses	0..1
AddressFormatCode	a code specifying the format of this address	0..1
Postbox	a post office box number	0..1
Floor	an addressable floor of a building	0..1
Room	a room, suite, or apartment of a building	0..1
StreetName	the name of a street	0..1
AdditionalStreetName	an additional name of a street used to specify further the street name	0..1
BuildingName	the name of a building	0..1
BuildingNumber	the number of a building	0..1
Department	an addressable department of an organisation	0..1

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MarkAttention	the name, expressed as text, of a person or department in the organization to whom incoming mail is marked with words such as 'for the attention of' or 'FAO' or 'ATTN'	0..1
MarkCare	the name, expressed as text, of a person or organization at this address to whom incoming mail is marked with words such as 'care of' or 'C/O'	0..1
CityName	the name of a city, town, or village	0..1
PostalZone	the identifier for an addressable group of properties according to the relevant national postal service, such as a ZIP code or Post Code	0..1
CountrySubentity	a territorial division of a country, such as a county or state	0..1
CountrySubentityCode	a territorial division of a country, such as a county or state, expressed as a code	0..1
Region	an addressable region or group of countries	0..1
District	a geographical division of a country	0..1

2.6 Physical Location

Physical Location describes the actual location of a Party i.e. a geographical location that could be visited.

2.6.1 Physical Location elements

name	definition	cardinality
ID	the identifier for the Delivery Location e.g. the GS1 Location Code, GLN	0..1
Description	a description or the name of the Delivery Location	0..1
Conditions	conditions describing the location	0..1

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<i>Address</i>	an association to Address (see 2.5 above for a description of Address elements)	0..1
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2.7 Party Tax Scheme

Party Tax Scheme contains information about a Party's fiscal status for a Tax Scheme or Schemes in a tax jurisdiction.

Note: refer to the 'NES Guideline - Tax' for detailed information on terms relating to Party Tax Scheme.

2.7.1 Party Tax Scheme elements

name	definition	cardinality
RegistrationName	the official name of the Party as registered with the relevant fiscal authority	0..1
CompanyID	the identifier assigned for tax purposes to a Party by the taxation authority	1
ExemptionReasonCode	a reason for a Party's exemption from tax, expressed as a code	0..1
ExemptionReason	a reason for a Party's exemption from tax, expressed as text	0..1
<i>RegistrationAddress</i>	an association to Registered Address (for tax purposes) (see 2.5 above for a description of Address elements)	0..1
<i>TaxScheme</i>	an association to Tax Scheme	1

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2.8 Party Legal Entity

Party Legal Entity contains information about a Party's legal registration.

Registration Address should only be used if the legal address of the Party differs from its Postal Address.

2.8.1 Party Legal Entity elements

name	definition	cardinality
RegistrationName	the legal name of the Party	0..1
CompanyID	the identifier assigned to the Party by the relevant company register	1
RegistrationAddress	An association to the legally registered address of the Party (see 2.5 above for a description of Address elements)	0..1

2.9 Contact

The Contact class gives information about a contactable person or organisation department.

2.9.1 Contact elements

name	definition	cardinality
ID	an identifier for the Contact	0..1
Name	the name of the Contact	0..1
Telephone	the telephone number of the Contact	0..1
Telefax	the fax number of the Contact	0..1
ElectronicMail	the email address of the Contact	0..1
Note	a note relating to the Contact e.g. 'Emergency' or 'After Hours' describing the circumstances in which the Contact can be used	0..1
<i>OtherCommunication</i>	an association to Communication	0..n

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2.9.2 Communication elements

name	definition	cardinality
ChannelCode	the method of communication e.g. phone, fax, VOIP, email address, expressed as a code	0..1
Channel	the method of communication expressed as text	0..1
Value	the communication value, such as phone number or email address	1

2.10 Person

The Person class gives information about a an actual person/individual.

2.10.1 Person elements

name	definition	cardinality
FirstName	a person's first name or forename	0..1
FamilyName	a person's surname or family name	0..1
Title	a person's title of address, e.g., Mr, Ms, Dr, Sir	0..1
MiddleName	a person's middle name and/or initial	0..1
NameSuffix	a suffix to a person's name, e.g., PhD, OBE, Jnr	0..1
JobTitle	a person's job title within an organization (for a particular role)	0..1
OrganizationDepartment	the department or subdivision of an organization that the person belongs to (for a particular role)	0..1



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3 Party roles

In NES, two main actors, Customer and Supplier, represent the key organizations or individuals involved in the business processes. Each of these actors may play various roles. Processes may also involve supplementary roles that may be provided by different Parties.

The actual role undertaken by an actor is dependent on the context of use. For example, the Despatch Party and Delivery Party as applied to the Procurement process may differ in the Transportation process. In other words, whether the Consignor in a Transportation process is actually equal to the Despatch Party or Seller in the Procurement process depends on the specific circumstances.

The table below contains a description of the typical roles for Parties.

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3.1 Party roles

actor	role	description	example	synonyms	sends	receives
Customer Party	Contractor	The party responsible for the contract to which the Catalogue relates.	An organization has a central office for maintaining catalogues of approved items for purchase.	Central Catalogue Party, Purchasing Manager	Request for Catalogue	Catalogue, Catalogue Deletion, Catalogue Item Specification Update, Catalogue Pricing Update
Customer Party	Originator	<p>The party that had the original demand for the goods and/or services and therefore initiated the procurement transaction.</p> <p>The Originator participates in pre-ordering activity either through RFQ and Quotation or by receiving a Quotation as a response to a punchout transaction on a marketplace or Seller's website.</p> <p>If the Originator subsequently places an Order, the Originator adopts the role of Buyer.</p> <p>The Originator is the typically the contact point for queries regarding the original requirement and may be referred to in an Order Change, Order Cancellation, or Order Response.</p>	If an employee requests a computer, the employing company may become the Buyer, but the employee is the Originator. They need to receive information about the order.		Request for Quotation	Quotation

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actor	role	description	example	synonyms	sends	receives
Customer Party	Buyer	<p>The party that purchases the goods or services on behalf of the Originator.</p> <p>The Buyer may be referred to in Order Response, Despatch Advice, Invoice, Self Billed Invoice, Credit Note, and Account Statement.</p>	<p>A company may delegate the task of purchasing to a specialized group to consolidate orders and gain greater discounts.</p>	Order Point	Order, Order Change, and Order Cancellation	Order Response Simple and Order Response
Customer Party	Delivery	<p>The party to whom goods should be delivered.</p> <p>The Delivery Party may be the same as the Originator.</p> <p>The Delivery Party must be referred to at line item level in RFQ, Quotation, Order, Order change, Order Cancellation, and Order Response.</p> <p>The Delivery Party may be referred to at line level in Invoice, Self Billed Invoice, Credit Note, and Debit Note.</p> <p>The Delivery Party may be stipulated in a transport contract.</p>	<p>If a municipality buys a wheelchair for a citizen, the wheelchair must be delivered to the citizen (the Delivery Party). In such cases the citizen may be notified before delivering the wheelchair.</p>	Delivery Point, Destination Party, Receiver, Recipient	Receipt Advice	Despatch Advice

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actor	role	description	example	synonyms	sends	receives
Customer Party	Accounting	<p>The party responsible for making settlement relating to a purchase and resolving billing issues using a Debit Note.</p> <p>The Accounting Customer must be referred to in an Order and may be referred to in an Order Response.</p> <p>In a Self Billing scenario, the Accounting Customer is responsible for calculating and issuing tax invoices.</p>	<p>If a kindergarten buys some toys they may be the Originator, Buyer, and Delivery Party, but the municipality may play the role of Accounting Customer — they are going to pay for it.</p>	<p>Invoicee, Accounts Payable, Debtor</p>	<p>In a traditional Billing scenario: Debit Note, Account Response, and Remittance Advice</p> <p>In a Self Billing scenario: Self Billed Invoice, Self Billed Credit Note, and Remittance Advice</p>	<p>In a traditional Billing scenario: Invoice, Credit Note, and Statement of Account</p> <p>In a Self Billing scenario: Credit Note, Account Response, and Statement of Account</p>
Party	Provider	<p>The party responsible for the integrity of the information provided about an item.</p>	<p>The manufacturer may publish and maintain the data sheets about a product.</p>		<p>Catalogue, Catalogue Deletion, Catalogue Item Specification Update, Catalogue Pricing Update</p>	
Party	Sender	<p>The party sending a document.</p>	<p>A marketplace may send an Application Response.</p>		<p>Application Response</p>	
Party	Receiver	<p>The party receiving a document.</p> <p>The party receiving a Catalogue.</p> <p>Catalogue items may never be ordered, so the recipient of the catalogue is not an Originator or a Buyer.</p>	<p>A marketplace may receive an Application Response.</p>			<p>Catalogue, Catalogue Deletion, Catalogue Item Specification Update, Catalogue Pricing Update, Application Response</p>

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actor	role	description	example	synonyms	sends	receives
Supplier Party	Seller	<p>The party responsible for handling Originator and Buyer services.</p> <p>The Seller party is legally responsible for providing the goods to the Buyer.</p> <p>The Seller party receives and quotes against RFQs and may provide information to the Buyer's requisitioning process through Catalogues and Quotations.</p>	The organization that sells wheelchairs to municipalities.	Sales Point, Provider, Customer Manager	Quotation, Order Response, Order Response Simple, Catalogue Deletion, Catalogue Item Specification Update, Catalogue Pricing Update	RFQ, Order, Order Change, Order Cancellation, Request for Catalogue
Supplier Party	Despatch	<p>The party where goods are to be collected from.</p> <p>The Despatch Party may be stipulated in a transport contract</p>	<p>The wheelchair Supplier may store chairs at a local warehouse. The warehouse will actually despatch the chair to the Delivery Party.</p> <p>The local warehouse is then the Despatch Party.</p>	Despatch Point, Shipper, Sender	Despatch Advice	Receipt Advice
Supplier Party	Accounting	The party who claims the payment and is responsible for resolving billing issues and arranging settlement.	There are cases where the Accounting Supplier is not the Seller party. For example, factoring, where the invoicing is outsourced to another company.	Accounts Receivable, Invoice Issuer, Creditor	<p>In a traditional Billing scenario: Invoice, Credit Note, and Statement of Account</p> <p>In a Self Billing scenario: Credit Note, Account Response and Statement of Account</p>	<p>In a traditional Billing scenario: Debit Note, Account Response, and Remittance Advice</p> <p>In a Self Billing scenario: Self Billed Invoice, Self Billing Credit Note, and Remittance Advice</p>

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actor	role	description	example	synonyms	sends	receives
Party	Consignor	<p>The party consigning the goods as stipulated in the transport contract. A Buyer, Delivery, Seller, or Despatch Party may also play the role of Consignor.</p> <p>Also known as the Transport Service Buyer.</p> <p>The Consignor may be stipulated in a transport contract.</p>	<p>The wheelchair Supplier may source from a local warehouse. The Freight Forwarder will collect the chair from the local warehouse, which is thus the Consignor. In this case, the warehouse also plays the role of Despatch Party to the Freight Forwarder.</p>	<p>Despatch Point, Shipper, Sender, Transport Service Buyer</p>	<p>Forwarding Instruction, Packing List</p>	<p>Bill of Lading, Waybill, Freight Invoice, Transportation Status</p>
Party	Consignee	<p>The party receiving a consignment of goods as stipulated in the transport contract.</p>	<p>The party taking responsibility for the receipt of the consignment covering the wheelchair.</p>	<p>Delivery Point, Transport Service Buyer</p>	<p>Forwarding Instruction, Freight Invoice</p>	<p>Bill of Lading, Waybill, Freight Invoice, Transportation Status</p>
Party	Freight Forwarder	<p>The party arranging the carriage of goods, including connected services and/or associated formalities, on behalf of a Consignor or Consignee.</p> <p>Also known as the Transport Service Provider.</p> <p>The Freight Forwarder may also be the Carrier.</p> <p>The Freight Forwarder may create an invoice and bill to the Transport Service Buyer for the transportation service provided.</p>	<p>The Consignor may have a contract with this Freight Forwarder, which is a Transport Services Provider, to arrange all their transport needs.</p>	<p>Shipping Agent, Broker, Courier, Transport Service Provider</p>	<p>Forwarding Instruction, Freight Invoice, Transportation Status</p>	<p>Bill of Lading, Waybill, Packing List</p>



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actor	role	description	example	synonyms	sends	receives
Party	Carrier	The party providing physical transport services.	The Freight Forwarder may engage an airline company to deliver the wheelchair. The airline is then the Carrier and delivers the chair to the Delivery Party.	Freight Haulier, Shipper, Ships Agent, Shipping Company, Airline, Rail Operator, Road Haulier	Bill of Lading, Waybill	Forwarding Instruction
Party	Exporter	The party who makes regulatory export declarations, or on whose behalf regulatory export declarations are made, and who is the owner of the goods or has similar right of disposal over them at the time when the declaration is accepted.	The wheelchair Supplier has to apply for a Certificate of Origin in order to sell the chairs overseas.	Seller, Consignor	Certificate of Origin	Application Response
Party	Endorser	The party appointed by the Government of a country who has the right to certify a Certificate of Origin. This endorsement restricts goods imported from certain countries for political or other reasons.	The Government agency validates all the information provided by Exporter for Certificate of Origin approval.	Authorized Organization, Embassy	Certificate of Origin, Application Response	Certificate of Origin
Party	Importer	The party who makes, or on whose behalf an agent or other authorized person makes, an import declaration. This may include a person who has possession of the goods or to whom the goods are consigned.	A specialized group in a company consolidates the purchase request and handles the receiving of goods.	Order Point, Delivery Party, Buyer, Customer, Consignee		Certificate of Origin