



Profile 4
Basic Invoice Only

Version 2.0



NES PROFILE
Basic Invoice Only

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1 profile ID

urn:www.nesubl.eu:profiles:profile4:ver2.0

2 context

This profile applies to:

- all NES countries
- Customer and Supplier organisations of all sizes
- Customer and Supplier organisations in all sectors, public and private
- all types of goods and services

3 summary

Subject:

- Invoicing
- Invoice acceptance and rejection
- in the profile title, 'Basic' indicates that the document content is a profile specific NES subset (see NES Profile Overview, section 2)

Exclusions:

- Invoice acceptance and rejection are external (manual)

Requirements:

- the Invoice must comply with the commercial and fiscal requirements of the country where the Supplier is registered

Aims:

- systemised Invoice processing
- reduced manual intervention and errors

4 description

This profile describes a process comprising only an electronic Invoice. It is intended for situations where invoicing is electronic but where matching of the Invoice to other electronic documents may not be practicable. The Invoice is a self-contained document with respect to commercial and fiscal requirements.

It is not a primary objective of this profile to facilitate automatic order matching and/or cost allocation; the profile assumes limited or no procurement data content and limited or no aligned and synchronized identifiers in the system to match the transaction.



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This profile can be used with no or little integration to ERP systems. It may be introduced with minimal advance exchange agreement if coding schemes are not used.

This profile may cover Invoice factoring arrangements.

Documents included in this profile:

- Invoice (basic)

5 profile scenarios

1. accepted Invoice
2. rejected Invoice

6 business requirements

1. the Supplier sends an electronic Invoice that can be received and processed by the Customer
2. the Invoice must comply with the commercial and fiscal requirements of the country where the Supplier is registered
3. the Invoice content enables the Customer's system to route the document to a specific person, department or unit within the organisation; this may be required for authorisation etc.
4. the Invoice content facilitates automatic validation of legal and tax values, tax accounting and payment

7 business benefits

aspect	beneficiary	benefit
automated Invoice transfer	Supplier	<ul style="list-style-type: none">• faster Invoice transfers• acknowledgement of Invoice receipt (at technical level)• potential for shortened payment cycle and improved cash flow
automated Invoice processing	Customer	<ul style="list-style-type: none">• reduced requirement for manual intervention leads to fewer human keying errors• automatic Invoice validation• potential for systematic Invoice processing• resource redeployment

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8 use case diagram



9 actors involved in the process

party	role	comments
Supplier	Accounting	<p>The Party that claims the payment and is responsible for resolving billing issues and arranging settlement.</p> <p>The Party that sends the Invoice.</p> <p>Also known as Invoice Issuer, Accounts Receivable, Creditor.</p>
Customer	Accounting	<p>The Party responsible for making settlement relating to a purchase.</p> <p>The Party that receives the Invoice.</p> <p>Also known as Invoicee, Accounts Payable, Debtor.</p>

10 process parameters

business rules

- | | |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| document level | <ol style="list-style-type: none"> 1. an Invoice represents a claim for payment for specific goods and services or for the provision of goods and services over a defined period of time 2. reference to a contract or framework agreement may only be made at document level 3. Payment Means and Terms stated at document level must apply to all Invoice Lines 4. accounting details stated at document level must apply to all Invoice Lines 5. tax information stated at document level must apply to all Invoice Lines 6. periodic Invoices including returns may result in a negative |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



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total

7. stated pre-payments must apply to the Invoice as a whole
8. acceptance and rejection apply to the entire Invoice

line level

1. an Invoice Line may contain an identified Item or an Item with a free text description
2. line level tax coding is mandatory in some countries

exceptions

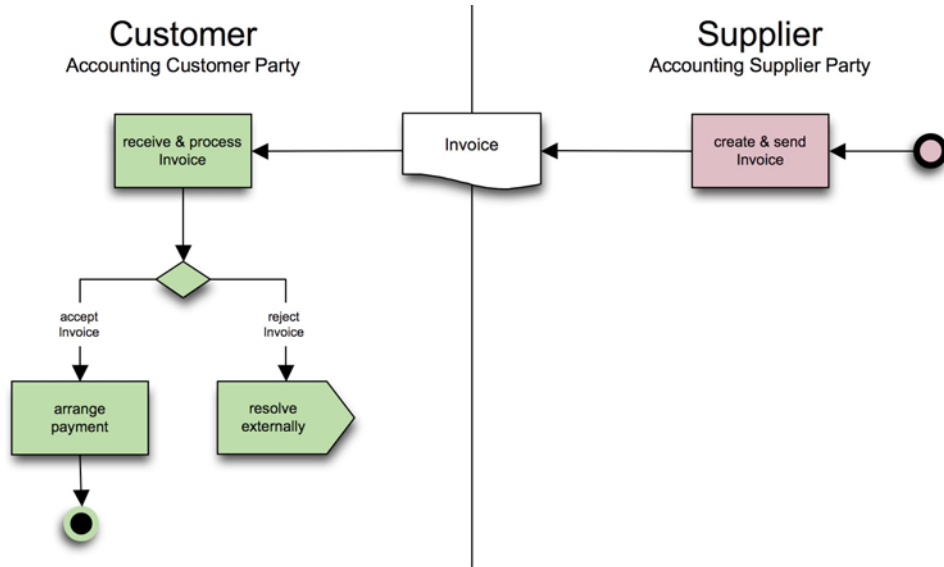
1. Invoice disputes are handled externally

pre-conditions

1. the Customer and the Supplier have identified each other and a contract between the two or an Order exists
2. the Customer has agreed to accept electronic Invoices that use the profile

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11 activity diagram



12 activity description

role/party	activity	description
Accounting Supplier	create and send Invoice	Accounting Supplier creates and sends an Invoice to Accounting Customer.
Accounting Customer	receive and process Invoice	Accounting Customer receives and processes the Invoice.
Accounting Customer	accept or reject Invoice	Accounting Customer accepts or rejects Invoice in full. Acceptance of the Invoice initiates a payment process. Rejection leads to an external resolution process. Notification of acceptance/rejection is external.
Accounting Customer	arrange payment	Implied, payment is external to this profile.

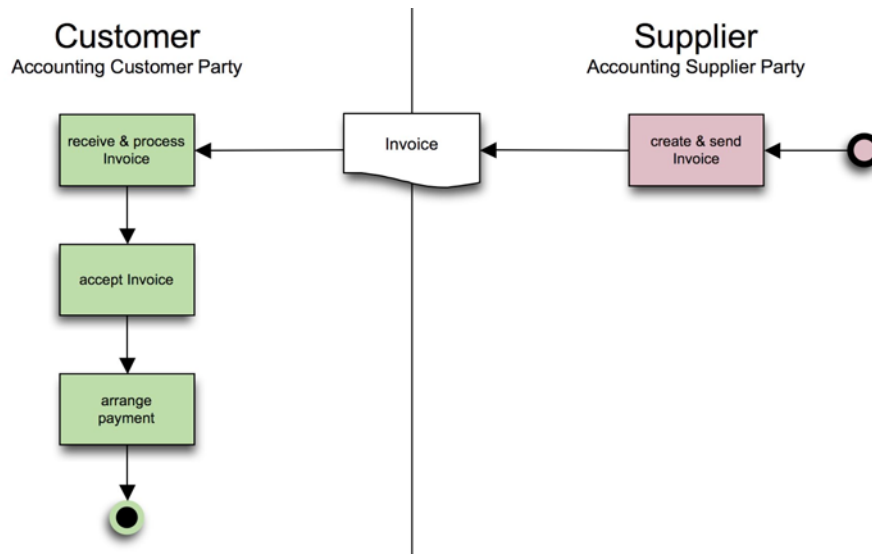
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13 scenario 1

name accepted Invoice

description In this scenario the Customer accepts the Invoice.

13.1 scenario 1 activity diagram



13.2 scenario 1 runtime business rules

1. the Customer accepts the Invoice in full

13.3 scenario 1 post-conditions

1. based on the reconciled Invoice, the Customer arranges payment of the agreed amount, by an agreed means and in accordance with the agreed terms

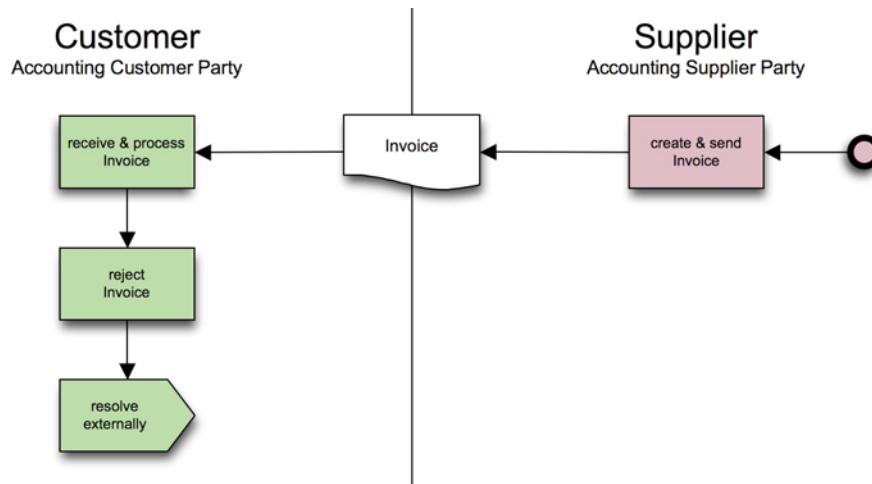
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14 scenario 2

name rejected Invoice

description In this scenario the Customer rejects the Invoice.

14.1 scenario 2 activity diagram



14.2 scenario 2 runtime business rules

1. the Customer rejects the Invoice in full; notification and resolution are external

14.3 scenario 2 post-conditions

1. the Supplier is notified of the rejection (external)