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English version

## Business Interoperability Interfaces for Public Procurement in Europe - Post Award - Part 403: Guideline on Payment Initiation and Reconciliation

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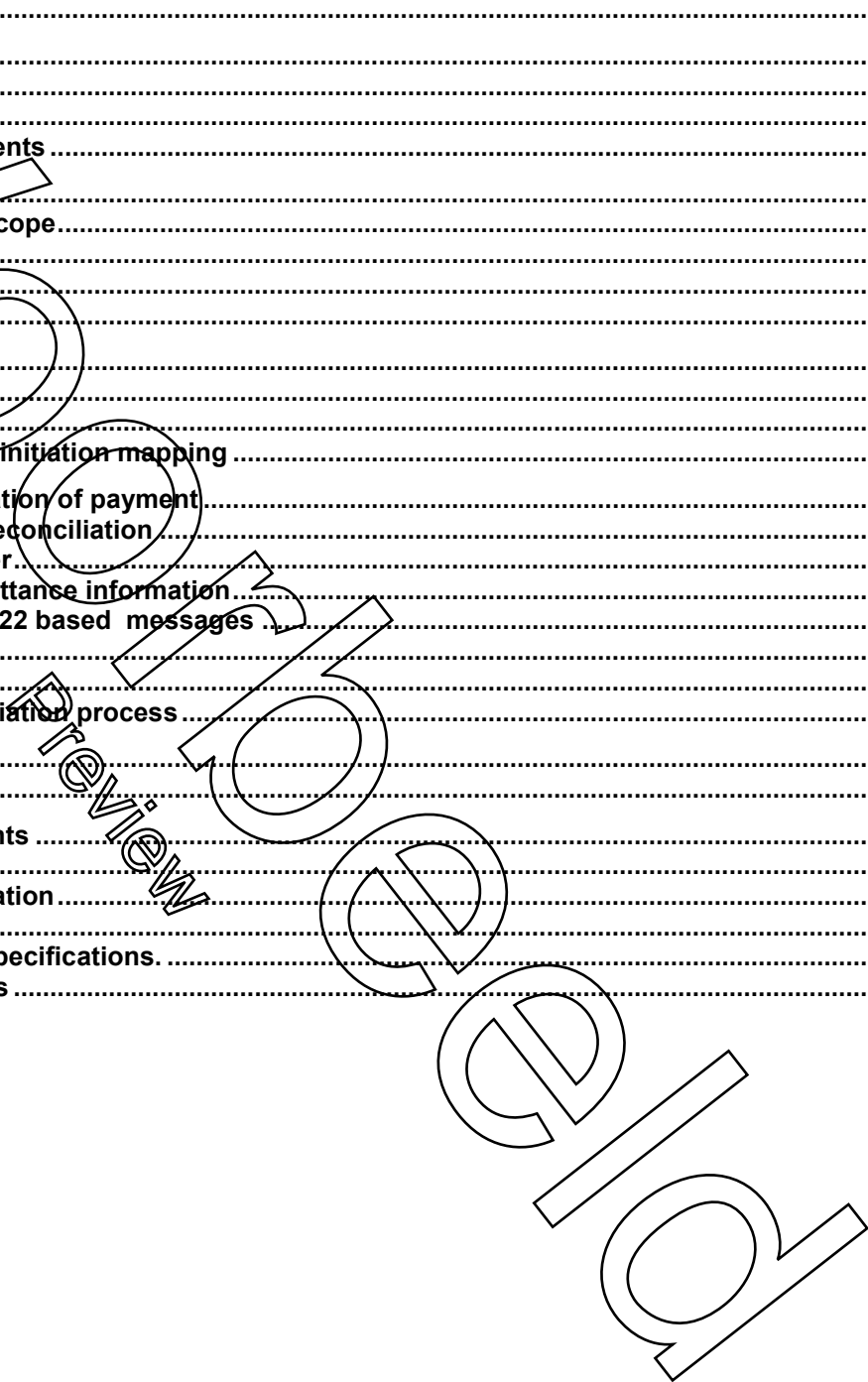
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## European foreword

CWA 17029-403, **Guideline on Payment Initiation and Reconciliation** 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 3<sup>1</sup>:

- 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

<sup>1</sup> 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  
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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

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

The purpose of this guideline is to describe how BII specifications can be applied in order to enable a buyer to initiate the payment of an invoice and then to enable to seller to reconcile the received payments against his invoices. The guideline shows how payments of BII invoice transactions should be arranged when organizations wish to base them on SEPA Rulebook and CGI. It does not imply that these standards are mandated for the payment of BII invoices. On the contrary, if an organization already has a satisfactory solution with a financial institution (bank), it may well serve its purpose also for the settling of e-commerce transactions.

This guideline fulfils the workshop deliverable PoAw-12 Simplified invoicing described as follows:

*"Development of a Guideline describing how to carry out payment initiation based on the BII invoice transaction and how reconciliation of payments could be done. The guideline should give advice on how BII business terms relate to existing practices within CGI (Common Global Implementation of ISO20022) and SEPA Rulebook."*

## 1.2 Goals

The purpose of this guideline is to provide a technical guidance on how to carry out payment initiation based on the BII invoice transaction and how reconciliation of payments could be done. Particular goals are the following.

ID	Description
GLG12-001	To allow the buyer to use the role of a debtor to execute payment transaction by using existing financial services.
GLG12-002	Allow buyers and sellers to use a third-party to manage services.
GLG12-003	To support straight through processing (STP) payment reconciliation (both treasury and account payables / originating system).
GLG12-004	Use a standard model for the management of financial flows.
GLG12-005	Use ISO 20022 based XML standard for the projections of cash flows associated with individual transactions.
GLG12-006	Define mapping rules from BII transactions for content of electronic payment request and notification (based on ISO/EPC – European payment council rules).
GLG12-007	Define information to be used in the payment process.



### 1.3 Business requirements

To support important stakeholder requirements related to the management of payments information and reconciliation based on electronic invoices, the following requirements have been identified:

Req. ID	Requirement statement	Ref. to goal
GLR12-001	Enable automation of SEPA compliant invoice payments with credit transfers.	GLG12-001 GLG12-003 GLG12-004 GLG12-005
GLR12-002	Enable automated invoice reconciliation.	GLG12-007
GLR12-003	Support integration of the procurement process with the financial service processes.	GLG12-003 GLG12-005 GLG12-006
GLR12-004	Facilitate use of existing message standards in the financial services in conjunction with procurement messages.	GLG12-005 GLG12-006 GLG12-002

The CENBII workshops are concerned with the overall process of procurement. The procurement process however has important interaction with other processes that carry out activities that may be required in order to complete the procurement process. For example, when physical goods are being procured there may be requirements for warehouse handling and transport and additionally customs clearance may be necessary.

When payments for purchases are settled by financial transfers of funds, activities that are carried out by the financial industry may be required.

The following diagram identifies the key processes within the procurement process and how they associate with other processes at different steps.

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