

ICS 03.100.10; 35.240.20; 35.240.60

English version

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

This CEN Workshop Agreement has been drafted and approved by a Workshop of representatives of interested parties, the constitution of which is indicated in the foreword of this Workshop Agreement.

The formal process followed by the Workshop in the development of this Workshop Agreement has been endorsed by the National Members of CEN but neither the National Members of CEN nor the CEN-CENELEC Management Centre can be held accountable for the technical content of this CEN Workshop Agreement or possible conflicts with standards or legislation.

This CEN Workshop Agreement can in no way be held as being an official standard developed by CEN and its Members.

This CEN Workshop Agreement is publicly available as a reference document from the CEN Members National Standard Bodies.

CEN members are the national standards bodies of Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and United Kingdom.



EUROPEAN COMMITTEE FOR STANDARDIZATION
COMITÉ EUROPÉEN DE NORMALISATION
EUROPÄISCHES KOMITEE FÜR NORMUNG

CEN-CENELEC Management Centre: Avenue Marnix 17, B-1000 Brussels

Dit document mag slechts op een stand-alone PC worden geïnstalleerd. Gebruik op een netwerk is alleen toegestaan als een aanvullende licentieovereenkomst voor netwerkgebruik met NEN is afgesloten. This document may only be used on a stand-alone PC. Use in a network is only permitted when a supplementary license agreement for us in a network with NEN has been concluded.

Contents

Page

| | |
|---|----|
| European foreword | 3 |
| 1 Scope | 8 |
| 1.1 Introduction | 8 |
| 1.2 Goals | 8 |
| 1.3 Business requirements | 9 |
| 2 Overall process | 10 |
| 2.1 Sub processes in scope | 13 |
| 2.1.1 Payment initiation | 13 |
| 2.1.2 Reconciliation | 14 |
| 2.2 Terminology | 15 |
| 3 Payment initiation | 15 |
| 3.1 SEPA | 15 |
| 3.1.1 IBAN and BIC | 16 |
| 3.2 Invoice to payment initiation mapping | 16 |
| 4 Creditors reconciliation of payment | 22 |
| 4.1 SEPA support for reconciliation | 22 |
| 4.1.1 End to End identifier | 23 |
| 4.1.2 (Un)structured remittance information | 23 |
| 4.2 Mapping to ISO 20022 based messages | 24 |
| 4.2.1 Notification | 24 |
| 4.2.2 Statement | 24 |
| 4.3 Alternative reconciliation process | 24 |
| 5 Implementation | 25 |
| 5.1 Business rules | 25 |
| 6 Reference documents | 25 |
| 6.1 BII documentation | 25 |
| 6.2 External documentation | 25 |
| 6.2.1 Legal documents | 25 |
| 6.2.2 ISO 20022 based specifications | 26 |
| 6.2.3 SEPA specifications | 26 |

Preview
 17029-403
 SEPA

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.

The final text of CWA 17029 was submitted to CEN for publication on 2016-04-20. It was developed and approved by:

- Agency for public Management and eGovernment (DIFI), NO
- Agenzia delle entrate, IT
- ANAC, Autorità Nazionale Anticorruzione (formerly AVCP), IT
- Bundesverband Materialwirtschaft, Einkauf und Logistik e.V, DE
- Cloudia Oy, FI
- Columbus Denmark A/S (resigned per 2015-08-01), DK
- Consorzio CBI (resigned per 2014-11-17), IT
- Danish Agency for Digitisation (DIGST), DK
- Department of Health, UK
- Direction de l'information légale et administrative (DILA), FR
- Electronic Signatures and Infrastructures (ESI) TC (liason)
- Flowcanto, NL
- GS 1 in Europe
- Highjump Software (Former Evenex), DK
- ICEPRO, ISA
- Infoterm - International Information Centre for Terminology on behalf of CEN/WS eCAT (liason)
- Invinet Sistemas 2003, ES
- Laszlo Ketszeri, HU
- Nets Norway AS, NO
- Nexus IT, ES
- Phast, FR

CWA 17029-403:2016 (E)

- PIANOo, NL
- Poste Italiane, IT
- Single face To Industry (SFTI), SE
- SOGEI (former Consip), IT
- Statens og Kommunernes Indkobs Service A/S (SKI A/S), DK
- University of Koblenz-Landau, DE
- University of Piraeus Research Center (UPRC), GR
- Western Norway Regional Health Authority, NO

It is possible that some elements of CWA 17029 may be subject to patent rights. The CEN-CENELEC policy on patent rights is set out in CEN-CENELEC Guide 8 “Guidelines for Implementation of the Common IPR Policy on Patents (and other statutory intellectual property rights based on inventions)”. CEN shall not be held responsible for identifying any or all such patent rights.

The Workshop participants have made every effort to ensure the reliability and accuracy of the technical and non-technical content of CWA 17029, but this does not guarantee, either explicitly or implicitly, its correctness. Users of CWA 17029 should be aware that neither the Workshop participants, nor CEN can be held liable for damages or losses of any kind whatsoever which may arise from its application. Users of CWA 17025 do so on their own responsibility and at their own risk.

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

For Sale
Preview

The CEN Workshop members who have contributed to the development of this document are:

| Name | Affiliation | Country |
|-------------------------|--|---------|
| Martin Forsberg | SFTI | SE |
| Fred van Blommenstein | Flowcanto | NL |
| Jostein Frømyr | DIFI/Edisys | NO |
| Douglas Hill | GS1 in Europe | DK |
| Sven Rasmussen | DIGST | DK |
| Ole Madsen | DIGST | DK |
| Gerardo De Caro | Agenzia Delle Entrate (Italian Tax Agency) | IT |
| Antonia Caressa | Poste Italiane | IT |
| Raffaella Migliorini | SOGEI | IT |
| Tadeusz Rudnicki | GS1/ILIM | PL |
| Toruk Kraska | GS1/ILIM | PL |
| Jan Bo Sorensen | High Jump | DK |
| Oriol Bausa Peris | Invinet | ES |
| Enric Staromiejski | Everis | ES |
| Jan Mærøe | DIFI | NO |
| Frank-Dieter Dorloff | BME and University of Duisburg-Essen | DE |
| Cecille Guasch | European Commission | BE |
| Marius Juganaru | European Commission | BE |
| Olav Kristiansen | Difi | NO |
| Søren Pedersen | ESV | SE |
| Anders Kingstedt | ESV/OpenPEPPOL | SE |
| Nicoletta Lippi | SOGEI | IT |
| Georg Birgisson | Míðran ehf | IS |
| Edmund Gray | | IR |
| Yıldırım Kabak | SIRU | TR |
| Natascha Rossner | GS1 in Europe | FR |
| Thomas Pendrup | Everis | DK |
| Morten Gjestad | Nets | NO |
| Siw Midtgård Meckelborg | Edisys | NO |
| Erik Gustavsen | Edisys | NO |
| Ivana Gargiulo | CBI | IT |
| Giovanni Paolo Sellitto | ANAC | IT |
| Veit Jahns | BME and University of Duisburg-Essen | DE |
| Massimo Battistella | AITI | IT |
| Tomas Tluchor | GS1 in Europe | CZ |
| Chiara Lombardo | Tesoro | IT |
| Fabio Jorrentino | CBI | IT |
| Cristian Falasca | CBI | IT |
| Thomas Pettersson | SFTI | SE |
| Roberto Corona | Ministry for the Economy and Finance | IT |
| Thomas Small | European Commission | BE |
| Peter Boressen | Clearview Trade | DK |
| Elisa Bertocchi | Intercenter | IT |
| Tim McGrath | OASIS UBL TC | AU |
| Soren Lennartsson | SFTI | SE |
| Laszlo Ketszesi | LKP | HU |
| Peter Bove | SKI | SE |
| Marius Juganaru | European Commission | BE |
| Jörg Richter | Gefeg | DE |

This document was edited by:

| Name | Role | Country |
|----------------------|--------------------|---------|
| Oriol Bausa | Technical Editor | ES |
| Georg Birgisson | Technical Editor | IS |
| Jostein Frømyr | Vice-Chair CEN/BII | NO |
| Fred van Blommestein | Technical Editor | NL |
| Yildiray Kabak | Technical Editor | TR |
| Edmund Gray | Technical Editor | EI |
| Carmen Ciciello | Technical Editor | IT |

Orbital
Preview

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.

Bestelformulier

NEN

Stuur naar:

NEN Standards Products & Services
t.a.v. afdeling Klantenservice
Antwoordnummer 10214
2600 WB Delft

NEN Standards Products & Services

Postbus 5059
2600 GB Delft

Vlinderweg 6
2623 AX Delft

T (015) 2 690 390
F (015) 2 690 271

www.nen.nl/normshop

Ja, ik bestel

__ ex. CWA 17029-403:2016 en Business Interoperability Interfaces for Public Procurement in Europe - Post Award - Part 403: Guideline on Payment Initiation and Reconciliation € 52.00

Wilt u deze norm in PDF-formaat? Deze bestelt u eenvoudig via www.nen.nl/normshop

Gratis e-mailnieuwsbrieven

Wilt u op de hoogte blijven van de laatste ontwikkelingen op het gebied van normen, normalisatie en regelgeving? Neem dan een gratis abonnement op een van onze e-mailnieuwsbrieven. www.nen.nl/nieuwsbrieven

Retourneren

Fax: (015) 2 690 271
E-mail: klantenservice@nen.nl
Post: NEN Standards Products & Services,
t.a.v. afdeling Klantenservice
Antwoordnummer 10214,
2600 WB Delft
(geen postzegel nodig).

Gegevens

Bedrijf / Instelling _____

T.a.v. _____ O M O V

E-mail _____

Klantnummer NEN _____

Uw ordernummer _____ BTW nummer _____

Postbus / Adres _____

Postcode _____ Plaats _____

Telefoon _____ Fax _____

Factuuradres (indien dit afwijkt van bovenstaand adres)

Postbus / Adres _____

Postcode _____ Plaats _____

Datum _____ Handtekening _____

Voorwaarden

- De prijzen zijn geldig tot 31 december 2016, tenzij anders aangegeven.
- Alle prijzen zijn excl. btw, verzend- en handelingskosten en onder voorbehoud bij o.m. ISO- en IEC-normen.
- Bestelt u via de normshop een pdf, dan betaalt u geen handeling en verzendkosten.
- Meer informatie: telefoon (015) 2 690 391, dagelijks van 8.30 tot 17.00 uur.
- Wijzigingen en typfouten in teksten en prijsinformatie voorbehouden.
- U kunt onze algemene voorwaarden terugvinden op: www.nen.nl/leveringsvoorwaarden.