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CEN/ISSS WS/BIIGL04

Delivery Terms

GUIDELINE

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1 Introduction

The CEN/ISSS Workshop on business interoperability interfaces for public procurement in Europe (CEN/ISSS WS/BII) is established in order to

- Identify and document the required business interoperability interfaces related to pan-European electronic transactions in public procurement expressed as a set of technical specifications, developed by taking due account of current and emerging UN/CEFACT standards in order to ensure global interoperability;
- Co-ordinate and provide support to pilot projects implementing the technical specifications in order to remove technical barriers preventing interoperability.

To facilitate implementation of electronic commerce in a standardized way, thereby enabling the development of standardized software solutions as well as efficient connections between business partners without case by case specification of the data interchange, the workshop agreed to document the required business interoperability interfaces as profile descriptions. The end goal is to reduce the cost of implementing electronic commerce to a level that is economical for small and medium size companies and institutions.

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 and associated transaction data model are 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.

This guideline is one of a series of documents providing detailed guidance on the purpose and use of some key elements of the transaction data models developed by CEN/ISSS WS/BII.

All cardinalities shown in this document represent elements and associations at from the full data models; see 'Profile Architecture' for further information.

1.1 Purpose

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

1.2 Summary

- Delivery Terms contains information about the terms of Delivery including terms specific to a Delivery Location
- In BII, Delivery Terms information is expressed at document level
- In BII library level documents, additional information may be specified regarding the Delivery Location to which the Delivery Terms apply
- Delivery Terms should only be used where there is a specific requirement to express terms such as INCOTERMS

2 Delivery terms classes and elements

Delivery Terms information is described in the Delivery Terms class.

Delivery Terms may be specified at document level only.

In the BII core Order and Invoice documents, Delivery Terms may be only stated at document level and may not contain information about Delivery Location (as it relates to Delivery Terms).

In the full data model BII Order and Invoice documents, Delivery Terms may be only stated at document level and may only contain information about one Delivery Location (as it relates to Delivery Terms).

If specific Delivery Terms are required per Item, a different document should be created for each, stating the relevant Delivery Terms at document level as appropriate.

Note: refer to the 'BII Guideline - Delivery' for detailed information on Delivery.

2.1 Delivery Terms

The delivery class is used to specify the terms of the delivery by using INCOTERMS 2000 in combination with UN/LOCODE 2007. Delivery terms are used so specify:

- How costs that are incurred during the transport are split between the buyer and the seller.
- Where the handover takes place, i.e. at what point the buyer takes over responsibility and risk for the item.

An example of delivery terms is FOB NL RTM which means that the seller delivers the shipment Free On Board in Rotterdam, Netherlands. Seller will pay costs until that point and be responsible for the shipment from where the Buyer takes over.

The INCOTEMS code is stated as the delivery terms ID and the UN/LOCODE is stated as the Delivery terms, delivery location. Additionally it is possible to state any special terms with free text.