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Party

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 Party information.

1.2 Summary

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

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.

2.2 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.

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.

2.4 Language

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

2.5 Postal Address

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

2.6 Physical Location

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

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 'BII Guideline - Tax' for detailed information on terms relating to Party Tax Scheme.

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.

2.9 Contact

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

2.10 Person

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

3 Party roles

In BII, 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.

3.1 Party roles

Role	Description	Example	Synonyms	Sends	Receives
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
Originator	The party that had the original demand for the goods and/or services and therefore initiated the procurement transaction. The Originator participates in pre-ordering activity either through RFQ and Quotation or by receiving a Quotation as a response to a punch-out transaction on a marketplace or Seller's website. If the Originator subsequently places an Order, the Originator adopts the role of Buyer. 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.	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
Buyer	The party that purchases the goods or services on behalf of the Originator. The Buyer may be referred to in Order Response, Despatch Advice, Invoice, Self Billed Invoice, Credit	A company may delegate the task of purchasing to a specialized group to consolidate orders and gain greater discounts.	Order Point	Order, Order Change, and Order Cancellation	Order Response Simple and Order Response

Role	Description	Example	Synonyms	Sends	Receives
	Note, and Account Statement.				
Delivery	<p>The party to whom goods should be delivered. The Delivery Party may be the same as the Originator. The Delivery Party must be referred to at line item level in RFQ, Quotation, Order, Order change, Order Cancellation, and Order Response. The Delivery Party may be referred to at line level in Invoice, Self Billed Invoice, Credit Note, and Debit Note. 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>	<p>Delivery Point, Destination Party, Receiver, Recipient</p>	<p>Receipt Advice</p>	<p>Despatch Advice</p>
Accounting	<p>The party responsible for making settlement relating to a purchase and resolving billing issues using a Debit Note. The Accounting Customer must be referred to in an Order and may be referred to in an Order Response. 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 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 In a Self Billing scenario: Credit Note, Account Response, and Statement of Account</p>

Role	Description	Example	Synonyms	Sends	Receives
Provider	The party responsible for the integrity of the information provided about an item.	The manufacturer may publish and maintain the data sheets about a product.		Catalogue, Catalogue Deletion, Catalogue Item Specification Update, Catalogue Pricing Update	
Sender	The party sending a document.	A marketplace may send an Application Response.		Application Response	
Receiver	The party receiving a document. The party receiving a Catalogue. Catalogue items may never be ordered, so the recipient of the catalogue is not an Originator or a Buyer.	A marketplace may receive an Application Response.			Catalogue, Catalogue Deletion, Catalogue Item Specification Update, Catalogue Pricing Update, Application Response
Seller	The party responsible for handling Originator and Buyer services. The Seller party is legally responsible for providing the goods to the Buyer. The Seller party receives and quotes against RFQs and may provide information to the Buyer's requisitioning process through Catalogues and Quotations.	The organization that sells wheelchairs to municipalities.	Sales Point, Provider, Customer Manager	Quotation, Order Response, Order Response Simple, Catalogue, Catalogue Deletion, Catalogue Item Specification Update, Catalogue Pricing Update	RFQ, Order, Order Change, Order Cancellation, Request for Catalogue

Role	Description	Example	Synonyms	Sends	Receives
Despatch	The party where goods are to be collected from. The Despatch Party may be stipulated in a transport contract	The wheelchair Supplier may store chairs at a local warehouse. The warehouse will actually despatch the chair to the Delivery Party. The local warehouse is then the Despatch Party.	Despatch Point, Shipper, Sender	Despatch Advice	Receipt Advice
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	In a traditional Billing scenario: Invoice, Credit Note, and Statement of Account In a Self Billing scenario: Credit Note, Account Response and Statement of Account	In a traditional Billing scenario: Debit Note, Account Response, and Remittance Advice In a Self Billing scenario: Self Billed Invoice, Self Billing Credit Note, and Remittance Advice

Role	Description	Example	Synonyms	Sends	Receives
Consignor	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. The Consignor may be stipulated in a transport contract. Also known as the Transport Service Buyer.	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.	Despatch Point, Shipper, Sender, Transport Service Buyer	Forwarding Instruction, Packing List	Bill of Lading, Waybill, Freight Invoice, Transportation Status
Consignee	The party receiving a consignment of goods as stipulated in the transport contract.	The party taking responsibility for the receipt of the consignment covering the wheelchair.	Delivery Point, Transport Service Buyer	Forwarding Instruction, Freight Invoice	Bill of Lading, Waybill, Freight Invoice, Transportation Status
Freight Forwarder	The party arranging the carriage of goods, including connected services and/or associated formalities, on behalf of a Consignor or Consignee. Also known as the Transport Service Provider. The Freight Forwarder may also be the Carrier. The Freight Forwarder may create an invoice and bill to the Transport Service Buyer for the transportation service provided.	The Consignor may have a contract with this Freight Forwarder, which is a Transport Services Provider, to arrange all their transport needs.	Shipping Agent, Broker, Courier, Transport Service Provider	Forwarding Instruction, Freight Invoice, Transportation Status	Bill of Lading, Waybill, Packing List
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	Freight Haulier, Shipper, Ships Agent, Shipping Company, Airline, Rail	Bill of Lading, Waybill	Forwarding Instruction

Role	Description	Example	Synonyms	Sends	Receives
		delivers the chair to the Delivery Party.	Operator, Road Haulier		
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
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
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