

# Guidelines for SG Peppol BIS Billing v3

## Table of Contents

Invoice Automation (use of references) .....	1
Introduction to Invoice automation .....	1
Three primary references which are commonly used .....	2
Recurring services or commodity .....	2
Contract Reference .....	3
Buyer accounting reference .....	3
Project reference .....	3
Despatch advice reference .....	3
Supporting document reference .....	4
Sales order reference .....	4
Tender or lot reference .....	4
Receiving advice reference .....	4
Sample files .....	5
XSL Stylesheets .....	5

## Invoice Automation (use of references)

### Introduction to Invoice automation

The use of references in the invoice is a key mechanism for the buyer to automate the approval and matching process. With proper software, much of the tedious job of manual business controls and verification can be rationalized with none or a minimum of manual intervention.



It is important to take into consideration the sellers capabilities when requiring certain reference. Some referencing mechanisms are widely implemented (such as the Buyer Reference and the Order Reference) while other may be less common (such as Project Reference or Tender Reference). The buyer should consider carefully which mechanisms to deploy and implement an automation strategy which takes the type of product/service and the type of seller into consideration.

## Three primary references which are commonly used

Business Term	Location in syntax
ibt-010 Buyer reference	UBL: BuyerReference
ibt-013 Purchase order reference	UBL: OrderReference/ID
IBT-132 Referenced purchase order line reference	UBL invoice: InvoiceLine/OrderLineReference/LineID  UBL Creditnote: CreditNoteLine/OrderLineReference/LineID

An invoice must contain ibt-010 **Buyer reference** or ibt-013 **Purchase order reference**, or both. These business terms are designated, by the buyer, to be unique within the organisational unit identified by the buyer's PEPPOL-ID. They are provided to the supplier in the order or contract, or at time of purchase, to be returned in the invoice with the purpose of automating internal forwarding of invoices, or matching invoice-to-order, in the buyer's system.

The invoice may refer to only one order, i.e. at most one ibt-013 **Purchase order reference** may be present in the invoice. If ibt-013 is present, each invoice line may refer to one order line by means of IBT-132 **Referenced purchase order line reference**. Presence of ibt-013 does however not imply that line level referencing always has to be provided. Also, be mindful of the fact that order line and invoice line do not always have a one-to-one relation.

## Recurring services or commodity

An invoiced object is a service or commodity that gives raise to recurring invoicing, based on consumption per period. The standard EN16931 mentions subscriptions, meter readings (e.g. for energy or telephony), vehicle lease, and such like, as candidates for invoiced objects; as a contrast, a document attached to an invoice is not regarded as an invoiced object. The buyer may set up a registry of invoiced objects, where each entry –i.e. each invoiced object–is associated with pre-defined criteria or parameters representing the expected consumption pattern, this will then allow for automatic validation of spending.

Business Term	Location in syntax
ibt-018 Invoiced object identifier	UBL: AdditionalDocumentReference/ID with DocumentTypeCode="130"
IBT-128 Invoice line object identifier	UBL invoice: InvoiceLine/DocumentReference/ID with DocumentTypeCode="130"  UBL Creditnote: CreditNoteLine/DocumentReference/ID with DocumentTypeCode="130"

ibt-018 **Invoiced object identifier** and IBT-128 **Invoice line object identifier** are used to refer to invoiced objects: the former applies for the invoice as a whole while the latter applies to an

individual invoice line. ibt-018 and IBT-128 may be used in combination. ibt-018 is overruled on a line where IBT-128 is present. The object identifiers are designated by the supplier, so a mechanism is needed to guarantee unique matching in the buyer's system. It is advisable to use the optional scheme identifier to help identifying the type of invoiced object.

## Contract Reference

Business Term	Location in syntax
ibt-012 Contract reference	UBL: ContractDocumentReference/ID

ibt-012 **Contract reference** refers to a framework agreement or other kind of contract forming the basis for the supply being invoiced. The invoice can refer to at most one contract. It is expected that the buyer controls the unicity of references used to identify the contracts.

## Buyer accounting reference

Business Term	Location in syntax
ibt-019 Buyer accounting reference	UBL: AccountingCost
IBT-133 Invoice line Buyer accounting reference	UBLInvoice: InvoiceLine/AccountingCost
	UBL Creditnote: CreditNoteLine/AccountingCost

If instructed in advance the seller can provide, in the invoice, a text string to be used when booking the invoice into buyer's accounts. This information can be for the invoice as a whole (ibt-019 **Buyer accounting reference**), or for individual an invoice line (IBT-133 **Invoice line Buyer accounting reference**), or a combination of them.

## Project reference

Business Term	Location in syntax
ibt-011 Project reference	UBL invoice: ProjectReference/ID
	UBL credit note: AdditionalDocumentReference/ID with DocumentTypeCode="50"

If instructed in advance the seller can associate the invoice to a project by means of ibt-011 **Project reference**, it will then apply to the whole invoice.

## Despatch advice reference

Business Term	Location in syntax
ibt-016 Despatch advice reference	UBL: DespatchDocumentReference/ID

ibt-016 **Despatch advice reference** is the supplier's reference to a despatch advice that may be used to reconcile the invoice with the goods despatched and (hopefully) received. The invoice can refer to at most one despatch advice.

## Supporting document reference

Business Term	Location in syntax
IBT-122 Supporting document reference and IBT-123 Supporting document description	UBL: AdditionalDocumentReference/ID, without DocumentTypeCode, and with DocumentDescription

IBT-122 **Supporting document reference** is a general-purpose reference to a document substantiating claims in the invoice. When used in this specific context, the referenced document is expected to be known by both seller and buyer, nevertheless it is advised that IBT-122 should be accompanied by IBT-123 **Supporting document description** to clarify the subject matter of the document.

## Sales order reference

Business Term	Location in syntax
ibt-014 Sales order reference	UBL: OrderReference/SalesOrderID

ibt-014 **Sales order reference** is the seller's reference to the order (corresponding to the buyer's ibt-013 **Purchase order reference**). The business term may have been given in a response to the order. The purpose for including it in the invoice is to simplify the seller's tracing of the order in case queries should arise as the buyer processes the invoice.

## Tender or lot reference

Business Term	Location in syntax
ibt-017 Tender or lot reference	UBL: OriginatorDocumentReference/ID

Note—The UBL mapping of ibt-017 to OriginatorDocumentReference implies reference to the originating tender document, it is not to be understood as reference to the originator or the originator's internal requisition leading to the invoice.

## Receiving advice reference

Business Term	Location in syntax
ibt-015 Receiving advice reference	UBL: ReceiptDocumentReference/ID

In case the buyer during the delivery process has responded to the seller with a message/notification that the goods were received, then this element can be used to refer to this message/notification

# Sample files

The following sample files can be used for guidance.

- Standard invoice
  - GST invoice (all invoice with 380 are tax invoice except for NG type)
  - GST invoice with zero rated
  - Non-GST invoice
- Standard credit note
- Invoice with allowance and charges at document level
- Invoice with allowance and charges at line level
- Invoice with prepayment amount
- Invoice with different GST code
  - GST invoice with SRCA-C
  - GST invoice with SCRA-S
- GST invoice with foreign currency
- Invoice with different payment mode
  - Invoice with paynow payment
  - Invoice with giro payment
  - Invoice with bank account
- Invoice with factoring and financing
- Invoice with late payment charges
- Invoice with AGD compliance
- Invoice for services
- Invoice with multiple decimal point
- Valid Invoice in EUR with GST information in SGD
- Invalid Invoice in EUR with GST information in SGD

The files can be downloaded from the main specification page as a zip-file.

## XSL Stylesheets

Stylesheets for Invoice/CreditNote, Order, OrderResponse and Invoice Response are published together with this specification. The stylesheets can be used freely and as is. The intention of the stylesheets are to present all elements which are included in the BIS.

Currently, the following message types are supported:

- Invoice/CreditNote

- Order and OrderResponse
- Invoice Response

The XSL-stylesheets are using XSLT and XPATH version 1.0

The stylesheets can be downloaded from the main-page in a zip-file.