

# **Standards Advisory Board**

## **EIPP PROCESS Specification**

### **INVOICE PROCESS**

Document version: 1.0

Document status: Committee Specification

Version issue date: 25 June 2014

Release: 1

File name: InvoiceProcess-v1.0-cs.docx



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# 1 Introduction

This document describes the Invoice Process where an ocean carrier (VOCC or NVOCC) as an invoice issuer submits an electronic invoice to a shipper<sup>1</sup>. It is intended to support different scenarios of the ocean freight industry in general and between ocean carriers and shippers as their customers in particular.

The invoice exchanged in this process is a self-contained document but can refer to other documents such as agreements, rates, bookings or bills of lading to facilitate the verification process on the receiver side.

The invoice process starts with the invoice issuance and ends with the invoice acknowledgement.

This specification does not cover upstream processes – also referred to as Pre-Invoicing Process – such as the settlement of rate and charge agreements, booking or submission of shipping / B/L instructions.

Invoice dispute including crediting and payment phases of the invoice presentment and payment process are also out of scope for this document.

Other Process Specifications will cover all these processes as follows: Review, Approve, Dispute Process, Credit Note Process and Payment Advice Process.

Detailed data and charge information is contained in [IMM] and [DIC] which are part of the Message Structure and Code descriptions.

## 1.1 Terminology

The keywords MUST, MUST NOT, REQUIRED, SHALL, SHALL NOT, SHOULD, SHOULD NOT, RECOMMENDED, MAY and OPTIONAL, when they appear in this document, are to be interpreted as described in [RFC2119].

## 1.2 General Terms and Definitions

All general Terms and Definitions (Glossary) are included in the separate Master Process Document [MPD].

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<sup>1</sup> From now on, shipper can also be a consignee, a 3<sup>rd</sup> party, a freight forwarder, NVOCC, BCO, exporter, importer or another shipping line.



## 2 Business context

### 2.1 Objectives

Organizations implementing the electronic Invoice Process should acknowledge the following objectives:

1. EIPP trading partners should use this Invoice Process Specification to establish a common understanding on how the electronic messages that are exchanged have to be prepared, transmitted, received, and used.
2. Receivers of electronic invoices can use the electronic data to support the automation of:
  - Invoice acknowledgement.
  - Invoice routing to the respective department(s).
  - Accounting for the invoice.
  - Invoice verification.
  - Tax reporting.
  - Auditing process.
  - Invoice payment.

### 2.2 Scope

This Invoice Process covers only the exchange of electronic invoices from an invoice issuer to a payer.

The structure and data constraints of electronic invoices exchanged are defined in the Invoice Message Model [IMM].

In order to enable further processing both on the payer and the invoice issuer side, this Invoice Process identifies requirements and business rules that will describe the Invoice Message Model.

The scope for the Invoice Process includes:

- B2B invoicing between ocean carriers and shippers.
- Invoicing process guidelines expected to be promoted worldwide where legally accepted.

The intended users of this Invoice Process Specification are the business managers and IT designers and developers of the invoicing application systems used by invoice issuers and payers of electronic invoices.

## 3 General requirements

### 3.1 Definitions

See Glossary in the Master Process Document [MPD].

### 3.2 Process Requirements

The Invoice Process defines the choreography for sending invoice information from an invoice issuer to a payer by electronic means.

Relationships between these two parties or with other related parties when booking or providing shipping instructions are considered out-of-scope.

#### 3.2.1 Supported Business Activities

The Invoice Process supports a set of internal business activities at both ends of the invoicing process.

This section describes the major business activities supported between the payer and the invoice issuer when using the Invoice Process.

##### 3.2.1.1 Invoice Issuing Content and Information

An electronic invoice contains data which is derived from the booking and Shipping / B/L instructions, special instructions, SOP or from the carrier's internal databases. The invoice and shipment scenario is the basis for the mandatory, optional and conditional data and information as defined in the [IMM].

The invoice content information consists of the following items with added invoice content information depending on the invoice and shipment scenario and possible legal requirements per country when applicable:

- Invoice number
- Invoice addressed to (shipper)
- Shipper's reference number
- Invoice issuer's name / address details
- Carrier's SCAC code (to identify the carrier)
- Rate Agreement Details (e.g. Quotation Number, Contract Number, Tariff Number or Identification, Rate Note Number, Unique Rate Identification)
- BCO's name when shipped under the BCO's Service Contract or Rate Agreement

- Breakdown of charges with charge code for each invoiced item, charge and rate description and details including subtotals, currency, rates of exchange and amount per charge item
- Invoice total amount and currency
- Booking number when invoice is related to a booking
- Vessel information e.g. Feeder Vessel(s)', Mother Vessel's name and voyage number
- Bill of Lading number when issued and invoice covers a shipment with a B/L
- Port of Loading and country (Place of Receipt and country when intermodal movement at origin is handled by carrier)
- Sailing date and/or Arrival date
- Port of Trans-shipment and country with Feeder Vessels' names when impact on charges
- Port of Discharge and country (Place of Delivery and country when intermodal movement at destination is handled by carrier)
- Shipment details – such as size, number of containers and commodity, weight or volume when impact on charges.
- Invoice issuer's name, registration, tax and other official numbers when required (country specific)

### 3.2.1.2 Invoice Sending

There are two distinct cases for electronic invoice sending:

- The invoice is sent directly from the invoice issuer to the payer.
- The invoice is sent through a portal or third party clearing house service.

When using a portal or third party clearing house service, the payer may ask the invoice issuer to send the invoice to the portal only.

Likewise payer may instruct invoice issuer to send the invoice to the portal only or to both the third party clearing house and the payer.

### 3.2.1.3 Invoice Acknowledgement

Upon receipt of the electronic invoice, the payer sends an acknowledgment back to the invoice issuer with the following data:

- The invoice number

Optionally, the date and time of receipt of the invoice, the currency and total amount.



This acknowledgment only confirms the receipt of the electronic invoice and not its correctness nor its acceptance by the payer.

#### 3.2.1.4 Invoice Routing

The receiver of the invoice must be able to route the invoice to a specific person, department and/or location familiar with the transaction and / or the party to handle the incoming invoices using information contained in the invoice. The content and data of the invoice as described in 3.2.1.1 Invoice Issuing Content and Information will be used for a correct routing.

The invoice receiver should set up a proper routing routine of the invoice using the above data.

#### 3.2.1.5 Accounting for the Invoice

Automatically loading invoice data into the receivers' accounting system (e.g. accounts payable) is one of the major benefits of using electronic invoices.

An electronic invoice must provide enough information both at header level and at line item level to enable automatic uploading.

Required data is part of item 3.2.1.1 Invoice Issuing Content and Information and the [IMM] respectively.

#### 3.2.1.6 Invoice Verification

##### Single Invoice per B/L

When a payer receives an invoice, they start a verification process for the provided services, listed charges, and the associated rates and cost.

Services and rates on the invoice are checked against ocean carrier's rate agreements, service contracts, tariffs, etc. previously agreed upstream between the parties.

To support the invoice verification process, invoice content must provide enough information for the invoice receiver and verifying party respectively to match with the expected rates, charges and cost for the respective shipment.

In order to support the verification activity, the invoice should have the same content and information as described in 3.2.1.1 Invoice Content and Information and as per invoice and shipment scenario respectively as defined in the [IMM].

##### Summary Invoice for multiple Shipments and B/L

When a summary invoice covers multiple shipments and B/L's, an invoice on header level and an invoice specification on a per-shipment and B/L basis has to be prepared for each shipment and single B/L respectively. An invoice





specification includes all invoice and shipment details as described in 3.2.1.1 Invoice Issuing Content and Information. See [IMM] for further details.

### 3.2.1.7 Tax Reporting and Tax Reporting Information

Within this document, tax and taxes refer only to indirect taxes such as value added tax (VAT), sales tax, turnover tax, goods or service tax, surtax or any other such indirect taxes applicable in the invoicing process and invoiced by invoice issuer to payer.

Taxes, tax requirements, rules and regulations by internal revenue and tax authorities and the legal framework for tax information on the invoices and tax reporting in every country where the invoices are issued and received can be different. Depending on these specific scenarios, there will be different tax information requirements for each country.

Invoices should provide detailed information regarding tax related information allowing tax calculation including tax exemption indication. This information is to be used by the invoice issuer and the payer respectively for proper tax reporting to their tax authorities.

The actual tax reporting to the internal revenue / tax authorities is out of scope of this invoicing process and is the full responsibility of the invoice issuer and payer respectively. The EIPP SAB processes, procedures and documents are only guidelines and each party using these must make sure to follow local tax regulations and directives. The EIPP SAB processes are only focusing in facilitating e-invoicing meaning the exchange of data between biller and payer and vice-versa.

When an indirect tax or indirect taxes apply, the invoice will include with regard to tax information

- The currency, foreign exchange rate (for tax amounts in foreign currency) and total amount of tax to be paid for a given kind of tax.
- The currency and individual amount of tax to be paid for each applied tax such as
  - National tax code
  - National tax name
  - Tax amount
  - Base amount of tax
  - Tax currency
  - Tax percentage
  - All other information as locally mandatory

Biller and payer will bilaterally agree on the required information to be exchanged. Such information will be included in the SOP.



Detailed invoice data information, definition and application (mandatory, optional and / conditional) are described in in [IMM] and [DIC].

### 3.2.1.8 Auditing Process by external Auditors (e.g. Third Party Clearing Houses)

The auditing process means the verification of the invoice and may include the payment of the invoice.

To support auditing and the payment processes both on the payer and the invoice issuer side of the process, the invoice must contain sufficient information per invoice and shipment scenario. See item 3.2.1.1 Invoice Issuing Content and Information and [IMM] for details.

### 3.2.1.9 Invoice Payment

Invoices should contain the payment terms.

In addition, to allow the payer to identify the invoice when making the payment, an invoice should contain:

- Information about the payer
- Information about the collector
- Invoice number
- Invoice date
- Customer's reference number
- Invoice currency and total amount
- Information of payment due date
- Invoice issuer's bank details if the invoice issuer wishes payment by bank transfer
- Special payment instructions

## 3.2.2 Consolidated Information Requirements

Based on the business processes that have to be supported when exchanging an electronic invoice as described in the previous sections, the following information requirements are summarized as follows:

<i>Information Requirement ID</i>	<i>Description</i>	<i>Support for process</i>
<b>InvRqID-001</b>	Every invoice must be uniquely identifiable.	General

<b>InvRqID-002</b>	Every invoice must specify its issue date.	General
<b>InvRqID-003</b>	When the invoice comprises services performed during a period of time, the billing period must be present	General
<b>InvRqID-004</b>	An invoice must provide information about the full name and address of the taxable party (invoice issuer or carrier) and the tax number, if applicable.	General
<b>InvRqID-005</b>	An invoice must provide information about the full name and address of the customer (shipper) and the tax number, if applicable	General
<b>InvRqID-006</b>	An invoice must provide information about total invoice amount.	General
<b>InvRqID-007</b>	An invoice must provide information about the extent and nature of the services provided	General
<b>InvRqID-008</b>	It has to be possible to relate an invoice with a previous contract or booking or any other reference identifier that can be used by the payer to verify the invoice	Invoice verification
<b>InvRqID-009</b>	An invoice must provide information about the freight charges, rates and amounts applied to the provided services.	Invoice verification
<b>InvRqID-010</b>	It has to be possible to verify the correct application of charges through the use of relevant dates	Invoice verification
<b>InvRqID-011</b>	An invoice must contain references provided by the payer, which allow the payer to identify the business transaction.	Invoice routing
<b>InvRqID-012</b>	When an indirect tax or indirect taxes apply, the invoice will include <ul style="list-style-type: none"> <li>• The currency and total amount of tax to be paid for a given kind of tax. Required when the invoice contains taxable items</li> <li>• The currency and individual amount of tax to be paid for each applied tax such as <ul style="list-style-type: none"> <li>○ National tax code</li> <li>○ National tax name</li> <li>○ Tax amount</li> <li>○ Base amount of tax</li> </ul> </li> </ul>	Tax reporting

	<ul style="list-style-type: none"> <li>○ Tax currency</li> <li>○ Tax percentage</li> <li>○ All other information as locally mandatory</li> </ul>	
<b>InvRqID-013</b>	When the payer is different from the invoice receiver, the information about the payer has to be provided	Payment
<b>InvRqID-014</b>	When the party to receive the payment is different from the invoice issuer, the information about the collector has to be provided	Payment
<b>InvRqID-015</b>	When the invoice has different currencies, the invoice must contain information about the exchange rates that were used by the invoice issuer to calculate the invoice total. For multiple B/L invoices, exchange rates can be specified at line level.	Payment
<b>InvRqID-016</b>	An invoice can provide information about the consignee	Invoice verification
<b>InvRqID-017</b>	Each invoice contains, when applicable, information about the mode of transport, the voyage details, the place of receipt, the port of loading, the port of discharge and the place of delivery at line level	Invoice verification
<b>InvRqID-018</b>	The invoice provides information about consignment details when required	Invoice verification
<b>InvRqID-019</b>	The invoice provides information about the equipment details when required	Invoice verification

## 4 Detailed Description

### 4.1 Business Process in Scope

This Invoice Process is part of the general Reference Model. The following diagram describes how it fits into the overall Reference Model.

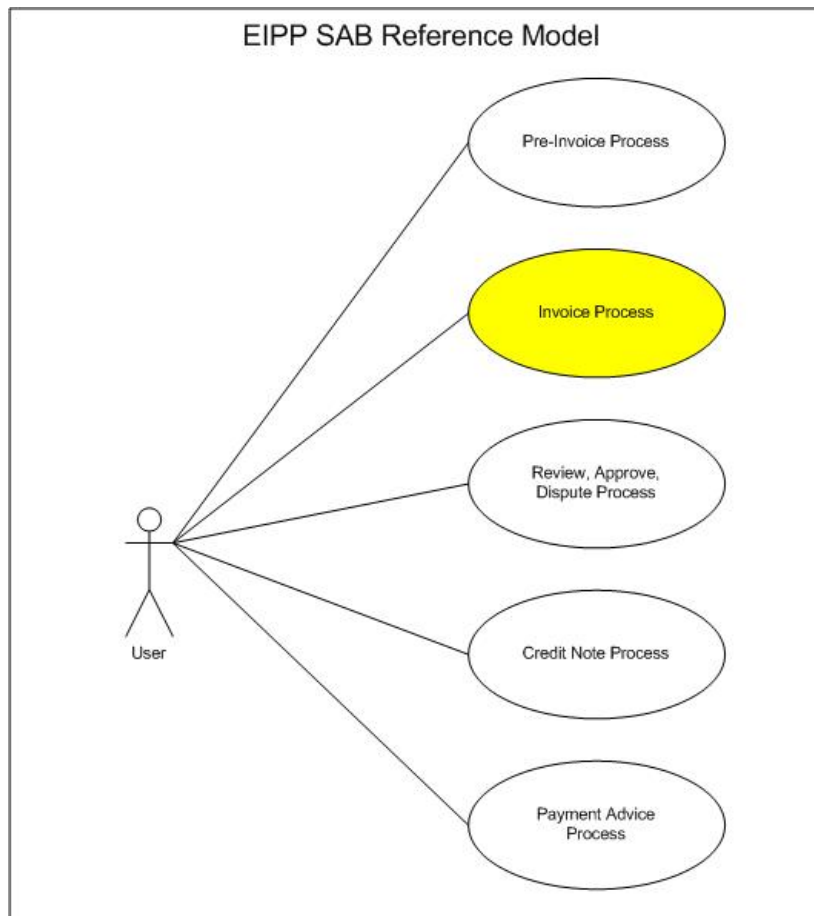


Figure 1 Reference Model

### 4.2 Actors and Roles involved

Main actors involved in this process are:

<i>Actor</i>	<i>Description</i>
<b>Carrier (Ocean Carrier)</b>	A carrier is the party that provides liner services and in whose names B/L are issued. The carrier is responsible for the carriage of the goods from place of receipt to place of delivery.
<b>Carrier's Agent</b>	A Carrier's Agent is the party that is acting on behalf of the carrier, receives bookings, issues and signs B/L and also issues the invoices covering the carriage of the goods and all other auxiliary charges.

<b>Freight Forwarder</b>	A freight forwarder is the party arranging the carriage of goods on behalf of his customer, including connected and/or additional services and/or associated formalities, as agreed with his customer as the original shipper or consignee of the cargo.
<b>Shipper</b>	A shipper is the party named in the B/L as the party responsible for initiating a shipment. A Freight Forwarder and NVOCC can also be a shipper in relationship to a VOCC.
<b>NVOCC</b>	A NVOCC (Non- Vessel-Operating Common Carrier) is a container and cargo consolidator in ocean trades for FCL and LCL shipments. The NVOCC buys space from a carrier and re-sells it to shippers. The NVOCC issues their own B/L, publishes tariffs where requested and otherwise conducts itself like an ocean carrier, except that it will not operate or charter ocean vessels.
<b>BCO</b>	A BCO (beneficial cargo owner) is a shipper or consignee that has contracted an ocean carrier directly for ocean and intermodal services. Direct rate agreements and / or service contracts have been negotiated between the BCO and the ocean carrier.
<b>Consignor</b>	A consignor is an exporter or seller or shipper (who may be the same or different parties) named in the shipping documents as the party responsible for initiating a shipment, and who may also bear the freight cost.
<b>Consignee</b>	A consignee is the party receiving a consignment as shown in the B/L.

The roles played by these actors in this process are as follows:

<i>Role</i>	<i>Description</i>
<b>Invoice Issuer</b>	Party issuing the invoice (normally the ocean carrier or NVOCC).
<b>Payer</b>	A payer is the party responsible for paying the invoice to the carrier (normally the shipper, consignee, freight forwarder or NVOCC or the BCO (beneficial cargo owner).
<b>Collector</b>	A collector is the party receiving the payment. Normally the ocean carrier or NVOCC.
<b>Debtor</b>	A debtor is the party responsible for the payment of the invoice toward the invoice issuer.

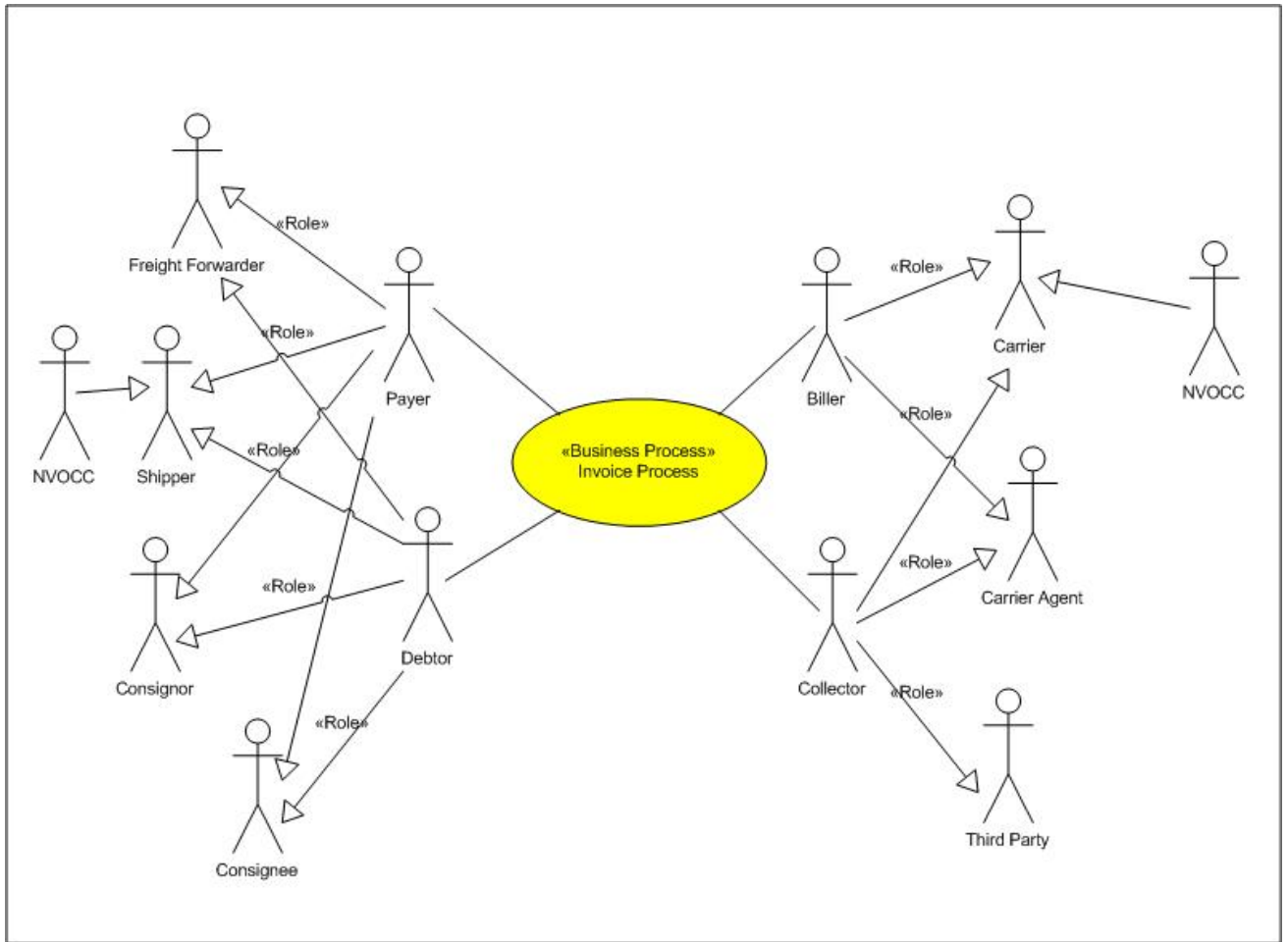


Figure 2 Actors and roles

### 4.3 Invoice Process Detail

Figure below depicts the Invoice Process.

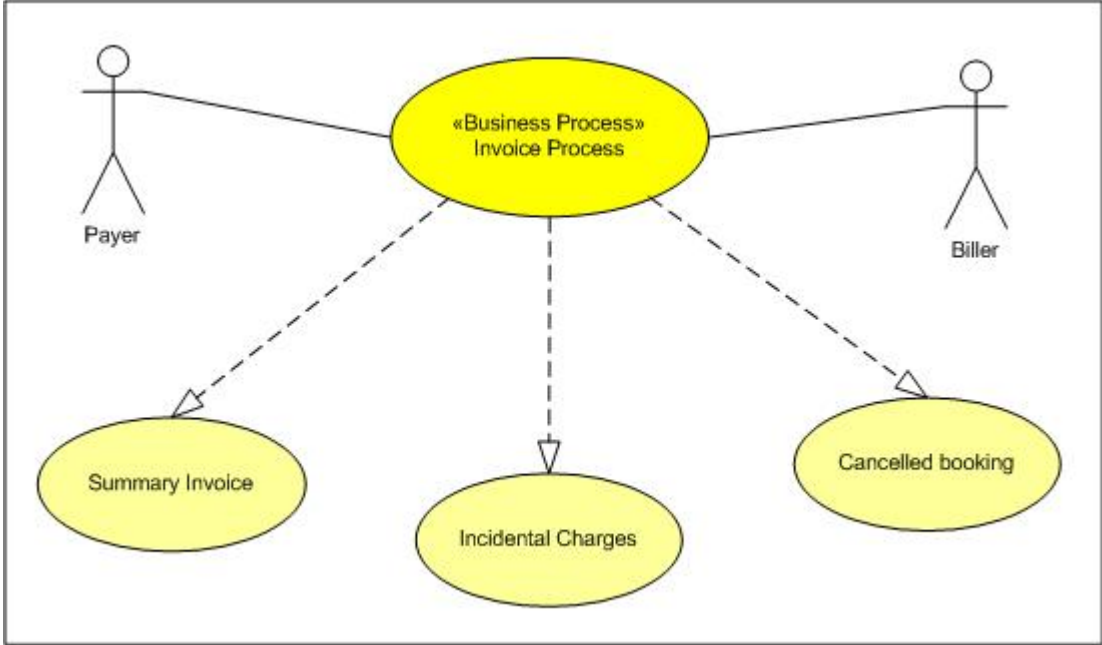


Figure 3 Invoice Process detail

<i>Invoice Process</i>	
<b>Pre-conditions</b>	<p>Rate agreement: Rate agreement is a service contract, tariff, quotation, verbal or written between the carrier and the shipper, freight forwarder, NVOCC or consignee.</p> <p>Booking: For a standard shipment, the shipper has reserved space on a specific vessel based on the rate agreement as mentioned above.</p> <p>Booking Confirmation: The carrier has confirmed the space on the respective vessel.</p> <p>Shipping Instructions (a.k.a. Bill of Lading Instructions): On confirmation of the booking, the shipper has sent detailed shipping instructions to the carrier. (Applicable only when a booking has not been cancelled)</p> <p>Bill of Lading (B/L): Carrier has issued the bill of lading to the shipper. (Applicable only when a booking has not been cancelled)</p>
<b>Starts when</b>	All the information to create the invoice is available to the invoice issuer.



	<p>Export: At vessel's sailing from port of loading or when printing the bill of lading respectively.</p> <p>Import: An agreed time prior to vessel's arrival or at the time of arrival respectively at the port of discharge or place of delivery.</p> <p>Depending on the type of charge, additional requirements may be needed to initiate the Invoice Process.</p>
<b>Definition</b>	<p>The carrier (carrier's agent), acting as the invoice issuer, collects all the information required from its internal systems to create the invoice.</p> <p>The invoice issuer assembles all invoice data in a structured electronic data file for the payer.</p> <p>The invoice issuer sends the electronic invoice data to the payer (directly, indirectly through an third party clearing house or with a copy to a third party clearing house).</p> <p>The payer receives the electronic invoice data for registering into its system.</p> <p>The payer sends an electronic acknowledgement back to the invoice issuer upon receipt of the invoice</p>
<b>Ends</b>	<p>When the invoice issuer receives the acknowledgement of receipt.</p> <p>Whether the payer processes, verifies, books or disputes the invoice is not part of the Invoice Process.</p>
<b>Special Scenarios</b>	<p><b>Summary invoice</b> (bulk invoice) covering multiple shipments, Bills of Lading, voyages, etc. e.g.</p> <ul style="list-style-type: none"> <li>• Multiple B/L Invoice</li> <li>• Vessel/voyage summary</li> <li>• Agreed Invoicing period</li> </ul> <p><b>Incidental charges</b> which are not known at the time of shipment (export invoice) or at the time of delivery (import invoice) e.g.</p> <ul style="list-style-type: none"> <li>• Detention</li> <li>• Demurrage</li> <li>• Fumigation</li> <li>• Container overweight fine (US)</li> </ul> <p><b>Cancelled Booking</b> when consignment is booked but not shipped and no B/L issued and charges have occurred</p>

<b>Post-conditions</b>	<p>The payer has acknowledged receipt of the invoice and is processing the invoice for payment (see separate Remittance Advice Process). If the invoice is disputed, the payer can raise a dispute (see separate Review, Approve, Dispute Process and also Credit Note Process respectively).</p> <p>The invoice issuer has confirmation that the invoice has been received by the payer and is awaiting payment of the invoice (see separate Remittance Advice Process).</p>
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Regardless of the type of invoice, they all share the same activity diagram as shown below:

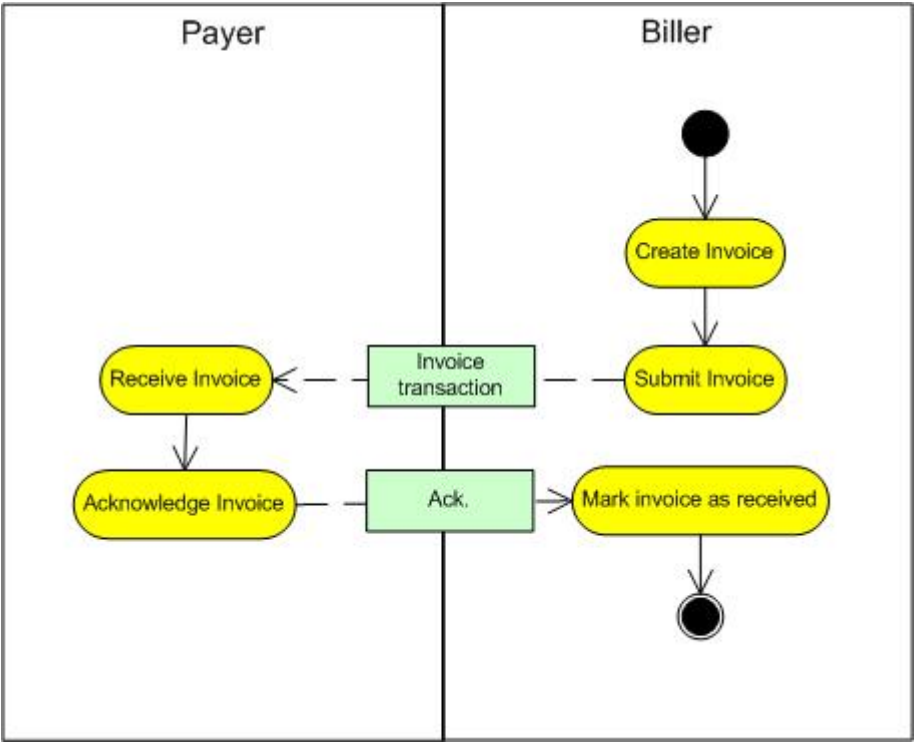


Figure 4 Invoice Process Activity Diagram

### 4.4 Special Scenarios

This section further describes the invoicing of special scenarios where this Invoice Process can be applied, adding specifics to the general process description.

#### 4.4.1 Summary Invoice

<i>Summary Invoice</i>	
<b>Definition</b>	A summary invoice can cover multiple Bills of Lading, multiple Bills of Lading per vessel and voyage or an agreed period of

	<p>time or a combination thereof.</p> <p>The carrier may, for internal processes, create an internal invoice specification per Bill of Lading for subsequent consolidation onto a summary invoice.</p> <p>N.B. Summary invoices have been beneficial in the paper process, and might be obsolete when using electronic invoice processing.</p>
<b>Pre-conditions</b>	<p>A shipper has an agreement with the carrier for using summary invoices according to the above scenario.</p> <p>The carrier has issued several Bills of Lading to the shipper according to the above scenario.</p>
<b>Starts when</b>	<p>When the vessel has sailed (e.g. from her last port of loading of the voyage).</p> <p>Or</p> <p>The starting date of the agreed period.</p>

4.4.2 Incidental Charges

<i>Incidental charges</i>	
<b>Definition</b>	<p>Incidental charges cover the charges that are not known (nor invoiced) at the time of shipment (export invoice) or at the time of arrival or delivery (import invoice).</p> <p>A separate invoice covering these charges is normally raised after the initial invoice for the carriage of the shipment has been submitted and the goods have been delivered to the consignee already.</p> <p>There are various different incidental charges. These are just some examples but not limited to:</p> <p>Detention and / or Demurrage Charges: Shipper or consignee keeps the container or does not take delivery of the container after the expiry of the agreed free time.</p> <p>Or</p> <p>Fumigation Charge: Actual shipper is not arranging for proper fumigation procedures as per government regulations.</p>

	<p>Or</p> <p>Fine / Penalty, for example: actual shipper overloads container above the allowable cargo weight (knowingly or unknowingly)</p> <p>N.B. A business process must be agreed between the shipper and the carrier to deal with incidental charges.</p>
<b>Pre-conditions</b>	<p>Shipper or consignee keeps the container or does not take delivery of the container after the expiry of the agreed free time.</p> <p>Or</p> <p>Actual shipper is not arranging for proper fumigation procedures as per government regulations.</p> <p>Or</p> <p>Actual shipper overloads container above the allowable cargo weight (knowingly or unknowingly).</p>
<b>Starts when</b>	<p>When the carrier is confronted with the incident and the shipper / consignee has accepted it.</p> <p>Or</p> <p>Carrier sends an invoice to the shipper / consignee.</p>

#### 4.4.3 Cancelled Booking

<b>Cancelled Booking</b>	
<b>Definition</b>	A booking for a shipment is made and confirmed by the carrier with subsequent cancellation by the shipper and charges have occurred against the shipment (e.g. empty container was picked up and returned empty).
<b>Pre-conditions</b>	Charges payable by the shipper must have occurred for the cancelled booking
<b>Starts when</b>	Booking is cancelled and charges have occurred

## 5 Best Practices and Recommendations

Below the best practices and recommendations are quoted for adoption.

Rec#	Short Form	Best Practice	Rationale
1	Payment Due Date	In a freight invoice, the invoice issuer should explicitly state the payment due date.	By being explicit, the invoice issuer and the payer will share a common understanding of the payment due date. By including only an invoice date and the payment terms (i.e., 30 days), the payer will in turn calculate a due date themselves and it might not match what the invoice issuer thinks the payment due date is.
2	Payment Terms	The invoice issuer may use the payment terms (such as "payable in 10 days") to calculate the Payment Due Date, but in all cases this date shall be pre-calculated and explicitly included in the message.	In case the payer disagrees with the explicit Payment Due Date on the electronic invoice, transparency into the payment terms will explain it to the payer. The explicit Payment Due Date must match the Invoice Issue Date plus the Payment Terms defined as days if provided in the invoice.
3	Invoice routing on payer's side	Payer's system should be able to route the electronic freight invoice to the proper payer location through the data, which upon request of the payer, the invoice issuer has added to the invoice.	Under the responsibility of the payer, the electronic invoice to reach the party/ies on the payer side that processes the incoming invoice (e.g. verifies, starts dispute process, authorizes and starts payment process, books on accounts receivable...)
4	Shipper's reference on invoice	Invoice must include shipper's reference(s) when received from shipper during the pre-invoicing process (e.g. at the time of booking) latest before issuing the invoice.	Upstream in the pre-invoice process, the shipper must provide his reference number (referred to as shipper's reference number) to the invoice issuer when this reference is to be included in the invoice. When informed, the invoice issuer must include this unique identifier without any changes for the payer to properly route the electronic invoice to its intended end recipient.
5	Information about invoice issuer and payer.	The invoice must carry information about the invoice issuer and the payer.	The data model provides for different parties. It is required to inform about these two roles. All the other roles are optional and can be defined based on the use case the invoice is being used for.
6	Party identifier	When identifying parties in the electronic invoice, the use of identifiers is encouraged.	The use of identifiers (VAT number, registration number...) makes master data alignment and maintenance easier.

7	Specific date for valid rate application	Invoice issuer should provide an explicit rate application date to determine the validity of the rate.	To avoid wrong rates being invoiced, the invoice issuer must indicate the agreed date for rate validation (e.g. either gate in date, sailing date or B/L date). This agreed date is a specific data field in the electronic freight invoice.
8	Date for the application of currency exchange rate	Currency conversions must include the date used to determine the currency exchange rate.	The payer has to be able to check the exchange rate for a charge stated in a different currency. For this reason, the invoice issuer has to inform in the freight invoice on the exchange rate date he has used to convert currencies into the invoiced currency.
9	Identification of import invoices	Payer to ideally identify the shipment by using their own company Shipper's Customer Reference # for the entire shipment. This is only applicable for intra-company shipments.	<p>Some shippers/forwarders use different reference numbers for the export and import job files of the same shipment. For example an export shipment may have "AAA123" as a customer reference number whereas the import office will create a job file with "BBB456" as a reference number. Since only the export offices of shippers/forwarders provide pre-invoice information to the carriers, they provide "AAA123". The import office does not advice the carrier about the import reference number (here "BBB456"). If the export customer reference number is part of the freight forwarders electronic import file, the import invoice from the carrier can be allocated to the respective import job file.</p> <p>The recommended additional identifiers that can be used in the invoice are at minimum:</p> <ul style="list-style-type: none"> <li>- B/L Number</li> <li>- Vessel's name</li> <li>- Voyage number</li> <li>- Booking number</li> <li>- Port of loading</li> <li>- Port of discharge</li> <li>- Container number</li> <li>- Container size</li> </ul>
10	Invoice in PDF version	Upon bilateral agreement biller will provide a readable PDF invoice version at the time of providing an EDI invoice version	Details of the PDF invoice version sending are agreed in the SOP. Payer and biller ascertain that they are in line with country specific legal/accounting/financial requirements re hard copy invoicing and e-invoicing

11	Data matching between PDF invoice version and EDI Invoice version	To assist the receiver in a manual check of the EDI invoice version the information shown on the PDF invoice version can be used.	The EDI invoice must contain as a minimum the same data that is shown on the PDF Invoice version. Other data may be added in the EDI version to facilitate easier automated processing at payer's side.
12	Invoice versus rated B/L or arrival notice	Always use an invoice as the mechanism to communicate charges due for payment. Do not use other alternatives like a rated B/L or a rated Arrival Notice.	Do not use other alternatives like a rated B/L or a rated Arrival Notice in lieu of an invoice. Such documents can only be supporting documents when required for operational purposes (e.g. due to country regulations) and cannot be used as an invoice. Rated B/L for export and Freight Arrival Notice for import to be sent to the shipper when there is a bilateral agreement.
13	Resending of invoices	Invoice issuer should not modify any contents of the original invoice when resending it.	An electronic invoice should not be regenerated but resent when resubmission is required. The resent invoice must be identical to the original one. No amendment allowed.
14	Duplication of invoices	The invoice receiver is responsible for detecting a duplicate invoice transmission.	Payers should be expected to be able to use primary key data structures in agreement with their invoice issuers/senders to process "duplicates" when a re-send occurs in error.
15	Technical acknowledgement of receipt	At least a technical acknowledgement message has to be sent back from the invoice recipient to the invoice issuer to acknowledge the reception of the invoice.	The invoice issuer system has to be able to close the sending transaction of an electronic freight invoice by receiving the acknowledgement message. This acknowledgement only confirms the receipt of the electronic invoice and not its correctness nor its acceptance by the payer.  Payer to send the acknowledgement receipt to the invoice issuer upon receipt of the freight invoice data.



## 6 References

- [MPD] Master Process Document  
<http://eippstandardsadvisoryboard.ning.com/group/invoicingprocessworkgroup/page/master-document-process>
- [IMM] Invoice Message Model  
[http://api.ning.com/files/NhlTvPCKeBvB9ibxh7QrJQWuuza32IBFNkd1Yx4KHW3\\*qUkMbVJyim5iGS91Te4iDtIFN8jXwqSVh63Jv\\*wKM0UK7EZDLNA/OFIEIPPSAB2InvoiceMessageModelMODDraft1.xlsx](http://api.ning.com/files/NhlTvPCKeBvB9ibxh7QrJQWuuza32IBFNkd1Yx4KHW3*qUkMbVJyim5iGS91Te4iDtIFN8jXwqSVh63Jv*wKM0UK7EZDLNA/OFIEIPPSAB2InvoiceMessageModelMODDraft1.xlsx)  
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- [DIC] Data Element Dictionary Standard 2  
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- [RFC2119] <http://www.ietf.org/rfc/rfc2119.txt>