



**DIGITALISERINGSSTYRELSEN**

# OIOUBL Guideline

OIOUBL Parties

UBL 2.0 Parter

G23

Version 1.3

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# Colophon

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**OIOUBL Version 2.02**

**July 2015**

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# 1. Preface

This guideline is one out of a series of documents describing the purpose and use of the business documents that comprise the Danish localization of UBL 2.0, known as OIOUBL.

A guideline has been prepared for each of the business documents, as well as general guidelines describing the use of elements that apply to more documents.

## 1.1. Purpose of this document

The purpose of this cross-referential guideline is to describe the general issues concerning the use of Parties in e-business when using OIOUBL.

Information about the parties involved in a given process is found in the Party class. This guide specifies how to fill out the Party class in OIOUBL, and which elements, attributes, and values must be specified for correct usage. Furthermore, this document describes which classes Party is used in; where further information is available on the party in question, e. g. *AccountingCustomerParty* and *AccountingSupplierParty*, as well as the roles they play in the procurement process

## 1.2. Conclusions and Recommendations

The following will contain a description and explanation of this topic. The document is intended for everyone, nevertheless, a certain knowledge of both OIOXML and XML will be an advantage.

## 1.3. Changes in version 1.3

In this latest update of this guideline the following has been changed:

- Questions and answers from FAQ on OIOUBL.info has been incorporated
- Originally the legal identification (*PartyLegalEntity.CompanyID*) of both sender and receiver were mandatory. When upgrading from OIOUBL 2.01 till 2.02 it was changed, so now it is only mandatory to legally identify the sender, whereas it is optional to specify *PartyLegalEntity.CompanyID* for the receiver. Note that the has not been updated correspondingly in the document illustrations on OIOUBL.info.

Also notice that if *PartyLegalEntity.CompanyID* is not specified the whole *PartyLegalEntity* class must be left out for the document to be schematron valid.

## 2. Relevant UBL Classes and Elements

The examples and descriptions in this guide primarily refer to the use of *Party* in relation to the documents mentioned below, but they may be used similarly in the rest of the OIOUBL documents.

- OIOUBL Order (Ref. G08)
- OIOUBL OrderResponseSimple (Ref. G10)
- OIOUBL OrderResponse (Ref. G09)
- OIOUBL Invoice (Ref. G16)
- OIOUBL CreditNote (Ref. G13)

A Party identifies the actor in a given process, including the role that the actor plays. Further information is also given about the party in question, such as name, address, contact person, and external references. In the following sections the elements contained in Party are described:

Field/class	Description
WebsiteURI	The website belonging to the Party, such as <a href="http://www.firma.dk">http://www.firma.dk</a>
LogoReferenceID	Reference to the logo of the Party, such as <a href="http://www.firma.dk/logo.jpg">http://www.firma.dk/logo.jpg</a>
EndpointID	This field is used to specify the address for sender and receiver of electronic documents. A Location number must be entered, or another electronic address registered in a VANS network, OIOSI address database, or similar electronic address mechanism. The field must be filled for the receiver and provider of documents, as well as for Parties involved in the subsequent document exchange. The <i>EndpointID</i> of the Sender is used in the process when returning documents, for example for Application Response and Order Response (Simple). It is recommended always to specify the <i>EndpointID</i> for the applied parties. For further information on <i>EndpointID</i> , please refer to the separate guide (Ref. G22).
PartyIdentification/ID	Unique party identification in the shape of either a CVR number, SE number, P number, CPR number, DUNS number, GLN number, or another form of unique identification used by the NemKonto register for identifying companies and individuals, as shown in the codelist (Ref. K11).
PartyName/Name	Name of the party in question. The field is required if the <i>PartyIdentification/ID</i> is not filled. The name must be identical with the name of the company and/or person registered officially with the Central Business Register (CVR) or the Central Office of Civil Registration (CPR). For foreign companies the official company name of the company is used. It may only be specified more than once if the name is to be specified in multiple languages.
Language	Specification of the language code for the party.
PostalAddress	The postal address of the party.
PhysicalLocation	The physical location of the party. Is only filled if different from the <i>PostalAddress</i> .
PartyTaxScheme	Identification of the party by SE number for tax purposes. See also the separate guide for information on <i>PartyTaxScheme</i> (Ref. G27).
PartyLegalEntity	Specifies the legal entity expressed either by CVR or CPR number. The same CVR number must be specified for a company that has several separate departments with different SE numbers.
Contact	When sending an invoice to public authorities, a personal reference must be entered there as an expression for the person attached to the party.
Person	Use as reference to a person with the party.

Note that some fields are bilateral agreed

## 2.1. Mandatory fields in Party

Which fields must be filled in the *Party* class depends on the individual documents, as well as the role played by the party in the document in question.

- *EndpointID*, as mentioned above, is mandatory for the sender and the receiver of all documents, as well as for other document parties that are involved in the document exchange. For example, an Order is exchanged between *BuyerCustomerParty* and *SellerSupplierParty*, who both must have their *EndpointID* specified on the order. If, however, the subsequent invoice is sent to a different party than *BuyerCustomerParty*, the element for *AccountCustomerParty* must also be filled. Here the *EndpointID* is also mandatory, because the order receiver can subsequently send the invoice to the receiver address, and not to the sender of the document.
- *PartyIdentification/ID* and/or *PartyName/Name* must be filled for all parties in all documents.
- *PostalAddress* should be specified for the provider and the receiver of all documents, and may be specified for all other parties, if it seems relevant. The address format *StructuredDK* can be used, which means that address fields such as street name, building number, city and countrycode must be filled. Adresse guideline (Ref. G36).
- *PartyLegalEntity/CompanyID* is the legal identification of a party in shape of a CVR or CPR number, and **must** be specified for the provider of all documents and **can** be specified for the receiver, as well as for other parties involved in the exchange of documents, as shown in the example under *EndpointID*. Notice that CVR numbers are always prefixed with DK in OIOUBL, and is written without space e.g. “DK12345678”.
- *PartyTaxScheme/CompanyID* is the SE number, which identifies a company with the Central Tax Administration. This information is mandatory for the provider of all invoice documents, such as Invoice, Credit note, and Reminder, if the SE number is different from the CVR number specified in *PartyLegalEntity/CompanyID*. Notice that SE numbers are always prefixed with DK in OIOUBL, and is written without space e.g. “DK12345678”.
- *Contact/ID* is mandatory for the sender of an order and must be referenced on the following invoice, as well as other parties involved in the exchange, as it must be possible to send documents to departments or persons not only organizations/companies.

For parties that are not directly involved in the exchange of documents, only the *PartyIdentification/ID* or the *PartyName/Name* is required, unless specific business purposes require otherwise. In such case, this will be specified in the individual document guidelines.

## 2.2. CVR numbers and SE numbers (VAT)

OIOUBL differentiates between CVR number (Central Business Register) and SE number (VAT number), and they are specified in different elements in the OIOUBL structure.

If a seller only has one SE number it is identical with the CVR number and can be derived from that. If a seller has more than one SE number, it must be specified separately in the OIOUBL document.

CVR is always mandatory for the sender, and must be specified as in the example below.

```
<cac:AccountingSupplierParty>
  <cac:Party>
    ...
    <cac:PartyLegalEntity>
      <cbc:RegistrationName>Tavleleverandøren</cbc:RegistrationName>
      <cbc:CompanyID schemeID="DK:CVR">DK16356706</cbc:CompanyID>
    </cac:PartyLegalEntity>
  </cac:Party>
</cac:AccountingSupplierParty>
```

If the seller has more SE numbers the SE number must be specified as in the example below.

```
<cac:AccountingSupplierParty>
  <cac:Party>
    ...
    <cac:PartyTaxScheme>
      <cbc:CompanyID schemeID="DK:SE">DK16356706</cbc:CompanyID>
      <cac:TaxScheme>
        <cbc:ID schemeAgencyID="320" schemeID="urn:oioubl:id:taxschemeid-1.1">63</cbc:ID>
        <cbc:Name>Moms</cbc:Name>
      </cac:TaxScheme>
    </cac:PartyTaxScheme>
    ...
  </cac:Party>
</cac:AccountingSupplierParty>
```

Please notice that it is not schematron validated if the SE number is specified, since it is not known in the validation if the seller has more than one SE number.

Therefore the receiver must check if the SE number is filled, and if not the CVR number in the *PartyLegalEntity* class is used.

### 3. Description

The following provides a common description of the use of the various classes and fields, that is, the part that is not described in the individual document guidelines.

#### 3.1 Use of Parties

In the electronic procurement process, the Party is defined as "an individual, an organization, or an entity that has a role in the business process".

Business functions for seller and buyer are basic and are involved in multiple roles for the procurement process. Related to this are functions and roles for logistics, transportation and payment. Parties in relation to catalogues are covered in a separate document (Ref. G39)

Business function	Role	Description	Example	UBL Party	Sends	Receives
Buyer	Originator	The Party who has the original demand, and who is therefore the originator of the procurement process. The Originator Party is involved in the Quotation process. The Originator Party is typically a contact for requests, and may be referenced in the subsequent Order process.	If an employee orders a new PC, his company can be the Customer and the employee the Originator. A municipal kindergarten that orders an item may be Originator whilst the municipality is the Buyer.	OriginatorCustomerParty DK: Initierende Køber	Request for Quotation, (Not yet released)	Quotation (Not yet released)
Buyer	Customer	The party who purchases items and services on behalf of the Originator Party. May be referenced from OrderResponse, OrderResponseSimple, DespatchAdvice, Invoice, CreditNote, and Statement	Procurement department of a company.	BuyerCustomerParty DK: Køber	Order OrderChange OrderCancellation	OrderResponse OrderResponseSimple
Buyer	Debitor	The Party who is responsible or payment and settlement of the outstanding related to the purchase. This Party must be referenced in Order, and may also be referenced in OrderResponse And OrderResponseSimple.	A municipality that handles settlement of invoices for the municipal institutions.	AccountingCustomerParty DK: Debitor	DebitNote RemittanceAdvice, er endnu ikke frigivet SelfBilledInvoice, er endnu ikke frigivet SelfbilledCreditNote, bemærk er endnu ikke frigivet RemittanceAdvice, bemærk denne meddelelse er ikke inkluderet i OIOUBL	Invoice CreditNote Statement



Seller	Supplier	The Party responsible for handling the process toward the Originator and the Customer. Is legally responsible for delivery of goods and services.	Supplier who manufactures and sells appliances for disabled citizens.	SellerSupplierParty DK: Sælger	Quotation OrderResponse OrderResponseSimple	Order OrderChange OrderCancellation
Seller	Creditor	Party who requires payment and is responsible for invoicing.	Often the accounts department of the supplier, but if Factoring is used, this function may be handled by another company.	AccountingSupplierParty DK: Kreditor	Invoice CreditNote Statement	DebitNote RemittanceAdvice, (not included in OIOUBL) SelfBilledInvoice, (Not yet released) SelfbilledCreditNote (not yet released)
Payee	Payee	The party who receives payment. Must be referenced in Invoice, if Payee is not Creditor.	When using Factoring, the company who has taken over the claim is specified as the Payee.	PayeeParty: DK: BetalingsModtagerPart		
Transport	Transporter			PayeeParty: DK: BetalingsModtagerPart		

**Tabel 1. Parties and roles in OIOUBL**

Buyer and Seller are identified with these general names:

- CustomerParty
- SupplierParty

As shown above, these parties may, if required, be attached to roles and functions in the process: Originator, Customer, and Debtor (CustomerParty), as well as Supplier and Creditor (SupplierParty).

The Sender Party and Receiver Party are both always required Parties. Other parties may be used if they are required in relation to the process, either legally or organizationally. Please note that for the sending party, the legal entity that the party represents (*PartyLegalEntity*) must always be specified.

Note also that in many cases, only two actual parties are involved in an e-business transaction. When this is the case, *BuyerCustomerParty* and *AccountingCustomerParty* will have the same contents.

Situations may occur when a party sends an order as the *BuyerCustomerParty*, and subsequently is included in the invoice as the receiver in the *AccountingCustomerParty*. In other situations, more parties may be involved in the process, and they may be represented explicitly according to their specific functions and organization.

Furthermore, reference may be made to supplementary parties that may be involved in the process, such as the *PayeeParty* as the party who is to receive the payment. *PayeeParty* may be used when factoring is involved, i.e. a third party taking over a claim.

Another example of a supplementary party is the *DeliveryParty*, who receives the delivery, if this is not the *BuyerCustomerParty*. If *DeliveryParty* is used, this party takes over the legal responsibility for the delivery at the time of delivery. If the Buyer merely wishes to specify a delivery address, this may be specified in the Delivery class without defining a *DeliveryParty*.

## 3.2. Parties in selected UBL documents

### 3.2.1. Invoice

Party	Party class	DK name	Sends/Receives
AccountingSupplierParty	Supplier Party	Kreditor	Sends
AccountingCustomerParty	Customer Party	Debitor	Receives
PayeeParty	Party	BetalingsModtagerPart	
BuyerCustomerParty	Customer Party	Køber	
SellerSupplierParty	Supplier Party	Sælger	

### 3.2.2. CreditNote

Party	Party class	DK name	Sends/Receives
AccountingSupplierParty	Supplier Party	Kreditor	Sends
AccountingCustomerParty	Customer Party	Debitor	Receives
PayeeParty	Party	BetalingsModtagerPart	

### 3.2.3. Order

Party	Party class	DK name	Sends/Receives
BuyerCustomerParty	Customer Party	Køber	Sends
SellerSupplierParty	Supplier Party	Sælger	Receives
OriginatorCustomerParty	Customer Party	Initierende Køber (Rekvirent)	
FreightForwarderParty	Party	Transportør	
AccountingCustomerParty	Customer Party	Debitor	

### 3.2.4. OrderResponseSimple

Party	Party class	DK name	Sends/Receives
SellerSupplierParty	Supplier Party	Sælger	Sends
BuyerCustomerParty	Customer Party	Køber	Receives
OriginatorCustomerParty	Customer Party	Initierende Køber (Rekvirent) Rekvirent is not uses in all places.	

## 4. Examples

A filled in XML example is shown below. Please note that the example only shows the relevant classes.

### 4.1 Example of an AccountingSupplierParty

An example of how to specify a creditor in an invoice.

```
<cac:AccountingSupplierParty>
  <cac:Party>
    <cbc:EndPointID schemeAgencyID="9" schemeID="GLN">5798000416604</cbc:EndPointID>
    <cac:PartyIdentification>
      <cbc:ID schemeAgencyID="9" schemeID="GLN">5798000416604</cbc:ID>
    </cac:PartyIdentification>
    <cac:PartyName>
      <cbc:Name>Leverandøren</cbc:Name>
    </cac:PartyName>
    <cac:PostalAddress>
      <cbc:AddressformatCode listAgencyID="320"
listID="urn:oioubl:codelist:addressformatcode-1.1">StructuredDK</cbc:ID>
      <cbc:StreetName>Fredericiavej</cbc:StreetName>
      <cbc:BuildingNumber>12</cbc:BuildingNumber>
      <cbc:CityName>Helsingør</cbc:CityName>
      <cbc:PostalZone>3000</cbc:PostalZone>
      <cac:Country>
        <cbc:IdentificationCode>DK</cbc:IdentificationCode>
      </cac:Country>
    </cac:PostalAddress>
    <cac:PartyTaxScheme>
      <cbc:CompanyID schemeID="DK:SE">DK16356706</cbc:CompanyID>
      <cac:TaxScheme>
        <cbc:ID schemeAgencyID="320" schemeID="urn:oioubl:id:taxschemeid-1.1">63</cbc:ID>
        <cbc:Name>Moms</cbc:Name>
      </cac:TaxScheme>
    </cac:PartyTaxScheme>
    <cac:PartyLegalEntity>
      <cbc:RegistrationName>Leverandøren</cbc:RegistrationName>
      <cbc:CompanyID schemeID="DK:CVR">DK16356709</cbc:CompanyID>
    </cac:PartyLegalEntity>
    <cac:Contact>
      <cbc:ID>12345</cbc:ID>
      <cbc:Name>Jens Jensen</cbc:Name>
      <cbc:Telephone>26532147</cbc:Telephone>
      <cbc:ElectronicMail>Jens@lev.dk</cbc:ElectronicMail>
    </cac:Contact>
  </cac:Party>
</cac:AccountingSupplierParty>
```

## 5. Relevant code lists

<b>Codelist:</b>	<b>Agency:</b>	<b>Urn:</b>	<b>Example values:</b>
EndpointID	320	urn:oiubl:scheme:endpointid-1.3	EAN number or the like.
PartyIdentification/ID	320	urn:oiubl:scheme:partyidentificationid-1.3	CVR number or the like.
PartyLegalEntity/CompanyID	320	urn:oiubl:scheme:partylegalentitycompanyid-1.1	CVR or CPR number
PartyTaxScheme/CompanyID	320	urn:oiubl:scheme:partytaxschemecompanyid-1.1	SE number

## 6. Terms and abbreviations

Listed below are the most important terms and abbreviations:

<b>Term:</b>	<b>Explanation:</b>
EndpointID	Electronic address Typically, the GLN number or CVR number registered in a VANS system or a public infrastructure address database. Resembles the EAN location number in OIOXML.