



**IT- og Telestyrelsen**

Ministeriet for Videnskab  
Teknologi og Udvikling

# OIOUBL Guideline

UBL 2.0 Delivery Terms

OIOUBL Leveringsbetingelser

G20

Version 1.1



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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.

For each business document, a guideline document has been prepared, as well as general guidelines describing the use of elements that apply across the documents.

### ***1.1 Purpose of this document***

This is a general guideline which is intended to specify the use of classes and fields used for the specification of terms of delivery. See also the OIOUBL Guideline Delivery (Ref. G19).

### ***1.2 Conclusions and Recommendations***

In the following the relevant conclusions and recommendations will be presented, which reflect, among other things, the discussions of the UBL working groups involved.

- An OIOUBL Order should not have different delivery terms at line level. Instead, the Order should be split.

## 2. Relevant UBL Classes and Elements

Delivery terms are included in the following UBL 2.0 document types:

- Order
- Invoice

The delivery terms are specified in the *DeliveryTerms* class, which may occur at both header and line level. Please note also the *Delivery* class, which is described in the OIOUBL Guideline Delivery (Ref. G19).

### 2.1 DK field names and cardinality

The tables below list the fields and their field names in Danish, as well as the cardinality.

#### 2.1.1 The *DeliveryTerms* class

UK-name	DK-name	Use
ID	ID	0..1
SpecialTerms	SpecialBetingelser	0..1
LossRiskResponsibilityCode	TabRisikoAnsvarsKode	0..1
LossRisk	TabRisiko	0..1
DeliveryLocation	LeveringsLokation	0..1

#### 2.1.2 The *DeliveryLocation* class

UK-name	DK-name	Use
ID	ID	0..1
Description	Beskrivelse	0..1
Conditions	Betingelser	0..1
ValidityPeriod	GyldighedsPeriode	0..n
Address	Adresse	0..1

#### 2.1.3 The *ValidityPeriod* class

UK-name	DK-name	Use
StartDate	StartDato	0..1
StartTime	StartTid	0..1
EndDate	SlutDato	0..1
EndTime	SlutTid	0..1
DurationMeasure	VarighedsKode	0
DescriptionCode	BeskrivelsesKode	0
Description	Beskrivelse	0..n

## 2.1.4 The Address class

UK-name	DK-name	Use
ID	ID	0..1
AddressTypeCode	TypeKode	0..1
AddressFormatCode	FormatKode	1
Postbox	Postboks	0..1
Floor	Etage	0..1
Room	Rum	0..1
StreetName	Vejnavn	0..1
AdditionalStreetName	VejAdresseringsNavn	0..1
BuildingName	Lokalitet	0..1
BuildingNumber	Husnummer	0..1
Department	Afdeling	0..1
MarkAttention	Attention	0..1
MarkCare	C/O	0..1
CityName	ByNavn	0..1
PostalZone	Postnummer	0..1

In the table only the most common fields are displayed. For a more detailed description of the *Address* class please see the OIOUBL Guideline Address (Ref. G36).

### 3. Description

The following sections contain further descriptions of the use of relevant classes and fields.

#### 3.1 Requirement for specifying delivery terms

The delivery terms may be specified in an OIOUBL Order and Invoice, but they may often be omitted.

Only when there is a requirement for specifying special terms, for instance in the shape of INCO-terms (see later section), these should be specified.

#### 3.2 Header and Line level

Delivery terms may be specified at both header and line level. As the special delivery terms are often closely tied to the total shipment, delivery terms are normally entered at header level.

Delivery terms should not be specified at both header and line level.

#### 3.3 Use of the *DeliveryTerms* class

Delivery terms are specified in the *DeliveryTerms* class, and shown in Table 1 below is a short explanation of its fields and sub-classes.

UK-name	DK-name	Use	Explanation:
ID	ID	1	If possible, specify "INCOTERMS". Otherwise, specify the terms below in clear text.
SpecialTerms	SpecialBetingelser	0..1	The terms specified in clear text.
LossRiskResponsibilityCode	TabsRisikoAnsvarsKode	0..1	A code from the INCO term codelist which specifies the risk responsibility, e. g.: FOB Otherwise, specify the terms below in clear text. Can only be used when bilateral agreed
LossRisk	TabsRisiko	0..1	A text description of the agreed risk distribution. Can only be used when bilateral agreed
DeliveryLocation	LeveringsLokation	0..1	Specification of a Location, if this is of relevance to the agreed delivery terms. For instance a Port. Please note that this specification is not identical with the specification of DeliveryParty in the Delivery class.

**Table 1.** Use of the *DeliveryTerms* class.

## 4. Examples

An example of specification of *DeliveryTerms* is shown below.

Example of the use of *DeliveryTerms*

```
<cac:DeliveryTerms>  
  <cbc:ID>INCOTERMS</cbc:ID>  
  <cbc:LossRiskResponsibilityCode listAgencyID="320" listID="urn:oioubl:codelist:  
    lossriskresponsibilitycode-1.1">FOB</cbc:LossRiskResponsibilityCode >  
</cac:DeliveryTerms>
```



## 5. Relevant code lists

Code list:	Agency:	Urn:	Example value:
INCO terms Internation Chamber of Commerce (ICC)	320	urn:oiubl:codelist:lossriskresponsibilitycode-1.1	FOB

## 6. Terms and abbreviations

Listed below are the most important terms and abbreviations:

Term:	Explanation:
Header level	Fields on header level are all the fields that are found directly under the root element (the top element) in the XML structure. Fields on header level apply to the whole document.
Line level	Fields at line level only apply to the specific document line, unlike fields at header level
Class	A class is a collection of fields. For example, the Price class contains fields such as PriceAmount, BaseQuantity, etc.
Fields	A field is an element in the XML structure. For example, the PriceAmount is the field containing the price in an invoice line.
Attributes	In an XML element, frequently it is possible to specify a property for the field in an attribute, e. g. the attribute unitCode in which the unit for a quantity may be specified, as in the example: <cbc:BaseQuantity unitCode="BO">1</cbc:BaseQuantity>
INCO terms	Incoterms is an international set of rules (trade provisions) published by the International Chamber of Commerce (ICC). They regulate the right and obligations of the buyer and seller under the trade agreement, and can be divided into the following main groups: <ul style="list-style-type: none"> <li>· Group E provisions - The obligations of the seller are limited to making the item available at his own premises.</li> <li>· Group F provisions - The seller arranges and pays for delivery to a transporter specified by the buyer.</li> <li>· Group C provisions - Seller arranges the transport, but does not assume the risk for lost or damaged goods, or any added cost related to events occurring after the goods have been delivered to the carrier.</li> <li>· Group D provisions - The seller carries all necessary costs and risks involved in transporting the goods to the agreed destination.</li> </ul>