

## A-NZ Peppol Stakeholder Working Group - Consistent Data Mapping Focus Group Meeting

### Meeting Summary - 17 March 2022

Item #	Outcomes
1	<p><b>Introduction</b> Matt Lewis welcomed everyone to the group and Simon Foster acknowledged Traditional Owners in Australia and NZ.</p>
2	<p><b>Introduction of Attendees</b></p>
3	<p><b>Review of the sample invoices</b></p> <p><u>Organisational Specific Customer Identifiers</u> Discussions surrounded how large and small businesses deal with the PO field and Buyer Reference field - the Peppol invoice specification requires one of these two.</p> <ul style="list-style-type: none"> <li>• Some solutions populate the invoice number if neither a <i>PO</i> or <i>buyer reference</i> number is applicable.</li> <li>• The purpose of the <i>buyer reference</i> field is to include additional information to assist the buyer to process an invoice (e.g. send the invoice to the right person/unit for approval).</li> <li>• Some participants noted that the semantic meaning of buyer reference is not clear, and businesses may use different terms.</li> <li>• Discussions around how a system / UI can be intuitive to prompt end users to populate the information in the right place.</li> <li>• Some receiving systems have the flexibility to locate information, when it is not provided in the right field.</li> </ul> <p>Regarding a supplier assigned customer ID:</p> <ul style="list-style-type: none"> <li>• SME buyers may not need/store the information</li> <li>• Large buyers may require the information but use it differently, e.g., some use it to differentiate payments, while others may use it to allocate an invoice to a business unit for approval / to verify goods receipt.</li> </ul> <p>The group did not reach consensus and will revisit this topic at a future meeting. The group agreed that consistency is important and is required across all invoices no matter if they are for large or small businesses.</p> <p><u>Non-Financial Delivery Information</u> Items like freight terms, origin of delivery and tracking of shipment and currently often shared in the free text field which is acceptable.</p> <p>It was noted that this information is not included in a Peppol invoice as it is better supported by BIS 3.1 Despatch Advice which can be used for complex freight and delivery information. Peppol BIS Billing lists Delivery processes as out of scope for invoice and credit note transactions, along with other functions.</p>

	<p>Discussed that the free text field is the best place for now but it is not ideal for automation. Supporting structured delivery information as an independent capability is not a priority for now but the option is available (i.e. Despatch Advice).</p> <p>Providers are encouraged to think about the experience they're offering to end users and how best to share this information with them.</p> <p><u>Freight and Delivery Charges</u> Presented on three different ways freight can be added to invoices that providers should be aware of:</p> <ol style="list-style-type: none"> <li>1. Invoice level freight using <i>AllowanceCharge</i></li> <li>2. Freight as a separate invoice line - which can be invoice level freight or line level freight.             <ul style="list-style-type: none"> <li>o This is not ideal if a buyer would like to specify for which items the freight charges apply, however some solutions, especially solutions for SMEs will not support such advanced functionality.</li> <li>o It may result in manual handling no matter which option you choose. Some will scan invoices looking for the term "freight".</li> </ul> </li> <li>3. Freight for a specific line item             <ul style="list-style-type: none"> <li>o This can be supported in Peppol by invoice line level charge (<i>InvoiceLine/AllowanceCharge</i>), however as mentioned, this is more advanced functionality and may not be supported by some solutions.</li> </ul> </li> </ol> <p><u>Discounts</u> Similarly, discounts can be applied in the same way as charges:</p> <ol style="list-style-type: none"> <li>1. Invoice level</li> <li>2. Invoice level or line level, but expressed as a separate invoice line</li> <li>3. Invoice line level discount (i.e. discount for the line items only)</li> </ol> <p>How and where to apply discounts is the exact same problem as freight.</p> <p>There could be more complex (but rare) cases where an invoice contains items with different GST treatment, and charges/discounts also have different GST treatment. This can be supported (as both invoice lines and Allowance/Charge needs to specify GST treatment), and it is up to the seller to determine the appropriate GST category.</p> <p><b>Summary:</b> Given that Peppol/UBL has designated fields to support both invoice-level and line-level charges or discounts, it is ideal that C1/C2 use the appropriate UBL fields to convey the information (i.e., option 1 or 3), which will maximise automation by C4. Where C1's solutions have limited data capability and cannot support AllowanceCharge or InvoiceLine/AllowanceCharge, option 2 can be used.</p> <p>C4 (buyers) should be aware and be flexible to receive all options.</p>
4	<p><b>Meeting materials</b> All meeting materials are published on the <a href="#">DSPANZ website</a>.</p> <p>The slides presented have been emailed to the group and are also <a href="#">published here</a>.</p>
5	<p><b>Meeting close</b></p>

	<p>Thanked everyone for their input during the meeting.</p> <p>The next meeting will be held 31 March at 11.30am AEDT / 1.30pm NZDT and will pick up at example 4.3.</p>
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