Oifig um Sholáthar Rialtais
Office of Government Procurement

# eInvoicing Ireland and CEF Digital Sub-Central Government Implementation Workshop 2020

Hibernia Conference Center, Dublin Castle

5 February 2020

**Wi-fi:** DC_Conference and

Guess Password: February-2020

**Sli.do** : #6143

**Twitter:** #eInvoicingIre2020

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eINVOICING
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# Welcome Note

**Mr Paul Quinn**
CEO, Office of Government Procurement and
Chief Procurement Officer

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Office of Government Procurement

# eInvoicing Ireland and CEF Digital Sub-Central Government Implementation Workshop

eInvoicing Ireland Welcome and Update

Maura Howe, eInvoicing Ireland Communications Manager

5 February 2020

Join at slido.com - #6143         #eInvoicingIre2020

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# eInvoicing – Milestones on the Journey

## Key eInvoicing Dates

## eInvoicing in Ireland

**16 April 2014**

Directive 2014/55/EU

**Irish Situation:**
- > 4m invoices annually **90%** paper
- Administrative burden
- Prompt payment timelines/ GDPR
- Environment

**17 October 2017**

Publication of EU Standard on eInvoicing in Official EU Journal

eInvoicing Ireland Programme established to:
1. Communications Campaign: Awareness – Engagement - Action
2. OGP eInvoicing Framework agreement w/ sector partners
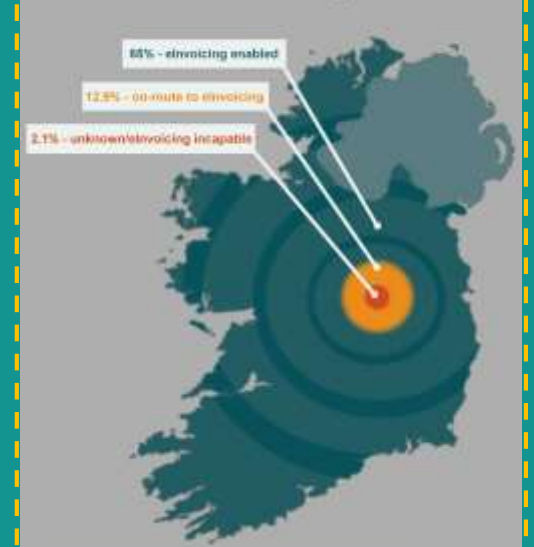
# eInvoicing – Central Government Enabled

Framework for the Provision of eInvoicing and PEPPOL Networking Systems and Services Published – 25 March 2019

- Directive 2014/55/EU
- European Standard
- PEPPOL

**Deadline for Central Government** to implement Directive & for Member States to transpose Directive into national law

18 April 2019

- **85%** of Central Government eInvoicing enabled
- Directive Transposed into Irish legislation

Central Government eInvoicing enabled bodies*

85% – eInvoicing enabled

12.9% – on route to invoicing

2.1% – unknown/eInvoicing incapable

*Central Government for the purpose of eInvoicing includes 43 Government bodies

# eInvoicing – Sub-Central Government Enabled

**Deadline for Sub-Central Government** to be eInvoicing Ready

18 April 2020

**eInvoicing Ireland**

- Supporting Sub Central Government
  - Shared Services/ Co-ordinating bodies
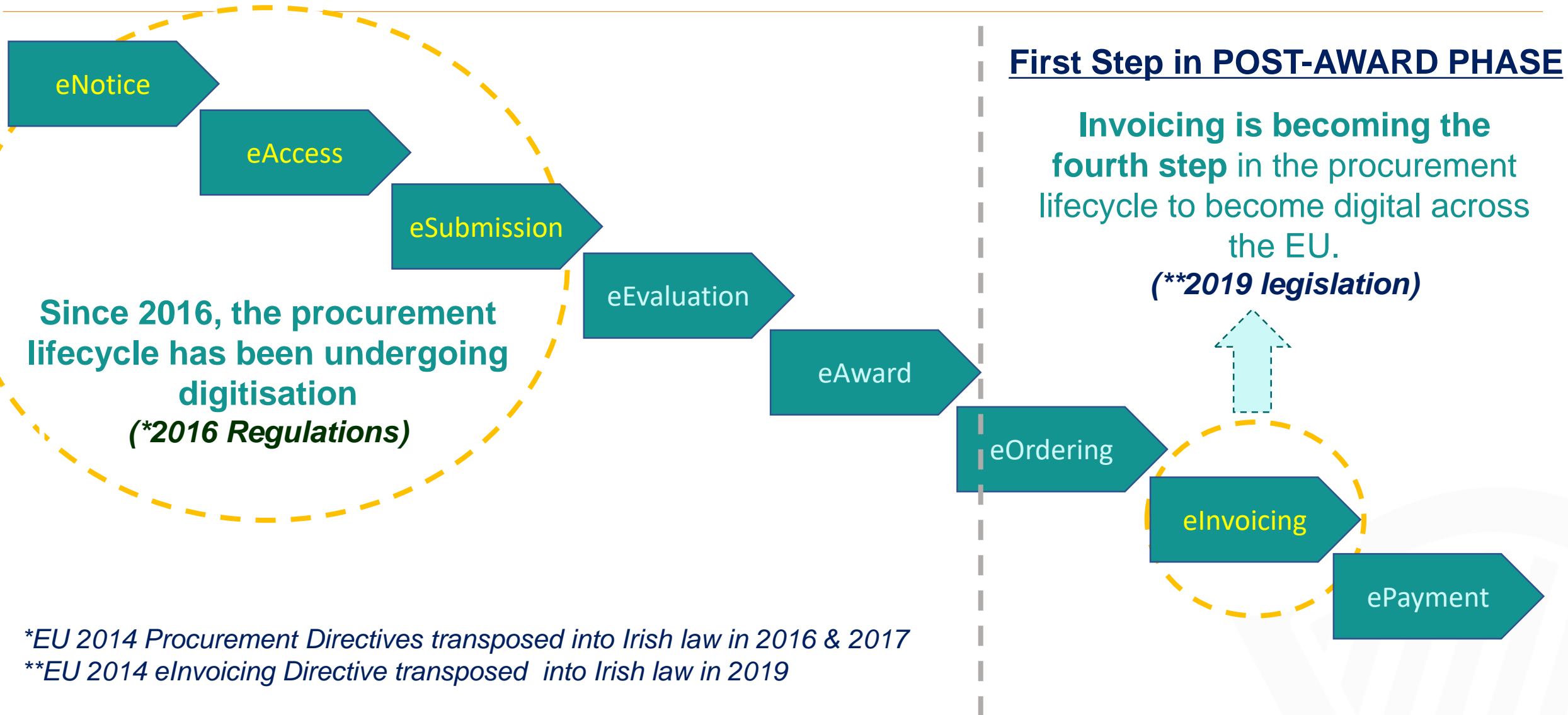
    Individual Public Bodies

    eInvoicing Framework

    Buyer zone @ ogp.gov.ie

- **eInvoicing Enduring Model**



Join eInvoicing Community/ Give Feedback: eInvoicing@ogp.gov.ie

# eInvoicing in the context of Procurement

eNotice

eAccess

eSubmission

eEvaluation

eAward

**Since 2016, the procurement lifecycle has been undergoing digitisation**
*(*2016 Regulations)*

**First Step in POST-AWARD PHASE**

**Invoicing is becoming the fourth step** in the procurement lifecycle to become digital across the EU.
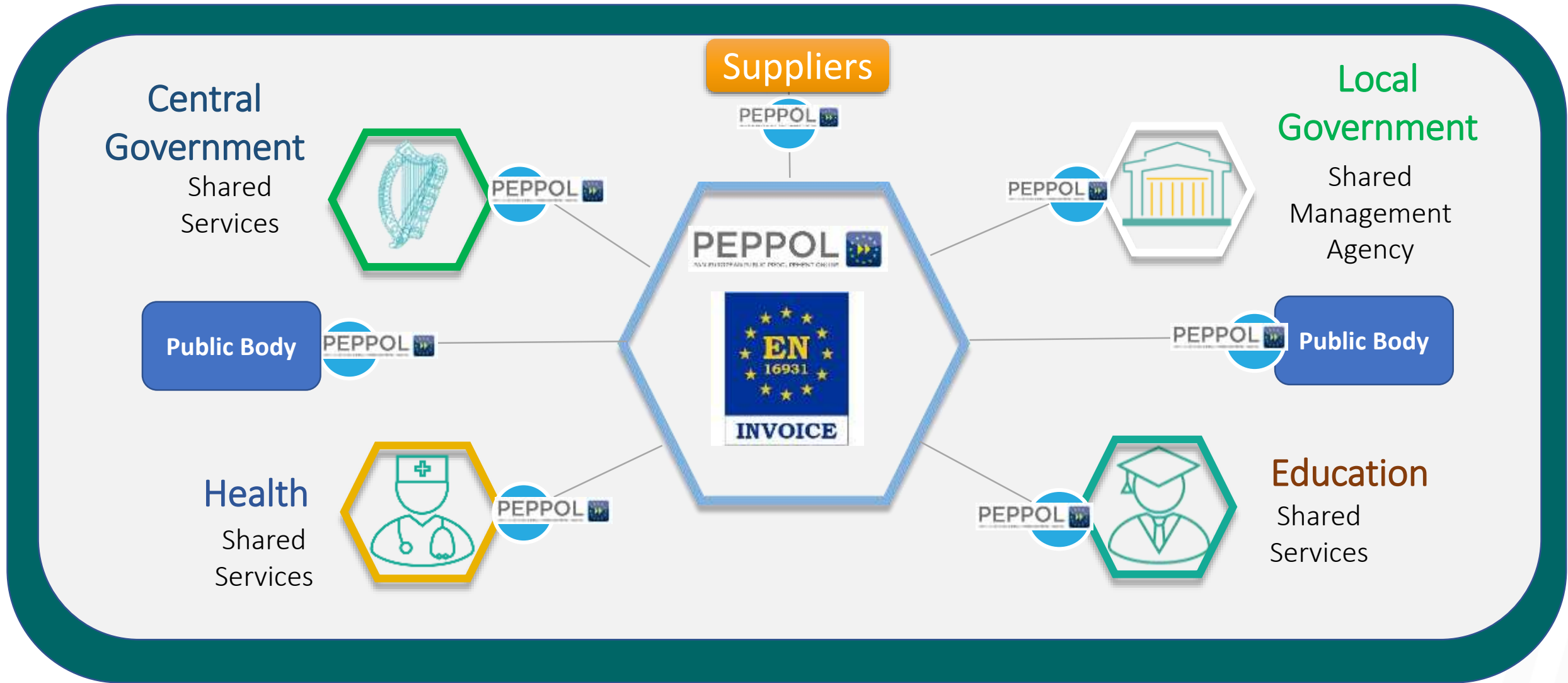*(**2019 legislation)*

eOrdering

eInvoicing

ePayment

*EU 2014 Procurement Directives transposed into Irish law in 2016 & 2017*
***EU 2014 eInvoicing Directive transposed  into Irish law in 2019*

eINVOICING
IRELAND | OGP.GOV.IE

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# eInvoicing Ireland – The National Implementation Model

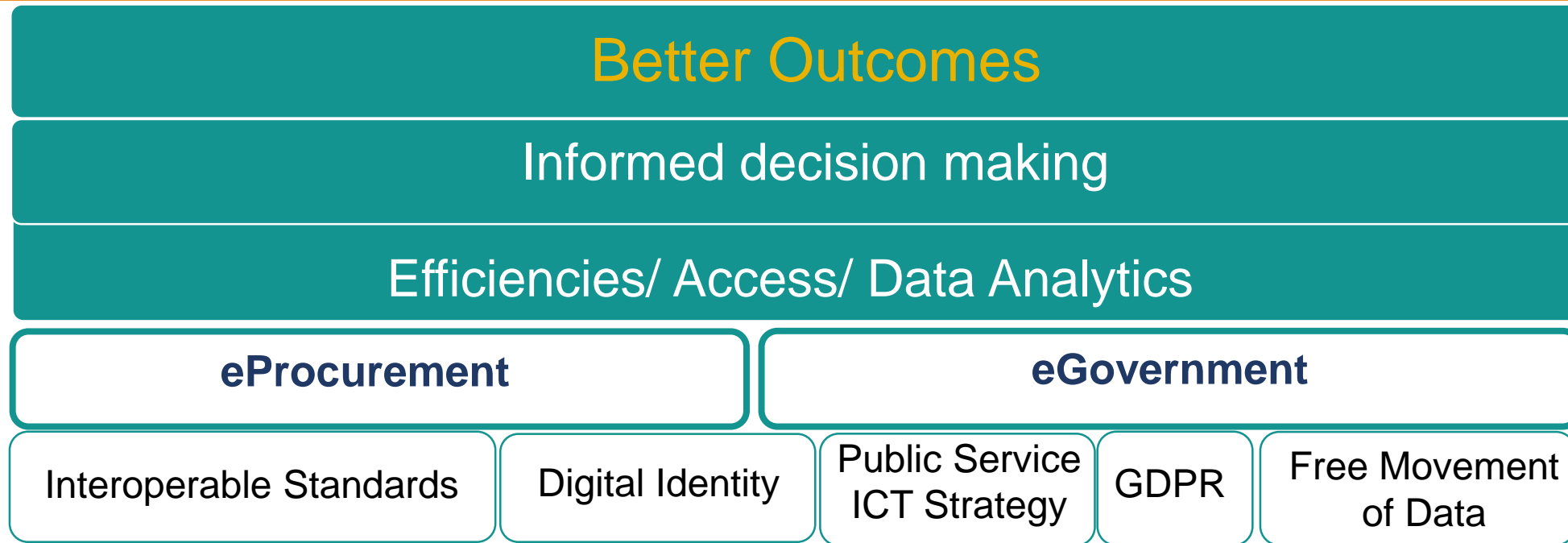# eInvoicing Ireland – Regional/ Local Challenges

## CHALLENGES

- \> 8,000 diverse public bodies

- Limited Shared Services for invoice processing / variety of Finance systems

- Dependency on 3rd party IT providers

- Difficult to understand implications for their FMS/ERP systems and workflow

- Cost concerns for small suppliers

- \> 4million paper invoices annually
  (>1½ times the height of Eiffel Tower)

- And.... there is an Appetite to achieve benefits beyond compliance

## OUR APPROACH

- De-centralised approach allows for diversity

- Standards-based national model provides consistency across implementations

- National Agreement with selected vendors simplifies procurement of compliant solutions for Local public bodies

- Engage with FMS/ERP IT providers early to understand processes & workflows

- Cohesive approach @ Local Gov level reduces costs for suppliers

- Communicate! Communicate! Communicate!

- Greater opportunity to innovate at Local and Regional level (Pilot-Prove-Rollout)

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# Better Outcomes for the Public & Businesses

**Better Outcomes**

Informed decision making

Efficiencies/ Access/ Data Analytics

**eProcurement**

**eGovernment**

Interoperable Standards

Digital Identity

Public Service ICT Strategy

GDPR

Free Movement of Data

*"The public service must fully embrace digital transformation to modernise its front and back office processes, making our public services more efficient and responsive to the public and businesses' needs."*

Minister of State with responsibility for Public Procurement, Open Government and eGovernment, Patrick O'Donovan TD, May 2019

# eInvoicing – Contact & further reading

- Contact Us – einvoicing@ogp.gov.ie;

- OGP eInvoicing - https://ogp.gov.ie/einvoicing/

- EU eInvoicing/Funding - https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/eInvoicing

- PEPPOL - https://peppol.eu/about-openpeppol/what-is-openpeppol/

- EU Directive - http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32014L0055

- European Standard (I.S. EN 16931-1:2017) Freely available via NSAI.ie

  https://shop.standards.ie/en-ie/Standards/I-S-EN-16931-1-2017-880591_SAIG_NSAI_NSAI_2092009/
  https://shop.standards.ie/en-ie/Standards/SR-CEN-TS-16931-2-2017-880594_SAIG_NSAI_NSAI_2092015/

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Office of Government Procurement

# eInvoicing Workshop
## Ireland

4th February 2020

**Connecting Europe Facility**

**DIGIT**
Directorate-General
for Informatics

**DG Connect**
Directorate-General for Communications
Networks, Content and Technology

**Christian Vindinge Rasmussen**

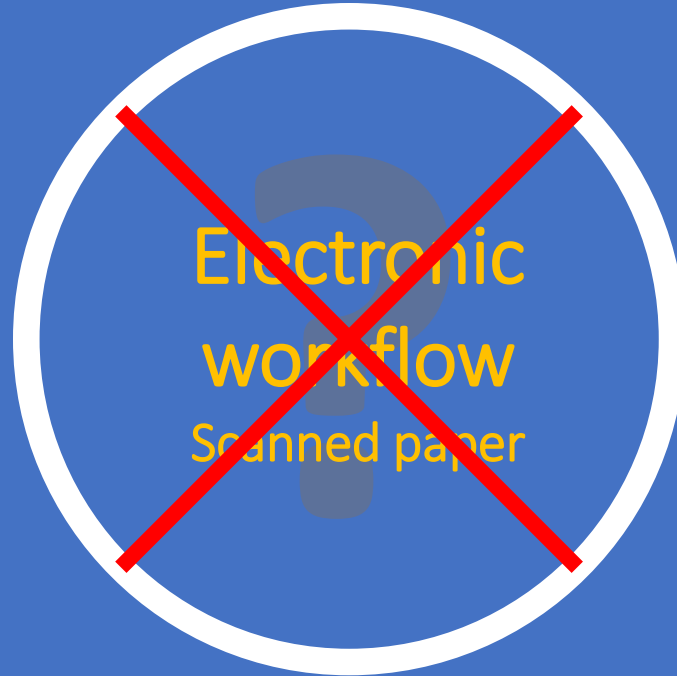**Martin Forsberg**

Two questions for you!

slido.com

Code: #6143

# What is an electronic invoice?

'**electronic invoice**' means an invoice that has been issued, transmitted and received in a structured electronic format which allows for its automatic and electronic processing

# Directive 2014/55/EU on electronic invoicing in public procurement

Optimisation of the swift payment processes

Simplification of cross-border procurement

Optimising the interoperability of IT solutions within the EU by transmitting structured data

Directive Goals

Automation of eInvoicing processes (reduction of timing and risk of human error)

Enhancement of the traceability of public expenditures, monitoring and public procurement governance

Improvement of tax collection works

# Requirements for the contracting authorities/entities

**From article 7**

***Receipt and processing of electronic invoices***

*Member States shall ensure that contracting authorities and contracting entities* **receive and process electronic invoices** *which comply with the* **European standard on electronic invoicing** *whose reference has been published pursuant to Article 3(2) and with* **any of the syntaxes on the list** *published pursuant to Article 3(2).*

a list with a limited number of syntaxes which comply with the European standard on electronic invoicing

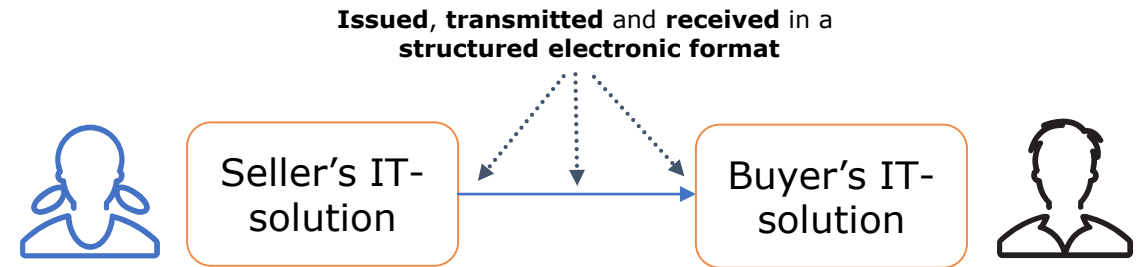Semantic data model of the core elements of an electronic invoice

# Definitions

(1) 'electronic invoice' means an invoice that has been issued, transmitted and received in a structured electronic format which allows for its automatic and electronic processing;

(2) 'core elements of an electronic invoice' means a set of essential information components which an electronic invoice must contain in order to enable cross-border interoperability, including the necessary information to ensure legal compliance;

(3) 'semantic data model' means a structured and logically interrelated set of terms and their meanings that specify the core elements of an electronic invoice;

(4) 'syntax' means the machine readable language or dialect used to represent the data elements contained in an electronic invoice;

(5) 'syntax bindings' means guidelines on how a semantic data model for an electronic invoice could be represented in the various syntaxes;

**Issued**, **transmitted** and **received** in a **structured electronic format**



Seller's IT-solution → Buyer's IT-solution

## Commercial Invoice

## Taxi- o Transportrörelsen HB

| | |
|---|---|
| **Invoice issue date** 2008-09-01 | **Invoice number** 1002420 |
| **Payment due date** 2008-10-01 | **Order reference** |
| **Period start date** 2008-08-15 | **Buyer reference** PoPe |
| **Period end date** 2008-08-31 | **Amount due for payment** 750 SEK |

**BUYER**
Skellefteå Sambruk AB
**Address**
Box 1
93100  Skellefteå
SE
Legal registration ID: 9876543210  [0007]
Buyer name: Skellefteå Sambruk AB

**BUYER CONTACT**
B-E Ställman
**Buyer accounting reference:** PoPe

**Contract reference:** K1002420

| Line ID | Seller's ID | Name | Quantity | Net price | VAT rate | Charge Allowance | Net amoun |
|---|---|---|---|---|---|---|---|
| 1 | | Högtrafik | 4.2  KMT (Unit of measure: kilometre) | 23.14 SEK | S,  6% | Charge: 33 Startavg () % | 130.1 |
| | | Note: Stamkund 198, Wieselgenspl - Centralstationen INVOICING PERIOD: 2008-08-18 | | | | | |
| 2 | | Nattaxa | 4.4  KMT | 25.09 SEK | S,  6% | Charge: 33 | 143 |

# Key dates

**16 April 2014**
Directive 2014/55/EU

**17 October 2017**
Publication of the reference to the European
Standard on eInvoicing in the Official Journa

**18 April 2019**

Deadline for Member
States to transpose into
national law

**18 April 2020**
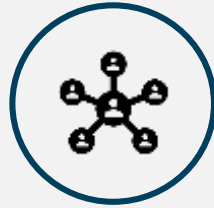Extended deadline (upon request) for
contracting authorities and entities which are
not central government authorities
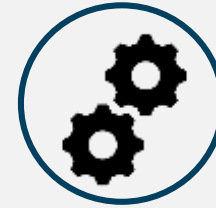
# eInvoicing: the Member States' state of play

**25**/28

Member States have transposed the Directive at the **central level**

**13**/28

Member States have requested the extra-year (by April 2020) for the **sub-central** transposition

**23**/28

Member States have an eInvoicing solution in operation

*Country factsheets*

# eInvoicing: the Member States' state of play (1/2)
# Transposition of the Directive status among Member States



*Transposition of the Directive 2014/55/EU*

- 🟢 Directive transposed

- 🟢 Directive partially transposed

- 🟠 

No information or transposition to be done after the deadline

# eInvoicing: the Member States' state of play (2/2)
## Request for the extra year for compliance at the sub-central level
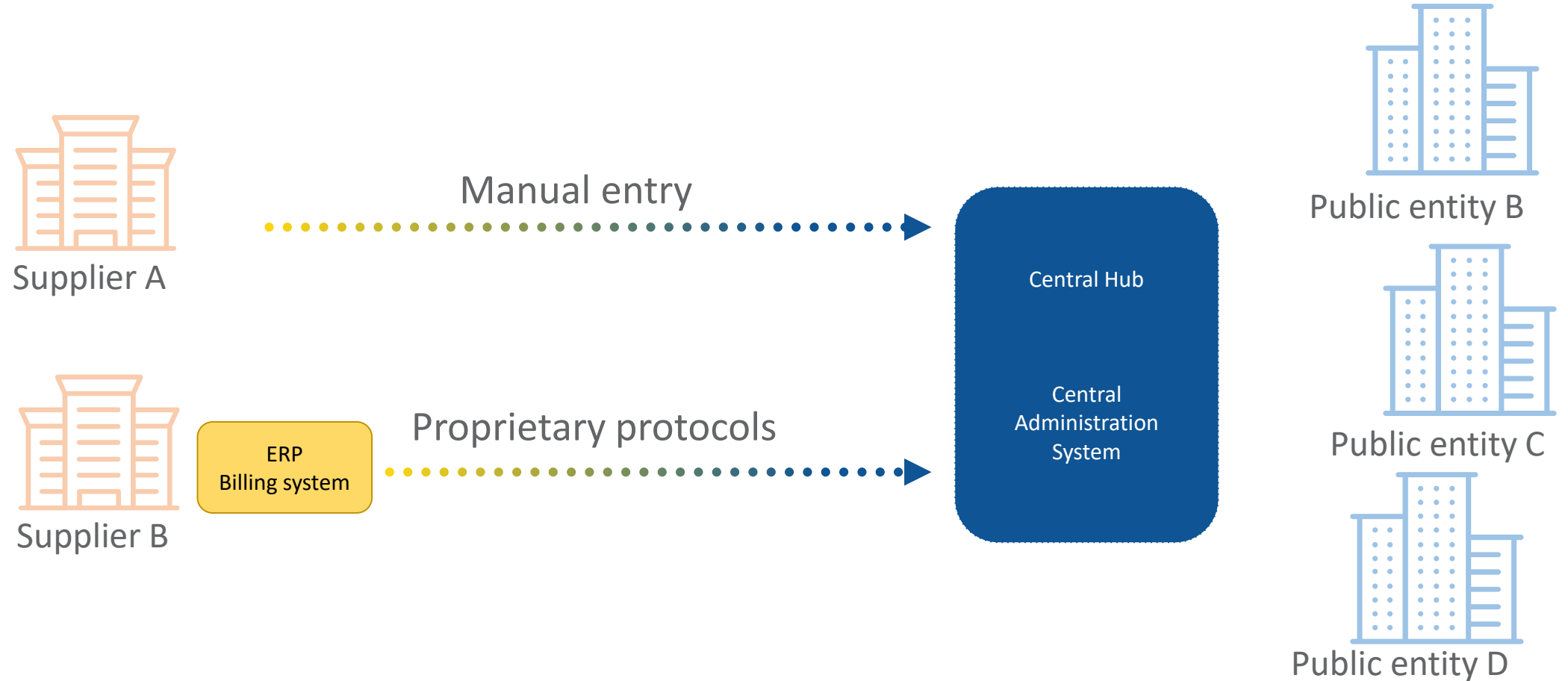(18th April 2020)



Extra year requested by the Member State

*Member states having requested the extra-year for compliance at the sub-central level*

# Implementation of the Directive – requirements on public entities and suppliers
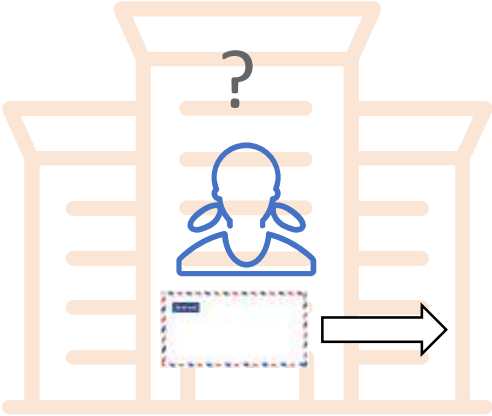
1. As is – no additional restrictions

2. As 1 but with policy that requirement for eInvoice must be part of contracts/call for tenders

3. Requirement for suppliers to also send

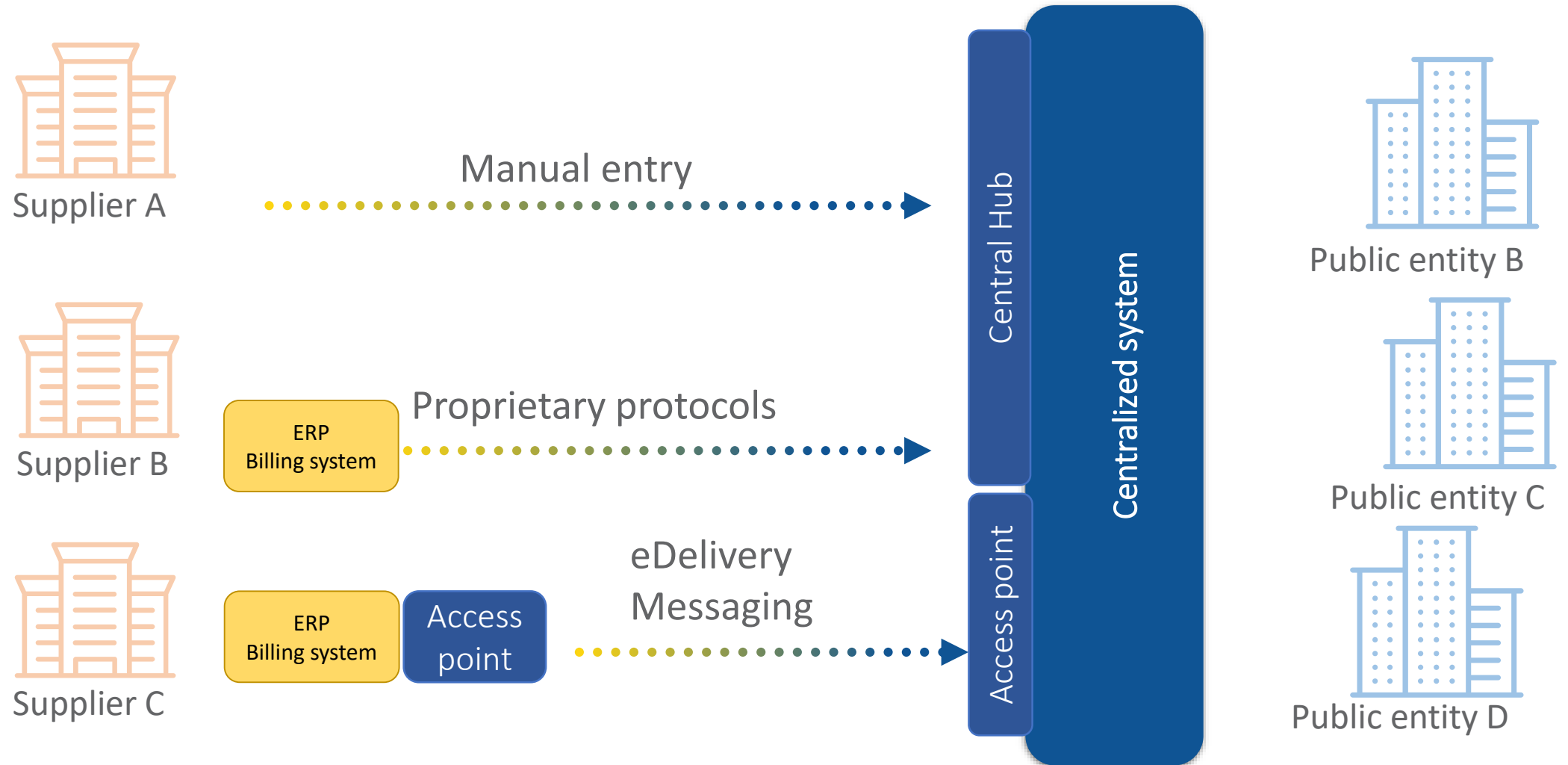# Methods for exchange of electronic invoices

# Typical solution – centralized system



Supplier A

Manual entry

Supplier B

ERP
Billing system

Proprietary protocols

Central Hub

Central
Administration
System

Public entity B

Public entity C

Public entity D
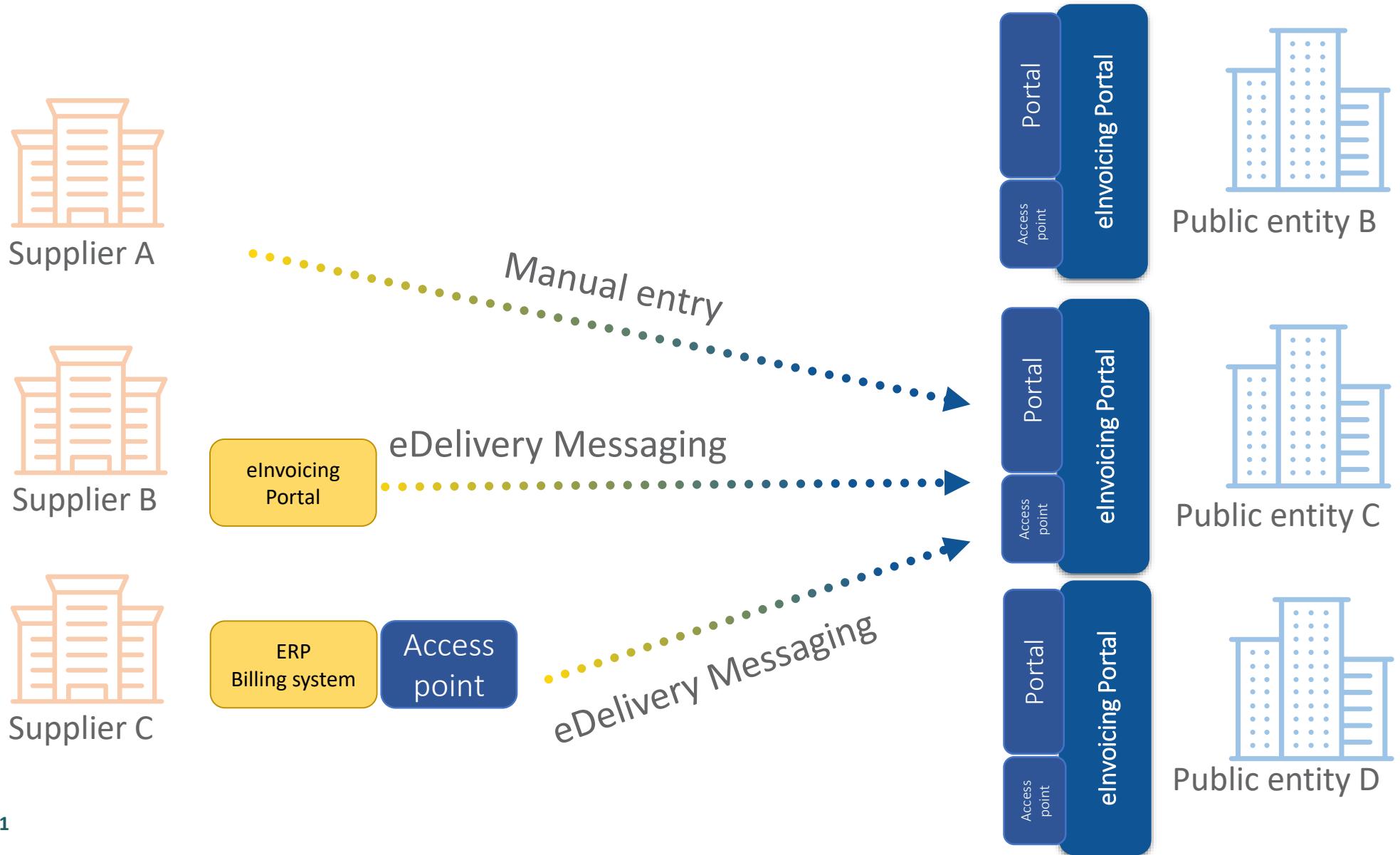
A simple solution for the buyer can prove problematic for the suppliers

# Typical solution – centralized system + Access point



Supplier A
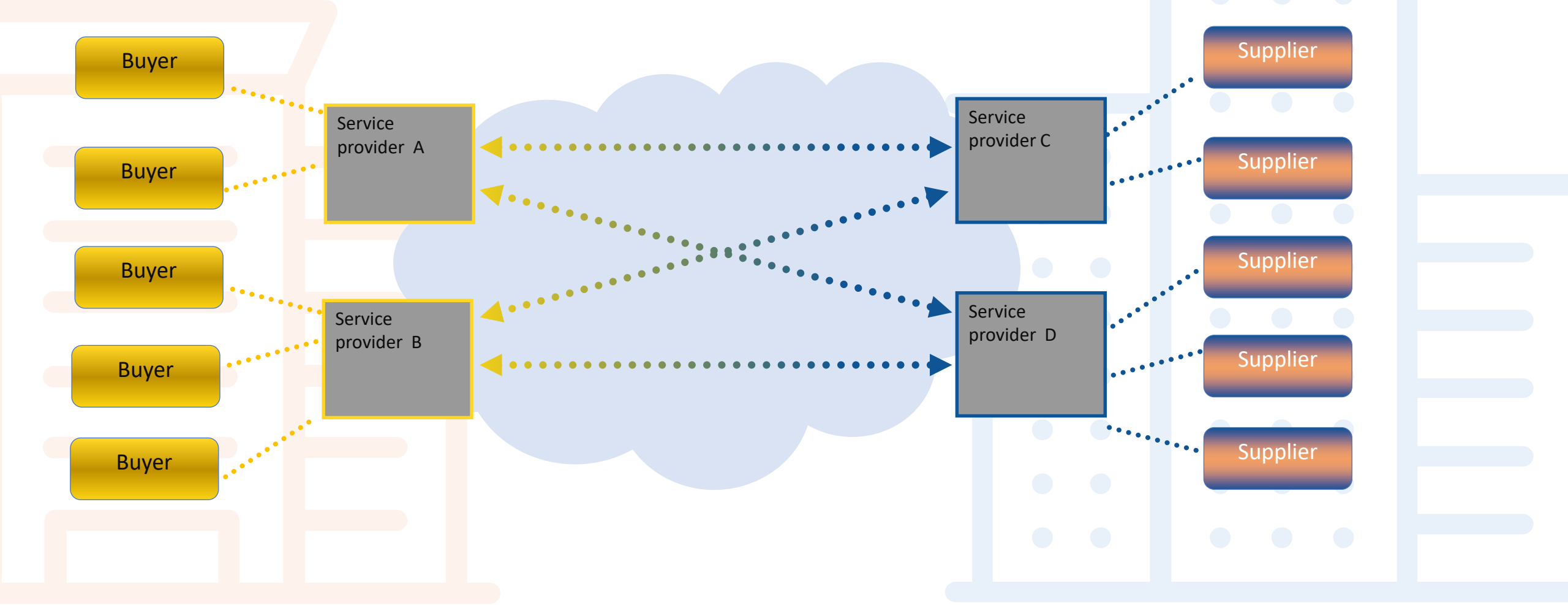
Manual entry

Supplier B

ERP Billing system

Proprietary protocols

Supplier C

ERP Billing system

Access point

eDelivery Messaging

Central Hub

Access point

Centralized system

Public entity B

Public entity C

Public entity D

30

# Typical solution – Up to each public entity



Supplier A

Supplier B — eInvoicing Portal

Supplier C — ERP Billing system — Access point

Manual entry

eDelivery Messaging

eDelivery Messaging

Portal | Access point | eInvoicing Portal — Public entity B

Portal | Access point | eInvoicing Portal — Public entity C

Portal | Access point | eInvoicing Portal — Public entity D

31

# 4-corner model
## Collaboration between service providers

# Common challenges without eDelivery

- Complicated and costly to change service provider
- Sometimes expensive to onboard/connect new trading partners
- Interoperability and trust problems
- Use of standards and versioning often managed bilaterally
- Cross-border collaboration between service providers sometimes not possible

Three questions for you!

slido.com

Code: #6143

# Peppol in EU and beyond

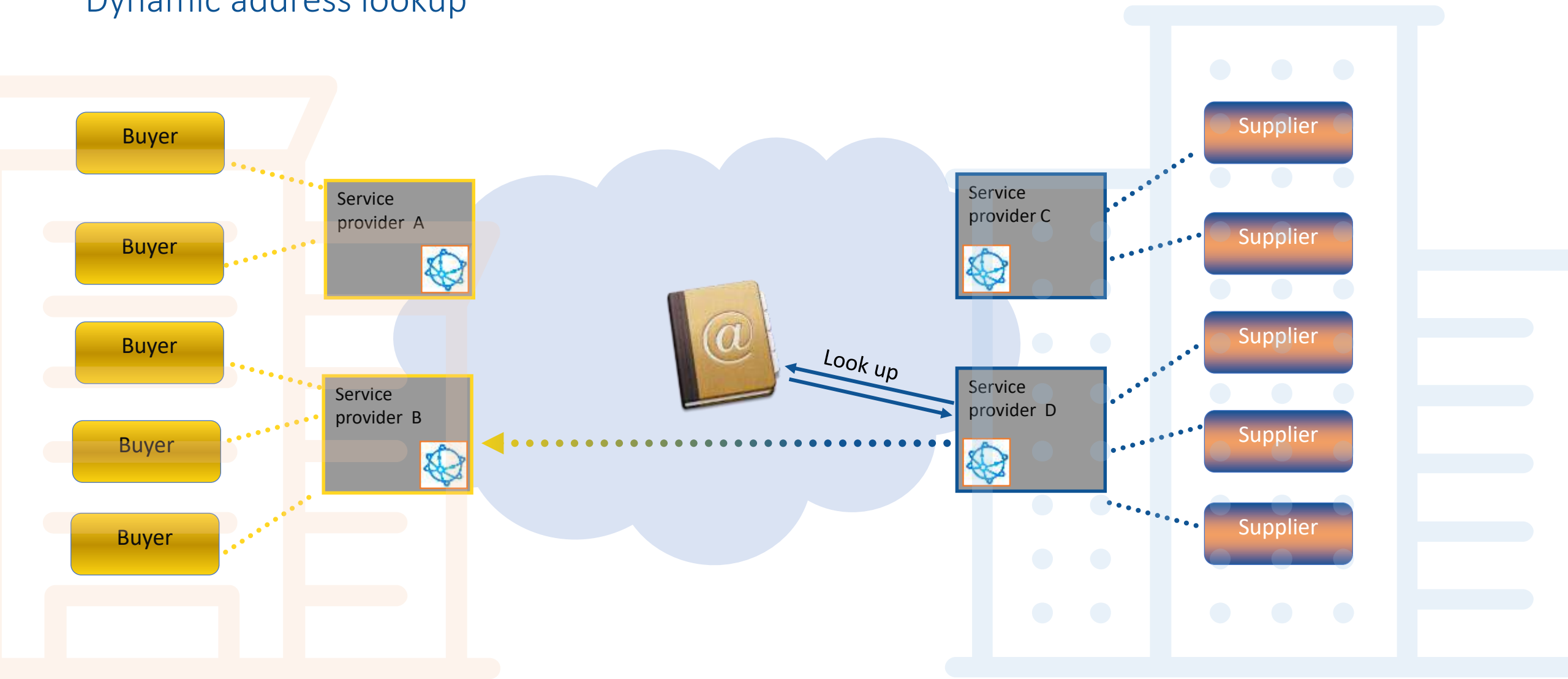**Martin Forsberg**

**Christian Vindinge Rasmussen**

DIGIT

# What is PEPPOL

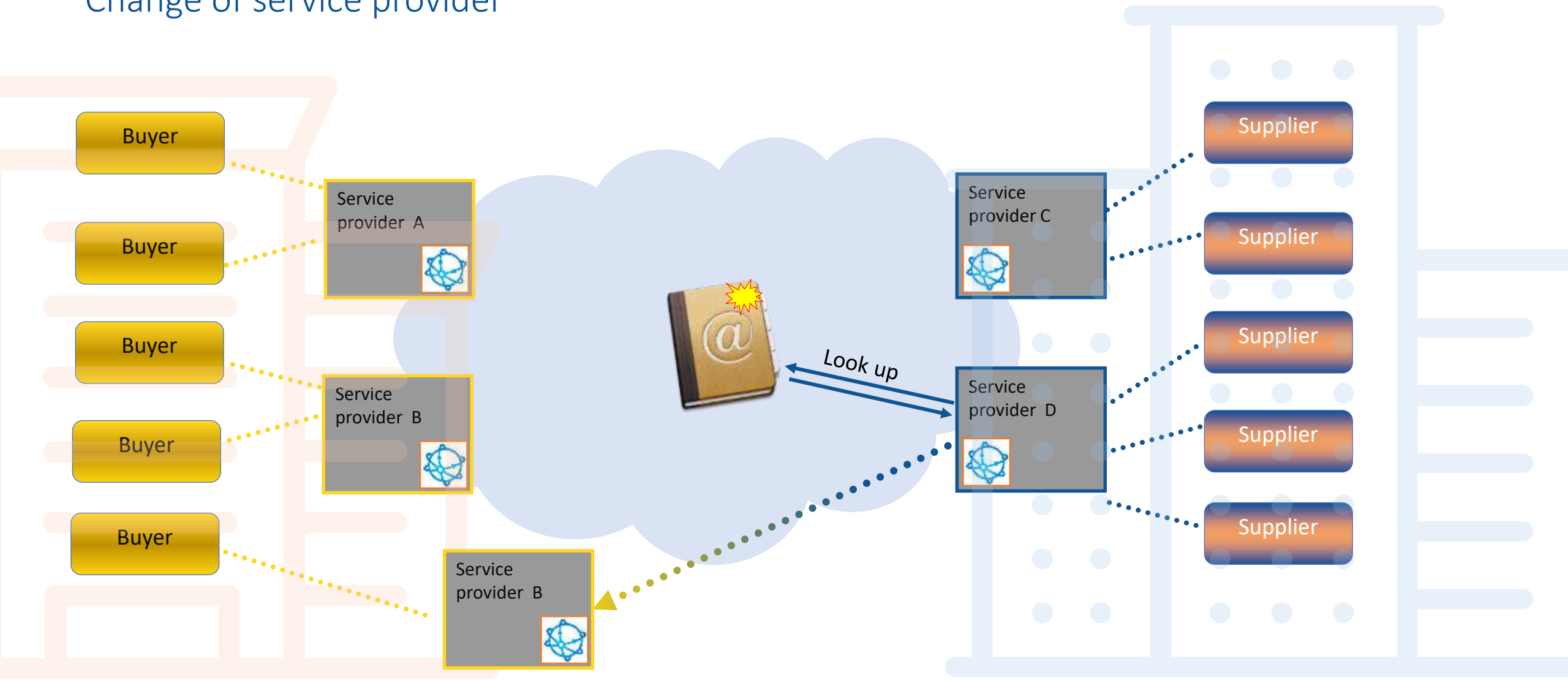Infrastructure where Buyers and Sellers can exchange e-documents

Specifications for electronic invoice, order, catalogue…

Non-for-profit organisation which maintains and governs

# Dynamic address lookup



Buyer

Buyer

Buyer

Buyer

Buyer

Service provider A

Service provider B

Look up

Service provider C

Service provider D

Supplier

Supplier

Supplier

Supplier

Supplier

# Change of service provider

# INVOICE

**East Repair Inc.**
485 Amsterdam Avenue
New York, NY 1023

| BILL TO | SHIP TO | INVOICE # | 0023A |
|---|---|---|---|
| John Smith | John Smith | INVOICE DATE | 03/25/2014 |
| 2 Court Square | 684 Lexington Avenue | P.O.# | 1742/2014 |
| Long Island City | 6th Floor | DUE DATE | 04/08/2014 |
| 128 | New York, NY 1022 | | |

| QTY | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|
| 1 | Front and rear brake cables & Throttle cable | 56.00 | 56.00 |
| 1 | New set of pedal arms | 162.00 | 162.00 |
| 3 | Labor 3hrs | 25.00 | 75.00 |
| | | Subtotal | 313.00 |
| | | Sales Tax 5.0% | 15.65 |
| | | **TOTAL** | **$328.65** |

**By Par**

PEPPOL-ID Receiver: 0007:5512345672
PEPPOL-ID Sender: 0007:2020332423

**Electronic address identifier (EndpointID)**
- "PEPPOL-ID" (GLN, DUNS etc)
- Same thing as "Participant Identifier"

0007 : 5512345678

Type code for Swedish organisation number

The actual number

# Communication with suppliers



GÖTEBORGS UNIVERSITET

Gothenburg 2016-09-23

**Billing the University of Gothenburg**

E-invoice
The University of Gothenburg prefers e-invoicing. Our suppliers can send e-invoices via PEPPOL, which enables European businesses to easily deal electronically with any European public sector buyer in their procurement process. Our PEPPOL-id is 0007:2021003153.



KUSTBEVAKNINGEN
SWEDISH COAST GUARD

Q Sea

Listen

**About us**    **Sustainable environment**    **Safety at sea**    **Cooperation**    **Technology**    **Education & Work**

About this website

Command centre

Contact us

Invoicing

News - About us

Organisation

Printed material

Retrospect

Start page / About us / Invoicing

## Invoicing

The Swedish Coast Guard is gradually changing over to receiving only electronic invoices. The Swedish Coast Guard does not accept invoices in PDF format sent via e-mail. There are several ways in which to submit e-invoices:
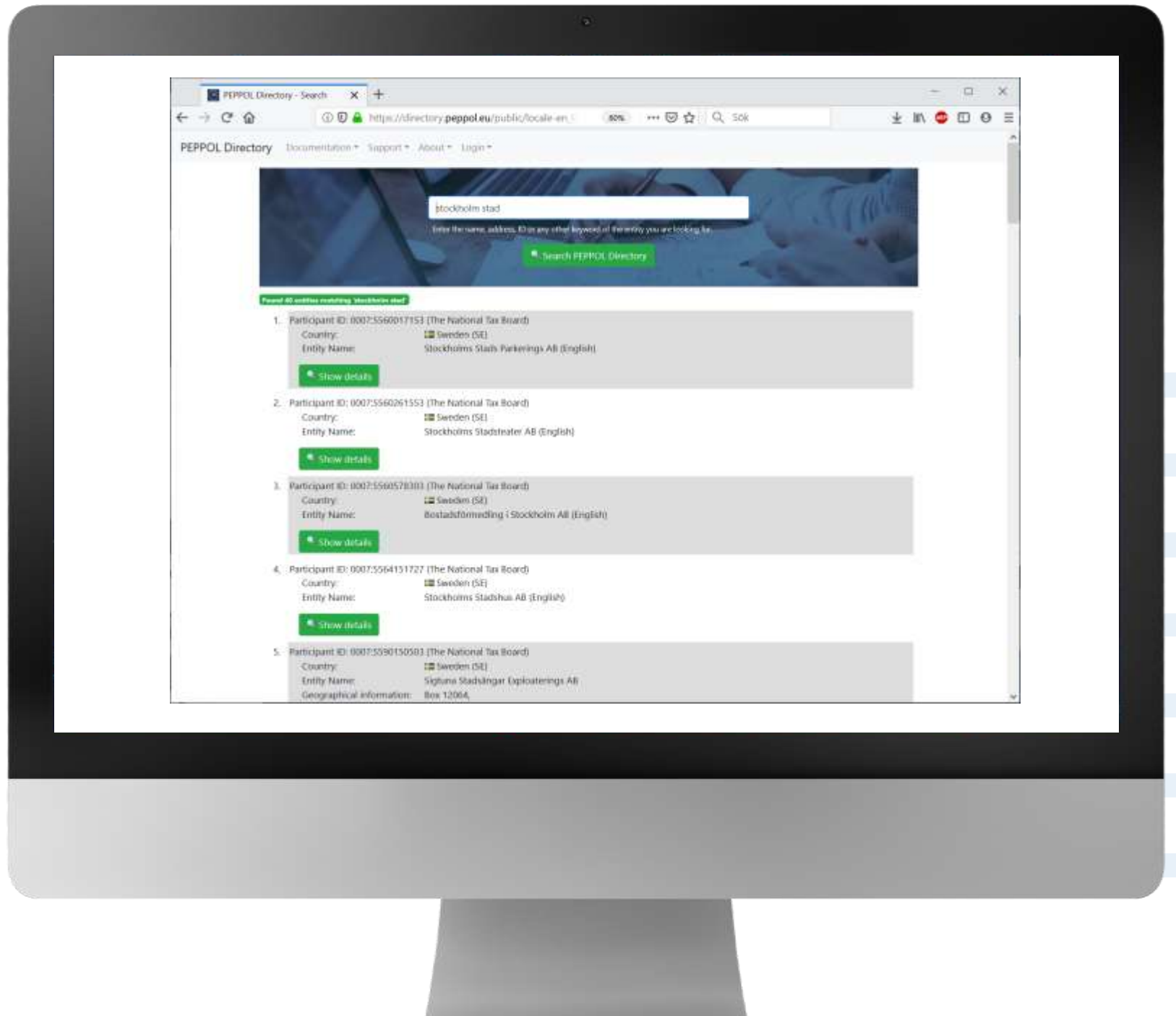
**Via PEPPOL**
Our preferred method for receiving electronic invoices is via the PEPPOL network. The Swedish Coast Guard's electronic address in PEPPOL is 0007:2021003997.

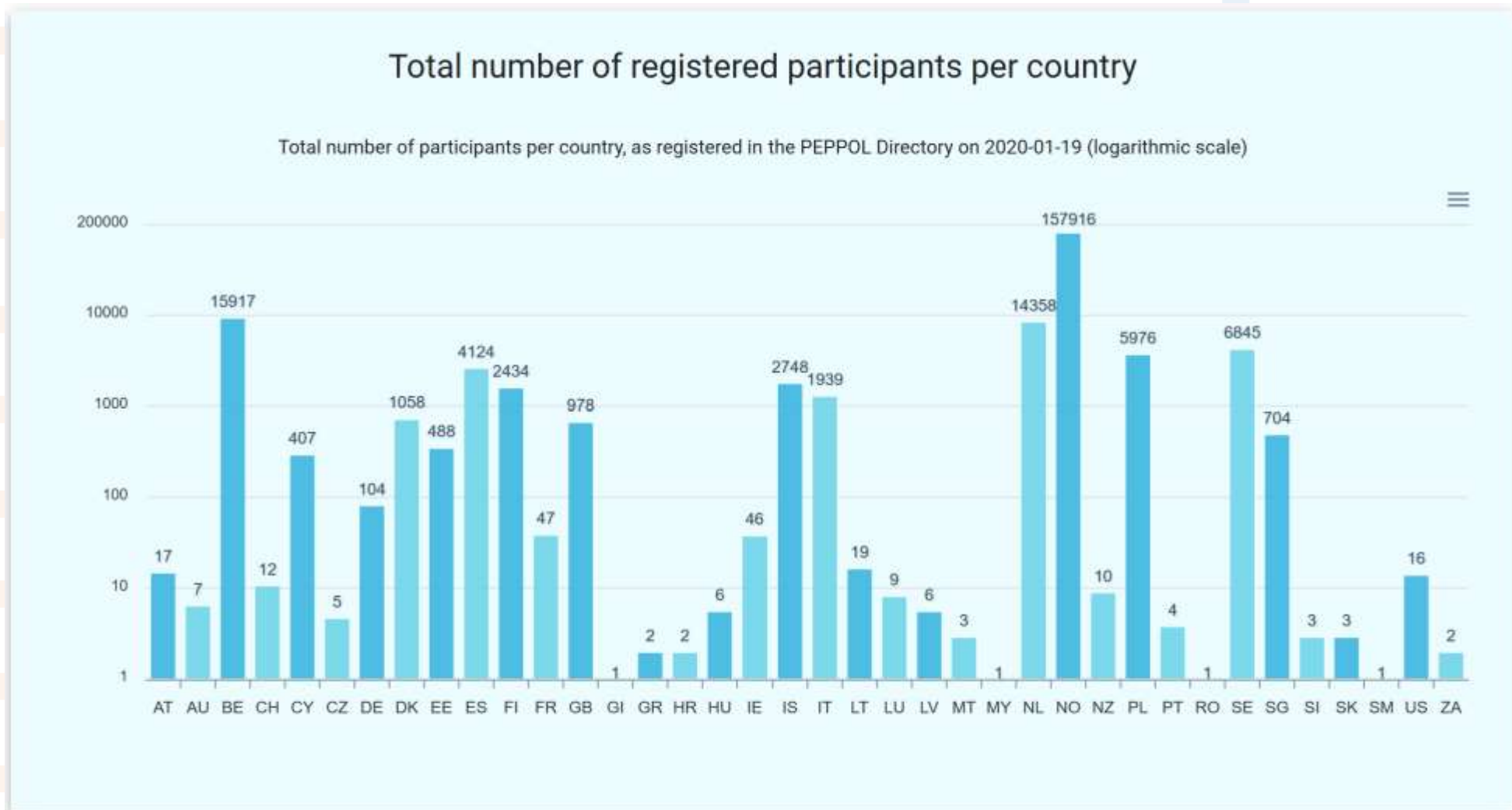**Via the Swedish Coast Guard's invoice portal**
If you are unable to send electronic invoices, you can use our invoice portal free of charge to register them manually. This solution is intended for smaller suppliers who only issue a few invoices. Log in and register at: fakturaportalen.se

# Peppol Directory

- Search for receivers

- See their capabilities

- Find their Peppol-ID

- > 200.000 organizations

- http://Directory.peppol.eu

# Numbers of receivers in Peppol (logarithmic scale!)



## Total number of registered participants per country

Total number of participants per country, as registered in the PEPPOL Directory on 2020-01-19 (logarithmic scale)

Data from Peppol Directory (not yet mandatory so real values may be higher)
Ref: https://ionite.net/peppol_statistics/

PEPPOL Compliance policy 1.0 - Principles

1. No actor can sign an agreement with itself
2. **Connect or**
3. PEPPOL te
   interoper
4. Different d
5. **Mandatory**
6. **Only valid**
7. Service pro
8. **Know your**
9. Implementing the four-corner model

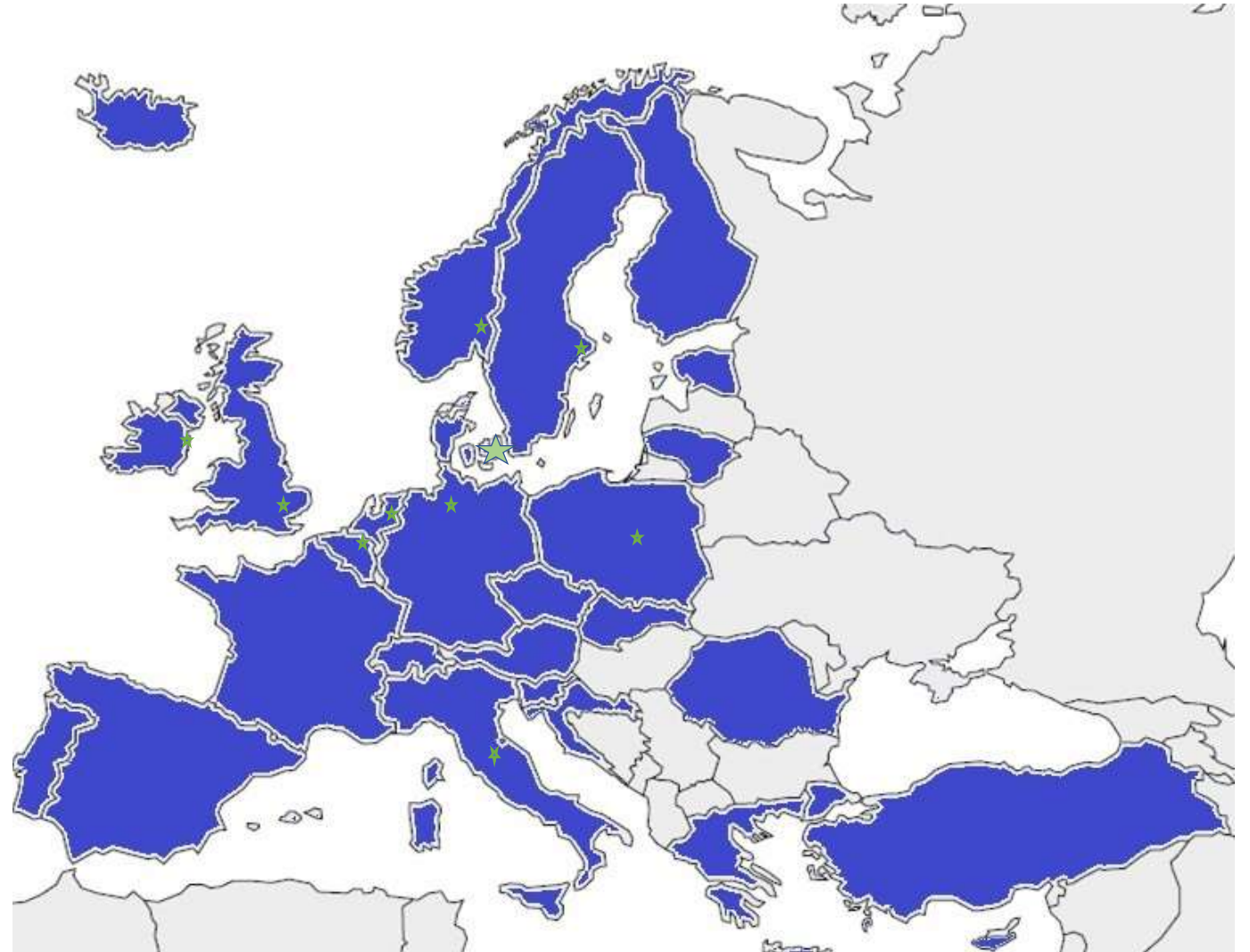| Subject to migration | A - Phase-in 2018-02-27 | B - Transition 2019-04-18 | C - Phase-out 2019-12-31 |
|---|---|---|---|
| PEPPOL BIS Billing 5a, version 2.3 | Mandatory | Optional | Discontinued |
| PEPPOL BIS Invoice 4a, version 2.3 | Mandatory | Optional | Discontinued |
| PEPPOL BIS Billing, version 3.0 | Optional | Mandatory | Mandatory |

# Current use of PEPPOL

**375 OpenPEPPOL members and observers from 34 countries**

251 Certified Access Points in 29 countries
in Europe, North America and Asia

13 PEPPOL Authorities
- Agency for Digital Government (Sweden)
- Agency for Digital Italy (Italy)
- Agency for Public Management and eGovernment (Norway)
- Danish Business Authority (Denmark)
- Department of Health and Social Care (UK)
- Department of Public Expenditure and Reform (Ireland)
- Federal Public Service Policy and Support (Belgium)
- Free Hanseatic City of Bremen – KoSIT (Germany)
- Info-communications Media Development Authority (Singapore)
- Ministry of Business Innovation and Employment (New Zealand)
- Ministry of Entrepreneurship and Technology (Poland)
- SimplerInvoicing (Netherlands)
- OpenPEPPOL AISBL

# Access points in PEPPOL

| Company | Country |
|---|---|
| 2C Solution SRL | Italy |
| 216 Accountants B.V | Netherlands |
| AdValvas Europe | Belgium |
| Advanced Business Software and Solutions | UK |
| Advania Holding hf. | Iceland |
| Aksess Innkjøp (Prosjektservice AS) | Norway |
| Aksesspunkt Norge AS | Norway |
| Aliquid Italy | Italy |
| Amesto Solutions Purchasing A/S | Norway |
| Azets Insight AS | Norway |
| Order2Cash – (Anachron B.V.) | Netherlands |
| Apix Messaging Oy | Finland |
| Apro Consulting Services B.V. | Netherlands |
| Archiva S.r.L. | Italy |
| Archivium SrL | Italy |
| Arco Information N.V. | Belgium |
| At Work Systems | Norway |
| B2B Router (Invinet Sistemes) | Spain |
| B4 value.net GmbH | Germany |
| Babelway | Belgium |
| Basware | EU |
| BEAst AB | Sweden |
| Billit | Belgium |
| BIZbrains A/S | Denmark |
| Bluzor B.V. | Netherlands |
| Brain2 | Belgium |
| Bundesrechenzentrum GmbH (BRZ) | Austria |
| Calvi Business Software BV | Netherlands |
| Catalog360 Limited | UK |
| CEGEDIM | France |
| Celtrino – EDI Factory | Ireland |
| Centric Netherlands | Netherlands |
| CGI Sverige AB | Sweden |
| CloudOffice AS | Norway |
| Cloud Trade Technology Ltd. | UK |
| CodaBox N.V. | Belgium |
| Comarch SA | Poland |
| Commerce-Connections | UK |
| Consorci Administració Oberta de Catalunya (AOC) | Spain |
| Consumer Cloud Technology Services Pte Limited | Singapore |
| Compello AS | Norway |
| Credemtel S.p.A. | Italy |
| Crediflow Försäljnings AB | Sweden |
| Consip SpA (Italy) | Italy |
| crossinx GmbH | Germany |
| CS Amed SRL | Italy |
| Daldata AS | Norway |
| DataPost Pte Ltd | Singapore |
| Data Interchange | UK |
| Danish Business Authority (ERST) | Denmark |
| Dcode Websolutions AS | Norway |
| DERWID.com GmbH | Austria |
| Desk Drive | Belgium |
| Digital Cab ApS | Denmark |
| Danish Business Authority (ERST) | Denmark |
| DocFlow Italia S.p.A. | Italia |
| Document Centric Solutions | Ireland |
| Docuten (Enxendra Technologies) | Spain |
| Doxee S.p.A. | Italy |
| Dynatos NV | Belgium |
| DXC | UK |
| Easy Systems B.V. | Netherlands |
| EC/DG DIGIT | Belgium |
| eConnect International (eVerbinding) | |
| ecosio InterCom Gr... | |
| eDelivery s.r.o. – for... | |
| EDI Plus Ltd | UK |
| EDICOM CAPITAL S.L. | Spain |
| EDIGard AS | Norway |
| EDISON S.A. | Poland |
| Effektus AS | Norway |
| eFinans AS | Norway |
| Elcom | UK |
| Electronic Data Transfer S.A.S. | France |
| Enable-U B.V. | Netherlands |
| Enercom Swiss Finance SA | Switzerland |
| Epoca S.r.l. | Italy |
| Esker S.A. | France |
| Eesti Post AS (Omniva) | Estonia |
| EVRY AS | Norway |
| Exact | Netherlands |
| F.R. Biernat | Norway |
| Faber system Srl | Italy |
| FIKEN AS | Norway |
| FinHill Hilversum B.V. | Netherlands |
| Financijska agencija | Croatia |
| Fitek Group | Estonia |
| Fylkesmannen i Sogn og Fjordane | Norway |
| Genesis IT AB | Sweden |
| Generix Group Benelux | Belgium |
| GHX UK | UK |
| Goldman Solutions & Services Ltd. | Cyprus |
| GXS (OpenText) | USA |
| Hafslund Tellier AS | Norway |
| Hogia Business Products AB | Sweden |
| Ibistic | Norway |
| IBM Corporation | USA |
| IBM Danmark ApS | Denmark |
| iEDI ApS | Denmark |
| IFIN Sisstemi S.r.L. a socio unico | Italy |
| ILGE Sybscription Management BVBA | Belgium |
| Implema AB | Sweden |
| In.Te. S.A. | Italy |
| Inaras NV | Belgium |
| InExchange Factorum AB | Sweden |
| Infinite Sp. z.o.o. | Poland |
| Infocert S.p.A. | Italy |
| INPOSIA Solutions GmbH | Germany |
| Integrasjonssystemer AS | Norway |
| Intercent-ER | Italy |
| Katin Setterberg Data Aktiebolag | Sweden |
| KBC Commercial Finance | Belgium |
| KMD Denmark | Denmark |
| Kofax Sweden Services AB | Sweden |
| LBMX Inc. | Canada |
| Liaison Technologies Oy | Finland |
| Logiq AS | Norway |
| Lyanthe | Netherlands |
| Maritech Systems AS | Norway |
| Millum AS | Norway |
| Ministry of Finance, Republic of Slovenia | Slovenia |
| Miracle A/S | Denmark |
| Moneybird | Netherlands |
| mySupply ApS | Denmark |
| NetClient AS | Norway |
| NetEDI | UK |
| Netropolix Software NV | Belgium |
| Nets Norway AS | Norway |
| nexMart GmbH & Co. KG | Germany |
| Norwegian Labour and Welfare Service (NAV) | Norway |
| Onetrail BV | Netherlands |
| Oppgjorskontoret AS | Norway |
| Opus Capita Group Oy | Finland |
| Outsourcia AS Bakke | Norway |
| Pagero | Sweden |
| Pagero HBS GmbH | Germany |
| Pagero Norway | Norway |
| Palette Software AB | Sweden |
| Payt B.V. | Netherlands |
| PaperLess Innovation Ltd. | Malta |
| Pearl Norge AS | Norway |
| PIMEC, Petita i Mitjana Empresa de Catalunya | Spain |
| PinkRoccade Local Government BK.V. | Netherlands |
| PostNord (Strålfors Svenska AB) | Sweden |
| PowerOffice Software AS | Norway |
| PracBiz Pte Ltd | Singapore |
| Prosjektservice AS | Norway |
| Qvalia Group AB | Sweden |
| Reknes AS | Norway |
| Resforma AS | Norway |
| Ricoh Netherlands B.V. | Netherlands |
| S.A.T.A. | Italy |
| SAP SE | Germany |
| Saphety Level – Trusted Services SA | Portugal |
| Scancloud AB | Sweden |
| Science Warehouse Limited | UK |
| SEEBURGER AG | Germany |
| Seen Solution SrL | Italy |
| Seres | France |
| Seres SA | Spain |
| SIA S.p.A. | Italy |
| Simpler Invoicing | Netherlands |
| SINGAPORE E-BUSINESS PTE LTD | Singapore |
| Skaitos kompiuteriu servisas | Lithuania |
| Smartbook Technology AS | Norway |
| Sorvive Technologies Inc. | USA |
| STDM SrL | Italy |
| StarHub Ltd | Singapore |
| Storecove (Datajust B.V.) | Netherlands |
| SYMTRAX S.A. | France |
| System Kreditt AS | Norway |
| Svea Ekonomi AB | Sweden |
| TB Okonomi AS | Norway |
| Tecmarket Servizi S.p.A. | Italy |
| Teal IT | Belgium |
| Telema AS | Estonia |
| Telenor Norge AS | Norway |
| Tesisquare S.p.A | Italy |
| TIE Kinetix | Netherlands |
| Tieto | Finland |
| Tradeinterop | Netherlands |
| Tradeshift | Denmark |
| Tradeshift AB | Sweden |
| Transalis Ltd. | UK |
| Tripletex AS | Norway |
| True Commerce (Coventry) Ltd. | UK |
| TrueCommerce ApS Denmark | Denmark |
| Truelink A/S | Denmark |
| Tungsten Network Ltd. | UK |
| Tyringe Konsult AB | Sweden |
| TX2 Concept | Singapore |
| UNI MICRO AS | Norway |
| UnifiedPost | Netherlands |
| Unimaze Software | Iceland |
| Unit4 Agresso | Norway |
| Upheads AS | Norway |
| UPRC Greece | Greece |
| ValidatedID S.L. | Spain |
| Van Meijel | Netherlands |
| Viaduct AB | Sweden |
| Virtualstock Ltd. | UK |
| Visma Labs | Sweden |
| Visma Software International AS | Norway |
| Voxel Media S.L. | Spain |
| Wax Digital Ltd. | UK |
| Webware Internet Solutions GmbH | Germany |
| Workflow Management & Document Consulting Asia Pte Ltd | Singapore |
| Xledger Labs AS | Norway |
| XS Offfice AS | Norway |
| Zirius AS | Norway |
| ZZI d.o.o | Slovenia |

Future Challenges – European commission perspective

# Future Challenges

o Integrate eInvoice systems in the life cycle of Public Procurement

o Use open data format to disclose information

o Ensure national coordination between the stakeholders and strategies

# International dimension of eInvoicing

o EU leading position in the world (economy, trade)

o Internationalisation of PEPPOL (Singapore, NZ, AUS)

o Support cross-border interoperability at international level

o Support OpenPEPPOL work on international eInvoicing

o Work in progress on payments and eReceipts

European Commission

# International dimension of eInvoicing

o Need to avoid proliferation of standards at world level

o It is reliable, comprehensive and resilient

o eInvoicing enhances open trade by reducing administrative barriers

o Aim to interoperable solutions

o The EU standard works on a cross-border basis

o EU standard as global standard ?

Two questions for you!

slido.com

Code: #6143

# Taking eInvoicing to the next level

**Martin Forsberg**

**Christian Vindinge Rasmussen**

DIGIT

# Level of readiness

Comply

Build knowledge

Expand usage

Take advantage

Next steps
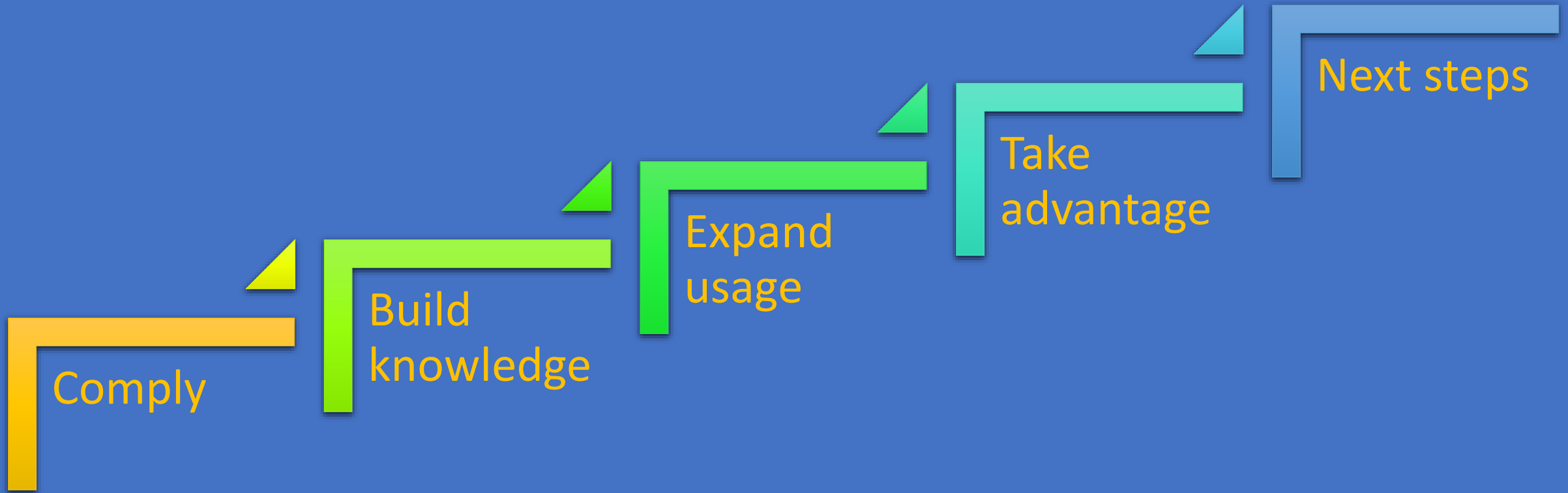
# Comply – receive and process
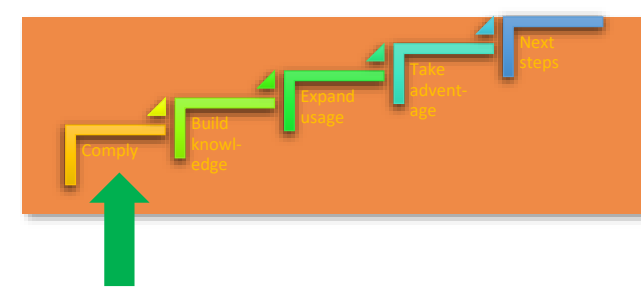


- If a supplier wants to send an eInvoice in either the UBL or CII-syntax – you must:
  - have the means to receive the file/message
  - have a solution in place to process the received invoice

**To receive**

- A software/system which the supplier can connect to and to submit the invoice in any of the syntaxes
- Important to take interoperability into account and to allow for cross-border usage (non-domestic suppliers)
- Good idea to align with other countries to simplify for the suppliers

**To process**

- Ambition level differs a lot between the member states
- Full automation requires advanced solutions, knowledge and a will to change internal procedures and old habits

# Build knowledge
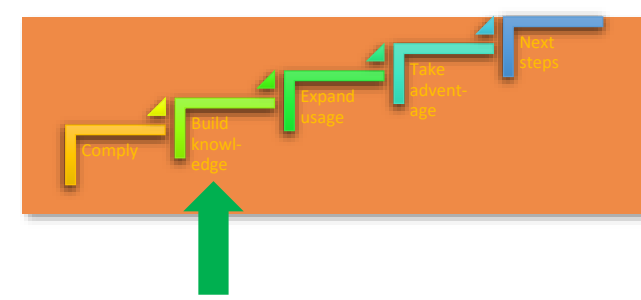


- Successful implementation of eInvoicing requires
  - Widespread understanding internally
  - A communication strategy towards suppliers
  - Support from management

**Internally**

- Create awareness
- Explain the benefits
- Plan for efficient use – plan for necessary changes
- Training of staff in new systems/software

**Toward suppliers**

- Keep information straight-forward and accessible
- Explain the benefits
- Align your strategies on country level and even European level
- Avoid to pointing towards specific commercial solutions

# Expand usage – onboard suppliers
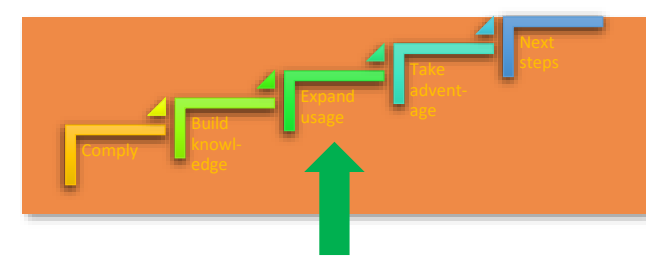


- Understand your suppliers
    - How many invoices/year do they produce?
    - How do you process the invoices?
    - How mature is the supplier?

- Create a strategy
    - How to contact them?
    - Potential incentives to offer?
    - Prioritize which group/category of suppliers to onboard

- Onboarding
    - Avoid processes where manual intervention is necessary in the technical setup
    - Remember that suppliers may have limited capabilities – avoid to advanced requirements in relation to the eInvoice formats (use of fields and references)

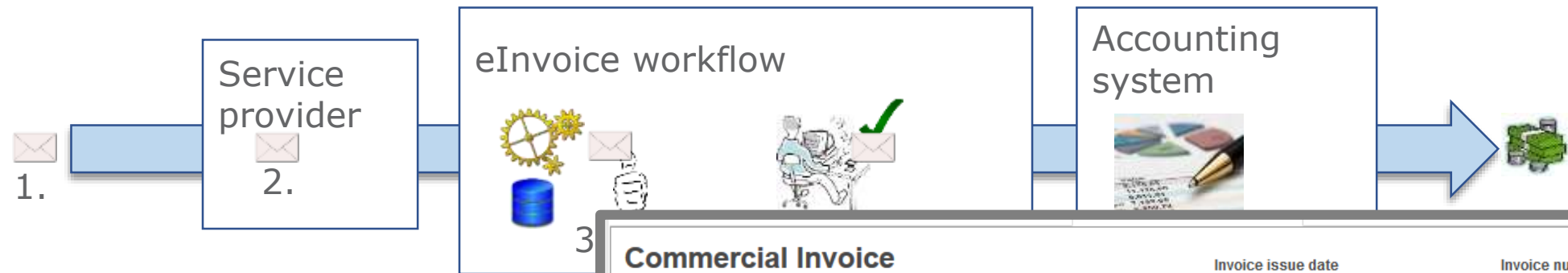# Typical distribution of invoices/suppliers



A few suppliers which generates many invoices. *Prime candidates for full automation and early onboarding.*

A long tail of suppliers which generates few invoices individually
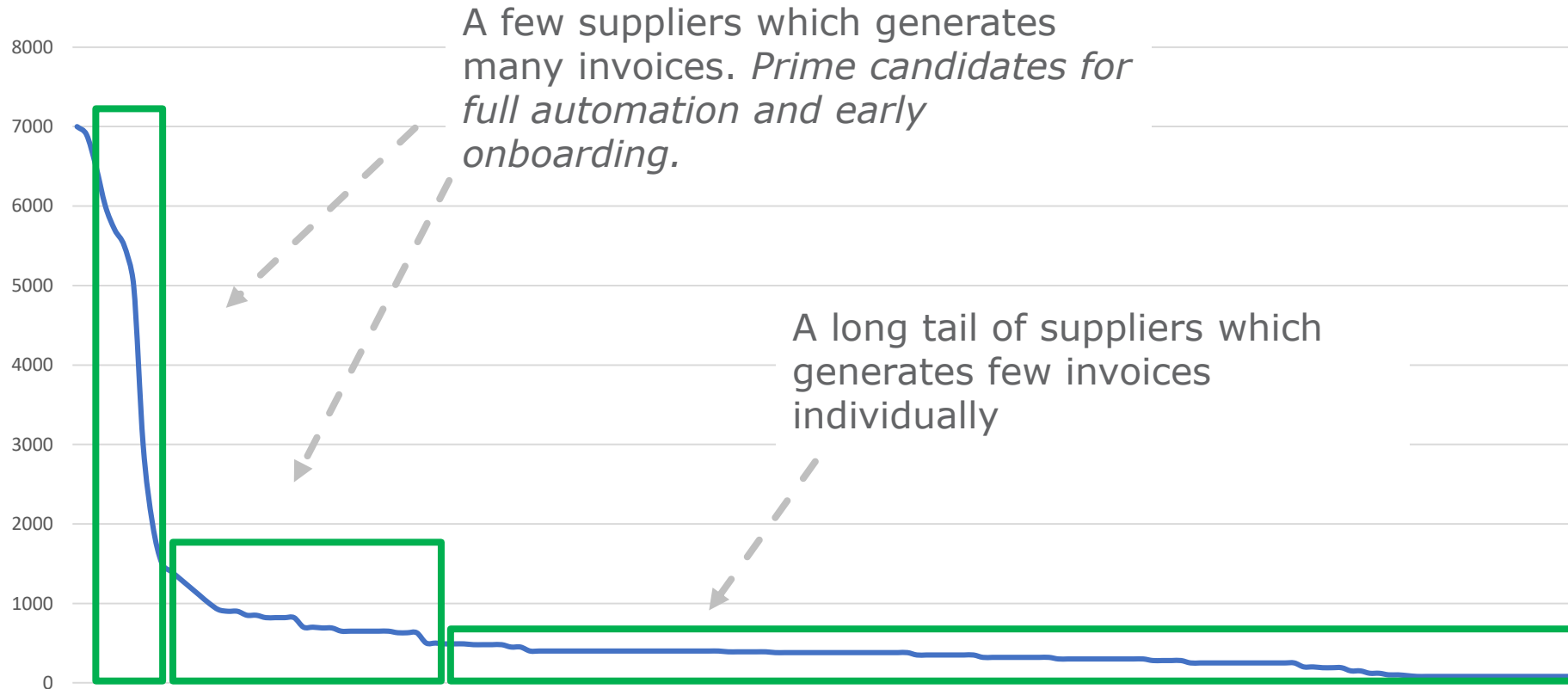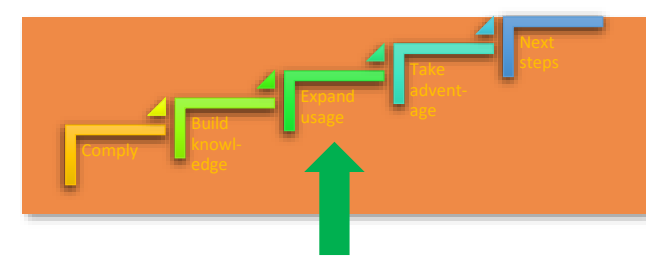
Return on effort – much can be gained by onboarding a few

# Take advantage



- Acquire system/software which enables automation

- Electronic workflow to minimize manual intervention

- Automated evaluation and matching

- Use the structured data to find errors and learn about your spending
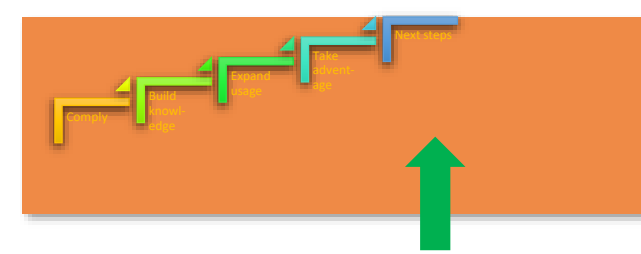
# Buyer process – Workflow and manual assessment (buyer reference)



**Service provider**
2.

**eInvoice workflow**
3

**Accounting system**

1.

- The invoice is received
- The invoice is routed aut
- The supplier is known by
- There is a buyer referen
- The invoice is assessed,

**Commercial Invoice**

## Taxi- o Transportrörelsen HB

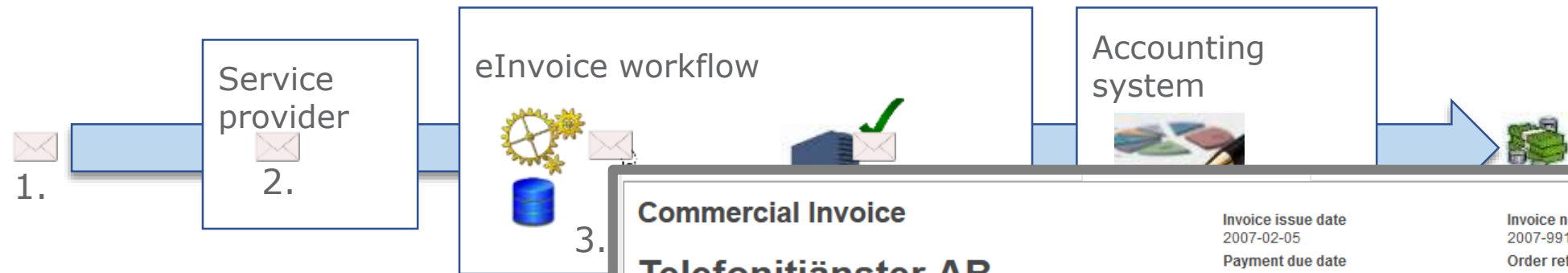| | |
|---|---|
| Invoice issue date<br>2008-09-01 | Invoice number<br>1002420 |
| Payment due date<br>2008-10-01 | Order reference |
| Period start date<br>2008-08-15 | Buyer reference<br>PoPe |
| Period end date<br>2008-08-31 | Amount due for payment<br>750 SEK |

| | | |
|---|---|---|
| **BUYER**<br>Skellefteå Sambruk AB<br>**Address**<br>Box 1<br>93100  Skellefteå<br>SE<br>Legal registration ID: 9876543210  [0007]<br>Buyer name: Skellefteå Sambruk AB | **BUYER CONTACT**<br>B-E Ställman<br>**Buyer accounting reference:** PoPe | Contract reference: K1002420 |

| Line ID | Seller's ID | Name | Quantity | Net price | VAT rate | Charge Allowance | Net amount |
|---|---|---|---|---|---|---|---|
| 1 | | Högtrafik | 4.2  KMT<br>(Unit of | 23.14 SEK | S,  6% | Charge: 33<br>Startavg () % | 130.19 |

# Buyer process – Automatic assessment (invoiced object reference)



**Service provider**

1.

2.

**eInvoice workflow**

3.

**Accounting system**

**Commercial Invoice**

**Telefonitjänster AB**

| | |
|---|---|
| Invoice issue date | Invoice number |
| 2007-02-05 | 2007-99123 |
| Payment due date | Order reference |
| 2007-03-05 | |
| | Buyer reference |
| | PoPe |
| | Amount due for payment |
| | 1 039 SEK |

**BUYER**
Myndighet X
**Address**
Administration och IT
10012  Stockholm
SE
Buyer name: Myndighet X

**BUYER CONTACT**
**Buyer accounting reference:** UserID111, 6081

**Contract reference:** ABC1234

**DELIVERY INFORMATION**

**Address**
Storgatan 1
Intern service
Stockholm
SE

**ADDITIONAL SUPPORTING DOCUMENTS**

Invoiced object identifier: 0765123456

Line ID   Seller's ID      Name                                    Quantity      Net price      VAT rate      Charge      Net amount

- The invoice is received
- The invoice is routed au
- The supplier is known b
- The invoice has a refere
  (e.g subscription numbe
  Rules for approval is as
  the registered object
- The invoice is automati
  payment is initiated

# Buyer process – Automatic assessment (invoice with order matching)



| Service provider | eInvoice workflow | Accounting system |
|---|---|---|

1.
2.
3.
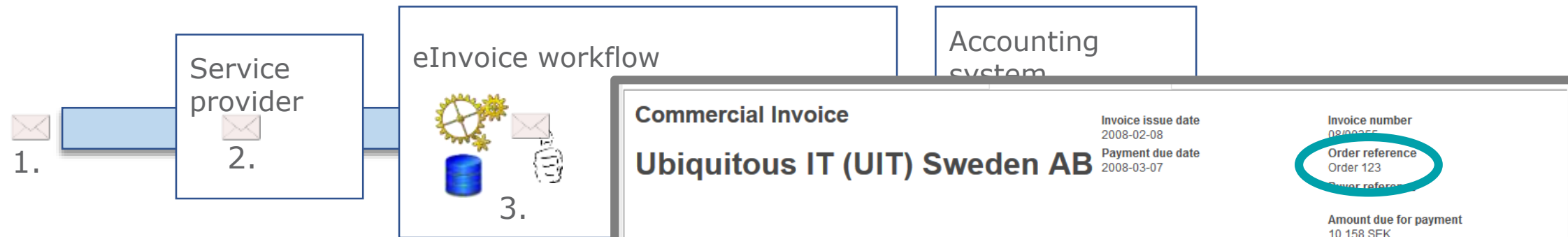
- An electronic order has been
- The invoice is received
- The invoice is routed automa
- The supplier is known by the
- The invoice has a reference t
- The invoice is automatically a payment is initiated

**Commercial Invoice**

| Invoice issue date | Invoice number |
|---|---|
| 2008-02-08 | 08/00355 |

## Ubiquitous IT (UIT) Sweden AB

| Payment due date | Order reference |
|---|---|
| 2008-03-07 | Order 123 |

Buyer reference

**Amount due for payment**
10 158 SEK

**BUYER**
A-Kommunen
**Address**
Box 8
Centrala inköp
10203  Öviken
SE
Legal registration ID: 0987654321  [0007]
Buyer name: A-Kommunen

**BUYER CONTACT**
B. E. Ställman
Telephone number: 070123456
e-mail: B.E.Stallman@A-kommunen.se
**Buyer accounting reference:** BES, 87392

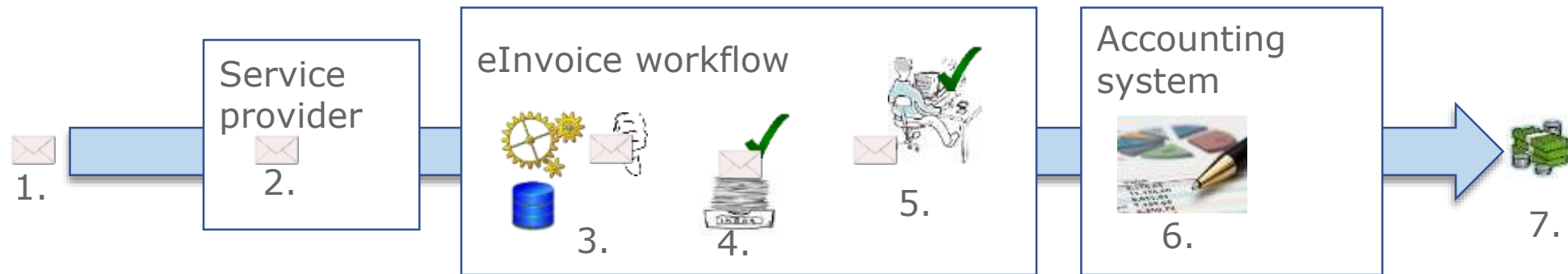**Contract reference:** Statens ramavtalsnr 07-123

**DELIVERY INFORMATION**

**Address**
Gågatan 9 A
Kansliet, rum 308
10203  Öviken
SE
**Actual delivery date:** 2008-02-07

**ADDITIONAL SUPPORTING DOCUMENTS**
Reference: UITs nr 12345678 - Invoiced object
Reference: 0987654321 - Despatch advice

| Line ID | Seller's ID | Name | Quantity | Net price | VAT rate | Charge Allowance | Net amount |
|---|---|---|---|---|---|---|---|
| 1 | UIT-59 | UIT Desktop m/59, 2-160 GB | 1 EA (Unit of measure: each) | 6 688 SEK | S, 25% | | 6 688 |
| | | Standard ID: 7310011796123 | | | | | |

# Buyer process - Unknown supplier



| Service provider | eInvoice workflow | Accounting system |
|---|---|---|

1.  2.  3.  4.  5.  6.  7.

- The invoice is received
- The invoice is routed automatically to the workflow
- The supplier is not known by the buyer and is placed in a queue for handling
- The supplier is accepted and registered in the system
- There is a reference in the invoice for forwarding in the workflow
- The invoice is assessed, approved and payment is initiated

City of Skövde, Sweden – an example



| Workflow using BuyerReference | 47 445 | 37,70% |
|---|---|---|
| Order matched invoices | 32 000 | 25,43% |
| Periodical/non-ordering invoices | 23149 | 18,39% |
| Paper invoices | 23 255 | 18,48% |
| **Total** | **125 849** | **100%** |

# Next steps –
Implementation of eOrdering based on products and services in eCatalogues
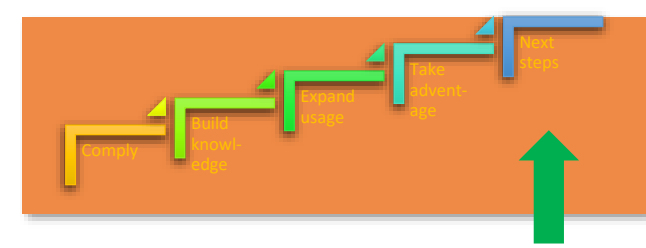


Order the correct items
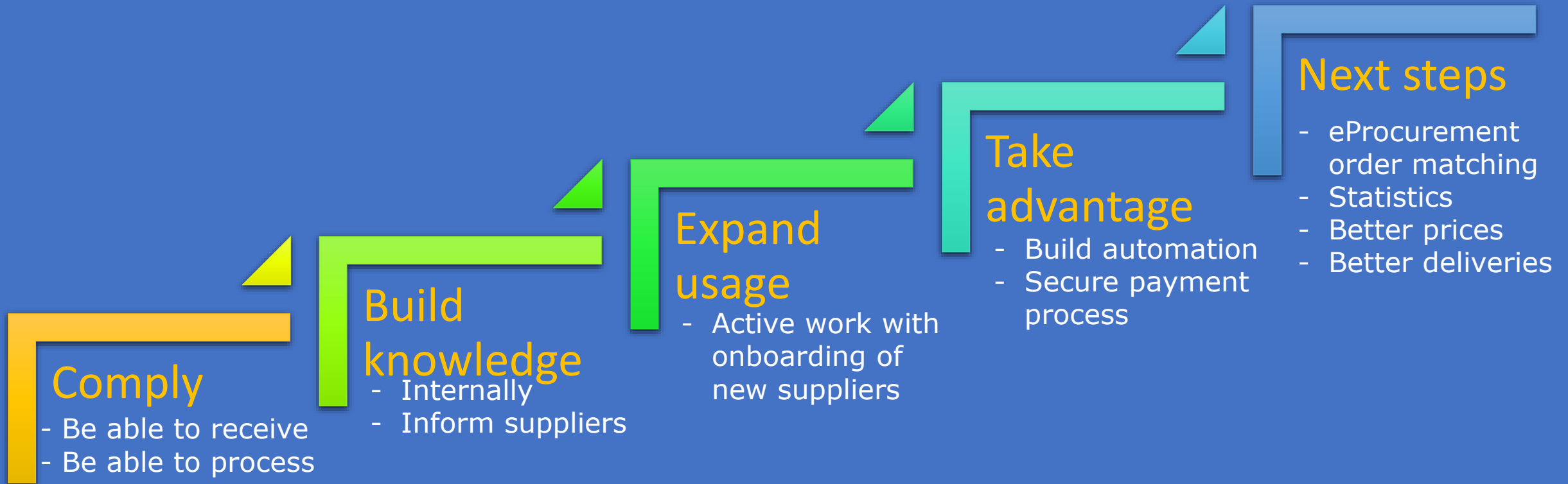From the contracted supplier
Using the correct price
In a simple way

Get the correct items delivered
At the correct time
The the correct location

Automated approval of the invoice
Paid in time and
Correctly booked

- Lower prices
- Increased contract loyalty
- Better monitoring
- Rational and smooth process
- Improved cash management
- Enhanced security
- Environmental friendly
- Strengthened business relationships

# Level of readiness

**Comply**
- Be able to receive
- Be able to process

**Build knowledge**
- Internally
- Inform suppliers

**Expand usage**
- Active work with onboarding of new suppliers

**Take advantage**
- Build automation
- Secure payment process

**Next steps**
- eProcurement order matching
- Statistics
- Better prices
- Better deliveries

A final question for you!

slido.com

Code: #6143

# eInvoicing

## A Local Authority Perspective

Mary Behan, Kildare County Council

# eInvoicing Funded EU Project

- ➢ Kildare County Council participated in an EU Funded Project with the LGMA and Monaghan and Fingal County Councils

- ➢ Role: To feed into the development of a CIUS for the Local Government Sector by defining what information is needed to pay an invoice

- ➢ Role: To assist in developing the requirements to allow LAs to handle electronic invoices in Agresso

- ➢ From LA perspective: represent interests of the LAs and deliver a solution that is efficient, fit for purpose and will result in benefits for how we currently manage invoicing and payments.

# Development of CIUS - LA Considerations

- PEPPOL Standard for Europe – starting point

- What are the local authority requirements – what information is required on an Invoice?

- Would we need a separate CIUS for POs/Non POs?

- How can we verify that an invoice is valid at the earliest opportunity?

- How could we handle requirements around RCT, VAT, PSWT?

# ERP Integration – LA Considerations

- ➤ How would electronic invoices be processed in Agresso? (FMS)

- ➤ At what stage would they enter the existing workflow?

- ➤ How much validation would/could be done without manual intervention?

- ➤ What manual checks would still need to be carried out?

- ➤ Would invoices be automatically matched? And at what level? (Summary/Line)

- ➤ What would happen if issues were detected at the different stages?

- ➤ How could we manage paying Non PO invoices? How can we apply correct Job/Op Codes automatically?

# Invoicing in LAs – Background

- In 2019 the following no. of invoices were processed in Kildare County Council
  - Non PO: 15,360
  - PO: 18,400
- Approx 10,000 Active Suppliers
- Approximately 80% of invoices are received by email 20% hard copy
- Currently 5.5 full time staff in Accounts Payable
- 1 staff member dedicated to handling invoices received on a daily basis – approx. 380 per week

# Non POs - Current Issues

- Volume of non PO invoices to be processed
- Variance across LAs on how invoices are managed
  - Direct debit,
  - partial electronic processing,
  - POs by Department/Sub Department,
- Management of utility accounts and budgets
- Inconsistencies in format of spreadsheets received from Utilities

# Non POs - eInvoicing

**Integration Delivered** :

➢ Standard information will be included on the electronic invoice and imported into Agresso

- Electricity – MPRN/Address, Billing Period, Estimated/Actual
- Mobiles – Mobile Number/Subscriber Name
- Landlines – Account Number/Phone Number

➢ Agresso will provide facility through Flexi-fields to maintain data required to pay invoices in the Supplier Master File

- Subscriber Number/Account Number/MPRN
- Job/Op Code (will allow for distribution across numerous codes)
- Account Element
- Product Code
- Tax Rate/Code
- Threshold

➢ Invoices exceeding threshold values will be routed for approval

# Accounts Payable – Current PO Procedure

- ➢ Dedicated AP Person
  - ❑ Checks incoming invoices for PO Number and looks up Supplier ID
  - ❑ Prints emailed invoices and date stamps for prompt payment
  - ❑ Invoices are batched by day for processing
  - ❑ RCT invoices are separated from standard invoices
  - ❑ RCT numbers are checked to ensure they are valid and correct for the supplier

# Accounts Payable – Current PO Procedure

- All AP Staff

  - Stamped invoice scanned to Agresso and manually matched against PO

    - If Invoice valid goes for payment

    - If invoice subject to PSWT this is indicated on matching screen if not flagged on PO

    - If Invoice not GRNd/Invoice exceeds PO amount invoice will go to workflow

  - Investigates any other anomalies (eg duplicate invoice number, VAT issues)

  - Hard copy of invoice filed by Transaction number as backup documentation for payment run (Approx 4 archive boxes per week/potentially also filed in Departments).

# POs - eInvoicing

- **Integration Delivered** :

➢ Access Point Provider provides portal for suppliers to submit and manage their invoices

➢ Access Point Provider validates and converts invoice to format which can be imported by Agresso

➢ Automatic transfer of eInvoices from Access Point Provider to import folder in Agresso

➢ FMS will attempt to match invoice to PO (by Line Number/Summary Match – configured locally)

➢ Error handling for unsuccessful imports

➢ Successful imports with errors routed to Invoice Registration for Accounts Payable

➢ Relation on supplier to flag potential RCT/PSWT

➢ New workflows to review RCT/PSWT invoices

➢ Intel Agent alerts to manage the process

# Accounts Payable – eInvoicing

➢ Dedicated AP Person

- ~~Checks incoming invoices for PO Number and looks up Supplier ID~~
- PO Number and Supplier ID will be checked automatically when Invoice transferred to LA and imported into Agresso.  Errors detected at this stage eg. Invalid PO Number, invalid VAT rates, invalid Tax Reference will be detected and the supplier/AP will be notified.

- ~~Prints emailed invoices and date stamps for prompt payment~~
- Date for prompt payments will be determined on the date the Electronic invoice is received.

- ~~Invoices are batched by day for processing~~

- ~~RCT invoices are separated from standard invoices~~
- RCT/PSWT invoices will be routed for review through a new workflow automatically if the supplier is flagged as a potential RCT/PSWT supplier. This will be done by setting a relation on the Supplier Masterfile.

- ~~RCT numbers are checked to ensure they are valid and correct for the supplier~~
- This will continue to be done manually as part of the workflow task created above.

# Accounts Payable – eInvoicing  contd..

- All AP Staff
  - ~~Stamped invoice scanned to Agresso and manually matched against PO~~
  - Electronic invoice will be automatically imported and matched against the PO (Summary or Line)
    - If Invoice valid goes for payment
    - In this scenario no manual intervention will be required from the time the invoice is received to its payment.
    - If invoice subject to PSWT this is indicated on matching screen if not flagged on PO
      In this scenario invoices from potential PSWT suppliers will be routed to AP for review (as with RCT)
    - If Invoice not GRNd/Invoice exceeds PO amount invoice will go to workflow
    - The same procedure for manual invoices will apply for electronic invoices

  - Investigates any other anomalies (eg duplicate invoice number, VAT issues)
  - Errors will be added to an error table and reviewed by AP staff
  - ~~Hard copy of invoice filed by Transaction number as backup documentation for payment run.~~
  - Electronic invoice is deemed original invoice for audit purposes and so hard copy will not be retained.

# Is eInvoicing the answer to our problems?

- ➢ Help to streamline processes
- ➢ Reduce scanning and printing (one full time person)
- ➢ Issues with manual invoices will be replicated with eInvoicing if not addressed.
- ➢ Real value only if we address issues in Purchase to Pay cycle

# Issues - POs

- ➢ Too many staff raising requisitions without required expertise
- ➢ Lack of understanding of the issues caused for Accounts Payable by incorrect requisitions
- ➢ Staff Turnover in Departments and handover to new staff
- ➢ Immediate access to face to face training
- ➢ Ownership of the process in Departments – AP responsibility
- ➢ Lack of quality data on Requisitions/POs eg C2/CT codes, RCT Contract Numbers, WH Codes, minimal descriptions etc

# Issues – Pos contd….

- ➢ Discrepancies are resolved at the last opportunity by Accounts Payable to facilitate payment – does not promote best practice in Departments.

- ➢ Time involved in fixing errors can mean invoices pulled from payment run to allow payment run to proceed

- ➢ Department staff ignoring workflow tasks

- ➢ Workflow following staff when they leave a Department

- ➢ Difficulty matching multi line orders

# Issues – Incoming PO Invoices

- No PO or incorrect PO
- Lack of concise description relating to work/goods
- PSWT not declared
- Correct RCT Numbers not quoted
- VAT Rate not shown
- Issues can likely be tracked back to low quality POs/not supplying actual PO to supplier

# Opportunities Identified

- ➤ First step in fully automated end to end purchase to pay process

- ➤ Opportunity to streamline Accounts Payable procedures

- ➤ Opportunity to review practices in Departments

- ➤ Opportunity to maximise the number of POs/Invoices that may be matched automatically and require no manual intervention

# Challenges

- ➢ Supplier Masterfile Updates required
  - ▪ Identify suppliers as RCT/PSWT (update Relation)
  - ▪ Ensure correct email address for alerts/notifications (same as that for EFT Remittance)
  - ▪ Collating the information required to set up utilities – All mapping to be set up at the outset.  Legacy issues with ownership of MPRNs etc.
  - ▪ Potential change in local work practices requiring actual PO to be sent to supplier to ensure correct invoice information.

# Challenges contd....

- ➢ Securing the resources/buy in locally to critically analyse the purchase to pay cycle and improve the quality of POs being raised to maximise the benefits of eInvoicing

- ➢ Considerable buy in and retraining required in Departments to enable this to happen.

- ➢ Incorporating eInvoicing into day to day operations while volumes are very low.

- ➢ Ongoing onboarding of suppliers

# What have we done so far?.....

- eInvoicing integration implemented in Live Agresso
- Reduction in number of users raising requisitions from 248 To 114
- Identification of key issues in raising of Requisitions/POs
- Tailored, intensive rollout of face to face Training with all 114 staff over 5 weeks aimed at resolving main issues.
- Training delivered specific to Departments to make it relevant
- Training programme also to be rolled out for Approvers
- Feedback from users on their issues and actively addressing those issues
- Providing checklist to inform key information required in the process of raising a requisition

# What have we done so far? .....

- Mandatory attachments at requisition stage to provide detail on purchase
- Adopting zero tolerance in AP dealing with incomplete/incorrect invoices to push issues back to Departments
- Introduce best practice for handling complex PO scenarios eg. Housing maintenance
- Working on functionality to allow POs to be reviewed and forwarded to suppliers from the Intel Alert attaching PO.
- Improvements to Supplier Entry Module to improve information available on suppliers at setup stage
- Research on supplier base to identify suppliers ready to go
- Identification of internal KPIs to monitor overall quality of POs and work practices eg. % increase of PO amounts, %GRNd after invoice received

# Benefits

- Consistent information on all invoices

- Reduce volume of paper received, processed and stored by Local Authorities and associated costs

- Provide utilities with standard electronic format across all LAs

- Sufficient number of trained Superusers with expert knowledge

- Reduce Agresso Helpdesk queries

- Free up resources currently required to process invoices to work on value added activities

End of Presentation
Thank you for your attention

**Anne O'Dwyer**

Marketing Manager

trojanit
business solutions

# Content

- Introduction to Trojan IT

- eInvoicing for Communities

- The Starting Line

- The Success Plan

**trojanit**
business solutions

# About Trojan IT

**Provide complete IT solutions to clients**

Providing Software Solutions, Managed IT Services and Hardware Solutions to SMEs nationwide.

**Trusted by thousands every day**

Allowing users to complete their jobs with hassle free IT solutions

**32 years of excellence**

Providing IT business solutions since 1988 from our base in Boyle, Co. Roscommon

**Over 40 staff**

Over 500 years accumulative experience

**trojanit**
business solutions

Microsoft
Partner

# eInvoicing for Communities
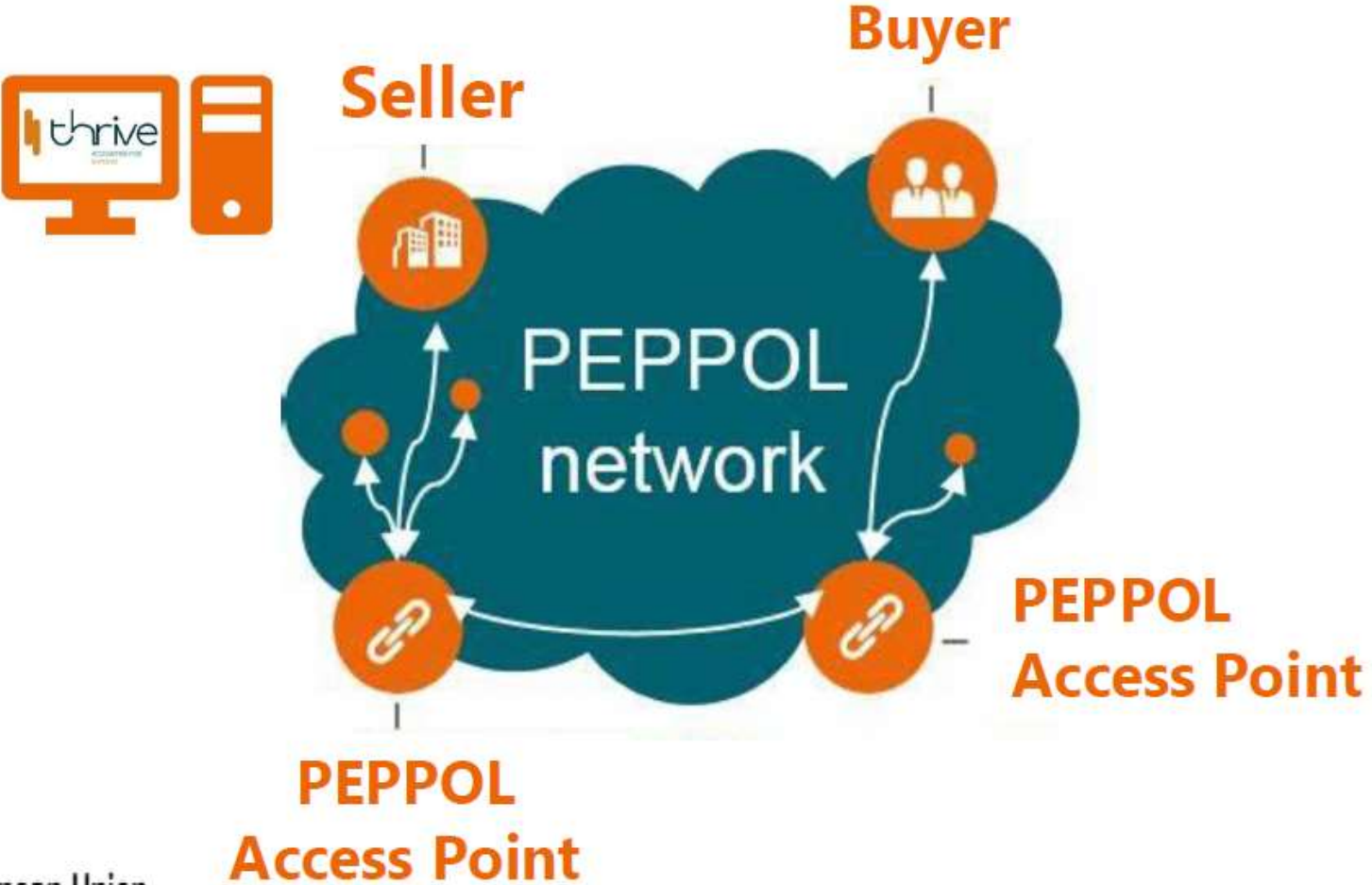
# The Starting Line...

# The Starting Line...



Seller

Buyer

PEPPOL network
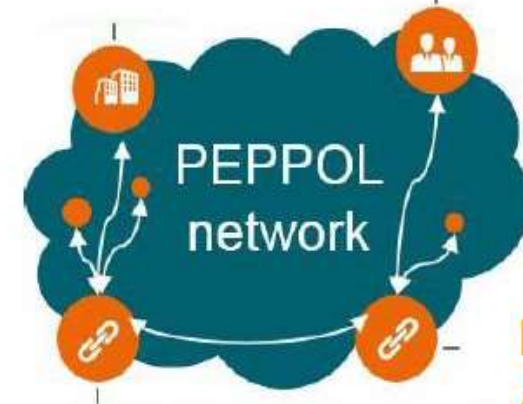
PEPPOL Access Point

PEPPOL Access Point

Co-financed by the European Union
Connecting Europe Facility

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business solutions

# The Success Plan



Software Development

Testing and Implementation

Marketing Plan

Widespread Adoption

Co-financed by the European Union
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# Conclusion

- **eInvoicing for Communities**
  - Made up of 3 community groups
  - In conjunction with Sligo IT
  - CEF Funded Project

- **The Starting Line**
  - Making it easy for Suppliers to product EN compliant invoices.

- **The Success Plan**
  - 4 stages of a successful implementation plan

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Co-financed by the European Union
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# Thank you for listening

# Any Questions?

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**Workshop Final Session:**

**1. OGP Peppol network & eInvoicing Framework, (emphasis Lot 3)**
**2. Breakout Sessions**

# PEPPOL networking and eInvoicing Systems and Services Framework

## Introduction

- Framework Design

- eInvoicing Systems and Services

- Framework Lots

- Drawdown using Notification to Activate Services Form (NASF)

- Access to Framework Information
  - ogp.gov.ie
  - Buyer Zone and login as buyer
  - Enter 'Peppol' in keyword search in 'Find Frameworks and Contracts'

# Framework Design Journey 18 Months

- Oct 2017 The eInvoicing Standard was published and the journey began to establish an eInvoicing Framework in conjunction with the Sector Partners

- This is a 1st Generation eInvoicing Framework to Support the implementation of the eInvoicing European Directive (2014/55/EU)

- March 2018 a Request For Information (RFI) issued

- 12 detailed responses received, and a report circulated in May 2018

- June 2018 work began on designing the Technical Specification and RFT

- The Framework was required to
  - Cater for all of Government
  - Provide both a basic compliance and complete system solutions
  - Promote both SME and Large enterprise access

- Ensure the Framework addressed all Financial, Technical and GDPR requirements

- Ensure that each of the Sectors service requirements were addressed

- RFT Published on 2nd Nov 2018

- In excess of 50 clarifications

- Closed on 5th December

- After further clarifications, 4 Tenderers were issued with Standstill notifications on the 19th February 2019

- The Framework was established on the 12th March 2019

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# Framework Member Selection and Award Criteria

## Selection Criteria

- Turnover €300,000 per lot
- PEPPOL Membership
- Data and Service Location must be within EU to meet GDPR requirements
- Key Personnel
  - Key Account Manager
  - Project Manager
  - Business Analyst
  - eBusiness Standards and Services Technical Expert
  - ICT Technical Expert (PEPPOL and Systems Interfaces)
  - Services Operations Agent

## Award Criteria

| Quality Assurance and Project Management |
| --- |
| Quality of Approach to Project Implementation Plan |
| Quality of Approach to Test Plan |
| Architecture and Resilience |
| Information Security Management Systems |
| Data Protection |
| Scalability and Capacity |
| Support |
| Maintenance |

# eInvoicing Systems and Services

Framework Clients will require a variety of solutions and services – from basic compliance to automatically interfacing the data to/from the Framework Clients' back office invoice processing systems, therefore a comprehensive suite of services was specified

1. PEPPOL Access Point Services
2. PEPPOL Service Metadata Publisher Services
3. Data Transformation (Mapping) Services
4. Data Enrichment Services
5. Data Validation and Business Rules Services
7. eDocument Management Portal
8. Systems Interface and Integration
9. eArchiving Services
10. Training Services
11. Supplier Engagement Services
12. Additional eBusiness Professional Services

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# Framework Design

- This is 1st Generation Framework to Support implementation of the European Directive (2014/55/EU) –
- The Framework was published with 3 Lots:

| Methods of Service Drawdown by Lot | |
|---|---|
| **Lot Number and Name** | **Drawdown mechanism** |
| Lot 1 - PEPPOL Standard eInvoicing Solutions for National Shared Service Office Finance Shared Services and Central Government Departments and Agencies – Single Supplier Lot | *Direct Drawdown - NASF*<br><br>Note: Notification to Activate Services Form (NASF) to utilise this service |
| Lot 2 - PEPPOL Standard eInvoicing Solutions for Health Service Executive and other Health Authorities, Local Government Management Agency (LGMA), Local and Regional Authorities – Multi-Supplier Lot | *Mini-Competition - SRFT*<br><br>Note: Supplementary Request for Tender (SRFT) to utilise this service |
| Lot 3 - PEPPOL Standard eInvoicing Solutions for all other Public Sector Bodies to which Lot 1 and Lot 2 do not apply – Multi-Supplier Lot | *Cascade - Direct Drawdown - NASF*<br><br>Note: Notification to Activate Services Form (NASF) to utilise this service |

# Successful Framework Members Appointed

Lot 1:

Celtrino

Lot 3 (Ranked Order)

1. Celtrino
2. Document Centric Solutions
3. Pagero
4. Edicom

Lot 2 (Random Order):

A. Document Centric Solutions

B. Pagero

C. Edicom SL

D. Celtrino

# Lot 1 - National Shared Service Office Finance Shared Services and Central Government Departments and Agencies – Drawdown NASF

1. To draw down services from the Framework information is available on www.ogp.gov.ie – Clients must register to gain access to the Buyer zone - available to all public service buyers to avail of live contracts/frameworks

2. The Notification To Activate Services Form (NASF) and all other associated documentation can be downloaded from www.ogp.gov.ie

3. Fill in the details of your organisation's requirements including Contact Details, Project requirements, Service Requirements duration.

4. Send the completed NASF to Framework Member and copy the spotbuy@ogp.gov.ie

5. A detailed Framework User Guide for Lot,1 2 and 3 is available on www.ogp.gov.ie

6. If you have any difficulties Contact the OGP Helpdesk at support@ogp.gov.ie or call 076 100 8000 regarding service Drawdown.

# Lot 2 – HBS,HSE / LGMA

- Multi Supplier Lot

- Mini Competition

- PEPPOL Standard eInvoicing Solutions for
    - HBS, Health Service Executive
        - Currently live competition, due to close 14.02.2020.
    - Local Government Management Agency (LGMA), Local and Regional Authorities
        - Awarded

# Lot 3 – All other PSBs – Drawdown NASF

1. A Notification To Activate Services Form (NASF) can be downloaded from www.ogp.gov.ie

2. Fill in the details of your organisations requirements including contact details, project scope, duration, pricing etc.

3. Send completed NASF to Spotbuy@ogp.gov.ie

4. If the 1st Ranked Tenderer cannot commit to delivering the services as specified within 4 days, the NASF will be sent to the 2nd Ranked Tenderer, if they cannot commit to delivering the services within 4 Days the NASF will be sent to the 3rd Ranked Tenderer and so on.

5. A detailed Framework User Guide on how to drawdown services from this Framework is available on www.ogp.gov.ie

6. Walkthrough Video how to complete NASF @ https://www.youtube.com/watch?v=cERUQTYABZ8

7. If you have any difficulties Contact the OGP Helpdesk at support@ogp.gov.ie or call 076 100 8000 regarding service Drawdown.

# Notification to Activate Services Form(NASF)

## Schedule E: Notification to Activate Services Form

### NOTIFICATION TO ACTIVATE SERVICES FORM ("NASF")

This is a notice for the purposes of Clause 23 of the Single Supplier Framework Contract (the "Framework Contract") for the provision of PEPPOL networking and eInvoicing Systems and Services to the Irish Public Sector made between the Minister for Public Expenditure and Reform ("the Client") and <Insert Name> ("the Contractor") dated12/03/2019.

Capitalised terms in this NASF shall unless otherwise indicated have the meanings ascribed to them in the Framework Contract.

The [INSERT FRAMEWORK CLIENT DETAILS] is a Framework Client as set out at clause 23A of the Framework Contract and in accordance with clause 23 **HEREBY NOTIFIES** the Contractor that it wishes to activate the purchase of Services with effect from [insert date] (the "Effective Date"). The Framework Client hereby acknowledges, agrees and confirms that the Framework Contract and the Confidentiality Agreement are hereby adopted by the Framework Client to govern the provision of the Services and references to the Client in the Framework Contract and the Confidentiality Agreement shall be deemed to be references to the Framework Client and the Framework Client hereby undertakes to comply with and observe all the terms and conditions of the Framework Contract and the Confidentiality Agreement applicable to it as if a party thereto.

The Framework Client in accordance with clause 23 of the Agreement **HEREBY NOTIFIES** the Contractor that it wishes to activate the purchase of Services and in particular the Services described in Part A.

| PART A | |
|---|---|
| For Completion by Framework Client<br><br>Please complete Part A and return to the Contractor. | |
| Date | |
| Contact Name | |
| Contact Email Address | |
| Return Time and Date | |
| PEPPOL networking and eInvoicing Requirements | |
| Data Protection | [Complete when completing the contract]<br><br>Processing, Personal Data and Data Subjects<br><br>   1. Processing by the Contractor<br>      1.1 Subject matter of processing: [insert]<br>      1.2 Nature of processing: [insert]<br>      1.3 Purpose of Processing: [insert]<br>      1.4 Duration of the processing: [insert]<br><br>   2. Types of personal data: [insert] |

| | 3. Categories of data subject: [insert] |
|---|---|
| Contract Duration | [insert the date of expiry of the Term, the maximum period of extensions of the term and the maximum number of such extensions] |

| For Completion by the Framework Client | |
|---|---|
| Please insert the total cost for delivering the requirements stated in Part A after consultation with the Contractor and the basis for such costing having regard to the Pricing Schedule | |
| [Insert Cost Description] | [Insert Cost] |
| [Insert Cost Description] | [Insert Cost] |
| [Insert Cost Description] | [Insert Cost] |
| Total Cost | [Insert Total Cost] |

Agreement of Framework Client:

Signed by or on behalf of the Framework Client:

| Electronic Signature | |
|---|---|
| Electronic Signature:*<br><br><br>*Please type your First and Last name. | Date: |
| ☐ | I understand that checking this box constitutes a legal signature confirming I acknowledge and agree to the information provided in this document. |

Microsoft Word Document

# Questions



# Thank you!

# Break out sessions

# eInvoice handling in the ERP
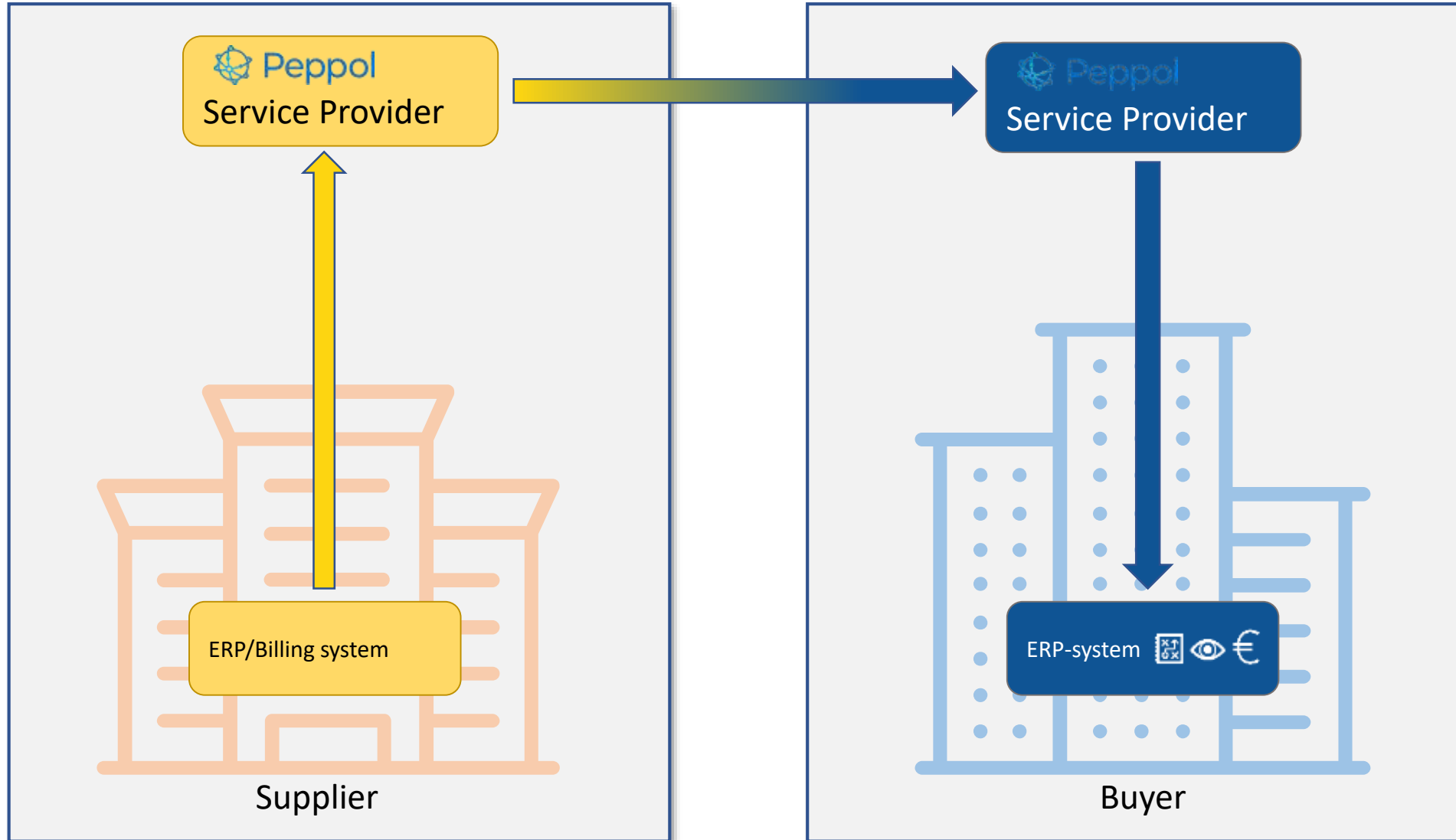


The Peppol Access point and the ERP are integrated.

**Protocols between SP and ERP**:
- Not standardized in Peppol
- Service provider often offer several solutions
- ERP often pull

**Formats**:
- Becoming more common that ERP handles the Peppol BIS directly
- Service providers often offer conversion to ERP in-house formats

Supplier

Buyer

ERP/Billing system

ERP-system

Automatic matching and workflow

Manual assessment/approval

Booking into account

# eInvoice handling in a eProcurement system
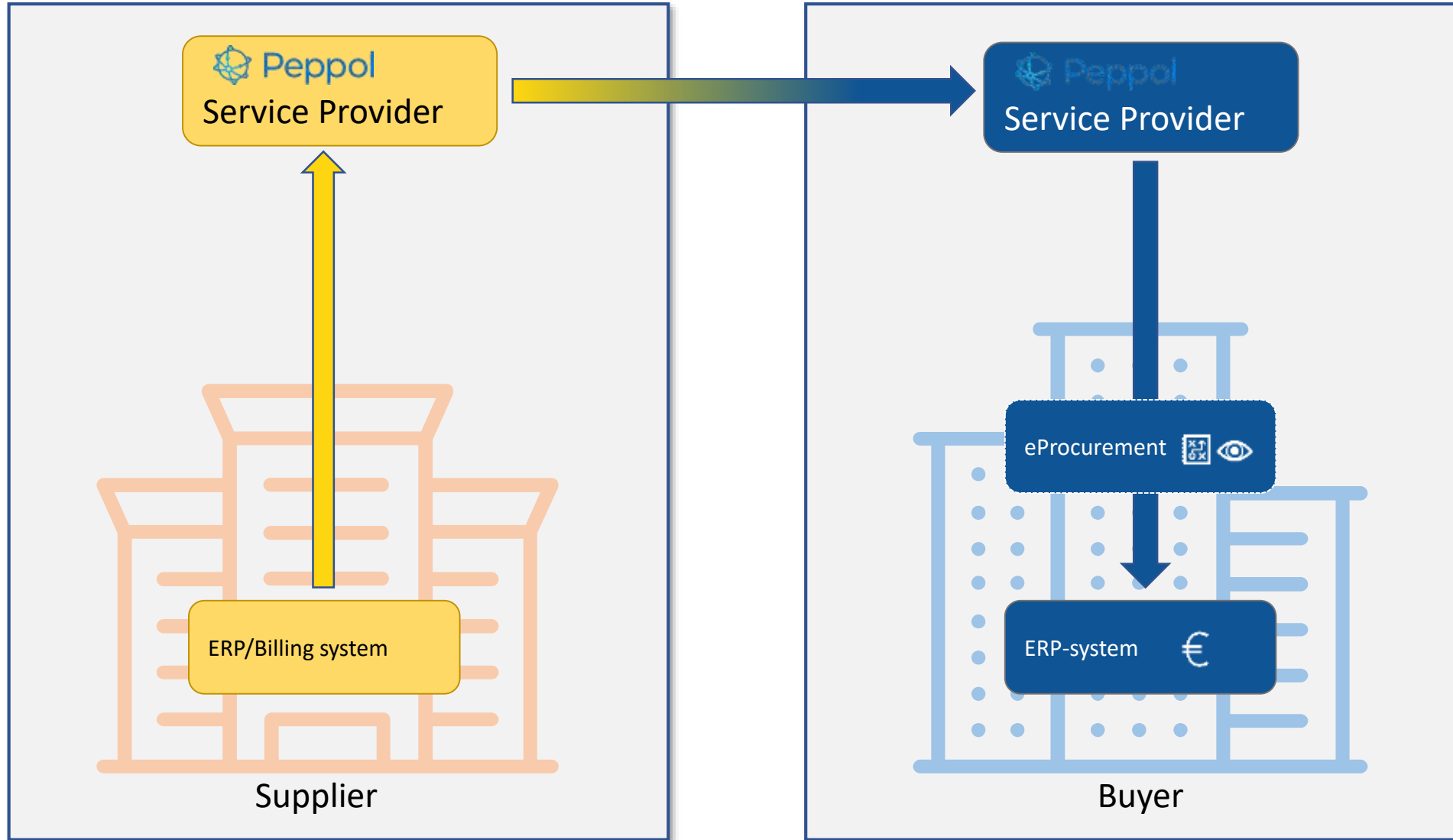


The buyer has a stand-alone eProcurement system. There is a need to integrate in several steps. Some eProcurement systems are also Peppol Access points

The eProcurement system has functionality for eOrdering, matching and workflow. The invoices are checked and approved. Only the accounting information is transferred into the ERP for booking into account and payment initiation.

Peppol Service Provider

Service Provider

ERP/Billing system

Supplier

eProcurement

ERP-system €

Buyer

⌗ Automatic matching and workflow

👁 Manual assessment/approval

€ Booking into account

# Light-weight online service
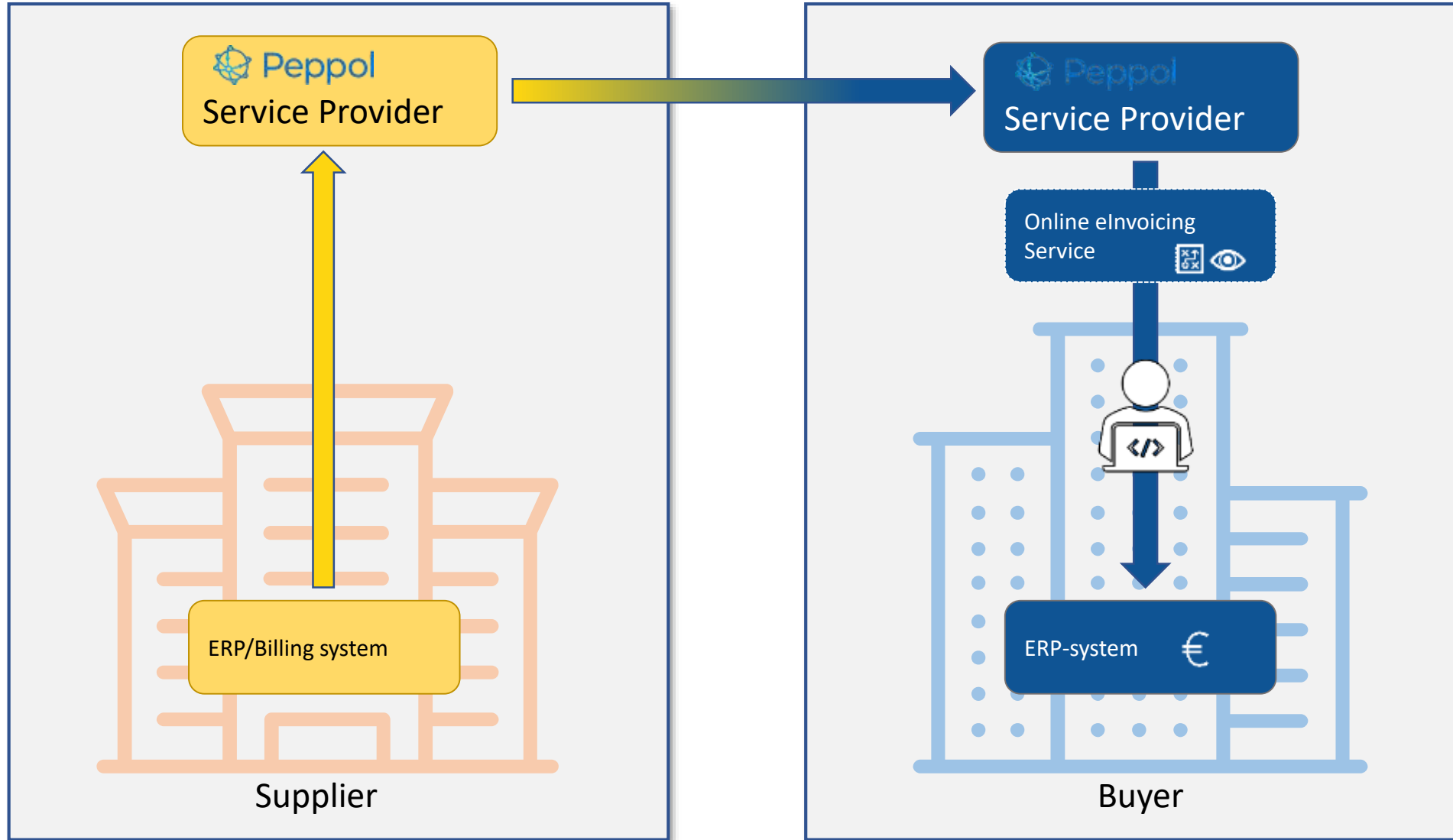


The buyer is using an online eInvoicing service/portal for receiving eInvoices.

A user gets a notification (email/sms) when an eInvoice is received.

The service can match/validate the eInvoice but necessary to manually book into account.

Peppol Service Provider

ERP/Billing system

Supplier

Peppol Service Provider

Online eInvoicing Service

ERP-system €

Buyer

Automatic matching and workflow

Manual assessment/approval

Booking into account