papiNet

Global Standard for the Paper and Forest Product Supply Chain

Credit Debit Note

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Credit/Debit Note Message Documentation

An Overview of the Credit/Debit Note Message

The Credit/Debit Note Message is generally used by the SupplierParty to compensate or charge the trading parties (ShipToParty, BuyerParty, OtherParty, etc.) for matters outside the scope of the invoice. Typically these matters include commercial claims, logistical claims, technical claims, invoice corrections, commissions, and rebates.

A Credit/Debit Note Message can also originate from other trading parties involved in the transaction due to unforeseen circumstances or costs incurred.

Therefore this message is multi-directional between trading parties.

The Scope of the Credit/Debit Note Message

The Credit/Debit Note Message must include:

- Type (Debit or Credit)
- Reason for the transaction

The Credit/Debit Note Message can include:

- Details from the PurchaseOrder, DeliveryMessage, Invoice, or Claim.
- The trading parties' general operating procedures, bank account information, and payment terms.
- Specific contractual information.
- Details, such as general ledger distribution information, provided as a service to the trading parties.
- Tax details when applicable.

Credit/Debit NoteMessage Types

CreditDebitNoteType [attribute]

Defines the type of the CreditDebitNote Message. There are two types of Credit/Debit Note Messages:

This item is restricted to the following list.

CreditNote

Credits which are provided to the receiving party for amount reductions.

DebitNote

Debits which are charged to the receiving party for additional charges.

Credit/Debit Note Business Rules

General Credit/Debit Note Business Rules

Identifier	Business Rule
CrDr_001	A Credit/Debit Note must contain a single reason for the transaction.
CrDr_002	A Credit/Debit Note can originate from any trading party.
CrDr_003	In the event of an incorrect Credit/Debit Note being sent, corrections are handled issuing a new Credit/Debit Note of the opposite type. The original document reference must be mentioned.
CrDr_004	Credit/Debit Note cancellations are handled by the issuing party issuing a new Credit/Debit Note of the opposite type. The original document reference must be mentioned.
CrDr_005	A Credit/Debit Note can only be issued to a single receiving party, but it may refer to multiple trading parties e.g. a Company Group.
CrDr_006	A Credit/Debit Note may refer to one or more customer purchase order, delivery, invoice and/or claim reference numbers.
CrDr_007	At least one instance of either the Product or ChargeOrAllowance elements is required.

Processing the Credit/Debit Note Message

For the Credit/Debit Note Message, all message types are processed in the same way. The Credit/Debit Note Message has an attribute, Reissued, with two values that are used when processing the message.

- **No** – indicates that this is the first transmission of the message.
- **Yes** – is sent by the issuing party based upon a request from the originally intended receiver of the message.

  If the original Credit/Debit Note Message is located after the issuing party sends a copy, the receiver can decide whether to process the original or the copy message. In addition it indicates that the Credit/Debit Note was sent previously.

No amendment of the Credit/Debit Note Message is permitted. All changes must be performed by issuing a new Credit/Debit Note Message (per business rule CrDr_003).

The issuing party is responsible for ensuring that the combination of the CreditDebitNoteNumber and CreditDebitNoteLineItemNumber are unique.

Graphical Representation of the Credit/Debit Note Message
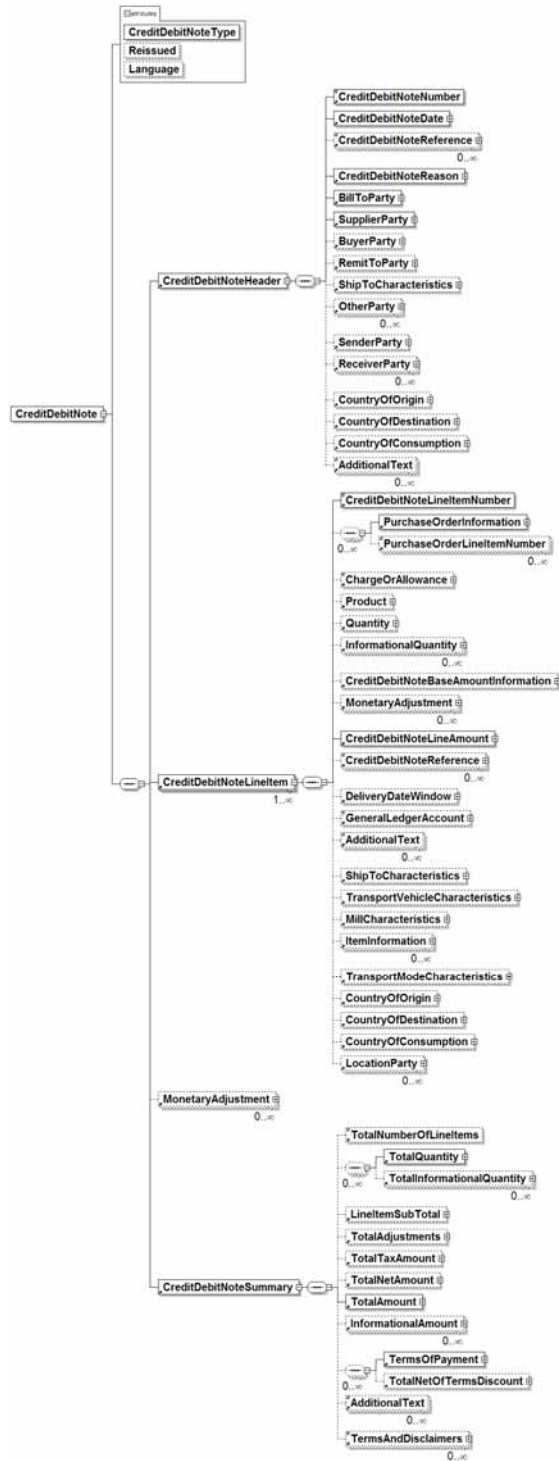
Understanding the Diagrams and Content

This section provides a graphical view of the schema structures, a discussion of the item's children. Additional information is available at www.papiNet.org.

The graphics contain content model indicators, cardinality indicators, data type information, and information about common structures used in element definitions.
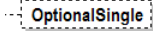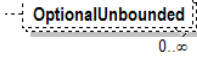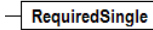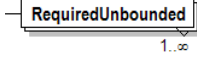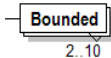
Associated with each graphic are the definitions for the parent item and any associated child items. All attributes are listed first, followed by the elements.

The following information should help you interpret and understand what you are seeing:

Content model indicators:

- The sequence of the items to the right of the graphic is required.
- A choice of the items to the right of the graphic is permitted.

- **{phantom}** This heading is used to communicate a sequential grouping of items that is not encapsulated with a grouping element.

- **{choice}** This heading is used to group together the elements that constitute a choice.
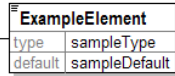
Cardinality indicators:

- OptionalSingle A single instance of the item can optionally exist. Dotted line around item.

- OptionalUnbounded
  0..∞ Multiple instances of the item can optionally exist. Dotted line around item with range indicated below.

- RequiredSingle A single instance of the item must exist. Solid line around item.

- RequiredUnbounded
  1..∞ A single instance must exist; multiple instances can optionally exist. Solid line around item with range indicated below

- Bounded
  2..10 The number of instances must range between the lower limit and upper limit.

Datatype indication:

- When a datatype is assigned to an element (either a simple type or complex type the name of the datatype is presented beneath the element name. Default values are also communicated.

Common structures:
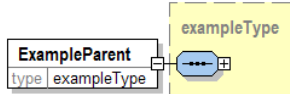
- A coloured box will appear around complex types (common structures) with the structure of the complex type appearing within the box. The dotted lines do not indicate optionality they are just part of the indicator. In this example the content has been "suppressed" typically there will be elements to the right of the content model indicator. Elements can also appear outside and below the complex type grouping box if they are extensions to the type definition.

- Attributes will appear above, below, or in some cases above and below the element content. If the attribute is an extension to the type definition it appears below the complex type grouping box otherwise it will appear above the element content. (In this example a required attribute is displayed. An optional attribute would have a dotted line.)

Credit Debit Note

CreditDebitNote

The root element of the Credit Debit Note message.

CreditDebitNoteType [attribute]

CreditDebitNoteType is mandatory. A single instance is required.

Defines the type of the CreditDebitNote Message. There are two types of Credit/Debit Note Messages:

Refer to the main item definition for any enumerations.

Language [attribute]

Language is optional. A single instance might exist.

XML has embraced 2 and 3 digit language codes through the application of an addendum to the standard.

Refer to the main item definition for any enumerations.

Reissued [attribute]

Reissued is optional. A single instance might exist.

Reissued is an attribute that indicates whether the document is an original or a copy. When this attribute is omitted the document is not a copy – it is an original. This is because No is the default.

Refer to the main item definition for any enumerations.

CreditDebitNoteHeader

CreditDebitNoteHeader is mandatory. A single instance is required.

The CreditDebitNoteHeader contains information common to the CreditDebitNote

CreditDebitNoteLineItem

CreditDebitNoteLineItem is mandatory. One instance is required, multiple instances might exist.

CreditDebitLineItem contains the information about the Credit or Debit being
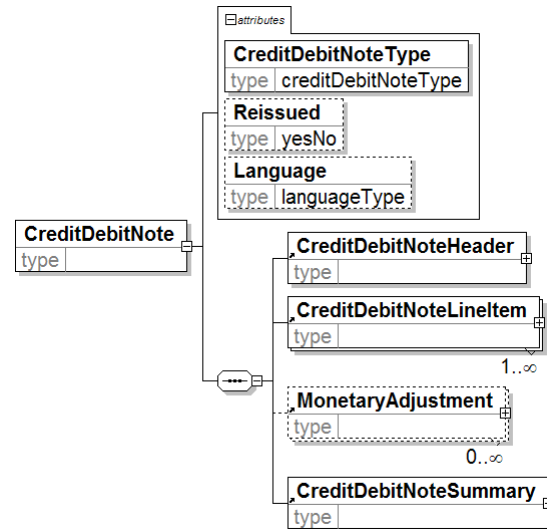
issued.

- Note Business Rule CrDr_007: At least one instance of either the Product or ChargeOrAllowance elements is required.

MonetaryAdjustment

MonetaryAdjustment is optional. Multiple instances might exist.

The element containing the information necessary for the understanding, calculation, and treatment of an adjustment to a currency amount. MonetaryAdjustment contains an attribute that indicates they type of adjustment being communicated.

CreditDebitNoteSummary

CreditDebitNoteSummary is mandatory. A single instance is required.

Contains summary information that applies to the entire message.

Primary Elements

CreditDebitNoteHeader

The CreditDebitNoteHeader contains information common to the CreditDebitNote

CreditDebitNoteNumber

CreditDebitNoteNumber is mandatory. A single instance is required.

The unique CreditDebitNote identifier as agreed to by the trading partners.

CreditDebitNoteDate

CreditDebitNoteDate is mandatory. A single instance is required.

The Date and Time when the CreditDebitNote was issued.

CreditDebitNoteReference

CreditDebitNoteReference is optional. Multiple instances might exist.

An element detailing relevant references pertaining to the CreditDebitNote. CreditDebitNoteReference uses the CreditDebitNoteReferenceType attribute.

CreditDebitNoteReason

CreditDebitNoteReason is mandatory. A single instance is required.

A group item containing the reason for the entire CreditDebitNote.

BillToParty

BillToParty is mandatory. A single instance is required.

The address where the invoice is to be sent.
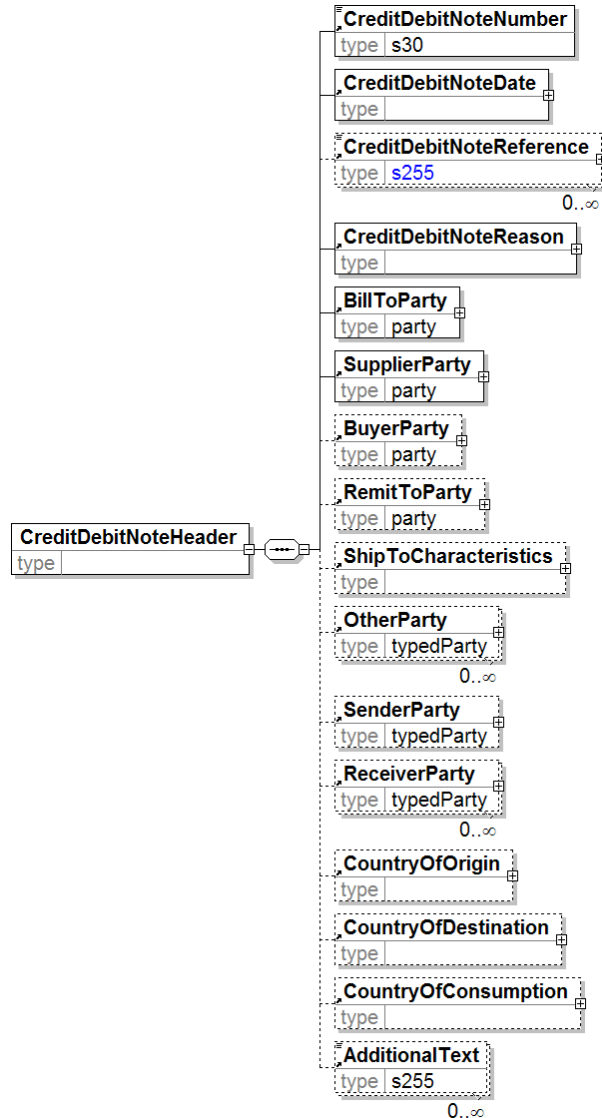
SupplierParty

SupplierParty is mandatory. A single instance is required.

The organisation or business entity responsible for providing the product. SupplierParty is also the seller of the product, if Seller is not specified as OtherParty = Seller.

BuyerParty

BuyerParty is optional. A single instance might exist.

The legal entity to which the product is sold. Also commonly referred to as the sold-to party or customer.

RemitToParty

RemitToParty is optional. A single instance might exist.

A group item containing details of the party to whom payment will be made. The RemitToParty contains all information related to remittance except for the seller's bank information that is contained in SupplierParty (BillToParty for "CreditNote".

- **CreditDebitNote** (CreditDebitNoteType = "CreditNote") - When RemitToParty is optional and then omitted, the BillToParty is assumed to be the RemitToParty.

- **CreditDebitNote** (CreditDebitNoteType = "DebitNote") - When RemitToParty is optional and then omitted, the SupplierParty is assumed to be the RemitToParty.

- **Invoice** - When RemitToParty is optional and then omitted, the SupplierParty is assumed to be the RemitToParty.

ShipToCharacteristics

ShipToCharacteristics is optional. A single instance might exist.

A group item that provides information important for the Ship-To Party.

ShipToCharacteristics may be referenced at both the header and line item level. The reference at the header is required and acts as a default for the value at the line level, unless overridden at the line level.

OtherParty

OtherParty is optional. Multiple instances might exist.

An organisation or business entity other than those specifically detailed within a business document.

SenderParty

SenderParty is optional. A single instance might exist.

The business entity issuing the business document, the source of the document.

- This is the same entity as the "From" party in the ebXML message service envelope. The entity responsible for the content. If the sender party has out sourced the transmission function to a third party the sender party is the original party not the party performing the transmission service.

ReceiverParty

ReceiverParty is optional. Multiple instances might exist.

The business entity for whom the business document is intended, the destination of the document.

- This is the same entity as the "To" party in the ebXML message service envelop. The entity interested in the content. If the receiver party has outsourced the message receipt function to a third party the receiver party is the intended party not the party performing the receiving process.

CountryOfOrigin

CountryOfOrigin is optional. A single instance might exist.

The country of origin for the material.

CountryOfDestination

CountryOfDestination is optional. A single instance might exist.

The country where the goods will be, or were, shipped to.

CountryOfConsumption

CountryOfConsumption is optional. A single instance might exist.

The country of consumption for the material.

AdditionalText

AdditionalText is optional. Multiple instances might exist.

A text field that is used to communicate information not previously defined or for special instructions. To be used only for circumstances not covered by specific elements.

CreditDebitNoteLineItem

CreditDebitLineItem contains the information about the Credit or Debit being issued.

- Note Business Rule CrDr_007: At least one instance of either the Product or ChargeOrAllowance elements is required.

CreditDebitNoteLineItemNumber

CreditDebitNoteLineItemNumber is mandatory. A single instance is required.

A sequential number that uniquely identifies the CreditDebitNote line item.

{sequence}

PurchaseOrderInformation

PurchaseOrderInformation is mandatory. A single instance is required.

A group item containing information unique to this purchase order, which is provided by the buyer. PurchaseOrderInformation can be optional in the supply chain. Invoices are created without having a Purchase Order in Vendor Managed Inventory. Freight invoices also will not have a Purchase Order number.

PurchaseOrderLineItemNumber

PurchaseOrderLineItemNumber is optional. Multiple instances might exist.

The sequential number that uniquely identifies the purchase order line item.

ChargeOrAllowance

ChargeOrAllowance is optional. A single instance might exist.

The description of the charge or allowance; such as freight, special handling,
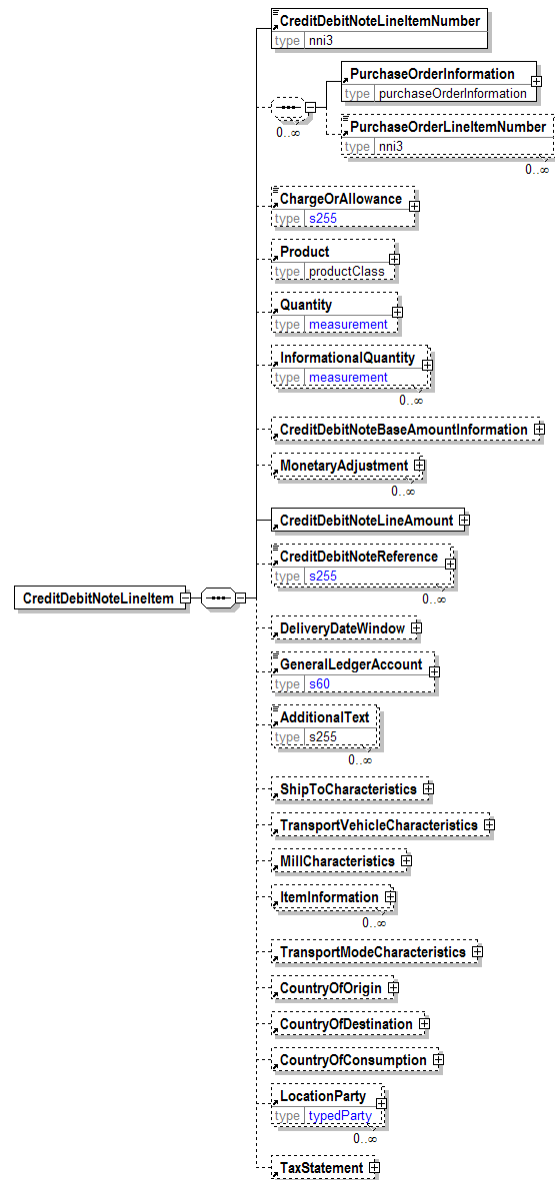
and stop-off handling.

Product

Product is optional. A single instance might exist.

Product is a group item defining the article and its characteristics. Product is used to specify product characteristics organized by ProductIdentifier, ProductDescription, and Classification.

Book Manufacturing, Label Stock, Paper, Pulp, Recovered Paper, Wood Products, and Virgin Fibre market segments have defined their product characteristics and conversion features for implementation in papiNet. Refer to the specialized Product Data Dictionary, available at www.papiNet.org.

Quantity

Quantity is optional. A single instance might exist.

The Quantity element contains attributes that provide information about the type of quantity that is being communicated, the context in which the particular quantity is to be viewed, and (if the quantity represents an adjustment) an adjustment type.

The Quantity element contains three child elements that enable you to communicate a range of values for the quantity and a target or actual value. It is at this level (Value, RangeMin, and RangeMax) that the unit of measure is specified. This permits the range to be specified in a different unit of measure than the target.

InformationalQuantity

InformationalQuantity is optional. Multiple instances might exist.

A quantity given in a valid UOM used for information purposes only (not for calculation). For example, an ordered quantity was 100 reels as opposed to the invoice quantity of 20,000 pounds.

CreditDebitNoteBaseAmountInformation

CreditDebitNoteBaseAmountInformation is optional. A single instance might exist.

A group item containing the price per unit and the CreditDebitNote amount subtotal.

MonetaryAdjustment

MonetaryAdjustment is optional. Multiple instances might exist.

The element containing the information necessary for the understanding,

calculation, and treatment of an adjustment to a currency amount. MonetaryAdjustment contains an attribute that indicates they type of adjustment being communicated.

CreditDebitNoteLineAmount

CreditDebitNoteLineAmount is mandatory. A single instance is required.

The total CreditDebitNote amount per line (includes adjustments and tax)

CreditDebitNoteReference

CreditDebitNoteReference is optional. Multiple instances might exist.

An element detailing relevant references pertaining to the CreditDebitNote. CreditDebitNoteReference uses the CreditDebitNoteReferenceType attribute.

DeliveryDateWindow

DeliveryDateWindow is optional. A single instance might exist.

A group item defining the date/time interval for delivery to take place. An element which may contain the estimated date for which delivery is expected. This date is not absolute.

GeneralLedgerAccount

GeneralLedgerAccount is optional. A single instance might exist.

The general ledger account to be referenced for the item.

AdditionalText

AdditionalText is optional. Multiple instances might exist.

A text field that is used to communicate information not previously defined or for special instructions. To be used only for circumstances not covered by specific elements.

ShipToCharacteristics

ShipToCharacteristics is optional. A single instance might exist.

A group item that provides information important for the Ship-To Party.

ShipToCharacteristics may be referenced at both the header and line item level. The reference at the header is required and acts as a default for the value at the line level, unless overridden at the line level.

TransportVehicleCharacteristics

TransportVehicleCharacteristics is optional. A single instance might exist.

A group item defining the primary means of transporting the goods, such as a

side port vessel. In some instances, the transport unit and vehicle are the same.

MillCharacteristics

MillCharacteristics is optional. A single instance might exist.

A group item defining the mill party and machine identifier where a product is or was produced.

ItemInformation

ItemInformation is optional. Multiple instances might exist.

The purpose of the ItemInformation structure is to clearly identify physical items. The attribute ItemType defines the type of physical item. Physical items can be handling units like packages as well as items contained in packages.

TransportModeCharacteristics

TransportModeCharacteristics is optional. A single instance might exist.

A group item defining the primary mode of transport.

CountryOfOrigin

CountryOfOrigin is optional. A single instance might exist.

The country of origin for the material.

CountryOfDestination

CountryOfDestination is optional. A single instance might exist.

The country where the goods will be, or were, shipped to.

CountryOfConsumption

CountryOfConsumption is optional. A single instance might exist.

The country of consumption for the material.

LocationParty

LocationParty is optional. Multiple instances might exist.

The organization or business entity where the business event took place or will take place.

TaxStatement

TaxStatement is optional. A single instance might exist.

A group element for declaration of exception from normal charges of tax and the reason for tax exemption.

MonetaryAdjustment

The element containing the information necessary for the understanding, calculation, and treatment of an adjustment to a currency amount. MonetaryAdjustment contains an attribute that indicates they type of adjustment being communicated.

AdjustmentType (Financial) [attribute]

AdjustmentType is mandatory. A single instance is required.

Describes the type of adjustment applied to a monetary oriented element. Adjustments values should always be given as negative or positive adjustments even if AdjustmentType indicates the sign. For example, a rebate of 1% on an invoice should be given as an adjustment percentage of -1%.

Refer to the main item definition for any enumerations.
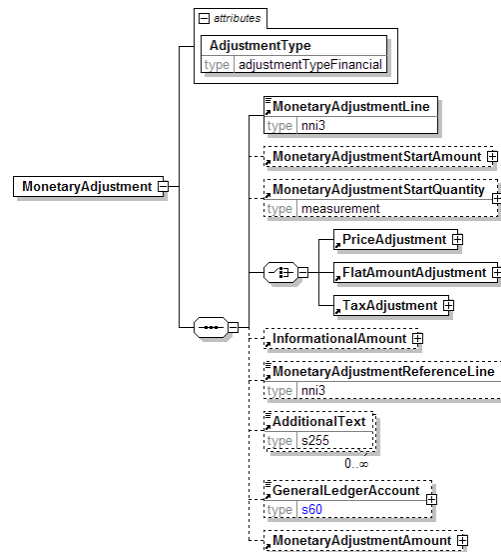
MonetaryAdjustmentLine

MonetaryAdjustmentLine is mandatory. A single instance is required.

A sequence number indicating the order of printing or the sequence in which a group of adjustments are to be considered.

MonetaryAdjustmentStartAmount

MonetaryAdjustmentStartAmount is optional. A single instance might exist.

The beginning currency amount used in the calculation of a monetary adjustment.

MonetaryAdjustmentStartQuantity

MonetaryAdjustmentStartQuantity is optional. A single instance might exist.

The beginning quantity used in the calculation of a monetary adjustment.

{choice}

PriceAdjustment

PriceAdjustment is mandatory. A single instance is required.

A group item defining a deviation from the PricePerUnit.

FlatAmountAdjustment

FlatAmountAdjustment is mandatory. A single instance is required.

A group item that contains flat adjustment amount information.

TaxAdjustment

TaxAdjustment is mandatory. A single instance is required.

This content element contains the necessary information to describe, calculate, and handle a tax adjustment.

InformationalAmount

InformationalAmount is optional. A single instance might exist.

A monetary amount used for information purposes only (not for calculation). For example, the invoice price adjustment subtotal is expressed in sterling pounds, and the buyer wants this information expressed in U.S. dollars.

- **CreditDebitNote and Invoice** - The TaxAmount is displayed in the currency that is applicable throughout the message. When a TaxAmount needs to be displayed in a different national currency, this field is used.

MonetaryAdjustmentReferenceLine

MonetaryAdjustmentReferenceLine is optional. A single instance might exist.

A link to a previously defined MonetaryAdjustmentLine upon which this adjustment is based.

AdditionalText

AdditionalText is optional. Multiple instances might exist.

A text field that is used to communicate information not previously defined or for special instructions. To be used only for circumstances not covered by specific elements.

GeneralLedgerAccount

GeneralLedgerAccount is optional. A single instance might exist.

The general ledger account to be referenced for the item.

MonetaryAdjustmentAmount

MonetaryAdjustmentAmount is optional. A single instance might exist.

The actual amount of the monetary adjustment.

CreditDebitNoteSummary

Contains summary information that applies to the entire message.

TotalNumberOfLineItems

TotalNumberOfLineItems is optional. A single instance might exist.

The total number of individual line items in the document.

{sequence}

TotalQuantity

TotalQuantity is mandatory. A single instance is required.

The total quantity of similar items in the business document. TotalQuantity is primarily used in the summary section of documents where it is repeatable to permit totaling for different units of measure.

TotalInformationalQuantity

TotalInformationalQuantity is optional. Multiple instances might exist.

A quantity that is used to communicate related information about the parent element. This element represents a total that is derived from individual line items.

LineItemSubTotal

LineItemSubTotal is optional. A single instance might exist.

The total amount of all message LineBaseAmount(s) line items without any monetary adjustments that may occur after the message line items.
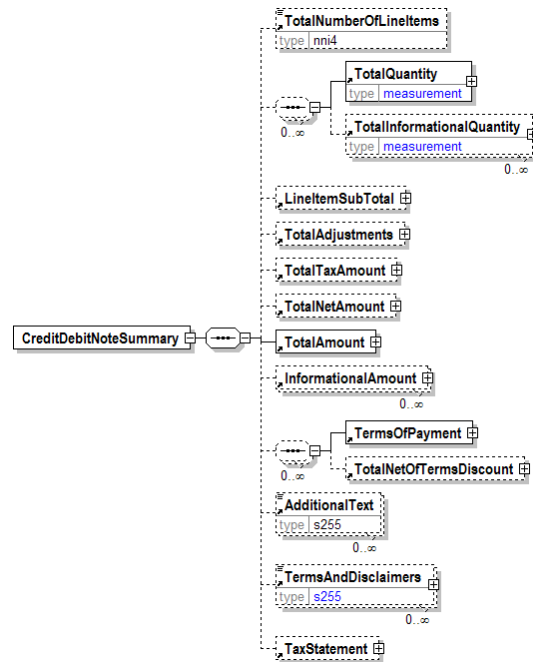
TotalAdjustments

TotalAdjustments is optional. A single instance might exist.

The CurrencyValue of TotalAdjustments contains the total of all MonetaryAdjustmentAmount for all instances of PriceAdjustment and FlatAmountAdjustment in the document (it excludes TaxAdjustments).

TotalTaxAmount

TotalTaxAmount is optional. A single instance might exist.

The CurrencyValue of TotalTaxAmount contains the sum of all instances of TaxAdjustment in the document. TotalTaxAmount contains the sum of all instances of the MonetaryAdjustmentAmount for tax adjustments.

TotalNetAmount

TotalNetAmount is optional. A single instance might exist.

A field containing total amount excluding tax. For example, in the Invoice TotalNetAmount is equal to the sum of LineItemSubTotal plus TotalAdjustments. TotalNetAmount encapsulates CurrencyValue.

TotalAmount

TotalAmount is mandatory. A single instance is required.

A field containing the total amount including tax.

- **PurchaseOrder:** The total amount, using a valid unit of measure of all the items in the message. Multiple total amounts are allowed so different units of measure or grade sub-totals can be communicated.
- **CreditDebitNote and Invoice:** TotalAmount is equal to TotalNetAmount plus TotalTaxAmount. In certain countries this is the amount that is due for payment based upon the terms of payment.

InformationalAmount

InformationalAmount is optional. Multiple instances might exist.

A monetary amount used for information purposes only (not for calculation). For example, the invoice price adjustment subtotal is expressed in sterling pounds, and the buyer wants this information expressed in U.S. dollars.

- **CreditDebitNote and Invoice** - The TaxAmount is displayed in the currency that is applicable throughout the message. When a TaxAmount needs to be displayed in a different national currency, this field is used.

{sequence}

TermsOfPayment

TermsOfPayment is mandatory. A single instance is required.

A group item that contains agreed-to terms defining when, how, and under what conditions the payment is to be made.

When TermsOfPayment is optional; if omitted, TermsOfPayment is controlled through previous negotiation.

TotalNetOfTermsDiscount

TotalNetOfTermsDiscount is optional. A single instance might exist.

The components of the amount to be paid if payment terms are met, including the amount that is subject to the payment terms discount, the discount amount, and the net amount due.

AdditionalText

AdditionalText is optional. Multiple instances might exist.

A text field that is used to communicate information not previously defined or for special instructions. To be used only for circumstances not covered by specific elements.

TermsAndDisclaimers

TermsAndDisclaimers is optional. Multiple instances might exist.

An element that contains legal information with an indication of what the Language is.

TaxStatement

TaxStatement is optional. A single instance might exist.

A group element for declaration of exception from normal charges of tax and the reason for tax exemption.

Credit/Debit Note Business Scenarios

Credit/Debit Note Business Scenarios

Business Scenario List

Scenario A	A Debit Note is sent with one or more CreditDebitNoteLineItem(s) due to unforeseen costs upon delivery of the goods.
Scenario B	A Debit Note is sent that corrects an erroneous Credit Note.
Scenario C	A Credit Note is sent that cancels an erroneous Debit Note.
Scenario D	A Credit Note is sent to compensate or charge one of the trading partners for a damage occurred during the transport of the goods
Scenario E	A Credit Note is sent to compensate an invoice which has been erroneously issued by the seller
Scenario F	A quarterly Credit Note is sent as a rebate to the customer for having reached a pre-agreed target volume

Scenario A

Message	CreditDebitNote
Business Scenario	A Debit Note is sent with one or more CreditDebitNoteLineItem(s) referring to multiple Delivery Messages.
Outcome	ShipToParty and SupplierParty Systems are updated with CreditDebitNote.
Initiator	ShipToParty
Receiver	SupplierParty
Trigger	Unforeseen costs upon delivery of the goods occurred.
Example	ShipToParty is issuing a Debit Note.

Scenario B

Message	CreditDebitNote
Business Scenario	A Debit Note is sent that corrects an erroneous Credit Note.
Scenario Outcome	SupplierParty and BillToParty Systems are updated according to the Debit Note.
Message Initiator	SupplierParty
Message Receiver	BillToParty
Preconditions	The Credit Note has an error and should be corrected.
Step 1	Supplier Party sends a Credit Note.
Step 2	An error in the Credit Note amount is detected. Note: This type of error would not normally be communicated via the BusinessAcknowledgement but would take place through another means.
Step 3	Supplier Party sends a Debit Note correcting the amount.

Scenario C

Message	CreditDebitNote
Business Scenario	A Credit Note is sent that cancels an erroneous Debit Note.
Scenario Outcome	SupplierParty and ShipToParty Systems are updated according to the Credit Note.
Message Initiator	SupplierParty
Message Receiver	ShipToParty
Preconditions	The Debit Note has an error and should be cancelled.
Step 1	Supplier Party sends a Debit Note.
Step 2	An error in the Debit Note amount is detected. • Note: This type of error would not normally be communicated via the BusinessAcknowledgement but would take place through another means.
Step 3	Supplier Party sends a Credit Note cancelling the amount.

Scenario D

Message	CreditDebitNote
Business Scenario	A Credit Note is sent to compensate or charge one of the trading partners for a damage occurred during the transport of the goods
Scenario Outcome	SupplierParty and ShipToParty or BuyerParty or OrderParty Systems are updated with CreditDebitNote with CreditDebitNoteType = "Credit".
Message Initiator	SupplierParty
Message Receiver	ShipToParty or BuyerParty or OrderParty
Trigger	Unforeseen costs upon delivery of the goods occurred.
Pre-condition	The terms of sales preclude that the transport is paid by the SupplierParty
Example	The SupplierParty delivers a load of reels to the ShipToParty. • During the transport, the paper gets wet because of water infiltration through leak in the transport vehicle.

Scenario E

Message	CreditDebitNote
Business Scenario	A Credit Note is sent to compensate an invoice which has been erroneously issued by the seller
Scenario Outcome	SupplierParty and BillToParty or BuyerParty Systems are updated with CreditDebitNote with CreditDebitNoteType = "Credit".
Message Initiator	SupplierParty
Message Receiver	BillToParty or BuyerParty
Trigger	Unforeseen invoice error
Example	An invoice has been sent to the ShipToParty or BuyerParty by mistake

Scenario F

Message	CreditDebitNote
Business Scenario	A quarterly Credit Note is sent as a rebate to the customer for having reached a pre-agreed target volume
Scenario Outcome	SupplierParty and ShipToParty or BuyerParty or OrderParty Systems are updated with CreditDebitNote with CreditDebitNoteType = "Credit".
Message Initiator	SupplierParty
Message Receiver	ShipToParty or BuyerParty or OrderParty
Trigger	Rebate/bonus schema
Example	A rebate/bonus agreement is fulfilled by the customer