



**papiNet**

**RFQResponse**

**papiNet Standard - Version 2.31**

**Documentation**

**Global Standard for the Paper and Forest  
Products Supply Chain**

**Build V2R31\_20110411**

**Date 2011-04-16**

**Production Release**

# **RFQResponse**

## **papiNet Standard - Version 2.31**

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# RFQResponse

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### RFQResponse Documentation

#### RFQResponse e-Document Overview

A supplier sends an RFQResponse e-Document to a buyer as an response to an RFQ e-Document from the buyer. The e-Document specifies a quotation for product availability, shipping, and price.

#### The Scope of the RFQResponse e-Document

The RFQResponse e-Document can include:

- Response or adjustment to the RFQ e-Document that precedes it.
- The supplier can suggest alternative products only when there has been prior agreement with the buyer.

#### e-Document Types

This e-Document has no special types associated with it.

#### Business Rules for RFQResponse

##### General Business Rules

The following table lists the business rules that apply to an RFQResponse e-Document. For more information about the statuses mentioned in the rules, see the following section on processing the RFQResponse e-Document.

| Identifier | Business Rule   |
|------------|---|
| RQR001     | An RFQResponse e-Document refers to only one RFQ.   |
| RQR002     | An RFQResponse e-Document must contain all the RFQLineItem(s) from the original RFQ e-Document.   |
| RQR003     | If the seller rejects information in the RFQHeader, the RFQResponse document status will be set to Rejected. The seller must include a reason for the rejection in the RFQResponseHeaderStatusTypeText field. This means that the entire RFQ is being rejected. |
| RQR004     | If the seller rejects information in an RFQLineItem, the RFQResponseLineItem status will be set to Rejected. The seller must include a reason for the rejection in the RFQResponseLineItemStatusTypeText field.   |
| RQR005     | RFQ(s) must be responded to with an RFQResponse unless the expiry time of the RFQ request has passed.   |
| RQR006     | The supplier must quote a date for how long the RFQResponse is open. This is the last date the  |

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| Identifier    | Business Rule   |
|---------------|---|
|               | supplier will accept a Purchase Order against the offer quoted in the RFQResponse e-Document.   |
| <b>RQR007</b> | If a PurchaseOrder results from an RFQResponse, the buyer must reference the RFQ e-Document in the Purchase Order.  |
| <b>RQR008</b> | The RFQResponse can either comply exactly with the information sent in the RFQ e-Document or the supplier has the possibility to confirm another price, delivery schedule, or even product with the use of the "Counterproposal" status   |
| <b>RQR009</b> | If the RFQ processing at the supplier's end takes a long time / the expiry time for the RFQ is close, the supplier has the possibility to send an RFQResponse with the status code 'Pending', thus informing the customer that he will receive the actual RFQResponse later, with the status code "Amended" or "Counterproposal".   |
| <b>RQR010</b> | After an RFQResponse has been sent by the seller, the seller may change or amend the RFQResponse by sending another RFQResponse using the status of "Amended". Use of the "Amended" status applies even if the previous RFQResponse was a "Counterproposal". If the previous RFQResponse was "Accepted", then the use of the status of "Amended" still applies even if the change is what is normally viewed as a Counterproposal. For example a product substitution, delivery date change, transport mode change, etc |

### General e-Document Structure Rules

| Identifier    | Business Rule   |
|---------------|---|
| <b>RQR011</b> | An RFQResponse e-Document must contain a status type at the document, header, and line item levels.     |
| <b>RQR012</b> | An RFQResponse document status must be Accepted, Rejected, Counterproposal, or Amended.                 |
| <b>RQR013</b> | An RFQResponseHeader status must be Accepted, Amended, Rejected, Pending, Counterproposal, or NoAction. |
| <b>RQR014</b> | The RFQResponseLineItem status must be  |

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| Identifier | Business Rule   |
|------------|---|
|            | Accepted, Amended, Rejected, Pending, Counterproposal, or NoAction. If the status of a line item is Pending this e-Document will be followed up by at least one other RFQResponse e-Document ultimately resulting in the status of the line item being either Accepted or Rejected. |

#### Processing the RFQResponse e-Document

e-Document processing depends on the values in status fields at the e-Document, header, and line item levels. For the RFQResponse e-Document, there is only one e-Document type. There are, however, status fields at all three levels. The status at the e-Document level determines the possible statuses at the header and line item levels.

It is recommended that a seller send an RFQResponse e-Document in response to each RFQ received. The status set at the e-Document level of the RFQResponse e-Document indicates if the seller has accepted the RFQ. The status set at the header level indicates whether the seller understands and agrees with the information communicated at the header level, while the statuses set at the line item level indicate under which terms the seller is prepared to provide the line items defined.

#### Notes:

- Some buyers will cancel the RFQ unless the seller sends an RFQResponse e-Document within a specified timeframe. It is strongly recommended to always send an RFQResponse e-Document.
- The seller can give RFQ line items the status of "Rejected", "Pending", or "NoAction" in the RFQResponse e-Document, even though the overall RFQ and other line items are accepted.
- If the seller changes any information from the RFQ, then the RFQResponse e-Document status must be "Counterproposal".

After sending an RFQResponse e-Document with the status of "Accepted", a seller may need to change details of the offer at either the header or line item level. Or, after sending an RFQResponse e-Document with the status of "Accepted" and header and/or line item status of "Pending", then an RFQResponse with an "Amended" status is to be expected within the expiry timeframe from the seller. Examples of details that a seller might need to change include price, diameter, manufacturing locations, delivery window, shipping instructions, core specifications, and shipment mode. When changes are necessary, the seller sends another RFQResponse e-Document, this time with the status of "Amended" at the e-Document level as well as at the header and/or line item level.

#### Status Values Used When Processing the RFQResponse e-Document

The following choices are available when communicating the status of an RFQResponse e-Document, using the RFQResponseStatusType attribute:

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- Accepted – Indicates that the RFQ is accepted under the conditions included in this e-Document.
- Rejected – Indicates that the RFQ is not accepted.
- Amended – Indicates that the seller has made changes to the conditions under which the seller will fulfil a previously accepted RFQ. This implies that no Purchase Order has been received referencing this RFQ. Additionally, an amended response can be issued only until the original expiry date from the RFQ.
- Counterproposal – Indicates that the seller has made changes to the some of the conditions specified in the RFQ.

If the RFQResponseStatusType is "Accepted", RFQResponseHeaderStatusType and RFQResponseLineItemStatusType can be any of the following:

- Accepted – The seller has accepted all elements in the RFQResponseHeader or RFQResponseLineItem.
- Rejected (only at the line item level) – The seller has rejected one or more elements in the RFQResponseLineItem.
- Whenever the RFQResponseHeaderStatusType is "Rejected", the e-Document as a whole must also have a status of "Rejected".
- Amended – The seller has amended one or more elements in the RFQResponseHeader or RFQResponseLineItem.
- Pending – The seller cannot confirm one or more elements in the RFQResponseHeader or RFQResponseLineItem.
- NoAction – The seller has not amended the RFQResponseHeader or RFQResponseLineItem and therefore no action is necessary.

If the RFQResponseStatusType is "Rejected", RFQResponseHeaderStatusType, and RFQResponseLineItemStatusType must also be set to "Rejected". The RFQ is not in the seller's system.

If the RFQResponseStatusType is "Amended", RFQResponseHeaderStatusType, and RFQResponseLineItemStatusType can be any of the following:

- Rejected – The seller has rejected one or more elements in the RFQResponseHeader or RFQResponseLineItem. If the RFQResponseHeader is rejected, then the entire RFQResponse is set to rejected status.
- Amended – The seller has amended one or more elements in the RFQResponseHeader or RFQResponseLineItem.
- NoAction – The seller has not amended the RFQResponseHeader or RFQResponseLineItem and therefore no action is necessary.
- Pending – The seller is indicating that more time is required in order to respond to the RFQ proposal. This frequently occurs whenever a counter proposal is being prepared.

If the RFQResponseStatusType is "Counterproposal", RFQResponseHeaderStatusType and RFQResponseLineItemStatusType can be any of the following:

- Rejected – The seller has rejected one or more elements in the RFQResponseHeader or RFQResponseLineItem. If the RFQResponseHeader is rejected, then the entire RFQResponse is set to rejected status.
- Counterproposal – The seller has changed one or more elements in the RFQResponseHeader or RFQResponseLineItem from the original RFQ.

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- Pending – The seller is indicating that more time is required in order to respond to the RFQ proposal. This frequently occurs whenever a counter proposal is being prepared.

The following table illustrates the allowed combinations of RFQResponseStatusType, RFQResponseHeaderStatusType, and RFQResponseLineItemStatusType as described in the above rules:

| RFQResponse-<br>StatusType | RFQResponse-<br>HeaderStatusType       | RFQResponse-<br>LineItemStatusType                 |
|----------------------------|--|--|
| Accepted                   | Pending                                | Pending  |
| Accepted                   | Accepted                               | Accepted<br>Pending<br>Rejected                    |
| Amended                    | Amended<br>NoAction                    | Rejected<br>Amended<br>NoAction<br>Pending         |
| Rejected                   | Rejected                               | Rejected   |
| Counterproposal            | Counterproposal<br>Accepted<br>Pending | Counterproposal<br>Accepted<br>Pending<br>Rejected |

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### Understanding the Diagrams and Content

This section provides a graphical view of the schema structures, a discussion of the item's children. You can find additional information about papiNet and the standard at [www.papiNet.org](http://www.papiNet.org).

The graphics contain content model indicators, cardinality indicators, and data type information.

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 this standard. Please note the following:

- Content Model and Cardinality operate together to determine if the element or attribute are required in the instance document.
- The same attribute can never appear multiple times in the same element so, you will never see a multiple cardinality indicator.

#### Content model indicators:

There are three possible types of content: "sequence", "choice", and "all". The papiNet standard currently does not use the "all" construct.

- (sequence)

The sequence of the items to the right of the graphic (or below the text) is required.



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- (choice)

A choice of the items to the right of the graphic (or below the text) is permitted.

- (all)

All the items to the right of the graphic are required.

### **Cardinality indicators:**

- Dotted line around element or attribute.

A single instance of the item can optionally exist.

- Dotted line around item with range indicated below.

Multiple instances of the item can optionally exist.

- Solid line around item.

A single instance of the item must exist.

- Solid line around item with range indicated below

At least one instance must exist; multiple instances can optionally exist.

### **Datatype indication:**

When a data type is assigned to an element (either a simple type or complex type) the name of the data type is presented beneath the item name in the graphic.

- In some cases additional information about the data type is presented (the default value).

Elements can either have content that is textual/numeric in nature or content that is made up of additional elements and/or attributes.

- When the content is textual/numeric in nature "three straight horizontal lines" will appear in the upper left-hand corner of the graphic. Pay attention to these elements because they are where you will be entering your information.
- When the content is made up of additional elements and/or attributes a "gray-box" will appear on the right-hand side of the graphic.
- If the graphic shows both the horizontal lines and the gray-box then, in the papiNet standard, the content below the element are attributes.

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### RFQResponse Root Element

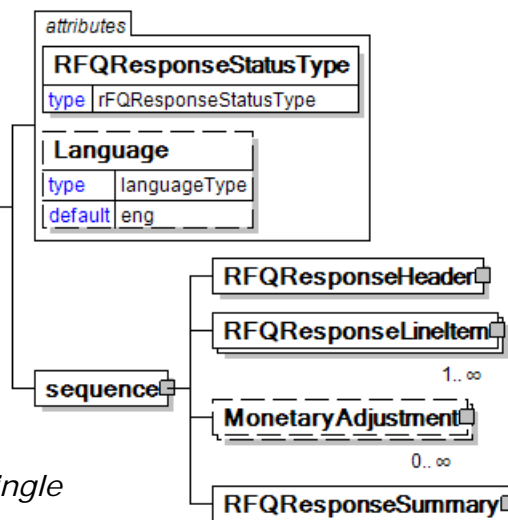
#### RFQResponse

The RFQResponse element is the root element for the RFQResponse e-Document.

A supplier sends an RFQResponse e-Document to a buyer as a response to an RFQ e-Document from the buyer.

The e-Document specifies a quotation for product availability, shipping, and price.

RFQResponse



#### RFQResponseStatusType [attribute]

*RFQResponseStatusType is mandatory. A single instance is required.*

This attribute acts as a flag indicating what processing may be required.

*This item is restricted to the following list.*

##### Accepted

The supplied information is accepted.

##### Amended

The supplied information is changed.

##### Cancelled

The supplied information is cancelled. Items that have been cancelled are not included in totals on the summary levels of the e-Document.

##### Counterproposal

The sender is presenting a different proposal.

##### Rejected

The supplied information is rejected.

#### 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.

Information on the content of this attribute is available at <http://www.loc.gov/standards/iso639-2/> this is the official site of the ISO 639-2 Registration Authority.

- <http://www.w3.org/International/O-HTML-tags.html> provides an explanation of the errata updating XML.
- <http://www.ietf.org/rfc/rfc3066.txt> is the key document that is referenced in the above errata.

#### (sequence)

*The contents of (sequence) are mandatory. A single instance is required.*

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### **RFQResponseHeader**

*RFQResponseHeader is mandatory. A single instance is required.*

Information that pertains to the entire RFQResponse.

### **RFQResponseLineItem**

*RFQResponseLineItem is mandatory. One instance is required, multiple instances might exist.*

A group element that contains the response details provided by the party responding to the RFQ.

### **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 the type of adjustment being communicated.

### **RFQResponseSummary**

*RFQResponseSummary is mandatory. A single instance is required.*

A group element that contains information that summarizes the contents of the RFQResponse.

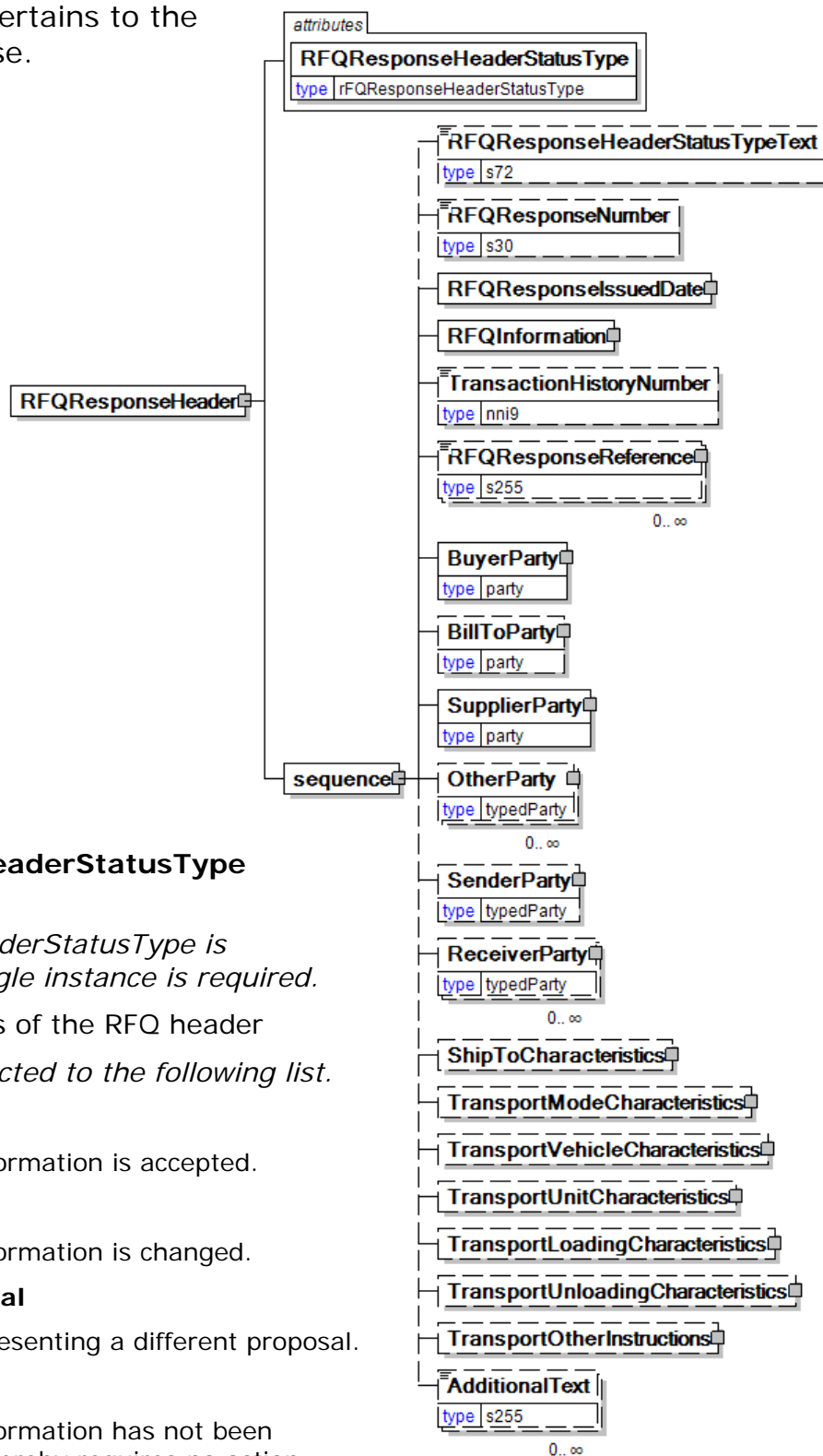
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### Primary Elements

#### RFQResponseHeader

Information that pertains to the entire RFQResponse.



#### RFQResponseHeaderStatusType [attribute]

*RFQResponseHeaderStatusType* is mandatory. A single instance is required.

Defines the status of the RFQ header

*This item is restricted to the following list.*

##### Accepted

The supplied information is accepted.

##### Amended

The supplied information is changed.

##### Counterproposal

The sender is presenting a different proposal.

##### NoAction

The supplied information has not been amended and thereby requires no action.

##### Pending

The supplied information is not complete and will be updated later.

##### Rejected

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The supplied information is rejected.

### (sequence)

*The contents of (sequence) are mandatory. A single instance is required.*

#### **RFQResponseHeaderStatusTypeText**

*RFQResponseHeaderStatusTypeText is optional. A single instance might exist.*

A text field that may provide detail explaining the status of the RFQResponse.

When an RFQ is rejected, the reason for the rejection must be specified in this field.

#### **RFQResponseNumber**

*RFQResponseNumber is optional. A single instance might exist.*

The identifying number of the RFQResponse.

#### **RFQResponseIssuedDate**

*RFQResponseIssuedDate is mandatory. A single instance is required.*

The Date and Time when the response to the RFQResponse was issued.

#### **RFQInformation**

*RFQInformation is mandatory. A single instance is required.*

A group item containing information unique to this RFQ which is provided by the buyer.

#### **TransactionHistoryNumber**

*TransactionHistoryNumber is optional. A single instance might exist.*

A sequential number that keeps track of the version of a document being sent by the document originator except in the case where TransactionHistoryConfirmation is used, in which case the TransactionHistoryNumber refers to the trigger transaction for which the confirmation is being sent.

#### **RFQResponseReference**

*RFQResponseReference is optional. Multiple instances might exist.*

An element that details the relevant references (such as contract number) pertaining to the RFQResponse. RFQResponseReferenceType indicates what type of reference is being communicated.

#### **BuyerParty**

*BuyerParty is mandatory. A single instance is required.*

The legal entity to which the product is sold. Also commonly referred to as the sold-to party or customer. If no OtherParty is defined as the Payer, the Buyer is the Payer.

#### **BillToParty**

*BillToParty is optional. A single instance might exist.*

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.

#### **OtherParty**

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*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 outsourced 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.

### **ShipToCharacteristics**

*ShipToCharacteristics is optional. A single instance might exist.*

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

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.

### **TransportModeCharacteristics**

*TransportModeCharacteristics is optional. A single instance might exist.*

A group item defining the primary mode of transport.

### **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.

### **TransportUnitCharacteristics**

*TransportUnitCharacteristics is optional. A single instance might exist.*

A group item defining and identifying the primary means of containing the goods. In some instances, the transport unit and vehicle are the same.

### **TransportLoadingCharacteristics**

*TransportLoadingCharacteristics is optional. A single instance might exist.*

A group item defining how the transported items are to be loaded.

### **TransportUnloadingCharacteristics**

*TransportUnloadingCharacteristics is optional. A single instance might exist.*

A group item defining how the transported items are to be unloaded.

### **TransportOtherInstructions**

*TransportOtherInstructions is optional. A single instance might exist.*

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A group item defining any other instructions for the transport not covered in the description of transport mode, vehicle, unit, and loading characteristics or defining an alternative description for the categories mentioned above.

#### **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.

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### RFQResponseLineItem

A group element that contains the response details provided by the party responding to the RFQ.

#### RFQResponseLineItemStatusType [attribute]

*RFQResponseLineItemStatusType is mandatory. A single instance is required.*

RFQResponse Line Item Status Type

*This item is restricted to the following list.*

##### Accepted

The supplied information is accepted.

##### Amended

The supplied information is changed.

##### Counterproposal

The sender is presenting a different proposal.

##### NoAction

The supplied information has not been amended and thereby requires no action.

##### Pending

The supplied information is not complete and will be updated later.

##### Rejected

The supplied information is rejected.

#### RFQResponseLineItemDocumentStatus [attribute]

*RFQResponseLineItemDocumentStatus is optional. A single instance might exist.*

Defines the actual document status for the RFQResponseLineItem.

*This item is restricted to the following list.*

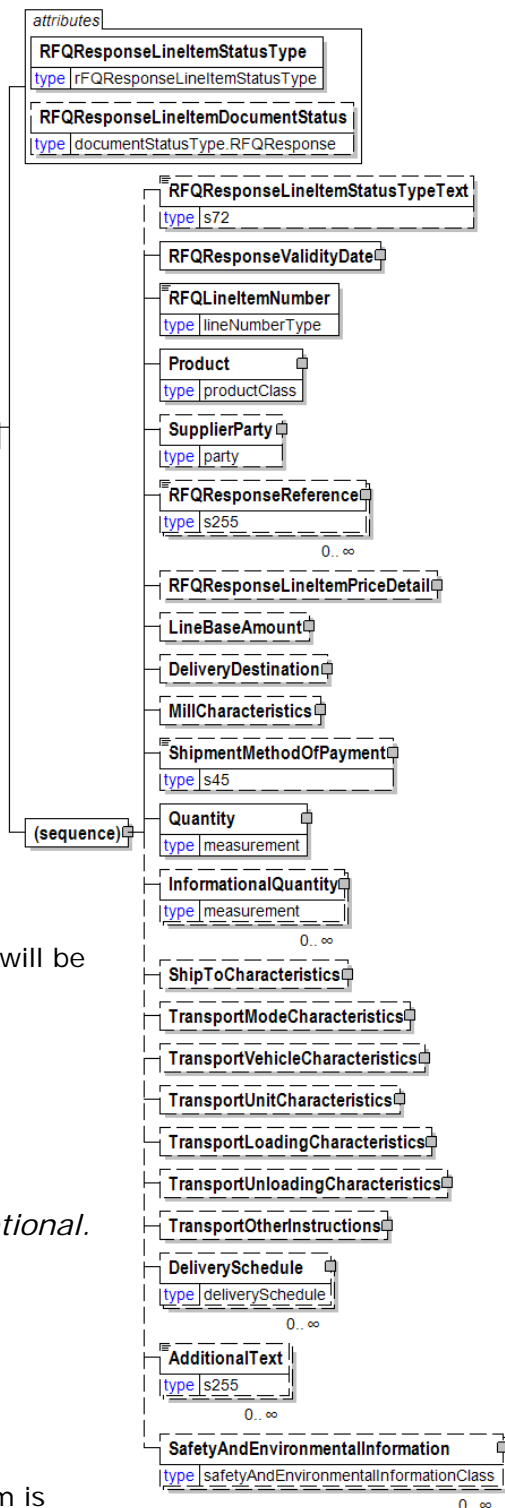
##### Cancelled

The supplied information of the document item is cancelled. Items that have been cancelled are not included in totals on the summary level of e-Documents.

##### Confirmed

The supplied information of the document item is agreed. If a requested change or cancellation of an existing document item can not be accepted, then the earlier agreed information of the document item will be re-confirmed.

##### Pending





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The supplied information of the document item is being investigated.

### **Rejected**

The supplied information of the document item can not be accepted. The document item is new or not earlier confirmed.

### **(sequence)**

*The sequence of items below is mandatory. A single instance is required.*

### **RFQResponseLineItemStatusTypeText**

*RFQResponseLineItemStatusTypeText is optional. A single instance might exist.*

A text field that may provide detail explaining the status of the RFQResponseLineItem.

When an RFQLineItem is rejected, the reason for the rejection must be specified in this field.

### **RFQResponseValidityDate**

*RFQResponseValidityDate is mandatory. A single instance is required.*

The Date and Time within which a response to the RFQ is valid.

### **RFQLineItemNumber**

*RFQLineItemNumber is mandatory. A single instance is required.*

A sequential number that uniquely identifies the RFQ line item.

### **Product**

*Product is mandatory. A single instance is required.*

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.

### **SupplierParty**

*SupplierParty is optional. A single instance might exist.*

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.

### **RFQResponseReference**

*RFQResponseReference is optional. Multiple instances might exist.*

An element that details the relevant references (such as contract number) pertaining to the RFQResponse. RFQResponseReferenceType indicates what type of reference is being communicated.

### **RFQResponseLineItemPriceDetail**

*RFQResponseLineItemPriceDetail is optional. A single instance might exist.*

The pricing information associated with the response to an RFQ.

### **LineBaseAmount**

*LineBaseAmount is optional. A single instance might exist.*

For the particular e-Document being communicated the LineBaseAmount represents the quantity times the base unit price.

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### **DeliveryDestination**

*DeliveryDestination is optional. A single instance might exist.*

The DeliveryDestination specifies the end of one leg of the delivery. In order to comply with the US Trade Act of 2002 you would use this element with a LocationParty/@PartyType of Port.

### **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.

### **ShipmentMethodOfPayment**

*ShipmentMethodOfPayment is optional. A single instance might exist.*

An element communicating responsibility of freight payment and when transfer of ownership will occur.

### **Quantity**

*Quantity is mandatory. A single instance is required.*

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.

### **ShipToCharacteristics**

*ShipToCharacteristics is optional. A single instance might exist.*

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

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.

### **TransportModeCharacteristics**

*TransportModeCharacteristics is optional. A single instance might exist.*

A group item defining the primary mode of transport.

### **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.

### **TransportUnitCharacteristics**

*TransportUnitCharacteristics is optional. A single instance might exist.*

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A group item defining and identifying the primary means of containing the goods. In some instances, the transport unit and vehicle are the same.

### **TransportLoadingCharacteristics**

*TransportLoadingCharacteristics is optional. A single instance might exist.*

A group item defining how the transported items are to be loaded.

### **TransportUnloadingCharacteristics**

*TransportUnloadingCharacteristics is optional. A single instance might exist.*

A group item defining how the transported items are to be unloaded.

### **TransportOtherInstructions**

*TransportOtherInstructions is optional. A single instance might exist.*

A group item defining any other instructions for the transport not covered in the description of transport mode, vehicle, unit, and loading characteristics or defining an alternative description for the categories mentioned above.

### **DeliverySchedule**

*DeliverySchedule is optional. Multiple instances might exist.*

A group item defining a series of DeliveryDateWindow(s) in which specified quantities must be delivered.

### **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.

### **SafetyAndEnvironmentalInformation**

*SafetyAndEnvironmentalInformation is optional. Multiple instances might exist.*

Name of certification type, if any, on the goods (For example, FSC, PEFC). SafetyAndEnvironmental needs a value or measurement to communicate the percentage of the product is certified (for example, 75% is certified by the indicated agency).

## 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 [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%.

*This item is restricted to the following list.*

#### BillOfLadingCharge

An extra charge for creating a Bill of Lading.

#### CancellationCharge

A charge applied because a cancellation was late (after the last date of change) and all or part of the ordered product has already been made.

#### CashDiscount

A reduction due to a discount applied.

#### CertificateCharge

An extra charge for creating a certificate. Some countries requires Certificates in which different characteristics of the delivery, transport unit, route, product, and others must be proved.

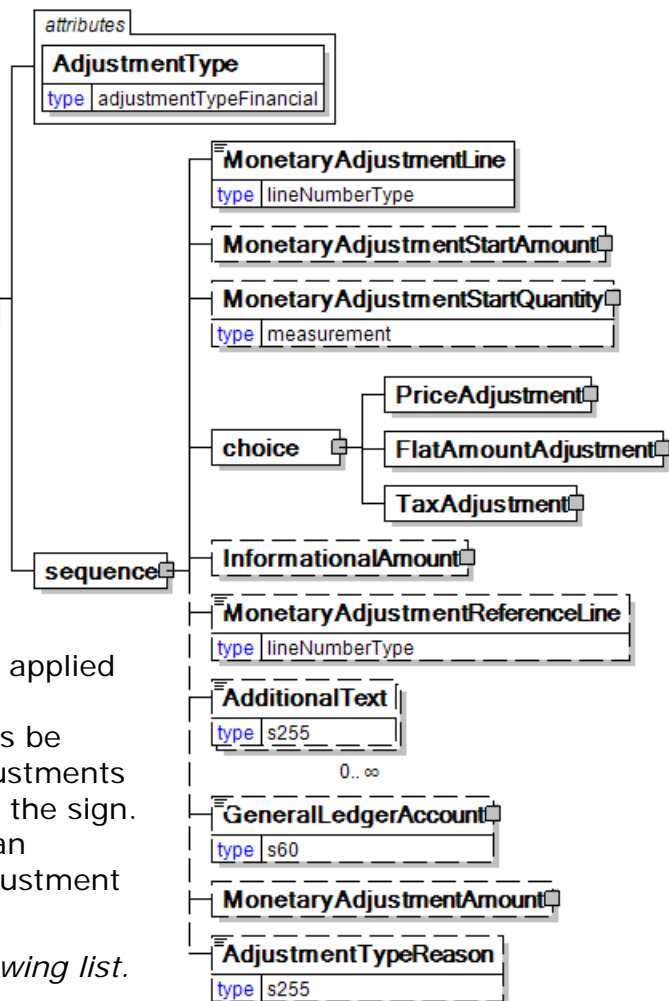
There are certificates for gasen pallets, for the place of production, for the age of the ship/vessel, for not departing from one country's harbour when delivering to another.

#### ChargesForward

A pending invoice amount brought forward from a previous invoice.

#### ClaimAdjustment

An adjustment related to a filed complaint.



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### **Commission**

Commission costs paid to the trading agency or trader.

### **CompetitiveAllowance**

An allowance provided for competitive reasons.

### **CongestionCharge**

An extra fee from ports for waiting time of ships in ports, railcars on a siding, trucks at a dock. (Synonym: Demurrage.)

### **ConsigneeUnloadCharge**

An unloading charge that is the responsibility of the consignee.

### **ContractAllowance**

An allowance for a volume discount, usually because the agreed amount has been exceeded.

### **CurrencyAdjustmentCharge**

An extra fee to adjust for currency variations.

### **DecimalRounding**

Adjustments for rounding of total amounts to fit the business agreement or national monetary legislation.

For example, Finland does not use smaller than 5 cent coins. All cash payments are rounded to a 5 cent divisible amount according to national legislation. Alternatively, certain market segments prefer to remove all decimals.

### **DefectiveAllowance**

An allowance provided for defective material.

### **DeliveryCharge**

The charge for delivering the product.

### **DeliveryNonConformanceAllowance**

An allowance due to non-conformance with the purchase agreement regarding a delivery.

### **DeliveryTimeBonus**

A bonus given for deliveries of products within a certain time period.

### **EarlyShipAllowance**

An allowance due to a delivery that took place earlier than planned. The seller may be charged a penalty. If this is found before issuing the invoice, it can be handled through this allowance. If found later, it will be handled through a credit note.

### **EnergySurcharge**

A charge related to increases in the cost of energy.

### **Environmental**

An allowance applied due to environmental regulations.

### **ExpeditedShipmentCharge**

An extra cost charged due to unexpected or emergency requirements (for example, breaking off a run in the mill to reach the production date for a rush order).

### **ExportClearanceCharge**

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An extra fee for customs administration.

### **FlatRateCharge**

A general flat charge.

### **FreightAllowance**

The freight cost allowed by the mill. This amount is negative, and will be deducted from the invoice (U.S. business practice, in the European Union (EU), use only Freight Charge).

### **FreightCharge**

The actual cost incurred to deliver the product. This amount is positive, and will be added to the invoice.

### **FuelAdjustmentCharge**

An extra fee, usually from shipping companies, to adjust fuel prices.

### **HandlingCharge**

A charge related to the handling of the product.

### **Inspection**

The cost associated with performing an inspection of the product.

### **InterestCharge**

A charge applied for interest on overdue payments.

### **LabourAllowance**

An allowance due to additional labour required in the use or acceptance of the product.

### **LabourCharge**

A charge due to additional labour required in the use or acceptance of the product.

### **LoggingDamage**

An adjustment caused by logging damages on Forest Wood products. Logging damages normally cause a reduction of the product price.

### **LotCharge**

A charge applied to the lot of material.

### **MetalDetection**

A charge for additional metal detection applied to the goods.

### **ModelHomeDiscount**

A discount associated with the building of the model home.

### **NewStoreCouponDiscount**

A discount associated with entry into a new store.

### **OrderQuantity**

A charge or allowance for small/big ordered quantities.

### **PalletCharge**

A charge that represents the cost or rental of the pallet.

### **PickUpAllowance**

An allowance provided to compensate for the cost of picking up the product.

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### **PromotionalAllowance**

An allowance provided for the promotion of the product.

### **PromotionalCharge**

A charge associated with the promotion of the product.

### **PriceCorrection**

An adjustment associated with a correction of the product's price.

### **ProductionSetUpCharge**

A special charge applied due to specific buyer requests.

### **Provision**

The act of making ready or equipping for use.

### **Rebate**

A rebate accepted by the buyer and seller based on the agreed price and volume.

### **ReelDiscount**

An allowance for purchasing reels instead of sheets.

### **ReturnedLoadAllowance**

An allowance applied due to the return of the load.

### **ReturnLoadCharge**

A charge applied due to the return of the load.

### **RoadFeeCharge**

A freight charge for a special tax applied to road transports in some countries, e.g. Germany

### **ScrapAndDunnageCharge**

A charge that represents the scrapping of the material and its removal.

### **ServiceCharge**

A charge associated with a miscellaneous service.

### **SpecialConversionCharge**

Additional charge for a special conversion of the product.

### **SpecialDeliveryCharge**

A special charge for delivering the product differently from the usual or agreed-to method.

### **SpecialHandlingCharge**

A special charge for handling the product differently from the usual or agreed-to method.

### **SpecialPackagingCharge**

A special charge for packaging the product differently from the usual or agreed-to method, or if packaging as requested is out of spec.

### **StopOffAllowance**

An allowance for a delivery stop-off.

### **StopOffCharge**

A charge for a delivery stop-off.

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### **StorageAllowance**

An allowance for storing the product.

### **StorageCharge**

An extra cost charged for storing the product on location (in the plant).

### **Tax**

An adjustment that reflects a tax item.

### **TestingCharge**

A charge related to testing a paper grade.

### **TradeDiscount**

A discount based on the terms of the trade given on the agreed price. Usually a percentage.

### **TrialDiscount**

A discount applied for a trial run of a new or improved product.

### **TransferCharge**

A freight charge incurred by the goods transfer from one location to another location not previously agreed upon.

### **UnloadingAllowance**

An allowance to compensate for the unloading the product.

### **UnloadingCharge**

A charge for the unloading the product.

### **VolumeDiscount**

A rebate accepted by the buyer and the seller based on the agreed volume

### **WarRiskCharge**

An extra fee from transport companies for transport units that cross war zones.

### **Other**

Any other adjustment not covered by the attribute list.

### **(sequence)**

*The contents of (sequence) are mandatory. A single instance is required.*

### **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)**



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*The contents of (choice) are mandatory. A single instance is required.*

### **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 e-Document. 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.

### **AdjustmentTypeReason**

*AdjustmentTypeReason is optional. A single instance might exist.*

Provides additional information about the type of adjustment. Can be viewed as a sub-classification of the adjustment type attribute or as a textual explanation.

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### RFQResponseSummary

A group element that contains information that summarizes the contents of the RFQResponse.

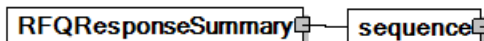
#### (sequence)

*The contents of (sequence) are mandatory. A single instance is required.*

#### TotalNumberOfLineItems

*TotalNumberOfLineItems is optional. A single instance might exist.*

The total number of individual line items in



the document, regardless of the status or type.

#### (sequence)

*The contents of (sequence) are mandatory. One instance is required, multiple instances might exist.*

#### 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.*

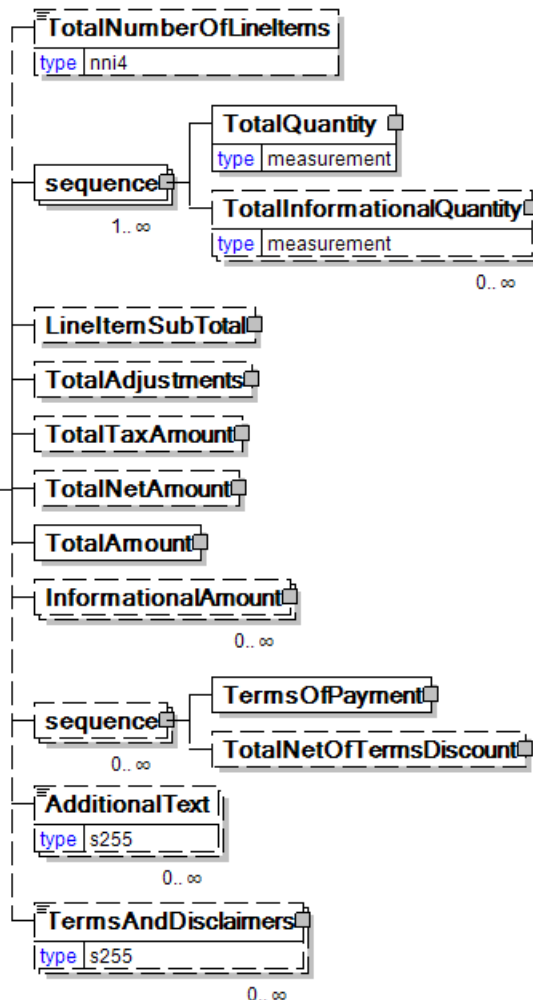
The total amount of all e-Document LineBaseAmount(s) line items without any monetary adjustments that may occur after the e-Document line items.

#### 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



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*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 e-Document. 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 e-Document. When a TaxAmount needs to be displayed in a different national currency, this field is used.

### **(sequence)**

*The contents of (sequence) are optional. Multiple instances might exist.*

#### **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**

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*TermsAndDisclaimers is optional. Multiple instances might exist.*

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

# RFQResponse

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### RFQResponse Business Scenarios

#### RFQResponse Scenario Listing

|                   |   |
|-------------------|---|
| <b>Scenario A</b> | Buyer issues an RFQ, Supplier responds with an RFQResponse with RFQ status type Accepted.   |
| <b>Scenario B</b> | Buyer issues an RFQ, Supplier responds with an RFQResponse with RFQ status type Pending specifying the reason (optional) and later sends an amendment RFQResponse accepting it. |
| <b>Scenario C</b> | Buyer issues an RFQ; Supplier responds with an RFQResponse accepting then later, responds with an amendment.  |
| <b>Scenario D</b> | Buyer issues multi-line RFQ and the Supplier respond by accepting 1 line item, amending 1, and rejecting 1.   |
| <b>Scenario E</b> | Buyer issues an RFQ but the Supplier does not respond within respond-by or expiry timeframe.  |
| <b>Scenario F</b> | Buyer issues an RFQ, Supplier responds with an RFQResponse containing a counter proposal.   |

#### Scenario A

|                      |  |
|----------------------|--|
| <b>e-Document</b>    | RFQResponse (Note this is the same as RFQ Scenario A)  |
| <b>Scenario</b>      | An original RFQ is recorded into the Buyer's system and received into the Supplier's system. The Supplier accepts the RFQ by sending a RFQResponse e-Document.   |
| <b>Initiator</b>     | Buyer  |
| <b>Receiver</b>      | Supplier   |
| <b>Preconditions</b> | None   |
| <b>XML File</b>      | The name of any sample file.   |
| <b>Trigger</b>       | Customer issues an RFQ to a Supplier with a single line item.  |
| <b>Step 1.</b>       | Supplier returns an RFQResponse with a status of Accepted for the line item.<br><br>Statuses sent within the e-Document: <ul style="list-style-type: none"> <li>RFQResponseStatusType = "Accepted"</li> <li>RFQResponseHeaderStatusType =</li> </ul> |

## RFQResponse

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|  |   |
|--|---|
|  | "Accepted"<br>• RFQResponseLineItemType =<br>"Accepted" |
|--|---|

#### Scenario B

|                      |   |
|----------------------|---|
| <b>e-Document</b>    | RFQResponse   |
| <b>Scenario</b>      | Buyer issues an RFQ, Supplier responds with an RFQResponse with RFQ status type Pending specifying the reason (optional) and later sends an amendment RFQResponse accepting it. |
| <b>Outcome</b>       | Supplier amends the RFQResponse e-Document from Pending to Accepted.  |
| <b>Initiator</b>     | Buyer   |
| <b>Receiver</b>      | Supplier  |
| <b>Preconditions</b> | An Original RFQ must have been sent by Buyer to Supplier.   |
| <b>XML File</b>      | The name of any sample file.  |
| <b>Trigger</b>       | Buyer issues an RFQ   |
| <b>Step 1.</b>       | Supplier sends the RFQResponse with a status type Pending.  |
| <b>Step 2.</b>       | Supplier resends the complete RFQResponse with a status type Accepted.  |

#### Scenario C

|                      |   |
|----------------------|---|
| <b>e-Document</b>    | RFQResponse   |
| <b>Scenario</b>      | Supplier amends their response to a previously accepted RFQ with a change at the line item level.<br><br>Variation: Supplier amends their counterproposal to a previous RFQ with a change at the line item level. |
| <b>Outcome</b>       | The RFQ is changed in the Buyer and Supplier's system.  |
| <b>Initiator</b>     | Buyer   |
| <b>Receiver</b>      | Supplier  |
| <b>Preconditions</b> | Buyer must have sent an Original RFQ to Supplier. The Supplier must have sent a previous  |

## RFQResponse

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|                |  |
|----------------|--|
|                | RFQResponse with status of "Accepted" or "Counterproposal".  |
| <b>Trigger</b> | The information of the offer differs from what the Buyer has requested or what the Supplier has previously responded with.   |
| <b>Step 1.</b> | <p>Supplier sends a RFQResponse to the Buyer indicating that they are amending the RFQ in question.</p> <p>Statuses sent within the e-Document:</p> <ul style="list-style-type: none"> <li>• RFQResponseStatusType = "Amended"</li> <li>• RFQResponseHeaderStatusType = "NoAction"</li> <li>• RFQResponseLineItemStatusType = "Amended"</li> </ul> |

#### Scenario D

|                      |  |
|----------------------|--|
| <b>e-Document</b>    | RFQResponse  |
| <b>Scenario</b>      | Buyer issues a multi-line RFQ and the Supplier respond by accepting 1 line item, amending 1 and rejecting 1  |
| <b>Outcome</b>       | The RFQ is changed in the Buyer and Supplier's system.   |
| <b>Initiator</b>     | Buyer  |
| <b>Receiver</b>      | Supplier   |
| <b>Preconditions</b> | Buyer must have sent an Original RFQ to Supplier.  |
| <b>Trigger</b>       | Supplier accepts one line item, amends one, and rejects one.   |
| <b>Step 1.</b>       | <p>Supplier responds with RFQResponse.</p> <p>Statuses sent within the e-Document:</p> <ul style="list-style-type: none"> <li>• RFQResponseStatusType = "Counterproposal"</li> <li>• RFQResponseHeaderStatusType = "Accepted"</li> <li>• RFQResponseLineItemStatusType = "Accepted" (item #1)</li> <li>• RFQResponseLineItemStatusType = "Counterproposal" (item #2)</li> <li>• RFQResponseLineItemStatusType =</li> </ul> |

## RFQResponse

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|                |   |
|----------------|---|
|                | "Rejected" (item #3)  |
| <b>Step 2.</b> | Buyer responds with: <ul style="list-style-type: none"> <li>• RFQ (rejected –all) or</li> <li>• Does nothing (lets RFQResponse expire) or</li> <li>• Responds with a PurchaseOrder e-Document to place the actual order for non-rejected line items referring to the RFQ</li> </ul> |

#### Scenario E

|                      |   |
|----------------------|---|
| <b>e-Document</b>    | RFQResponse   |
| <b>Scenario</b>      | Buyer issues an RFQ request but Supplier does not respond within respond by timeframe or by expiry date-time. |
| <b>Outcome</b>       | The RFQ is cancelled in the Buyer and Supplier's system.  |
| <b>Initiator</b>     | Buyer   |
| <b>Receiver</b>      | Supplier  |
| <b>Preconditions</b> | Buyer must have sent an Original RFQ to Supplier.   |
| <b>Trigger</b>       | No RFQResponse within specified timeframe.  |
| <b>Step 1.</b>       | Buyer must cancel the RFQ within his system.  |

#### Scenario F

|                      |   |
|----------------------|---|
| <b>e-Document</b>    | RFQResponse   |
| <b>Scenario</b>      | Buyer issues an RFQ, Supplier responds with an RFQResponse containing a counter proposal at the header and line item level. |
| <b>Outcome</b>       | The RFQ is changed in the Buyer and Supplier's system.  |
| <b>Initiator</b>     | Buyer   |
| <b>Receiver</b>      | Supplier  |
| <b>Preconditions</b> | Buyer must have sent an Original RFQ to Supplier.   |
| <b>Trigger</b>       | The information of the offer differs from what the Buyer has requested.   |
| <b>Step 1.</b>       | Seller sends a RFQResponse to the Buyer indicating a counter offer.   |



## RFQResponse

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|  |   |
|--|---|
|  | <p>Statuses sent within the e-Document:</p> <ul style="list-style-type: none"><li>• RFQResponseStatusType = "Counterproposal"</li><li>• RFQResponseHeaderStatusType = "Counterproposal"</li><li>• RFQResponseLineItemStatusType = "Counterproposal"</li></ul> |
|--|---|