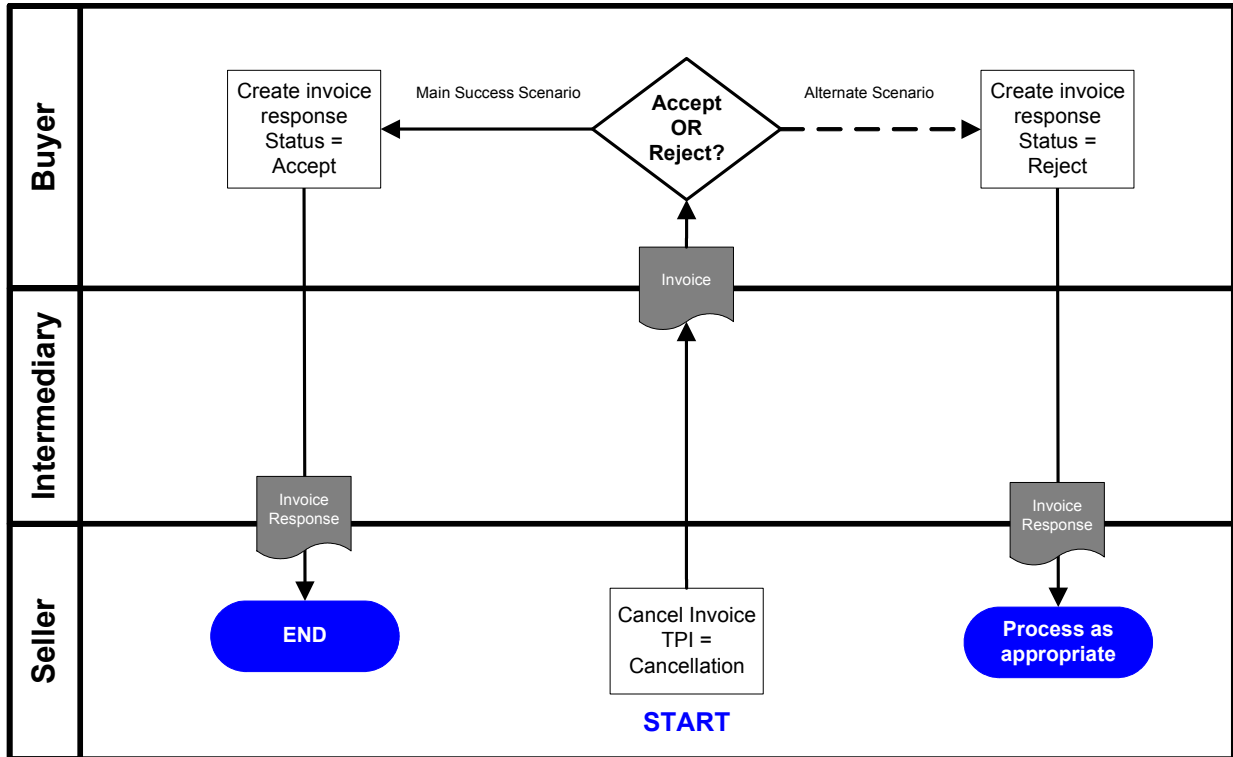


Invoice Cancellation Business Process Guideline

Below is the Business Process Diagram and recommended Business Process Guidelines (BPG) for the Invoice Cancellation transaction as defined by the PIDX Business Process Work Group. The primary process is illustrated and variations are described in the Use Case below. Intermediaries, including routing hubs and/or networks, may be involved if necessary.



Process Model - A Seller submits an invoice cancellation message to the Buyer.

On receipt of the cancellation notice, the Buyer may transmit to the Seller a cancellation accept notice (via Invoice Response message) and cancel the invoice. Alternatively, if the Buyer has already started processing the invoice and is unable to cancel the invoice then the Buyer must transmit to the Seller a cancellation rejection notice (via Invoice Response message).

In the event of a cancellation rejection, the Supplier or Buyer may invoke a Dispute Resolution process or process otherwise, according to company procedures.

Use Case: Invoice Cancellation

Business process name	Invoice Cancellation
Identifier	PIDX XML
Business Transaction Messages	Invoice, Invoice Response
Actors	Seller, Buyer (Optional, additional roles – Invoicee, Invoice issuer and Customer, Supplier) Intermediary may be involved
Definitions	<p>Trading Partner: The Buyer or Seller</p> <p>Intermediary: Organization between Trading Partners that may handle routing and/or act on behalf of Trading Partner at different stages in the business process workflow</p> <p>Routing Hub: Intermediary that routes messages but does not participate in business process workflow.</p> <p>Network: Intermediary that acts on behalf on buyer or seller and is a participant in the business process workflow.</p>
Description	<p>The Seller presents to the Buyer an invoice cancellation notice that references a valid and previously issued invoice number.</p> <p>The Buyer acknowledges the request with an Invoice Response “accept” message and cancels the invoice. Alternatively, the buyer may acknowledge the request with an Invoice Response “reject” message to indicate that the cancel request could not be fulfilled.</p>
Pre-condition	Invoice exists and is in an unapproved state within the Buyer’s system.
Post-conditions	<ul style="list-style-type: none"> • Invoice is cancelled. • In the event of rejection, Buyer or Seller may invoke Dispute Resolution procedures.
Main Scenario	<p>Seller issues invoice cancellation message referencing original invoice, Buyer cancels invoice and transmits an invoice response indicating acceptance to the Seller.</p> <p>NOTE: Seller may issue cancellation notice due to error discovered following Invoice transmission or in response to a disputed invoice.</p>
Alternate Scenario	Seller issues invoice cancellation message referencing original invoice, Buyer is unable to cancel invoice and transmits an invoice response indicating rejection to the Seller. Invoice is approved for payment which may now require a Credit or Debit Memo.
Remarks/ Recommended Best Practices	<p>Invoice TransactionPurposeIndicator = “Cancellation”</p> <p>Line item detail from the original invoice should be included on the “Cancellation” message.</p> <p>Invoice Response TransactionPurposeIndicator should reflect the TransactionPurposeIndicator value of the message to which it is responding (i.e., responding to “Cancellation”).</p> <p>If Buyer accepts Invoice Cancellation, Buyer will delete transaction and no further action is required of the Seller.</p>