

eInvoicing Preparation Worksheets for Irish Public Bodies

V1.2

Contents

INTRODUCTION.....	2
1. PUBLIC BODY PROFILE.....	2
Section 1: Public Body Profile – About your organisation	2
Section 1a: ERP Profile – About your organisation	3
2. INVOICE PROCESSING	3
Section 2: Analysis of current invoice processing	3
3. INVOICE / SUPPLIER PROFILING	5
Section 3: Analysis of Invoice Processing Environment	5
4. AN EINVOICING PROJECT	6
Section 4: Developing an eInvoice Project Plan*	6
APPENDIX: EU PROCUREMENT THRESHOLDS 2018.....	8

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INTRODUCTION

Working with the Office of Government Procurement (OGP) and public sector partners, eInvoicing Ireland is facilitating the development of an eInvoicing Framework, to be available in early 2019, from which public bodies will be able to access the services and solutions to help them reach compliance with the European Directive on eInvoicing 2014/55/EU. In advance of accessing the services and solutions public bodies need a comprehensive understanding of their current invoice processing environments. They need to gather together the relevant information to start to understand how the organisation might best meet the obligations of the Directive and reap any of the relevant benefits.

These worksheets have been developed to prompt public bodies to start this process of

- a) quantifying invoice volumes of invoices in the system relating them to relevant contracts and
- b) developing supplier profiles

in order to identify current paper-based dependencies, and the IT and human resources involved. By researching the answers to these worksheet questions public bodies should start to develop a more comprehensive understanding of what is involved.

Public bodies will need to consider the potential impact the transition to eInvoicing may have on processes, resources and budgets. In many cases, particularly where the public body isn't scheduled to be part of a shared services facility or co-ordinated body facility¹ for the purposes of eInvoicing, they should consider developing a project plan for eInvoicing and an organisation wide eInvoicing strategy.

1. PUBLIC BODY PROFILE

Section 1: Public Body Profile – About your organisation

Section 1 takes an initial look at how best to describe your organisation in terms of eInvoicing. By answering the following questions as comprehensively as possible you will be able to start considering the potential routes to compliance for your organisation.

1.	Public Sector Body	
2.	Sector/Department	
3.	Specify if your organisation uses a shared service facility for Invoice processing.	
4.	Specify if your organisation is scheduled to be part of a shared service facility for Invoice processing.	
5.	Specify other notes that may be useful to describe your organisation	

¹ A co-ordinating body facility refers to a set of managed administrative and/ or IT services for invoice processing that are co-ordinated at a commercial and/ or operational level by a particular body on behalf of a group of bodies, typically within a common segment of the public sector (e.g. The LGMA provides co-ordinating body facilities in relation to local and regional authorities).

Section 1a: ERP Profile – About your organisation

1.01	ERP Provider	
1.02	ERP Package	
1.03	ERP Version	
1.04	ERP Architecture/Delivery Model (e.g. On-premise; Hosted; Cloud)	
1.05	ERP Roadmap Plans	
1.06	Existing Invoice Capture Capabilities	
1.07	Existing eInvoicing Capabilities	
1.08	Existing PEPPOL capabilities	
1.09	ERP Capability or Plans to support European eInvoicing Standard	
1.10	ERP Invoice Interface File Formats	
1.11	ERP Invoice Import Capabilities	
1.12	Outline scope within existing ERP contract to implement support for an eInvoicing interface.	

2. INVOICE PROCESSING

Section 2: Analysis of current invoice processing

The aim of Section 2 is to help you better understand your organisation's current invoice processes. When researching the answers to this section you might consider:

- a) consulting with other teams and the
- b) paper, technology and human resources involved in the processes.

On completion of this section you should have a better picture of your organisation's current invoice processing and an awareness of the various issues involved.

2.01	Outline the main steps required to process an invoice.	
2.02	Detail which data is mandatory on an invoice.	
2.03	Explain how a Supplier is identified on received invoices.	
2.04	Explain how a Contracting Authority (SoldTo) is identified on received invoices.	

2.05	Explain how a Delivery Location (ShipTo) is identified on received invoices.	
2.06	Are additional or different steps required to process invoices from non-resident suppliers? (e.g. Suppliers registered as economic operators in jurisdictions other than Ireland)	
2.07	Explain how products/services are identified on invoice lines.	
2.08	Identify any supporting documents which must accompany received invoices.	
2.09	List different types of invoices accepted (e.g. PO/non-PO).	
2.10	Detail any supplier/product category specific invoicing requirements. (e.g. Meter number required on Utility invoices)	
2.11	Explain what happens if an invoice cannot be entered into the ERP due to invalid or missing data?	
2.12	Describe any workflow processes applicable to invoices (e.g. Tax clearance, approval).	
2.13	Describe any other validation/business process steps performed on received invoices.	
2.14	Describe how supplier queries are handled.	
2.15	Describe how suppliers are notified of invoice processing exceptions.	
2.16	Detail any invoice processing related activity schedules. (e.g. Payment run cut-off days/dates)	

3. INVOICE / SUPPLIER PROFILING

Section 3: Analysis of Invoice Processing Environment

The aim of Section 3 is to attempt to quantify the size of the invoice processing environment within the organisation. Collating this information may involve collaboration with other teams in the organisation. Completion of this section should improve the understanding of:

- a. the likelihood of your organisation receiving an invoice related to contracts which have a value > **EU Thresholds** and
- b. the magnitude of the administrative burden on staff and paper volumes going through the process.

3.01	List Total Invoice Volumes Per Supplier Per Annum (include supplier product category if available – e.g. Stationary; Utilities;)	
3.02	List Total Invoice Value Per Supplier Per Annum (include supplier product category if available – e.g. Stationary; Utilities;)	
3.03	List Suppliers & supplier product category submitting Top 20% of Invoice Volumes (include supplier product category if available – e.g. Stationary; Utilities;)	
3.04	List Suppliers submitting Top 20% of Invoice Value (include supplier product category if available – e.g. Stationary; Utilities;)	
3.05	List Total Volume, Value and No. of Suppliers for Invoices between €0 - €100	
3.06	List Total Volume, Value and No. of Suppliers for Invoices between €100 - €500	
3.07	List Total Volume, Value and No. of Suppliers for Invoices between €500 - €1,000	
3.08	List Total Volume, Value and No. of Suppliers for Invoices between €1,000 - €10,000	
3.09	List Total Volume, Value and No. of Suppliers for Invoices between €10,000 - €100,000	
3.10	List Total Volume, Value and No. of Suppliers for Invoices >€100,000	
3.11	List Total Volume, Value and No. of Suppliers for Invoices related to contracts which have a contract value > EU Thresholds	
3.12	If known, please provide details of the number of suppliers who have expressed an interest or you would expect to be interested in submitting invoices electronically?	

4. AN INVOICING PROJECT

Section 4: Developing an eInvoice Project Plan*

Now you have established the current invoice processing environment in the organisation, you need to start thinking about eInvoicing in terms of change management implications and developing an invoicing project for the organisation with a plan and timelines. This section will help you consider the next steps involved in developing a project plan.

4.01	Understand the obligations of the European Directive on eInvoicing and the national approach to eInvoicing in Ireland. Consult www.ogp.gov.ie/einvoicing		
4.02	Identify which areas of your organisation will be impacted by the change to a compliant eInvoicing environment and how those areas will be impacted	Finance	
		Procurement	
		IT	
		All other teams/ units	
		Minister's/Minister of State's/CEO's Office	
4.03	Identify which teams might need to be involved in the project implementing the transition and how they might be involved.	Finance	
		Procurement	
		IT	
		HR	
		Any other teams/units/ users	
4.04	Identify senior level supporters/champions of the transition to eInvoicing to get support and buy-in for project implementation.	Minister's/Minister of State's/CEO's Office	
5.05	Develop Project Initiation Documentation (PID) outlining the project: a) objectives b) scope		

	c) team d) timelines e) budgets/ approval f) outcomes etc.	
4.06	The PID should help you propose an eInvoicing project for the organisation and a project team to develop the project plan for the implementation of eInvoicing. Next steps after that will involve accessing the services and solutions from the service providers on OGP eInvoicing Framework agreement and developing a strategy for eInvoicing and the organisation.	
<p><i>*Please note this section really only applies to public bodies not scheduled to be part of a shared services or co-ordinating body facility prior to the eInvoicing deadline (April 2019 for central Government, postponed to April 2020 for sub-central Government). For public bodies scheduled to be part of a shared service or co-ordinating body facility such as:</i></p> <ul style="list-style-type: none"> • <i>NSSO Finance Shared Services (FSS) for Central Government</i> • <i>HSE Health Business Services (HBS) for HSE regions and bodies</i> • <i>Local Government Management Agency (LGMA) for Local Government</i> • <i>Education Shared Business Services (ESBS) for Education and Training Boards (ETBs)</i> <p><i>Contact should be made with the shared services or co-ordinating body facilities to understand next steps.</i></p>		

APPENDIX: EU PROCUREMENT THRESHOLDS 2018

For information on current EU Thresholds consult the Office of Government Procurement website on www.ogp.gov.ie or consult the EU public procurement website <http://www.simap.ted.europa.eu/>.