Business Process Work Group
Pro Forma Invoice
(Tony Aming, Michael Lanier, John Stukes and Laura Wang)

January 29th, 2009
What We’ll Cover …

• Welcome
• Anti-trust Statement
• Introduction
• Pro Forma Invoice Definition
• Pro Forma Invoice Project Team Proposal (PTP)
• Next Steps
• Wrap-up
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Anti-trust Statement

Meeting participants should observe the following antitrust guidance:

No discussion of any company’s confidential or proprietary information;

No discussion or agreements, either explicit or implicit, regarding prices of particular products or services provided by or received by a company;

No forecasting of prices for goods or services;

No discussion of any company’s purchasing plans for particular products or services;

No agreement among participants regarding the purchase or sale of a product or service – purchasing and selling decisions are independent company decisions;

No disparagement of any products or third party entities or individuals, particularly any vendor.
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Introduction

• Name
• Company
• Role
• Expectations
Next Steps – *Field Ticket? from Dec 9th Meeting*

  - Approve
  - Provide comments
- Review Implementation Guide (Jan. 16, 2009)
  - Approve
  - Provide comments
- Finalise additional messaging requirements (Jan. 16, 2009)
  - Eg. Approver contact details
- Prepare PTP for **Pro-Forma Invoice** Message (Jan. 16, 2009)
- Project team meetings
- Other
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Pro Forma Invoice

- Definition

An invoice provided by a supplier prior to the shipment of merchandise informing the buyer of the kinds and quantities of goods to be sent, their ...

www.asmara.com/terminology.htm

An invoice provided by the importer in lieu of a commercial invoice when a commercial invoice is not available at the time of merchandise entry. ...

purchasing.umn.edu/need/terms.php

An invoice from seller to buyer outlining details of a proposed sale, containing sufficient information to enable the buyer to prepare a letter of ...

www.tdbanknorth.com/bank/glossary_intl_pt.html

A draft invoice which the exporter draws up for the importer in order to help the latter to obtain importing licenses or foreign exchange allocations or open letters of credit. The pro forma invoice is handed out before the goods were shipped and the order confirmed.

caspian-freight-forwarding.com/glossary.html
Pro Forma Invoice
- Definition Continued

A quotation prepared by the seller in advance of actual shipment of the merchandise in order to document to the buyer the cost of the merchandise ...

A specimen invoice, requested by the buyer for the purpose of applying for such things as an import license, or foreign exchange allocation prior to the sale.

An invoice that does not include all the details of a transaction, often sent before goods are supplied and followed by a final detailed invoice.

An invoice which purports to represent what a final invoice with all attendant details will look like. Pro Forma as a hypothetical balance sheet and income statement based on a set of assumptions. Pro forma statements are used in business plans, loan requests and earnings reports.
Pro Forma Invoice
- Purpose

The purpose of the Pro Forma Invoice is to provide validation of the work performed and products delivered. Pricing will be included, not suggesting that an approved Pro Forma Invoice automatically corresponds to approved, final pricing.
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Pro Forma Invoice
- PTP Scope

• Clarify and agree definitions and terminology and document in the PIDD (Petroleum Industry Data Dictionary) for the Pro Forma Invoice.

• Documents to be made available in 3901:
  • Pro Forma Invoice – purpose, structure and sequence of line items
  • Pro Forma Invoice Response – purpose, structure, sequence of line items

• Determine links to other purchasing documents

• Determine transmission timing and business process.

• Determine routing fields, routing definition, process to handle incorrect routing information, requirements for routing to specific field locations.
Pro Forma Invoice
- PTP Scope Continued

• Determine any data elements and required information to link to both purchasing documents and invoice documents and meet trading partner requirements.
• Determine how to manage attachments.
• Carry out Pilot
• Develop business process guidelines governing the Pro Forma Invoice process and business process requirements.
• Work with BMWG to develop and Implementation Guide
Pro Forma Invoice

- PTP Goal

The goal of this initiative is to develop initial business processes between trading partners to support standalone exchange of Pro Forma invoices and Pro Forma Invoice Responses electronically.
Pro Forma Invoice - PTP Deliverables

Business Process Guideline – including: Use Case(s), diagrams, best practices

Requirements – for messages (Implementation Guide)

PIDD
Update PIDD entries.
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Next Steps – Pro Forma Invoice

• Complete Pro Forma invoice PTP for presentation and approval by BPWG (BPWG Field Ticket Project Team - Feb10th)

• Send final PTP to S&G chair for approval
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Thank You!

Questions?

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lwang@ofs-portal.com
Approach to Projects

• Standards Development Process
  PHASE 1: Project Team Proposal (PTP)
  PHASE 2: Project Implementation
  PHASE 3: Ballot & Publication
• Develop Plan
• Hit Milestones
• Meetings
• Reporting
# Project Team Proposal

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Actor</th>
<th>Receiver</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Sponsor identifies e-Business issue for PIDX action</td>
<td>Company rep</td>
<td></td>
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<tr>
<td>2</td>
<td>Sponsor downloads/accesses online and completes PTP</td>
<td>Company rep</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Completed PTP submitted to PIDX S&amp;G Chair</td>
<td>Company rep</td>
<td>PIDX S&amp;G Chair</td>
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<tr>
<td>4</td>
<td>PTP reviewed for appropriateness and completeness</td>
<td>PIDX S&amp;G Chair</td>
<td></td>
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<tr>
<td>5</td>
<td>S&amp;G Chair approves or denies PTP</td>
<td>PIDX S&amp;G Chair</td>
<td>Company rep</td>
</tr>
<tr>
<td>6</td>
<td>Work Group Chair assigned to PTP/sponsor</td>
<td>PIDX S&amp;G Chair</td>
<td>WG</td>
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<tr>
<td>7</td>
<td>Work Group Chair works with Company rep to refine PTP</td>
<td>WG</td>
<td></td>
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<tr>
<td>8</td>
<td>PTP presented to S&amp;G Committee for review &amp; comment</td>
<td>WG</td>
<td>S&amp;G Committee</td>
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<tr>
<td>9</td>
<td>If necessary, further refinement of PTP for presentation to EC</td>
<td>WG</td>
<td>S&amp;G Chair</td>
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<tr>
<td>10</td>
<td>PTP presented to PIDX Executive Committee</td>
<td>S&amp;G Chair/WG</td>
<td>Executive</td>
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<tr>
<td>11</td>
<td>Executive Committee approves or denies PTP</td>
<td>Executive</td>
<td>WG</td>
</tr>
<tr>
<td>12</td>
<td>If denied - stop work here; if approved, continue checklist</td>
<td>WG</td>
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# Project Implementation

<table>
<thead>
<tr>
<th>Step</th>
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<th>Actor</th>
<th>Receiver</th>
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<tbody>
<tr>
<td></td>
<td><strong>PHASE 2: Project Implementation</strong></td>
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<tr>
<td>13</td>
<td>Promote project to PIDX community and sponsor community</td>
<td>WG</td>
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<td>14</td>
<td>Create team of interested participants - PIDX member reps</td>
<td>WG</td>
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<td></td>
<td>Define business requirements, including process flows &amp; use cases</td>
<td>Team, Business</td>
<td>Team, Business</td>
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<td></td>
<td>- if appropriate; attendance records for all meetings</td>
<td>Process</td>
<td>Messages</td>
<td></td>
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<td>15</td>
<td>Document requirements (e.g., Business Process Guideline)</td>
<td>Team, Business</td>
<td>Team, Business</td>
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<td>16</td>
<td>Develop/modify message specification (e.g., XML, EDI, etc.) - if</td>
<td>Team, Business</td>
<td>Team, Business</td>
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<tr>
<td></td>
<td>appropriate</td>
<td>Messages</td>
<td>Messages</td>
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<tr>
<td>17</td>
<td>Develop usage guideline documentation</td>
<td>Team, Business</td>
<td>Team, Business</td>
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<td>18</td>
<td>If appropriate, pilot/test new/refined process</td>
<td>Team, BPWG,</td>
<td>Business Process,</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Business</td>
<td></td>
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<tr>
<td>19</td>
<td>Incorporate lessons learned, refinements into processes, messages</td>
<td>Team, BPWG,</td>
<td></td>
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<tr>
<td></td>
<td>and appropriate documentation</td>
<td>BMWG</td>
<td></td>
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<td>20</td>
<td>Update PIDD</td>
<td>Authorized</td>
<td>PIDD</td>
<td></td>
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<tr>
<td>21</td>
<td>Send final materials to S&amp;G for release coordination</td>
<td>Assigned WG</td>
<td>S&amp;G Chair</td>
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<tr>
<td>22</td>
<td>Provide progress report to EC</td>
<td>S&amp;G Chair/WG</td>
<td>Executive</td>
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<td>23</td>
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<td>Actor</td>
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<tr>
<td>24</td>
<td>Post publication materials to PIDX site for review/comment</td>
<td>S&amp;G Chair/WG</td>
<td>API/PIDX staff</td>
<td></td>
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<tr>
<td>25</td>
<td>Email notification of posted materials to PIDX member community and additional distribution lists as appropriate</td>
<td>API staff/Project lead</td>
<td>PIDX Community</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Collect and collate comments</td>
<td>WG Chair</td>
<td>Team</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>If comments, review as appropriate with submitter</td>
<td>WG Chair/Team</td>
<td></td>
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<tr>
<td>28</td>
<td>Update specifications/materials as needed</td>
<td>WG Chair/Team</td>
<td></td>
<td></td>
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<tr>
<td>29</td>
<td>Re-post if necessary for industry review &amp; comment</td>
<td>S&amp;G Chair/WG</td>
<td></td>
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</tr>
<tr>
<td>30</td>
<td>Send final materials to S&amp;G for review &amp; approval</td>
<td>WG Chair/Team</td>
<td>S&amp;G Chair</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>If approved by S&amp;G, update EC and post to appropriate Standards page</td>
<td>API staff or WG Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>If not approved by S&amp;G, review with WG to determine next steps</td>
<td>API staff or WG Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Update General Membership at next General Session</td>
<td>WG Chair</td>
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</tbody>
</table>
BPWG Project Survey - Results
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![BPWG Project Survey Results](image)