



The place to go for
oil and gas e-business standards

Title: Proforma Invoice Presentation

Location :

Presenter :

Date :



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

January 29th, 2009

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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

- Review Business Process Guideline (Jan. 16, 2009)
 - 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 ...

www.firsttradenet.com/its/glossary/index.jsp

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.

www.chinatradergateway.com/Articles-List.asp

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.

www.ipaconsulting.com/Library/p.asp

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.

burkellc.net/glossary.aspx

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.



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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!



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Questions?

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

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

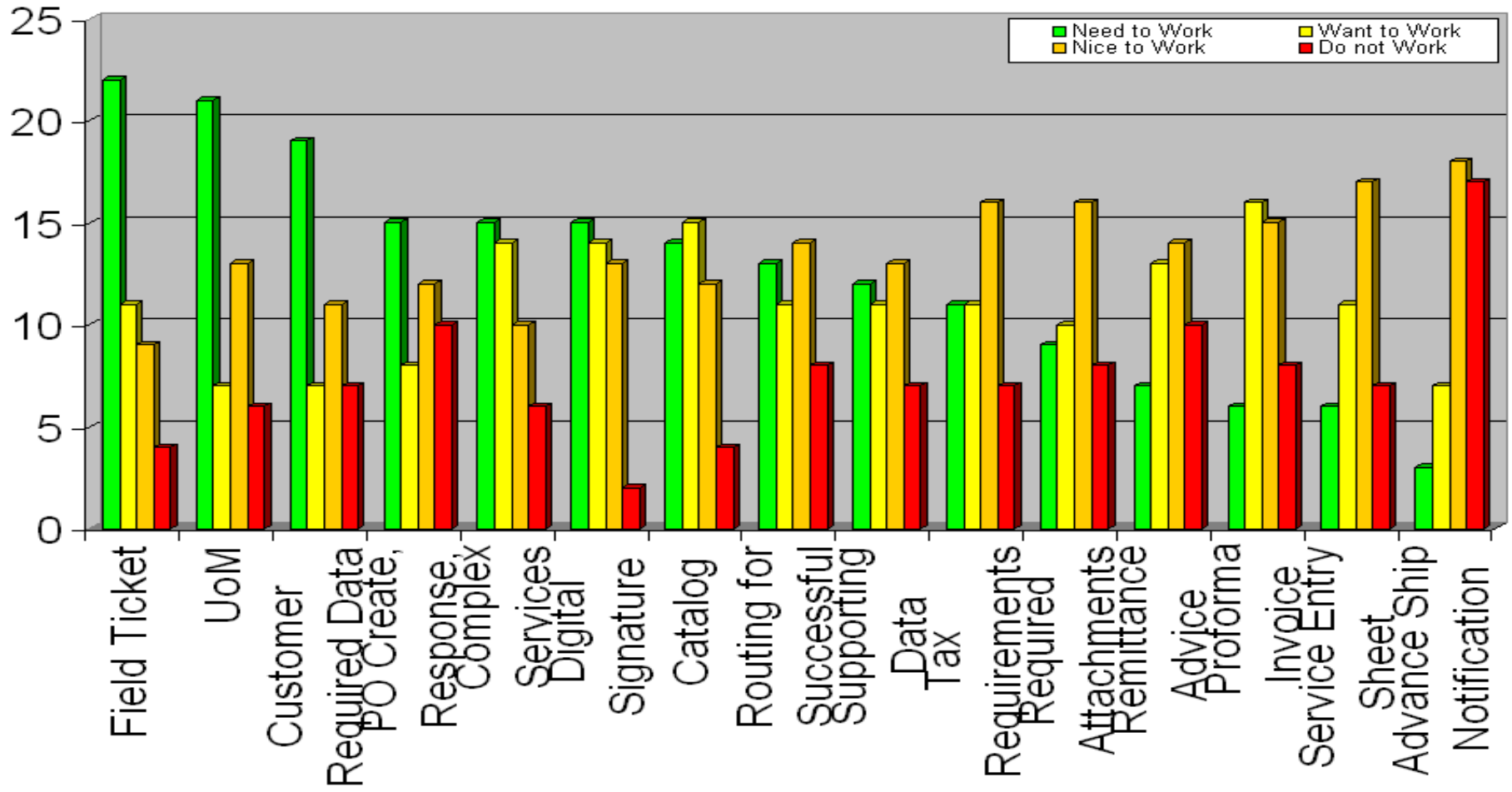
Project Implementation

Step	Task	Actor	Receiver	Compl
	PHASE 2: Project Implementation			
13	Promote project to PIDX community and sponsor community	WG		
14	Create team of interested participants - PIDX member reps	WG		
15	Define business requirements, including process flows & use cases - if appropriate; attendance records for all meetings	Team, Business Process	Team, Business Messages	
16	Document requirements (e.g., Business Process Guideline	Team, Business	Team, Business	
17	Develop/modify message specification (e.g., XML, EDI, etc.) - if appropriate	Team, Business Messages	Team, Business Messages	
18	Develop usage guideline documentation	Team, Business	Team, Business	
19	If appropriate, pilot/test new/refined process	Team, BPWG,	Business Process,	
20	Incorporate lessons learned, refinements into processes, messages and appropriate documentation	Team, BPWG, BMWG		
21	Update PIDD	Authorized	PIDD	
22	Send final materials to S&G for release coordination	Assigned WG	S&G Chair	
23	Provide progress report to EC	S&G Chair/WG	Executive	

Ballot & Publication

Step	Task	Actor	Receiver
	PHASE 3: Ballot & Publication		
24	Post publication materials to PIDX site for review/comment	S&G Chair/WG	API/PIDX staff
25	Email notification of posted materials to PIDX member community and additional distribution lists as appropriate	API staff/Project lead	PIDX Community
26	Collect and collate comments	WG Chair	Team
27	If comments, review as appropriate with submitter	WG Chair/Team	
28	Update specifications/materials as needed	WG Chair/Team	
29	Re-post if necessary for industry review & comment	S&G Chair/WG	
30	Send final materials to S&G for review & approval	WG Chair/Team	S&G Chair
31	If approved by S&G, update EC and post to appropriate Standards page	API staff or WG Chair	
32	If not approved by S&G, review with WG to determine next steps	API staff or WG Chair	
33	Update General Membership at next General Session	WG Chair	

BPWG Project Survey - Results



BPWG Project Survey - Results

