

NOTE: quite often all PIDX would need is a single sentence or two of explanation, and then a key URL.

1 Country: *Name of country to which information applies*

2 eBusiness Viability

This section should describe the e-Business status of the country in general terms. Include the following information

- *Introductory Statement: A few sentences describing the state of e-Business in the country, any highlights of other sections of the template*
- *Level of technical infrastructure: Describe country (or local client) capabilities, specifically any limitations of local communication networks, etc.*
- *Are there any existing national standards (for e-Business)? Describe, refer to specific laws, etc.*
- *List any Government departments focused on e-Business?*
- *Links to any relevant government Sites.*

3 Market places / Service Providers (Any National / Governmental)

List major marketplaces known to be active in the country. Please give names and URL.

4 Document Format and Retention Policies

- *Pointers towards Laws, Rules and Regulations related to requirements for*

Language of documents; printed documents, including # of copies; Printed or pre-numbered forms; Fiscal numbering; Data storage / archiving (soft or hard copies and format(s)); Supporting documents

5 Document Types

Identify the documents commonly used in this country, and any known issues relating to electronic versions.

Potential documents include:

Invoice / Invoice Response; PO / PO Change; ASN; EFT; MSDS; Others?

6 Currency +/- Conversion

Name the local currency. If possible, please state whether it is widely used for invoicing in the oil and gas industry, as often the US Dollar is used across the world. State whether there are legal or other requirements for invoicing and payment currency/currencies. For example, are invoices submitted and/or paid in dual currency (fixed % split between local and other currency), split currency (some items in one currency, others in another), or are there other currency-related requirements.

7 Taxation

Outline any issues related to taxation. (Many requirements for paper are based on tax considerations.)

For example, do buyers withhold tax on supplier invoices, do buyers have to issue paper tax certificates to sellers, etc.

Identify the taxing authorities and document any tax rules that are communicated on invoices or other documents. For example, how are taxable and non-taxable items identified, how are tax rates communicated on invoices, etc.

8 Local Practices

Describe any local customs involving physical signatures, rubber stamps, etc.

9 Signatures

Describe local rules, regulations and customs regarding signatures. For example, laws relating to digital and/or electronic signatures, legality of scanned signatures, etc. should be described. Include any required data formats, and encryption requirements.