

# E-procurement

## General instructions

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### General

For our E-procurement programme, a set of XML-messages is defined that can be used to exchange order, order response, despatch advice and invoice in a digital format. The format is based on the XML-standard. The format is described in the document 'E-procurement XML-Standard'.

There are two possibilities for **communication methods**:

- Email: messages will be exchanged by using generic email addresses;
- FTP server. An FTP-account is set up on either side for exchanging the messages.

**Naming conventions** for the messages:

- For our customers the naming convention is WS-D<customerid>-<messagetype>-<unique code>.xml
- For our suppliers the naming convention is WS-L<supplierid>-<messagetype>-<unique code>.xml

*Clarification of used terms:*

- *The <customerid> or <supplierid> will be provided to you once we start testing the processes.*
- *The <messagetype> depends on the type of message. Allowed values are ORDER, RESPON, DESPADV and INVOICE.*
- *<unique code> (E.g. a date and timestamp or a sequence number)*

### Procedure

Based on the documentation, the xml-setup can be prepared. This includes the **syntax test** of the separate XML-messages based on the appropriate XSD-schema. On the website of Alpha International you can find the [XML-validator](#) that can execute this test.

After successful completion of the syntax test, please contact our IT-department for setting up a **communications channel** based on one of the mentioned options. The <customerid> or <supplierid> will be provided. A test plan is defined based on the required message types.

When the test is completed and formally accepted from both sides the process will be activated in the live environment.