

‘e-Invoicing’ is the module in *e-PRIOR* enabling *suppliers* to view all credit notes and cost claims and related supporting documents, sent to and received from the *contracting authority*. For *suppliers* authorised to do so, the *e-Invoicing* module also allows the creation of invoices, credit and debit notes, and their sending to *contracting authorities*.

‘Interface control document’: the guideline document which lays down the technical specifications, message standards, security standards, checks of syntax and semantics, etc. to facilitate machine-to-machine connection. This document is updated on a regular basis and is available on the *e-PRIOR* website.

‘Invoice’: electronic document issued by the *contractor* listing goods supplied and services rendered and the amount due for payment by the *contracting authority*.

‘Own system’: the information processing system (computer or network) that is predominantly controlled by the parties. Telecommunication connections leased from a network operator, for instance, do not fall within this scope.

‘Order’: electronic document equivalent to the specific contract, order form, direct contract or purchase order, by which the contracting authority requests by electronic means the provision of services or goods under the conditions and at the prices previously quoted by the contractor. The order, which is composed of a contract body and data appendix, must be signed electronically by the contractor and returned to the *contracting authority* for signature.

‘Receiving advice’ or ‘Receipt Advice’: electronic document issued by the *contracting authority* attesting the conformity of the goods or services received according to the terms of the contract, facilitating record accuracy and invoicing procedures.

‘Request for quotation’: electronic document by which the *contracting authority* invites the contractor to specify the quote details & the prices for a potential order.

‘Service receipt’: data reflecting the provision of "intramuros" services that is recorded by the contractor in the premises and on information systems of the *contracting authority* in the context of time and means service contracts. It enables the transmission of timesheets or any other supporting documentation that should be sent to the *contracting authority* for validation. Once it has been validated, the *contracting authority* issues a *receiving advice*.

‘Standards’: a set of codes, lists and guidelines accepted by the parties for the electronic interchange of *EDI messages*.

‘Supplier or contractor’: a legal or natural person providing goods or services to the contracting authority and exchanging the relevant electronic documents (listed in the definition of *e-PRIOR*) with the *contracting authority*.

‘Supplier portal’: the *e-PRIOR* portal, which allows the contractor to receive or exchange electronic documents, such as quotations, *orders*, *dispatch* and *receiving advices* or *invoices*, through a graphical user interface. When necessary, these documents can be signed electronically by the *authorised persons*.

‘Third-party service provider’: company enabling the exchange of financial and business documents electronically on behalf of the supplier to and from *e-PRIOR* via a machine-to-machine communication.