

2.19 Party Roles

In the UBL supply chain processes, two main actors, Customer and Supplier, represent the key organizations or people involved in the processes. Each of these actors may play various roles. Some processes may also involve supplementary roles that may be provided by different parties.

The actual role undertaken is dependent on the context of use. For example, the Despatch Party and Delivery Party as applied to the Procurement process may differ in the Transportation process. In the Transportation Process, two of the main roles are the Transport User and the Transport Service Provider. The Transport User is the role responsible for purchasing a transport service, while the Transport Service Provider is the role responsible for selling and executing a transport service. Both the Customer and the Supplier may be responsible for purchasing and following up the transport of goods, hence both these actors may undertake the Transport User role. In other words, the role of a specific actor depends on the specific circumstances.

The following table contains a description of the typical roles for the actor known as Party. Note that some roles require an extension of the information entities required. In UBL 2.1, the following are roles that extend the Party structure: Customer Party, Supplier Party, Contracting Party, Endorser Party, and Qualifying Party.

Table 1. Party Roles

Actor	Role	Description	Example	Synonyms	Sends	Receives
Customer Party	Originator	The party that had the original demand for the goods and/or services and therefore initiated the procurement transaction. The Originator participates in pre-ordering activity either through Request for Quotation and Quotation or by receiving a Quotation as a response to a punchout transaction on a marketplace or Seller's website. If the Originator subsequently places an Order , the Originator adopts the role of Buyer. The Originator is typically the contact point for queries regarding the original requirement and may be referred to in an Order Change , Order Cancellation , or Order Response .	If an employee requests a computer, the employing company may become the Buyer, but the employee is the Originator. They need to receive information about the order.		Request for Quotation	Quotation
Customer Party	Buyer	The party that purchases the goods or services on behalf of the Originator. The Buyer may be referred to in Order Response , Despatch Advice , Fulfillment Cancellation , Invoice , Self Billed Invoice , Credit Note , and Statement .	A company may delegate the task of purchasing to a specialized group to consolidate orders and gain greater discounts.	Order Point	Order , Order Change , Order Cancellation , Fulfillment Cancellation	Order Response , Fulfillment Cancellation
Customer Party	Delivery	The party to whom goods should be delivered. The Delivery Party may be the same as the Originator. The Delivery Party must be referred to at line item level in Request for Quotation , Quotation , Order , Order Change , Order Cancellation , and Order Response . The Delivery Party may be referred to at line level in Invoice , Self Billed Invoice , Credit Note , and Debit Note . The Delivery Party may be stipulated in a transport contract.	If a municipality buys a wheelchair for a citizen, the wheelchair must be delivered to the citizen (the Delivery Party). In such cases the citizen may be notified before delivering the wheelchair.	Delivery Point, Destination Party, Receiver, Recipient	Receipt Advice	Despatch Advice
Customer Party	Accounting Customer	The party responsible for making settlement relating to a purchase and resolving billing issues using a Debit Note . The Accounting Customer must be referred to in an Order and may be referred to in an Order Response . In a Self Billing scenario, the Accounting Customer is responsible for calculating and issuing tax invoices.	If a kindergarten buys some toys they may be the Originator, Buyer, and Delivery Party, but the municipality may play the role of Accounting Customer—they are going to pay for it.	Invoice , Accounts Payable , Debtor	In a traditional Billing scenario: Debit Note , Account Response , and Remittance Advice In a Self Billing scenario: Self Billed Invoice , Self Billed Credit Note , and Remittance Advice	In a traditional Billing scenario: Invoice , Credit Note , and Statement ; in a Self Billing scenario: Credit Note , Account Response , and Statement

Actor	Role	Description	Example	Synonyms	Sends	Receives
Supplier Party	Seller	The party responsible for handling Originator and Buyer services. The Seller party is legally responsible for providing the goods to the Buyer. The Seller party receives and quotes against Requests for Quotation and may provide information to the Buyer's requisitioning process through Catalogues and Quotations .	The organization that sells wheelchairs to municipalities.	Sales Point, Provider, Customer Manager	Quotation , Order Response , Order Response Simple , Catalogue , Catalogue Deletion , Catalogue Item Specification Update , Catalogue Pricing Update , Fulfillment Cancellation	Request for Quotation , Order , Order Change , Order Cancellation , Request for Catalogue , Fulfillment Cancellation
Supplier Party	Despatch	The party where goods are to be collected from. The Despatch Party may be stipulated in a transport contract.	The wheelchair Supplier may store chairs at a local warehouse. The warehouse will actually despatch the chair to the Delivery Party. The local warehouse is then the Despatch Party.	Despatch Point, Shipper, Sender	Despatch Advice	Receipt Advice
Supplier Party	Accounting Supplier	The party who claims the payment and is responsible for resolving billing issues and arranging settlement.	There are cases where the Accounting Supplier is not the Seller party. For example, factoring, where the invoicing is outsourced to another company.	Accounts Receivable, Invoice Issuer, Creditor	In a traditional Billing scenario: Invoice , Credit Note , and Statement ; in a Self Billing scenario: Credit Note , Account Response , and Statement	In a traditional Billing scenario: Debit Note , Account Response , and Remittance Advice In a Self Billing scenario: Self Billed Invoice , Self Billed Credit Note , and Remittance Advice
Supplier Party	Payee	The party to whom the Invoice is paid.	The Accounting Supplier may not be the party to be paid due to changes in the organization, e.g., a company merger.	Accounts Receivable, Creditor		Remittance Advice
Customer Party	Contractor	The party responsible for the contract to which the Catalogue relates.	An organization has a central office for maintaining catalogues of approved items for purchase.	Central Catalogue Party, Purchasing Manager	Request for Catalogue	Catalogue , Catalogue Deletion , Catalogue Item Specification Update , Catalogue Pricing Update
Party	Provider	The party responsible for the integrity of the information provided about an item.	The manufacturer may publish and maintain the data sheets about a product.		Catalogue , Catalogue Deletion , Catalogue Item Specification Update , Catalogue Pricing Update	

Actor	Role	Description	Example	Synonyms	Sends	Receives
Party	Receiver	A general role, describing the receiver of a document. For a catalogue, this can be the customer, a potential customer, or a third party exposing the document, for instance, an interim broker.	A marketplace may receive an Application Response .			Catalogue , Catalogue Deletion , Catalogue Item Specification Update , Catalogue Pricing Update , Application Response
Party	Sender	The party sending a document.	A marketplace may send an Application Response .		Application Response	
Party	Consignor	The party consigning the goods as stipulated in the transport contract. A Buyer, Delivery, Seller, or Despatcher Party may also play the role of Consignor. Also known as the Transport User. The Consignor may be stipulated in a transport contract.	The wheelchair Supplier may source from a local warehouse. The Freight Forwarder will collect the chair from the local warehouse, which is thus the Consignor. In this case, the warehouse also plays the role of Despatch Party to the Freight Forwarder.	Despatch Point, Shipper, Sender, Transport User	Forwarding Instructions , Packing List	Bill of Lading , Waybill , Freight Invoice , Transportation Status
Party	Consignee	The party receiving a consignment of goods as stipulated in the transport contract.	The party taking responsibility for the receipt of the consignment covering the wheelchair.	Delivery Point, Transport Service Buyer	Forwarding Instructions , Freight Invoice	Bill of Lading , Waybill , Freight Invoice , Transportation Status
Party	Freight Forwarder	The party arranging the carriage of goods, including connected services and/or associated formalities, on behalf of a Consignor or Consignee. Also known as the Transport Service Provider. The Freight Forwarder may also be the Carrier. The Freight Forwarder may create an Invoice and bill to the Transport Service Buyer for the transportation service provided.	The Consignor may have a contract with this Freight Forwarder, which is a Transport Services Provider, to arrange all their transport needs.	Shipping Agent, Broker, Courier, Transport Service Provider	Forwarding Instructions , Freight Invoice , Transportation Status	Bill of Lading , Waybill , Packing List
Party	Carrier	The party providing physical transport services.	The Freight Forwarder may engage an airline company to deliver the wheelchair. The airline is then the Carrier and delivers the chair to the Delivery Party.	Freight Haulier, Shipper, Ships Agent, Shipping Company, Airline, Rail Operator, Road Haulier	Bill of Lading , Waybill	Forwarding Instructions

Actor	Role	Description	Example	Synonyms	Sends	Receives
Party	Exporter	The party who makes regulatory export declarations, or on whose behalf regulatory export declarations are made, and who is the owner of the goods or has similar right of disposal over them at the time when the declaration is accepted.	The wheelchair Supplier has to apply for a Certificate of Origin in order to sell the chairs overseas.	Seller, Consignor	Certificate of Origin	Application Response
Party	Endorser	The party appointed by the Government of a country who has the right to certify a Certificate of Origin . This endorsement restricts goods imported from certain countries for political or other reasons.	The Government agency validates all the information provided by Exporter for Certificate of Origin approval.	Authorized Organization, Embassy	Certificate of Origin , Application Response	Certificate of Origin
Party	Importer	The party who makes, or on whose behalf an agent or other authorized person makes, an import declaration. This may include a person who has possession of the goods or to whom the goods are consigned.	A specialized group in a company consolidates the purchase request and handles the receiving of goods.	Order Point, Delivery Party, Buyer, Customer, Consignee		Certificate of Origin
Party	Transport User	The Transport User is the role representing anyone who has a demand for transport services, books transport services, and follows up the execution of such services.	The manufacturer has to order transport of products from a carrier or freight forwarder (Transport Service Provider).	Transport Buyer, Logistics Service Client	Transport Execution Plan Request , Transportation Status Request , Transport Service Description , Service Description Request	Transport Execution Plan , Transportation Status , Transport Service Description , Goods Item Itinerary
Party	Transport Service Provider	The Transport Service Provider is the role that plans, markets and performs transport services.	The carrier or a freight forwarder who arranges for transport services on behalf of a manufacturer (Transport User)	Transport Provider, Transport Seller, Logistics Service Provider	Transport Execution Plan , Transportation Status , Transport Service Description , Transport Progress Status Request , Goods Item Itinerary	Transport Execution Plan Request , Transportation Status Request , Transport Service Description Request , Transport Progress Status
Party	Transportation Network Manager	The Transportation Network Manager is the role that extracts all information available regarding the infrastructure (static/dynamic) related to planning and executing transport and makes this information available to the Transport Service Provider. During a transport service, or even during a single leg, the Transport Service Provider may rely on information from several Transportation Network Managers.	The Traffic Information Centre (TIC) issuing information related to road work and/or traffic conditions as a service to a Transport Service Provider	Road Administration, Traffic Information Centre, Coastal Administration, Harbor Master, Railway Administration, Infrastructure Manager	Transport Progress Status	Transport Progress Status Request