



**IT- og Telestyrelsen**

Ministeriet for Videnskab  
Teknologi og Udvikling

# OIOUBL Guideline

UBL 2.0 Address

OIOUBL Adresser

G36

Version 1.1



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## **1. Preface**

These guidelines form of a series describing the purpose and use of the business documents that comprise the Danish localization of UBL 2.0, known as OIOUBL.

As well as guidelines describing the use of commonly used elements, a separate guideline has been prepared for each business document..

### **1.1 Purpose of this guideline**

This guideline describes the use of the *Address* class.

The *Address* class is used in a range of situations, in part for specifying the addresses of the involved parties in all OIOUBL business documents, but also for describing the regional area for pricing of items or for a catalog request.

### **1.2 Additional Information**

The *Address* class is used in all business documents within OIOUBL, and each document guideline will specify where it is used and whether there are any particular requirements for its completion.

## 2. Relevant UBL Classes and Elements

*Address* elements may be used in various different document contexts but special focus is given to:

- *AddressFormatCode* which establishes the *Address* elements that should be used.
- The uses of the individual elements and their interdependencies.

### 2.1 DK element names and cardinality

In the table below the *Address* class and its elements and attributes are described, together with the cardinality. Some elements also have interdependencies specified.

#### 2.1.1 Address

The *Address* class contains the following elements and attributes:

UK-name	DK-name	Use	Remarks
ID	ID	0..1	The ID may be used, if an address register exists that may be referenced.
ID@schemeID			The attribute identifies the address register that is referenced.
AddressTypeCode	TypeKode	0..1	The type of address can be specified as. Home or Business respectively, as per the code list
AddressTypeCode@listAgencyID			The attribute listAgencyID identifies the agency maintaining the codelist. In this case the value is "320" for the danish National IT and Telecom Agency
AddressTypeCode@listID			For specifying the AddressTypeCode use the code list: "urn:oioubl:codelist:addressstypecode-1.1"
AddressFormatCode	FormatKode	1	AddressFormatCode is the only mandatory field in the address class, and the code (as per the code list) determines which of the other fields may or must be filled.
AddressFormatCode@listAgencyID			The attribute listAgencyID identifies the agency maintaining the codelist. In this case the value is "320" for the danish National IT and Telecom Agency (or "6" for UN/ECE)
AddressFormatCode@listID			For specifying the AddressFormatCode use the code list: urn:oioubl:codelist:addressformatcode-1.1 (or UN/ECE 3477)
Postbox	Postboks	0..1	Postbox is specified using numbers only.
Floor	Etage	0..1	The floor is entered as text, and hence it is possible to enter "1st", "2 <sup>nd</sup> floor" etc.
Room	Rum	0..1	Name or number of a room or suite e. g. "Reception desk", "right", "center"
StreetName	Vejnavn	0..1	If no Postbox is entered, the street name should be specified, whenever the address format allows for it, as described in later sections.
AdditionalStreetName	VejAdresseringsNavn	0..1	Additional street name

BuildingName	Lokalitet	0..1	The name of the building e.g a farm, the name of a property, estate etc. used as supplemental address information
BuildingNumber	Husnummer	0..1	If no Postbox is entered, the building number should be specified, whenever the address format allows for it, as described in later sections. The building number should always be specified if a StreetName has been entered
InhouseMail	Dueslag	0..1	Specific internal location. Can only be used if bilateral agreed
Department	Afdeling	0..1	Addressable department in an organization, e. g. Sales department.
MarkAttention	Attention	0..1	Name of a person or department
MarkCare	C/O	0..1	Name of a person or department
PlotIdentification	GrundIdentifikation	0..1	E. g. land register title number. Can only be used if bilateral agreed
CitySubdivisionName	ByDelsNavn	0..1	Name of the city subdivision. Can only be used if bilateral agreed
CityName	ByNavn	0..1	The city name should be entered, whenever the address format allows. The city name should always be specified when the postal zone is specified
CountrySubentity	Landsdel	0..1	A territorial division of a country such as a county or state
CountrySubentityCode	LandsdelsKode	0..1	A territorial division of a country such as a county or state expressed as a code e.g. DK-025 for Roskilde Amt
CountrySubentityCode@listAgencyID			The attribute listAgencyID identifies the agency maintaining the codelist. In this case the value is "320" for the danish National IT and Telecom Agency
CountrySubentityCode@listID			For specifying the CountrySubentityCode use the code list: ISO 3166-2
PostalZone	Postnummer	0..1	The postal zone should be entered, whenever the address format allows.
Region	Region	0..1	A region is always addressable, e. g. Vejle Amt
District	Distrikt	0..1	A district is a non-addressable area, e. g. a school district
AddressLine	Adresse linje	0..n	The address line can no be used together with the other address fields, as described in a later section
AddressLine/Line	Linje	1	In this line an unstructured address may be specified, provided that the other fields are not applicable.
Country	Land	0..1	The country should be entered, whenever the address format allows.
Country/IdentificationCode	Landekode	1	The country code must be specified in accordance with code list, e. g. "DK" for Denmark
Country/Name	Navn	0..1	Name of country
LocationCoordinate	Adresse Punkt	0..1	In the class it is possible to define coordinates together with longitude and latitude.

## 2.1.2 The relation between OIOUBL and OIOXML address elements

In the table below the relation between the OIOUBL *Address* class and the "AddressPostal" format in the OIOXML adresseguide is specified. See

[http://www.oio.dk/files/p06\\_Adresseguiden\\_v10.pdf#search=%22oioxml%20adresse%20guide%22](http://www.oio.dk/files/p06_Adresseguiden_v10.pdf#search=%22oioxml%20adresse%20guide%22) for a definition of the fields in OIOXML.

OIOXML-name (EN/DA)	OIOUBL-name (EN/DA)	Comment
MunicipalCode/Kommunekode		Nothing similar in OIOUBL. The codelist for CountrySubentityCode does not hold municipality codes (not updated for the danish Regions per April 2007)
MunicipalName/Kommunenavn		Nothing similar in OIOUBL
StreetCode/Vejkode		Nothing similar in OIOUBL
StreetNameForAddressing/Vejadresseringsnavn		Nothing similar in OIOUBL. Is <b>not</b> the same as AdditionalStreetName/VejAdresseringsNavn in OIOUBL
StreetName/Vejnavn	StreetName/Vejnavn	
StreetBuildingIdentifier/Husnummer	BuildingNumber/Husnummer	
FloorIdentifier/Etage	Floor/Etage	
SuiteIdentifier/Dørbetegnelse	Room/Rum	
MailDeliverSubLocationIdentifier/Lokalitet (bygningnavn)	BuildingName/Lokalitet	
DistrictSubDivisionIdentifier/Bynavn (stednavn)		In OIOXML there is a distinction between skelnes DistrictSubDivisionIdentifier and DistrictName but OIOUBL does not have a similar distinction. OIOUBL CityName/Bynavn is similar to OIOXML DistrictName/Postdistrikt as described below.
PostOfficeBoxIdentifier/Postboks	Postbox/Postboks	
PostCodeIdentifier/Postnummer	PostalZone/Postnummer	
DistrictName/Postdistrikt	CityName/Bynavn	
CountryIdentificationCode/Landekode	Country.IdentificationCode/Landekode	

### 3. Description

The following section contains a more detailed description of the *Address* class and use of the *AddressFormatCode* element.

#### 3.1 The use of *AddressFormatCode*

The *AddressFormatCode* element is the only mandatory element for an *Address*. However, depending on the code that is specified, a number of requirements may be applied to other elements within an *Address*.

Primarily, there is the Unstructured format, meaning that the address be specified in a free text format using *AddressLine/Line*. Alternatively there are a set of Structured formats, in which any any elements apart from *AddressLine/Line* may be used . Either of these types excludes the other.

Altogether, the available values for *AddressFormatCode* are:

- Unstructured
- StructuredLax
- StructuredDK
- StructuredRegion
- StructuredID

If a specific format code value must be used, then this will be defined in the individual document guidelines.

##### 3.1.1 Unstructured

In the unstructured address format the address (or area) is described as free text under *AddressLine/Line*.

All other elements under *Address* must not be used.

The unstructured format is only recommended if no other possibility exists, as the receiver systems will probably not be able to process this address.

##### 3.1.2 StructuredLax

LAX is the most flexible address format. Any elements (apart from *AddressLine/Line*) may be used.

However, as all elements are available and none are mandatory it may not be possible to apply consistent logic when processing this *Address* format.

##### 3.1.3 StructuredDK

In the DK format it is a requirement that the elements most frequently used for addresses in Denmark are used.

In this format, the following elements are mandatory:



- *StreetName*
- *BuildingNumber*
- *PostalZone*
- *CityName*
- *Country/IdentificationCode*

The following elements may be used if required:

- *Postbox*
- *Floor*
- *Department*

As the same elements must always be used, it should be possible to consistently process addresses using this format.

### 3.1.4 StructuredRegion

REGION limits the use of the elements for an *Address*. Accordingly, the following elements are mandatory:

- *Region*
- *District*
- *Country/IdentificationCode*

At least one of the above elements must be used.

### 3.1.5 StructuredID

In this format, only the ID element under *Address* must be used. No other elements may be used.

This format will only be used where an address register is referenced.

### 3.1.6 Alternative AddressFormatCode

When exchanging documents with other countries, where another customization of UBL 2.0 than OIOUBL is used, e.g. NES, an alternative *AddressFormatCode* can be used according to the example:

UK-navn	DK-navn	Brug	Bemærkning
AddressFormatCode	FormatKode	1	1, 2, 3, 4, 5, 6, 7, 8 or 9 (See <a href="http://www.unece.org/trade/untidid/d06b/tred/tred3477.htm">http://www.unece.org/trade/untidid/d06b/tred/tred3477.htm</a> for further description)
AddressFormatCode@listAgencyID			The attribute listAgencyID identifies the agency maintaining the codelist. In this case the value is "6" (UN/ECE)
AddressFormatCode@listID			The used codelist is "UN/ECE 3477"

## 4. Examples

The following section contains examples of the use of the *Address* class in various contexts within OIOUBL 2.0.

### 4.1 Specifying an unstructured address

As mentioned earlier, it is possible to use an *Address* in an unstructured format as free text.

```
<cac:PostalAddress>
  <cbc:AddressFormatCode listAgencyID="320" listID="urn:oioubl:codelist:addressformatcode-1.1">Unstructured</cbc:AddressFormatCode>
  <cac:AddressLine>
    <cbc:Line>Salgsafdelingen, Televej 9, 1171 København K, Danmark</cbc:Line>
  </cac:AddressLine>
</cac:PostalAddress>
```

Figure 1: Example of an unstructured address

### 4.2 Specification of *PostalAddress*

The *PostalAddress* class is mandatory under the *Party* class, and must therefore be completed for any parties that are identified in the various business documents.

```
<cac:PostalAddress>
  <cbc:AddressFormatCode listAgencyID="320" listID="urn:oioubl:codelist:addressformatcode-1.1">StructuredDK</cbc:AddressFormatCode>
  <cbc:StreetName>Televej</cbc:StreetName>
  <cbc:BuildingNumber>9</cbc:BuildingNumber>
  <cbc:Department>Salgsafdelingen</cbc:Department>
  <cbc:CityName>København K</cbc:CityName>
  <cbc:PostalZone>1171</cbc:PostalZone>
  <cac:Country>
    <cbc:IdentificationCode>DK</cbc:IdentificationCode>
  </cac:Country>
</cac:PostalAddress>
```

Figure 2: Example of a *PostalAddress*

### 4.3 Specification of *JurisdictionRegionAddress* under *PartyTaxScheme*

The *PartyTaxScheme* is used for establishing tax requirements (see the OIOUBL Guideline Tax, Ref. G27). In this context, the element *JurisdictionRegionAddress* must be specified, but the *Address* class is used only for specifying a *Country/IdentificationCode* of “DK”.

To restrict the elements in the *Address*, the *AddressFormatCode* is set to *StructuredRegion*.

```
<cac:PartyTaxScheme>
  <cbc:CompanyID schemeID="DK:SE">DK16356706</cbc:CompanyID>
  <cac:TaxScheme>
    <cbc:ID schemeAgencyID="320" schemeID="urn:oioubl:id:taxschemeid-1.1">63</cbc:ID>
    <cbc:Name>Moms</cbc:Name>
    <cac:JurisdictionRegionAddress>
      <cbc:AddressFormatCode schemeAgencyID="320" listID="urn:oioubl:codelist:
addressformatcode-1.1">StructuredRegion</cbc:AddressFormatCode>
      <cac:Country>
        <cbc:IdentificationCode>DK</cbc:IdentificationCode>
      </cac:Country>
    </cac:JurisdictionRegionAddress>
  </cac:TaxScheme>
</cac:PartyTaxScheme>
```

**Figure 3: Example of using *PartyTaxScheme***

## 5. Relevant code lists

Code list:	Agency:	Urn:	Example value:
AddressFormatCode	320	urn:oiubl:codelist:addressformatcode-1.1	StructuredLax
AddressFormatCode	6	UN/ECE 3477	1, 2 etc.
AddressTypeCode	320	urn:oiubl:codelist:adresstypecode-1.1	Home, Business
CountryIdentificationCode	6	ISO3166-1	DK

## 6. Terms and abbreviations

Term:	Explanation:
Document level	Elements at document level are found directly under the root element (the top element) in the XML structure. elements at the document level apply to the whole document.
Line level	Elements at line level, unlike elements at the document level, only apply to a specific transaction line
Class	A class is a collection of elements. For example, the Price class contains elements such as PriceAmount, BaseQuantity, etc.
Element	An element is an information entity in an XML structure. For example, the PriceAmount is the element containing the price in an invoice line.
Attributes	In an XML element, it is possible to specify a property as an attribute, e. g. the attribute unitCode in which the unit for a quantity may be specified, as in the example: <code>&lt;cbc:BaseQuantity unitCode="BO"&gt;1&lt;/cbc:BaseQuantity&gt;</code> Attributterne benyttes også til at angive kodelister f.eks. <code>listID="urn:oiubl:codelist:addressformatcode-1.1"</code>