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# **CEF eInvoicing Service Desk**

Version [2.2]

## **Service Offering Description**

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# 1. INTRODUCTION

## 1.1. Purpose of the service

The CEF eInvoicing Service Desk provides services for users to improve the performance, continuity and reliability of their CEF eInvoicing implementations. The purpose of the CEF eInvoicing Service Desk is:

- The Service Desk provides user support for the overall CEF eInvoicing service offering<sup>1</sup>. It acts as the Single Point of Contact (SPOC) to address questions, incidents, requests and changes reported by the Users.

Well-defined processes including early incident detection, structured classification and synchronized multi-team collaboration resolution of CEF eInvoicing Managed Services guarantees short-term incident resolution and optimal continuity.

A list of key terminology related to the CEF eInvoicing Service Desk is defined in the table below.

Terminology	Definition
<b>Incident</b>	Interruption or abnormal functioning of service, application or system. (E.g. Issue with the configuration of the Access Point, issue with the Service Metadata.)
<b>Request</b>	Request for service, information, installation, addition or move
<b>Request for change</b>	Request to implement a change, to fix a bug or to add a new feature, generally managed by the change management process which is not part of this document

## 1.2. Users

The CEF eInvoicing Service Desk service is intended for the following types of users:

- **Solution providers** – a solution provider is involved in the design, operation, implementation and roll-out of eInvoicing. They offer products that are compliant with the EU eInvoicing Directive.
- **Public Administrations** – a public administration is involved in the roll out of the EU or national policies relating to eInvoicing. They acquire and use an eInvoicing solution.

The term "**User**" will be used in the remainder of this document to refer to any of these types of users.

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<sup>1</sup> [https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/Service+Offering#ServiceOffering-BBs\\_service\\_offering](https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/Service+Offering#ServiceOffering-BBs_service_offering)

## 1.3. Scope

As defined the purpose section of this document, scope of the CEF eInvoicing Service Desk is:

- User support
- The European Standard (the semantic model for core invoices)
- eInvoicing standards and codelists
- The work/products of CEN BII
- Option selection/strategy for the implementation of eInvoicing in public administrations

### 1.3.1. User support

The CEF eInvoicing Service Desk provides support on the overall CEF eInvoicing service offering. An overview of the CEF eInvoicing service offering is available on the CEF Digital Single Web Portal.

Based on this service offering, the typical scope of questions addressed by the CEF eInvoicing is presented in the table below. A distinction of should be made whether the implementation is based on the CEF eInvoicing sample software or not.

Questions related to	Users of the CEF eInvoicing services
Specifications	<input checked="" type="checkbox"/>
eInvoicing readiness	<input checked="" type="checkbox"/>
Conformance GITB	<input checked="" type="checkbox"/>
Bugs and Troubleshooting	<input checked="" type="checkbox"/>

In terms of level of support,

- The CEF eInvoicing User remains responsible for providing 1st Level of Support to their own end users. *(Out of scope of this service)*
- The CEF Support Team acts as the 2nd Level of support and is considered as the Single Point of Contact (SPOC) for the CEF eInvoicing Users. *(In scope of this service)*
- The 3rd Level of Support is provided by the technical teams within the Commission (e.g. CEF eInvoicing Technical Office Team, Datacentre Team, and Network Team). They are involved by the CEF Support Team in case a (change) request/incident requires a further technical analysis and resolution. *(In scope of this service)*

## 1.4. Benefits

The CEF eInvoicing Service Desk has been designed to generate the following benefits to the User:

- **Troubleshooting:** anytime an issue related to the service provided within scope of the service desk is encountered by a user they are the one who will troubleshoot the issue then ultimately find and apply a solution.
- **Support database:** a useful and reliable database helps all users and technical staff to benefit from it. The support database is populated with known issues, user advice and frequently asked questions and consulted by the CEF Support Team to help solving issues efficiently.

These benefits are intended to lead to full **user satisfaction**, which is considered a critical success factor for the CEF eInvoicing Service Desk.

## 2. ROLES AND RESPONSIBILITIES

This section describes the roles and responsibilities of the entities involved in the CEF eInvoicing Service Desk in the form of a RACI matrix where:

- **Responsible (R):** indicates the entities that perform the process-step. Every process-step has at least one responsible entity. Responsibilities can also be shared.
- **Accountable (A):** indicates the entity that is ultimately accountable for the process-step. Every process-step has only one accountable entity.
- **Consulted (C):** indicates the entities that give feedback or are consulted during the process-step. This is a two-way process. Not every process-step has an entity that is being consulted.
- **Informed (I):** indicates the entities that needs to be informed on the results of the process-step. This is a one-way process. Not every process-step has an entity that is being informed.

The process is described in detail in §Error! Reference source not found. - *Error! Reference source not found.*

Process/Step	Entity Role		
	User	CEF Support Team	CEF eInvoicing Technical Office Team
Step1: Detection and Initiation of an Incident, a Request or a Request for Change	<b>RA</b>		
Step 2: Registration of an Incident , a Request or a Request for Change		<b>RA</b>	
Step 3: Investigation and Escalation of an Incident, a Request or a Request for Change	<b>RC</b>	<b>RA</b>	<b>I</b>
Step 4: Resolution & Recovery of an Incident, a Request or a Request for Change	<b>C</b>	<b>RA</b>	<b>RC</b>
Step 5: Closure of an Incident, a Request or a Request for Change	<b>I</b>	<b>RA</b>	

## 2.1. Public Administration/entities Providers

**Role:** User

**Responsibilities:**

- Detect and report an Incident, a Request or a Request for Change.
- Test and validate the closure an Incident, a Request or a Request for Change.

## 2.2. Solution Providers

**Role:** User

**Responsibilities:**

- Detect and report an Incident, a Request or a Request for Change.
- Test and validate the closure an Incident, a Request or a Request for Change.

## 2.3. CEF Support Team

**Role:** CEF Support Team (2<sup>nd</sup> level support)

**Responsibilities:**

- Register, classify, investigate, escalate if needed, resolve and close tickets.

## 2.4. 3<sup>rd</sup> Level of Support

**Role:** 3<sup>rd</sup> Level Support (e.g. Technical Office Team, Datacentre Team, Network Team)

**Responsibilities:**

- Investigate, resolve and reassign tickets to the CEF Support team
- Point of escalation for the CEF Support Team



### 3. HOW TO USE THE SERVICE STEP BY STEP

This section describes the processes that are part of the CEF eInvoicing Service Desk service.

#### 3.1. Processes Overview

The figure, below, gives an overview of the CEF eInvoicing Service Desk processes. Each of these is described in more details in the next sections.



### 3.2. Step 1: Detection and Initiation

**Purpose:** Detect, and initiate the incident, request or request for change and exchange the necessary information and documentation.

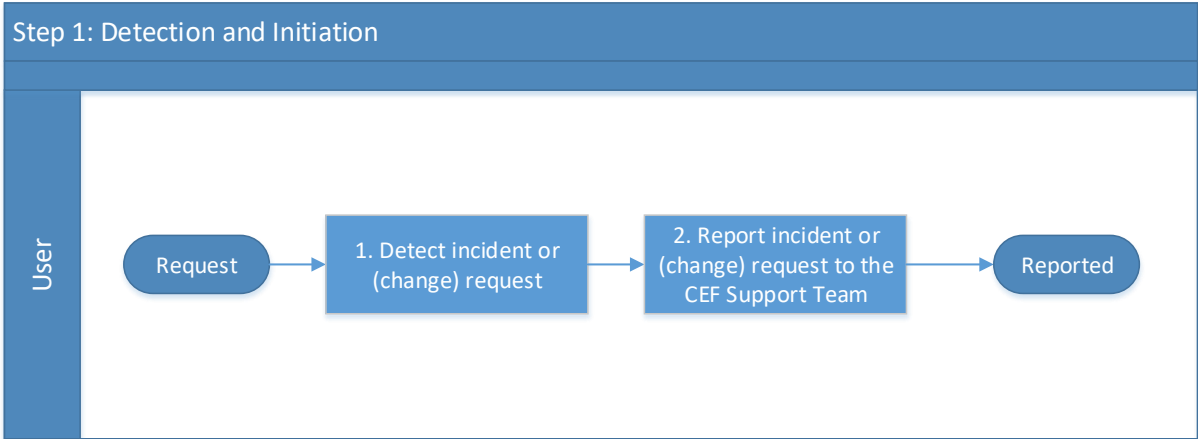
**Actors:**

- User

**Process:**

1. The User detects a service interruption, decrease in service quality, a need for information or new features.
2. The User initiates the incident or request by reporting it to the CEF Support Team (See §7 - *Contact Information*). When reporting an incident or request the user should take the following guidelines into account:
  - The incident or the request should be described as precisely as possible
  - If a new feature is requested, please ensure that request for change supports the overall goals and objectives of the CEF eInvoicing DSI

The overview of the Detection and Initiation process is shown in the diagram below:



### 3.3. Step 2: Registration

**Purpose:** Register the information on an incident / (change) request sent by the User.

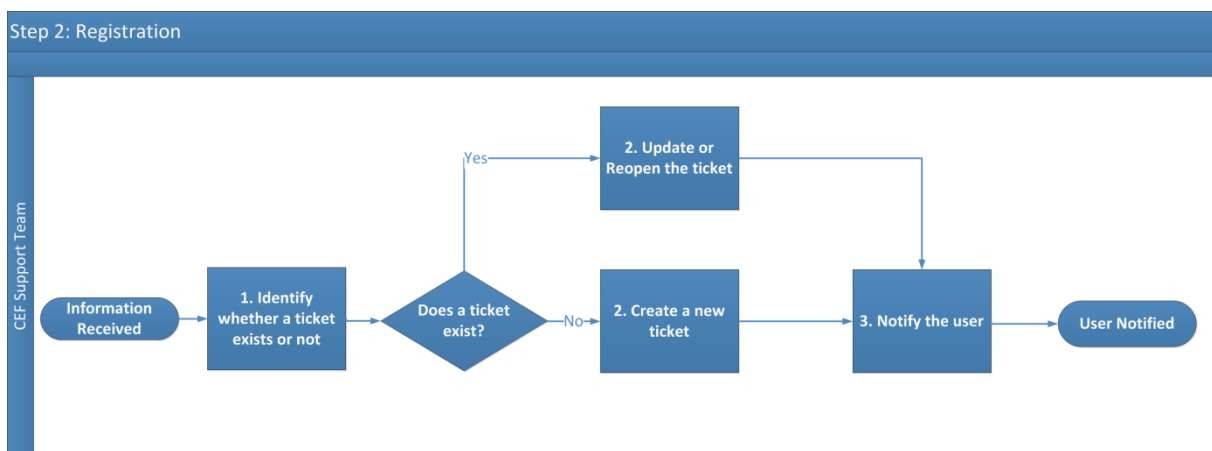
**Actors:**

- CEF Support Team

**Process:**

1. Identify whether a ticket already exists for this particular incident/request or not.
2. Create a new ticket if needed, or update or reopen an existing ticket.
3. Notify the user of the registration by e-mail.

The overview of the Registration process is shown in the diagram below:



### 3.4. Step 3: Investigation and Escalation.

**Purpose:** Investigate the incident, request or request for change and escalate if needed.

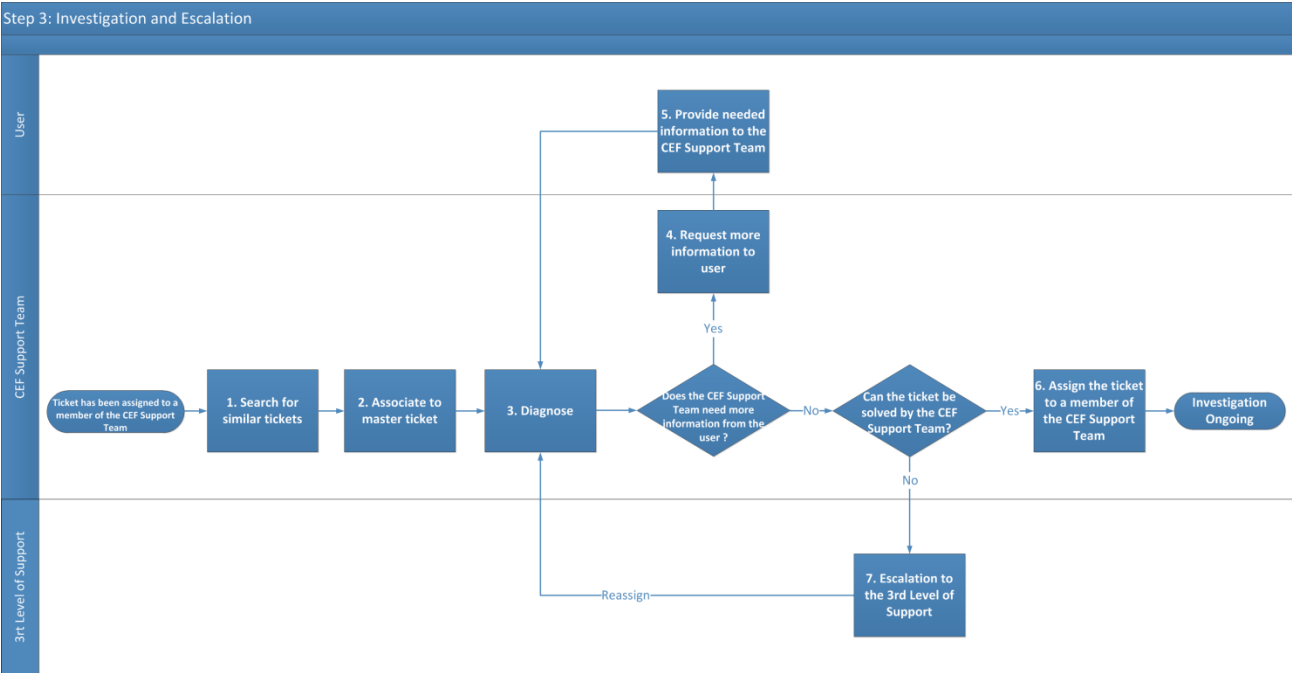
**Actors:**

- User
- CEF Support Team
- 3<sup>rd</sup> Level of Support

**Process:**

1. Search for similar tickets (using wiki, knowledge base or the ticket management tool).
  2. Associate to master ticket if the issue is similar
  3. Diagnose
- Does the CEF Support Team need more information from the user?
4. If yes, request more information to the user.
  5. The user provides the needed information to the CEF Support Team.
- If no, can the ticket be solved by the CEF Support team?
6. If yes, assign the ticket to a member of the CEF Support Team.
  7. If no, escalate the ticket to the 3<sup>rd</sup> Level of Support (e.g. CEF eInvoicing Technical Office, Datacentre Team, ...)

The 3<sup>rd</sup> Level of Support will further investigate and resolve the ticket in case of escalation. Once the ticket has been investigated (and resolved) by the 3<sup>rd</sup> Level of Support they will inform the CEF Support Team to re-diagnose the ticket.



### 3.5. Step 4: Resolution

**Purpose:** Resolution of the ticket.

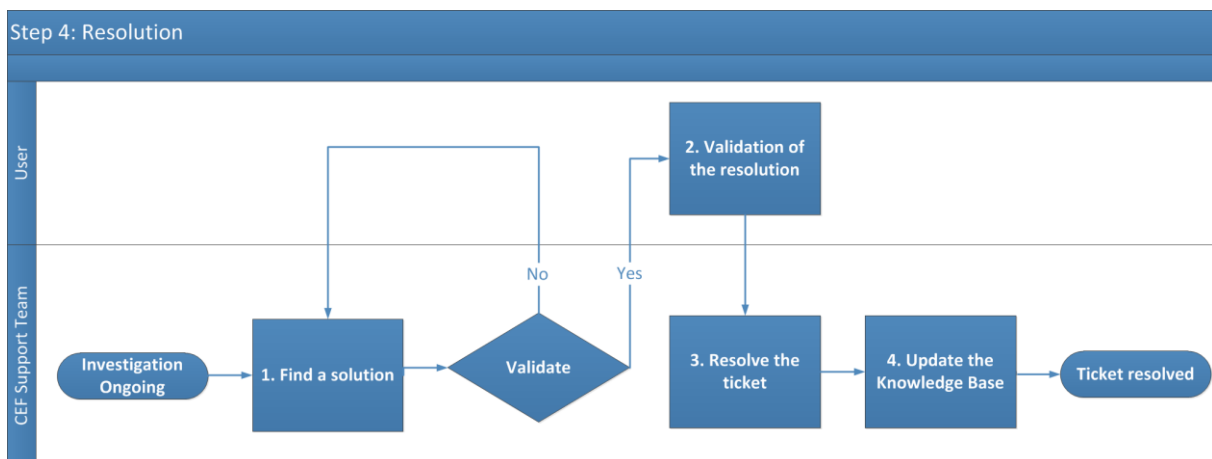
**Actors:**

- User
- CEF Support Team

**Process:**

1. The CEF Support Team will define the resolution.
2. The CEF Support Team will communicate the defined resolution to the user.
3. The user will validate the Resolution.
4. Once validated the CEF Support Team will resolve the ticket in the Ticket Management Tool
5. The CEF Support Team will update the Knowledge Base with the solution/workaround.

The overview of the Resolution process is shown in the diagram below:



### 3.6. Step 5: Closure

**Purpose:** Closure of the ticket.

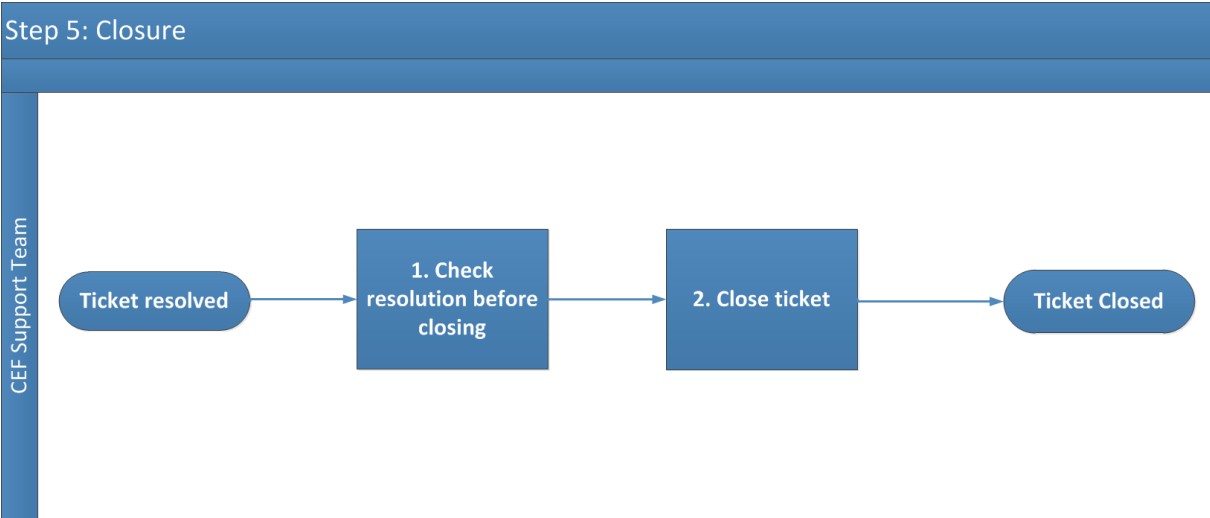
**Actors:**

- CEF Support Team

**Process:**

1. Check resolution before closing.
2. Close ticket in the Ticket Management Tool.

The overview of the Closure process is shown in the diagram below:



## 4. TERMS AND CONDITIONS

The general terms and conditions of CEF Building Blocks can be consulted in the Master Service Arrangement, available on the CEF Digital Single Web Portal:

<https://ec.europa.eu/cefdigital/wiki/x/DAiZAQ>

The terms and conditions specific to the CEF eInvoicing Connectivity Testing service are described in the table below.

Term / Condition	Description
<b>Obligations of the User</b>	<p>It is the responsibility of the User to</p> <ul style="list-style-type: none"><li>a) Ensure that sufficient information is given, in due time, to enable the required services to be performed;</li><li>b) Fulfil the requirements of the procedure outlined in this document, including the validation and implementation of the proposed solution or work around.</li></ul>
<b>Level of support</b>	<p>The CEF Support Team provides the second level of support on the CEF eInvoicing Managed Services to the Users which are the first level of support. The end-user cannot contact directly the CEF Support Team, first he has to go to his first level of support that will escalate the issue to the CEF Support Team if they cannot solve the issue.</p>
<b>Delivery of the services</b>	<p>The European Commission will provide the Service Desk services using reasonable care and skill and in accordance with the procedures outlined in this document.</p> <p>The Service desk Service Level Targets are defined in the Service desk SLA document available on the CEF Digital Single Web Portal: <a href="https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/eInvoicing+Service+desk">https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/eInvoicing+Service+desk</a></p> <p>The European Commission is entitled to suspend or terminate the provision of the services in case of failure of the Client to comply with its obligations, as described above, or any other conditions preventing the successful delivery of the service.</p>

## 5. GLOSSARY

The key terms used in this Component Offering Description are defined in the CEF Definitions section on the CEF Digital Single Web Portal:







<https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/CEF+Definitions>

The key acronyms used in this Component Offering Description are defined in the CEF Glossary on the CEF Digital Single Web Portal:

<https://ec.europa.eu/cefdigital/wiki/pages/viewpage.action?spaceKey=CEFDIGITAL&title=CEF+Glossary>



# 6. ANNEXE 1 – DOCUMENT PARTS

-  Process Overview.vsd
-  Investigation and Escalation.vsd
-  Registration.vsd
-  Investigation and Escalation.vsd
-  Resolution.vsd
-  Closure.vsd

## 7. CONTACT INFORMATION

CEF Support Team

By email: [CEF-EINVOICING-SUPPORT@ec.europa.eu](mailto:CEF-EINVOICING-SUPPORT@ec.europa.eu)

Support Service: 8am to 6pm (Normal EC working Days)