How to set up a (Post-Award) Peppol Access Point (AP)

Version 1.6

Published: September 08th, 2020

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1 Introduction

This document explains how to apply for and setup a Peppol Access Point (AP), which is the technical service for sending and receiving Peppol business documents.

Please find below the steps that an organization must follow to become a Certified Peppol Access Point (AP) provider:

1. Become an OpenPeppol member (submit the signed scanned membership form to info@peppol.eu and await an approval email).

2. Request the TIA Agreement package from your Peppol Authority. You sign the TIA with the Peppol Authority in the country where your business is registered. Alternatively, if there is no Peppol Authority in your country, you could sign the TIA with OpenPeppol as the Peppol Authority and re-contract at a later date when an Authority is established nationally. In this case, please contact OpenPeppol@peppol.eu to obtain the appropriate agreements. You can find your Peppol Authority here: List of Peppol Authorities

3. Scan the signed TIA Agreement and all Annexes into one single pdf document and send it to your Peppol Authority along with a scanned copy of your company registration document (legal registration).

4. Your Peppol Authority will then review and approve the submitted documentation and advise you to proceed with your PKI test certificate request through the Peppol Service Desk at: https://OpenPeppol.atlassian.net/servicedesk/customer/portal/1

5. Ensure that you read and understand the Peppol Business Interoperability Specifications 'BIS' (document specifications) at: http://peppol.eu/downloads/post-award/

6. Ensure that you read and understand the eDelivery Network specifications including the Policy for Use of Identifiers (important to understand how senders and receivers are identified in the Peppol network) and the SMP specification (important to understand how the discovery process works and

the roles of the SMP and SML) at:

https://peppol.eu/downloads/the-peppol-edelivery-network-specifications/

7. Implement your Access Point. You can use open source AS4 implementation software or purchase a hosted Access Point software solution – links available on our website at:

https://peppol.eu/downloads/peppolimplementations/

Alternatively, you may decide to build your own Peppol compliant implementation.

8. Execute the acceptance-test provided by OpenPeppol. Make sure you follow the test documentation very closely. Notice here that AS2 testing is optional (Peppol will remove AS2) while AS4 testing is mandatory for all Peppol Service Providers. The documentation for testing is provided here:

https://peppol.eu/wp-content/uploads/2018/12/PEPPOL-Testbed-and-Onboarding_v1p2.pdf

9. Upon notification from your Peppol Authority, you can request your Production PKI certificate through our Service Desk at:

https://OpenPeppol.atlassian.net/servicedesk/customer/portal/1

10. Download your certificate and enter into production mode.

Please find below, detailed information for implementing the above-mentioned steps.

2 OpenPeppol Membership

OpenPeppol membership is mandatory for Access Point providers. You will find membership and fee details in the 'Join OpenPeppol' section of our website. The OpenPeppol Membership form must be completed, signed, scanned and sent back to: OpenPeppol@peppol.eu

OpenPeppol will review the form for completeness. You will then receive a notification from OpenPeppol to confirm receipt and will be informed about membership approval. Once approved, your organization will be included in the

online list of OpenPeppol members located here:

https://peppol.eu/who-is-who/OpenPeppol-member-list-2/

We strongly recommend engaging with the OpenPeppol Communities as soon as you become an OpenPeppol member, in order to have access to a wide group of private and public sector members with Peppol expertise in multiple countries and industries, sharing experience and best practices. Please note: It is mandatory that all Access Points and Service Metadata Publishers join the Transport Infrastructure Coordinating Community.

3 Peppol Transport Infrastructure Agreements (TIA)

An OpenPeppol Access Point (AP) provider must sign the Peppol Transport Infrastructure Agreements (TIA) for AP providers with the Peppol Authority in its country. The Peppol Authority will provide you with the Peppol TIA template for you to complete, sign and return. See here the List of Peppol Authorities.

For more information about the Governance of the Peppol eDelivery Network and its legal framework, please visit Peppol Transport Infrastructure – An Overview.

4 Peppol Technical Specifications

To implement and operate the Access Point services, you must, at all times, comply with the mandatory Peppol BIS specifications, published here:

https://peppol.eu/downloads/post-award/

As a sending Access Point provider, you must ensure that the business documents sent from your customers are confirmed as valid instances, according to the applicable rules, before accepting them for transport through your Access Point services, either by providing validation services on behalf of your customers, or by ensuring that your customers have performed such validation on their Peppol BIS documents.

4.1 Peppol eDelivery Network

Before implementing the specifications, it is important for potential Access Point and SMP providers to have a good understanding of the Peppol eDelivery Network, how it is structured, how it is governed, the role of an Access Point and/or SMP provider, and the relationship with the respective Peppol Authority.

Please review the technical specifications related to the Peppol eDelivery Network (the BusDox specifications) to ensure you have the appropriate infrastructure (hardware/software) and the necessary technical expertise in place.

The technical specifications and other network resources are available at 'The Peppol eDelivery Network Specifications'.

Note: Two types of certificates are used by the Access Point. One certificate is used to sign the message and the acknowledgement according to the AS4 profile. This certificate is requested through the Peppol service desk once the Access Point provider has signed the Peppol Transport Infrastructure Agreement. The other type of certificate is used by the AS4 web server software for enabling https communication. This certificate is not provided by OpenPeppol but must be issued by a well- known provider of server certificates. Self-signed certificates **must not** be used.

Access Point Implementation solutions are available as Open-source, or you can use commercial implementations of AS4 that are configured/adapted to the Peppol specifications.

Infrastructure setup
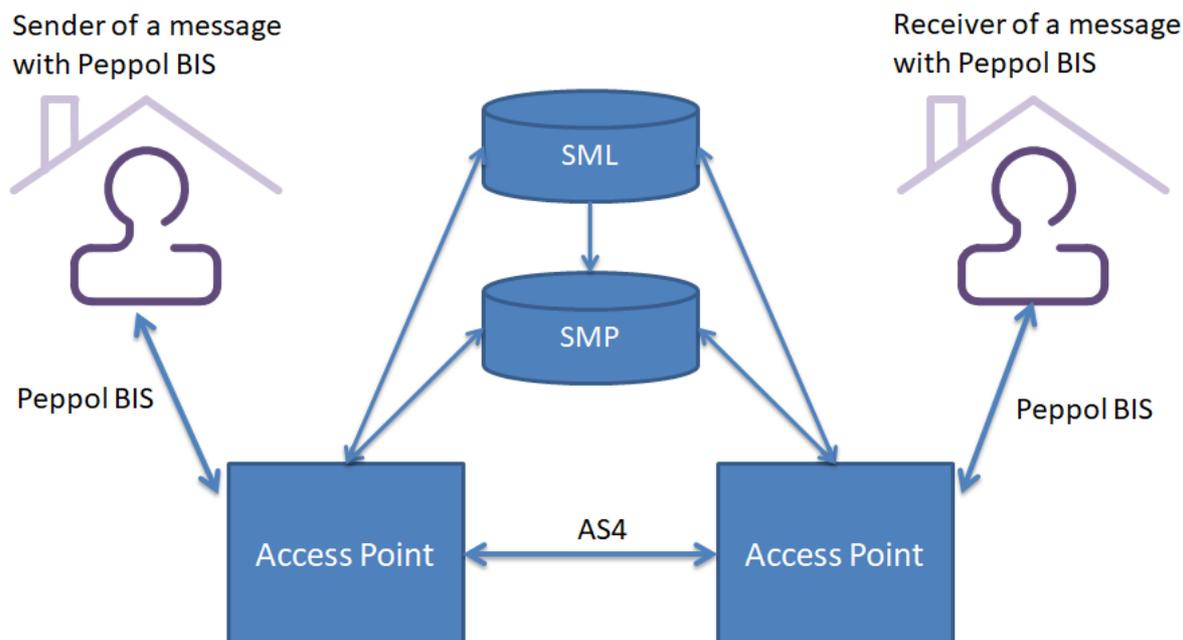
Note: Access Point service providers can convert a document to the Peppol BIS on behalf of the document sender.

4.2 Peppol Business Documents

In addition to supporting the appropriate communication protocols, Peppol Access Point providers are required to support the Peppol Business Interoperability Specifications (BIS) in order to provide Peppol-compliant document exchange services to prospective buyers and suppliers.

Peppol Business Interoperability Specifications (BIS) v3 is the current mandatory BIS version all receivers must support as a minimum when registering for a specific business process.

You can implement one or more Peppol BIS in your IT system, following a modular approach, based on your needs and requirements. The current mandatory Peppol BIS are:

- Peppol BIS Billing 3.0
- Peppol BIS Order Only 3.1
- Peppol BIS Ordering 3.1
- Peppol BIS Catalogue only 3.0
- Peppol BIS Catalogue without response 3.0
- Peppol BIS Despatch Advice 3.0
- Peppol BIS Punch Out 3.0
- Peppol BIS Order Agreement 3.0
- Peppol BIS Message Level Response 3.0
- Peppol BIS Invoice Response 3.0

5 OpenPeppol Accreditation

Once in production, your company name will be added to the list of Certified Access Points www.peppol.eu and you can contact OpenPeppol to receive an "OpenPeppol Certified Access Point" logo, for use on your website and in your marketing materials.