

# Peppol

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

Version 2.1

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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 [membership@peppol.eu](mailto:membership@peppol.eu) and await an approval email).
2. Request the Peppol Service Provider Agreement from your Peppol Authority. You will have to sign the Peppol Service Provider Agreement with the Peppol Authority in the jurisdiction which corresponds to the country where you are legally based and the service domain's (SD) you will be active in. If there is no Peppol Authority in your country, you will need to sign the Peppol Service Provider Agreement with OpenPeppol as the Peppol Authority and re-contract at a later date when an Peppol Authority is established nationally. You can find the contact details your Peppol Authority here: [List of Peppol Authorities](#)
3. Scan the signed Peppol Service Provider Agreement 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: <https://peppol.org/documentation/technical-documentation/post-award-documentation/>

6. Ensure that you read and understand the Peppol 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 (Addressing + Capability Lookup) specification in order to understand how the dynamic discovery process works and the roles of the SMP and SML at:  
<https://peppol.org/documentation/technical-documentation/edelivery-documentation/>
7. Implement your Access Point. You can use open or closed source Peppol-ready AS4 implementation software or purchase a hosted Access Point software solution – links available on our website at:  
<https://peppol.org/tools-support/links-to-software/>  
Alternatively, you may decide to build your own Peppol AS4 compliant implementation.
8. Execute the onboarding test through the OpenPeppol testbed. Make sure you follow the test documentation very closely and note that AS4 testing is mandatory for all Peppol Service Providers. The documentation for testing is provided here:  
[https://peppol.org/wp-content/uploads/2023/06/Peppol\\_TestbedAndOnboarding\\_v1.4.pdf](https://peppol.org/wp-content/uploads/2023/06/Peppol_TestbedAndOnboarding_v1.4.pdf)
9. Upon submission and approval of your test report through the Peppol Service Desk, you can request your Production PKI certificate at:  
<https://OpenPeppol.atlassian.net/servicedesk/customer/portal/1>  
With every request for a Peppol PKI certificate (test, production or renewal of either) you MUST attach two documents: 1: A copy of your signed Peppol Member Form and, 2: a copy of your business registration document from the country your company is registered in.
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 Post-Award Procurement Service 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: [membership@peppol.eu](mailto:membership@peppol.eu)

OpenPeppol will review the form for completeness. You will then receive a notification from OpenPeppol to confirm receipt, which will be followed by a notification of membership approval. Once approved, your organization will be included in the online list of OpenPeppol members located here:

<https://peppol.org/members/full-members-list/>

We strongly recommend engaging with the Stakeholder and Service Domain 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 Service Providers join the eDelivery Domain Community.

## 3 Peppol Service Provider agreements (SPA)

An OpenPeppol Service Provider (SP) must sign the Peppol Service Provider Agreement (SPA) with a Peppol Authority in its country. The Peppol Authority will provide you with the Peppol SPA template for you to complete, sign and return. See here the [List of Peppol Authorities](#).

## 4 Peppol Technical Specifications

To implement and operate as a Certified Peppol Service Provider, you must, at all times, comply with the mandatory Peppol BIS specifications, published here:

<https://peppol.org/documentation/technical-documentation/post-award-documentation/>

As a sending Peppol Service 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 Service Providers to have a good understanding of the Peppol Network, how it is structured, how it is governed, the role of a Certified Peppol Service Provider, and the relationship with the respective Peppol Authority.

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

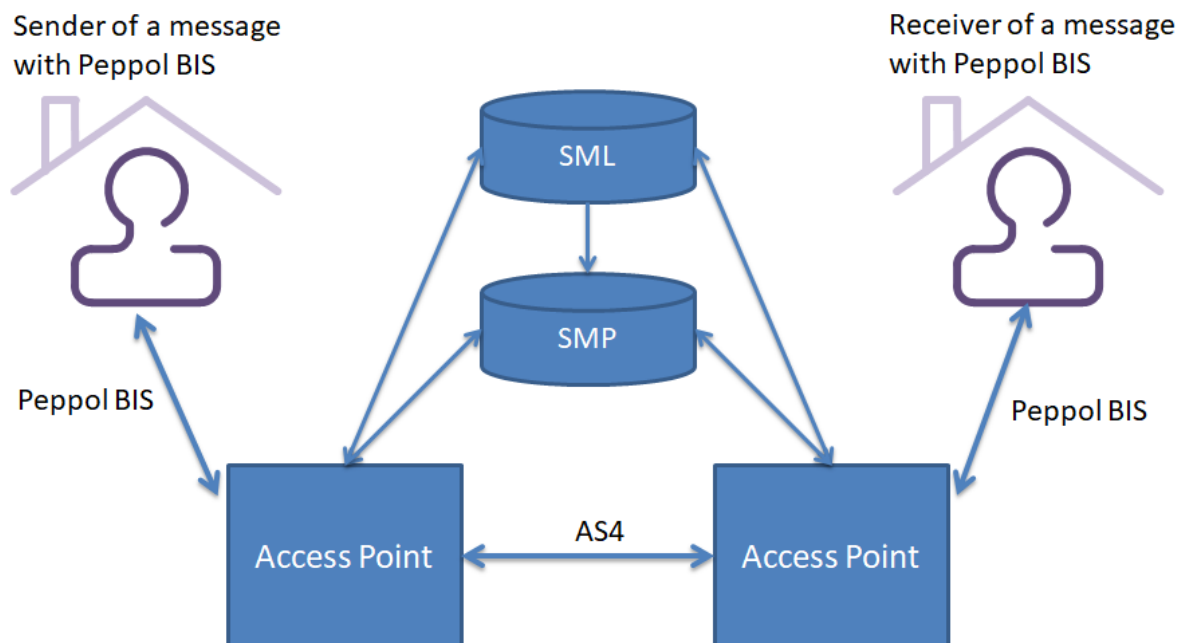
The technical specifications and other network resources are available at

<https://peppol.org/documentation/technical-documentation/edelivery-documentation/>

**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 Service 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: 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 technical communication protocols, Peppol Service Providers are required to support one or more of the Peppol Business Interoperability Specifications (BIS) in order to provide Peppol-compliant document exchange services to prospective buyers and suppliers.

Peppol Business Interoperability Specification (BIS) v3 is the current mandatory BIS version all receivers must support as a minimum when registering for a specific business process. That means for example if the intention is to support the Billing 3.0 (Invoice and Credit Note) the Service Provider must as a minimum support the latest Peppol BIS Billing version on behalf of their customers.

You can then implement one or more Peppol BIS in your IT system, following a modular approach, based on your needs and requirements.

The latest versions of the Peppol BIS for Post-Award can be found here:

<https://peppol.org/documentation/technical-documentation/post-award-documentation/>

## 5 OpenPeppol Accreditation

Once in production, your company name will be added to the list of Certified Peppol Service Providers at [www.peppol.org](http://www.peppol.org) and you can contact OpenPeppol to receive an “OpenPeppol Certified Access Point” logo, for use on your website and in your marketing materials.