

PEPPOL-READY SOLUTION PROVIDER CRITERIA

Peppol-ready solutions are solutions (such as accounting, ERP and SCM) which are connected to the Peppol network where business users can send and receive e-invoices through the Peppol network. The solution providers can build such capabilities natively (i.e. by becoming an AP) or with an intermediary (i.e. through a third-party AP).

MANDATORY CRITERIA

1. Your solution¹ must be able to register the business user on the Singapore Service Metadata Publisher (SMP) through an IMDA certified Access Point. Once registered, the Peppol ID will be listed in the Singapore Peppol Directory (<https://www.peppoldirectory.sg>).

Please take note that user's explicit consent must be obtained before user can be registered on the Peppol network.

The standard registration procedure of a business user must be completed within **3 working days** from time of user request until the time the entry is created in the SMP.

2. Your solution must be able to send e-invoices (and other authorised documents) on the Peppol network through an IMDA certified Access Point.
 - Please ensure that you are able to demonstrate the sending of e-invoice via your solution with a valid test account.
 - There should be no human intervention during invoice data transmission from your solution to the Access Point.
3. Your solution must be able to receive e-invoices (and other authorised documents) from the Peppol network through an IMDA certified Access Point and display the invoice correctly.
 - Please ensure that you are able to demonstrate the receiving of e-invoice via your solution with a valid test account.
 - There should be no human intervention during invoice data transmission from the Access Point to your solution.
4. Your solution must be able to capture and maintain the Peppol IDs of your users' business partners (i.e. customer and /or supplier).

Please send the screenshot accompanied with description for each of the above criteria BEFORE the scheduled demo session to facilitate the approval process.

¹ Solution may include third party plugin which provides seamless user experience without manual handling of data (e.g. file import or export) outside the solution.
Peppol-ready Solution Onboarding Guide V1.6
Updated Jun 2021

PREFERRED CRITERIA

1. Your solution is able to lookup the users' customer or supplier and check whether they are on Peppol network.
2. Your solution allows a simplified user process such that the decision making process of sending invoices to both Peppol and non Peppol-recipients is seamless (for example – when the user sends an invoice normally, the system will decide whether to send via email or Peppol network based on whether the recipient is on the e-invoicing network).

PEPPOL-READY ACCREDITATION PROCESS

Starting from 1 Apr 2021, all newly accredited Peppol-ready solution providers will have a 12-month validity on their Peppol-ready status. All Peppol-ready solution providers are expected to monitor the expiry date of your Peppol-ready solution and reach out to IMDA to renew the Peppol-ready status no later than 20 working days before the expiry date.

Step 1: Applicants are required to check their capabilities to ensure that they meet all the mandatory criteria defined under “Mandatory Criteria” of this guide.

Step 2: Please write to einvoice@imda.gov.sg to arrange for a session to demonstrate that your solution meets the mandatory criteria. Please send across the screenshot of your solution for each of the criteria **BEFORE** the scheduled demo session.

Instructions for criteria (2) and (3)

For the screenshot of criteria (2) and (3), please follow the below instructions.

- To demonstrate that your solution can send e-invoices on the Peppol network, please send an e-invoice to IMDA test account (Peppol ID **0195:SGTSTIMDADEMO01**) and inform us via email after you have done so. Do note that the Peppol ID for testing is subject to change and this testing must be done before the demo session.
- In the Invoice number field, please indicate your company name with the naming convention “**TEST-[Company Name]-IMDA**”.
- Please provide your test account with Peppol ID for receiving e-invoice in the email. IMDA will send you a test invoice to your test account. Please capture the screenshot after you have received the e-invoice.

Steps 3: After the demo session and upon receiving additional artefacts requested at the demo session (if any), IMDA will send you an acceptance email to inform you that your solution has been accepted as Peppol-ready solution for the validity of 12 months.

PEPPOL-READY ACCREDITATION RENEWAL PROCESS

Step 1: Solution providers are required to check their capabilities to ensure that they still meet all the mandatory criteria for Peppol-ready solution provider.

Step 2:

- To demonstrate that your solution can send and receive e-invoices on the Peppol network, all solution providers renewing their Peppol-ready status will need to do testing of send/receive e-invoices with IMDA.
- Please send an e-invoice to IMDA test account (Peppol ID **0195:SGTSTIMDADEMO02**) and inform us via email after you have done so, using the email title **“Peppol-ready Renewal Test E-Invoice-[Company Name]”**. **Please note that this email should reach IMDA no later than 20 working days before your Peppol-ready status expiry date.**
- In the Invoice number field, please indicate your company name with the naming convention **“Renewal-[Company Name]-IMDA”**.
- In the same email, please provide your test account with Peppol ID for receiving e-invoice from IMDA.
- After the test is complete, please provide screenshots of mandatory criteria 1 and 4, together with screenshots from the sending/receiving of test e-invoices with IMDA in a single PDF and send it to einvoice@imda.gov.sg, using the email title **“Peppol-ready Renewal-[Company Name]”**.

Step 3: After reviewing the screenshots and upon receiving additional artefacts requested (if any), IMDA will send you an acceptance email to inform you that your solution has successfully completed the Peppol-ready renewal accreditation with the new validity date.

MAINTAIN YOUR PEPPOL-READY STATUS

Please ensure that your solution is Peppol-ready at all times as IMDA may from time to time request for review of your Peppol-ready status.

Please write to einvoice@imda.gov.sg to express your interest.