PEPPOL-READY SOLUTION PROVIDER ACCREDITATION SCHEME

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INTRODUCTION

This guide is intended to provide an overview of the Peppol-Ready Solution Provider Accreditation process and criteria for parties interested to become an IMDA-accredited Peppol-Ready Solution Provider (PRSP) in Singapore. Peppol-Ready solutions are solutions (such as accounting, ERP and SCM) which are connected to the InvoiceNow network where business users can send and receive invoices through the 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).

The PRSP accreditation is valid for 12 months from the date of confirmation of the accreditation. All PRSPs must monitor your PRSP accreditation expiration date and reach out to IMDA to start the renewal process at least 1 month before the expiration date.

PEPPOL-READY SOLUTION PROVIDER CRITERIA

The tables below describe the criteria to become an IMDA-accredited PRSP. Please note that preferred criteria are not mandatory in the assessment to become an IMDA-accredited PRSP, but we encourage you to have your solution ready for them.

S/N	Mandatory Criteria	Description
1.	Your solution must be able to register the	First-time application
	business user on the Singapore Service	PRSP is required to do a live product
	Metadata Publisher (SMP) through an	demonstration of the solution's
	IMDA certified Access Point. Once	InvoiceNow registration process of
	registered, the Peppol ID will be listed in	your customer.
	the Singapore Peppol Directory.	
	https://www.peppoldirectory.sg	Renewal of application
		PRSP is expected to provide
	Please take note that user's explicit	screenshots of your solution's
	consent must be obtained before user	InvoiceNow registration process of
	can be registered on the InvoiceNow	your customer.
	network.	

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.

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4. Your solution must be able to capture and First-time application		during invoice data transmission from the	
.		Access Point to your solution.	
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		maintain the Peppol IDs of your users'	PRSP is required to do a live product
business partners (i.e. their customers demonstration of the solution's ability		business partners (i.e. their customers	demonstration of the solution's ability
and /or supplier).		and /or supplier).	

S/N	Mandatory Criteria	Description
		to capture and maintain the Peppol
		IDs of your users' business partners.
		Renewal of application
		PRSP is expected to provide
		screenshots of your solution's ability
		to capture and maintain the Peppol
		IDs of your users' business partners.
5.	Receiving of Order	First-time application
	Your solution should be able to receive	PRSP will do a live product
	order on the InvoiceNow network through	demonstration showing your
	an IMDA-accredited Access Point.	solution's order receiving process.
	Please ensure that you can demonstrate	Renewal of application
	the receiving of order via your solution	PRSP will provide screenshots of
	with a valid test account.	your solution's order receiving
		process.
	There should be no human intervention	
	during order data transmission from	
	Access Point to your solution.	
6.	Converting of Order to Invoice	First-time application
	Your solution should be able to convert	PRSP will do a live product
	an incoming order from the InvoiceNow	demonstration showing your
	network into an invoice (that is able to	solution's
	retain all the information of the order)	order to invoice conversion process.
	through an IMDA accredited Access	
	Point.	Renewal of application
		PRSP will provide screenshots of
	Please ensure that you are able to	your
	demonstrate the conversion of order into	solution's order receiving and invoice
	an invoice via your solution with a valid	conversion process
	test account.	
7.	Sending of Invoice Response	First-time application
	Your solution should be able to send	PRSP will do a live product
	invoice response on the InvoiceNow	demonstration showing your

S/N	Mandatory Criteria	Description	
	network through an IMDA-accredited	solution's invoice response creation	
	Access Point.	and sending process.	
	Please ensure that you can demonstrate	Renewal of application	
	the sending of invoice response via your	PRSP will provide screenshots of	
	solution with a valid test account.	your solution's invoice response	
		creation	
	There should be no human intervention	and sending process.	
	during invoice response data		
	transmission from your solution to the		
	Access Point.		
8.	Receiving of Invoice Response	First-time application	
	Your solution should be able to receive	PRSP will do a live product	
	invoice response on the InvoiceNow	demonstration showing your	
	network through an IMDA-accredited	solution's invoice response receiving	
	Access Point.	process.	
	Diagram and that you are demonstrate	Denougl of application	
	Please ensure that you can demonstrate	Renewal of application	
	the receiving of invoice response via your	PRSP will provide screenshots of	
	solution and process them to display the correct invoice status with a valid test	your solution's invoice response	
		receiving process.	
	account.		
	There should be no human intervention		
	during invoice response data		
	transmission from the Access Point to		
	your solution.		
9.	Receiving of Order	First-time application	
	Your solution should be able to receive	PRSP will do a live product	
	order on the InvoiceNow network through	demonstration showing your	
	an IMDA-accredited Access Point.	solution's order receiving process.	
	Diagon amount that you are domesticate	Denougl of application	
	Please ensure that you can demonstrate	Renewal of application	
	the receiving of order via your solution		

S/N	Mandatory Criteria	Description
	with a valid test account.	PRSP will provide screenshots of
		your solution's order receiving
	There should be no human intervention	process.
	during order data transmission from	
	Access Point to your solution.	

S/N	Preferred Criteria	Description	
1.	Your solution should be able to lookup the	First-time application	
	users' customers and/or suppliers and	PRSP will do a live product	
	check whether they are on InvoiceNow	demonstration of the solution's	
	network.	functionality to lookup the users'	
		customers and/or suppliers and check	
		whether they are on network.	
		Renewal of application	
		PRSP will provide screenshots of your	
		solution's functionality to lookup the	
		users' customers and/or suppliers and	
		check whether they are on network.	
2.	When the user is sending an invoice, your	First-time application	
	solution should be able to determine if the	PRSP will do a live product	
	recipient of the invoice is on the	demonstration showing this process.	
	InvoiceNow network and provide the		
	option to the user to send the invoice via	Renewal of application	
	InvoiceNow or other method(s).	PRSP will provide screenshots	
		showing this process.	
3.	Sending of Credit Note	First-time application	
	Your solution should be able to send	PRSP will do a live product	
	credit note on the InvoiceNow network	demonstration showing your solution's	
	through an IMDA-accredited Access	credit note creation and sending	
	Point.	process.	
		Renewal of application	

S/N	Preferred Criteria	Description	
	Please ensure that you can demonstrate	PRSP will provide screenshots of your	
	the sending of credit note via your	solution's credit note creation	
	solution with a valid test account.	and sending process.	
	There should be no human intervention		
	during credit note data transmission from		
	your solution to the Access Point.		
4.	Receiving of Credit Note	First-time application	
	Your solution should be able to receive	PRSP will do a live product	
	credit note from the InvoiceNow network	demonstration showing your solution's	
	through an IMDA-accredited Access Point	credit note receiving process.	
	and display the credit note correctly.		
		Renewal of application	
	Please ensure that you are able to	PRSP will provide screenshots of your	
	demonstrate the receiving of credit note	solution's credit note receiving	
	via your solution with a valid test account.	process.	
	There should be no human intervention		
	during credit note data transmission from		
	the Access Point to your solution.		

PEPPOL-READY SOLUTION PROVIDER ACCREDITATION PROCESS

The table below describes the Peppol-Ready Solution Provider Accreditation Process for first-time applicants.

S/N	Step	Description	Role
1.	Register interest and	a) Please register interest by writing	• PRSP
	submit FormSG	to einvoice@imda.gov.sg.	• IMDA
		b) Upon receiving the email, IMDA	
		will provide a FormSG link for	
		PRSP to complete.	
2.	Complete product demo	After reviewing the FormSG	• PRSP
		submission, IMDA will schedule a	• IMDA
		live product demo with the PRSP.	
		In this live demo, the PRSP will be	
		required to demonstrate the	
		mandatory criteria. They can also	
		choose to demonstrate any of the	
		preferred criteria.	
3.	Obtain confirmation of	After the above activities have been	• IMDA
	PRSP accreditation	successfully completed, IMDA will	
		send an email on the confirmation of	
		PRSP accreditation.	
		The PRSP will be added to the	
		following communication channels:	
		- PRSP MS Teams channel	
		"SG Peppol-Ready Solution	
		Provider"	
		- PRSP email distribution list	
		The PRSP's company information	
		provided through FormSG will also	
		be listed on <u>IMDA website</u> .	

PEPPOL-READY SOLUTION PROVIDER ACCREDITATION RENEWAL PROCESS

The table below describes the Peppol-Ready Solution Provider Accreditation Process for renewal of applications.

S/N	Step	Description	Role
1.	Register interest and	a) Please register interest by writing to	• PRSP
	submit FormSG	einvoice@imda.gov.sg.	• IMDA
		b) Upon receiving the email, IMDA will	
		provide a FormSG link for PRSP to	
		complete.	
2.	Complete invoice testing	a) IMDA will send a test invoice to	• PRSP
		PRSP.	• IMDA
		b) After PRSP confirms the receipt of	
		IMDA's test invoice, PRSP is to send	
		a test invoice to IMDA's demo	
		account (PRSP will be informed of	
		IMDA's demo account Peppol ID). In	
		the invoice description field, please	
		indicate "Renew-[Company name]-	
		IMDA".	
3.	Submit solution's	PRSP is to submit their solution's	• PRSP
	screenshots	screenshots for the criteria listed under	
		Peppol-Ready Solution Provider Criteria	
		to einvoice@imda.gov.sg.	
		PRSP is to minimally submit the	
		solution's screenshots for the mandatory	
		criteria.	
4.	Complete product demo	PRSP shall complete a live product	• PRSP
		demonstration of the relevant criteria.	• IMDA
	(on a case-by-case basis)		
5.	Obtain confirmation of	After the above activities have been	• IMDA
	PRSP accreditation	successfully completed, IMDA will send	
		an email on the confirmation of PRSP	
		accreditation.	

S/N	Step	Description	Role
		The following will be updated if there are	
		changes:	
		- PRSP MS Teams channel "SG	
		Peppol-Ready Solution Provider"	
		- PRSP email distribution list	
		- Updates to company information	
		on IMDA's website	
6.	Renew PRSP	The PRSP accreditation status is valid	• PRSP
	accreditation	for 12 months from the date of	
		confirmation of the accreditation. PRSP	
		shall write to einvoice@imda.gov.sg to	
		apply for renewal of the PRSP	
		accreditation at least 1 month before the	
		expiration date.	
		·	
		Please note that if you complete the	
		accreditation renewal within 3 months	
		before your PRSP accreditation	
		expiration date, the new expiration date	
		will be one year from the existing	
		expiration date.	
		onpiration date:	
		Please see table below for an example.	
		. The second sec	
		Current Date PRSP New PRSP	
		PRSP accreditation accreditation	
		accreditation renewal is expiration	
		expiration completed date	
		date	
		1 Nov 2022 2 Aug 2022 1 Nov 2023	

Version control

S/N	Version	Change description	Updated by	Date
1	V1.0	Initial creation – adapted from PRSP criteria	Ging Ng	23 Sep 2022
2	V1.1	Added order receive and conversion to invoice	Ging Ng	4 Nov 2022
3	V1.2	Removed credit note from the mandatory criteria	Shervonne Chan	2 Mar 2023
4	V1.3	Added the mandatory date for PO and IR.	Shervonne Chan	11 May 2023
5.	V1.4	Shifted PO and IR from preferred to mandatory criteria	Shervonne Chan	09 Apr 2024