PEPPOL-READY SOLUTION PROVIDER ACCREDITATION SCHEME

Version: V1.4
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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[1] 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 InvoiceNow network.	First-time application PRSP is required to do a live product demonstration of the solution's InvoiceNow registration process of your customer. Renewal of application PRSP is expected to provide screenshots of your solution's InvoiceNow registration process of your customer.

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[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.

S/N	Mandatory Criteria	Description
	The registration of a business user must be completed within **3 working days** from the time of the user's request to the time when the user is successfully registered on the SMP.	
2.	**<u>Sending of Invoice</u>** Your solution must be able to send invoice on the InvoiceNow network through an IMDA-accredited Access Point. Please ensure that you can demonstrate the sending of 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.	<u>First-time application</u> PRSP is required to do a live product demonstration of the solution's invoice creation and sending process. This includes sending a live test invoice to IMDA's demo account. <u>Renewal of application</u> PRSP is expected to provide screenshots of your solution's invoice creation and sending process.
3.	**<u>Receiving of Invoice</u>** Your solution must be able to receive invoice from the InvoiceNow network through an IMDA-accredited Access Point and display the invoice correctly. Please ensure that you can demonstrate the receiving of 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.	<u>First-time application</u> PRSP is required to do a live product demonstration of the solution's invoice receiving process. This includes receiving a live test invoice from IMDA's demo account. <u>Renewal of application</u> PRSP is expected to provide screenshots of your solution's invoice receiving process.
4.	Your solution must be able to capture and maintain the Peppol IDs of your users' business partners (i.e. their customers and /or supplier).	<u>First-time application</u> PRSP is required to do a live product demonstration of the solution's ability

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

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

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

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

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

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 submit FormSG	a) Please register interest by writing to einvoice@imda.gov.sg. b) Upon receiving the email, IMDA will provide a FormSG link for PRSP to complete.	• PRSP • IMDA
2.	Complete product demo	After reviewing the FormSG submission, IMDA will schedule a 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.	• PRSP • IMDA
3.	Obtain confirmation of PRSP accreditation	After the above activities have been 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 IMDA website.	• IMDA

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 submit FormSG	a) Please register interest by writing to einvoice@imda.gov.sg. b) Upon receiving the email, IMDA will provide a FormSG link for PRSP to complete.	• PRSP • IMDA
2.	Complete invoice testing	a) IMDA will send a test invoice to PRSP. 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**".	• PRSP • IMDA
3.	Submit solution's screenshots	PRSP is to submit their solution's 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.	• PRSP
4.	Complete product demo *(on a case-by-case basis)*	PRSP shall complete a live product demonstration of the relevant criteria.	• PRSP • IMDA
5.	Obtain confirmation of PRSP accreditation	After the above activities have been successfully completed, IMDA will send an email on the confirmation of PRSP accreditation.	• IMDA

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 accreditation	The PRSP accreditation status is valid 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. Please see table below for an example. <table><tr><td>Current PRSP accreditation expiration date</td><td>Date PRSP accreditation renewal is completed</td><td>New PRSP accreditation expiration date</td></tr><tr><td>1 Nov 2022</td><td>2 Aug 2022</td><td>1 Nov 2023</td></tr></table>	• PRSP

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