Belgian PEPPOL Authority (PA) Guideline - PEPPOL Access Point Provider Accreditation Procedure

This document lays out the steps to take to get a PEPPOL Access Point accreditation from the Belgian PEPPOL Authority (PA).

The latest version of it can be found on http://www.peppol.eu/adoption/adoption/belgium

Preamble:

Document "HowToBeAnAccessPointProvider-final-1" (included in this bundle) provides an overview of all aspects involved with the decision of becoming an Access Point (AP). It also lays out the full process (strategic, commercial, technical, administrative, technical), from a global point of view (common to all applications of the PEPPOL interoperability framework).

The following information complements this high-level description with practical information that is specific for Belgium. Notice however that, even though the description is specific to Belgium, most of the content is actually similar to the PEPPOL standards – in other words, for the time being, there is not much local specificities in the translation of PEPPOL standards to the Belgian context.

Here are the 3 high-level steps involved with the Belgian AP Provider Accreditation Procedure:
1/ if you have not yet done this, enroll with open PEPPOL AISBL (and pay the fee)
2/ sign Transport Infrastructure Agreement (TIA) with Belgian PEPPOL Authority (PA)
3/ setup AP - develop and validate Access Point

Once step 3 is over, the new AP (1°) will be automatically listed in the PEPPOL list of access point providers (http://www.peppol.eu/adoption/access-point-providers - AP Location = "Belgium"), and (2°) will be authorised to use the Certified PEPPOL Access Point Logo wherever relevant, and so doing, feed the marketing process. Link: http://www.peppol.eu/news/CertifiedPEPPOLAccessPointLogo

1/ enroll:

visit http://www.PEPPOL.eu/about_PEPPOL/copy_of_how-to-join/membership for details. Practically, you need to send a request to the email address mentioned, they will return the registration form to fill in, then you return it to them, you pay the right fee and that's it.

2/TIA:

The folder "PEPPOL_AP_Provider_Agreement_BE" included in this bundle, contains the full set of contractual documents, binding an APP provider with the Belgian PA. The candidate has to fill in and sign the agreement, annex 1 and annex 5, and provide the complete set back to the Belgian PA (all annexes included). The Belgian PA will sign the Agreement and return it to the candidate. The candidate has to

provide a copy of the identity card of the person signing on behalf of the company. If this person who signs is not registered as function-owner in the Crossroad Bank of Enterprises, then the candidate must also provide the evidence that this person has the mandate to act on behalf of the company.

3/ Setup AP

a) Setting up the AP requires preliminary analysis to define which software will be used and start developing the AP. There is information available to guide the candidate, mostly on the internet. The Belgian PA can be contacted for specific questions or to share specific information.

b) Once development is sufficiently advanced, conformance testing can take place. For this the AP candidate needs a certificate that gives access to the PEPPOL test infrastructure (driven by the SMK). Once tracks 1 and 2 above are done, the candidate gets access to a self-service website to upload his Certificate Signing Request (CSR) and download the corresponding PEPPOL test certificate. Document "How to enroll for OpenPEPPOL Certificates", included in the current bundle, provides additional guidelines to use this certificates generation facility.

c) The online tests currently take place with ELMA, the tools offered by the Norwegian PA (DIFI). here is the link to the detailed info about these tests: https://vefa.difi.no/peppol/knowledge-base/acceptance-test/. Notice that the tests are not supposed to be early tests (for this you need to perform your tests locally). Instead, these tests are meant to validate conformance of the AP technical implementation. the ELMA infrastructure is not designed to cope with early testing. AP candidates using the ELMA facilities to debug their implementation risk to get their test certificate suspended.

d) Once these tests are over, we strongly advise to also perform end-to-end tests with existing PEPPOL recipients in Belgium. Several public services, regional and federal, are available on PEPPOL (both in the test environment and the production environment) so such end-to-end tests are feasible. They only require a bit of planning and synching. Belgian AP candidate can be configured to access the web interface of our Mercurius platform[1] in such way that they can track and trace the invoices sent by all their customers to all the Belgian public sector. This instrument dramatically reduces the burden of the setup of e-invoicing between correspondents, for both the correspondents and their service providers, and their associated costs. The further practical organization of the end-to-end tests fall outside of the scope of the present procedure.

e) Once the conformance testing is over, the AP gets access to the PEPPOL production infrastructure (driven by the SML). Similar to the test step mentioned above, the AP will receive an access to a self-service website (+guidelines) to upload your CSR and receive the production certificate.

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[1] Mercurius is the unique reception point for all e-invoices to the public sector. Its web interface address is: https://digital.belgium.be/e-invoicing