Department of Health

NHS

GS1 and PEPPOL Adoption

Registration of PEPPOL capability

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Introduction

This document provides guidance to NHS trusts, suppliers and their Pan-European Public Procurement On-Line (PEPPOL) Access Point providers for the registration of their PEPPOL capabilities on the Department of Health Service Metadata Publisher (DH SMP) registry of the.

It is expected that PEPPOL Access Point providers take action to ensure registration of their NHS customers on the DH SMP as soon as they are ready to exchange purchase orders and invoices based on the PEPPOL standard. NHS trusts should require their PEPPOL Access Point providers to confirm registration on the DH SMP for compliance purposes. Suppliers to NHS Trusts should also be registered on the DH SMP unless already registered on another SMP.

PEPPOL adoption

The NHS eProcurement strategy requires the adoption of GS1 and PEPPOL standards by NHS providers and their suppliers, throughout their internal and external supply chains.

PEPPOL adoption is mandatory for NHS trusts through the NHS Standard Contract and will be mandatory for suppliers through the NHS Standard Terms and Conditions of Contract for the Supply of Goods and Services, due to be published in September 2016. The PEPPOL standards must be used for electronic purchase order and invoice messages (optional for despatch advice notes), and are required to be exchanged through PEPPOL Access Points. NHS trusts and suppliers should select their PEPPOL Access Point provider to be connected to all organisations in the PEPPOL network and to exchange these business messages.

PEPPOL was initiated in 2008 with the aim of simplifying electronic procurement across European borders by developing technology standards that could be implemented in existing IT systems in a way that is technology neutral.

The use of a standards-based network and messages ensures interoperability between PEPPOL Access Points, removing the need for bilateral agreements and charges between technology providers. The process will reduce complexity and cost for the recipients/end users and for the suppliers. Several governments in Europe have already adopted PEPPOL as the standard for eProcurement.

DH is the Authority responsible for the governance of PEPPOL for English NHS Trusts. The Crown Commercial Service (CCS) will establish a Framework Agreement for PEPPOL Access Point providers to commence in October 2016. All NHS trusts and the wider UK public sector will have access to the Framework Agreement.

While NHS trusts and suppliers also need to comply with GS1 standards, in the event that GS1 identifiers (Global Location Numbers (GLNs) and Global Trade Identification Numbers (GTINs)) are not yet available, PEPPOL implementations should proceed in their absence, in line with relevant Supplier Compliance Timelines published by DH. Category-specific timeline documents are published on the DH eXchange online portal. Access to the portal is by invitation and requires registration. To request access, send an email to eprocurement@dh.gsi.gov.uk

Registering on the DH SMP

NHS trusts and suppliers must ensure that their PEPPOL capabilities (see below) are published on the DH SMP in order to be discovered on the PEPPOL network and to exchange electronic documents, such as purchase orders and invoices.

By having your organisation and its PEPPOL capability registered on the DH SMP, you agree to receive electronic documents compliant with PEPPOL specifications. The purpose of an SMP is to allow PEPPOL Access Point provider systems to dynamically determine messaging capability and to communicate with each other within the PEPPOL network.

DH offers a free SMP service for all NHS trusts and their suppliers. Your PEPPOL Access Point provider will have to provide DH with the information needed to register your organisation. Through this service, DH maintains SMP registration of PEPPOL Access Point services and their associated recipients/end-users.

Registration on the DH SMP is **mandatory** for NHS trusts and recommended for suppliers. PEPPOL Access Point providers must inform their NHS customers about the SMP requirements - once an NHS trust is ready to receive PEPPOL standard based invoices or a supplier is ready to receive PEPPOL based orders - and provide the required information to DH, as described below.

Sign up process

1. Complete the form included in Annex 1
2. Request registration of your organisation to DH by sending the completed form to: smp@peppol-authority.co.uk
3. DH will register your organisation within 3 working days from receipt
4. The contact person included in the form will be notified once the process is complete

Contacts

Email: smp@peppol-authority.co.uk

Definitions

PEPPOL Access Point:
An Access Point refers to a software service operated by a service provider that enables message exchange compliant to the PEPPOL specifications and can therefore send or receive conformant messages such as Invoices and Purchase Orders.

PEPPOL:

Pan-European Public Procurement Online refers to a set of specifications and governance model that focuses on the critical eProcurement components to solve interoperability issues in Europe. In some cases it may also refer to the OpenPEPPOL association (http://peppol.eu/).

SMP:

A Service Metadata Publisher is a federated registry that supplies information to an Access Point system about the PEPPOL capabilities of participants, such as NHS trusts or suppliers, acting as receivers for specific messages.

Useful links

NHS eProcurement strategy

GS1 and PEPPOL standards in healthcare

Annex 1 – DH SMP form

Please provide the following details in order to register your organisation on Department of Health Service Metadata Publisher (DH SMP) registry and return it to: smp@peppol-authority.co.uk

NHS trusts and suppliers who have not yet allocated a GS1 location identifier (GLN) to their organisation can use other identifiers, such as VAT number, or DUNS.

PEPPOL Access Point provider – details

Organisation name:
Contact person:
Name:
Email:
Phone:

NHS Trust / Supplier - details

Organisation name:
Organisation ID:
PEPPOL (BIS) documents supported:

Annex 2 – Guidance for PEPPOL Access Point providers

The PEPPOL SML/SMP is a distributed registry of all receivers in the PEPPOL network. Some PEPPOL Access Point providers host their own SMP. The SML (Service Metadata Locator) is a central service hosted by the European Commission (DIGIT).

There is only one SML in the network but several SMPs (such as ELMA in Norway or DH SMP). Each SMP informs the SML of the identifiers it stores information on. Requests are first sent to the SML and are then redirected to the appropriate SMP.

It is important that your systems regularly refresh the information pertaining to the PEPPOL Participant Identifiers (ID) that you send to. The PEPPOL AS2 Specification[1] recommends that this is done at least every 24 hours. You should not assume that this information is static and must implement an automated lookup to do this.

Change Requests: it is also important that the SMP is updated as soon as information changes to ensure that the sending PEPPOL Access Point systems can download this information and continue without interruption of service. If a new Participant ID is to be used, the entry with the old ID will be deleted and a new one will be created.

[1] https://joinup.ec.europa.eu/svn/peppol/TransportInfrastructure/ICT-Transport-AS2_Service_Specification-2014-01-15.pdf