AP / SMP On-boarding by a PEPPOL Authority

OpenPEPPOL
Process Overview

On-boarding AP / SMP Process

Process area:

- On-boarding of new service providers – AP / SMP

Sub Processes (Please refer to sub process description for details)

- Membership approval
- TIA signing
- Renewal of certificates (Production certificate expires after two years)
  - ➤ Overall process the same as for obtaining a new certificate apart from signing the overall agreement

Main Goal

- To ensure correct and timely issuance of test and production certificates

Trigger

- New member application to become AP or SMP approved by MC

Outcome

- New AP / SMP Service Provider receives a Test certificate
- New AP / SMP Service Provider receives a Production certificate

Documentation and Reporting (key documents)

- TIA – Annex 1
- AP / SMP Agreement
- Test template AP / SMP
- Test report from AP / SMP
- Copy of company registration form

How to become an AP - At a glance

There are two main activities in connecting to the PEPPOL eDelivery network:

1. Connecting to the PEPPOL eDelivery network by establishing an Access Point

2. Ensure that you are able to send and receive electronic documents following the PEPPOL Business Interoperability Specifications (BIS)

The next step in the process is to familiarize your organisation with the guidance notes located at: http://www.peppol.eu/peppol_elements/-transport-infrastructure/peppol-access-points and then the following steps apply:

1. Sign the PEPPOL Transport Infrastructure Agreement (PEPPOL TIA) with the PEPPOL Authority of your choice.

2. Fill out and sign Annex 1 of the PEPPOL TIA. Scan the Agreement and all Annexes into one single pdf document and send it to localpa@localpa.xx along with a scanned copy of your company registration document, requesting a certificate.

3.   As a result, you will receive a test certificate along with further information from the Certification Authority.

4. Establish your Access Point capability (http://www.peppol.eu/peppol_elements/-transport-infrastructure/peppol-access-points/how-to-establish-an-access-point)

5. Execute the testing process and send the documentation of a successful test to your PEPPOL Authority to obtain a Production certificate.

6. Download the certificate and enter into production mode.

In order to ensure your capability to send and receive electronic documents following the PEPPOL Business Interoperability Specifications (BIS) please familiarize yourself with the OpenPEPPOL BIS at our website.

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AP / SMP On-boarding Collaboration Model

Open PEPPOL MC (PEPPOL Coordinating Authority)

PEPPOL Authority / Process Owner / Approver

On-boarding process

Process Coordinator

Test and Receiver of process | Test and Production certificate issuing | Business as Usual

Local PA support

New AP / SMP

Test Authority (DIFI)

PEPPOL Certification Authority (DIGST)

OO (Admin Support)

Roles and Responsibilities

PEPPOL Coordinating Authority/ OPEN PEPPOL Managing Committee (strategic owner of the process)

- Approval of new AP / SMP membership

- Revision and maintenance of the TIA agreement

PEPPOL Authority (process owner)

- Revision and maintenance of TIA Annex 5

- Responsible for signing the TIA

- Storage of legal documentation (providing access of all TIA (AP/SMP) documentation to OpenPEPPOL AISBL upon request. Access information are to be sent by mail to Openpeppol@peppol.eu)

- Responsible for establishing support for AP / SMP during test and operations

Process Coordinator

- Detailed planning, coordination, execution and documentation of the process

- Responsible for structured gathering, consolidation, QA and archiving of information and documents

Local PA Support

- First and second line support for AP/SMP during test

New AP / SMP (Receiver of the process)

- Responsible for delivering the required documentation and signing the TIA (incl. company registration form)

- Responsible for performing the test of setup (internal test as well as final acceptance test) and delivering the Test Report

PEPPOL Certification Authority / DIGST (responsible for issuing certificates)

- Provision of PKI pilot and PKI production certificate (test and production certificate)

PEPPOL Test Facility / DIFI (test facility)

- Responsible for providing test facilities for final acceptance test

Guideline for AP / SMP On-boarding

Overall structure of the onboarding process to be in:

- Adherence to AISBL Statues and Internal Regulations in regard to on-boarding of new members

- Adherence to CC/LCM policies in regard to the TIA signing process

- Adherence to the overall Communications Policy and Guideline for e-mail Usage

Activity Overview - The Big Picture

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Application

1. Membership approval by MC

2. Sign TIA (Transport Infrastructure Agreements) with a PEPPOL Authority

3. Gather and Archive legal documentation

Step 1 is described in Membership Approval Guideline.

Step 2 is described in Guideline for TIA Signing and Issuing of Certificates

Testing

1. The PEPPOL Authority sends a request for the TEST certificate, along with the TIA Annex 1 and a copy of the company registration document to the PEPPOL Certification Authority (DIGST).

2. The PEPPOL Certification Authority prepares the test certificate and sends guidance to the Service Provider.

3. The Service Provider downloads Test certificate and executes test procedures.

4. The Service Provider sends documentation for test procedures to the PEPPOL Authority.

Certificate

1. The PEPPOL Authority sends the request for a Production certificate to the PEPPOL Certification Authority

2. The PEPPOL Certification Authority prepares the Production certificate and sends guidance to the Service Provider

3. The Service Provider downloads Production certificate and enters into production.

4. The AP/ SMP receives the OpenPEPPOL Certified Logo

5. The AP/SMP can request an OpenPEPPOL Certification letter

Step 4 is described in the TIA & Certification Issuing Guideline

Step 5 is described in the Certification Letter Guideline

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Templates and Support Documents

- TIA package from the local PEPPOL Authority

- How to set up an Access Point

- Test template provided by the test facility

- Enrollment for OpenPEPPOL certificates (guideline)

- OpenPEPPOL Statutes

- OpenPEPPOL Internal Regulations

- OpenPEPPOL Communication Policy

- OpenPEPPOL Guideline for e-mail Usage

Obligations and Documentation

- PEPPOL Authority defines and documents roles and responsibilities

- Local PA Coordinator responsible for customer service and guidance throughout the process

- Local PA Support responsible for providing technical support to AP/SMP

- PEPPOL Certification Authority responsible for revised and updated TIA – can be delegated to TICC

- PEPPOL Certification Authority responsible for issuing certificates and sending out reminders of expiry dates to Service Providers – can be delegated to the Operating Office

Access to ALL TIA (AP/SMP) documentation are to be provided to OpenPEPPOL AISBL upon request. Access information are to be sent by mail to Openpeppol@peppol.eu

Tools – Interim Use

Templates

- Document templates to be used when available

Document Sharing

- All documentation to be sent to Openpeppol@peppol.eu until OpenPEPPOL shared space is in place.

- Individual set-up of Google drive & Google docs is allowed in the interim

- Shared space on Alfresco can be made available on request

Meeting Facility

- No common tool available, WG owner or Leader to provide meeting space of own choice

Internal Chat

- Skype used for internal chat during interim

Publication of results

- Results and deliverables to be send to Openpeppol@peppol.eu for publication when approved.

Tools – future structure

Templates

- Document templates to be used when available – shared through Confluence

Document Sharing

- Confluence to be used for D2D sharing

Meeting facility

- Confluence and HipChat to be used for conferencing and meetings

Internal chat

- HipChat to be used for internal chat

Publication of Results

- Approval of deliveries and publications to be handled through Confluence
- When approved, results and deliverables are shared with the Operating Office through Confluence
- Publications are made publicly available by the OO – according to the OpenPEPPOL Communication Policy