

This document is intended as a template for communicating with new service providers setting up an access point. (Please remember to change e-mail addresses – as this is a template to be used by OpenPEPPOL when they are acting as a PEPPOL Authority.)

## How to connect to the PEPPOL eDelivery network as an AP

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)

Next step in the process of becoming an OpenPEPPOL Access Point, is to familiarize your organisation with the guidance notes located at: [http://www.peppol.eu/peppol\\_elements/-transport-infrastructure/peppol-access-points](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 OpenPEPPOL AISBL as PEPPOL Authority.
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 [openpeppol@peppol.eu](mailto:openpeppol@peppol.eu) along with scanned copy of your company registration document, requesting for 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](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 your 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 web.

Post award Specifications: <http://www.peppol.eu/ressource-library/technical-specifications/post-award>