



# Guideline for TIA signing and issuing of certificates

For all PEPPOL Authorities

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## Document Logistic

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This Document relates to: Subject area

## Revision History

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## Approvals

This document is approved by:

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## Table of Content

1. Application.....	3
2. Testing.....	3
3. Certificate .....	4



## 1. Application

- Membership approval (Please see membership approval process for details)
  - The new AP / SMP signs an OpenPEPPOL member form
  - The Service Provider sends signed Membership Registration form to OpenPEPPOL
  - MC approval of member
  - The member is informed on membership status – and billed for membership fee
- The PA support at the Local PEPPOL Authority sends TIA documents to the Service Provider for signing
- The AP / SMP signs TIA (Transport Infrastructure Agreements) with the local PEPPOL Authority
- The Service Provider returns signed TIA Annex 1 and copy of company registration documentation and signed AP and/or SMP Agreement scanned into 1 single PDF to the local PEPPOL Authority
- The PA support at the local PEPPOL Authority validates the TIA and company registration document
  - Authenticity of the company registration document
  - Is the TIA filled out accordingly?
    - Signed by authorised representative
    - Annex 1 filled out with special attention to section 4.6 – correct e-mail address and cell phone number (readable if in hand writing) as this is where the PEPPOL Certification Authority sends the Enrolment guidance and PIN codes
- The PA support at the local PEPPOL Authority sends the signed TIA from the AP / SMP to the local PEPPOL Authority for signing

## 2. Testing

- The PA support at the local PEPPOL Authority sends a request for the PILOT/test certificate, including TIA Annex 1 and the copy of company registration documentation, to the PEPPOL Certification Authority.
- The PEPPOL Certification Authority prepares the test certificate and sends guidance to the Service Provider on Enrolment for an OpenPEPPOL PKI Pilot/test certificate.
- The PA support at the local PEPPOL Authority sends the guidance documents + Test template to the Service Provider
- The Service Provider downloads the OpenPEPPOL PKI/test certificate and executes test procedures.
- The Service Provider sends documentation for test procedures to the local PEPPOL Authority.
- The local PEPPOL Authority validates the test report and sends it to the PEPPOL Certification Authority

### 3. Certificate

- The local PEPPOL Authority sends the request for Production certificate to the PEPPOL Certification Authority
- The PA support at the local PEPPOL Authority sends the signed TIA Annex 1 + copy of company registration documentation to the PEPPOL Certification Authority
- The PEPPOL Certification Authority prepares the production certificate and sends guidance to the Service Provider on Enrolment for an OpenPEPPOL PKI Production certificate
- The Service Provider downloads the Production certificate and enters into production.
- The local PEPPOL Authority contacts OP BAM with information on AP / SMP entering into production mode
- OP BAM updates the list of Certified AP's on web and sends the OpenPEPPOL Certified logo to the AP / SMP