



## OpenPEPPOL membership

Approval process/guideline

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## Document Logistic

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This Document relates to: Subject area

## Revision History

Date of this revision: 29-05-2016			Date of next revision (TBD)
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## Approvals

This document is approved by:

Date Approved	Approver
N/A	N/A

## Owner, Editor and Contributors

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## 1. Membership approval

- Upon receipt of an application form from a prospective member (via email), review the application for inclusion of all key details (including VAT ID required in all EU member states) and contact the listed representative if key information is missing. If/When complete, send a response via email to acknowledge receipt.
  - Save the new member form in the shared archive adding the year and the member name - using the following format: Example: 2015\_Member\_ABcompany.pdf
  - Send an email to MC@peppol.eu mailing list for approval of the new member and attach the form. Include a brief description of the applicant and type of membership requested.
  - Upon receipt of at least 4 MC approval email responses, send an email to the key member contacts listed in the membership application form (based on the authorised representative and any key contact named) informing them that their membership application has been approved.
  - Add the Authorised Representative's (and any key contact if named) email address to the OpenPEPPOL Members e-mail List. Add the same address (or a designated contact addresses) to the chosen Coordinating Community Members List. Note – if no community is chosen and the member is an Access Point or SMP type, add the key contact address to the TICC-Members list (mandatory for AP/SMP types) in addition to the OpenPEPPOL Members list. If the member is of any other non Access Point type, they can be contacted for their choice of Coordinating Community but all members but be on the main members list and at least one coordinating community list.
  - Add the member details and any contact details (as above) to the Master Member List Spreadsheet.
  - Update the new member form in the shared archive to include the word 'Approved' in the following format for consistency: Example: 2015\_Member\_ABcompany\_ Approved.pdf
- Note:** The approved status identifies members that are approved and ready to be invoiced.
- Send the new member details (or attach the form) to the OpenPEPPOL website administrator to update the online list of members.