Guide for Accreditation as InvoiceNow Access Point Service Provider

Contents

1. BACKGROUND

1.1 This guide provides an overview of the InvoiceNow Access Point Service Provider Accreditation process and requirements for parties interested to provide Peppol access point services in Singapore. InvoiceNow Access Point Service Providers (hereafter "**AP**") who are interested to provide access point services in Singapore will be required to, among other things, be a member of OpenPeppol and comply with the Peppol Authority Specific Requirements as listed in OpenPeppol website[1], and attain the InvoiceNow Access Point Service Provider Accreditation instituted by IMDA.

2. INVOICENOW ACCESS POINT SERVICE PROVIDER ACCREDITATION REQUIREMENTS

2.1 The following table outlines the key requirements for becoming an IMDA-accredited InvoiceNow Access Point Service Provider.

SN	Requirements	Description
1.	Member of OpenPeppol	The AP's OpenPeppol membership status will be verified against the member list on OpenPeppol website. The AP needs to maintain the OpenPeppol membership status throughout the accreditation period.
2.	Have a paid-up capital of SGD 10,000 or equivalent in local currency for overseas organisations	The AP is required to submit the company registration document showing the paid-up capital.
3.	Comply with the Information Security Requirements	The AP is required to declare compliance with the Information Security Requirements stated in the AP Accreditation Application Form.
4.	Successfully complete interoperability testing with IMDA's appointed AP	The AP is required to demonstrate compliance with the latest Singapore BIS/PINT Specifications at www.peppolguide.sg and the ability to send

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[1] For information on Singapore's Peppol Authority Specific Requirements, please refer to:
https://peppol.org/learn-more/country-profiles/singapore/

		and receive invoices with IMDA's appointed AP.
5.	Successfully complete OpenPeppol's Reporting BIS testing	The AP is required to demonstrate compliance with OpenPeppol Reporting BIS specifications by completing the Reporting BIS testing successfully at https://peppol.org/tools-support/testbed/.
6.	Successfully complete compliance testing for GST InvoiceNow Requirement[2].	The AP is required to demonstrate compliance to GST InvoiceNow Requirement as defined at IMDA's Technical Playbook (https://www.imda.gov.sg/how-we-can-help/nationwide-e-invoicing-framework/invoicenow-technical-playbook). Please refer to TX1, TX2 and TX3 documents.

3. INVOICENOW ACCESS POINT SERVICE PROVIDER ACCREDITATION PROCESS

3.1 The table below outlines the AP Accreditation Process for applicants.

SN	Step	Description	Responsibility	Applicability
1.	Expression of interest	Please register interest by writing to einvoice@imda.gov.sg.	AP	All APs[3]
2.	Submission of application	a) Upon receiving the email, IMDA will provide the InvoiceNow Access Point Service Provider Accreditation Application Form and Accreditation Guide.	AP	All APs

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[2] The GST InvoiceNow Requirement requires GST-registered businesses to use InvoiceNow-Ready solutions to transmit invoice data to IRAS via the InvoiceNow network for tax administration.
[3] This includes all of the following:

   i.   an AP, whether incorporated in Singapore or otherwise, that has already entered into a Peppol Service Provider Agreement with a Peppol Authority;
   ii. an AP incorporated in Singapore that has not yet entered into a Peppol Service Provider Agreement with a Peppol Authority ("**Local New AP**"); and
   iii. an AP incorporated outside Singapore that has not yet entered into a Peppol Service Provider Agreement with a Peppol Authority or the Peppol Coordinating Authority. ("**Foreign New AP**").

		b) The AP is to complete and submit the Application Form to einvoice@imda.gov.sg.		
3.	Obtain IMDA's preliminary views	IMDA will review the application and provide its preliminary views as to whether the application is ready to move to the next stage.	IMDA	All APs
4.	Become a member of OpenPeppol AISBL	The AP must be a member of OpenPeppol AISBL, in the category appropriate for the type of Peppol Services intended to be offered on the Peppol Network. a) Please contact OpenPeppol at membership@peppol.eu to obtain a registration form. b) Upon completing the form, please sign it and email a PDF version to membership@peppol.eu. OpenPeppol will review the application and notify the applicant on the result. Send a copy of the notification of the successful application to einvoice@imda.gov.sg.	AP	Local New AP
5.	Sign Peppol Service Provider Agreement	a) The AP is to obtain a copy of the Peppol Service Provider Agreement from IMDA. b) The AP is to submit a signed copy of the Peppol Service Provider Agreement to einvoice@imda.gov.sg.	AP	Local New AP
6.	Request and obtain a PKI test certificate	The AP is to request for a PKI test certificate through Peppol Service Desk at https://openpeppol.atlassian.net/servicedesk/customer/portal/1 . A request for a PKI test certificate must be accompanied by a completed and signed copy of the Peppol Service Provider Agreement Annex 3 and a copy of business	AP	Local New AP

		registration document attached in the Peppol Service Desk request.		
		The request for a PKI test certificate through OpenPeppol will be routed to IMDA for approval. After IMDA's approval, OpenPeppol will enrol the PKI test certificate for the AP to download.		
7.	Complete OpenPeppol's onboarding test	a) To verify that the AP is able to send and receive a valid Peppol BIS document in compliance with the current Peppol specifications, the AP will need to execute a self-testing process (the AP can send to and receive from its own Access Point implementation to test the file exchange, in order to be fully prepared for the Acceptance Test). Please see the link below for an online validation service where the AP can ensure that the documents comply to the current Peppol specifications https://singapore.validex.net. The AP will need to register for an account, which is free, before using the tools available. b) When ready, the AP is to initiate the Acceptance Test with OpenPeppol. OpenPeppol provides a common testbed for new APs. The testbed will support AS4 testing and will be based on self-initiated test using automated testing procedures with minimal human interaction as is feasible. The automated testing will generate a test result which will need to be positive before OpenPeppol can issue a Peppol PKI production certificate allowing the new AP to enter production mode. c) The AP is to download and follow the testing instructions provided at	AP	• Local New AP • Foreign New AP

		https://peppol.org/tools-support/testbed/. The tests will include: i. Verification of certificates (both the Peppol and the AP's HTTPS certificate); ii. Sending of a document from the AP's Access Point service to OpenPeppol's Test Access Point service; and iii. Receiving of a document from OpenPeppol's Test Access Point service to the AP's Access Point service. d) Once the AP has successfully completed the testing activities, the AP will get the result document which should show the successful completion of the testing. Both Local New AP and Foreign New AP are required to submit their test results to IMDA.		
8.	Complete OpenPeppol's Reporting BIS testing	a) This test is used to help evaluate new AP deployments and ensure compliance with the Peppol Reporting BIS specifications. b) The AP is to follow the Reporting BIS Testing User Guide provided at https://peppol.org/tools-support/testbed/ The test will include the completion of the following two test cases: i. Reporting BIS End User Statistics Report Submission ii. Reporting BIS Transaction Statistics Report Submission c) Once the AP has successfully completed the 2 test cases, the AP is to	AP	Local New AP

		download the PDF report and share it with IMDA.		

9.	Complete interoperability testing in sandbox environment	a) The AP is to request for a Singapore SMP sandbox account. The SMP sandbox environment will be used for interoperability testing with IMDA.
		
		b) When ready with the setup, the AP is to work with IMDA to perform a series of tests to demonstrate connectivity with the Peppol network. These tests include
		    i. Sending (incl. run-time document validation) and receiving the following documents:
		        1. BIS and PINT Invoice
		        2. Invoice Response
		        3. Purchase Order
		
		Sample invoices and test instructions will be provided by IMDA.
			• AP
			• IMDA
				• Local New AP
				• Foreign New AP

10.	Onboard to APEX Cloud and request for access to IRAS API (sandbox) (Note: This is required for the first time access to sandbox APEX Cloud. For subsequent re-accreditation, this step is not required and the AP may proceed to Step 11.)	a) The AP is to obtain access to APEX Cloud and request for sandbox access to IRAS API. Onboarding guide is found here → https://go.gov.sg/complete-apex-cloud-user-guide b) Once onboarded, the account and app would need to be whitelisted, so that the API can be visible to APs for subscription. Please furnish the details (see info below) to IRAS at digital_partnerships@iras.gov.sg. Email Body Email Subject: IRAS C5 Onboarding to sandbox environment - [Company Name] Email Content Company Name & UEN AP's Contact: Name, Email and Contact No. associated with the account and app in APEX Organization ID: Corppass ID that corresponds to your organization	AP	All APs

		c) IRAS will notify the APs once their accounts and app have been successfully whitelisted. Only after this can the AP proceed to carrying out the GST InvoiceNow Requirement Testing.		
11.	Complete GST InvoiceNow Requirement Testing	The AP is expected to develop features and complete the testing for the GST InvoiceNow Requirement as stated below: • Peppol B2B Delivery • Invoice Data Submission • Frontend Service • Whitelist management • Reports • [Optional] Validation check for wrongful GST charges Please refer to the following link for more information on the testing requirements: https://go.gov.sg/c5-testing-ap	• AP • IMDA	• All APs
12.	Countersign Peppol Service Provider Agreement	Upon completion of accreditation activities, IMDA will countersign the Peppol Service Provider Agreement and return a copy to the AP.	IMDA	Local New AP
13.	Request and obtain PKI production certificate	The AP is to request for its PKI production certificate through the Peppol Service Desk https://openpeppol.atlassian.net/servicedesk/customer/portal/1. The AP must download their test report from the testbed and attach it for review and approval by OpenPeppol as part of the request for a PKI production certificate. OpenPeppol will do a verification with IMDA that the AP has passed all local accreditation requirements and that the Peppol Service Provider Agreement has been signed.	AP	Local New AP

		Once the required verification has been confirmed, IMDA will approve the PKI request and OpenPeppol will enrol the PKI production certificate for the AP to download.		
14.	Enter production	Upon successful enrolment, the AP will be able to download the PKI production certificate and enter production.	AP	Local New AP
15.	Set up AP configuration in Singapore production SMP	a) The AP will be granted access to the Singapore SMP www.peppolsmp.sg. b) After obtaining the PKI production certificate and being granted access to the Singapore SMP, the AP is to successfully set up its AP configuration in the SMP within 10 working days. The AP is to also monitor its AP certificate expiry date and renew the certificate with OpenPeppol through Peppol Service Desk before expiry.	AP	• Local New AP • Foreign New AP
16.	Create Sub-organisation in Singapore SMP	a) If the AP is also an IRSP: The AP is to register a sub-org for itself on the Singapore SMP, using its own legal entity name. b) If the AP has IRSP(s): The AP is to register each of its IRSPs as a sub-org on the Singapore SMP, using the legal entity name of each IRSP. For more information about sub-org creation, the AP is to refer to the SMP user guide.	AP	• Local New AP • Foreign New AP
17.	Onboard to APEX Cloud (Production) and request for access to IRAS API (Note: This is required for the first time access to	a) The AP is to obtain access to APEX Cloud and request for production access to IRAS API. Onboarding guide is found here → https://go.gov.sg/complete-apex-cloud-user-guide	AP	All APs

	production APEX cloud. For subsequent re-accreditation, this step is not required, and the AP may proceed to Step 17.)	b) Once onboarded to production APEX cloud, the account and app would need to be whitelisted, so that the API can be visible to APs for subscription. Please furnish the details (see info below) to IRAS at digital_partnerships@iras.gov.sg. c) IRAS will notify the AP once the account and app have been successfully whitelisted. Only after this are you ready to submit invoice data to IRAS production environment.		
18.	Letter of Offer and Letter of Acceptance*	After the above activities have been successfully completed, IMDA will send a Letter of Offer to the AP. The AP is required to sign off on the Letter of Acceptance to indicate its acceptance of the accreditation and the terms and conditions of accreditation. The AP accreditation has a validity of one (1) year. The AP may, by no later than three (3) months prior to the expiry of the initial validity period, submit a request to IMDA to extend the accreditation by another one (1) year. Upon receiving such request, IMDA may, at its sole and absolute discretion, further extend the validity period by another one (1) year, or such other period as IMDA in its sole and absolute discretion determines. Upon receiving the signed Letter of Acceptance from the AP, IMDA will publish	AP	All APs

		the AP's company information (name and website URL), as provided in the AP Accreditation Form, on its [website](). Additionally, the AP will be added to the AP email distribution list. The AP is now ready to register end user participants onto the InvoiceNow network.		

*To avoid doubt, an AP may publicly hold itself out to be an accredited InvoiceNow Access Point Service Provider only after IMDA has issued it with a Letter of Offer, and it has accepted, signed and returned the Letter of Acceptance, to IMDA.