Process to register as a Peppol Ready Solution Provider.

To register as a Peppol Ready Solution Provider, please follow the steps below:

Step 1: Applicants are required to self-check their capabilities and to be certain that they meet all the mandatory criteria.

Step 2: Please write to us at einvoice@imda.gov.sg to arrange for a demo session of the mandatory features stated below using a valid demo test account registered on your solution. You can send across at least 1 x screenshot of your solution for each of the criteria **BEFORE** the scheduled demo session.

After the demo session and upon receiving additional artefacts requested at the demo session (if any), IMDA will send you an acceptance email to inform you that your solution is Peppol Ready.

Peppol Ready Solution Provider criteria

Peppol Ready Solution providers are solutions, which provides a minimum level of E-Invoice functionality without necessarily becoming an Access Point. The criteria to become a Peppol Ready Solution Provider is as below. The below capabilities can be built natively (i.e. becoming an AP) or with an intermediary (i.e. through an external AP).

Mandatory Criteria

1. Your solution should be able to register users' business to the Singapore's Nationwide E-Invoicing Network Service Metadata Publisher (SMP) through an Access Point (if you are not an Access Point yourself). The new Peppol ID will eventually be listed in the Peppol Directory (https://directory.peppol.eu)
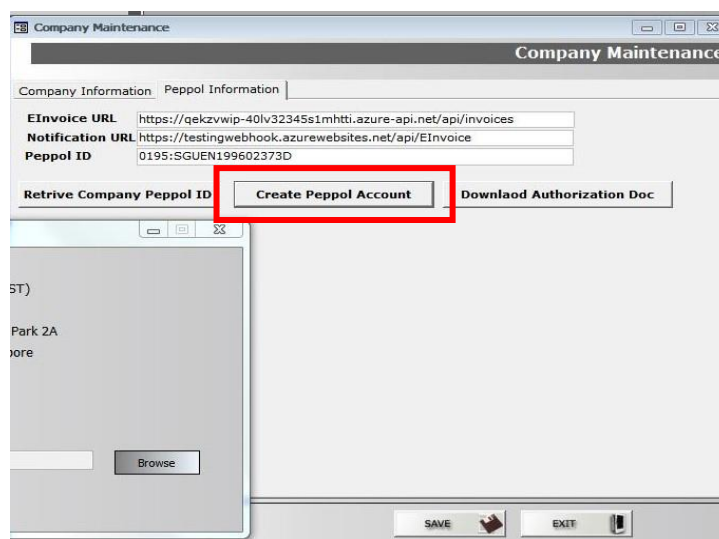
The standard registration procedure of a users' business must be completed within **3 working days** from time of user request until the time entry is created in the SMP.

2. Your solution should be able to send E-Invoices/Credit Notes (and other authorised documents) for Peppol E-Invoicing.

- Please ensure that you are able to demonstrate the sending of E-Invoice via your solution with a valid test account.

3. Your solution should be able to <u>receive </u>E-Invoices/other authorised documents for Peppol E-Invoicing network and display the e-invoice correctly.
   - Please ensure that you are able to demonstrate the receiving of E-Invoice via your solution with a valid test account.

4. A Peppol ID field of your users' business partners (i.e. customer and/or supplier) needs to be captured and maintained in the solution.

Please send at least 1 x screenshot accompanied with description for each of the above criteria BEFORE the scheduled demo session to facilitate the approval process.

<u>Preferred Criteria</u>

1. Your solution is able to lookup the users' customer or supplier and check whether they are on Peppol network.

2. Your solution allows a simplified user process such that the decision making process of sending invoices to both Peppol and non Peppol recipients is seamless (for example - the user sends invoices normally and the system will decide whether to send via mail or Peppol network based on whether the recipient is on the e-invoicing network).

<u>Common Problems to Avoid for Demo Sessions</u>

1. Coming in without preparing test accounts to demonstrate both sending and receiving side.

   [Tip: You can use your own accounts to demonstrate both sending and receiving, or you can partner with another Peppol Ready solution to demonstrate the capabilities]

2. Unclear about the KYC process on how users are registered in the directory.

3. Unclear about the process on how the users Opt in or being notified on their participation in the network.