



e-invoice



The Definitive PEPPOL Guide

Everything You Need To Know To Get Started

The **PEPPOL Network** is an innovative delivery system for electronic documents to be sent instantly, securely, and efficiently in business-to-business (B2B) or business-to-government (B2G) relationships.

But what are the benefits of using the PEPPOL network? How to gain access? And which countries are already using it?

We hope that this document will provide you with the answers to all of your PEPPOL question. If you need any help in this journey, feel free to contact us at helpdesk@storecove.com.

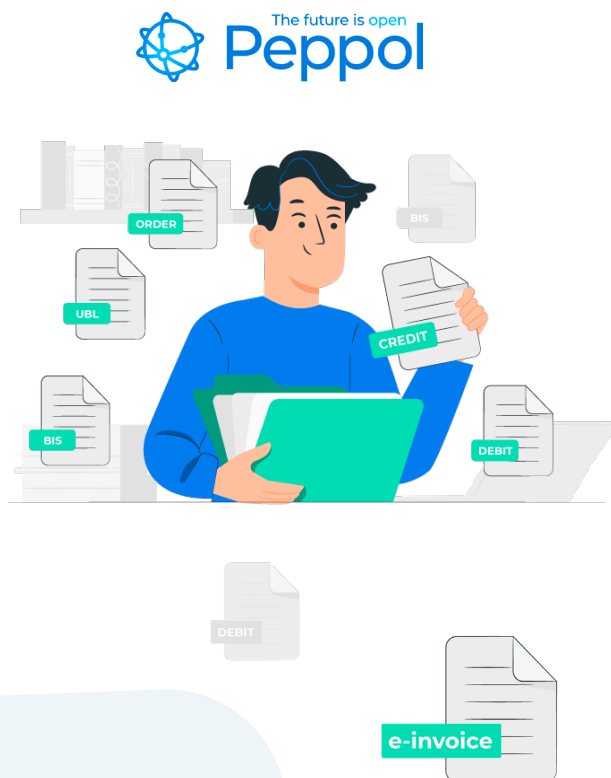


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What is the PEPPOL Network?



Designed by the non-profit organization OpenPEPPOL, the PEPPOL network was eventually established as a test project by the European Commission in 2008. The purpose of this network was dedicated to granting businesses the ability to send electronic invoices to other businesses, as well as government entities throughout Europe and other continents.

PEPPOL refers to both the set of technical specifications that encompass the procedures as well as the delivery network. In addition

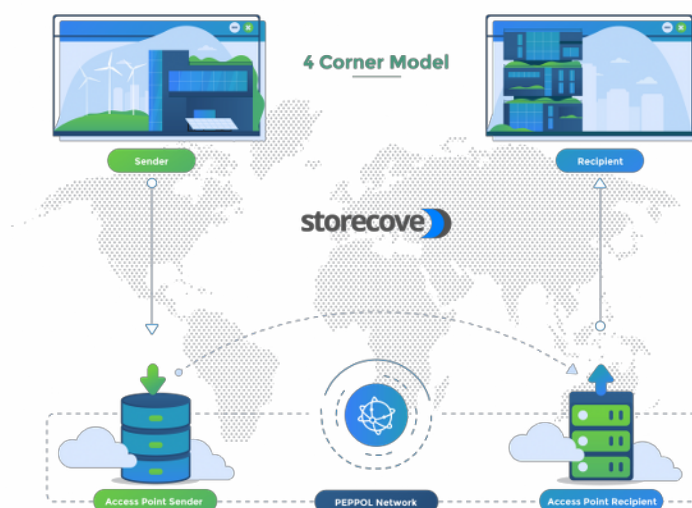
to sending e-invoices, companies can also send (and receive) purchase orders, credit and debit notes, purchase acknowledgements and dispatch advice.

Organisations or entities wishing to utilize the network must activate their own PEPPOL ID, which is free of charge. After that, a company can register at a PEPPOL Access Point in order to gain access to the PEPPOL network.

Four-Corner Model

The Peppol transfer process is known as the Four-Corner Model. This is based on the fact that – with every transmission through PEPPOL - there are four entities involved:

1. The sender
2. Access point of the sender
3. Access point of the receiver
4. The recipient



In short, this procedure works as follows:

The sender's access point uploads the document to the PEPPOL network, where it is transmitted and received by the receiver's access point, which eventually forwards the e-invoice to the intended recipient.

Why use the PEPPOL network?



1. Interoperability

Perhaps the best feature of PEPPOL is that it is interoperable, meaning that it can connect to the various systems of various businesses, industries, countries, and regions, that otherwise would not be able to match up in a B2B or B2G exchange.

Bridging these gaps is a tremendous advantage to all involved parties as it ramps up efficiency and lowers costs. It is utterly reliable, with checks at both ends, including notifications when documents have been sent from one end and received on the other. This means that companies, organisations and government entities are never left in the dark regarding the processing stage of their e-invoices and on whether or not they have been received.



2. Multi-tasking Functionalities

The power of PEPPOL also derives from its multi-tasking ability. The same functionality that can send an e-invoice across town can also send it across the ocean with 100% certainty of it finding its way to the recipient.

Another strong reason for utilizing the PEPPOL network is that, aside from invoices, it can exchange numerous of other business documents. This includes the safe and secure exchange of catalogues, purchase orders, order response, Advanced shipping notes and credit notes.



3. Security

Security should be a priority for any organisation sending valuable documents from one entity to another. Letting information about prices or supply chain information fall into a competitor's hands could be a blow to the company its operations. That is why – on February 2020 – OpenPEPPOL began requiring AS4 (Applicability Statement 4) compliance for all e-documents sent along the PEPPOL network.

AS4 is a communication protocol that is used for exchanging documents via B2B and/or B2G exchanges. It is favoured by the PEPPOL network because it aligns with the requirements of international communications, and is championed by the European Commission as well as the governments of Australia and New Zealand.

Previously, in 2019, the OpenPEPPOL eDelivery Change Management Board released the [PEPPOL Transport Security Policy 1.0](#). This open document stated that operators within the network must manage two different types of security certificates:

- 1. TLS Certificates**, which are used to provide standard solutions for authentication, message confidentiality, and securing server authentication.
- 2. OpenPEPPOL Certificates**, which ensure that only approved and authorised users are operating on the network.



If you are in the EU or doing business with the EU, this sort of security is particularly important because it will help your company maintain compliance with the General Data Protection Regulation (GDPR).

Even if you're not doing business in or with the EU, data security is becoming more and more of a hot-button topic around the world. When business-critical information is sent from one party to another, your recipients will be inclined to know how tight your encryption is.

4. Speed

Traditional invoicing is slow, with invoices taking several days or weeks to reach the buyer. E-invoices get paid 16 days faster compared to paper or PDF invoices. Not to mention the on-time paying rate of 92%.

Slow and delayed payments are also known to negatively influence cashflow, which in turn counteracts company growth. E-invoices sent through PEPPOL get paid a lot faster. This directly improves your cashflow, enabling you to put the money back into your profit generating activities.

5. Cost Reduction

Significant cost reduction is another huge PEPPOL advantage. Why? Because traditional invoicing requires paper filing, retention and storage space. This costs you time, manpower and money. With PEPPOL e-invoicing your invoices are sent from bookkeeping system to bookkeeping system, fully in the cloud without physical interference.

By not sending the majority of business documents through the mail, **businesses can cut down on their postal expenditures by anywhere from 80% to 100%**. E-Invoicing is completely paperless, which means you'll no longer have to pay for paper or postal fees.

This advantage extends to the fact that the PEPPOL network eliminates the cost of pricey roaming fees that can be involved with the inclusion of multiple intermediaries when using a different format to send e-invoices. Senders and recipients using the PEPPOL network only pay an agreed-upon price to their network provider, also known as their **PEPPOL Access Point**.

6. Green Machine

Helping to save the environment is an added bonus for doing more business via the PEPPOL Network. Whether it's via old-fashioned postal mail or through the use of fax machines, according to a study by Xerox the average office uses about 10,000 pieces of paper a year and throws 45% of that away on the same day. Saving 10,000 sheets of paper in a year is the equivalent of saving a pine tree with 45 feet of usable trunk. Why not save the planet in the process?



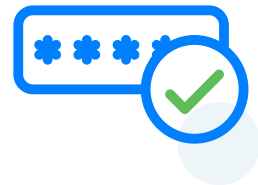
How Do You Obtain a PEPPOL ID?

In order for your company, organisation, or government agency to use the PEPPOL network, you must first obtain a PEPPOL ID. This number – specifically assigned to your company or government agency – gives you access to the network and allows you to send e-invoices to any other connected party, regardless of its location.

Luckily, it's not hard to activate your own PEPPOL ID. You can easily request one at a PEPPOL Access Point. Most access points do not charge you for this.

Do you deal with multiple departments and separate locations? There are also options available for those who wish to register multiple addresses.

One of the advantages of having a PEPPOL ID is that invoices no longer get lost in transition, as they often do when they are mailed, faxed, or emailed from one company or government unit to another. Also, due to automatic data recognition, there are no more worries about typos in email addresses. This makes the whole invoicing process a lot safer and easier.



What is a PEPPOL Access Point?

A PEPPOL Access Point is a service provider that connects companies to the PEPPOL Network. This principle is similar to a telecom provider that connects its customers to the telephone network.

There are several reasons for software providers to connect their software to PEPPOL. You can read the following blog for more information about its.

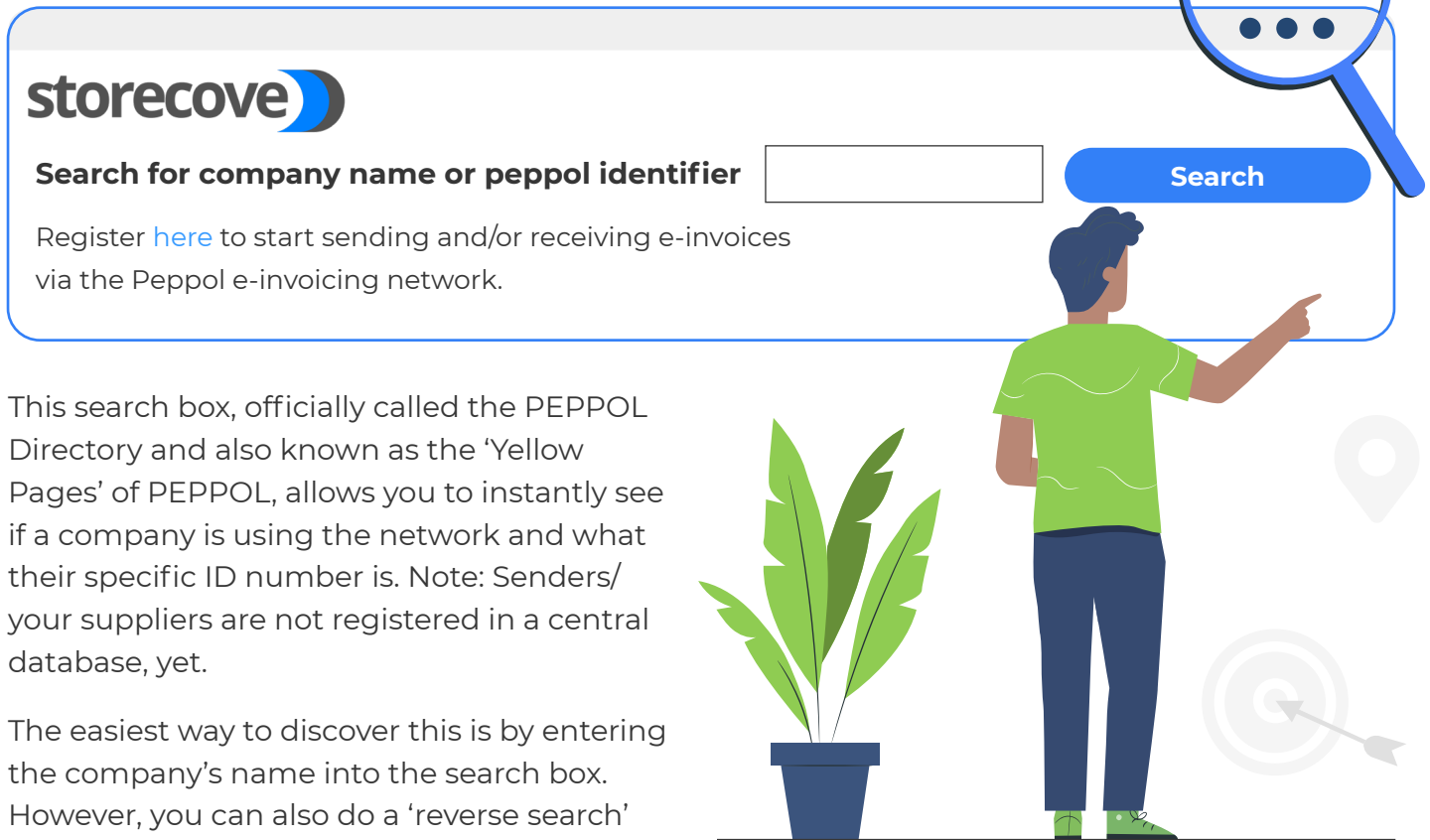
A Peppol Access Point has the ability to:

- ✓ Connect other companies / software providers to the international Peppol e-invoicing network;
- ✓ Connect customers to companies and governments from all over the world;
- ✓ Allow users to comply with the newly established European & Asian invoicing regulations;
- ✓ Provide its users with a very safe invoicing process.

[Read Blog](#)

Which companies are connected to PEPPOL?

At first it can be difficult to discover which customers/receivers are connected to the PEPPOL network. Fortunately, there's a handy search tool to see if a company is connected or not: [The PEPPOL Directory Search Box](#)



This search box, officially called the PEPPOL Directory and also known as the 'Yellow Pages' of PEPPOL, allows you to instantly see if a company is using the network and what their specific ID number is. Note: Senders/your suppliers are not registered in a central database, yet.

The easiest way to discover this is by entering the company's name into the search box. However, you can also do a 'reverse search' by entering the following info:



Value-Added Tax (VAT) Identification Number

Used in many countries, including those of the EU for value-added tax purposes.



KvK Number

Assigned if you register your business in the Dutch Commercial Register (Handelsregister, which is your registration with the Netherlands Chamber of Commerce.



SIRET Number

An INSEE (National Institute of Statistics and Economic Studies) code that allows for geographic identification for a business or establishment in France.



Originator Identification Number (OIN)

A number provided by the Allied Irish Banks (AIB) which identifies you as a customer and denotes what type of payment field you are submitting to said bank for processing.



Codice Fiscale (CF)

A number designated to a company or other entity registering with the Business Register of the Chambers of Commerce.



Any other government or trade association assigned number.

Entering these numbers will expose the company or government institution related to it.

Which countries are using PEPPOL?

As of 17 April 2019, it is mandatory for all European public administrations to receive and process invoices in a standard electronic form, which has greatly bolstered the use and usefulness of the PEPPOL network. Because of this, PEPPOL has seen a widespread adoption throughout many European countries.

The PEPPOL BIS Billing 3.0 (e-invoice format) meets the requirements for the European standard for e-invoicing as a Core Invoice Usage Specification (CIUS) and can be used by any country's administration to meet this recent legal obligation.

Countries already using the PEPPOL network on a full-time basis include:



Australia

The Australian government has mandated that all commonwealth agencies have to adopt the ability to receive e-invoicing as part of its economic recovery and digitalization program and in support of its 5-day payment policy. The deadline for commonwealth agencies to comply with this mandate is July 2022, with electronic invoicing capacity reaching 80% by July 2021. The Australian Government also announced a consultation process to evaluate whether the government mandate should be expanded to all businesses, but this process still remains ongoing. Currently the Australian Tax Office (ATO) functions as the national Peppol Authority.

PEPPOL as the framework for any business e-document, and has recommended the use of the network since April 2016. The platform used to submit e-invoices to government bodies is called Mercurius, which in turn can be connected to PEPPOL.



Denmark

All Danish public institutes are required to use PEPPOL for e-invoicing. Currently an astounding 99% of all B2G invoices in the country are electronic invoices, but this doesn't come as a surprise as e-invoices are mandatory for suppliers doing business with public institutions and authorities. The Danish Business Authority (ERST) operates as the Danish PEPPOL Authority.



Austria

E-invoicing is mandatory for companies dealing with the Austrian federal government. Austrian companies can utilize two different methods for B2G invoicing: the PEPPOL network and the USP (e-rechnung.gov.at).



United Kingdom

The United Kingdom has also decided to adopt PEPPOL. In May 2014, the UK Department of Health and Social Care produced the NHS eProcurement strategy. PEPPOL is used by the NHS for e-invoicing, purchase orders, and dispatch advice.



Belgium

Belgium is a strong adopter of the PEPPOL network. This is partially due to the fact that the Belgian government has identified



France

In January 2020, France reached its final phase of the graduate implementation of

an e-invoicing mandate for Business-to-Government (B2G) transactions. The French law states that this requirement will soon become applicable for Business-to-Business (B2B) transactions too, depending on their size between. These new B2B invoicing requirements will be activated between 2023 and 2025. French companies can use the Chorus Pro portal to submit their e-invoices to government agencies, which can also be connected to PEPPOL.



Germany

Since October 2018, the National IT Planning Council has required all public authorities to be reachable via PEPPOL if they offer e-invoices via the Internet. As of 2021, accepting PEPPOL e-invoices is mandatory for all German public bodies. The KoSIT (Coordination Office for IT Standards) operates as the German PEPPOL Authority.



Ireland

There is no legal obligation on businesses to submit invoices electronically in public procurement at this point in time, but it is mandatory for government agencies to receive e-invoices (Directive 2014/55/EU), since April 7, 2019. The Irish government selected PEPPOL as its technology of choice for e-invoices, which all public bodies are required to accept.



Italy

E-invoicing has been mandatory for all levels of public administration since 2015. Italian companies have to submit their e-invoices on the SDI (Sistema di Interscambio) network, which can be connected to a PEPPOL if a Peppol Access Point decides to build this. The Italian Agency for Digitization (AgID) currently oversees the PEPPOL network.



The Netherlands

It is both mandatory for government agencies to receive e-invoices as it is for Dutch government suppliers to send e-invoices to government agencies. B2B invoicing through Peppol currently is not mandatory, but it is strongly encouraged by the government nonetheless. The Dutch PEPPOL Authority (NPA) currently operates as the Dutch PEPPOL Authority, therefore replacing the previous institution called SimplerInvoicing. The NPA mainly focusses on ensuring that every company in the country, from sole proprietors to multinational corporations, can easily access the e-procurement systems.



New Zealand

New Zealand decided to implement the Peppol network in 2019. Currently there are no laws in place that mandate the use of e-invoices. Nevertheless, the government in New Zealand aims to use Peppol to improve digital inclusion for all businesses, reduce the costs of doing business, and improve productivity in government and industry. Currently the Ministry of Business Innovation and Employment (MBIE) functions as the national Peppol Authority.



Norway

As early as 2012, Norway made it mandatory for all central government authorities to receive e-invoices in a standardized format. It isn't surprising then that Norway currently is the dominant leader when it comes to e-invoicing and PEPPOL in Europe. The amount of connected Norwegian companies far exceeds the amount of any other European country. It is therefore safe to say that the PEPPOL network is widely used in this country and has a government that strongly supports this network.



Poland

Since 18 April 2019, e-invoicing for public procurement has been mandatory in Poland, meaning that all government entities must be able to receive electronic invoices. Polish companies can submit their invoices through the KSeF platform (central government platform), which can be connected to the PEPPOL network once requested at a Peppol Access Point. Currently the The Ministry of Entrepreneurship and Technology (MPiT) functions as the PEPPOL Authority in Poland.



Singapore

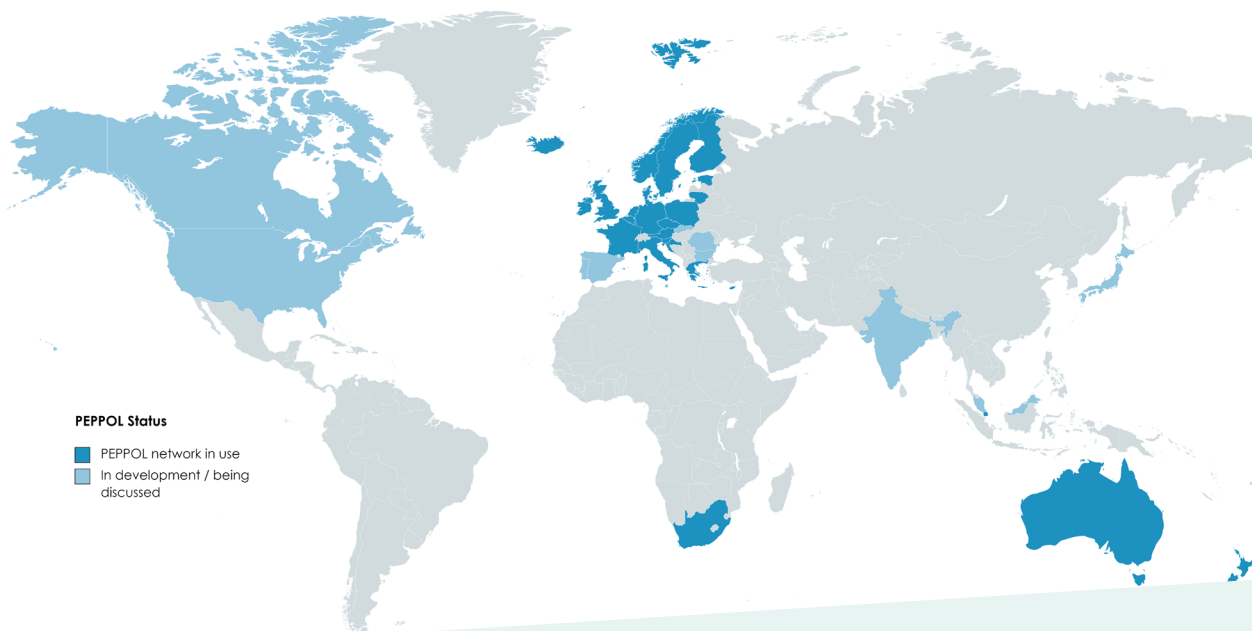
Singapore is the first non-European PEPPOL country. The Singaporean government decided to adopt the network in the spring of 2018. It is important to note, however, that currently there are no laws and regulations in place around PEPPOL and e-invoicing for Singaporean companies, although the Singaporean government did require software

providers - those that wish to lodge tax returns - to become 'Peppol Ready Providers'. Singapore – in collaboration with the IMDA – also was the first country to introduce a one-time financial bonus (consisting of \$200) to companies connecting to the PEPPOL network. This benefit applied to all valid, active and registered companies that registered on PEPPOL before December 31, 2020.



Sweden

Sweden became a dedicated PEPPOL user from April 1, 2019. It is currently mandatory for all Swedish government agencies to accept the delivery of PEPPOL invoices. The country even went a step further by banning all paper invoices completely in the Swedish public sector. The PEPPOL network is overseen by the Agency for Digital Government (DIGG), following a joint initiative in the country's public sector - known as Single Face to Industry (SFTI) - that promoted a move to e-procurement.



Want more information about the PEPPOL / E-invoicing laws, formats and networks per country?

Visit our [e-invoicing status page](#) for more information.



You can also download the following whitepaper

[‘How To Comply With The New & International E-invoicing Regulations?’](#)

Contact

Want more information about connecting to the PEPPOL network? Please get in touch by using the info below. Our e-invoicing experts will answer all of your questions.

Send an e-mail to
helpdesk@storecove.com

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<https://storecove.com>

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