

Guidance Note of the Accreditation Process for new Peppol Service Provider

Issuer: Japan Peppol Authority
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1. Introduction

This guidance note outlines the basic idea and necessary procedures for the accreditation of new Peppol Service Provider in Japan.

Peppol Authority Agreement provides Japan Peppol Authority (Digital Agency, Government of Japan) (Japan PA) with the authority to define and enforce its own specific accreditation scheme to ensure compliance to the local specification (JP PINT) and PA Specific Requirements (PASR).

Therefore, an interested party who wishes to apply to Japan PA for Peppol Certified Service Provider in Japan (for the time being, corporation only) should complete the procedures described in this note.

It should be noted that this note is based on “Operational Procedures Onboarding and Accreditation of Peppol Service Providers” (ver:1.0 approved by the MC in the MC161 meeting on 15th February 2022). However, it may be reviewed without prior notice due to changes in rules and operations in OpenPeppol.

In addition, the contents in this note indicate general and necessary procedures, so that some others may be added in accordance with the situation of the interested party.

2. Accreditation process

2.1 Introduction

To become a Peppol Certified Service Provider in Japan, it is essential to understand the Peppol environment and its structures. Furthermore, an interested party who wishes to provide Peppol services in Japan, it is also necessary to understand JP PINT and PASR.

Therefore, the interested party is required to confirm the contents of the web site of OpenPeppol and obtain accurate and sufficient knowledge before starting this process.

The time required to complete the processes would vary and be dependent on the readiness of the interested party.

2.2 OpenPeppol membership

Only the interested party who is a member of OpenPeppol may start this accreditation process.

2.3 Obtain Test PKI Certificate (Peppol Access Point only)

The interested party who has approved for an OpenPeppol membership may request a Test PKI Certificate through OpenPeppol Jira Service Desk. Before requesting it, the interested party should contact to Japan PA and obtain the approval.

Noted that the Test PKI Certificate is valid for two years. It is also possible to request for the re-issuance by the specific procedures described in “Operational Procedures Onboarding and Accreditation of Peppol Service Providers” (ver:1.0 approved by the MC in the MC161 meeting on 15th February 2022).

2.4 Interview with Japan PA

The interested party who has passed the test described in 2.3 successfully must have an interview with Japan PA and be approved to proceed to the next steps.

The interested party must submit the form that contains information below via e-mail to jp-peppol@digital.go.jp attached the copies of the necessary documents.

1. Expression of interest
2. Category for which accreditation is desired
3. Name or Trade name
4. Type of legal personality
5. Address of head office or main office
6. Representative Name
7. Corporate number in Japan

8. Registration number for Qualified Invoice purpose in Japan
9. Contact information
10. Evidence of the successful completion of the test described in 2.3
11. ISO27001 certificate*
12. Confirmation of business continuity**

* ISO27001 is required. An alternative is allowed. The alternative must cover the ISO27001 aspects.

** It should be noted that Japan Peppol Authority may ask certain business continuity of the interested party. The interested party shall make best efforts to comply with the reasonable request from Japan Peppol Authority.

Japan PA contacts to the interested party to inform the details after receiving the form and documents within 15 business days.

In the case where Japan PA finds the gaps, the interested party should take corrective actions by the date set by Japan PA. If Japan PA doesn't confirm that the interested party have done necessary actions by the due date, Japan PA will regard that the interview request has been withdrawn by the interested party.

After the interview within 10 business days, Japan PA instructs the interested party to go through the next steps individually, based on the results of the interview. It should be noted that there is a case where Japan Peppol Authority may not allow the interested party to go through the next steps.

2.5 Necessary procedures

The Interested party may obtain the accreditation if it completed all procedures described as follows.

1. Signing Peppol Service Provider Agreement
2. Submitting the request for PKI Production certificate

After the successful completion of all procedures, the name of the interested party is listed on the websites of OpenPeppol and Japan PA as Peppol Certified Service Provider.

2.5.1 Peppol Service Provider Agreement

The interested party must sign Peppol Service Provider Agreement (hereinafter called “SP Agreement”) with Japan PA. The SP Agreement contains the minimum requirements that the Peppol Certified Service Provider should comply to.

The purpose of signing the SP agreement is to define the principles of the activities under Peppol Transport Infrastructure and to clarify the roles and responsibilities of the Peppol Certified Service Provider and Japan PA.

In principle, only after signing the SP Agreement, the interested party may go through the next steps.

2.5.2 PKI Production certificate (Peppol Access Point only)

The interested party who has signed the SP Agreement may submit the request to obtain PKI Production certificate through OpenPeppol Jira Service Desk.

After Japan PA approves the request, the interested party may download the PKI Production certificate.

Noted that the PKI Production certificate is valid for two years. It is possible to request a re-issue by certain procedures described in “Operational Procedures Onboarding and Accreditation of Peppol Service Providers” (ver:1.0 approved by the MC in the MC161 meeting on 15th February 2022).

3. Annual online meeting with Japan PA

The Peppol Certified Service Provider in Japan is recommended to attend an annual online meeting with Japan PA.

Noted that Japan PA may requests additional information to know the activities as Peppol Service providers in Japan.

4. Contact us

For more information and clarification regarding this note, please email us at jp-peppol@digital.go.jp

Version history (English Version)

Version	Date	Change
1.0	13 th May 2022	Initial published version

Application Form for new Peppol Service Provider

Required Information		Please fill out the details below
1. Expression of interest		Please attach the documents
2. Category for which accreditation is desired		<input type="checkbox"/> Post-Award <input type="checkbox"/> Addressing and Capability Lookup
3. Name or Trade name		
4. Type of legal personality		
5. Address of head office or main office		
6. Representative Name		
7. Corporate number in Japan		
8. Registration number for Qualified Invoice purpose in Japan		
9. Contact information	Name	
	Email	
	Tel	
10. Evidence of the successful completion of the test described in 2.3		Please attach the copies
11. ISO27001 certificate		Please attach the copies
12. Confirmation of business continuity		Please attach the documents