

Guidance Note of the Acknowledgement Process for Internationally Accredited Peppol Certified Service Provider

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1. Introduction

This guidance note outlines the basic idea and necessary procedures in Japan for the acknowledgement of internationally Accredited Peppol Certified Service Provider.

The process described in this note applies to Peppol Certified Service Provider who has been domiciled in other jurisdiction, but also wants to provide Peppol services in Japan to Japanese businesses (hereinafter called “interested party”).

The contents of this note may be reviewed without prior notice due to change 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.Necessary procedure

Only necessary procedure is to have an interview with Japan Peppol Authority (Japan PA). Prior to the interview, the interested party must contact Japan Peppol Authority (Japan PA) (jp-peppol@digital.go.jp) and make an appointment for the interview.

In contacting to Japan PA, the interested party must submit the form and necessary documents below.

1. Expression of interest
2. Contact Information
3. Signed Agreement (pdf format)
4. Company registration documents (pdf format)
5. ISO27001 certificate*

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

After receiving the form and documents, Japan PA will have an online interview with the interested party individually. In principle, Japanese language is required in the online interview, but with prior consent, only English could be allowed.

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

3. Acknowledgement

After completing the necessary procedure, the name of the interested party is listed on the website of Japan PA as Acknowledged Peppol Service Provider in Japan.

4. Annual online meeting with Japan PA

The Acknowledged Peppol Service Providers in Japan are recommended to attend an annual online meeting with Japan PA.

Noted that Japan PA will also request additional information to know the activities as Peppol Service providers in Japan.

5. Contact us

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

Version history

Version	Date	Change
1.0	13 th May 2022	Initial published version

Application Form for Internationally Accredited Peppol Certified Service Provider

Required Information		Please fill out the details below
1. Expression of interest		Please attach the documents
2. Contact information	Name	
	Email	
	Tel	
3. Signed Agreement (pdf format)		Please attach the copies
4. Company registration documents (pdf format)		Please attach the copies
5. ISO27001 certificate		Please attach the copies