



**GUIDELINES ON NATIONAL E-INVOICING
INITIATIVE ACCREDITATION OF PEPPOL
SERVICE PROVIDERS (SP)**

1.0 SCOPE

This guideline is intended to provide an overview of the Peppol Service Provider (SP) Accreditation process and requirements for parties interested to provide Peppol Access Point services in Malaysia. Companies who are interested to provide Access Point services in Malaysia will be required to comply with the Peppol Service Provider Accreditation criteria and process instituted by MDEC as the Peppol Authority (PA) in Malaysia.

The SP accreditation is valid for 12 months from the date of confirmation of the accreditation. All SPs must monitor their SP accreditation expiration date and reach out to MDEC to start the renewal process within 3 months before the expiration date.

2.0 ACCREDITATION ELIGIBILITY CRITERIA

The table below describes the key accreditation requirements to become a Peppol Service Provider.

No	Criteria	Description
1	<u>Company Registration</u> a. Locally Incorporated Company, majority Malaysian-owned: i. The company is a company incorporated in Malaysia under the Companies Act 1965 or Companies Act 2016. ii. Minimum paid-up capital of at least RM50,000; can be from the parent company. iii. Minimum of 51% equity held by Malaysian(s) as per shareholding structure in the SSM.	The company is required to submit documents as stated in the checklist in Section 1 of Accreditation Form.

No	Criteria	Description
	<p>b. Locally Incorporated Company, majority foreign-owned:</p> <ul style="list-style-type: none"> i. The company is a company incorporated in Malaysia under the Companies Act 1965 or Companies Act 2016. ii. Minimum paid-up capital of at least RM300,000 or equivalent in local currency for overseas organizations; can be from the parent company. <p>c. Foreign-based Company:</p> <ul style="list-style-type: none"> i. The company is a registered business. ii. Minimum paid-up capital of at least RM300,000 or equivalent in local currency for overseas organizations; can be from the parent company. 	
2	The company is in operation for at least one (1) year as of the date of submission, either the locally incorporated company or their parent company.	The company is required to submit documents as stated in the checklist in the Section 1 of Accreditation Form.
3	The management of the company to declare if the company is not the subject of liquidation/ winding up/ dissolution order.	The company is required to declare in Section 5 of Accreditation Form.
4	The management of the company to declare if the company is not under any legal proceeding for criminal offenses	The company is required to declare in Section 5 of Accreditation Form.

No	Criteria	Description
	under any applicable laws or liquidation/ winding up/ dissolution order.	
5	The management of the company to declare if the company is not blacklisted by any Malaysian authority.	The company is required to declare in Section 5 of Accreditation Form.
6	Member of OpenPeppol AISBL	<ul style="list-style-type: none"> • OpenPeppol membership is mandatory for all SPs. • Check your responsibilities as a Malaysia Peppol Service Provider by reviewing the requirements outlined on the OpenPeppol website. • Comply with OpenPeppol’s testing requirement. <p><u>If Malaysia is your home Peppol Authority</u></p> <p>Sign the Peppol Service Provider Agreement with MDEC as Malaysia Peppol Authority.</p> <p><u>If you are an existing Peppol Service Providers or Malaysia is not your home Peppol Authority</u></p> <p>Provide a copy of the Peppol Service Provider Agreement that you have signed with other Peppol Authority.</p>
7	Comply with Malaysia Peppol Authority Specifications	Compliance with Malaysia Peppol Specifications (MY-PINT) by demonstrating the ability to send and receive e-invoices either through OpenPeppol’s testbed, via

No	Criteria	Description
		PA's test environment, or with a PA's accredited SP.
8	Comply with the Information Security Capability	<p>The company is required to comply with supporting documents on the information security requirements.</p> <ul style="list-style-type: none"> • Enable Multifactor Authentication; • Encryption At Rest; • Encryption in Transit; • Regular Security Monitoring; and • Self-certification or independent certification of ISO/IEC 27001 (non-mandatory)
9	Comply with Malaysia tax authority	<ul style="list-style-type: none"> • Compliance with Malaysia's tax authority requirements within three (3) months (or subject to tax authority's readiness) from the date of accreditation by PA. • Provide proof of compliance with the tax authority requirements.

3.0 ONBOARDING AND ACCREDITATION OF PEPPOL SERVICE PROVIDERS

The table below describes the key steps of getting onboarded and accredited as a Service Provider in the Peppol Network.

No	Criteria	Description	Applicability
1	Submit interest to PA and acquire the SP Accreditation Application Form	<ul style="list-style-type: none"> • Submit interest by emailing to invoicing.spsupport@mdec.com.my • PA will then send the Accreditation Application Form to the company 	All SP-applicants

No	Criteria	Description	Applicability
2	Submit Accreditation Application Form and required documents	<ul style="list-style-type: none"> • Fill, sign and submit the Accreditation Application Form in PDF and email it to einvoicing.spsupport@mdec.com.my • In the same email, provide the required documents as outlined in the Accreditation Eligibility Criteria section of this document. 	All SP-applicants
3	Due Diligence assessment by PA	<ul style="list-style-type: none"> • PA will assess the application and will notify if the company needs to submit the additional documents, when required. • If the application has fulfilled all the due diligence requirements, PA will notify the company to proceed to the next step. 	All SP-applicants
4	Become an OpenPeppol AISBL member	<ul style="list-style-type: none"> • The company 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. <ol style="list-style-type: none"> a) Please email 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 and cc national.einvoicing@mdec.com.my in the email. OpenPeppol will review the application and notify the company on the result. • Send a copy of the notification of the successful application to einvoicing.spsupport@mdec.com.my • Service Providers who are already an OpenPeppol member can skip this step. 	All New SP-applicants

No	Criteria	Description	Applicability
5	Request the Public Key Infrastructure (PKI) test certificate from OpenPeppol	<ul style="list-style-type: none"> • The company 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 with a copy of business registration document attached in the Peppol Service Desk request. • The request for a PKI test certificate through OpenPeppol will be routed to PA for approval. After PA's approval, OpenPeppol will enrol the PKI test certificate for the company to download. 	All New SP-applicants
6	Complete OpenPeppol's onboarding test	<ul style="list-style-type: none"> • To verify that the company is able to send and receive a valid e-invoice in compliance with the Malaysia Peppol Specifications (MY-PINT), the company will need to execute a self-testing process (the company can send to and receive from its own Access Point implementation to test the file exchange). • The company is to follow the testing instructions provided at https://peppol.org/tools-support/testbed/. The tests will include: <ol style="list-style-type: none"> a. Verification of certificates (both the Peppol and the company's HTTPS certificate); b. Sending of a document from the company's Access Point service to OpenPeppol's Test Access Point service; and c. Receiving of a document from 	All New SP-applicants

No	Criteria	Description	Applicability
		<p>OpenPeppol's Test Access Point service to the company's Access Point service.</p> <ul style="list-style-type: none"> Once the company has successfully completed the testing activities, the company will get the result document / report which should show the successful completion of the testing. 	
7	Complete Interoperability Testing in Test Environment	The Service Provider is to request for a Malaysia SMP sandbox account. When ready with the setup, the company to perform a series of tests with OpenPeppol's testbed to demonstrate interoperability with Malaysia Peppol Specifications (MY-PINT).	All New SP-applicants
8	The company and PA sign the Peppol Service Provider Agreement	<ul style="list-style-type: none"> Once the OpenPeppol membership is confirmed, PA will provide the Peppol Service Provider Agreement to the company. The company and PA to sign the Peppol Service Provider Agreement. 	All New SP-applicants
9	Request and obtain PKI production certificate	<ul style="list-style-type: none"> The company is to request for its PKI production certificate through the Peppol Service Desk https://openpeppol.atlassian.net/servicedesk/customer/portal/1 The company 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 PA that the company has passed the local 	All SPs

No	Criteria	Description	Applicability
		<p>accreditation requirements and that the SP Agreement has been signed.</p> <ul style="list-style-type: none"> • Once the required verification has been confirmed, PA will approve the PKI request and OpenPeppol will enrol the PKI production certificate for the company to download. • Upon successful enrolment, the company will be able to download the PKI production certificate and enter production. • The PKI production certificate has an expiry date and SPs have to request for new PKI production certificate accordingly. 	
10	Obtain confirmation of accreditation	<p>After the above activities have been successfully completed, PA will email the company on the confirmation of the accreditation. The company is now ready to register end user participants onto the Peppol network. The accredited SP will be listed / added to various communication channels, which may include:</p> <ul style="list-style-type: none"> • MDEC's National e-Invoicing microsite; • Malaysia Peppol Directory; • Malaysia e-Invoicing Community pages / channel; and • Malaysia Peppol Service Provider email distribution list. 	All SPs
11	Renew accreditation	<p>The accreditation status is valid for 12 months from the date of confirmation of the accreditation. The accredited SP shall write to PA via einvoicing.spsupport@mdec.com.my to apply for</p>	All SPs



No	Criteria	Description	Applicability
		renewal of the accreditation status within 3 months before the expiry date of the accreditation status.	

4.0 ENQUIRIES AND SUPPORT

For enquiries and clarification, please refer to:

Client Contact Centre (CliC)

Tel. no.: +603-8315 3000

Toll free no.: +603-8315 3115

Email: clic@mdec.com.my