



**GUIDELINES ON NATIONAL E-INVOICING
INITIATIVE ACCREDITATION OF
PEPPOL-READY SOLUTION PROVIDERS
(PRSP)**



1.0 SCOPE

This guide is intended to provide an overview of the Peppol-Ready Solution Provider (PRSP) Accreditation process and requirements for parties interested to become an MDEC-accredited PRSP in Malaysia. Peppol-Ready solutions are solutions such as accounting, ERP and e-invoicing which are connected to Peppol network where business users can send and receive e-invoices through the network without necessarily becoming an Access Point (AP).

The PRSP accreditation is valid for 12 months from the date of confirmation of the accreditation. All PRSPs must monitor their PRSP 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

2.1. MANDATORY CRITERIA

The table below describes the key accreditation requirements to become a Peppol-Ready Solution Provider (PRSP).

| No | Mandatory Criteria | Description |
|----|--|--|
| 1 | <u>Company Registration</u> i. The company is incorporated in Malaysia under the Companies Act 1965 or Companies Act 2016; or registered in other country. ii. Minimum paid-up capital of at least RM50,000 or equivalent. | The company is required to submit documents as stated in the checklist in the Section 1 of Accreditation Form. |
| 2 | The company or its parent company is in operation for at least one (1) year as of the date of submission. | The company is required to submit documents as stated in the checklist in the Section 1 of Accreditation Form. |

| No | Mandatory Criteria | Description |
|----|--|--|
| 3 | 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 company to declare if the company is not under any legal proceeding for criminal offences under any applicable laws or liquidation/ winding up/ dissolution. | The company is required to declare in Section 5 of Accreditation Form. |
| 5 | The company to declare if the company is not blacklisted by any Malaysian authority or MDEC. | The company is required to declare in Section 5 of Accreditation Form. |
| 6 | <p>The company's solution must be able to register the business user on the Malaysia Service Metadata Publisher (SMP) through an MDEC-accredited Service Provider (SP).</p> <p>Once registered, the Peppol ID will be listed in the Malaysia Peppol Directory.</p> | The company is required to do a live product demonstration to MDEC on the solution's registration process of their customer on Malaysia SMP. |
| 7 | The company's solution must be able to capture and maintain the Peppol IDs of their users' business partners (i.e. their customers and/or supplier). | The company is required to do a live product demonstration to MDEC on the solution's ability to capture and maintain the Peppol IDs of their users' business partners. |
| 8 | The company's solution must be able to create, send and/or receive e-invoice on the Peppol network through an MDEC-accredited SP. | The company is required to do a live product demonstration to MDEC by creating, sending and/or receiving a live test e-invoice through an MDEC-accredited SP. |



| No | Mandatory Criteria | Description |
|----|---|--|
| 9 | The company's solution must be able to create, send and/or receive credit note on the Peppol network through an MDEC-accredited SP. | The company is required to do a live product demonstration to MDEC by creating, sending and/or receiving a live test credit note through an MDEC-accredited SP. |
| 10 | The company's solution must have a connection with at least one (1) an MDEC-accredited SP. | <ul style="list-style-type: none"> The company is required to provide written confirmation of business arrangement with at least one (1) an MDEC-accredited SP. Each company only need to connect with one (1) MDEC-accredited SP. |

2.2. PREFERRED CRITERIA

The table below describes the preferred accreditation requirements to become a PRSP. Please note that preferred criteria are not mandatory in the assessment to become an MDEC-accredited PRSP, but we encourage all PRSP applicants to have the solutions ready for them.

| No | Preferred Criteria | Description |
|----|--|--|
| 1 | The company's solution should be able to lookup the users' customers and/or suppliers and check whether they are on Peppol network. | The company will do a live product demonstration to MDEC on the solution's functionality to lookup the users' customers and/or suppliers and check whether they are on Peppol network. |
| 2 | When the user is sending an e-invoice, the company's solution should be able to determine if the recipient of the e-invoice is on the Peppol network and | The company will do a live product demonstration to MDEC by showing the process when the user is sending an e-invoice. The solution should be able to determine if the recipient of the e-invoice is on the Peppol network and provide the option to the |

| No | Preferred Criteria | Description |
|----|--|--|
| | provide the option to the user to send the e-invoice via Peppol network or other method(s). | user to send the e-invoice via Peppol network or other method(s). |
| 3 | The company's solution should be able to create and send self-billing e-invoice on the Peppol network through an MDEC-accredited SP. | The company will do a live product demonstration of the solution's self-billing e-invoice creation and the sending process. This includes sending a live test self-billing e-invoice via their solution through an MDEC-accredited SP. |

3.0 ONBOARDING AND ACCREDITATION OF PEPPOL-READY SOLUTION PROVIDERS

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

| No | Criteria | Description | Applicability |
|----|---|---|---------------------|
| 1 | Submit interest to PA and acquire the PRSP Accreditation Application Form | <ul style="list-style-type: none"> Submit interest by emailing to invoicing.spsupport@mdec.com.my PA will then send the PRSP Accreditation Application Form to the company. | All PRSP-applicants |
| 2 | Submit PRSP Accreditation Form and required documents | <ul style="list-style-type: none"> Fill, sign and submit the Accreditation Application Form in PDF and email it to invoicing.spsupport@mdec.com.my In the same email, provide the required documents as outlined in the Accreditation Eligibility Criteria section of this document. | All PRSP-applicants |

| No | Criteria | Description | Applicability |
|----|---|--|---------------------|
| 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 application has fulfilled all the due diligence requirements, PA will notify the company to proceed to the next step. | All PRSP-applicants |
| 4 | Complete Product Demo | <ul style="list-style-type: none"> • Once application has been reviewed, PA will then schedule a live product demo with the company. • In this live demo, the company will be required to demonstrate the mandatory criteria. They can also choose to demonstrate any of the preferred criteria. <ul style="list-style-type: none"> a. The mandatory and preferred criteria to accredit the company can be found in Accreditation Eligibility Criteria section. b. If all the mandatory criteria have not been successfully demonstrated, the company will be notified to redo the live product demonstration on a re-scheduled date by PA. | All PRSP-applicants |
| 5 | Obtain confirmation of PRSP accreditation | <ul style="list-style-type: none"> • After the above activities have been successfully completed, PA will email the company on the confirmation of PRSP accreditation. | All PRSP-applicants |

| No | Criteria | Description | Applicability |
|----|---------------------|---|---------------|
| | | <ul style="list-style-type: none"> • The accredited PRSP will be listed / added to various communication channels, which may include: <ol style="list-style-type: none"> a. Malaysia’s National e-Invoicing microsite; b. Malaysia Peppol Directory; c. Malaysia e-Invoicing Community pages / channel; and d. Malaysia PRSP WhatsApp Group chat. | |
| 6 | Renew accreditation | <p>The PRSP accreditation status is valid for 12 months from the date of confirmation of the accreditation. The accredited PRSP shall write to einvoicing.spsupport@mdec.com.my to apply for renewal of the PRSP accreditation status within 3 months before the expiration date of the accreditation status.</p> | All PRSPs |

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