



**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> 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 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.
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.

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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	Member of OpenPeppol AISBL	<ul style="list-style-type: none"> <li>• OpenPeppol membership is mandatory for all SPs.</li> <li>• Check your responsibilities as a Malaysia Peppol Service Provider by reviewing the requirements outlined on the OpenPeppol website.</li> <li>• Comply with OpenPeppol’s testing requirement.</li> </ul> <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>

No	Criteria	Description
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 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"> <li>• Enable Multifactor Authentication;</li> <li>• Encryption At Rest;</li> <li>• Encryption in Transit;</li> <li>• Regular Security Monitoring; and</li> <li>• Self-certification or independent certification of ISO/IEC 27001 (non-mandatory)</li> </ul>
9	Comply with Malaysia tax authority	<ul style="list-style-type: none"> <li>• Compliance with Malaysia's tax authority requirements for e-invoice submission within three (3) months (or subject to tax authority's readiness) from the date of accreditation by PA.</li> <li>• Provide proof of compliance with the tax authority requirements.</li> </ul>

### 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"> <li>Submit interest by emailing to <a href="mailto:invoicing.spsupport@mdec.com.my">invoicing.spsupport@mdec.com.my</a></li> <li>PA will then send the Accreditation Application Form to the company</li> </ul>	All SP-applicants
2	Submit Accreditation Application Form and required documents *  <small>* Item 2 and Item 4 of this Section can be done in parallel.</small>	<ul style="list-style-type: none"> <li>Fill, sign and submit the Accreditation Application Form in PDF and email it to <a href="mailto:invoicing.spsupport@mdec.com.my">invoicing.spsupport@mdec.com.my</a></li> <li>In the same email, provide the required documents as outlined in the Accreditation Eligibility Criteria section of this document.</li> </ul>	All SP-applicants
3	Due Diligence assessment by PA	PA will assess the application and will notify if the company needs to submit the additional documents, when required.	All SP-applicants
4	Become an OpenPeppol AISBL member *  <small>* Item 2 and Item 4 of this Section can be done in parallel.</small>	<ul style="list-style-type: none"> <li>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"> <li>Please email OpenPeppol at <a href="mailto:membership@peppol.eu">membership@peppol.eu</a> to obtain a registration form.</li> <li>Upon completing the form, please sign it and email a PDF version to <a href="mailto:membership@peppol.eu">membership@peppol.eu</a> and cc <a href="mailto:national.invoicing@mdec.com.my">national.invoicing@mdec.com.my</a> in the email. OpenPeppol will review the application and notify the company on the result.</li> </ol> </li> <li>Send a copy of the notification of the successful application to <a href="mailto:invoicing.spsupport@mdec.com.my">invoicing.spsupport@mdec.com.my</a></li> </ul>	All New SP-applicants

No	Criteria	Description	Applicability
		<ul style="list-style-type: none"> <li>• Service Providers who are already an OpenPeppol member can skip this step.</li> </ul>	
5	Request the Public Key Infrastructure (PKI) test certificate from OpenPeppol	<ul style="list-style-type: none"> <li>• The company is to request for a PKI test certificate through Peppol Service Desk at <a href="https://openpeppol.atlassian.net/servicedesk/customer/portal/1">https://openpeppol.atlassian.net/servicedesk/customer/portal/1</a></li> <li>• A request for a PKI test certificate must be accompanied with a copy of business registration document attached in the Peppol Service Desk request.</li> <li>• 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.</li> </ul>	All New SP-applicants
6	Complete OpenPeppol's onboarding test	<ul style="list-style-type: none"> <li>• 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).</li> <li>• The company is to follow the testing instructions provided at <a href="https://peppol.org/tools-support/testbed/">https://peppol.org/tools-support/testbed/</a>. The tests will include:               <ol style="list-style-type: none"> <li>a. Verification of certificates (both the Peppol and the company's HTTPS certificate);</li> <li>b. Sending of a document from the company's Access Point service to OpenPeppol's Test</li> </ol> </li> </ul>	All New SP-applicants

No	Criteria	Description	Applicability
		<p>Access Point service; and</p> <p>c. Receiving of a document from OpenPeppol's Test Access Point service to the company's Access Point service.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>	
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"> <li>Once the OpenPeppol membership is confirmed, PA will provide the Peppol Service Provider Agreement to the company.</li> <li>The company and PA to sign the Peppol Service Provider Agreement.</li> </ul>	All New SP-applicants
9	Request and obtain PKI production certificate	<ul style="list-style-type: none"> <li>The company is to request for its PKI production certificate through the Peppol Service Desk <a href="https://openpeppol.atlassian.net/servicedesk/customer/portal/1">https://openpeppol.atlassian.net/servicedesk/customer/portal/1</a></li> <li>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.</li> </ul>	All SPs

No	Criteria	Description	Applicability
		<ul style="list-style-type: none"> <li>• OpenPeppol will do a verification with PA that the company has passed the local accreditation requirements and that the SP Agreement has been signed.</li> <li>• 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.</li> <li>• Upon successful enrolment, the company will be able to download the PKI production certificate and enter production.</li> <li>• The PKI production certificate has an expiry date and SPs have to request for new PKI production certificate accordingly.</li> </ul>	
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"> <li>• MDEC’s National e-Invoicing microsite;</li> <li>• Malaysia Peppol Directory;</li> <li>• Malaysia e-Invoicing Community pages / channel; and</li> <li>• Malaysia Peppol Service Provider email distribution list.</li> </ul>	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</p>	All SPs





No	Criteria	Description	Applicability
		<a href="mailto:einvoicing.spsupport@mdec.com.my">einvoicing.spsupport@mdec.com.my</a> to apply for 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