

A-NZ PEPPOL FRAMEWORK GUIDANCE NOTE

Peppol Directory

Guidance Note 09

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Issue Date	Version
10 June 2022	1.0

Effective From	Artefacts Impacted
December 2022	NIL

Introduction

The Peppol Directory contains information about the receiving capabilities of End Users participating in Peppol. Its purpose is to support businesses to find their trading partners who are registered to exchange documents with them. The reliability of the Peppol Directory directly impacts its usefulness for this purpose.

Service Providers (SPs) are responsible for keeping this information accurate and up to date.

This guidance has been developed to support the accuracy of Australian and New Zealand data in the Peppol Directory.

This guidance note should be read in conjunction with *Guidance Note 10 End User Identification* available on GitHub.

Background

Analysis of Australian and New Zealand entries in the Peppol Directory has found data quality issues including invalid identifiers, cancelled identifiers, missing fields, and entries that do not correspond with central registries. This undermines confidence in, and reduces the reliability and usefulness of, the Peppol Directory.

Requirement to register End Users in the Peppol Directory

In Australia and New Zealand, SPs are required to register and maintain the receiving capability of End Users in the Peppol Directory. This is defined in Australia's and New Zealand's Peppol Authority Specific Requirements.

OpenPeppol Internal Regulations

Section 4.6.3 of the OpenPeppol Internal Regulations requires the Service Provider to submit up to date and accurate information to the SMP(s) in which their End Users' endpoints are listed.

It also requires that a Service Provider who provides Peppol Addressing and Lookup Services is responsible for:

- Maintaining the End User's information
- Ensuring the information is displayed accurately, and
- Following up with the service provider who has the primary relationship with the End User if there are issues with the information provided to the Peppol Directory.

Tools

Australian Business Register

The Australia Business Number (ABN) and the End User's name and other associated registration details are available on the Australian Business Register (ABR).

There are tools available to check and validate details against the ABR include:

- ABN Lookup Web Services

- ABN Lookup tools
- ABR website search
- ATO app

New Zealand Business Number Register

The New Zealand Business Number (NZBN), the business's name and other primary business data is available on the NZBN register.

The tools available to check and validate details against the NZBNR include:

- NZBN Business Search
- NZBN Business-Match (for validating existing customer lists)
- NZBN API
- Further information on NZBN services – including NZBN Watchlists and Alerts for when business details change.

Global Location Numbers

The Global Location Number (GLN) is used to identify locations and legal entities. This unique identifier is comprised of a GS1 Company Prefix, Location Reference, and Check Digit[1].

GLN lookup is available on the GS1 website:

- Search for GLN

Guidance

Requirements for Service Providers

1- End User Authorisation **(Mandatory)**

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SPs must ensure they are authorised to publish the End User in the
Peppol Directory.
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2- Registrations and updates (**Mandatory**)

4.6.3. of Internal Regulations

SPs must ensure the accuracy and completeness of End User information in the Peppol Directory:

a. Minimum required fields are completed

b. Identifier is valid

c. Name matches the central registry

Item	Method
Minimum Required Fields	The following fields are mandatory in A-NZ: • All fields listed as mandatory in the Peppol Directory Specification, and • Registration date SPs should make efforts to fill out non-mandatory fields.
Valid Identifier	**ABNs** A Peppol identifier with ICD value `0151` must be a valid ABN. SPs are responsible for ensuring the End User's ABN is valid: • ABN meets the algorithm using the formula provided on the Australian Business Register website, and • ABN has been confirmed as "active" on the ABR. Prior to adding the ABN to the Peppol Directory. **NZBNs** A Peppol identifier with ICD value `0088` and country code `NZ` must be a valid NZBN. SPs are responsible for ensuring the End User's NZBN is valid: • NZBN has been confirmed as "registered" on the NZBNR Prior to adding the NZBN to the Peppol Directory.
Name match	**ABNs** SPs must ensure that the name of the End User matches a name (entity name, business name, or trading name) listed on the ABR prior to adding a new entry into the Peppol Directory. If the name of the End User does not match a name listed in the ABR, the End User should be contacted and asked to update their details (with the SP, ABR, or both) to ensure the name matches before registering/updating their details in the Peppol Directory. Note, minor deviations (i.e. spaces, case, minor abbreviations etc.) may be accepted at the discretion of the SP. **NZBNs** SPs must ensure that the name of the End User matches a name (trading name or legal business name) listed on the NZBNR prior to adding a new entry into the Peppol Directory.

Item	Method
	If the name of the End User does not match a name listed in the NZBNR, the End User should be contacted and asked to update their details (with the SP, NZBNR, or both) to ensure the name matches before registering/updating their details in the Peppol Directory. Note, minor deviations (i.e. spaces, case, minor abbreviations etc.) may be accepted at the discretion of the SP.

3- Periodic checking (**Mandatory**)

3.3.1 of Internal Regulations

SPs must perform checks of all their End Users to confirm the details remain valid and up to date:

a. Minimum required fields are completed

b. Identifier is valid

c. Name matches the central registry

4- Updating inaccurate entries (**Mandatory**)

4.6.3. of Internal Regulations

SPs must update End User details which are not accurate within 30 days of identifying the error/inaccuracy.

5- Removal of invalid entries (**Mandatory**)

4.6.3. of Internal Regulations

SPs must remove any entries which they have published which no longer valid (e.g. where the identifier is invalid or where the End User's identifier is no longer 'active' or 'registered') from the Peppol Directory within 30 days of identifying the invalid entry.

Migration Plan

Guidance Notes	Before 01/07/2022	After 01/07/2022	After 01/01/2023
04 Know Your Customer Guidance Note	Mandatory	Mandatory	Phased Out

Guidance Notes	Before 01/07/2022	After 01/07/2022	After 01/01/2023
09 Peppol Directory Guidance Note	Optional	Optional	Mandatory

Version History

Version	Date	Change Description
1.0	1 April 2022	First publication

1 An Introduction to the Global Location Number (GLN) (gs1us.org) ↩

This site uses Just the Docs, a documentation theme for Jekyll.