



## MEETING MINUTES

### A-NZ Service Provider Forum

Date: 16 July 2020

Time: 11:00am – 1:00pm (all times are in Sydney local time)

<b>Chair</b>	Mark Stockwell, Australian Peppol Authority, ATO
<b>Members</b>	Services Australia   Pagero   Esker   Ozedi   MessageXchange   Storecove   Link4   Pacific Commerce   Xaana   BE2BE NZ   Payreq   Xero   IBM   Block Ledger and Edicom
<b>Observers</b>	Various service providers undertaking accreditation were not identified to protect any potential commercial sensitivities
<b>Apologies</b>	<b>B2B Router</b>
<b>Next meeting</b>	TBC

#### Agenda item: 1 – Welcome and administration

- The chairs welcomed attendees
- No updates to Minutes, taken to be accepted
- Action items update provided (refer to action items summary)

#### Agenda item: 2 – Invoice Response and Receiver Specific Requirements

- A-NZ PAs have issued a discussion paper covering two main topics which are closely related to each other
  - o Receiver Specific requirements, and
  - o Invoice Message Response.
- SPs were thanked for feedback and advised there would be further opportunities to provide feedback.
- As there isn't enough time in the meeting, the main aim was to run through the key themes from feedback received so far, and agree on a process to work through the issue/s.
- Simon Foster raised that it would be difficult to provide any meaningful reaction to the themes collected without having received a document with the information prior to the meeting. The A-NZ PAs will provide a document summarising the feedback next week.

Action Item	Description	Responsible
2020/07/01	Send summary of feedback to discussion paper	A-NZ Peppol Authorities



**Receiver Specific Requirements**

- To achieve the primary goal of productivity and efficiency benefits we need adoption and to support a high level of automation. Some Corner 4 End Users require a level of data for verification and automation. Without this, the network may only be used by a limited range of participants or may result in poor client experiences. This would also limit Service Providers’ ability to capitalise on their investment.
- We seek to provide greater clarity around the core set of data needed by Corner 4. We will need to determine a reasonable balance between receivers’ and senders’ requirements and understand impacts users and providers.
- We want to avoid the development of point to point solutions where receivers have specific and unique requirements that has been an issue for EDI adoption.
- The intent isn’t to make any of the optional fields mandatory in the A-NZ specification at this point as that would require extensive consultation and take a long time to work through Peppol processes – we need something in the short term to facilitate adoption. This could possibly involve establishing an industry supported best practice to achieve a satisfactory level of automation for the users in the shorter term.
- Some SPs raised the view that this sort of issue would be resolved through individual service offerings. SPs have products with point of difference allowing End Users to choose the product they want. Others thought it would be helpful to get a list of the main requirements so that all parties know what to provide and what they would get.
- We have received written and verbal feedback from Service Providers and heard feedback through the NZ Tech Forum. We have shared the discussion paper with some large entities to get their input.
- Key additional data identified so far include Purchase order, bank account details, Email addresses, PDF attachments.
- SPs needed additional time to digest and see summary document.
- It was agreed that the next step should be to facilitate a discussion and come to a unified approach to enable the network to operate effectively, organisations achieve ROI and user benefits are achieved. It was recognised that any approach would need to have industry support, and therefore additional C1 and C4 end users and their partners should be invited.
- Simon Foster (ABSIA) volunteered to work with A-NZ PAs on setting up a working group(s). Simon also offered ABSIA to host the meeting.

Action Item	Description	Responsible
2020/07/02	Co-ordinate working group meeting and issue invites	A-NZ PAs & ABSIA

**Invoice Response**

- Invoice Response is closely related to receiver-specific requirements; however, its scope is broader than just rejections.
- The feedback received indicated broad support for the network to implement Invoice response – this would provide a benefit for sellers, increases automation capabilities, and prompt advice about exceptions will assist suppliers to improve their data quality and will reduce future rejections
- Some SPs raised that it is the business of solution providers to innovate and differentiate their product offering to their customers.
- There was also acknowledgement that existing out of band communications may continue to augment interactions between buyers and sellers. Peppol provides an opportunity to provide benefits to the seller and automate processes to reduce reliance on out-of-band processes.
- OpenPeppol (Post Award Implementation Forum) and some other jurisdictions are also having conversations about invoice responses and message responses. It was raised that eDeC discussion may be required on any technical complexities (incl. end point addressing).
- Most of the feedback received from APs was that Invoice Response is already supported or is on their roadmap.
- SPs raised the need to determine if there is wider support (C1 & C4 – as they would need to implement), which statuses are important, sequencing, timeframes etc.



- The group agreed this should be part of one working group being setup to discuss Receiver Specific Requirements.
- Any A-NZ agreement on an approach should be run by OpenPeppol.

### Agenda item: 3 – Peppol Authority update

#### NZ Tech Forum

- Forums have been running for around a year
- The recent forum had three main topics: Digitisation, Automation and Standardisation
- Discussion covered use of NZBN and OPN – C1 or C2 use by the end of the year, Invoice responses
- SPs raised different understanding levels on Peppol, and need for consistent language – e.g. Sender/Receiver, C1/C2/C3/C4, Buyers/Sellers

#### Reporting Requirements

- A reminder was sent to SPs for overdue reporting. Most reports have been received. There will be follow up individually for any remaining.
- SPs raised whether information would be distributed – it was confirmed that the intent was to distribute and make public, aggregated information once volumes had increased a little to make details of participants non-discernible – estimate this could take 3-6 months.
- A-NZ PAs have been undertaking integrity checking on the information being reported. There appears to be some duplicate reporting to AU PA and NZ PA. SPs were reminded to report relevant data to each PA and referred to published [Guidance Note](#) on reporting which includes an example on cross-border interactions.
- While there has been an increase in the numbers on the Peppol Directory, they appear low (~84 AU, ~22 NZ). SPs were reminded of the requirement to register receivers in the Peppol Directory; this information helps A-NZ authorities plan and target adoption activities.
- A SP raised that in Europe there is only a requirement to report to the PA and no need to split by country.
- It was recognised that OpenPeppol is looking to centralise reporting so current reporting to A-NZ PAs was seen to be an interim process. We hope that we will know more about the plans for centralised reporting in the coming months.

### Agenda item: 4 – Service Provider updates

- It was noted that the Canadian Revenue Agency attended General Assembly

### Agenda item: 5 – OpenPeppol activities

#### Peppol Agreements (Contracts)

- A lot of work is being undertaken to prepare for new Agreements and supporting documents.
- There has been a small delay to the schedule for signing new Agreement as some documents are still being prepared. The new timeframes for signing are August for PAs, with SPs start to sign from 14 September.
- OpenPeppol is preparing support documents - policies, timeline of dates, layman's guide, old-new comparison document and FAQs.
- OpenPeppol are releasing policy documents to seek feedback.
- A-NZ PAs are scheduling a webinar on 30th July to provide an information session.
- SPs advised that public companies require extra time due to internal processes.



**Open Peppol working groups**

- SP noted ability for SPs to register with OpenPeppol for various groups – e.g. e-Delivery member, also Pre & Post Award implementation memberships. SPs were interested in information to on how to register.
- Dynamic document type schema (DDTS)
  - o An invitation had been sent to the Peppol membership to participate in the Dynamic Document Type Schema working group and it kicked off on 6-Jul with Philip Helger leading.
  - o This is an eDelivery WG to support the Peppol International invoice (PINT), with the aim to allow invoices that are built according to variations/flavours of the PINT to be received by those advertising that they can receive the generic PINT
  - o This will enable PA's in different parts of the world to implement Peppol documents through the Peppol network with support for their national requirements while maintaining the possibility to exchange documents internationally and reducing build effort for service providers implementing in different markets.
  - o There will be changes to SMP and AP specs as a result, and there will need to be a migration period
  - o Wildcarding will only impact invoice in the first instance; however, will be designed so that it can support other documents if necessary in the future
  - o The change will not impact the SMP publication for existing documents that are not managed via a wildcard
  - o Schedule
    - Draft high-level design by early next week,
    - Detailed specs and migrations plan (Aug),
    - Peppol community review (September),
    - Ready mid-November
- International invoice (PINT)
  - o Draft documents out for review with feedback due by 28 August 2020. Earlier comments will be appreciated.
  - o Final version is scheduled to be published on November 1st
- SPs that are not receiving information or invites were encouraged to check mailman subscription with OpenPeppol

Action Item	Description	Responsible
2020/07/03	Distribute information about registering with OpenPeppol groups	A-NZ PAs

**Agenda item: 6 Adoption progress**

Item not covered in the meeting due to time. Supplementary information provided:

**Australia update**

- 16 A-NZ **Accredited APs**, plus ~20 EOIs
- Federal Government agencies – 3 onboarded, 2 more expected in 2 July. Good response to individual meetings over past 2 months with several more committed to adopting, subject to approvals.
- Aim to advertise for a whole of government panel to market near the end of month. SPs are encouraged to note this for accreditation plans.

**New Zealand update**

- Stu Ross has started as Operations and Promotion Manager.
- MBIE is progressing its implementation.



**Agenda item: 7 Other business**

No other business discussed.

**Action item summary**

**Open Action Items** (including new action items raised)

Action item	Description	Responsible	Status	Progress/Comments
202002/04	Gather learnings from interoperability testing requirements to determine any gaps and clarify testing requirements. Convene hook-up to share learnings from recent testing, to provide to OpenPeppol so they can update their documents where there is ambiguity.	A-NZ Peppol Authority	Open	Compiling report for distribution. Developing process for SPs to provide learnings.
202002/08	Understand each member's onboarding strategy	A-NZ Peppol Authority	Open	ATO commenced individual meetings with SPs in July.
202003/01	Investigate reporting options based on feedback, including approach being taken by Singapore. Engage in conversations with SPs offline on what data could be shared without exposing commercially sensitive data or breaching privacy rules.	A-NZ Peppol Authority	Open	ATO commenced individual meetings with SPs in July.
2020/07/01	Send summary of feedback to discussion paper	A-NZ Peppol Authorities	New	
2020/07/02	Co-ordinate working group meeting and issue invites	A-NZ PAs & ABSIA	New	
2020/07/03	Distribute information about registering with OpenPeppol groups	A-NZ PAs	New	

**Closed this meeting**

Action item	Description	Responsible	Status	Progress/Comments
2020/06/01	What model to put in place for sharing updates from OpenPeppol meetings?	A-NZ Peppol Authorities	Closed	Standing agenda items added to SP Forum for PAs and SPs to provide updates from meetings attended. SPs are encouraged to access Peppol Confluence – including signing up to alerts and updates.



2020/06/02	SPs to advise who is attending what OpenPeppol working groups and community meetings.	SPs	Closed	Standing agenda items added to SP Forum for PAs and SPs to provide updates from meetings attended.
2020/06/03	Research federal and state government common elements. Convene interested parties and bring ideas back to the group to gain support and design an execution plan.	A-NZ Peppol Authority	Closed	Agreed at meeting to convene separate workshop to progress.
2020/06/04	Set up meeting with Ozedi to discuss international invoice (PINT) rounding rules and determine if any further action is needed	AU Peppol Authority	Closed	Meeting held with David Field.
2020/06/05	Send request to Service Providers to review FAQ's for Agreement transition	A-NZ Peppol Authority	Closed	Information session on Agreements scheduled on 30 Jul. Further information provided by OpenPeppol.
2020/06/06	Distribute updated Agreement when available	A-NZ Peppol Authority	Closed	Draft agreements sent 3/7/20.
2020/06/07	By the end of June: <ul style="list-style-type: none"> <li>• APs – catch-up on all outstanding reporting</li> <li>• SMPs – register receivers in the Peppol Directory</li> </ul>	All accredited SPs	Closed	Most APs have now caught up on outstanding reports. Individual follow-ups being undertaken with a few APs.
2020/06/08	Send reminder to SPs on reporting	A-NZ Peppol Authority	Closed	Reminder sent 9/6/20.