

Pan European Public Procurement On-Line

The widest possible Pan-European connectivity



PEPPOL Network

Guide for Buyers and Suppliers.

PEPPOL enables government organisations and private companies to exchange electronic trading documents over an interoperable European-wide network for electronic ordering, invoicing and shipping.



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Connecting Europe Facility

1. What is PEPPOL?

Pan European Public Procurement On-Line

PEPPOL is an initiative of the European Union to connect Government Organisations and Private Companies across Europe on a single network.

It is a set of open and interoperable technical specifications which enhance the connection of existing eProcurement communities and facilitate both tendering and purchasing business processes.

PEPPOL enables government organisations and private companies to exchange electronic trading documents over an interoperable, European-wide network. In simple terms, PEPPOL offers a standardised network connection for electronic ordering, invoicing or shipping. Furthermore, PEPPOL enables access to its network through accredited 'Access Points'.

PEPPOL grew out of a European Commission initiative to:

- Facilitate cross border commerce
- Improve transparency in public procurement
- Deliver better value for tax payers
- Encourage eBusiness and paperless transactions.

PEPPOL focuses on the critical e-Procurement components to solve interoperability issues in Europe. The main benefits for both buyers and suppliers:

- Sign documents electronically
- Receive Orders and Send Invoices
- Build stronger relationships
- Reduced process costs
- Improved contract compliance
- Enhance contract management
- You only have to join PEPPOL once

OpenPEPPOL AISBL

Association Internationale Sans But Lucratif

OpenPEPPOL AISBL is a non-profit international association under Belgian law and consists of public sector and private members. PEPPOL allows European government agencies and the business community to widen their markets and carry out pan-European public procurement transactions. A standardised eProcurement process will contribute to a more economic and secure interoperability for enterprises and SMEs. From eSignature, eAttestation (Virtual Company Dossier) and eCatalogue to eOrdering and eInvoicing.

The new EU Directive 2014/55/EU, on eInvoicing in public procurement, means all public sector entities must be digitally connected to their supply chain by 2020.

How to register to PEPPOL?

To communicate via PEPPOL network, your organisation has to connect to an Access Point (AP). Thanks to the AP you can interact with all buyers and suppliers within your Supply Chain.

ELCOM is an accredited PEPPOL Access Point. ELCOM's AP acts as a 'gateway' or 'bridge' between the PEPPOL network and a local eProcurement community. If you use ELCOM's PEPPOL solution we can connect you to all the organisations within the PEPPOL network.

As a certified PEPPOL Service Provider, we allow buyers and suppliers, to exchange PEPPOL compliant electronic documents within the PEPPOL network. Whether you are a multinational or SME, ELCOM offers you a solution for your needs. You will be able to connect to all of the organisations within the PEPPOL network with any of ELCOM's solutions.

ELCOM's PEPPOL AP software service enables the transfer of business documents, such as orders and invoices, over the PEPPOL Transport Infrastructure and ELCOM's network integrates to all the leading ERP so you do not need to change your business processes.



2. How does PEPPOL work?

ELCOM's eCommerce Approach

ELCOM's approach is to provide customers with the widest possible connectivity options to make eCommerce simple by using the process and technology already in use.

ELCOM includes PEPPOL connectivity and standards within its suite of products and services to ensure compliance with the eInvoicing Directive (Directive 2014/55/EU) for ELCOM's European Public-Sector Clients and interoperability for any business in need.

PEPPOL Interoperability Concept

The Four-Corner Model enables, public and private sector organisations, to easily exchange electronic documents over an interoperable, European-wide network. This model ensures a standardised network to connect for eOrdering, eInvoicing and Transport Infrastructure. Users are able to connect to all other users through Certified Access Points like ELCOM.

Suppliers and buyers can use different service providers to process edocuments that pass between them. Within this model both service providers can either run their services through a software or in the cloud and offer the additional services of OCR, data extraction and mapping or data validation to their client.

ELCOM's PEPPOL Access Point (AP) enables all buyers to undertake both 2 and 3 way matching by validating the electronic invoices against Purchase Orders and Receipts. Purchase Orders, Receipts and Invoices can be imported from legacy systems or other P2P systems for processing.

ELCOM's PEPPOL Access Point integrates with ELCOM's eFunding solution and it is available to any current ELCOM customers and as stand-alone service.

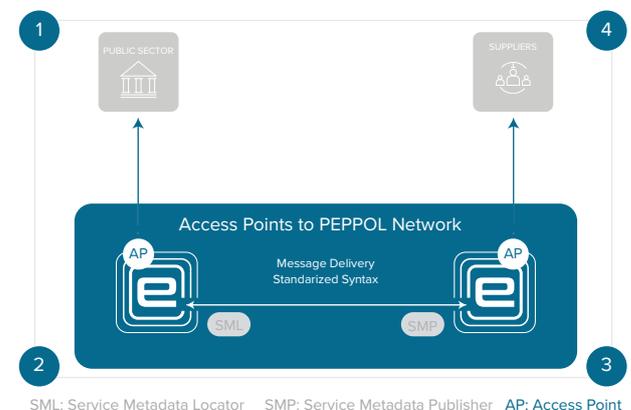
Business Document Exchange

As a Government Organisation or Private Companies, you will connect to an Access Point (AP) of your choice this will allow you secure transmission and the exchange of Electronic Documents and Procure-to-Pay XML Messages using a common European standard.

At ELCOM we ensure transmission and receipt of POs and Invoices in multiple formats via multiple channels. Purchase Order, Receipt, Invoice Matching and Settlement. Easy and fast conversion of documents including PEPPOL standard formats.

The Four-Corner Model

A document is sent from an Procurement platform in local format to the sender's local PEPPOL Access Point (AP). The Receiving AP will repackage and transform the content if needed, for local network. The Receiver will receive the document in local format v his local infrastructure.



About 100 service providers and public authorities across Europe currently exchange business documents with each other on behalf of their customers via PEPPOL Network.



3. PEPPOL for Buyers

Unique Opportunities and Lower Costs

As a buyer by using ELCOM's PEPPOL managed services solution, you will be able to connect to your supply chain electronically, issue electronic POs (eOrdering) and receive electronic shipping notices and invoices (eInvoicing).

ELCOM will manage your integration into your ERP or P2P: POs, order acknowledgment, advanced shipping notices and invoices; inclusive of all connectivity, data mappings to and from PEPPOL formats and end-to-end testing. You will be able to ensure more efficient transmission of POs, which will facilitate process efficiencies and save money.

Over the years we have connected more than 75,000 users with over 60,000 suppliers. We have extensive experience of working with public sector such as the NHS.

eOrdering Full automation

The implementation of eOrdering is an important step to full buyer procurement automation as it strongly affects the other phases from catalogue to payment. Flexibility of the specification allows buyers to gradually automate ordering, based on cost/benefit approach.

The goal of PEPPOL is to implement the European Ordering Interoperability (EOI) Framework that allows SMEs to adopt eOrdering in an effective way to lower their cost of entry and operating costs. The eOrdering Process starts with the issuing of orders by the buyer and ends with the receipt of an order response and the transmission of the delivery instructions from the supplier.

The PEPPOL BIS 3a Ordering Process defines exchange of order documents between a Contracting Authority acting in the role of a buyer and an Economic Operator acting in the role of a seller.

PEPPOL reduces the complexity of administrative procedures and provides unique opportunities for greater supplier competition and lower costs.

Our service enables document exchange without manual intervention. Electronic invoices and orders are sent and received via ELCOM's Access Point to your supplier via the Supplier's Access Point. This automation ensures accurate data and a greater visibility of the product journey which allows buyers to make better business strategic decisions.

eInvoicing: eMatching and Settlement

eInvoicing links the procurement and payment processes, two important value chains. With eInvoicing buyers speed up payment cycles, eliminates manual errors and increase productivity. ELCOM's eMatching and Settlement solution is integrated with the ELCOM Access Point. Invoice data can come from any PEPPOL Access Point or ELCOM Payment Gateway.

ELCOM provides customers with batch processing options for invoice matching and multiple ways for invoices to be delivered for 2-way matching against bulk loaded purchase orders.

ELCOM best-in-class technology PECOS offers settlement process with automated line level matching and delivers an export containing invoice data for payment. Also additional options are available, including a Receipt Import for 3 way matching, and a user settlement interface for the manual reconciliation and management of mismatches.

Why ELCOM?

As the world's first cloud-based procurement technology company, we at ELCOM have focused decades of know-how on pioneering flexible proprietary technology with one aim to help our clients simplify, optimise and energise their whole Supply Chain. Since partnering with the Massachusetts Institute of Technology (MIT) two decades ago to create our best-in-class procurement technology, we have transacted over \$10 billion and, to date, optimised business for more than 120,000 clients worldwide.

From e-Invoicing, to e-Procurement, to e-Funding, our expertise is rooted in decades of experience in simplifying IT complexity to meet customer needs. You don't adapt to our software; our software adapts to you. This is why, at ELCOM, our clients are more than mere customers – they are our partners, too.

4. PEPPOL for Suppliers

One agreement and Unlimited Access

As a supplier by connecting to PEPPOL Network, you will be able to receive orders and issue order acknowledgements, advanced shipping notices and invoices no matter your level of eCommerce.

All NHS Suppliers must be PEPPOL enabled to receive and send electronic documents. ELCOM's PEPPOL solution for suppliers provide everything you need to easily implement PEPPOL and trade with your PEPPOL enabled customers.

PEPPOL facilitates to suppliers the access to all pan-European public sector authorities across Europe entering into one agreement to reach all the buyers in the PEPPOL network.

Sage Integration Connector

Sage Integration Connector empowers easy adoption and distribution of electronic message for suppliers who use SAGE software. Once you have registered as a supplier to receive orders and send invoices you can download and install the pre-configured client adapter which will connect you with your buyers.

Direct Connection

For suppliers who need to send and receive larger volumes of data we manage the integration with your accountancy system, including data mapping to/from PEPPOL formats. Once registered as a supplier to receive orders and send invoices you can download and install the pre-configured client adapter which will connect you with your buyers.

eOrdering Improved Visibility

eOrders allows complete and real-time visibility of customer demands to confirm delivery capabilities for the customers peace of mind. ELCOM provides advanced shipping notice for supplier to keep its customers up to date allowing them to put contingency plans in place if it is required. With the delivery confirmation, suppliers track and keep the records of all successful deliveries. Electronic confirmation allows you as a supplier to invoice accurately.

eInvoicing Paper Removal

Millions of invoices are exchanged between buyers and suppliers in either in paper or e-mail format each years. This creates inefficiencies for both the buyer's Accounts Payable (AP) department and the supplier's Accounts Receivable (AR) team. E-Invoicing does offer substantial cost savings through reduction in manual work, materials, postage and transport costs. Electronic invoice can be processed quickly by your customer.



How do I connect?

Get in touch to find out how ELCOM can help you!
No matter if you are a large corporation or an SME,
a supplier or buyer, ELCOM can help you with your
implementation of PEPPOL.

At ELCOM we will make the journey to connect to the PEPPOL
Network as easy as possible. As a tailored solutions provider we
like to understand more about your organisation and how we can
help you achieve your goals.

Please feel free to contact us at : Elcompeppol@elcom.com



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