Peppol Authority of the Slovak Republic
Financial Directorate of the Slovak Republic **Lazovná 63, 974 01 Banská Bystrica, IČO: 42499500**

The accreditation scheme of the Peppol Authority of the Slovak Republic (PASK) pursuant to Section 76a of Act No. 222/2004 Coll., on value-added tax

For the acceptance and approval of Service Providers (SP)

1. Introduction

This accreditation scheme defines the conditions related to the acceptance and approval of Service Providers (SPs) who operate Access Points (APs) for the exchange of electronic invoices via delivery service.

The accreditation aims to ensure a high level of interoperability, security, reliability, and compliance with the technical and legislative requirements of the Slovak Republic's national Peppol Authority and the OpenPeppol AISBL network.

Abbreviations:

- **OpenPeppol AISBL** - Peppol Coordination Authority
- **PASR** - Peppol Authority Specific Requirements
- **PA SK** - Peppol Authority Slovak republik
- **SP -** Service Provider
- **Access Point -** an access point that allows electronic documents to be sent and received.

2. Accreditation requirements for Peppol (SP) service providers in the Slovak Republic

Nr.	Requirement	Description	Document
1.	**Legal form**	The service provider has its registered office or place of business in a Member State.	**Slovak applicants:** An extract from the Commercial Register not older than 3 months. (Guaranteed conversion from paper to electronic form) **Foreign applicants:** An equivalent extract from the commercial register of their country, officially translated into Slovak, not older than 3 months.
2	**Criminal record**	The service provider and its statutory body, or members of its statutory body, have a good reputation.	**Slovak applicant:** Extract from the criminal record for legal entities and their statutory representatives (natural persons and legal entities) not older than 3 months. (Guaranteed conversion from paper to electronic form) **Foreign applicant:** Similar document proving clean criminal record from the home country, officially translated into Slovak, not older than 3 months.
3	**Authorisation to provide delivery services**	In order to demonstrate their eligibility to provide delivery services, the delivery service provider must comply with the conditions of the European delivery standard and use the specified tools and procedures.	Authorisation to provide delivery services in accordance with the European delivery standard, based on a record of successful testing in the Peppol Testbed environment. (Open the Peppol Testbed report.)
4	**Other requirements for accreditation of service providers in the Peppol network in the Slovak Republic**	The service provider must ensure a high level of reliability in identifying both the sender and the recipient.	Authorisation to provide delivery services in accordance with the European delivery standard, based on a record of successful testing in the Peppol Testbed environment. (Open the Peppol Testbed report.)

3. Process of accreditation of new Peppol Service Provider (SP) in the Slovak Republic

Nr.	Step	Description	Responsibility
1	Applying for accreditation in the Slovak Republic	The applicant for services within the Peppol network must submit an **'Application for Peppol Service Provider Accreditation**' to the Peppol Authority of the Slovak Republic (PA SK). The application is submitted electronically after logging in to the Financial Administration portal (Elektronické form... - PFS) and at the same time send information about the submitted application electronically to: peppol@financnasprava.sk For more information on electronic communication, user registration, and authorisation of entities on the Financial Administration portal, see: Registration OSS - PFS If the person who wants to apply for registration is a foreign person and does not have an activated electronic mailbox, they are required to choose a representative for the delivery of documents who has an activated electronic mailbox in accordance with a special regulation. The application must include supporting documents proving compliance with formal, technical, security, and operational requirements.	SP
2	Applying for membership in OpenPeppol AISBL	At the same time, the applicant for services within the Peppol network is obliged to obtain a valid membership in the international **OpenPeppol AISBL** organisation. The application shall be submitted electronically to: membership@peppol.eu OpenPeppol will review the application and notify the applicant of the result.The applicant will send a copy of the notification of successful application to the Peppol Authority PA SK. peppol@financnasprava.sk For more information: Join - OpenPeppol	SP

		Fees: Applicants are required to pay fees in accordance with the Peppol coordinating authority's instructions and the Membership Form. For more information: [Fees - OpenPeppol](#)	
3	Evaluation of the application	The Peppol Authority (PA SK) will assess the submitted documents (from steps 1 and 2) and perform a formal verification of compliance with the requirements within 30 days. If necessary, it will ask the applicant to supplement the documentation.	PA SK
4	PKI Test Certificate Request	The new applicant then requests a test PKI certificate from OpenPeppol, which is required to access the Peppol network test environment, via the Peppol Service Desk at: https://openpeppol.atlassian.net/servicedesk/customer/portal/1 Before issuing it, the Peppol Coordination Authority will request approval from the PA SK. The applicant will also receive instructions on test scenarios and technical requirements. The applicant must submit a signed extract from the commercial register not older than 3 months and an application for membership in OpenPeppol.	SP
5	Performing an OpenPeppol entry test	To verify that the SP is capable of sending and receiving valid Peppol BIS documents in accordance with the current Peppol specifications, the SP will need to perform its own testing process with OpenPeppol. The SP must follow the testing instructions provided at: https://peppol.org/tools-support/testbed/.	SP
6	Sign Peppol Service Provider Agreement	Once all the requirements have been successfully completed, the applicant signs a **'Peppol Service Provider Agreement'** with slovak Peppol Authority (PA SK), thereby formally committing to comply with all the network's operational and legal conditions.	SP
7	Obtaining access to SMP	SP will receive an accreditation certificate from the Peppol Authority of the Slovak Republic (PA SK) with access to the Slovak SMP system.	PA SK
8	PKI Production Certificate Request	The SP must request its PKI production certificate via the Peppol Service Desk. https://openpeppol.atlassian.net/servicedesk/customer/portal/1.	SP

Nr.	Step	Description	Responsibility
		The SP must download its test report from the test site and attach it for review and approval by OpenPeppol as part of the application for a PKI production certificate. OpenPeppol will verify with PA SK whether the SP has met all local accreditation requirements and whether a contract has been signed between the Peppol Authority of the Slovak Republic and the service provider. (Service provider agreement) After confirming the required verification, PA SK will approve the PKI application and OpenPeppol will register the PKI production certificate, which the SP will download.	
9	Verification of certification in OpenPeppol	After successfully completing OpenPeppol certification and receiving a production certificate, the applicant shall send a record of successful testing in the Peppol Testbed environment (Open Peppol Testbed report) Peppol Authority SK (PA SK).	SP
10	Entry to production	After successful accreditation, the delivery service provider (SP) will be able to enter the SMP system production environment and provide delivery services in the Slovak Republic.	SP

4. Process of accreditation of existing Peppol Service Provider (SP) in the Slovak Republic

Nr.	Step	Description	Responsibility
1	Applying for accreditation in the Slovak Republic	The applicant for services within the Peppol network must submit an **'Application for Peppol Service Provider Accreditation'** to the Peppol Authority of the Slovak Republic (PA SK). The application is submitted electronically after logging in to the Financial Administration portal (Elektronické form... - PFS) and at the same time send information about the submitted application electronically to: peppol@financnasprava.sk For more information on electronic communication, user registration, and authorisation of entities on the Financial Administration portal, see: Registration OSS - PFS If the person who wants to apply for registration is a foreign person and does not have an activated electronic mailbox, they are	SP

		required to choose a representative for the delivery of documents who has an activated electronic mailbox in accordance with a special regulation. The application must include supporting documents proving compliance with formal, technical, security, and operational requirements.	
2	Verification of certification in OpenPeppol	After successfully completing OpenPeppol certification and receiving a production certificate, the applicant shall send a record of successful testing in the Peppol Testbed environment (Open Peppol Testbed report) Peppol Authority SK (PA SK).	SP
3	Evaluation of the application	The Peppol Authority PA SK will assess the submitted documents (from steps 1 and 2) and perform a formal verification of compliance with the requirements within 30 days. If necessary, it will ask the applicant to supplement the documentation.	PA SK
4	Obtaining access to SMP	SP will receive an accreditation certificate from the Peppol Authority of the Slovak Republic (PA SK) with access to the Slovak SMP system.	PA SK
5	Entry to production	After successful accreditation, the delivery service provider (SP) will be able to enter the SMP system production environment and provide delivery services in the Slovak Republic.	SP