



Detailed instructions for accrediting service providers in the Slovak Republic

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Procedure for accrediting a new Service Provider (SP) in the Peppol network – detailed instructions

Dear Service Provider Applicant,

In accordance with the Peppol Accreditation Scheme of the Slovak Republic and the Specific Requirements of Peppol for the Slovak Republic, we have prepared **detailed instructions for the accreditation of a new Service Provider (SP)** in the Peppol network in the Slovak Republic.

This procedure is mandatory for all applicants **who are not yet accredited OpenPeppol providers**.

Step 1: Preparing the accreditation documents

Before submitting your application, we recommend preparing all the required documents, particularly the following:

Foreign applicants:

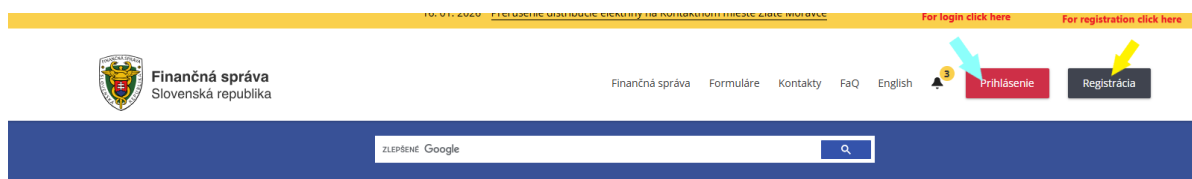
- An equivalent extract from the commercial register of their country, officially translated into Slovak, not older than 3 months.
- Document proving clean criminal record for legal entities and their all statutory representatives (natural persons and legal entities) from the home country, officially translated into Slovak, not older than 3 months.
- If the applicant is a foreign national without an activated electronic mailbox, they must appoint a representative with an activated electronic mailbox to receive documents, in accordance with a special regulation based on a „Letter of Autorization to deliver documents“.



- The accreditation process cannot be completed successfully without all the necessary documentation.

Step 2: Submit an application for accreditation in the Slovak Republic.

The applicant must submit the '**Application for Accreditation of a Service Provider**' form electronically via the Financial Administration of the Slovak Republic portal, after **logging into the Financial Administration Portal** here: [Elektronické form... - PFS](#)



Kód	Názov	Aktivita
▼	eFaktúra	
▼	Akreditácia poskytovateľa služby (SP)	
▼	Všeobecné podanie pre akreditáciu poskytovateľa služby (SP)	
VP_eFA_SP	Všeobecné podanie - eFaktúra	
▼	Medzinárodná výmena informácií	
▶	CESOP	
▶	DAC2_CRS	
▶	DAC4_CbCR	

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 eSlovensko electronic mailbox ([Electronic mailboxes](#)), they are required to choose a representative for the delivery of documents who has an activated electronic mailbox in accordance with a special regulation.

You can find more information about the electronic mailbox on eSlovensko here: [eIDAS - UPVS](#)







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Login through slovensko.sk

Choose one of the options:

 <p>Log in with Slovak ID</p> <p>Log in with your eID (residence card or alternative authenticator) using a card reader.</p> <p>Login</p> <p>More about login with Slovak ID</p>	 <p>Log in with the mobile key via the Slovakia in mobile app</p> <p>Log in with a QR code or a numeric code using your mobile phone and the Slovakia in mobile app.</p> <p>Login</p> <p>More about Slovakia in mobile app</p>	 <p>Log in with Mobile eID (MeID)</p> <p>Log in with mobile phone or computer using modern technology (Passkey, Windows Hello)</p> <p>Login</p> <p>More about activation and login with Mobile eID</p>	 <p>Log in as resident of EU member state</p> <p>We will redirect you to login page for residents of EU.</p> <p>Login</p> <p>More about login of EU member state residents</p>
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At the same time, it is necessary to:

- send an email providing information about submitting the application to **peppol@financnasprava.sk**

Step 3: Submitting an application for OpenPeppol AISBL membership

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.

Procedure:

- Send an application to **membership@peppol.eu**.
- Pay the membership fees according to the instructions provided by OpenPeppol.
- Send confirmation of membership approval to the Peppol authority in Slovakia.

For more information, see [Join - OpenPeppol](#).

Fees: Applicants are required to pay fees in accordance with the instructions provided by the Peppol coordinating authority, as set out in the Membership Application Form.

For more information, see [Fees - OpenPeppol](#)

Step 4: Formal evaluation of the Peppol application by the Slovak Authority

The Slovak Peppol authority:

- assesses the completeness and correctness of the documentation;
- verifies compliance with the requirements.
- the evaluation period is 30 days. If necessary, the Peppol Authority will ask the applicant to supplement the documentation



Step 5: Request a test PKI certificate

The new applicant must after **Submitting the applications** request a test PKI certificate from OpenPeppol via the Peppol Service Desk. This certificate is required to access the Peppol network test environment.

[Peppol Service Desk – Jira Service Management](#)

Centrum pomoci / Peppol Service Desk



Peppol Service Desk

Welcome! You can raise an Peppol Service Desk request from the options provided.

S čím vám môžeme pomôcť?



PKI Certificate Request (Remember mandatory attachments) Only G2 current/Legacy

For Production certificates you MUST attach a copy of your signed (by both parties, member and Peppol Authority) Peppol Service Provider Agreement and you MUST attach a recent copy of your business registration document with every PKI request. (the business registration document is a document verifying that you are registered as a company in your country and it must not be more than three months old).

For Test certificates you MUST attach a recent copy of your business registration document with every PKI request. (the business registration document is a document verifying that you are registered as a company in your country and it must not be more than three months old). For Test certificates you MUST either attach a signed (by both parties, member and Peppol Authority) Peppol Service Provider Agreement or a signed Peppol Member form if you don't have a signed Peppol Service Provider agreement yet



PKI Certificate Request (Remember mandatory attachments) Only Test G3 NEW PKI Generation - PKI Production from 11 Feb 2026

For Production certificates you MUST attach a copy of your signed (by both parties, member and Peppol Authority) Peppol Service Provider Agreement and you MUST attach a recent copy of your business registration document with every PKI request. (the business registration document is a document verifying that you are registered as a company in your country and it must not be more than three months old).

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The applicant will receive instructions from OpenPeppol regarding the test scenarios and technical requirements.

Further information on testing can be found here: [Post Award Documentation - OpenPeppol](#) ((Peppol BIS Billing – Current Version by Date).

The applicant must submit the following:

- - A signed extract from the commercial register no older than three months;
- - An application for OpenPeppol membership.

Certificate issuance:

- is subject to the approval of the Peppol Authority of the Slovak Republic.
- is necessary for entry into the testing environment.

Step 6: Testing in the Peppol Testbed Environment

The applicant must perform the mandatory interoperability tests to verify that:

- the access point (AP) can correctly send and receive Peppol BIS documents;
- the solution complies with all current technical specifications of the Peppol network;
- confirmation of compliance with **the Peppol Authority Specific Requirements (PASR)** for the Slovak Republic. (Peppol Testbed report – Slovakia Testing in accordance with the requirements of the Slovak Republic)*



The result of the testing is an **OpenPeppol Testbed report**, which must be sent to the Peppol Authority of the Slovak Republic at peppol@financnasprava.sk upon receipt.

Without delivery of the OpenPeppol Testbed report, the accreditation process cannot be completed successfully.

Step 7: Signing the Peppol Service Provider Agreement with the Peppol authority of the Slovak Republic

After successfully completing the testing, the applicant will sign the **Peppol Service Provider Agreement** with the Peppol authority of the Slovak Republic.

By signing the contract, the provider undertakes to:

- undertakes to comply with the rules of the Peppol network
 - accepts the operational and legal responsibility arising from accreditation
 - **The contract will be signed electronically and our employees will contact you regarding this.**
-

Step 8: Obtaining an accreditation certificate

Once the Peppol agreement has been signed, the Slovak authority will:

- issue an accreditation certificate;
 - certificate is valid 2 years
-

Step 9: Application for a Production PKI Certificate

After signing the contract, the provider requests a production PKI certificate through the Peppol Service Desk. OpenPeppol verifies with the PA SK whether the service provider 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) Subsequently, OpenPeppol will provide the SP with a production PKI certificate.

STEP 10: Request for SMP Access and Certification Verification in OpenPeppol

After successfully obtaining a production certificate, the applicant shall submit to the Peppol Authority SK (PA SK) an "Application for Access to the SMP," which must include proof of having obtained a Peppol PKI production certificate.

STEP 11: Entry into the production environment

Once a production certificate has been obtained and accreditation confirmed, the provider may:



- enter the production environment;
- provide delivery services in the Slovak Republic.

If you have any questions or concerns, please contact us at peppol@financnasprava.sk.

In Q1 and Q2 of 2026, compliance with the Peppol Authority Specific Requirements (PASR) for the Slovak Republic in points 4 (Centralised Slovak SMP) and 6 (Slovak TDD) is not required.

Procedure for accrediting an existing Service Provider (SP) in the Peppol network – detailed instructions

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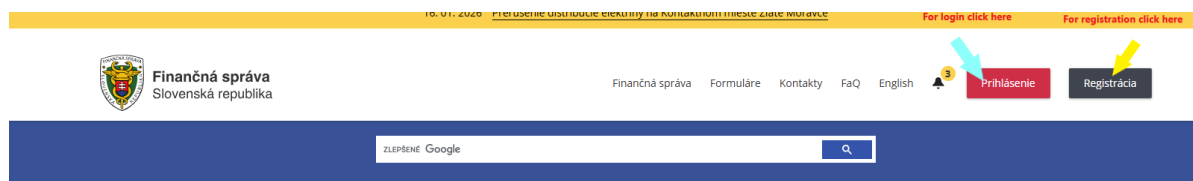
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- If the applicant is a foreign national without an activated electronic mailbox, they must appoint a representative with an activated electronic mailbox to receive documents, in accordance with a special regulation based on a „Letter of Authorization to deliver documents“.
- A valid record of successful testing in the Peppol Testbed environment.
- confirmation of compliance with **the Peppol Authority Specific Requirements (PASR)** for the Slovak Republic. (Peppol Testbed report – Slovakia Testing in accordance with the requirements of the Slovak Republic)*



The accreditation process cannot be completed successfully without all the necessary documentation.

Step 2: Submit an application for accreditation in the Slovak Republic.

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At the same time, it is necessary to:

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Step 3: Submission of certification documents to OpenPeppol

The application must include:

- a valid **record of successful testing in the Peppol Testbed environment**;
- confirmation of compliance with **the Peppol Authority Specific Requirements (PASR)** for the Slovak Republic. (Peppol Testbed report – Slovakia Testing in accordance with the requirements of the Slovak Republic)*

These documents prove that the provider already meets the basic technical and operational requirements of the Peppol network, as well as the specific requirements of the Slovak Republic.

Step 4: Formal evaluation of the Peppol application by the Slovak Authority

The Slovak Peppol authority:

- assesses the completeness and correctness of the documentation;
- verifies compliance with the requirements.
- the evaluation period is **30 days**. If necessary, the Peppol Authority will ask the applicant to supplement the documentation

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- issue an accreditation certificate;
 - certificate is valid 2 years
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