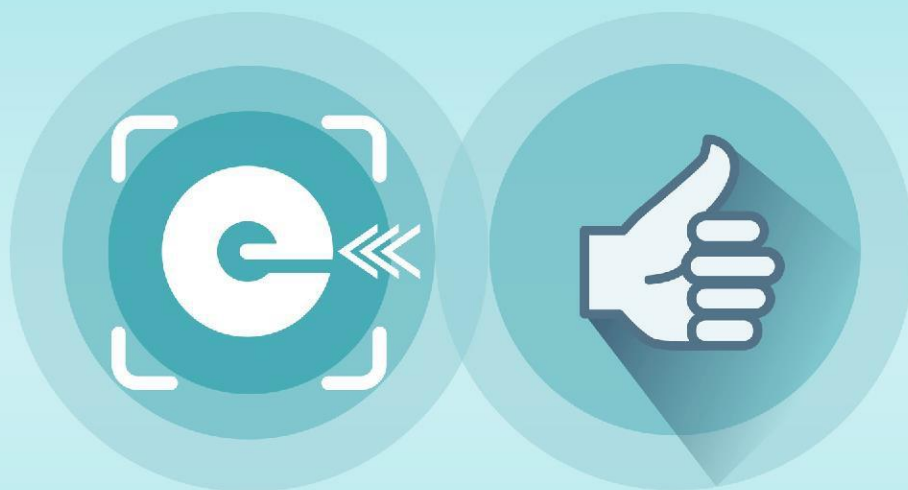


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# Application Form

eInvoicing ready software products  
listing on [www.einvoicing.govt.nz](http://www.einvoicing.govt.nz)



eInvoicing | Pūtea Tāhiko

Faster. Smoother. Safer.  
It's the next step, for Kiwi business.



MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT  
HĪKINA WHAKATUTUKI

## Overview

The New Zealand Peppol Authority (Ministry of Business, Innovation and Employment) publishes eInvoicing ready software products on [www.einvoicing.govt.nz](http://www.einvoicing.govt.nz) to provide visibility of eligible eInvoicing products to the New Zealand business community.

## Criteria

eInvoicing software products that meet the following **mandatory criteria** will be approved to be listed:

Mandatory Criteria	
1	Product connects to the Peppol network through an accredited New Zealand Peppol access point provider <sup>1</sup> . Access point connections can be either native or through official partnerships.
2	Product can send and/or receive valid <a href="#">A-NZ Peppol BIS 3.0 invoice</a> through an accredited New Zealand Peppol access point provider.
3	Product with consent can register a business on the Peppol network to receive eInvoices. <i>(Only if product provides receive capability – registration is not required to send eInvoices)</i>
4	Product can validate the NZBN (and if relevant, ABN) of their end users as per the <a href="#">End User identification guidance note</a> .

We also recommend that products consider meeting the following **optional criteria**:

Preferred Criteria	
4	Product has the capability to send the following additional recommended information fields (considered as best practice in the <a href="#">A-NZ Industry Practice Statement – Invoice Content</a> ): <ol style="list-style-type: none"> <li>1. Invoice payment due date</li> <li>2. Supplier GST identifier</li> <li>3. Supplier contact details</li> <li>4. Payee Financial account</li> <li>5. Payment remittance information</li> <li>6. Additional description</li> <li>7. Reference number</li> <li>8. Document attachments</li> </ol> <p><i>(Only if product provides send capability)</i></p> <p>This has been developed in consultation with industry to provide guidance on additional invoice fields/data that can assist in smoother invoice processing for larger organisations when receiving eInvoices.</p>

<sup>1</sup> By exception, we may also agree to list eInvoicing software products that are compatible with the Peppol eInvoicing standards, but are not connected to the Peppol network through a partnership arrangement with an accredited access point.

## Products serving Trans-Tasman customers

Through the Trans-Tasman eInvoicing arrangement in 2018, the New Zealand and Australian governments established a common approach towards eInvoicing. Products that are also provided to Australian end-users or customers will be listed on the [Australian eInvoicing product register](#) maintained by the Australian Taxation Office.

## Changes and maintaining your product listing

We review eInvoicing ready product listings every 12 months and may contact you with questions or to require information confirming ongoing eligibility for the product/s listed.

You must notify us of any changes to your listed products by emailing [einvoicing@mbie.govt.nz](mailto:einvoicing@mbie.govt.nz).

You can request changes to your listing on the New Zealand eInvoicing website at any time.

## Questions

If you have questions please contact us at [einvoicing@mbie.govt.nz](mailto:einvoicing@mbie.govt.nz).

## Application instructions

### Step 1 – Application form

Complete the application form on pages 5 – 7 and the signing declaration on page 8. Return this to us at [invoicing@mbie.govt.nz](mailto:invoicing@mbie.govt.nz), together with the required product screenshots and supporting documentation (see step 2).

### Step 2 – Screenshots and supporting documentation (e.g. XML payload)

Applicants must provide product screenshots with a brief description to demonstrate how your product meets the website listing criteria outlined on page 1. Other supporting documentation e.g. XML payload is preferred as well.

Product screenshots required:

1. Send eInvoices on the Peppol network (send only)
2. Receive eInvoices from the Peppol network (receive only)
3. Register end-users on the Peppol network to receive eInvoices (receive only)
4. Capture and maintain the NZBN (and also ABN if providing product to customers in Australia) of your customer and their trading partners
5. Capability to supply data rated as best practice (optional).

Please send your screenshots to [invoicing@mbie.govt.nz](mailto:invoicing@mbie.govt.nz) along with this completed application form.

### Step 3 – Acceptance email and product listing

You will receive an acceptance email from MBIE after you have successfully completed the eInvoicing Ready product process. Your product will be published on the [www.einvoicing.govt.nz](http://www.einvoicing.govt.nz) website.



Once approved and listed on the website, we'll provide you with an 'eInvoicing ready software product' badge.

You may use this on your own website and communication material to give your software users confidence in your eInvoicing functionality.

Products that are also provided to Australian end-users or customers will be listed on the [Australian eInvoicing product register](#).

# APPLICATION FORM

## Company and product information

Company information – To be used to complete due diligence checks on your company	
Legal entity name	
Company legal identifier (e.g. NZBN)	
Authorised Representative details	
Name:	
Job title:	
Contact phone number:	
Email address:	
Key Office Holder details	
Name:	
Job title:	
Date of birth:	
Contact phone number:	
Company and overall service offer description: <i>(250 words max)</i>	
Product details – To better understand your product and support product register listing	
Name of eInvoicing product	
Website link to eInvoicing product	
Website link to eInvoicing specific instructions or video	
Short product description <i>(250 words max)</i>	
Invoice functionality <i>(tick all that apply)</i>	<input type="checkbox"/> Sending <input type="checkbox"/> Receiving
Does your product connect to the Peppol network through an accredited Peppol access point provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, specify the provider</i>
Can your product send and/or receive valid <a href="#">A-NZ Peppol BIS 3.0 invoice</a> through an accredited Peppol access point provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can your product (with consent) register a	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>business on the Peppol network to receive eInvoices?</b> <i>(Receive products only)</i>	
<b>Can your product send the invoice information rated as best practice as per the <a href="#">A-NZ Industry Practice Statement – Invoice Content?</a></b> <i>(Send only)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Can your product maintain legal identifiers (NZBN)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Can your product validate the NZBN (and if relevant, ABN) of end users as per the <a href="#">End User identification guidance note?</a></b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Product environment</b> <i>(tick most relevant)</i>	<input type="checkbox"/> Cloud <input type="checkbox"/> Desktop <input type="checkbox"/> Mobile App <input type="checkbox"/> On Premise <input type="checkbox"/> Web portal <input type="checkbox"/> Not listed – please specify
<b>Does your product provide a free option?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>If yes, specify the criteria for the free option and please provide a website link.</i>
<b>Target market</b> <i>(tick all that apply)</i>	<input type="checkbox"/> Micro <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> Enterprise
<b>Do you offer an industry specific product?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, specify the industry</i>
<b>Target industries</b> <i>(Optional)</i>	<input type="checkbox"/> Accommodation and Food Services <input type="checkbox"/> Administrative and Support Services <input type="checkbox"/> Agriculture, Forestry and Fishing <input type="checkbox"/> Arts and Recreation Services <input type="checkbox"/> Construction <input type="checkbox"/> Education and Training <input type="checkbox"/> Electricity, Gas, Water and Waste Services <input type="checkbox"/> Financial and Insurance Services <input type="checkbox"/> Healthcare and Social Assistance <input type="checkbox"/> Information Media and Telecommunications <input type="checkbox"/> Manufacturing <input type="checkbox"/> Mining <input type="checkbox"/> Other Services <input type="checkbox"/> Professional, Scientific and Technical Services <input type="checkbox"/> Public Administration and Safety <input type="checkbox"/> Rental, Hiring and Real Estate <input type="checkbox"/> Retail Trade <input type="checkbox"/> Transport, Postal and Warehousing <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Other – please specify
<b>Does your product support invoice attachments?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is your product provided to customers in Australia?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**eProcurement Peppol document types supported**

*(optional – tick all that apply)*

- A-NZ invoice extension and Credit Note
- A-NZ self-billing extension and Credit Note
- Catalogue
- Catalogue Response
- Despatch Advice
- Invoice BIS billing 3.0
- Invoice Response
- Order
- Order Agreement
- Order Response
- Punch Out
- Message Level Response
- Not listed – please specify

## Signing declaration

For this section you may need to update or remove statements that don't apply to your product. When applying for multiple products, you may need to complete a declaration per product.

I [name] in my position as [job title] am authorised to make the below statement on behalf of [name of company] and I:

- declare that the [insert name of eInvoicing product(s)] can:
  - meet relevant [mandatory and/or preferred] criteria specified by the New Zealand Peppol Authority for the product list
  - send and/or receive an A-NZ Peppol BIS Billing 3.0 conformant eInvoice on the Peppol network through [[Australian or New Zealand accredited access point\(s\)](#)]
  - send and/or receive an A-NZ Peppol BIS Billing 3.0 conformant eInvoice to any end-user that is registered to receive eInvoices on the Peppol Network
  - validate the NZBN [and ABN, if applicable] of end-users of my product as per the [End User identification guidance note](#)
  - support data rated as best practice as per [A-NZ Invoice Content Industry Practice Statements](#) [remove this statement if not applicable]
- declare that the information provided in 'Section A – General company and product information' and 'Section B – Signing declaration' is accurate.
- declare that my organisation is willing to be listed on the [New Zealand / and Australian] Peppol Authority website / affiliated government website on the product list.

I agree to provide further information or documentary evidence to support the information disclosed in this form upon request. If any of the information contained in this form changes or becomes incorrect, I will promptly provide updated information to the New Zealand Peppol Authority.

Signature -----

Date -----