



## PEPPOL

**PEPPOL - 'Pan European Public Procurement On-line' - was conceived as a means of creating a cross border messaging standard to enable suppliers to trade with public sector organisations across Europe.**



In the UK, PEPPOL is a central pillar of the Government's eProcurement strategy for the NHS. The aim of PEPPOL is to increase the use of eProcurement within the NHS and to make trading with the NHS easier for business of all sizes. Ultimately, PEPPOL aims to save money within the NHS back office which can be used for front line services.

### **How does it work?**

PEPPOL enables documents such as purchase orders and invoices to be exchanged in a standard way electronically between buyers and sellers, without any manual intervention.

An NHS buyer will connect to the PEPPOL network via an Access Point. Electronic invoices, orders and other purchase related documents will be sent / received via the buyer's Access Point to the supplier via the supplier's own Access Point.

This 'four cornered model' will allow a NHS buyer to trade with ANY supplier connected to PEPPOL. Similarly, a supplier will be able to trade with all NHS buyers (and other public and private sector organisations) on PEPPOL.

In essence, PEPPOL does for electronic trading what interoperability agreements between mobile phone operators have done since the 1990s!

### **Why is it important if you trade with NHS?**

PEPPOL will change the way the NHS does business. Six demonstrator sites were selected at the beginning of 2016, and by 2020 all NHS Trusts are expected to be up and running. Once live, all suppliers will be required to send electronic invoices through a PEPPOL compliant Access Point. If you are an NHS supplier, PEPPOL will mean processes are faster and more efficient.

### **What PEPPOL services does Advanced/ CloudTrade offer?**

We have partnered with CloudTrade for the provision of e-invoicing services in the NHS. Advanced and CloudTrade are a PEPPOL Access Point, known as ACAP and we were selected to participate in the Department of Health's Demonstration of Technology (DoT) in 2015.

(<http://www.peppol.eu/news/DHtoactasthePEPPOLAuthorityfortheNHSinEngland>).

# What PEPPOL services do we have to offer?

As a PEPPOL Access Point, ACAP provides a gateway into the PEPPOL network to send and receive business documents, such as invoices, purchase orders and advanced shipping notices, etc.

## For Buyers

We provide a range of solutions and services to ensure your PEPPOL project is a success. Our **NHS customers** are able to take advantage of an established community of NHS suppliers already connected to the our Network, ensuring the fastest and highest supplier adoption rates in the market.

## For Suppliers

We remove the barriers to adoption and make it as easy as possible to connect to PEPPOL. We offer a range of methods to suit all organisations, irrespective of technical maturity, to connect to ACAP into PEPPOL.

- > **Manual / Automated Upload.** For those suppliers who are able to generate a file straight from their accounting application (usually XML or CSV), then we offer a number of methods by which these files can be transferred to ACAP for delivery into the PEPPOL network.
- > **Email.** Emailing a PDF invoice (or other data rich document) is by far the easiest and most popular way for a supplier to move away from paper. It's easy to use and out-of-the-box with most accounting packages. When an application generates a PDF, in almost all instances it will be a structured, text rich PDF. We take advantage of the data carried in the PDF and map the text straight from the PDF - without the use of OCR - which guarantees 100% data quality. Due to its non-disruptive, ease of use, we find that that over 90% of suppliers (irrespective of shape or size!) when asked will email PDF invoices.
- > **EDI (Electronic Data Interchange) and Connectivity with other service providers.** We also allow suppliers to utilise their existing EDI connectivity and any relationship that they may already have with an EDI provider – we will work with your company (and any partner) to ensure that files are converted into the appropriate format for the e-Invoicing service.

For suppliers trading with the NHS, we will enable you to be PEPPOL-ready without any changes to your IT systems and without incurring any additional costs. On-boarding

is simple, taking a matter of minutes rather than days or weeks, and trading relations are improved as you can be paid more quickly and with no need to keep chasing on invoices that keep getting lost along the way.

## Why ACAP?

ACAP is a PEPPOL compliant Access Point (<http://www.peppol.eu/adoption/access-point-providers>) that has a strong pedigree in the NHS. CloudTrade were one of the service providers selected to participate in the Department of Health's PEPPOL Demonstration of Technology in 2015. But why should you choose us?

## NHS Track Record

We are one of the largest providers of e-invoicing services to the NHS, working with over 20 NHS organisations, such as: Newcastle Upon Tyne Hospitals NHS Trust, Royal Free London NHS Foundation Trust and University Hospitals of Leicester NHS Trust, to name but a few. If you are a supplier providing goods and services to one of our NHS customers, you are probably already transacting it is highly likely that you are transacting across our network.

## Established Community of NHS suppliers

As the number of NHS buyers we provide e-invoicing services to grows, so does the community of suppliers trading with NHS across our network. Typically, we would expect to have greater than 50% of a NHS buyer's invoices already available on our network - even before we've started the on-boarding programme.

## Fast and High Adoption on-Boarding

Due to the non-disruptive nature and ease by which suppliers are able to transact across the Advanced/CloudTrade Network, we typically on-board 9 out of every 10 suppliers we are asked to on-board by our customers.

## What is the scope of the ACAP service?

As a PEPPOL Access Point, we will provide support across a range document processes in order to reduce manual effort and the cost of back office processing, while increasing visibility and controls.

### For Buyers

- > Receive electronic invoices
- > Send Electronic Orders
- > Receive Order Acknowledgments from suppliers
- > Receive Advanced Shipping Notices from suppliers

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In addition, prior to the availability of PEPPOL (which is due to be live in the NHS by the end of 2016), we can provide Access Point Services for organisations that wish to transact via non-PEPPOL connections, for example:

- > Buyers who wish to send orders to suppliers currently on GHX and other networks (e.g. Tungsten, Ariba, GXS - where service provider supports interoperability)
- > Buyers who wish to send orders direct to suppliers not on PEPPOL or any network (where supplier wishes to receive electronic order)
- > Buyers who wish to send Sales Invoices to SBS / Tradeshift and/or other network.

### Portal, Monitoring & Reporting Supplier Portal

Suppliers will have the ability to view all transactions they have sent to the Trust via a portal. They will also be able to raise queries on-line (removing the need to contact AP) and get visibility of approval and payment information.

## More information

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### Buyer Portal

Trusts will have the option to view all inbound and outbound transactions in single portal.

### Service Charges for Buyers

Please speak to your Advanced Account Director for more information on Access Point charges.

### Service Charges for Suppliers

We believe that in order to maximise the number of suppliers that move away from paper and onto electronic invoicing, you need to remove the supplier adoption barriers typically associated with EDI and E-invoicing.

Charging suppliers for the privilege of sending their own invoice to their buyer, is a barrier that typically stops suppliers adopting e-invoicing. This is the reason why we have never charged a supplier to transact across our network.

We will continue to offer free invoicing to those suppliers who are transacting with the **20+ NHS Buyers** where we provide e-invoicing services to (i.e. where we are the Buyers Access Point). If a supplier wishes also to send invoices to a Buyer using a different Access Point (i.e. not ACAP), a per transaction charge will be levied.

Suppliers wishing to receive electronic orders via PEPPOL will be charged on a per transaction basis, discounted based on volume.