UNCLASSIFIED External

# A-NZ PEPPOL FRAMEWORK GUIDANCE NOTE

## NZBN validation

**Guidance note 01**

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| --- | --- | --- |
| **Issue date** |  | **Version** |
| 31 October 2019 |  | 1.0 |
| **Effective from** |  | **Artefacts impacted** |
| October 2019 |  | Any document where an NZBN is used, including:  A-NZ invoice extension  A-NZ self-billing extension  Message header |

**For questions please contact:** [support@nzpeppol.govt.nz](mailto:support@nzpeppol.govt.nz)

*Audience*

* FMIS Software Providers
* New Zealand PEPPOL Service Providers

### Introduction

The Business identifier for End Users using the PEPPOL e-delivery network must be validated during configuration of Financial Management Information, and Service Provider systems.

This guide sets out the New Zealand PEPPOL Authority’s expectations of the technical solutions that the Service Providers should implement to verify and validate the Business identity of the End Users accessing the network.

Service Providers must ensure their solution capabilities meet the requirements set out in Annex 5 of the Transport Infrastructure Agreement.

The approach in building solution capabilities should:

* Follow current industry best practice.
* Mitigate the risk of potential bad customer behaviour
* Provide End Users with a seamless service experience.
* Be future proofed to ensure best practice is maintained.

This guide should be read in conjunction with the “Know Your Customer Guide” as administrative processes for Business Identifier, although this Guide provides Technical expectations.

#### Guidance Overview



Figure NZBN Validation Overview

#### Business Identifier - New Zealand Business Number (NZBN)

The PEPPOL ID identifies the business/End User on the PEPPOL e-Delivery network. The PEPPOL ID is made up of two parts, Part A and Part B. The Part A is “0088” for GLNs. Part B is 13 digit GLNs issued by NZBN.

The NZBN is a Global Location Number (GLN) and is available on the NZBN Register along with the Primary Business Data (PBD) and Other Primary Business Data (OPBD). The NZBN register provides the status of the businesses such as Registered, Inactive, In Receivership etc.

#### Accounting Software Providers

The End User FMIS must have valid participant information in the associated master supplier list linked to the master vendor list. The Accounting Software provider checks the NZBN of the businesses when on boarding for e-Invoice services.

The Accounting Software provider may choose to include services a software check which will verify the accuracy of the NZBN using an “Algorithmic check”. This link has further details on this check: <https://www.gs1.org/services/check-digit-calculator>

#### Service Providers – Access Points

Some Service Providers may choose to provide Access Point Services as well as Services Metadata Publisher Services. If that’s the case, the guide described below is recommended for both services.

## **On-Boarding**

When an End User (EU) is initially ‘on boarding’ a new EU participant, due diligence must be performed to a standard equivalent to or exceeding industry best practice. This **MUST** include at a minimum checks on all participant provided information:

* NZBN number,
* IRD or GST Number,
* Address Details,
* Trading Name/ Legal Name

via the [New Zealand Business Number Search](https://www.nzbn.govt.nz/) of the NZBN Register or where applicable the [Companies Office register](https://companies-register.companiesoffice.govt.nz/).

EU information management **MUST** also be performed to make sure that the changes related to the organisation are updated in the Systems.

## **Software Algorithm checks**

The Online digital calculator is a useful tool to verify the Party ID in SBDH. This **SHOULD** be performed by either using their online Check digit calculator located at <https://www.gs1.org/services/check-digit-calculator>

## **AP Party ID Verification**

Verification on the Party ID **MUST** be performed by the AP while checking the PEPPOL ID (Schema\_ID and NZBN number (13 digit number) supplied in the invoice data. This is required for discovering the Access Point of the organisation that is receiving the e-Invoice.

## **Meta Data Validation via Schematron**

Meta data validation is separate to the above points and should not be confused with NZBN validation. Meta data validation checks that the supplied invoice can be successfully tested against the XSD (Checking the XML is correct) and the schematron (Business Rule checks).

This is up to the AP as to when it is run. Some AP’s may check the PEPPOL ID(NZBN) of the sender and receiver from the metadata(SBDH) for every invoice, while some may only do this as initial testing and once signed off won’t do this test again.

## **Automated Business identifier validation**

NZBN Validation **SHOULD** be done through the NZBN API via a check of the supplied NZBN. The NZBN can be accessed either within the invoice metadata or within the Standard Business Document Header(SBDH). All API documentation can be found at

<https://api.business.govt.nz/api/apis/info?name=NZBN&version=v4&provider=mbiecreator>

#### Service Providers – Services Metadata Publisher

Some Service Providers may choose to provide only Service Metadata Publisher services. In that case, the following guidelines are strongly recommended.

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#### Roles and Responsibilities

## **Table 1 Roles and Responsibility Table**

|  |  |
| --- | --- |
| **Role** | **Responsibility** |
| NZBN | * Provide accurate information for businesses * Provide web search, email notification and watch list services * Provide Authentication and Authorisation over API * Keep the Business Data updated in the registry |
| Accounting Software Providers | * Recommend to validate NZBN in supplier/vendor list * Keep regular checks to ensure that the information is accurate |
| Service Provider – Access Point | * End User NZBN provided during registration is validated in the systems * System checks the NZBN status (Active/Solvent) in NZBN register * Metadata or SBDH check to ensure that the NZBN is correct |
| Service Provider – Services Metadata Publisher | * End User NZBN provided during registration is validated in the systems * Check that the NZBN is correct for the business registering |

#### Reference Documents

Transport Infrastructure Agreements and Annex 1-6

PEPPOL Policy-for-use-of-identifiers Document - <https://peppol.eu/wp-content/uploads/2017/12/PEPPOL_Policy-for-use-of-identifiers-300-11_certificates.pdf>

#### Version history

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Change** |
| 1.0 | 1/11/2019 | Initial published version |