UNCLASSIFIED External

# A-NZ PEPPOL FRAMEWORK GUIDANCE NOTE

## Reporting statistics to the Peppol Authority

**Guidance note 07**

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| **Issue date** |  | **Version** |
| 31 January 2021 |  | 1.1 |
| **Effective from** |  | **Artefacts impacted** |
| February 2021 |  |  |

### Introduction

The purpose of this document is to provide instructions on how Access Point (AP) Providers can meet their requirements in Annex 5 to report key statistics to the Australian and New Zealand (A-NZ) Peppol Authorities.

All Service Providers are required to report statistical information to their PEPPOL Authority to assist in the overall management and administration of the Peppol network. Reporting statistics benefits all e-invoicing participants as it enables A-NZ Authorities to:

* target adoption strategies – understanding e-invoice usage on a holistic basis and by segments and demographics will aid communications and marketing activities, including focussing on audience groups and tailoring of messages, and
* monitor and manage network performance – understanding data flows in the network supports good governance monitoring and decision making to ensure the network is healthy and growth is in line with projections.

The information reported is metadata associated with transactions and does not include any information from the invoice or identifiable personal or organisation information.

Aggregated data will be published on the Australia and New Zealand e-Invoicing websites to provide information and transparency on the performance of the network to industry and other interested stakeholders. This will not include any information which would identify any Service Provider or end-user.

#### Peppol Centralised Reporting

Reporting requirements are under review by OpenPeppol, with the intention of:

* replacing reporting to individual Peppol Authorities with standardised, automated reporting to OpenPeppol as the central Coordinating Authority; and
* OpenPeppol subsequently making the data available to Peppol Authorities.

Until this centralised reporting is in place, the reporting requirements have been kept to a minimum and to reduce future impacts on Service Providers, the A-NZ reporting aligns closely with indications from OpenPeppol about likely, future reporting.

#### Annex 5 requirements

Annex 5 to the Peppol Transport Infrastructure Agreements for Australia and New Zealand states:

*2.2.3 Reporting*

*PEPPOL AP Providers shall provide a report to the PEPPOL Authority, on a monthly basis that includes the following information:*

1. *number of effective senders;*
2. *number of transactions sent per Document Type ID; and*
3. *number of transactions received per Document Type ID.*

*Reports shall be sent to the PEPPOL Authority no later than 10 working days following the end of the calendar month being reported.*

### Guidance

1. Reporting Template

Reports are to be provided to the respective Australia or New Zealand Peppol Authority by completing the Reporting Template in **Appendix 1:**

Australia: [e-invoicing@ato.gov.au](mailto:e-invoicing@ato.gov.au)

New Zealand: [support@nzpeppol.govt.nz](mailto:support@nzpeppol.govt.nz)

1. Report live data

Only report on production (SML) send and receive volumes. Do not include test (SMK) volumes.

1. Reporting Format

The information in the Reporting Template must be provided in a readily accessible format– e.g.:

* CSV file
* XLS file
* email
* Microsoft Word document
* PDF file

1. Country statistics

AP Providers may be providing services to end-users of more than one domain/country (i.e. Australia and New Zealand or in a number of countries internationally).

AP Providers must report only statistics relevant to each Peppol Authority relating to their domain – i.e.

* statistics relating to Australian end-users are to be reported to the Australian Peppol Authority
* statistics relating to New Zealand end-users are to be reported to the New Zealand Peppol Authority

For example, if an Australian business sends an e-invoice to a New Zealand business, this would be reported as:

To Australian Peppol Authority:

* Effective sender = 1
* A-NZ Invoice Sent = 1

To New Zealand Peppol Authority:

* A-NZ Invoice Received = 1

The AP Provider must take care in reporting data to each country to avoid incorrect reporting or duplicate counting leading to inflated statistics.

Peppol Access Points may have a number of options to determine the relevant country to report to – for example, this could be allocated based on:

* ISO3166 country code,
* Scheme ID – e.g.
  + ABNs = 0151
  + NZBNs = 0088 (GLN) and the first two digits of 94 (NZBN)
* Peppol Directory, or
* other reasonable allocation (e.g. based on knowledge of the customer)

1. Data

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Method** |
| Numbers of effective senders | The number of unique end-users (e.g. businesses or government agencies) who sent at least one e-invoice in the reporting period. | Effective senders are to be reported by the AP which sends the document (i.e. corner 2 for invoices). An AP provider acting in receiving capacity must not report the count of entities which sent documents to them as this would result in double counting when they are tallied across the network.  This needs to be calculated by the sending AP Providers by:   1. Inspecting the Standard Business Document Header (SBDH) to identify each sender:   */StandardBusinessDocument/StandardBusinessDocumentHeader/Sender/Identifier*   1. Count of the total number of sender unique identifiers during the reporting period – i.e. if the same end-user sends e-invoices on 5 occasions, this end-user will only be counted once. |
| Number of transactions sent per Document Type ID | The sum total of the e-invoices sent for each Document Type ID | This needs to be calculated by the AP Providers by:   1. Inspecting the SBDH to identify the Document Type ID for each e-invoice   */StandardBusinessDocument/StandardBusinessDocumentHeader/BusinessScope/Scope[Type='DOCUMENTID']/InstanceIdentifier*   1. Calculating the total number of e-invoices sent for each Document Type ID during the reporting period.   An e-invoice is considered to be sent after it has been sent.   * unsuccessful attempts should not be counted (this would result in duplication of counting leading to inflated invoice volumes). |
| Number of transactions received per Document Type ID. | The sum total of the e-invoices received for each Document Type ID | This needs to be calculated by the AP Providers by:   1. Inspecting the SBDH to identify the Document Type ID for each e-invoice   */StandardBusinessDocument/StandardBusinessDocumentHeader/BusinessScope/Scope[Type='DOCUMENTID']/InstanceIdentifier*   1. Calculating the total number e-invoices received for each Document Type ID during the reporting period.   An e-invoice is “received” for reporting purposes once it is received by the receiving AP regardless of any business or data quality errors contained within the message.  An e-invoice is considered to be received on receipt by an AP Provider of a new Peppol message.   * unsuccessful attempts should not be counted (this would result in inflated invoice volumes), * the e-invoice is received by the AP Provider even though it hasn’t been on-sent to the end-user, * the e-invoice is received by the AP Provider even though it hasn’t been validated by the receiving party/s or end-user. |

### Optional Reporting

Service providers are encouraged to report additional information to support better monitoring of adoption progress and trends which will help to identify areas of focus and targeting adoption strategies and initiatives. The information reported is aggregated to prevent any identifiable personal information.

* e-Invoice volumes of invoices by geographic location, and
* e-Invoice volumes industry groups

1. e-Invoice volumes of invoices by geographic location

|  |  |  |
| --- | --- | --- |
| **Volumes by postal code** | | |
| **Postcode** | **Volume**  **(sent)** | **Volume**  **(received)** |
| XXXX |  |  |
| XXXX |  |  |
| Add as needed |  |  |

In Australia

* Postcodes for a business with an ABN are available on the Australian Business Register (ABR). There are services and tools to assist in developing automated processes to access information on the ABR:
  + [ABN Lookup Web Services](https://abr.business.gov.au/Tools/WebServices)
  + [ABN Lookup tools](https://abr.business.gov.au/Tools/AbnLookup)

In New Zealand

* Postcodes for a business with an NZBN are available on the NZBN Register. An Application Programming Interface (API) is available to assist in developing automated processes to access information on the NZBN Register:
  + [NZBN Register - API](https://www.nzbn.govt.nz/using-the-nzbn/nzbn-services/)

1. e-Invoice volumes industry groups

|  |  |  |
| --- | --- | --- |
| **Volumes by industry group** | | |
| **Industry code** | **Volume**  **(sent)** | **Volume**  **(received)** |
| XXXX |  |  |
| XXXX |  |  |
| Add as needed |  |  |

In Australia

* Business industry codes will need to be sourced directly from businesses as these are not publicly available on the ABR.

In New Zealand

* Business Industry Classification Codes for a business with an NZBN are available on the NZBN Register. An Application Programming Interface (API) is available to assist in developing automated processes to access information on the NZBN Register:
  + [NZBN Register - API](https://www.nzbn.govt.nz/using-the-nzbn/nzbn-services/)

**Appendix 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **e-Invoicing Statistical reporting** | | | |
| **Send to respective Australia or New Zealand Peppol Authority:**   * **Australian Peppol Authority** [e-Invoicing@ato.gov.au](mailto:e-Invoicing@ato.gov.au), * **New Zealand Peppol Authority** [support@nzpeppol.govt.nz](mailto:support@nzpeppol.govt.nz)   **Only statistics relevant to each Peppol Authority relating to their domain** | | | |
| **Reported by** | | | |
| **AP Provider name:** |  | | |
| **Contact person:** |  | | |
| **Contact phone:** |  | | |
|  | | | |
| **Reporting period** | | | |
| **Month:** |  | | |
|  | | | |
| **Report Data** | | | |
| **Numbers of effective senders:** |  | | |
| **Volumes by document type** | | | |
| **Document Type** | **Document type ID** | **Sent** | **Received** |
| **A-NZ Invoice:** | 380 |  |  |
| **A-NZ Self-Billing:** | 389 |  |  |
| **A-NZ Credit Note:** | 381 |  |  |
| **A-NZ Self-Billing Credit Note:** | 261 |  |  |
| **<Add further rows as needed>** |  |  |  |

#### Version history

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Change** |
| 1.0 | 31/01/2020 | Initial published version |
| 1.1 | 31/01/2021 | Update to clarify effective senders are to be reported by the sending AP only |