# Guideline for the use of identifier schemes for recipients on the Peppol Network

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# 1 Changes

| Version | Change |
| --- | --- |
| 1.2 | Remove references to SI-UBL 1.2 and related schemeIDs. |
| 1.1 | Change Recommendation to Requirement for several specific rules and included a reference to the Peppol Authority Specific Requirements. |
| 1.1 | Change use of schemeIDs in preparation of SI-UBL 1.2 phase out. |
| 1.1 | Add chapter for endusers that do not have a KvK (CoC) / BTW (VAT) / OIN identifiers hebben. |

## 2      Introduction

Document exchange on the Peppol network is performed using a 4-corner model: A trading entity (corner 1) uses an access point (corner 2) to send a business document to the receiving access point (corner 3) of a receiving trading entity (corner 4).

The sending access point locates the receiving access point by a published identifier of the receiving trading entity. This identifier can be one of many different identifier schemes. Examples are a country's Chamber of Commerce number, a VAT number, a GLN, et cetera. The code list for PEPPOL BIS documents can be found here.

The specific scheme that is used can be a de-facto standard within a sector or country, or it can be bilaterally agreed between the sender and the recipient. However, to improve automation and automatic discovery, the amount of data that needs to be bilaterally communicated should be kept as small as possible.

Therefore, it's important that the sending organization knows which identifier scheme(s) to look for on the Peppol network; suppose that a receiving trading entity only publishes its VAT number, but the sending trading entity only looks for GLN, the latter might erroneously conclude that the recipient is not present on the network.

This document provides recommendations for Dutch organizations on the Peppol network regarding:
- the identifiers to use when publishing receiving capabilities (section 3);
- which identifiers to use when looking up a potential recipient on the network (section 4);
- the recommended method to derive the routing information from the document context, if it isn't provided by external means (section 5);
- an explanation of which OIN identifier scheme(s) to use (section 6);

## 3      Overview of common identifier schemes in the Netherlands

The scheme codes which are used to specify the identifier scheme are a combination of the ISO6523 ICD list, and a Peppol-specific extension list (codes starting with 9).

The common identifiers in the Netherlands are:
- KvK (Chamber of Commerce) number, code 0106
- OIN (Organization Identification Number), code 0190
- (Dutch) VAT number, code 9944

Within specific sectors, GLN numbers (code 0088) may also be quite common, but until now they seem to be of very little, if any, use outside of those sectors in the Netherlands.

Such identifiers should only be used when bilaterally agreed between the sender and the receiver. It should be noted that such use-cases may conflict with the general use of identifiers, especially in automatic discovery scenarios.

# 4 Identifier scheme(s) to use to publish receiving capabilities

When publishing a recipient on the Peppol network, the recommendation is to publish their legal registration identifier as well as their VAT number.

The legal registration identifier for companies in the Netherlands is their KvK number, with scheme identifier 0106.

The legal registration identifier for governmental organizations in the Netherlands is their OIN, with scheme identifier 0190.

The VAT number for organizations in the Netherlands is NL:VAT, with scheme identifier 9944.

The reason to publish the legal registration identifier is that these are well-known within the Netherlands and are easy to find in publicly available central databases which can be searched by organization name. The reason to publish the VAT number is that these are often used by default in an international context. Publishing both will increase the chance of successful (automatic) discovery of the recipient on the network.

If the recipient has none of these identifiers, the IBAN number (scheme identifier 9918) can be used. This, however, reduces the chance the recipient is found on the network, and may need to be communicated to potential senders.

A summarized table of these guidelines:

| Identifier | SchemeID | How to use |
|---|---|---|
| KVK | 0106 | Used as primary ID for organizations without OIN |
| OIN | 0190 | Used as primary ID for organizations with OIN |
| VAT | 9944 | Used for any VAT-registered organization |
| IBAN | 9918 | Used as fallback for organizations without VAT |

The publication of these identifiers should be kept synchronized and should not point to different endpoints or contain different metadata properties, so that documents sent to a VAT number are not routed or processed differently than documents sent to a KvK number.

Organizations can choose to publish additional identifiers that are available to them. It is strongly recommended that the publication of those identifiers is then kept synchronized as well. While publishing multiple identifiers does further increase discoverability, it comes with an additional maintenance burden, and a higher chance of erroneous data being published.

There are organizations that intentionally publish multiple identifiers with different metadata properties. One such scenario is that incoming documents can then internally be routed based on the identifier they were sent to, for instance by publishing different GLN or IBAN numbers for different departments. This practice is not recommended, as the correct identifier to use must then be communicated to (potential) senders, and auto-discovery (or a naïve lookup by the sender) may result in documents being routed to the wrong internal systems, or the sender may wrongly assume that the recipient is not reachable on the network.

It is recommended that internal routing is based on other document properties, such as order reference or buyer reference. Both within SI-UBL 2.0 and Peppol BIS 3 the use of order reference or buyer reference is mandatory. Alternatively, accounting cost and project reference fields could be used.

## 5     Identifier scheme(s) to use when looking up receiving trading entities

Since most organizations in the Netherlands have either a KvK-number or OIN, these identifiers should be the default. However, in a small number of cases, an organization might not have a KvK-number or OIN.

Therefore, to maximize the chance that a recipient is found on the network, it is recommended that a sender first checks whether the KvK-number or OIN of the recipient exists on the network. If it cannot be found, it is recommended that the (Dutch) VAT number is checked, followed by any other identifiers that are known to the sending party.

## 6     Deriving the recipient's identifier from Peppol BIS documents

When constructing the message envelope containing routing information for the message, the recipient identifier can be provided by some external context, such as a user setting it directly. However, in some use-cases the envelope is derived from the contents of the document itself, without additional information. This section describes the recommended approach to finding the recipient identifier in the Peppol BIS document.

Per specification, the field to provide the identifier to use in routing is cbc:EndpointID. This field must contain the exact identifier that can be used to locate the access point of the recipient. It is recommended that the approach in section 4 is used to set its value.

For document types where EndpointID is not mandatory (such as SI-UBL) and not set, there are several fields that might contain the recipient identifier, and it is recommended they are treated as follows, in order of priority.

1. *cac:PartyLegalEntity/cbc:CompanyID*: While this field may only contain official ISO ICD scheme values, it is the field where the KvK-number and OIN is used.

2. *cac:PartyIdentification/cbc:ID*: This field is optional, but it may contain a scheme and identifier as well. This field can contain the full Peppol list of identifier schemes, including VAT and GLN.

3. *cac:PartyTaxScheme/cbc:CompanyID*: If the VAT number starts with NL, the Dutch VAT scheme (9944) could be used with this value. This is only recommended if none of the earlier identifiers were sufficient.