

## Guide to signing the new Service Provider Agreement

Dear Service Provider,

We have signed the Peppol Authority Agreement with OpenPeppol AISBL. The next step is to start the re-signing process with you.

Please find enclosed the new Service Provider Agreement. As you will see, we have already filled in our details where needed. We kindly request that you review the attached and fill in your information.

Below you will find some guidance.

1. Cover page
  - a. Add the full legal name of your organisation and the legal identifier (from the business registry) of the entity taking the role as Service Provider
2. Page 2
  - a. Section 1, clause 1.1.2: Add the full legal name of your organisation and the legal identifier (from the business registry) of the entity taking the role as Service Provider
  - b. Section 4, clause 4.2: Complete the name and position of the person signing and sign the document in the Service Provider space.
3. Page 19
  - a. Signature section: Complete the name and position of the person signing and sign the document in the Service Provider space to agree the list of annexes mentioned in Annex 1.
4. Page 20
  - a. Signature section: Complete the name and position of the person signing and sign the document in the Service Provider space to confirm acceptance of the Territorial coverage, the Peppol Service Domain coverage and the terms and conditions related to the Peppol Service Domains applicable to your Peppol Authority as listed in Annex 2.
5. Page 23
  - a. Complete the full legal name of your organisation, address, country and legal identifier (from the business registry) and provide the full contact details for each of the next four sections in Annex 3.
6. Page 24

- a. Signature section: Complete the name and position of the person signing and sign the document in the Service Provider space to confirm the contact details provided in Annex 3.

7. Page 25

- a. Authorised Peppol Service Domains section: List the Peppol Service Domains you plan to implement, ensuring they match the categories chosen in your OpenPeppol Membership Form and that they are applicable to your Peppol Authority as listed in Annex 2. Please ensure that you include the relevant global Peppol Service Domains as well as any local domain relevant within the jurisdiction of the PA.
- b. Signature section: Complete the name and position of the person signing and sign the document in the Service Provider space to confirm the Peppol Service Domains listed.

**More information and feedback**

We hope this communication is clear and understandable. You can get more information by visiting [this page](#) and you can ask any questions you have by email to [peppol@agid.gov.it](mailto:peppol@agid.gov.it)

Kind regards,

Agenzia per l'Italia digitale