HUBBROKER
AUTOMATIC, SECURE DATA TRANSFORMATION

1. Company and Contact Details

Please provide the following company information:

- **Registration Number:** Company VAT/GLN number that needs to be register
- **Legal Entity Name:** Exact company name as registered
- **Document Type:** Which document type they want for exchange
- **VAT Number (Optional):** For identification purposes
- **Address (Optional):** Full company address including postal code
- **Phone Number (Optional):** For any immediate clarifications
- **Primary Contact Person (Optional):** Name, email, phone
- **Technical Contact Person (Optional):** Name, email, phone

2. Integration Requirements

We offer several integration options depending on your system setup. Please provide:

- **Current ERP/Accounting System:** (E.g., Microsoft Business Central, SAP, etc.)
- **ERP/Accounting API Documentation:** (If available, this helps us configure the integration faster)
- **Preferred Method of Data Exchange:** (E.g., EDI, CSV, XML, etc.)

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3. System Access

For a smooth integration, HubBroker will need access to your systems:

- **Access to your ERP System:** Provide API access credentials or any necessary access for integration
- **Access to your SFTP Server:** If applicable, provide SFTP credentials for document exchange
- **Access to Peppol Directory Registration:** (If you have already registered, please provide login details or any relevant details)

4. Document Formats

Please provide the following documents to ensure compliance with Peppol standards:

- **Sample Invoices (XML or PDF format):** (Provide a few sample invoices that you want to send via Peppol)
- **Purchase Orders/Invoices Templates:** (Sample of your typical purchase orders or invoices in your existing format)

5. Compliance & Legal Documents

Please provide the following documents to ensure compliance with Peppol standards:

- **Signed Peppol Activation Agreement:** (Agreement for using HubBroker's Peppol Access Point services)
- **Any Relevant Legal Documents:** (Compliance documentation as per your local regulations)

6. Expected Go-Live Date

Please let us know your desired go-live date for Peppol activation. This will allow us to align our resources for timely setup and testing.

- **Preferred Go-Live Date:** (Date)

7. Additional Notes

- **Custom Requirements:** If you have any special configuration requests, please include them here.
- **Testing Phase:** We recommend conducting a test run with HubBroker's Peppol platform to ensure everything works smoothly before going live.

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• Examples:

Register your organization on the Peppol network through the HubBroker platform by providing your essential business information to obtain your unique Peppol ID.

Once your registration is successful, your Peppol ID will be visible on the Peppol directory
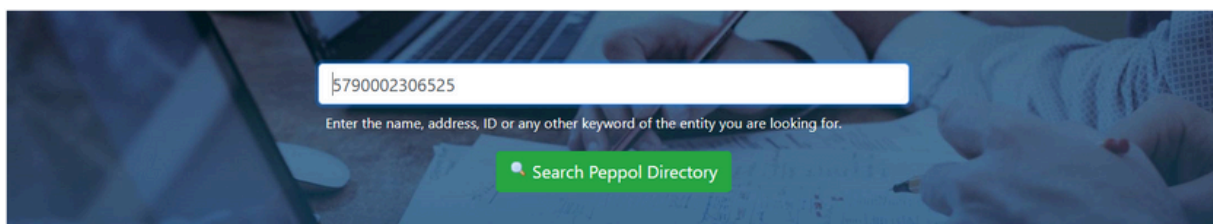
How to Submit the Information

- Please compile and submit the above documents via email to *"onboarding@hubbroker.com"* & *"support@hubbroker.net"* or upload them directly to [**HubBroker portal link**].

To register your company on the Peppol network via HubBroker's Access Point, please visit the HubBroker Peppol Sign-Up page. Complete the form with the required company details and submit it. Upon submission, your company will be automatically enrolled in the Peppol network

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Next Steps

- After receiving the required details, HubBroker will review the provided information and schedule an integration setup session.
- We will configure your Peppol Access Point and conduct any necessary testing.
- Once your system is live on the Peppol network, HubBroker will ensure you are fully compliant and ready for e-invoicing transactions.

Thank you for choosing HubBroker as your Peppol Access Point provider. We look forward to working with you to streamline your e-invoicing process!

For further inquiries or support, feel free to contact us at *"support@hubbroker.com"*.