Approval Processes and Acceptance Test Report for Network Partners

Version 1.9

Change history

All the changes carried out in this document are listed below with the version designation, the change date, a brief description of the change and the specification of the chapters affected.

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Change description** | **Chapter** |
| 1.9 | 01.07.2024 | Adjustments concerning NWP API V5. Test cases added.  Zewo certification for NPOs (non-profit organisations) and subscription to the II via a QR code |  |
| 1.8 | 01.02.2024 | Information on supplementary invoice issuer document removed. Test cases for eBill Direct Debit added. |  |
| 1.7 | 01.06.2023 | Update for release 1.21: Another test case added | 2.4 |
| 1.6 | 30.09.2022 | Document classification changed to C2  Versioning adjusted to Test Handbook  References to ISR and external registration forms removed  Test case numbering adjusted to Production following chapter deletion |  |
| 1.5 | 24.09.2021 | Test Handbook revised and additions concerning NWP API V3 added |  |
| 1.4 | 02.06.2021 | Amendments to NWP API V2.5 test cases added |  |
| 1.3 | 10.02.2021 | Amendments to NWP API V2.3 test cases added |  |
| 1.2 | 04.09.2020 | Search invoice issuer test case adjusted |  |
| 1.1 | 03.06.2020 | New test case added |  |
| 1.0 | 16.10.2019 | First version |  |

*Table 1: Change history*

Please send all suggestions, corrections, and proposed improvements to this document to:

|  |
| --- |
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General notes

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To improve readability, the use of masculine and feminine forms of language are avoided wherever possible. All personal designations are to be regarded as gender neutral.

Should you encounter any errors in this document or have any suggestions for improvements, we would be grateful if you would e-mail your feedback to [support.billing-payment@six-group.com](mailto:support.billing-payment@six-group.com).

Target Audience

The Acceptance Test Report for Network Partners is aimed at providers of services relating to electronic invoicing that wish to make the eBill service available to their customers (invoice issuers) via the central eBill infrastructure.

Purpose

The “Acceptance Test Report” is a supplement to the Test Handbook for Network Partners and the Technical Instructions for Onboarding. It documents the test aspects for connection as a network partner.

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# Overview of Acceptance Test Report

|  |  |
| --- | --- |
| Network partner (NWP) | < Name of NWP > |
| Network partner PM | < Last name, first name, e-mail address > |
| SIX PM | < Last name, first name, e-mail address > |
| NWP test manager | < Last name, first name, e-mail address > |
| SIX test manager | < Last name, first name, e-mail address > |
| Test environment | < XE/XP level > |
| Test date | <dd.mm.yyyy> |
|  |  |

## General Information on Approval and Acceptance

General information

* < Restrictions such as installment invoices are not supported >
* < Special configuration, such as no subscription forms implemented >
* < … >

Test results/findings

* < … >

Approval recommendation

Based on the tests carried out in accordance with the acceptance test report, the network partner and SIX test managers recommend the following:

* <Approval recommendation >

# Network Partner Function Test Cases

This chapter lists the individual test cases. These are based on the test cases described in detail in the “Test Handbook for Network Partners”. All details such as resources, technical operations, validation information etc. can be found in the detailed technical OpenAPI specifications and the documentation of the content of the structured information from the eBill format.

Network-relevant functions of the NWP API are marked with an asterisk (\*) and must be implemented and documented with evidence by the network partner. Test evidence is provided as self-declaration (SD) or as self-declaration with evidence (SDE).

## Querying System Status

Requests information about the system status (can be used as a health check for the eBill infrastructure).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 1.1 | Query system status. | SD |  |  |
| 1.2 | Query system status and display maintenance window. | SD |  |  |

## Querying Sectors

Sectors are valid across the system and are managed in the eBill infrastructure. The network partner assigns one or more sectors to an invoice issuer during data entry.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 2.1 | Query sectors. | SD |  |  |

## Searching/Querying Invoice Issuers

The network partner can query the invoice issuers connected to the eBill infrastructure. The network partner receives a list with all invoice issuers and can search it for the desired information.

With the exception of the subscription URL, every network partner can see all the information of an invoice issuer. Only the primary network partner sees the subscription URL.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | **Brief description of test** | **Declaration** | **Test result**  **(OK/NOK/Skip)** | **Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc.** |
| 3.1 | Query public data of all invoice issuers. With search by name. | SD |  |  |
| 3.2 | Query public data of all invoice issuers. With search by UID. | SD |  |  |
| 3.3 | Query public data of all invoice issuers. With search by IBAN/QR-IBAN. | SD |  |  |
| 3.4 | Query public data of all invoice issuers. Search is performed using multiple search criteria. | SD |  |  |
| 3.5 | Query detailed data of an invoice issuer. With search by invoice issuer ID. | SD |  |  |

## Registering Invoice Issuers (\*)

This use case is a central element of the services provided by SIX and enables invoice issuers to be onboarded for the eBill service.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 4.1 | Set up/register a new invoice issuer without a subscription form. | SDE |  |  |
| 4.2 | Set up/register a new invoice issuer for donation requests without a subscription form.  Optional if the invoice issuer does not submit donation requests. | SDE |  |  |
| 4.3 | Repeated setting up/registration of an invoice issuer. | SDE |  |  |

## Editing Invoice Issuer Data (\*)

This use case is a central element of the services provided by SIX and makes it possible to keep invoice issuer data up to date. Invoice issuer data can be managed only by the primary network partner.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 5.1 | Change invoice issuer name. | SDE |  |  |
| 5.2 | Change invoice issuer UID number. | SDE |  |  |
| 5.3 | Change invoice issuer contact information in German. | SDE |  |  |
| 5.4 | Change invoice issuer contact information in French. | SDE |  |  |
| 5.5 | Change invoice issuer contact information in Italian. | SDE |  |  |
| 5.6 | Change invoice issuer contact information in English. | SDE |  |  |
| 5.7 | Change/add invoice issuer sector. | SDE |  |  |
| 5.8 | Change/add invoice issuer account data. | SDE |  |  |
| 5.9 | Change limits for detection of anomalies. | SDE |  |  |
| 5.10 | Declare invoice issuer as a donation organization.  (Optional if the invoice issuer does not submit donation requests.) | SDE |  |  |
| 5.11 | Invoice issuer is no longer declared as a donation organization.  (Optional if the invoice issuer does not submit donation requests.) | SDE |  |  |

### Editing Invoice Issuer Data Logo (\*)

This use case is a central element of the services provided by SIX and makes it possible to keep invoice issuer data up to date.

Invoice issuer data can be managed in full only by the primary network partner.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 6.1 | Change invoice issuer logo. | SDE |  |  |
| 6.2 | Delete invoice issuer logo. | SDE |  |  |
| 6.3 | Add invoice issuer logo. | SDE |  |  |

### Zewo Certification for NPOs (Non-Profit Organisations)

This use case can be used by an NWP to manage the Zewo label for NPOs (non-profit organisations). This allows e-Bill users to identify Zewo-certified NPOs easily.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 7.1 | Query the list of Zewo certification IDs. | SDE |  |  |
| 7.2 | Zewo certification  Add logo for an NPO (non-profit organisation). | SDE |  |  |
| 7.3 | Zewo certification  Change logo for an NPO (non-profit organisation). | SDE |  |  |
| 7.4 | Zewo certification  Delete logo for an NPO (non-profit organisation). | SDE |  |  |

### Deregistering Invoice Issuers (\*)

This use case is a central element of the services provided by SIX and makes it possible to deregister an invoice issuer from the eBill service. Invoice issuer deregistration can be performed only by the primary network partner.

When an invoice issuer is deregistered, it is not deleted but set to "inactive" in the system. As a result, it can no longer submit business cases or be found on the list of invoice issuers in the eBill Portal.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 8.1 | Deactivate eBill for invoice issuer. | SDE |  |  |

## Querying Invoice Recipients (\*)

This service is a central element of the services provided by SIX and supports a simplified (invoice issuer-initiated) process of subscribing an invoice recipient to the invoice issuer for obtaining electronic invoices. This operation is also referred to as "Invoice Recipient Look-up".

Only invoice recipients that have consented to the look-up process or have an active relationship with the invoice issuer can be found.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 9.1 | Search for a possible invoice recipient by e-mail address.  Invoice recipient is found. | SDE |  |  |
| 9.2 | Search for a possible invoice recipient customer ID (Participant Identification Number – PID). | SDE |  |  |
| 9.3 | Search for a possible invoice recipient by e-mail address.  Invoice recipient is not found. | SDE |  |  |
| 9.4 | Search for a possible invoice recipient by UID. | SDE |  |  |
| 9.5 | Search for several possible invoice recipients by e-mail address. | SDE |  |  |
| 9.6 | Search for several possible invoice recipients by  customer ID (Participant Identification Number — PID). | SDE |  |  |
| 9.7 | Search for multiple possible invoice recipients by UID. | SDE |  |  |

## Submitting Business Cases (\*)

This use case is a core element of the services provided by SIX. It ensures that business cases are sent from the network partner to the eBill infrastructure.

Business cases can be submitted via any network partner. Submission results in a business case being placed in the data room of the network partner and invoice issuer involved.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 10.1 | Submit an invoice. | SDE |  |  |
| 10.2 | Submit a reminder.  (Optional if the invoice issuer does not submit reminders.) | SDE |  |  |
| 10.3 | Submit an installment invoice.  (optional if the invoice issuer does not submit installment invoices) | SDE |  |  |
| 10.4 | Submit a credit note.  (optional if the invoice issuer does not submit credit notes) | SDE |  |  |
| 10.5 | Submit a notification.  (optional if the invoice issuer does not submit notifications). | SDE |  |  |
| 10.6 | Rolled-over invoice.  Submit an invoice with reference to another business case of the same invoice issuer. | SDE |  |  |
| 10.7 | Submit a donation request.  Without a specific donation purpose and donation amount.  (Optional if the invoice issuer does not submit donation requests.) | SDE |  |  |
| 10.8 | Submit a donation request (earmarked).  With specific donation purposes and donation amounts.  (Optional if the invoice issuer does not submit donation requests.) | SDE |  |  |
| 10.9 | Submit incorrect invoice.  Invoice recipient has not subscribed to the invoice issuer. | SDE |  |  |
| 10.10 | Submit incorrect invoice.  With incorrect identification. | SDE |  |  |

## Querying Business Case Data

This use case is a supporting element of the services provided by SIX and enables the network partner to request information concerning business cases that it has initiated.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 11.1 | Query business case data for an invoice. | SD |  |  |
| 11.2 | Query business case data for a reminder. | SD |  |  |
| 11.3 | Query business case data for an installment invoice. | SD |  |  |
| 11.4 | Query business case data for a donation request. | SD |  |  |

## Querying Business Case Processing Events

This use case is a supporting element of the services provided by SIX and enables the network partner to query business case processing events and forward the information to its invoice issuers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 12.1 | Query status change of business cases (invoice and reminder). | SD |  |  |
| 12.2 | Query status change of business cases (donation requests with a specific donation purpose). | SD |  |  |
| 12.3 | Query status change of business cases (installment invoice). | SD |  |  |

## Retrieving Subscription and Cancellation Events (\*)

This use case is an element of the services provided by SIX and enables the network partner to obtain events for the delivery permit created between the invoice recipient and invoice issuer and to forward the information to its invoice issuers. By processing of these events, validation errors during submission can be avoided.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 13.1 | Query events via delivery permit (subscription). | SDE |  |  |
| 13.2 | Query events via delivery permit (cancellation). | SDE |  |  |

## Querying Changed E-Mail Addresses

This use case is a supporting element of the services provided by SIX and enables the network partner to retrieve events for changed e-mail addresses and to forward the information to its invoice issuers. By processing of these events, validation errors during submission can be avoided.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 14.1 | Collect events about e-mail addresses that have been changed. | SD |  |  |

## Invoice Recipient Subscription via Invoice Issuer Website

This service supports the invoice recipient-initiated subscription to the invoice issuer via the invoice issuer’s website/portal.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 15.1 | Invoice recipient can register for eBill directly on the invoice issuer’s website. | SD |  |  |
| 15.2 | Invoice recipient subscribes via the invoice issuer’s website with an incorrect verification code. | SD |  |  |

## Checking if Invoice Recipient is Available in eBill Infrastructure

This service enables a network partner to check whether an invoice recipient is available in the eBill infrastructure based on the "PID" participant number.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 16.1 | Check if an invoice recipient exists. Customer is found. | SDE |  |  |
| 16.2 | Check if an invoice recipient exists. Customer is not found. | SDE |  |  |

## Creating or Editing Subscription Forms in eBill Infrastructure

This use case is a supporting element of the services provided by SIX and makes it possible for an NWP to save a subscription form for an invoice issuer directly in the eBill infrastructure. As for the additional fields, only fields that are mandatory should be created. Such a subscription form will be accessed whenever an invoice recipient wishes to subscribe to an invoice issuer. Only the primary network partner of an invoice issuer can save subscription forms for this invoice issuer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 17.1 | Create a subscription form in the eBill infrastructure. | SD |  |  |
| 17.2 | Create a subscription form for a donation invoice issuer in the eBill infrastructure. | SD |  |  |
| 17.3 | Edit an existing subscription form in the eBill infrastructure. | SD |  |  |

## Querying Subscription Forms

The network partner can query the subscription forms saved for an invoice issuer. The network partner receives the saved data for the requested subscription form. Only the primary network partner can receive the data on an invoice issuer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 18.1 | Query form data of an invoice issuer in the eBill infrastructure. | SD |  |  |

## Deleting Subscription Forms

The network partner can delete its subscription forms saved for an invoice issuer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 19.1 | Delete the subscription form of an invoice issuer in the eBill infrastructure. | SD |  |  |

## eBill Direct Debit

### Registering and Activating Invoice Issuers for eBill Direct Debit

This use case is a central element of the services provided by SIX and enables invoice issuers to be onboarded for the eBill service, including the eBill Direct Debit functionality.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 20.1 | Set up/register a new invoice issuer.  The invoice issuer is activated for the eBill Direct Debit functionality. | SD |  |  |

### Invoice Issuer: Managing Entry for eBill Direct Debit

The setting whether an invoice issuer supports eBill Direct Debit is activated or deactivated.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 21.1 | Change the eBill Direct Debit configuration for the invoice issuer.  Set the eBill Direct Debit configuration from activated to deactivated. | SD |  |  |
| 21.2 | Change the eBill Direct Debit configuration for the invoice issuer.  Set the eBill Direct Debit configuration from deactivated to activated. | SD |  |  |

### eBill Direct Debit Invitations Together with Look Up

An invoice issuer can invite an invoice recipient to support eBill Direct Debit and thus receive eBill Direct Debit claims.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 22.1 | Check if an invoice recipient exists. Invoice recipient is found. | SD |  |  |
| 22.2 | Submit an eBill Direct Debit invitation.  Invoice recipient exists in the eBill infrastructure and would like to receive eBill Direct Debit invitations. | SD |  |  |

### Submitting eBill Direct Debit Claim

Submitting eBill Direct Debit claims for a specific invoice recipient.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 23.1 | Submit an eBill Direct Debit claim. | SD |  |  |

### Collecting events for eBill Direct Debit authorisations and reclaims

Collecting and processing events that influence eBill Direct Debit processing.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 24.1 | Query events via the eBill Direct Debit authorisation (authorisation has been created). | SD |  |  |
| 24.2 | Query events via the eBill Direct Debit authorisation (authorisation has been deleted). | SD |  |  |
| 24.3 | Query status change of business cases.  A reclaim for an eBill Direct Debit claim was triggered. | SD |  |  |

## Subscription to the II via QR Code

The II can generate a QR code and provide it to their IRs. Such QR code allows IRs to initiate subscription to the II.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Brief description of test | Declaration | Test result  (OK/NOK/Skip) | Notes, screenshots, log extract (e.g. evidence), time of test (date and time), invoice issuer ID, business case data (invoice number, amount, invoicing party) etc. |
| 25.1 | Generate a URL without form fields and without reference no. | SDE |  |  |
| 25.2 | Generate a URL without form fields but with reference no. | SDE |  |  |
| 25.3 | Generate a URL with form fields but without reference no. | SDE |  |  |
| 25.4 | Generate a URL with form fields and reference no. | SDE |  |  |