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A-NZ Peppol Stakeholder Working Group - Attachments Focus Group

Meeting Summary - 29 August 2022

Item #	Outcomes
1	**Introduction** Simon Foster welcomed everyone to the group and acknowledged Traditional Owners in Australia and NZ. Reminder about the expectations of attendees and to not reference any providers by name.
2	**Recap of meeting 1** Simon covered the revised problem statement which is now available on the DSPANZ website here along with other materials from the focus group. Simon also provided an update on what was covered at the first focus group meeting. Simon and Matt Lewis shared that they had found Peppol attachment size limitations within the SLA requirements (pg. 4). The limits are 100MB (includes XML and attachments) for post-award and 2GB for pre-award. Provided clarification on attachment format types supported by the Peppol code list including text/CSV, PDF, image (i.e. PNG and JPEG), spreadsheet (XLSX, OASIS open document).
3	**Review Capabilities** Matt demonstrated through diagrams the different system 'layers' where limitations could be imposed around attachment types and size. The treatment of attachments that are beyond solution capabilities (e.g. size or format) varies depending on commercial agreements and service offerings. E.g. some providers may offer format conversion services (e.g. convert Word document to PDF, convert zipped to unzipped). End-users need to be informed of solutions' capability and make decisions based on their requirements. Discussed the use of web address links (URLs) as an alternative way to access supplementary data (i.e. no physical attachments required). This option may have security concerns and needs to suit the buyer's security requirements. Buyers may choose not to utilise URLs, and request attachments via other means, however buyers should not reject an invoice based on inclusion of URLs. Matt covered further examples of eInvoicing models to display different levels of integration and services provided. Determined there is room for commercial opportunities and innovation within the network, based on the different options available.

	Simon shared that 25MB is the typical email attachment size limit and many accounting software providers have taken a similar size limit approach. It was noted that the group may recommend an attachment size limit that is smaller than Peppol's 100MB limit to allow for these common limits. Discussion about the education on the use of attachments and whether end users want to receive attachments. In summary: ● Group may make recommendations on how end users can reduce file size and what is appropriate to send as attachments (i.e. converting documents to PDF) ● Attachments may slow down processing of eInvoices for some end users ● Opportunity to make a recommendation to OpenPeppol about metadata to help specify whether an attachment is a copy of an invoice or another attachment type ● Opportunity to create discoverability of what attachments an end user can receive and constraints on attachments in the SMP or another source as this information is currently not captured within the Peppol network ● Small businesses tend to include promotions and changes to terms and conditions with invoices and have questioned how this can be done through a Peppol invoice ● Discussion about the importance of PDF copies of invoices to support the transition to eInvoicing ● There was some discussion around whether the rendered PDF invoice or eInvoice data (XML) should be considered as the authoritative source of information. The Peppol Authority will seek some guidance
4	**Review Consistent Data Mapping Guidance** Simon shared the two examples on attachments from the Consistent Data Mapping guidance for the group to review. It was acknowledged that richer metadata for attachments would support better experiences for managing attachments which, however, will depend on solutions' capabilities.
5	**Wrap up and next steps** At the next meeting, the group will wrap up the discussions and develop principles (as appropriate), and also aim to address other specific questions such as virus scanning and use of word documents as attachments. A placeholder for the next meeting has been issued for 19 September at 1.00pm AEST / 3.00pm NZST.
6	**Meeting close**