

Customer registration guide

- **Access: URL (registration link):** Enter the link provided by your retarus POC. The URL is valid for 12 days. If the process is interrupted and resumed after 12 days, a new link must be generated (the process will then resume where it was left off)
- **Step 1: Obtaining consent**
Consent to the collection and storage of your information. This information is stored in accordance with the GDPR.

1 — 2 — **Informations** — 3 — 4

COMPANY
IOPOLE
SIREN: 12345678 ~5 min

Welcome, you are about to designate your electronic invoice reception platform.

In the context of electronic invoicing, identity verification confirms your status as a legal representative and ensures the compliance of your transactions.

Before you begin

- Ⓜ Please have a **valid identity document** ready (national ID card, passport, or residence permit).
- 🛡 Make sure your information is **accurate and up to date** — any discrepancy may cause the automatic verification to fail.

Data Protection

The data you provide here is processed by **your approved platform**, and where applicable by your software publisher, in order to:

- ✓ verify your identity and your status as a legal representative,
- ✓ register you in the French centralised directory and Peppol,
- ✓ fulfil your electronic invoicing obligations and secure access to the platform.

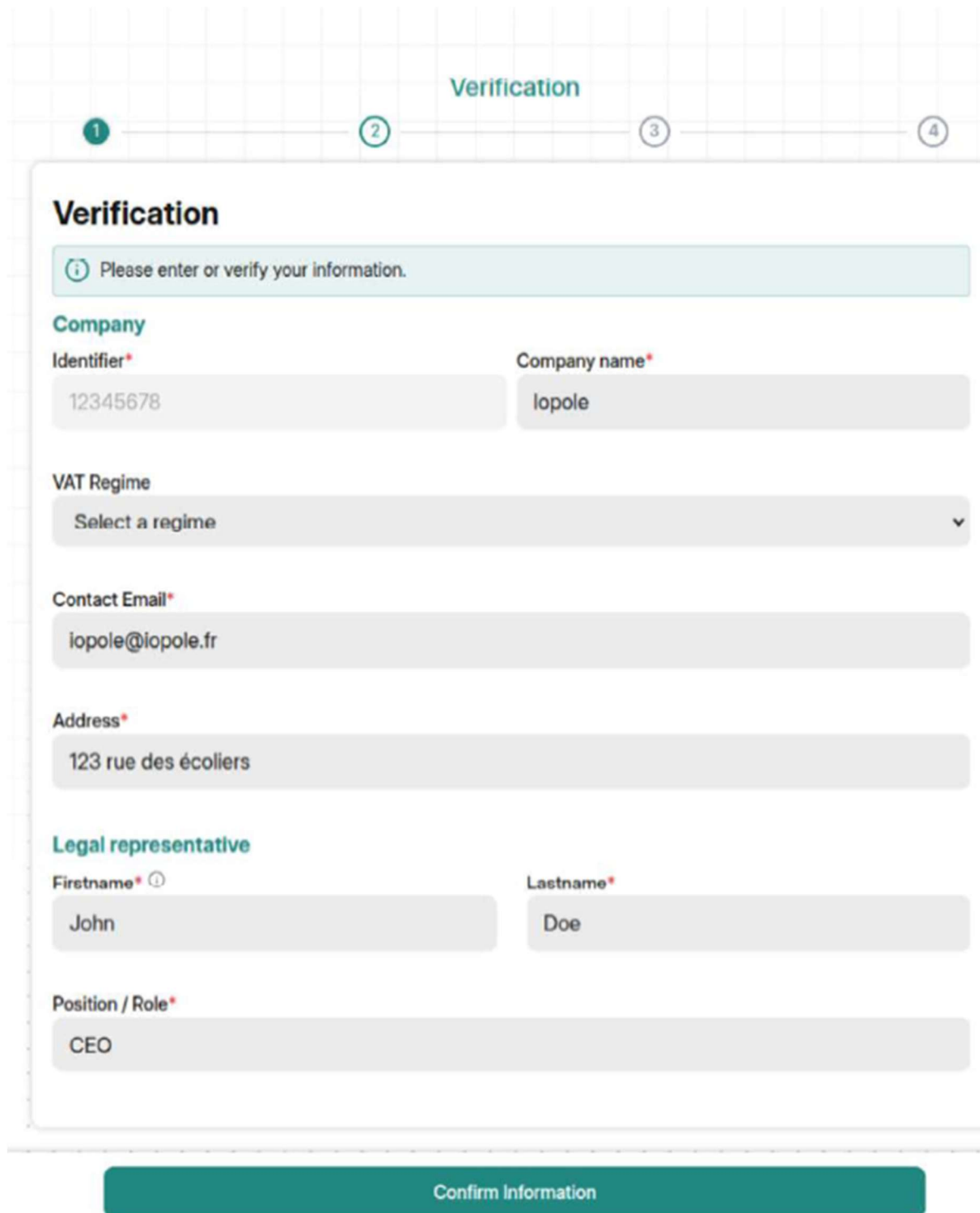
You have the right to access, rectify, erase, object to, and port your data.

[Consent →](#) [Information Notice →](#)

Start process

- **Step 2: KYC/KYB validation**
 - Provide and confirm the information required.
 - Proceeds to verify your identity, either using computer's camera, by continuing via a phone and its mobile camera, or by directly uploading a file available on mobile or PC.

- This verification step will additionally include a facial verification (cross-referenced with the identity document), either by phone or by computer webcam.



The image shows a 'Verification' step in a multi-step process. At the top, a progress bar has four numbered circles (1, 2, 3, 4), with circle 2 highlighted in green and labeled 'Verification'. Below this, the main form is titled 'Verification' and contains a light blue box with an information icon and the text 'Please enter or verify your information.'.

The form is divided into several sections:

- Company**: Contains two fields: 'Identifier*' with the value '12345678' and 'Company name*' with the value 'iopole'.
- VAT Regime**: A dropdown menu with the text 'Select a regime' and a downward arrow.
- Contact Email***: A text field with the value 'iopole@iopole.fr'.
- Address***: A text field with the value '123 rue des écoliers'.
- Legal representative**: Contains two fields: 'Firstname*' with the value 'John' and 'Lastname*' with the value 'Doe'.
- Position / Role***: A text field with the value 'CEO'.

At the bottom of the form is a large green button labeled 'Confirm Information'.

- If validation fails (unreadable photo, difference between the name entered and the name filmed, etc.), you will be asked to try again twice. If the error persists, the process will record all the information and the administrator will have the option, from the administration interface, to either validate it or ask the user to start again if the documents provided are not deemed sufficient.

Verification

1 2 3 4



Waiting for approval Waiting

Your file has been forwarded to our team, who will review it.

Verification attempts

Automatic verification

 You have reached the maximum number of automatic submission attempts.

 **Manual validation**

 Documents received and secured - Under review

 **Validation in progress**

No need to wait for approval. Continue with the other steps of your registration now.

Go to verification

- **Step 3: Registering a billing address**

- If subscribed as invoice recipient (Inbound), you will be asked to enter and potentially create your billing address(es).
- If you're already registered as affiliated with another approved platform / access point on the Peppol network, you will be alerted on this screen.
 - To continue, the customer must either:
 - Ask your current access point to unregister you
 - Ask your current access point to provide you with a migration key.

E-Invoicing address

Address Control Completed Verified

The electronic billing address will be used by your suppliers to send you future invoices.

Controlled Electronic address

SIREN: 6002:12345678

⌚ You can now proceed to sign your mandate.

Confirm my electronic address

E-Invoicing address

Verification

Before registering, we need to check availability of your electronic addresses.

ⓘ The electronic billing address will be used by your suppliers to send you future invoices.

E-invoicing Addresses Add new address

SUFFIX: 0025:007350103_TEST_02 Action required

Automatic migration is not available

Current provider: Test_Provider_Name
Current provider Email: testmail@mail.com

Your Peppol identifier is currently active with another provider and cannot be migrated automatically. Two options are available:

Option 1 - Obtain a migration key from your current provider. (recommended)

This is a secure, time-limited key that confirms your authorization to transfer your Peppol ID to our service, so you can keep your identifier and continue exchanging documents without disruption.

Migration Key*

Enter your migration key Save

BUT: choisissez l'option 1. Si vous choisissez l'option 2, les données de votre fournisseur d'origine seront perdues.

☐ I authorize the creation of the address 007350101_XXX in my mandate, in order to allow the consideration of all existing or future email addresses, created after the signature of the mandate, in the format 007350101_SUFFIXE

Continue

- **Step 4: Signing the mandate**

If your entity is French and is registered as a recipient, you will be asked to sign the mandate designating the receiving platform.

Mandate

Accord formel de désignation de la plateforme de réception des factures et de demande de mise à jour des adresses de facturation électronique de réception de factures

1. Assujetti donnant mandat à une PA (désignée en 2) pour inscrire une ou plusieurs adresses de facturation électroniques de réception de factures dans l'Annuaire PPF :

Dénomination Sociale : OCT CTIL N° de SIREN : 387502495
 Adresse postale : Rue du vacancier
2. PDP désignée par l'Assujetti (désigné en 1) pour inscrire une ou plusieurs adresses de facturation électroniques de réception de factures dans l'Annuaire PPF :

Dénomination Sociale : LOPOLE N° de SIREN : 922304308
3. Date à partir de laquelle l'Assujetti (désigné en 1) souhaite que l'exécution de ce mandat soit effective : 2025/12/19
4. Périmètre des adresses de facturation électroniques de réception confiée à la PDP désignée en 2 :

Mon adresse électronique principale (SIREN) : 0756680766
 Adresses électroniques fonctionnelles de la forme SIREN_SUFFIXE
5. Ancien opérateur PDP en charge de tout ou partie des adresses de réception de factures décrites au 4 :

Dénomination Sociale : N° de SIREN :
N° de matricule :
6. Numéro de mandat : Antoine-number-test
7. Elément du mandatement fiscal de l'Assujetti désigné en 1 ou d'un mandatement

Finish process

- The onboarding process is now complete.

