InvoiceNow (E-Invoicing): Connect with us Via Web Portal

INVOICENOW DataPost

E-INVOICING REBRANDED AS INVOICENOW

INVOICE NOW

Invoice now.
Get paid faster.

Grow your business with InvoiceNow — a nationwide E-invoicing method that enables the direct delivery of invoices in a structured digital format across different finance systems. Operating on the international Peppol network, this new standard of invoicing will have your business running smoother, faster and greener in no time.

What's in it for businesses?

Streamlined Processes
- Reduce errors and time spent on manual invoicing.

Faster Payments
- Speed up validation across financial systems through unique UENs.

A Greener Business
- Save the environment with reduced paper waste.

Join InvoiceNow in 3 easy steps.

Get connected with businesses, big and small, islandwide today.

1. **Check if your finance or accounting solution is Peppol-ready.**
   - There are more than 80 solution providers that can help you get connected.
2. **Activate InvoiceNow.**
   - Simply follow the steps from your Peppol-ready solution provider to register yourself on the network.
   - Otherwise, approach an Access Point Provider to integrate InvoiceNow into your in-house system.
3. **You're ready to InvoiceNow**
   - Send and receive invoices directly through your finance or accounting system.

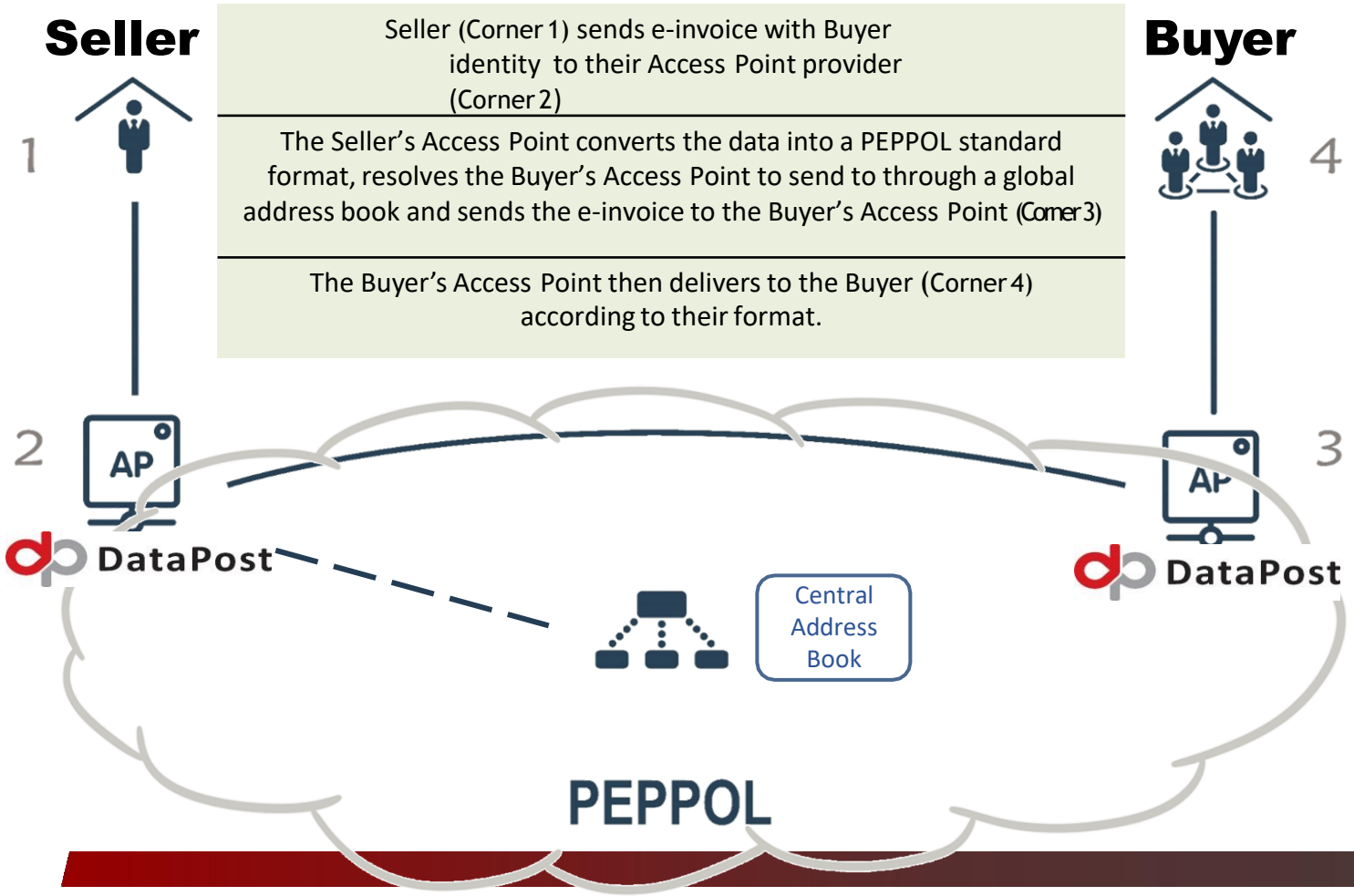
InvoiceNow to receive $200.

Register your UEN with any Peppol service provider by 31st Dec 2020 to receive an E-invoicing Registration Grant.

HOW IT WORKS

IMDA ADOPTED THE INVOICENOW E-DELIVERY NETWORK

FOUR CORNER MODEL



Seller (Corner 1) sends e-invoice with Buyer identity to their Access Point provider (Corner 2)

The Seller's Access Point converts the data into a PEPPOL standard format, resolves the Buyer's Access Point to send to through a global address book and sends the e-invoice to the Buyer's Access Point (Corner 3)

The Buyer's Access Point then delivers to the Buyer (Corner 4) according to their format.

IMPORTANT CHARACTERISTICS OF PEPPOL

CONNECT ONE CONNECT ALL

Participants connect to one AP and they are connected to all participants on the network.

EACH CONVERT YOUR OWN

Each participant handles their end of data conversion with their AP. APs exchange business document based on standard PEPPOL format.

LOW COST

No AP interconnect charges. Thus e-invoice delivery charges are expected to be low. APs charge based on value-added services rendered.

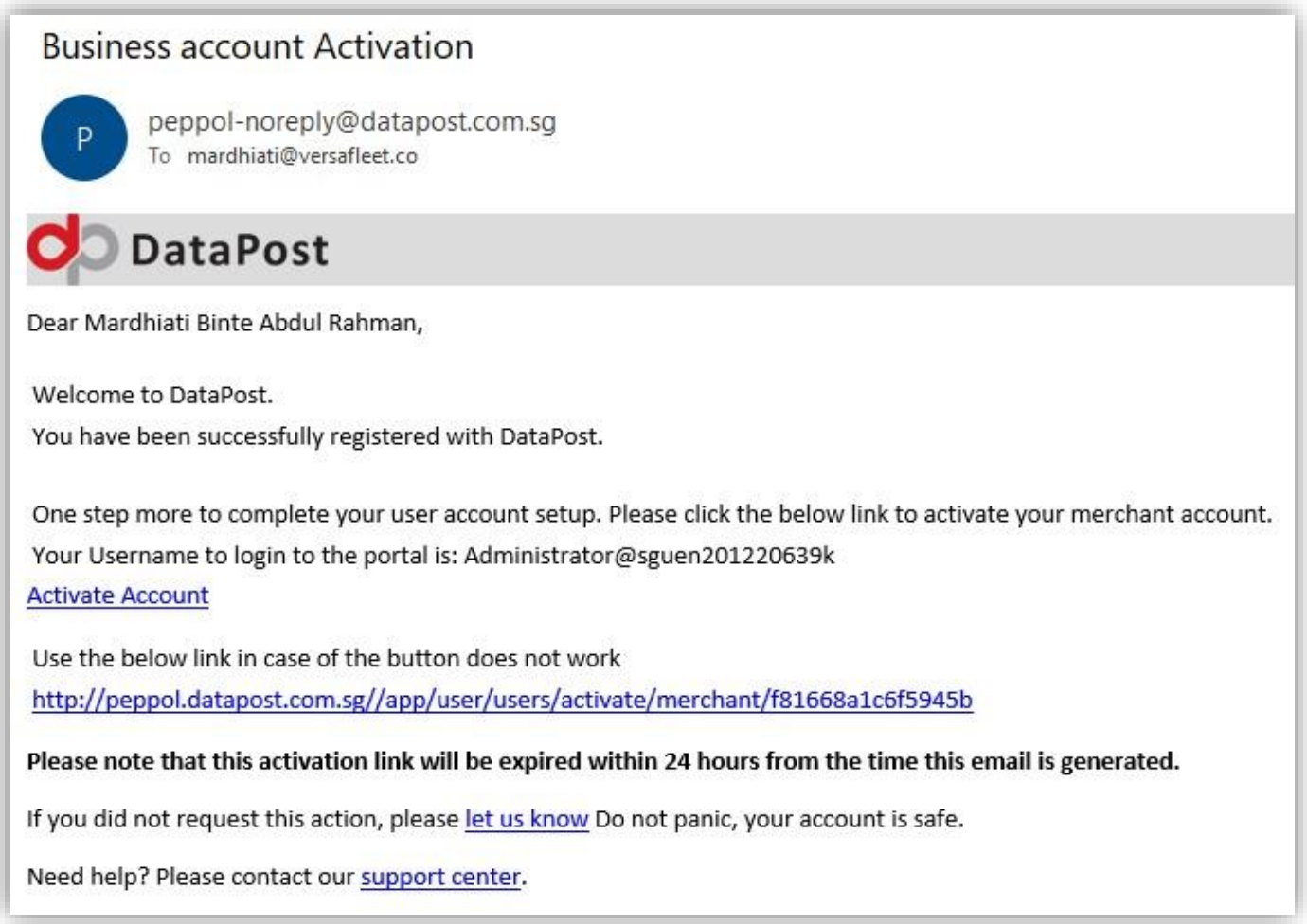
MORE THAN E-INVOICE

The same network will in future also support delivery of catalogues, PO and DO.

Step 1 – Activate your account

An email will be sent to the specified email address of the company that was registered with DataPost.

1. Click on the Activate Account link to complete the user account set up.



Business account Activation

P

peppol-noreply@datapost.com.sg
To mardhiati@versafleet.co

DataPost

Dear Mardhiati Binte Abdul Rahman,

Welcome to DataPost.
You have been successfully registered with DataPost.

One step more to complete your user account setup. Please click the below link to activate your merchant account.
Your Username to login to the portal is: Administrator@sguen201220639k
Activate Account

Use the below link in case of the button does not work
http://peppol.datapost.com.sg//app/user/users/activate/merchant/f81668a1c6f5945b

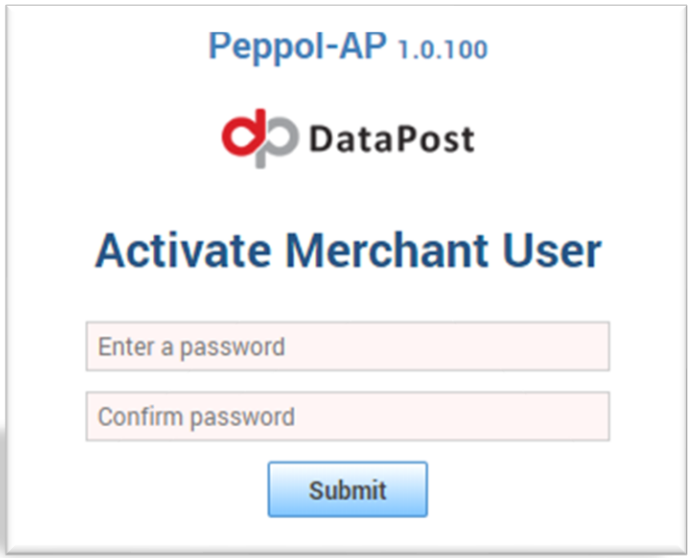
Please note that this activation link will be expired within 24 hours from the time this email is generated.

If you did not request this action, please let us know Do not panic, your account is safe.

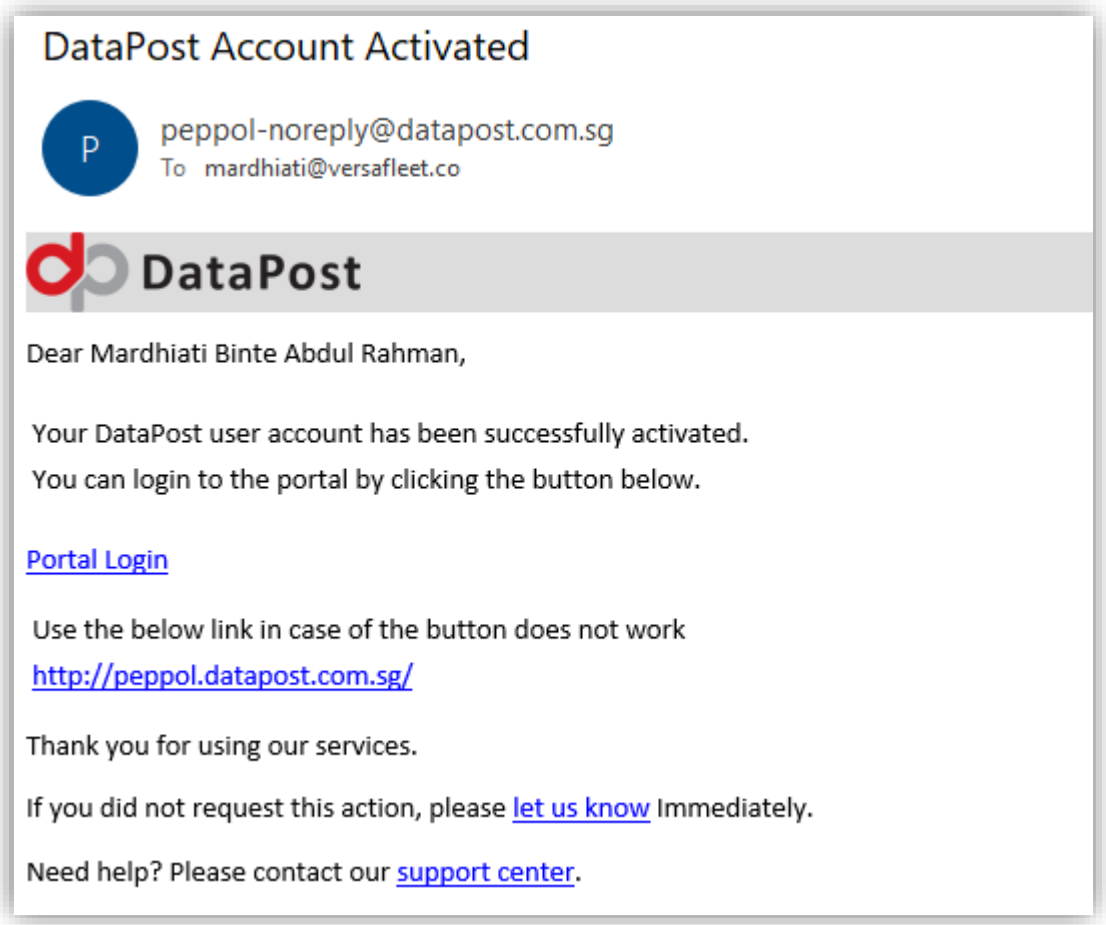
Need help? Please contact our support center.

Continue…

2. Enter a login password for your account.

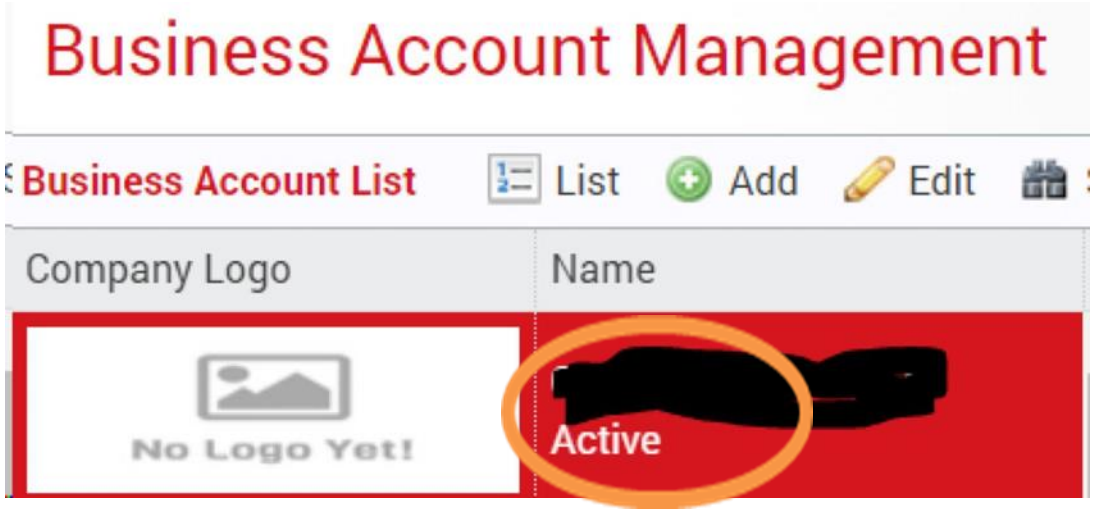


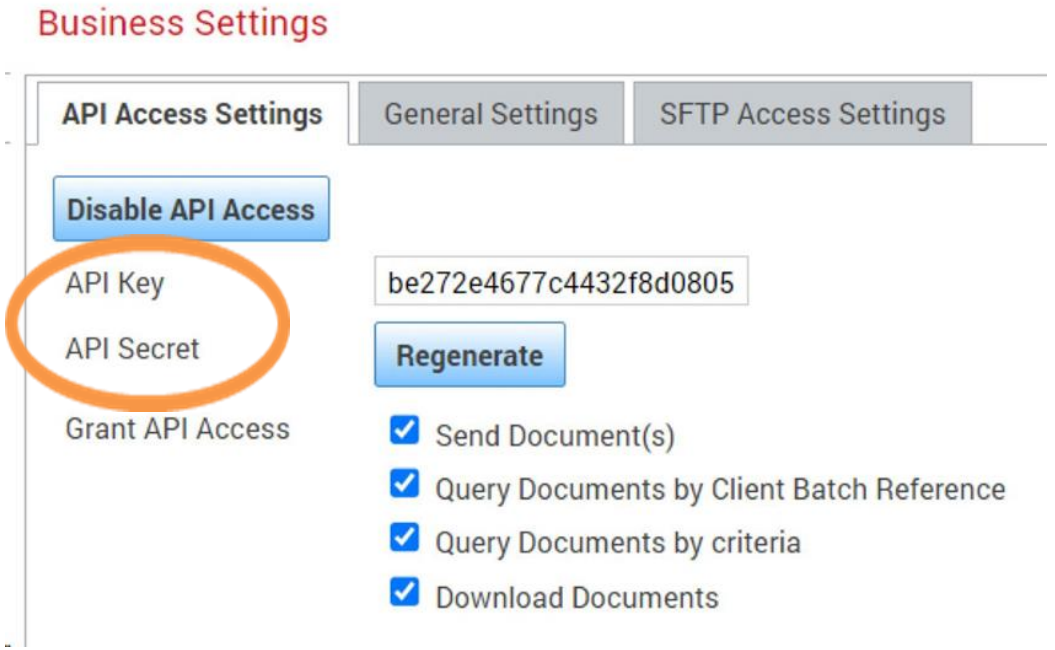
3. An email will be sent to the specified email address after the account has been successfully activated.



Notice: For API Customers Only –

Generate API key & secret at '**Business Account Management**'



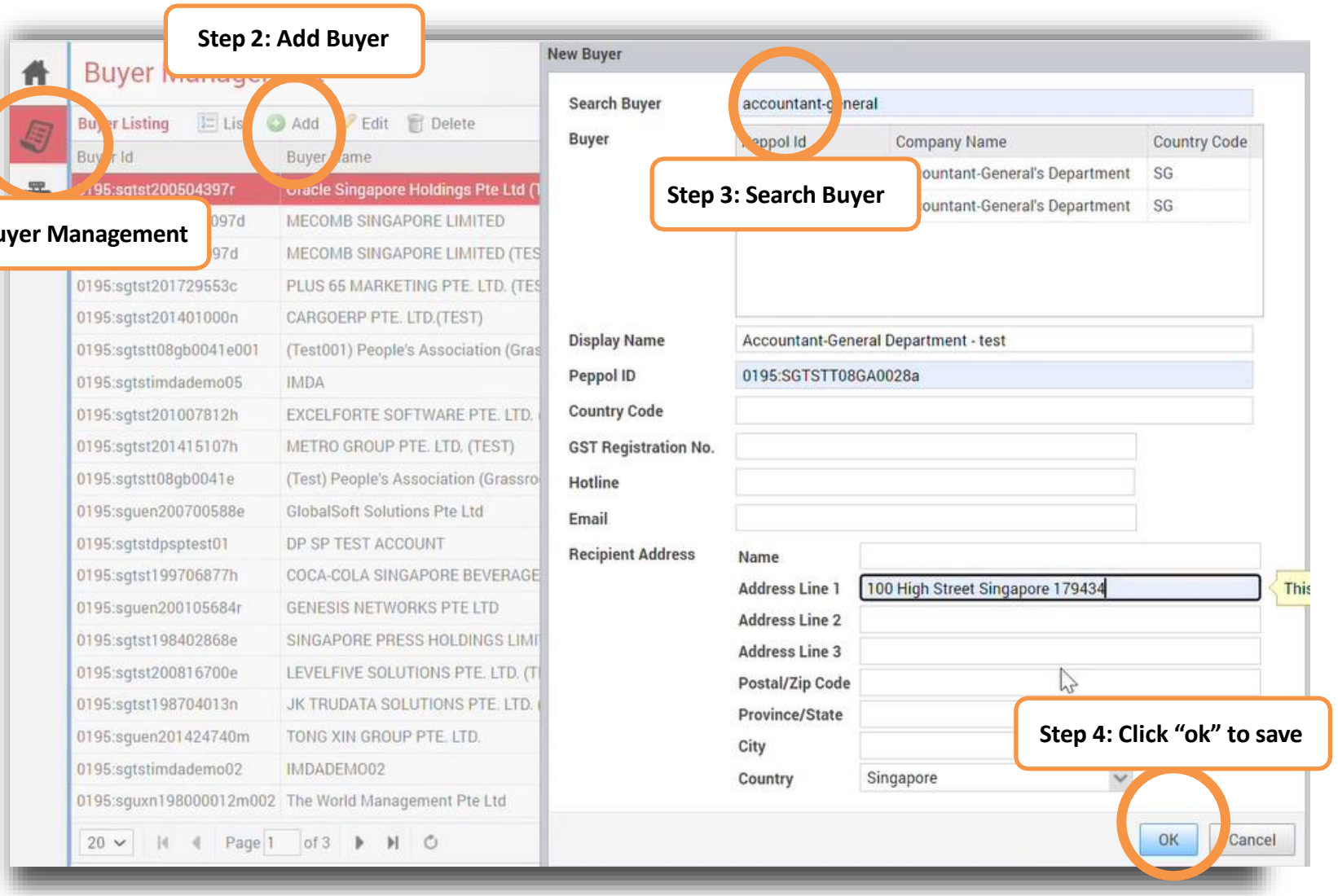


- **Double click on to it – enter 'Business Settings' and acquire your credentials**

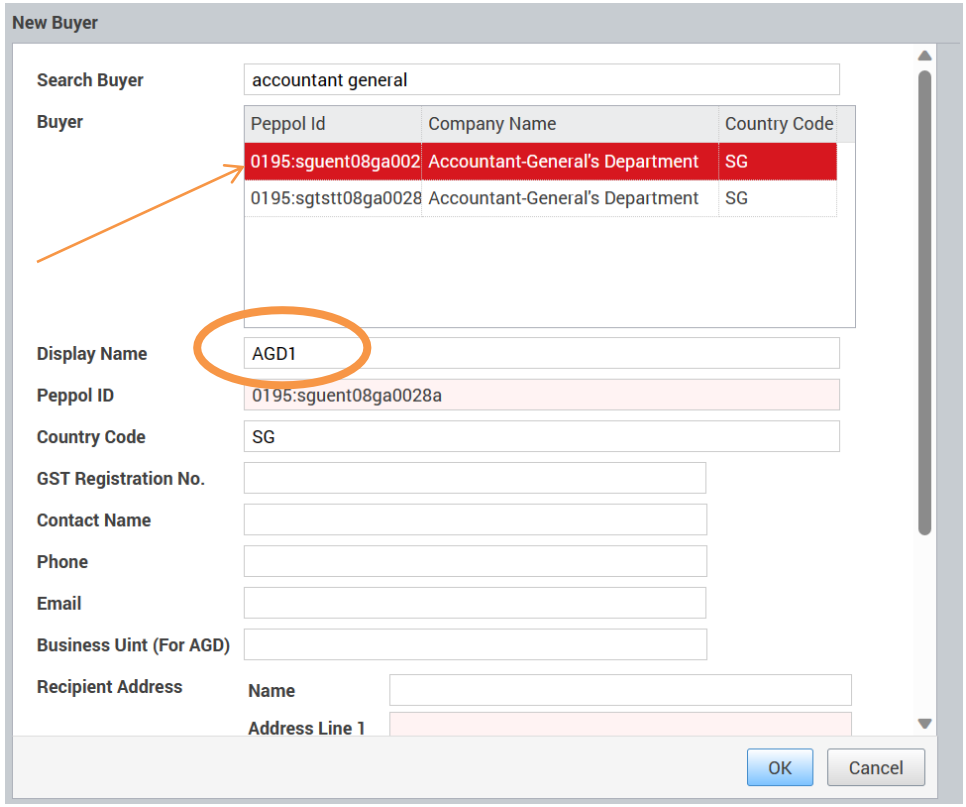
Step 3.1 – Buyer Management

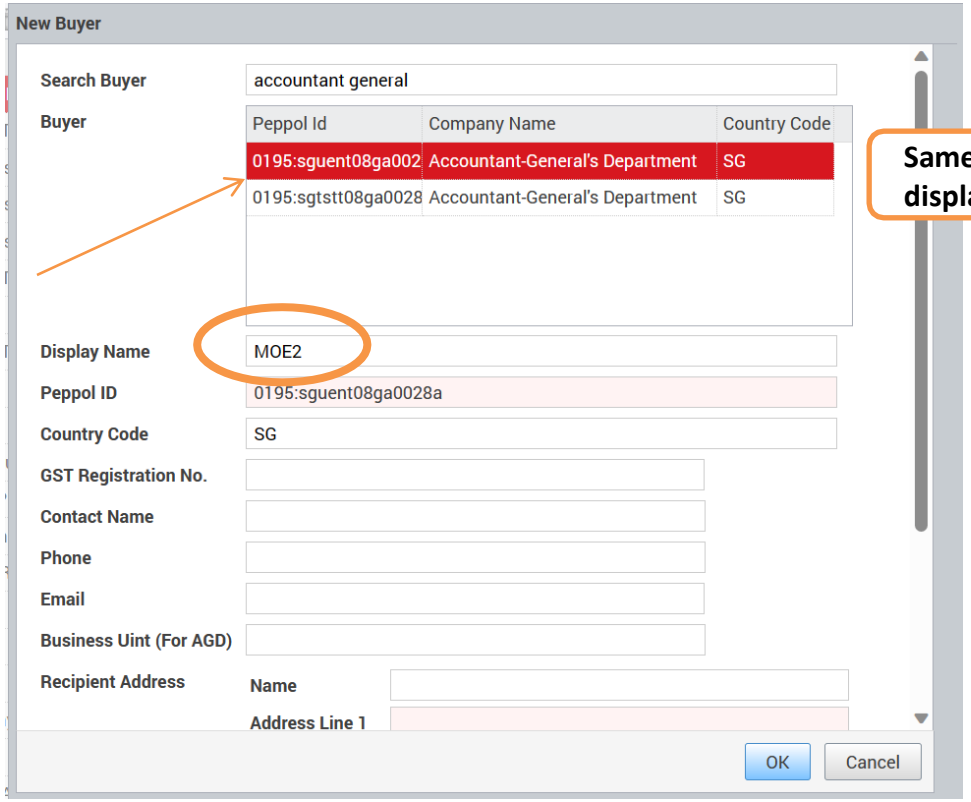
- Search if your buyers are also on the Peppol network.
- You can only proceed to send Peppol invoices and credit notes to them if they are also registered on the Peppol network.
- Search this link key in customer name or UEN

https://www.peppoldirectory.sg/



Step 3.2a – Buyer Management (For AGD Vendors)





Same Buyer different display name

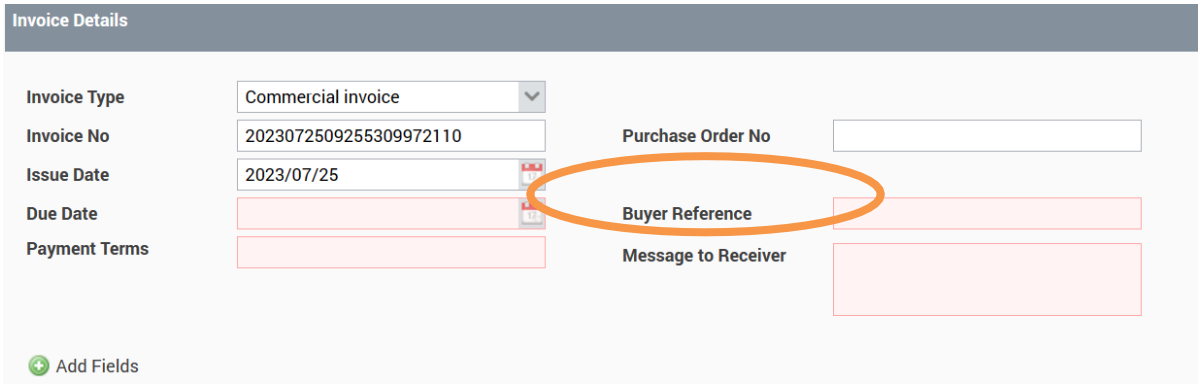
https://www.vendors.gov.sg/UsefulReferences/MinStatuaryBoards.aspx

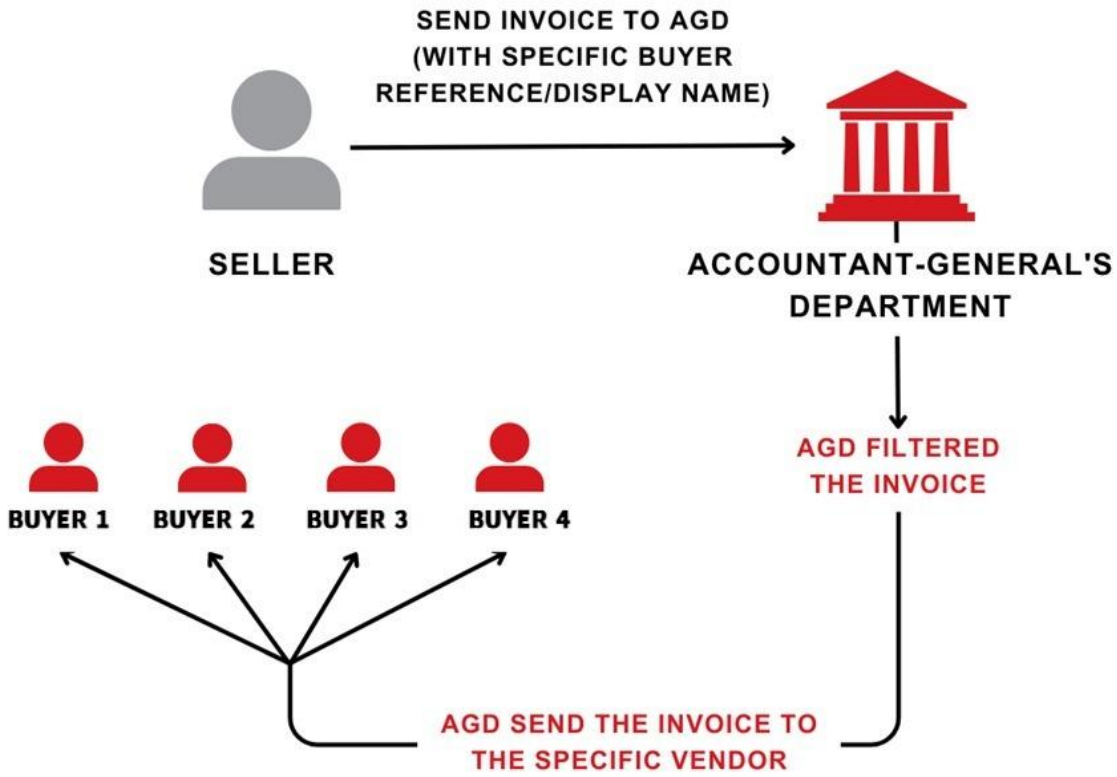
- For sending invoice to AGD, users can now create 'New Buyer' using a different display name under the same & saved AGD Peppol ID.

Step 3.2b – Sending Invoice to AGD **Buyers**

- Using the same AGD Peppol ID, users can simply include the specific 'Buyer Reference' to the particular ***BUYER*** that you wish to invoice to.

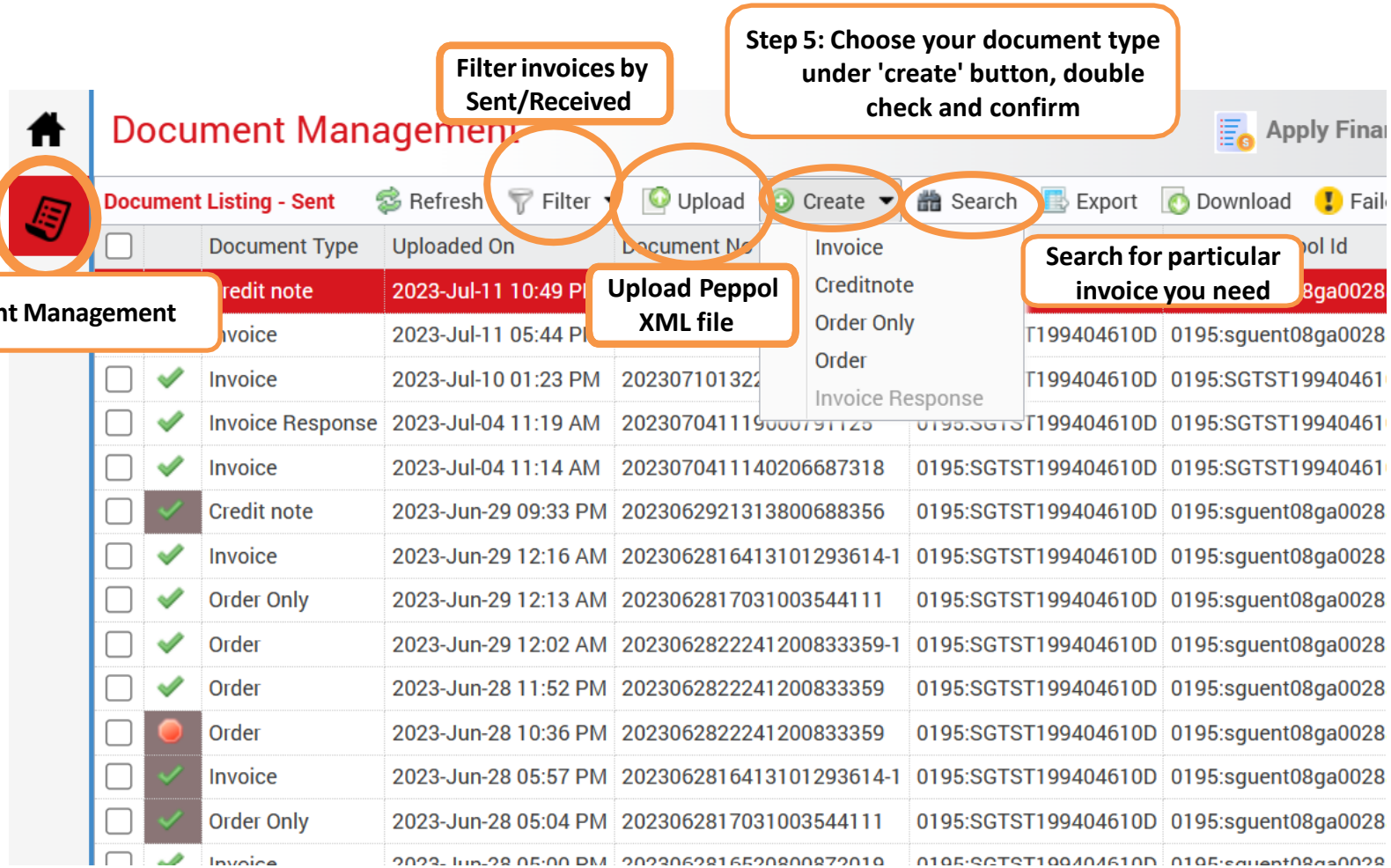
- List of AGD Ministries / Statutory Boards' customer code can be searched here: https://www.vendors.gov.sg/UsefulReferences/MinStatuaryBoards.aspx





Step 4 – Document Management

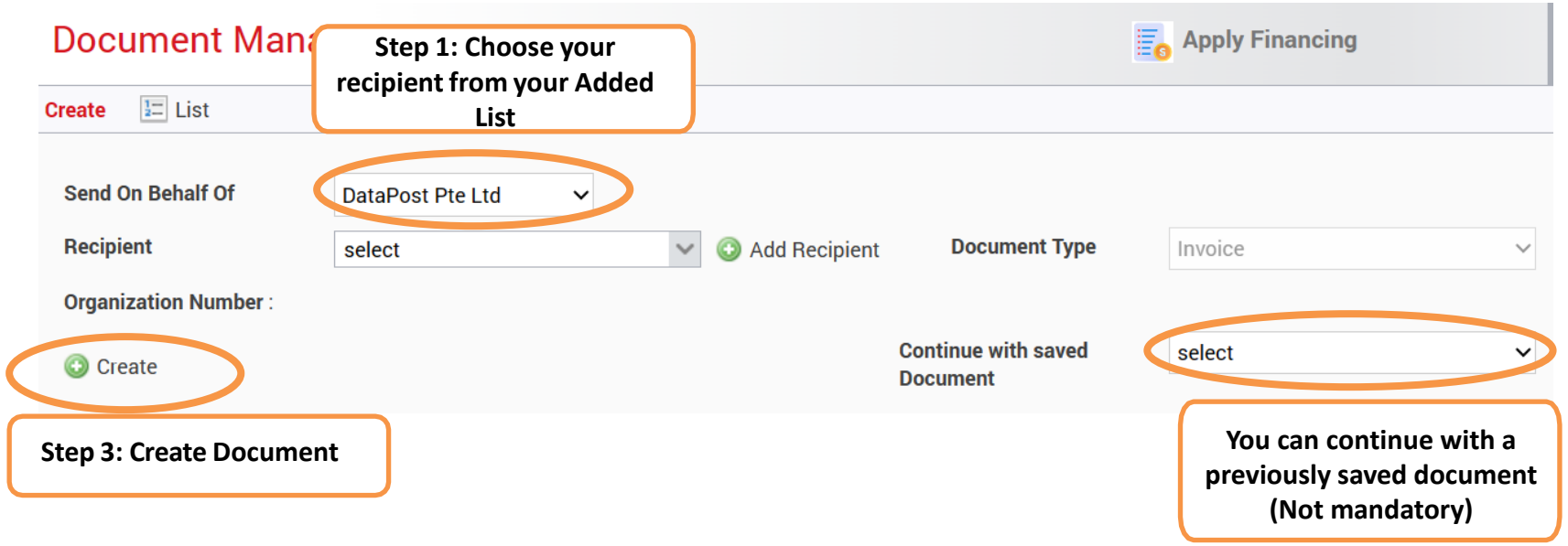
- View both sent and received invoices and credit notes via the filter function.
- You can either upload invoice and credit note data in Peppol XML Format or create them manually.



Step 5 – Creating Invoice

- Upon clicking ‘Create Document’, proceed to choose your recipient and the document type you wish to sent

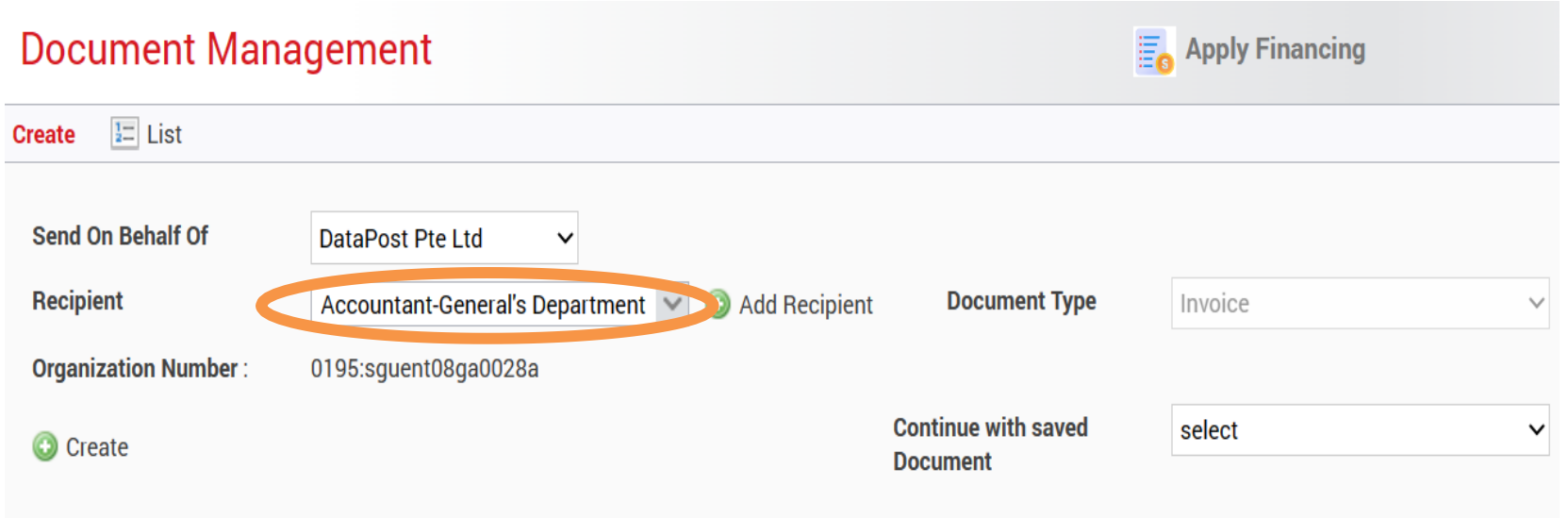
- You can then proceed to create your invoice



*Step 5a – Creating Invoice (Government AGD)

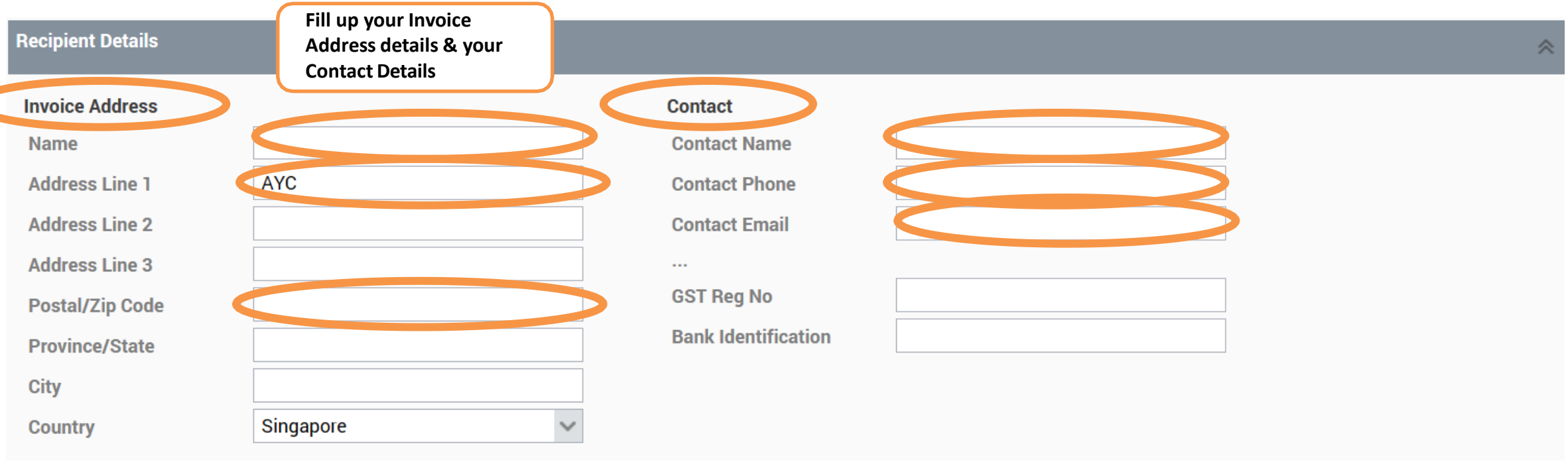
- If you are sending invoices to Government Ministries / statutory boards, you have to add/select Accountant-General's Department (AGD)

- You can then proceed to create your invoice



Step 5.1 – Recipient Details

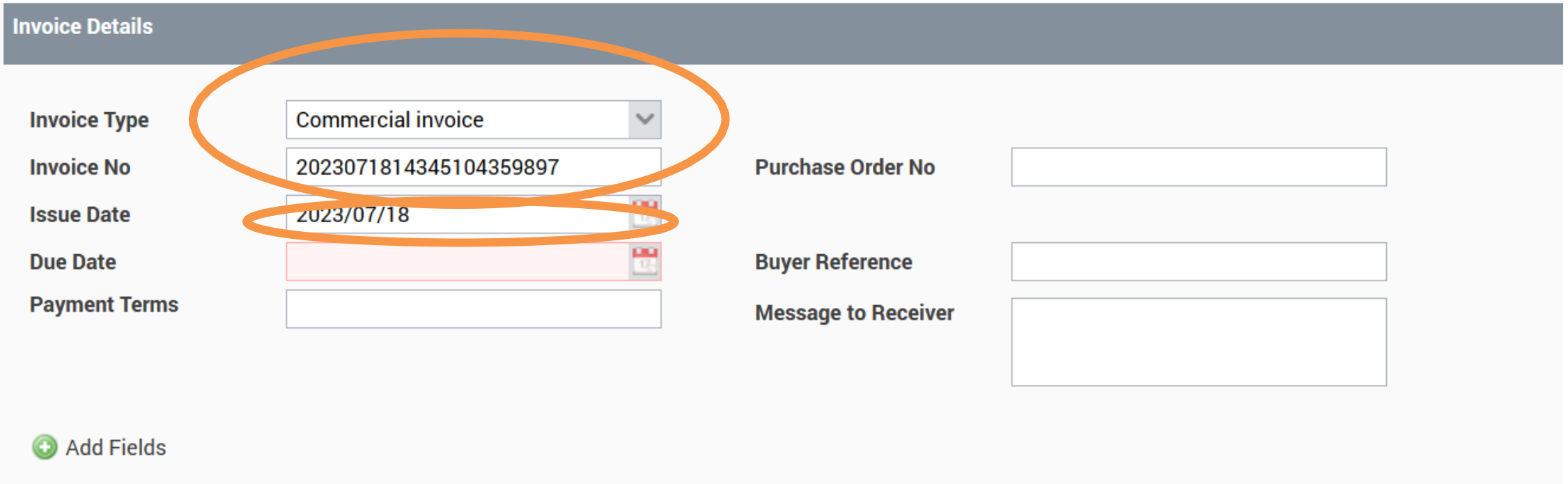
- Proceed to fill up the Invoice Address details and Delivery Address details (if needed). Take note that the red fields & circled fields are mandatory fields.



Step 5.2 – Invoice Details

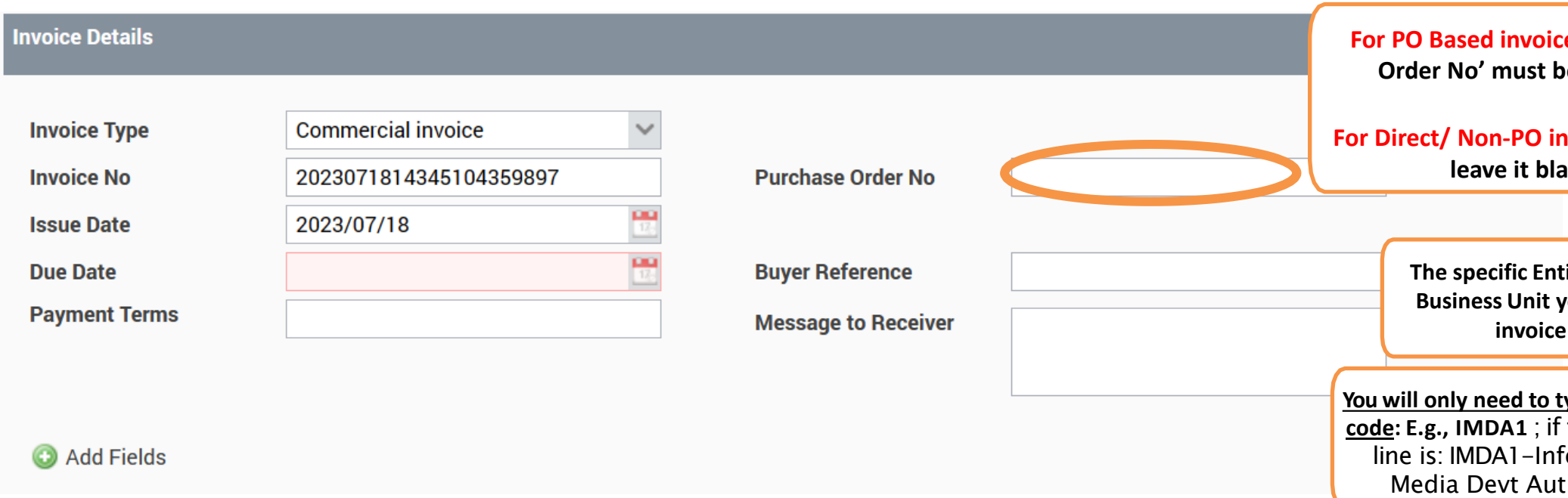
- Proceed to fill up the Invoice Details. Take extra note that the circled & red fields are mandatory fields.

***Notice**: If you are sending invoices to Government vendors, all fields below must be filled up



*Step 5.2a – Invoice Details (Government AGD)

- **<u>* All Fields Must Be Filled Up</u>**
- * Invoice No – Maximum 30 characters, cannot contain space
- * Invoice Date – Cannot be backdated by more than 7 calendar days or forward dated
- * Payment Terms – follow AGD format. (example: 7D, 8D, 10D 15D, etc.)
- * Message to Receiver – Invoice Description
- Purchase Order No. – Purchase Order number
- * Due Date – Due Date
- *** Buyer Reference –To know which Business Unit to indicate, please enquire with your client agency** https://www.vendors.gov.sg/UsefulReferences/MinStatuaryBoards.aspx
- GST Registration Number – Your company GST no. if any.



For PO Based invoice: 'Purchase Order No' must be filled in

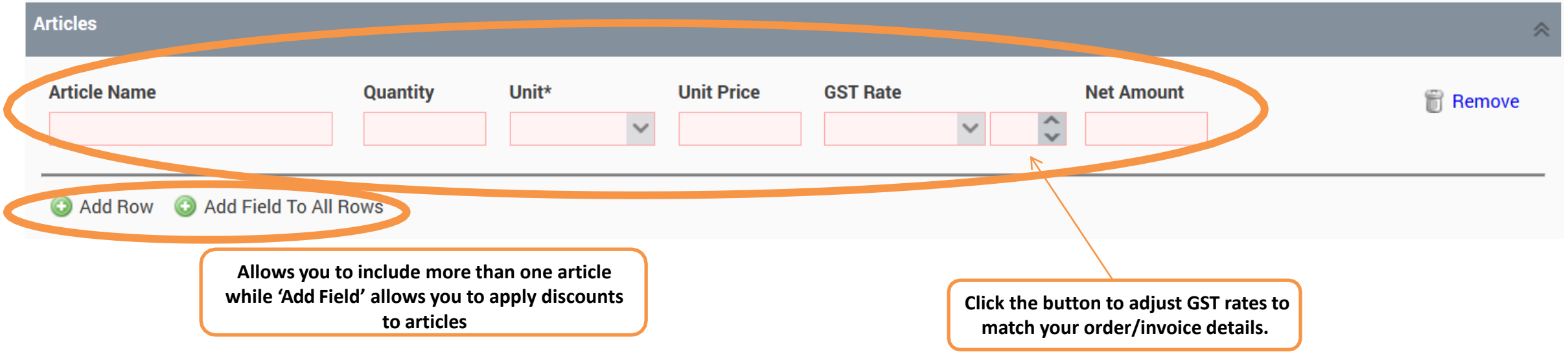
For Direct/ Non-PO invoice: Simply leave it blank

The specific Entity Vendor/ Business Unit you wish to invoice to

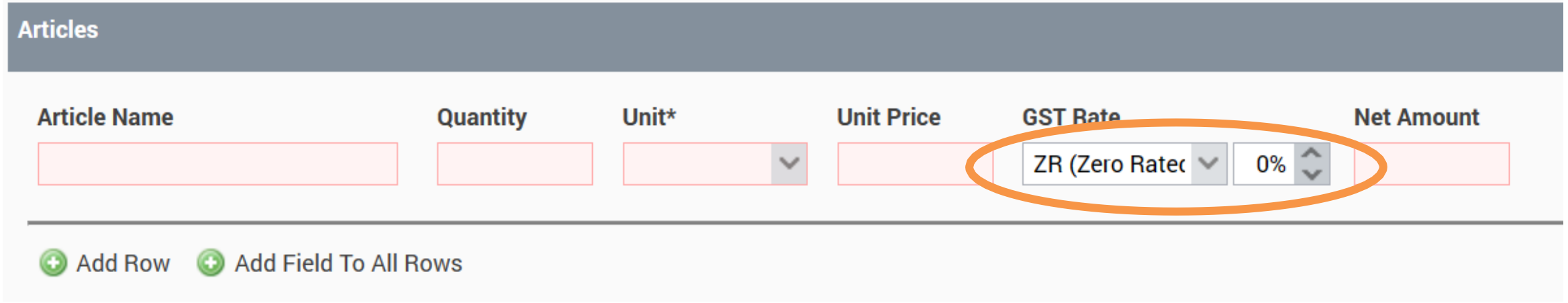
<u>You will only need to type specific code</u>: E.g., IMDA1 ; if the whole line is: IMDA1–Infocomm Media Devt Authority

Step 5.3.a – Articles details

- It is mandatory for you to fill up these fields according to the nature of your invoices. A simplified example is shown below. In addition, the ‘Add Row’ function allows you to include more than one article in your invoice, while the ‘Add Field to All Rows’ function allows you to input discounts into your articles

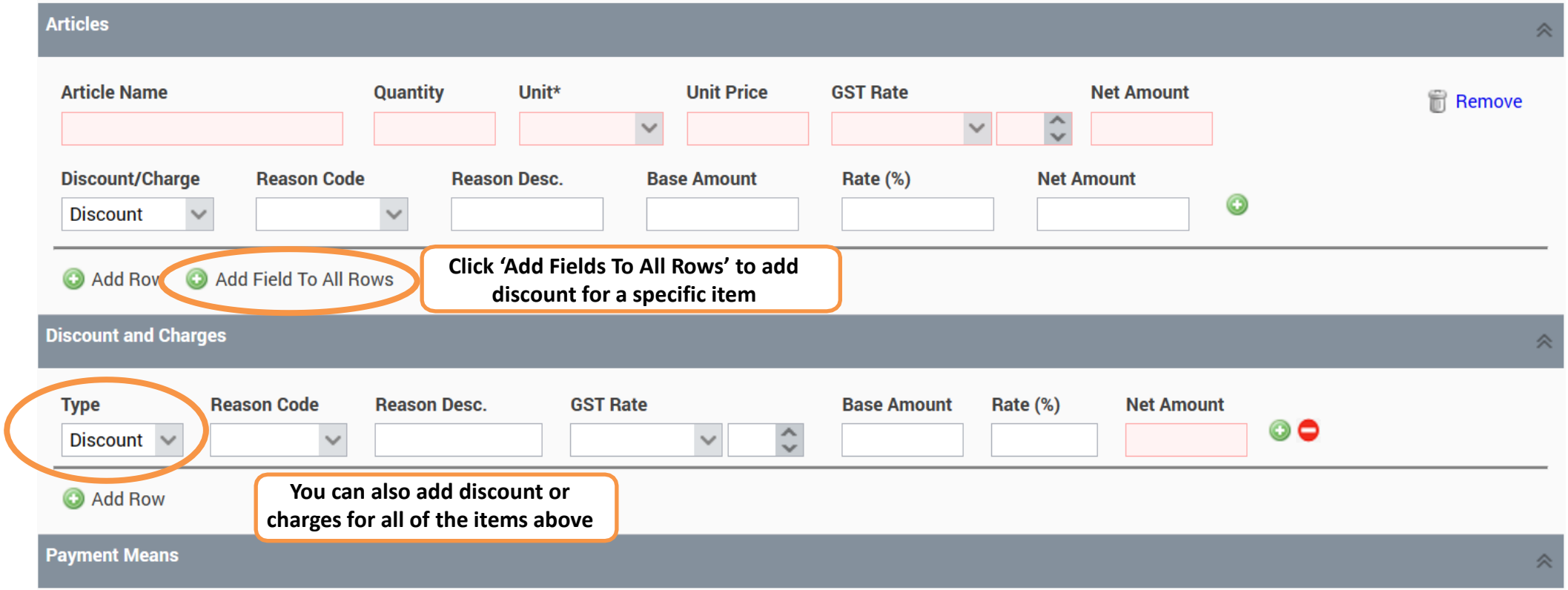


- To prevent system errors, companies that are either not applicable for GST or have not completed the GST registration process, are advised to opt for the ZR 0% (Zero-rated) option.



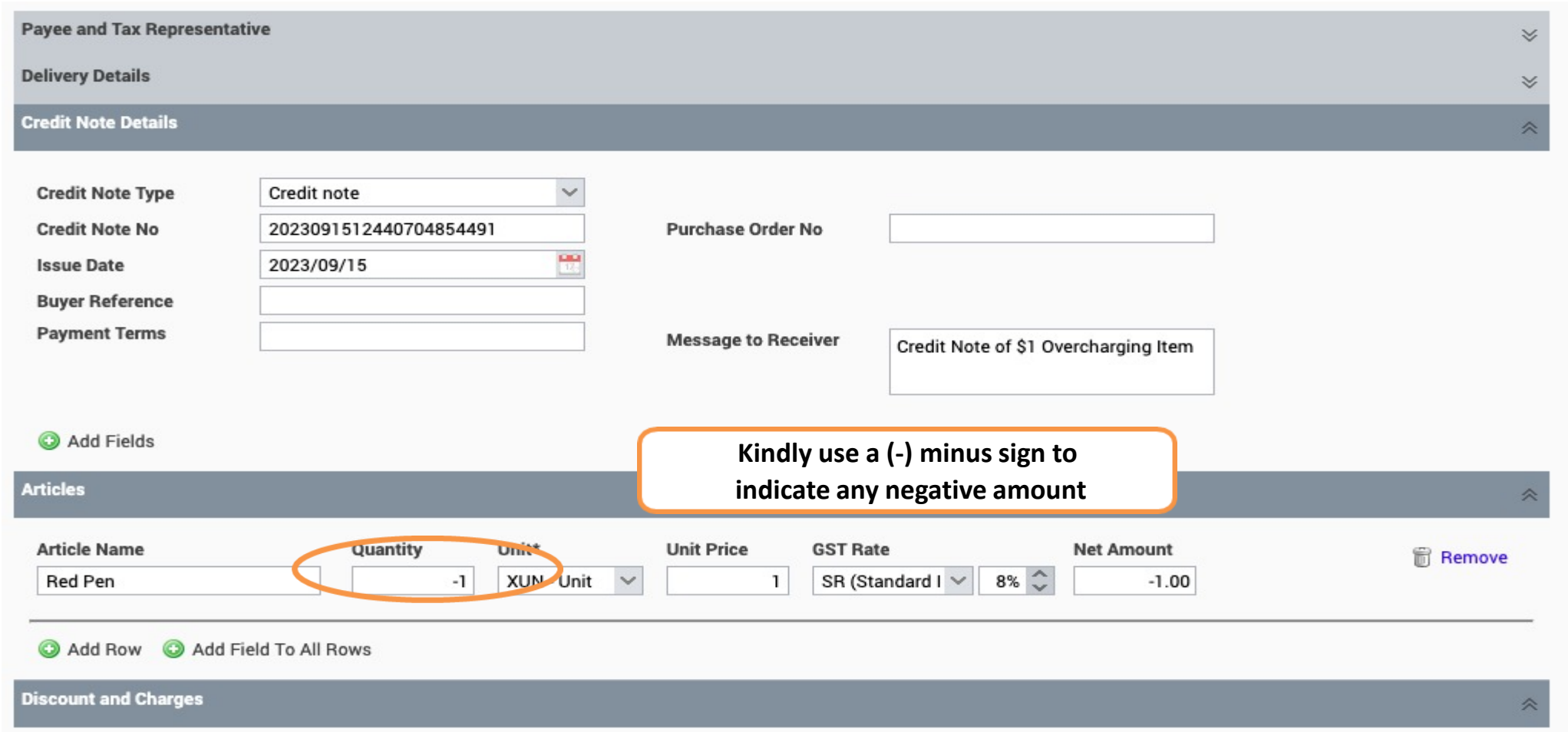
Step 5.3.b – Articles details (Discount & Charges)

- To specify any discount or charges, you can add it in the ‘Articles Details’ section or ‘Discount and Charges’ section



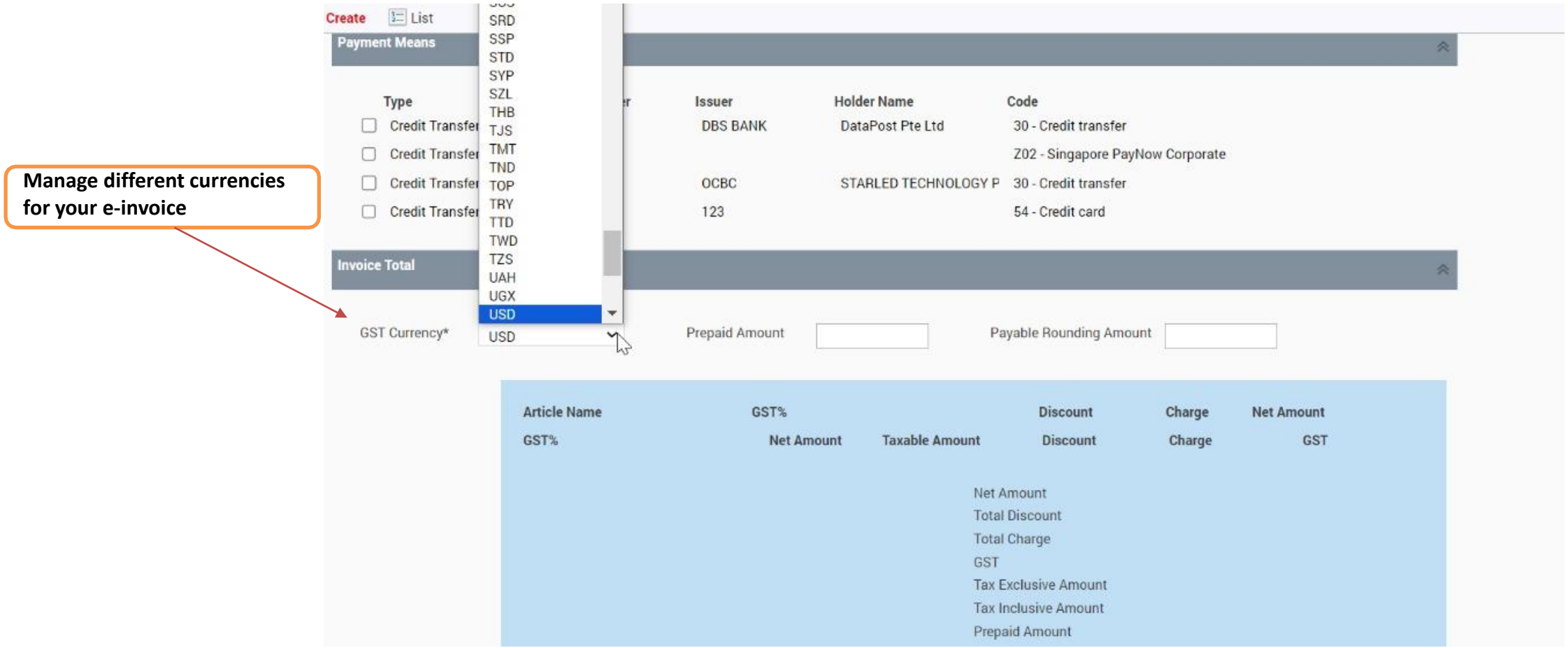
Step 5.3.c – Articles details (**Credit Notes Sending**)

***Important:** If you are creating credit notes, please remember to use a (-) minus sign with the quantity to indicate a negative amount."

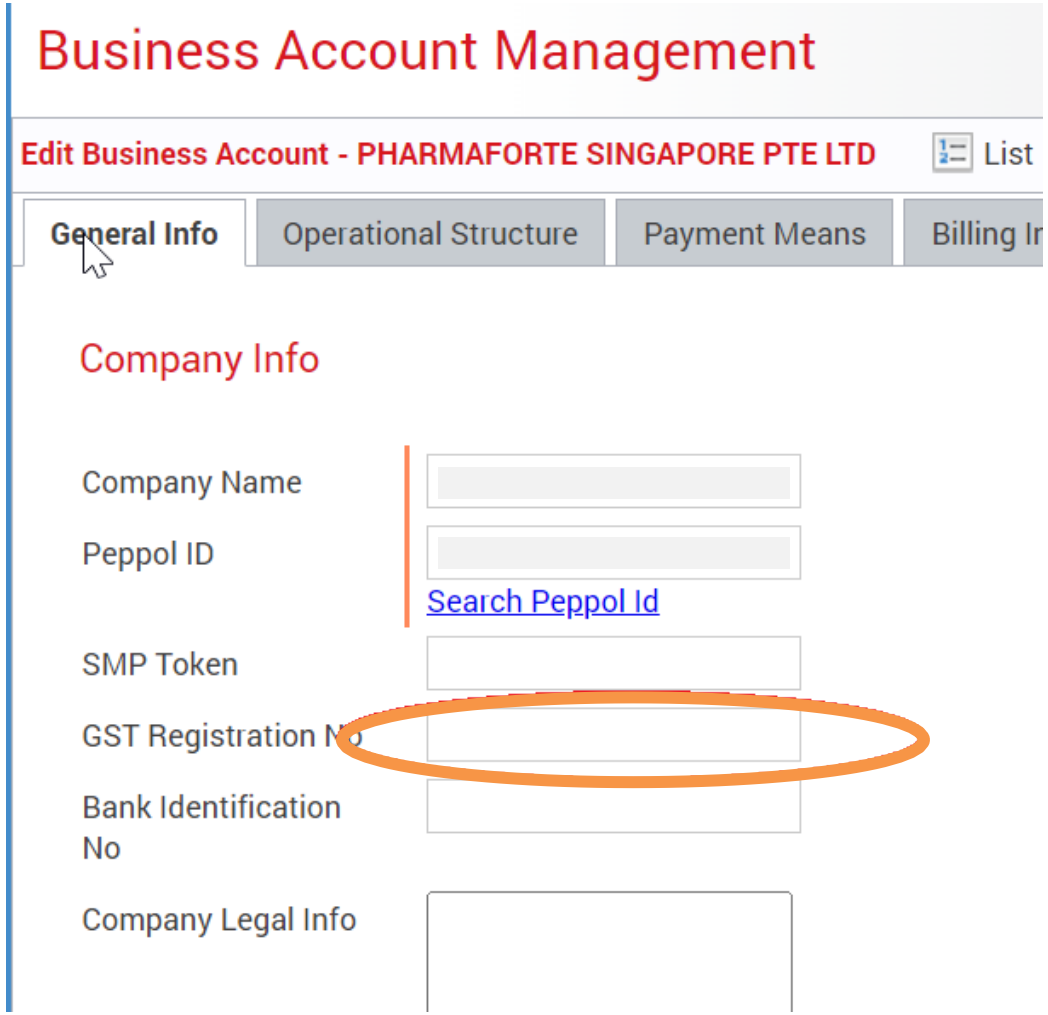


Step 5.3.d – Different Currency Available

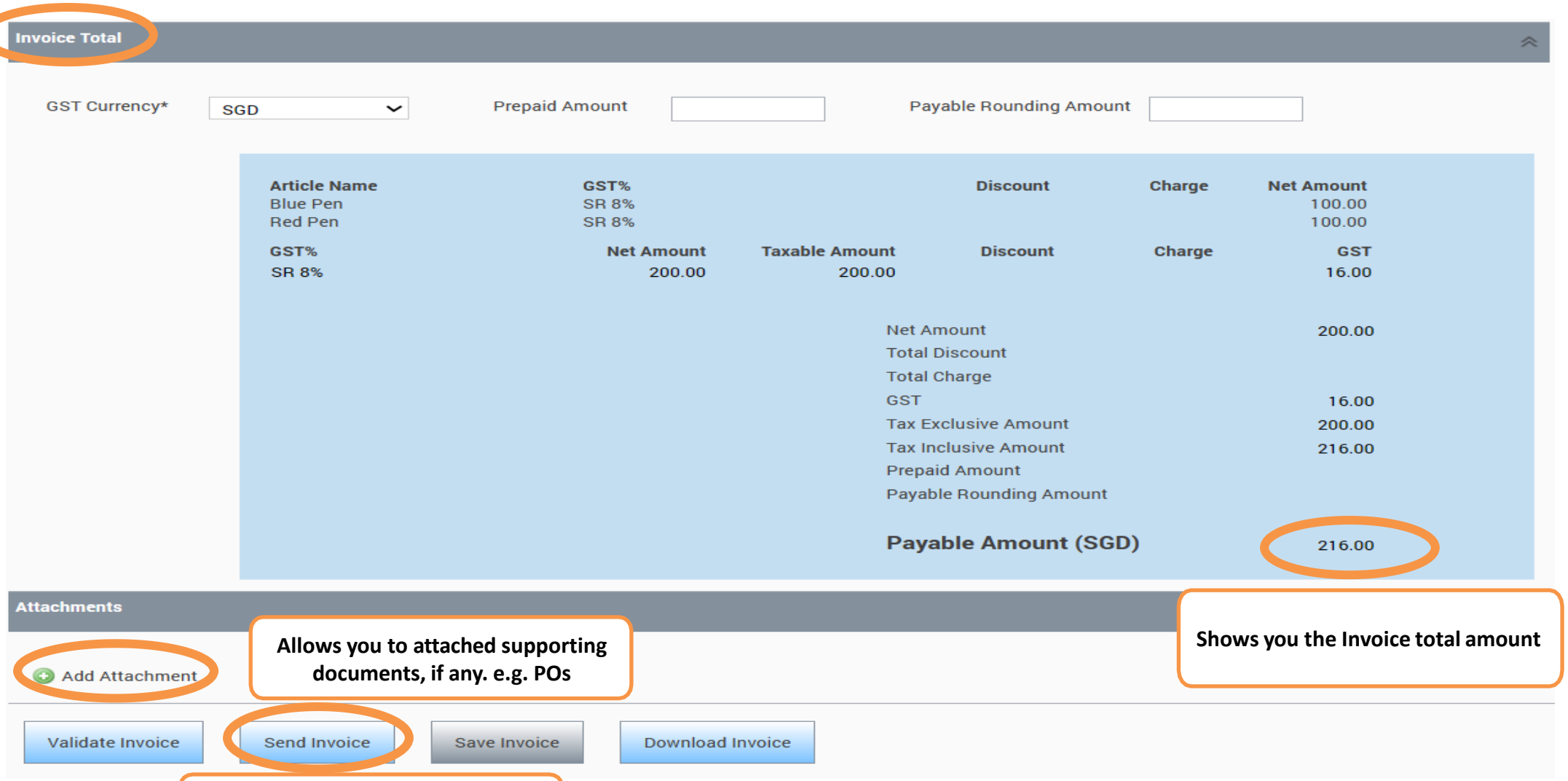
- To specify different currencies other than SGD, you can simply change it in the “GST Currency” section.



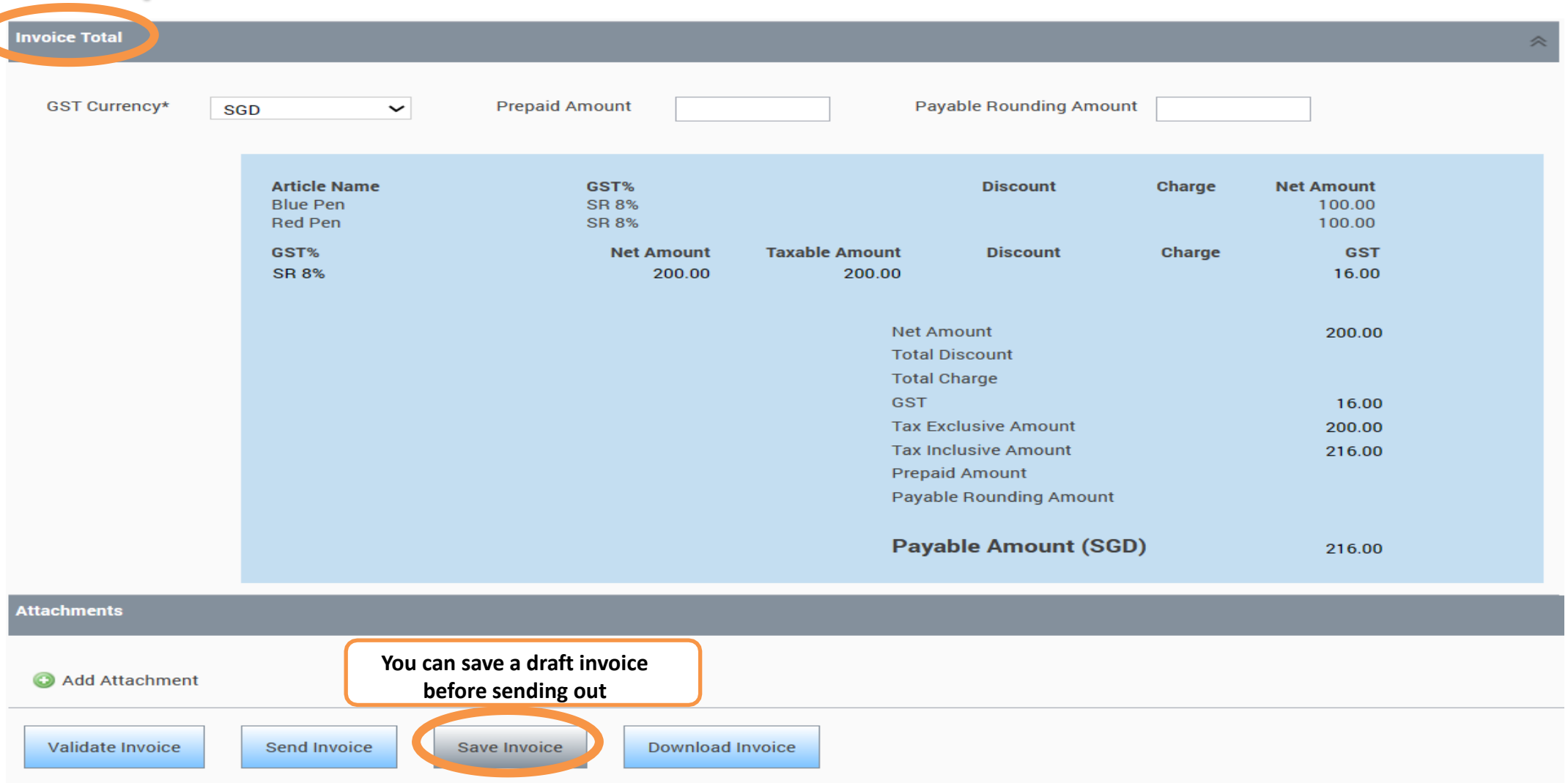
To comply with the regulations set by IMDA, please proceed to your Business Account Management page and provide us with your GST Registration number as per the requirement.



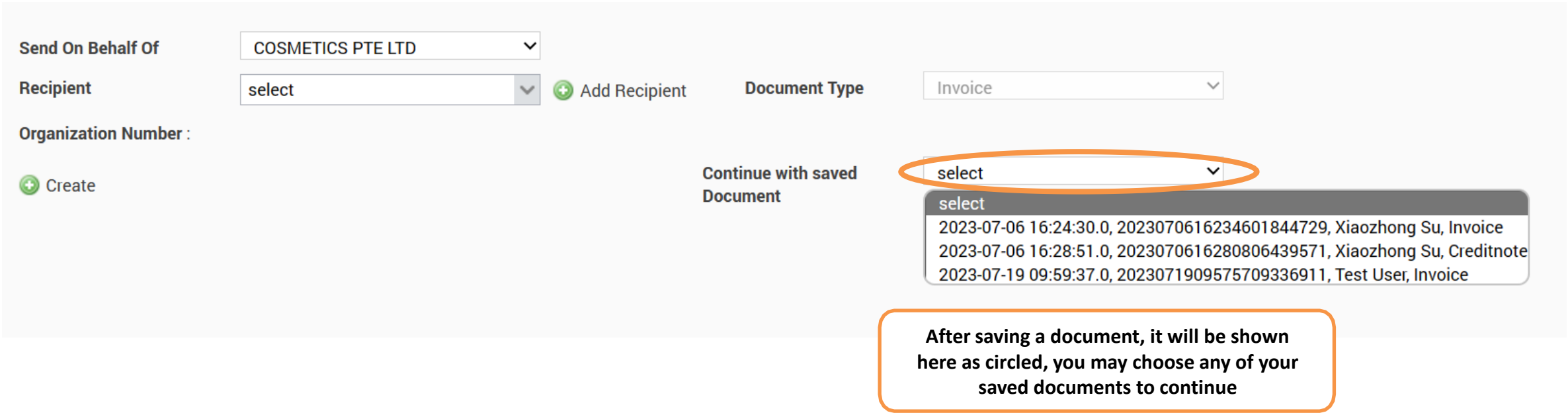
Step 5.4 – Completion of sending invoice



Step 5.5.1 – Save Draft Invoice

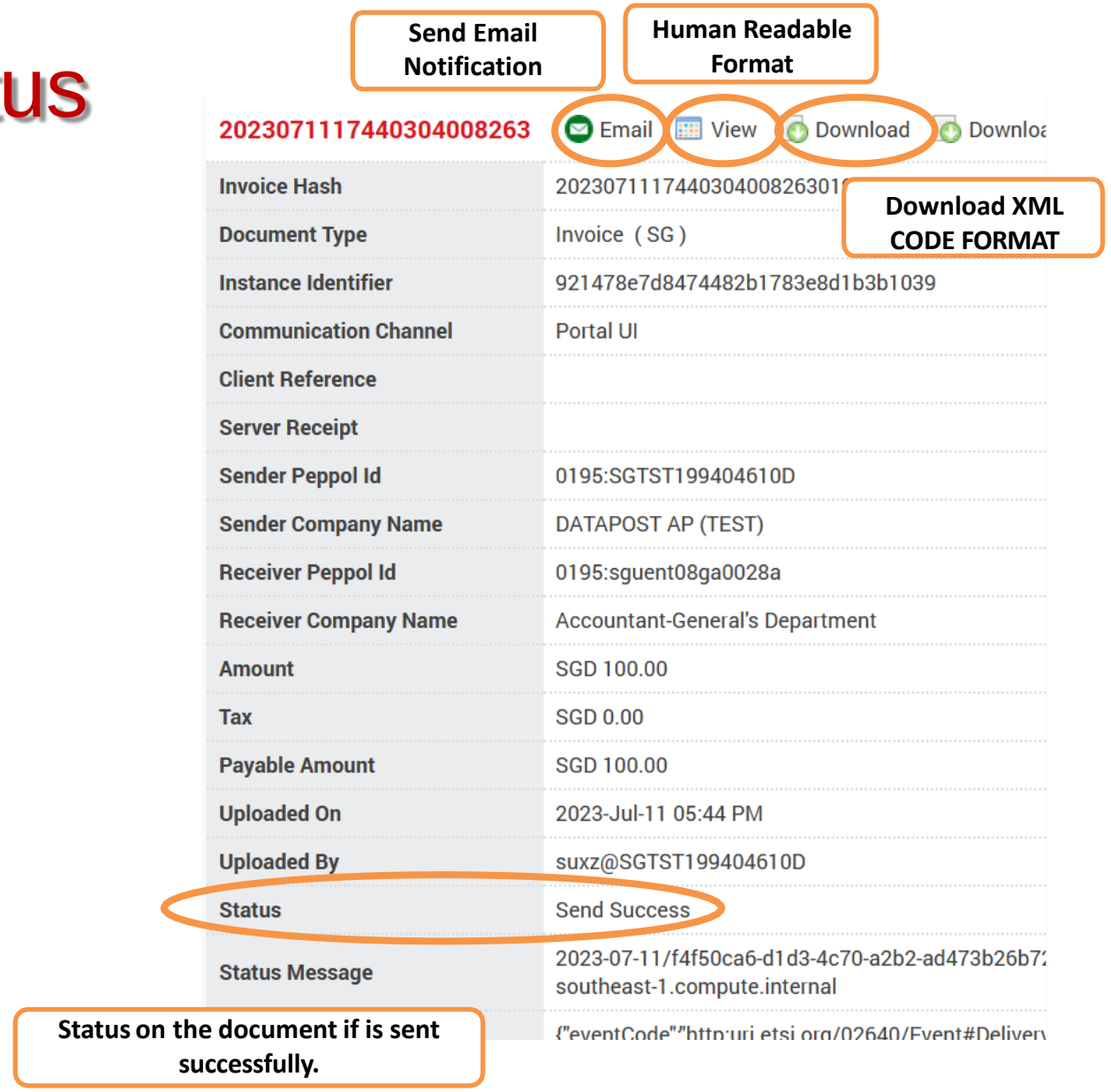


Step 5.5.2 – Choose Your Saved Documents



Step 6 – Document Status

- You can view documents in human readable format by clicking “View Document”.
- Clicking on “Download Document” will provide you the document in Peppol XML format.
- Document status will indicate if the document has been sent out successfully.



Commercial Invoice
Tax invoice

DataPost Pte Ltd (TEST)

Invoice issue date
2023-04-09

Payment due date
2023-05-08

Invoice number
202304091139240748150 1

Order reference
MDA000EP021009234

Buyer reference
IMDA-1

Amount due for payment
216.00 SGD

BUYER
Infocomm Media Development Authority
Address
10 Pasir Panjang Road
117438
SG
Legal registration ID: 0195:SGTSTT08GA0028a
Legal registration name: Accountant-General
Department - test

BUYER CONTACT

Invoice note
April 23 Invoice

Line ID	Seller's ID	Name	Quantity	Net price	GST rate	Charge Allowance	Net amount
001		Blue Pen **Purchase order line reference:** 1	100 EA (Unit of measure: each)	1 SGD **Base quantity:** 1	SR, 8.00%		100.00
002		Red Pen **Purchase order line reference:** 2	100 EA (Unit of measure: each)	1 SGD **Base quantity:** 1	SR, 8.00%		100.00

Sum of Invoice line net amount: 200.00 SGD

Sum of allowances on document level: 0.00 SGD

Sum of charges on document level: 0.00 SGD

GST Breakdown group

GST category code	GST exemption reason text		GST category tax amount
GST : SR (Standard rated), 8.00%		200.00	16.00

Example of a Visual Human Readable Image of what your E-Invoice looks like

GST Breakdown group

GST category code	GST exemption reason text	GST category taxable amount	GST category tax amount
GST : SR (Standard rated), 8.00%		200.00	16.00

Invoice total GST amount: **16.00 SGD**

Invoice total amount without GST: 200.00

Invoice total amount with GST: **216.00**

Amount due for payment: 216.00 SGD

Payment terms:

30D

Payment terms:

30D

PAYMENT INSTRUCTIONS

Payment means type code	Payment service provider identifier	Payment account identifier	Payment account name	Remittance information
30 (Credit transfer)	DBS BANK	0010528335	DataPost Pte Ltd	2023040911392407481501

SELLER
DataPost Pte Ltd (TEST)
Address
4 Ayer Rajah Crescent
139960
SG
Seller identifier: 53201802A [0195]
Legal registration identifier: 199404610D
DATAPOST AP (TEST)
GST identifier: 123456789

SELLER CONTACT
Contact Point: Administrator
E-mail address:

Example of a Visual Human Readable Image of what your E-Invoice looks like

0195_SGTST199404610D-2020_Aug_28_12_00_AM-Invoice_709 (1).xml - Notepad

File Edit Format View Help

```
<Invoice xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:ext="urn:oasis:names:specification:ubl:schema:xsd:Comm
    <cbc:CustomizationID>urn:cen.eu:en16931:2017#conformant#urn:fdc:peppol.eu:2017:poacc:billing:international:sg:3.0</cbc:
    <cbc:ProfileID>urn:fdc:peppol.eu:2017:poacc:billing:01:1.0</cbc:ProfileID>
    <cbc:ID>Invoice 709</cbc:ID>
    <cbc:IssueDate>2020-08-28</cbc:IssueDate>
    <cbc:DueDate>2020-09-27</cbc:DueDate>
    <cbc:InvoiceTypeCode>380</cbc:InvoiceTypeCode>
    <cbc:DocumentCurrencyCode>SGD</cbc:DocumentCurrencyCode>
    <cac:OrderReference>
        <cbc:ID>PO 709</cbc:ID>
    </cac:OrderReference>
    <cac:AccountingSupplierParty>
        <cac:Party>
            <cbc:EndpointID schemeID="0195">SGTST199404610D</cbc:EndpointID>
            <cac:PartyName>
                <cbc:Name>Administrator</cbc:Name>
            </cac:PartyName>
            <cac:PostalAddress>
                <cbc:StreetName>4 Ayer Rajah Crescent</cbc:StreetName>
                <cbc:PostalZone>139960</cbc:PostalZone>
                <cac:Country>
                    <cbc:IdentificationCode>SG</cbc:IdentificationCode>
```

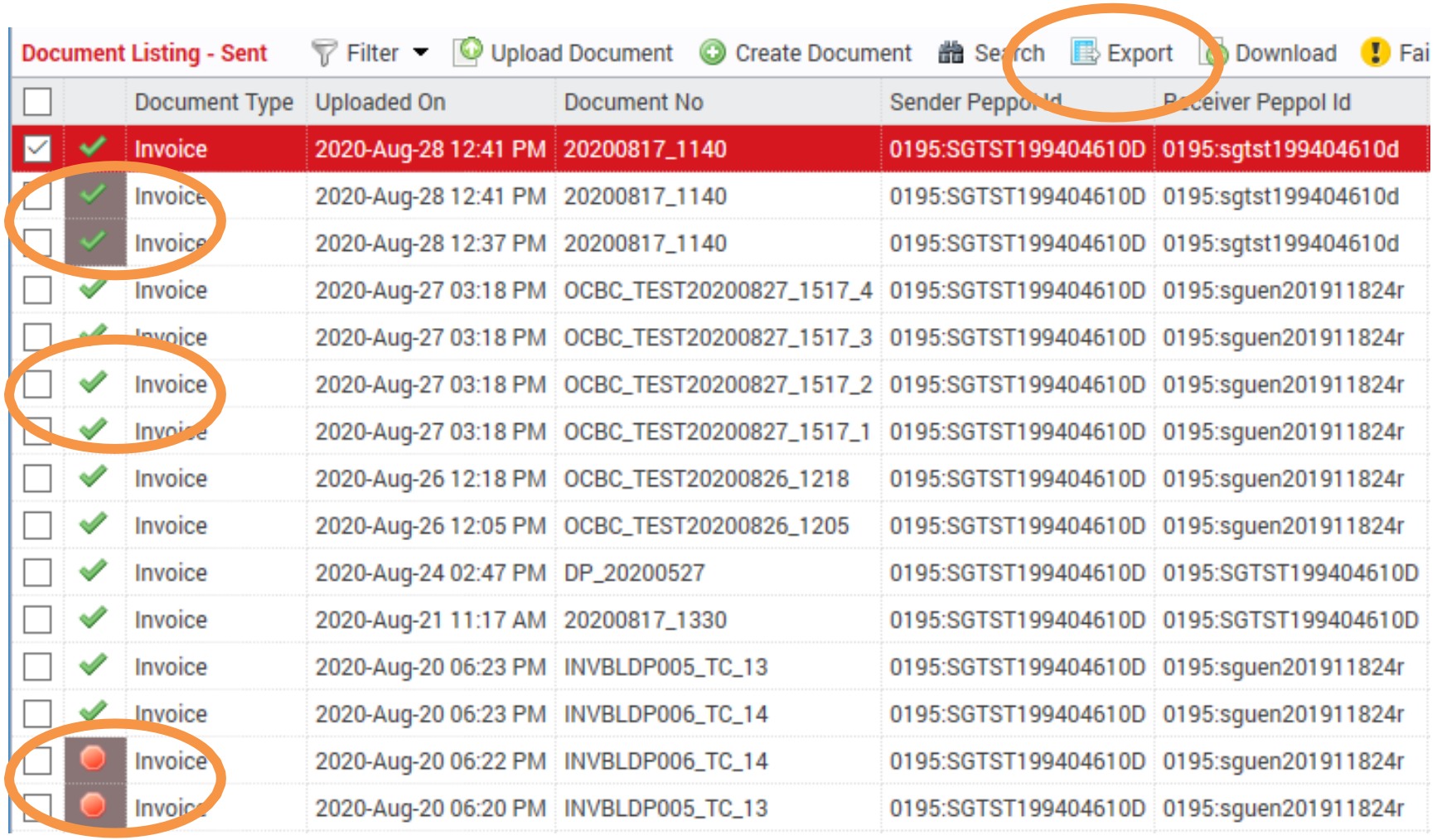
Example of a XML Data Code Format, which your IT team can refer to if needed

Step 6.1 – Document Status- Invoices

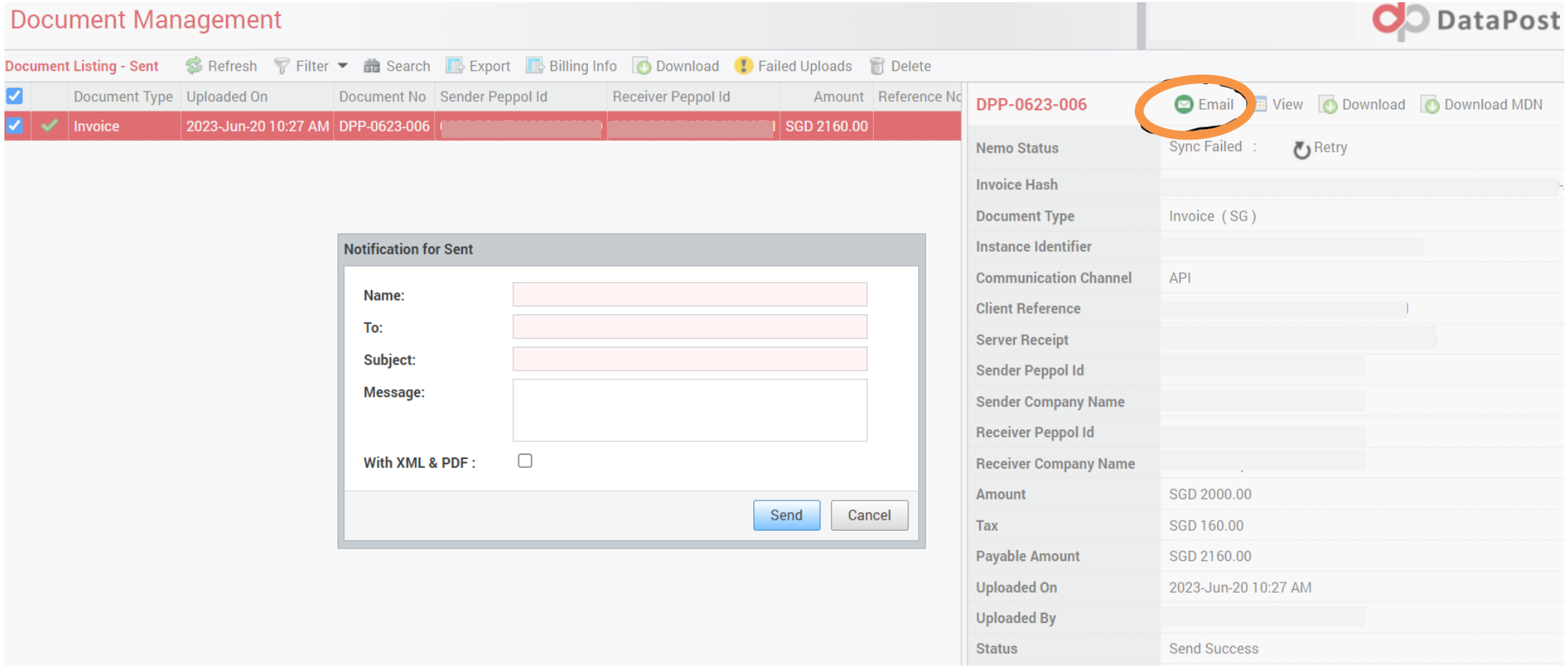
- Green Tick in a clear box depicts invoices are sent successfully while Red Dot depicts failure to sent

- Grey box refers to invalidated entry, as the same invoice has been sent again

- Export allows you to summarize your invoices of a certain time period

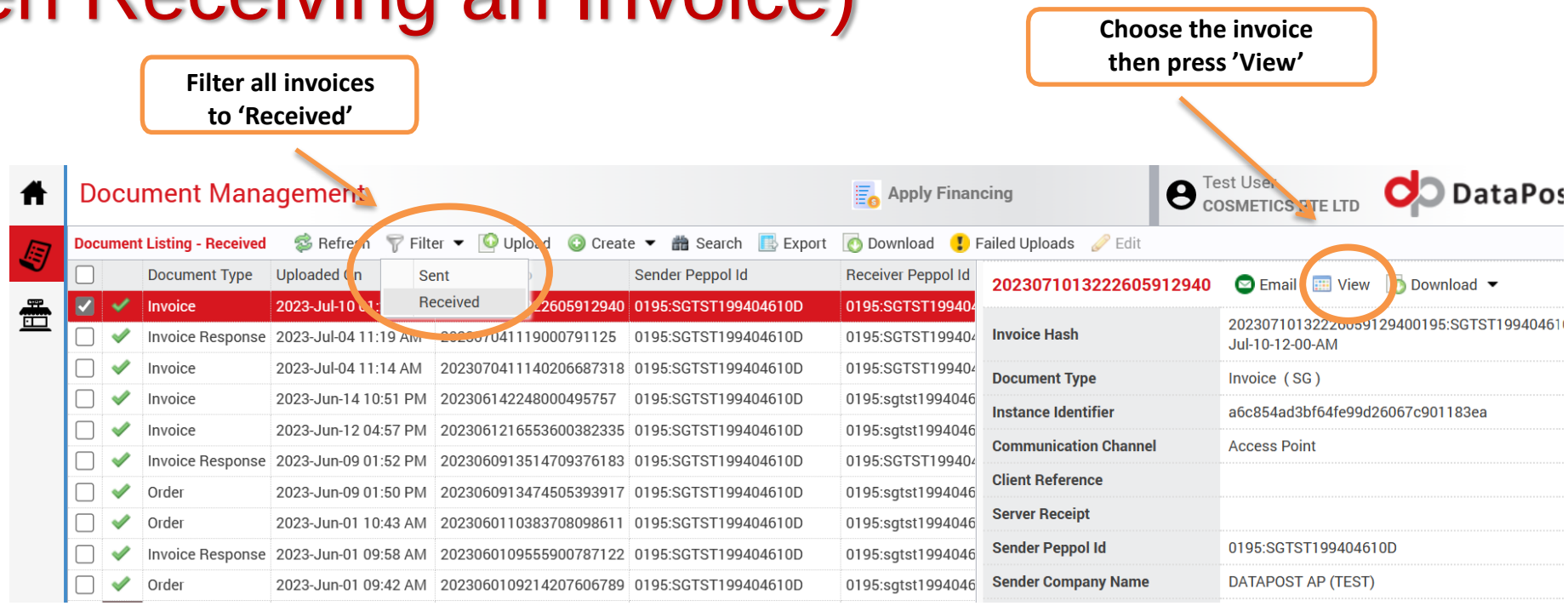


Step 6.2 – Document Status- Send Email Notification



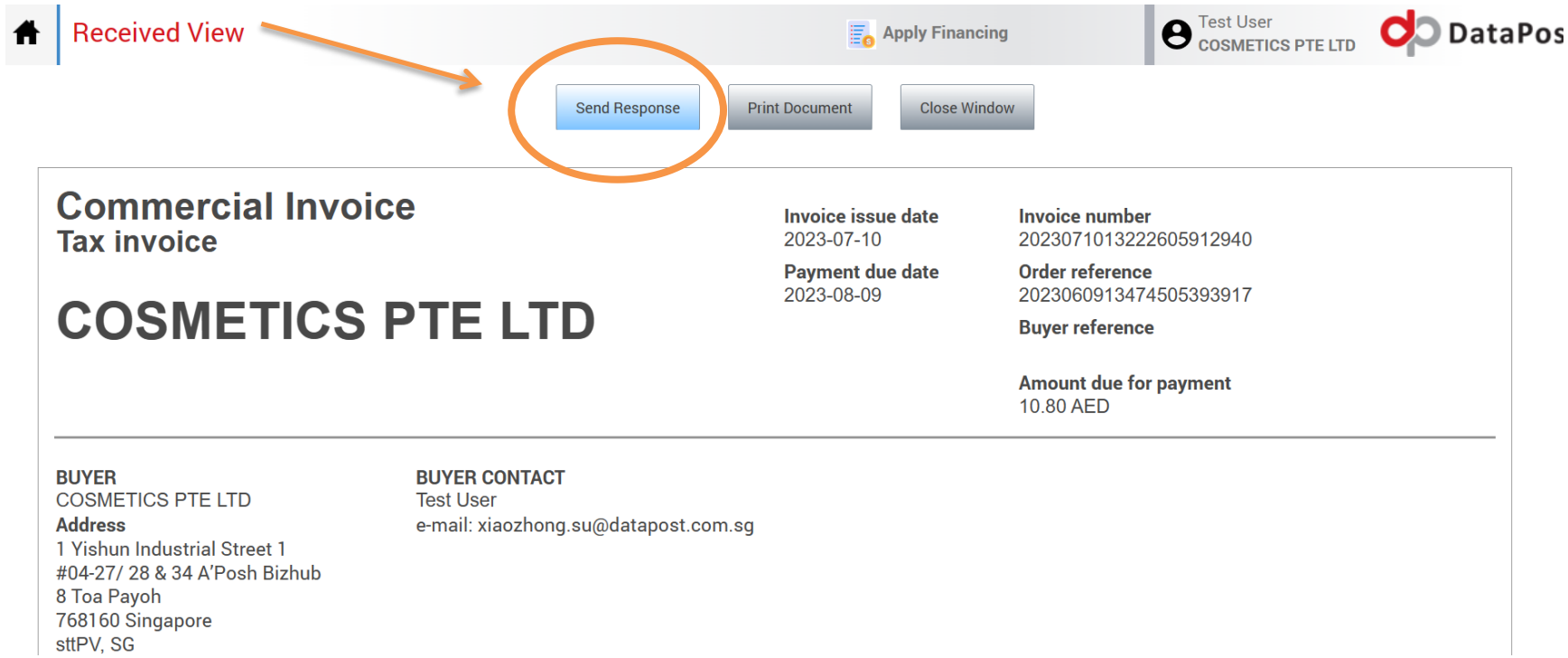
- Sellers can now send email notification after sending the invoice to the buyer.

Step 6.3a – Invoice Response - (Only Applicable When Receiving an Invoice)



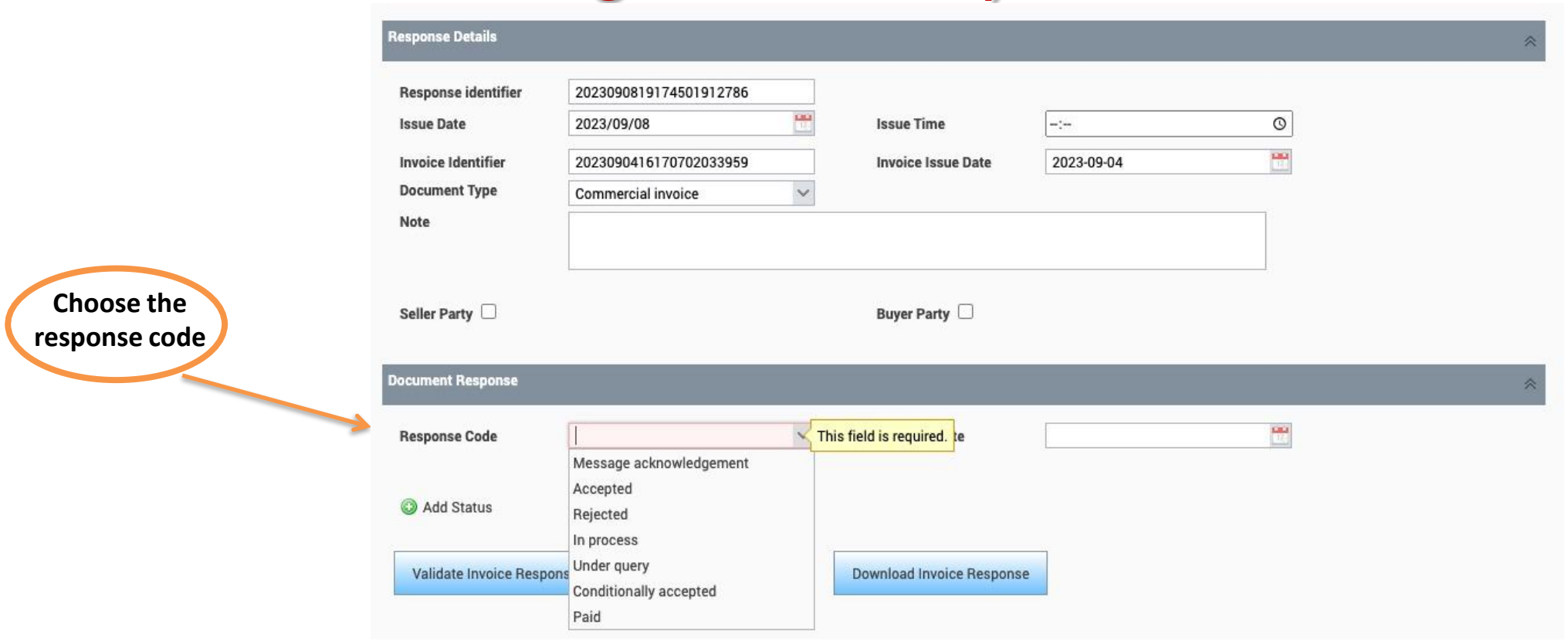
- Invoice Response is a feature when users received an invoice, they can give an acknowledgement to indicate that the invoice is received.

Step 6.3b – Invoice Response - (Only Applicable When Receiving an Invoice)



- Once users have 'view' the invoice, they can click the 'Send Response' tab to indicate that the invoice has been successfully received.

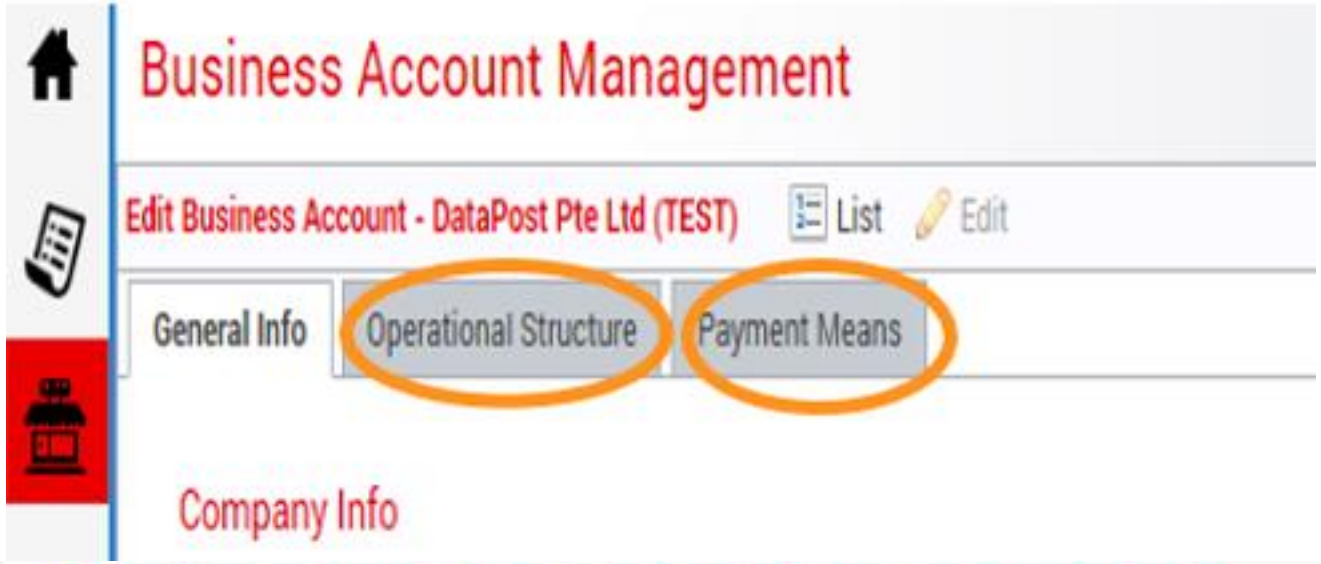
Step 6.4 – Invoice Response - (Only Applicable When Receiving an Invoice)

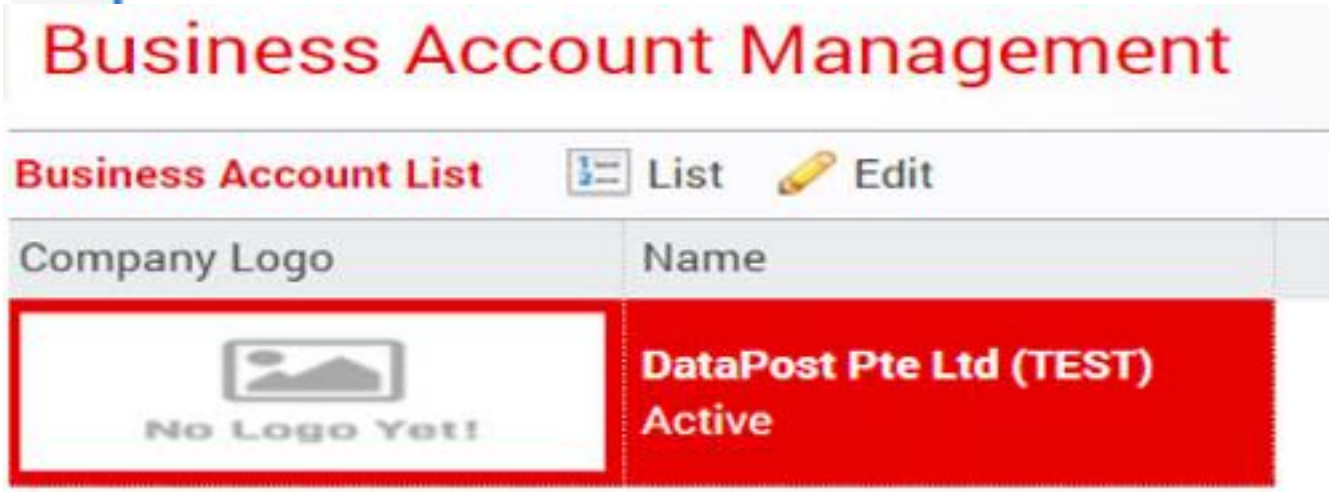


- Choose a suitable Response Code (e.g. Accepted), and then press the ‘Send Invoice Response’ tab to distribute.

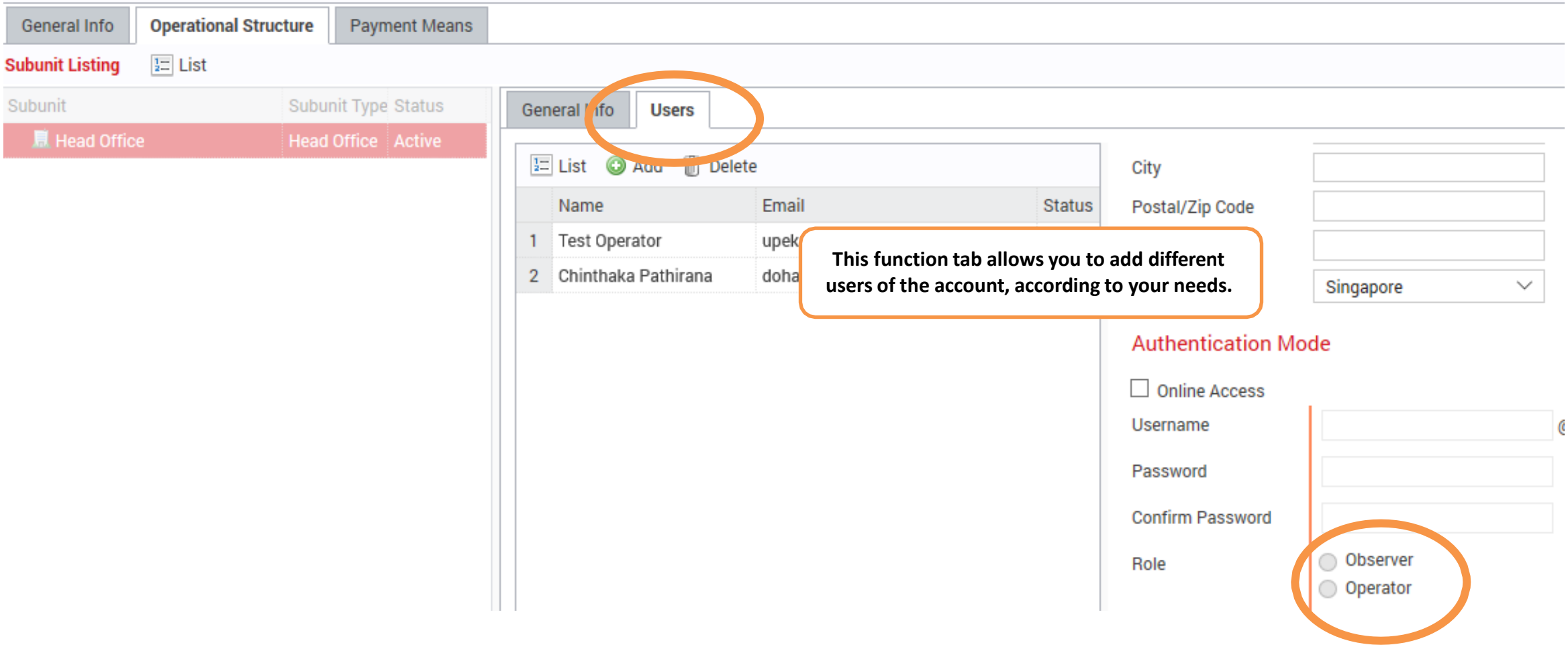
Step 7 – Business Account Management

- Business Account Management allows you to edit your Operational Structure as well as Payment methods (as reflected in your invoice sent)
- Enter by double-clicking on the company name (the red box)
- We'll take charge of editing your General Info by your request - Feel free to reach out to us



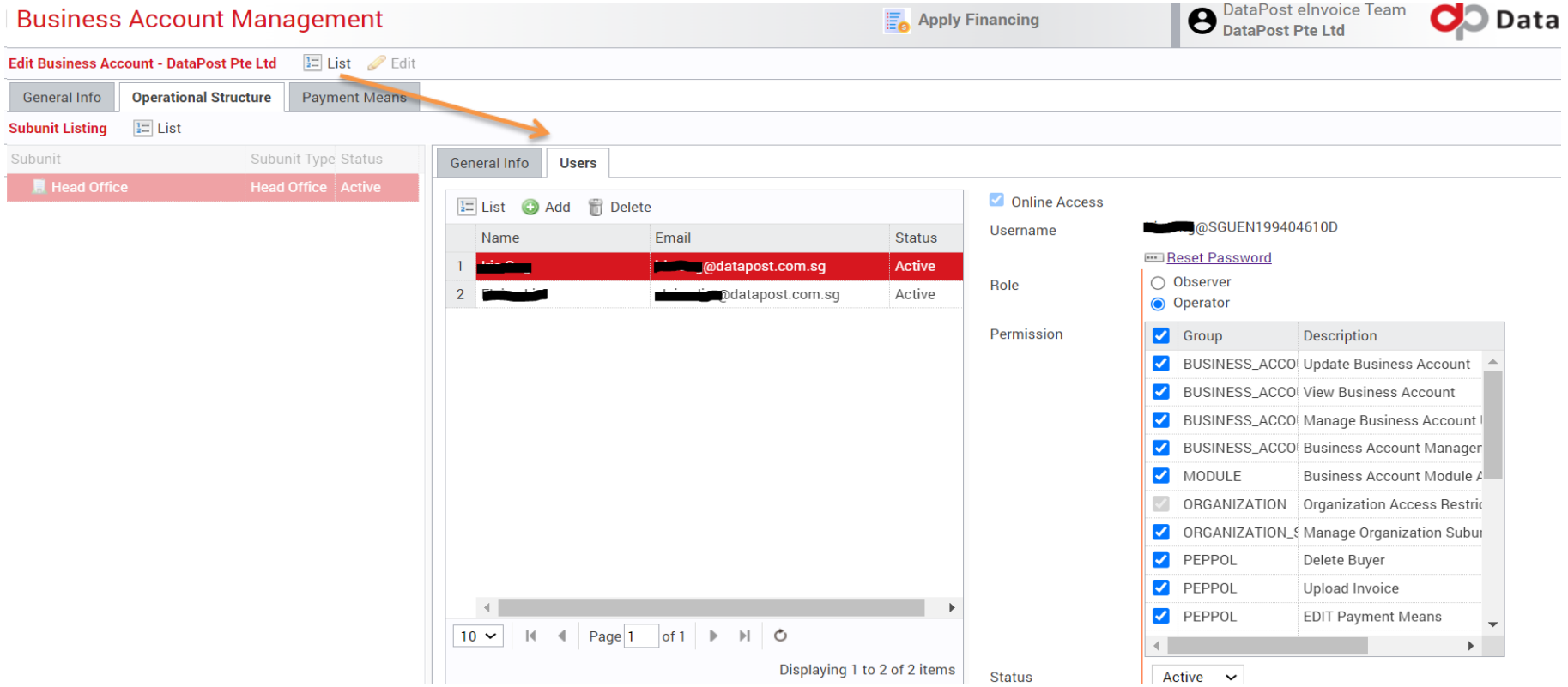


Step 7.1 – Operational Structure- Adding of users



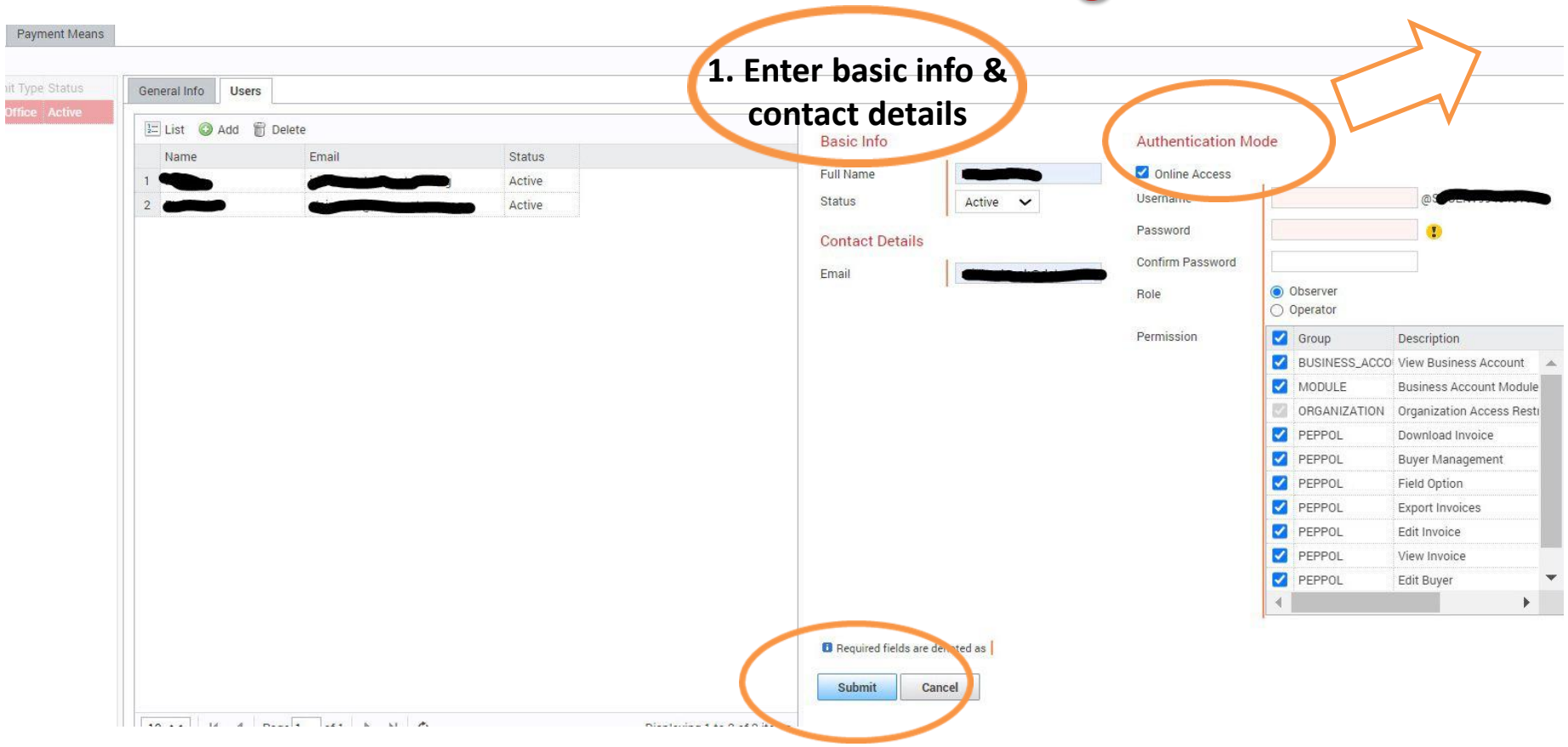
Step 7.1b – Operational Structure – Setting up permission group of users

Amend the permission



- Users can manage access rights (add/remove multiple users & modify control settings) within the Operational Structure – the ‘Users’ Tab as pointed above

Step 7.1c – Operational Structure – Instructions for adding users



2. Choose Authentication mode: Username, password and confirm.

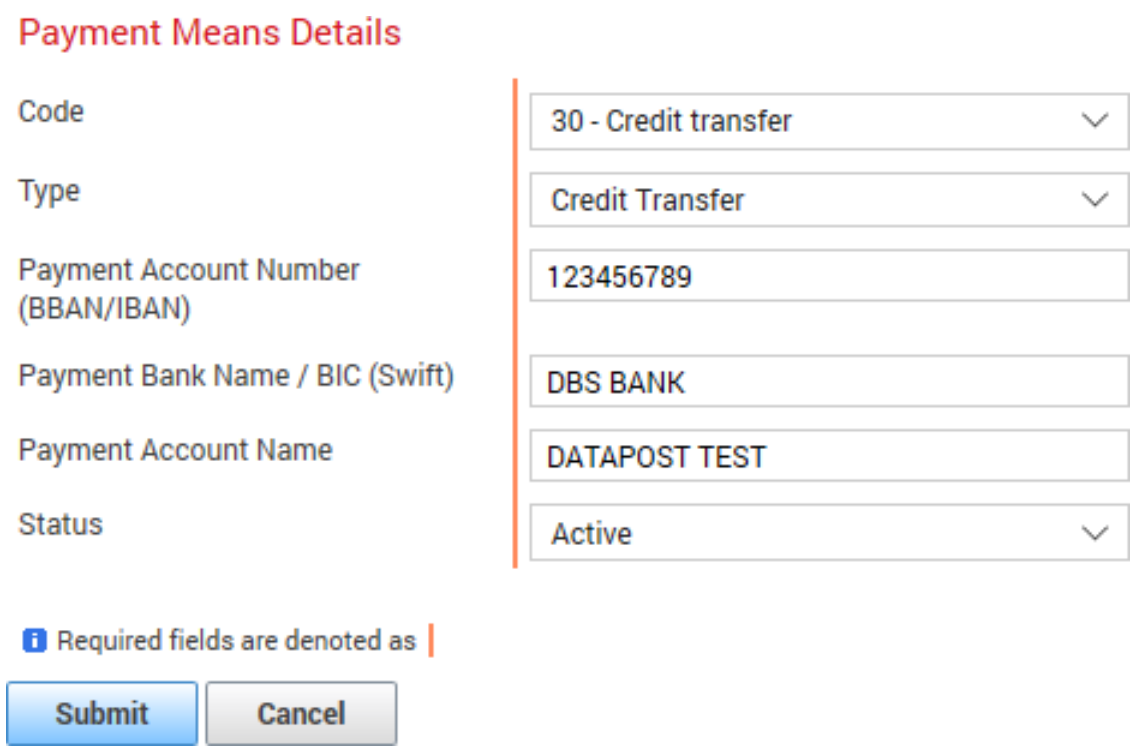
Step 3:
Check boxes for user rights and select all if necessary – Proceed to submission.

Step 7.2 – Payment Means Function

- Payment Means Function allows you to fill in your payment means details, indicating how your buyers should settle the payment upon receive of invoice

- Definition of varying payment means code can be found here: https://docs.peppol.eu/poacc/billing/3.0/codelist/UNCL4461/

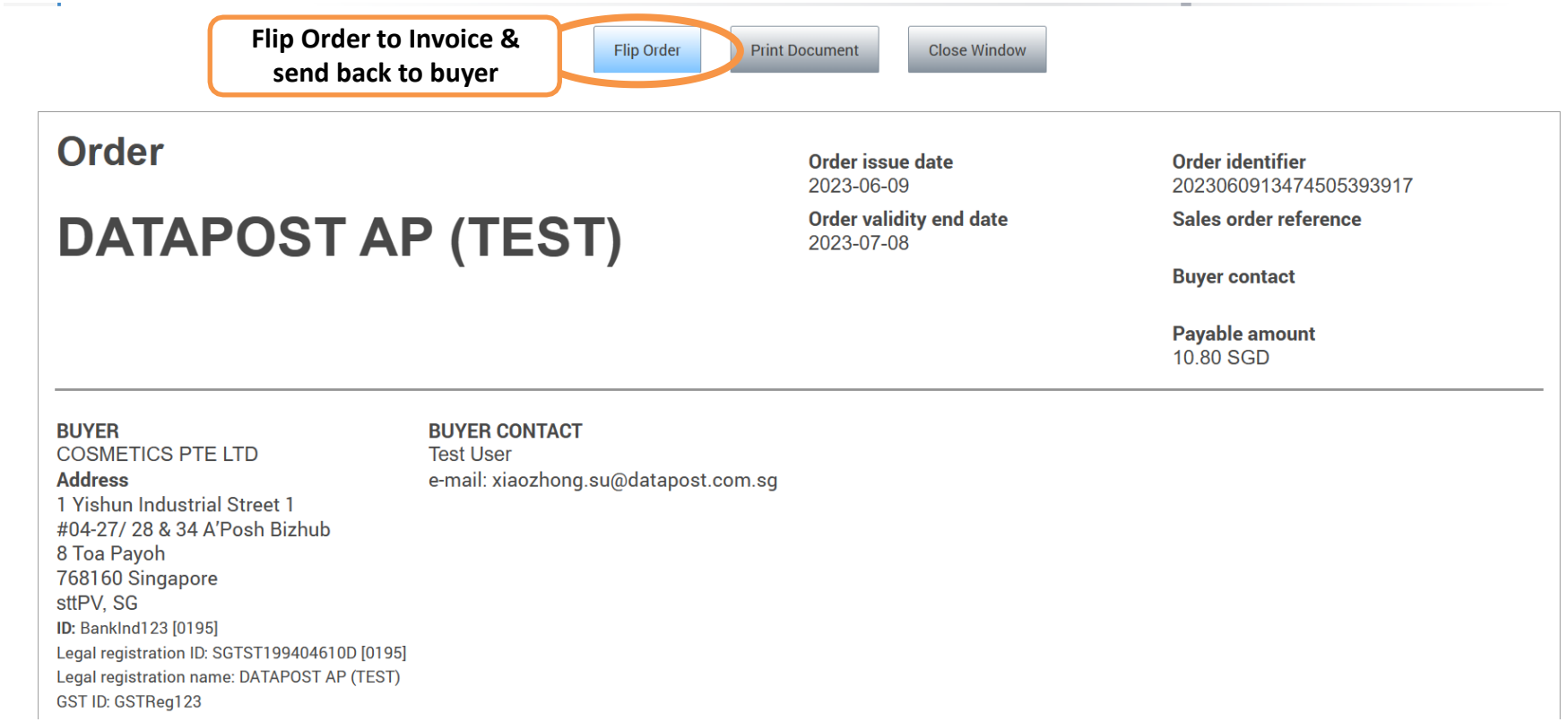
- This will be reflected in your visual invoice.



Step 8.1a – New updates: Flip Order to Invoice Function (Only Applicable When Receiving an Order)

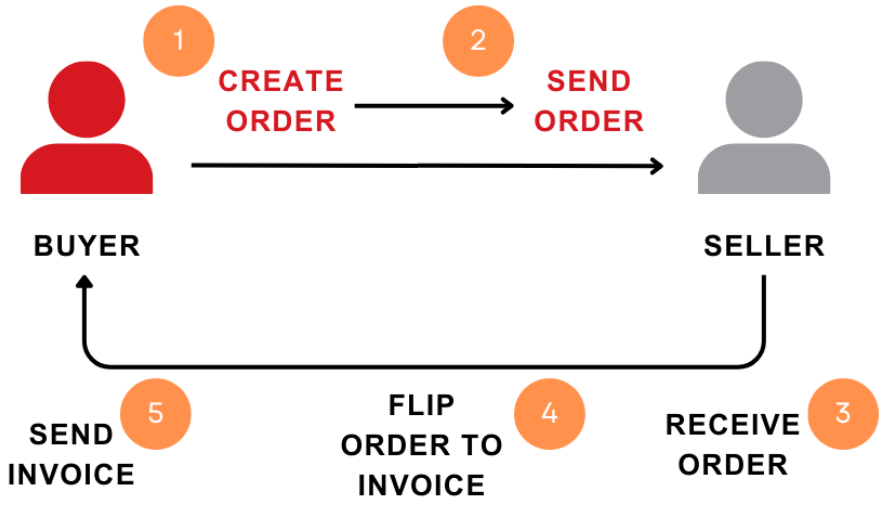
- Click the 'Flip Order' button while viewing a received order to instantly generate an E-Invoice based on the order information.

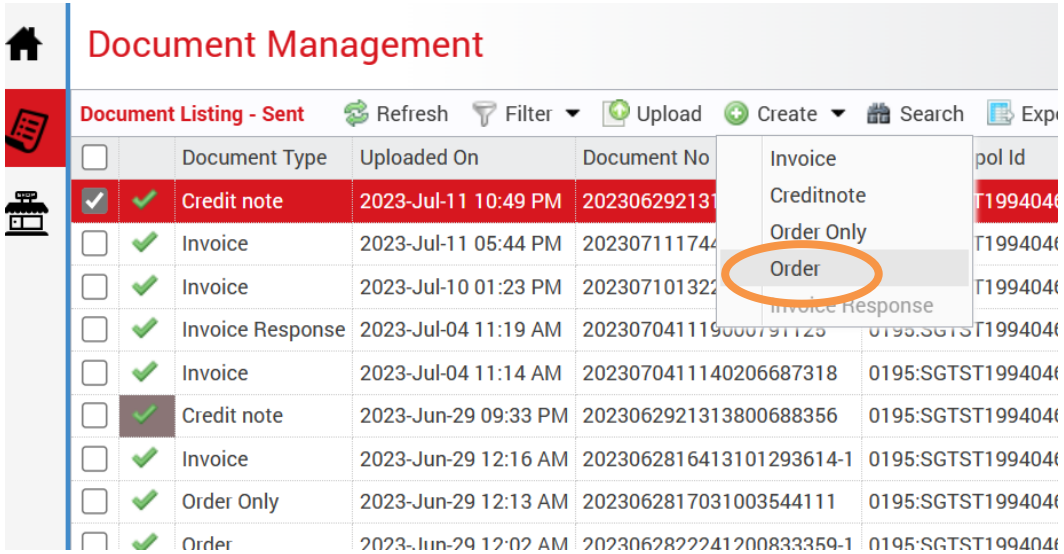
- *Notice: This function is only available when user receive orders from another party.



Step 8.1b – New Updates: Create Order - Send Order - Flip Order - Receive Invoice

- Using our web portal, you can create an ‘Order’ and send the order to seller, the seller end receive and verify the order, then flip it to an E-Invoice and send it back to the buyer seamlessly through a few clicks!

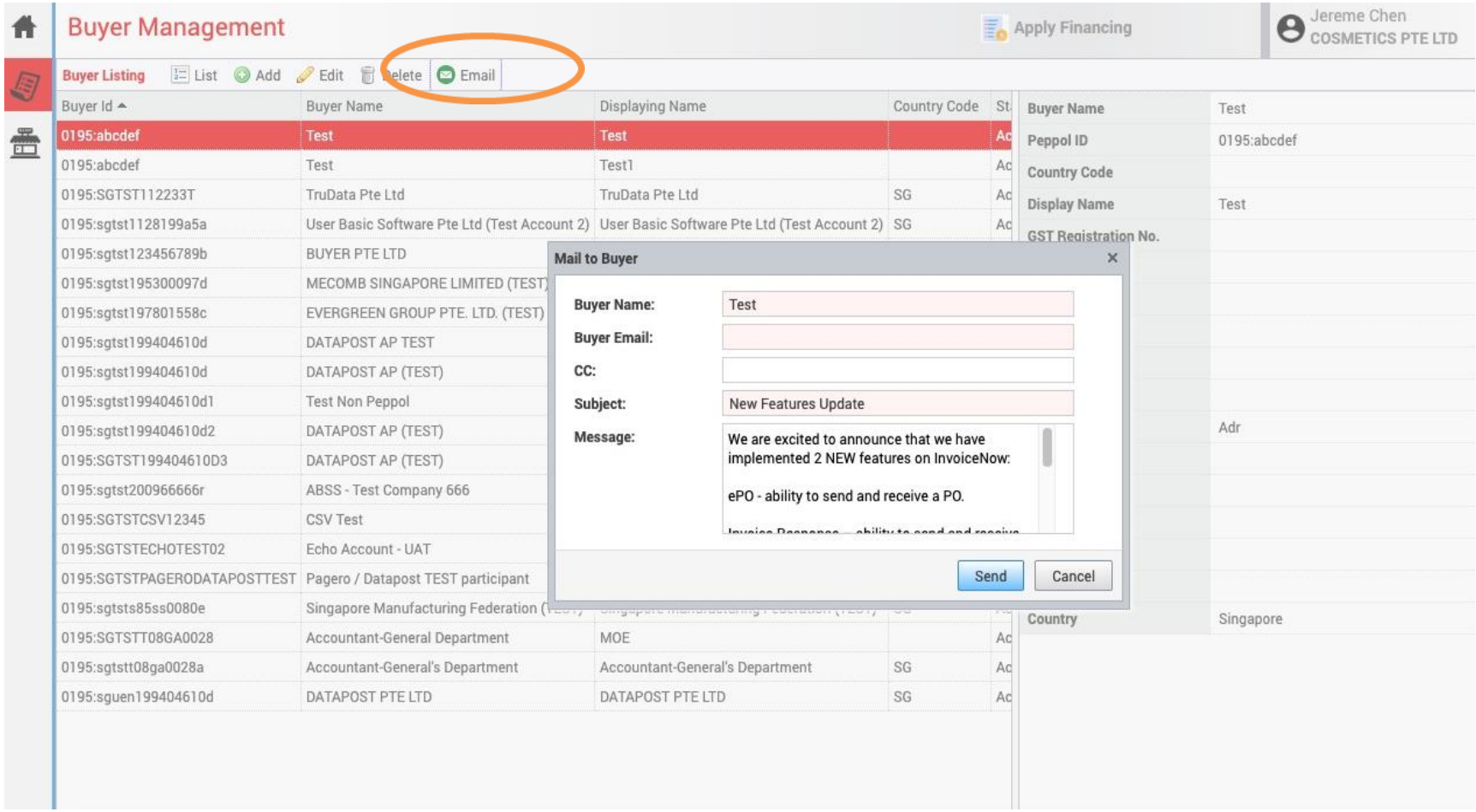




Step 8.2 New updates: Ready-to-Use Email

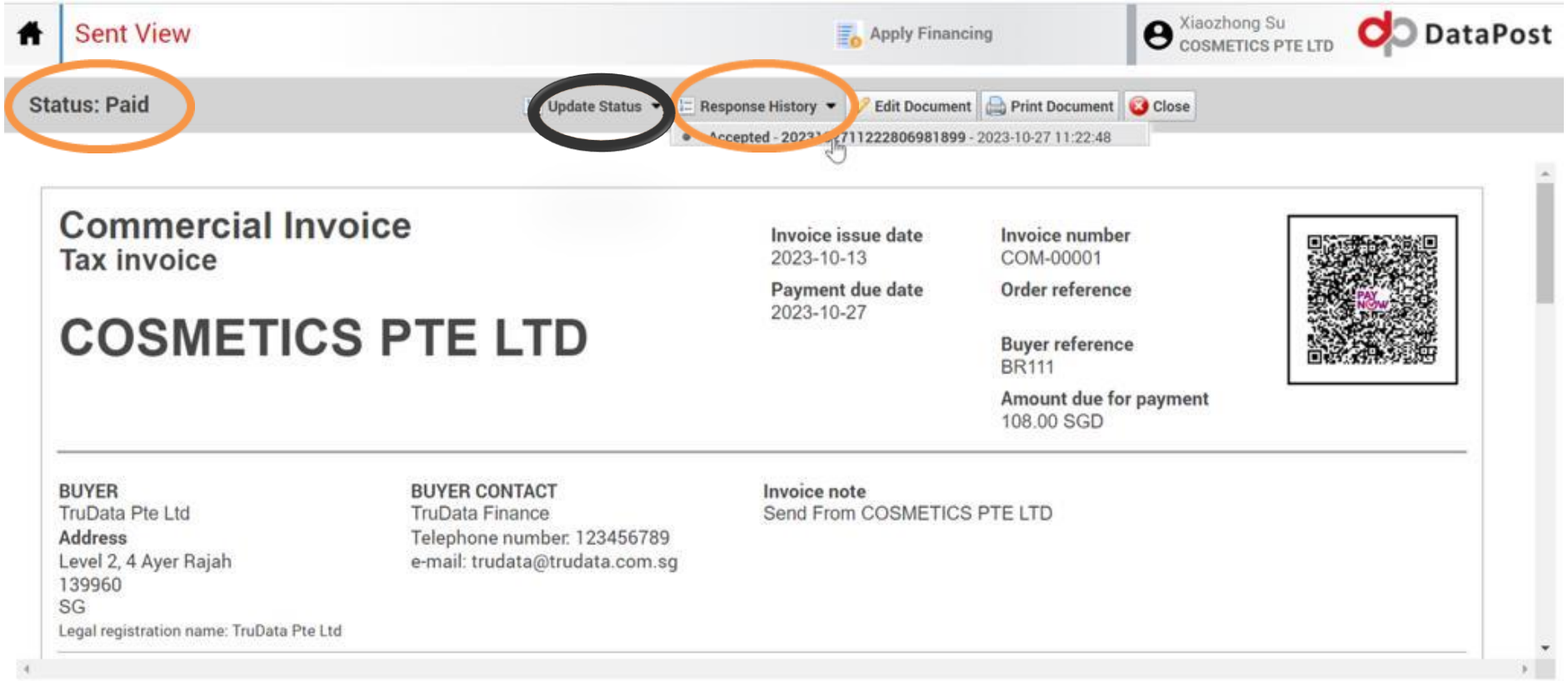
Encourage your business partner to use ePO / Invoice Response features on DP Web Portal)

- Click the '**Email'** button in **Buyer Management Section** to populate a drafted email to your invoice receiver/business partners - encourage them to explore our ePO/Invoice Response features on web portal.



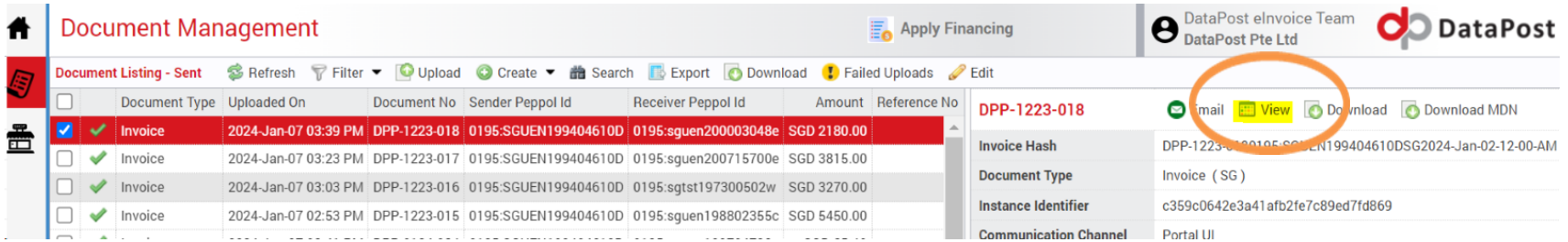
Step 8.3 Enhanced Feature:

Invoice response link to original invoices & Status Updates

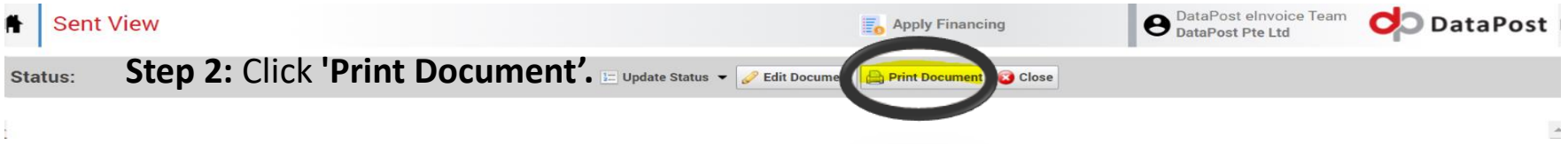


- Users can effortlessly locate the original invoice in the invoice response review section under – **Document Management**. You can also have the flexibility to adjust the invoice/order status in ***'Update Status'*** *(circled in black)* as needed based on the situation.

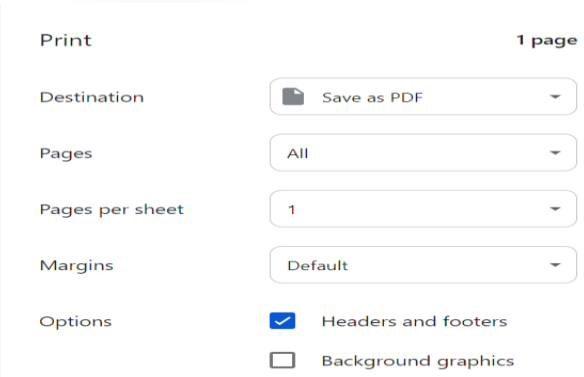
Step 8.4 Follow these steps to print docs on the portal:



Step 1: Navigate to Document Management - Select ***'Filter Sent/Received'*** - Select the document and click on ***'View'***.



Step 2: Click **'Print Document'.**



Step 3:

Save the doc as a **PDF** – Proceed to printing.

Notes

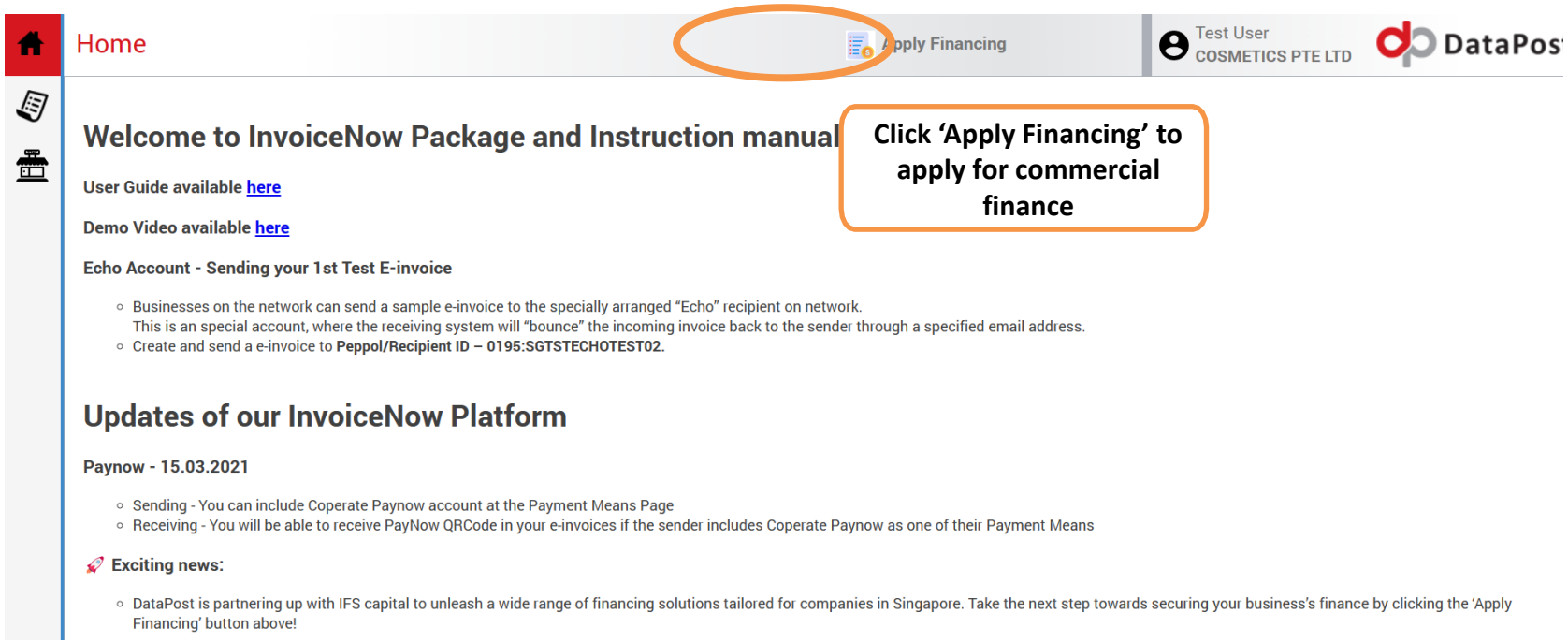
- You can start off by sending a testing invoice to our Test Peppol ID: 0195:SGTST199404610D

- Please contact us @ eInvoice@datapost.com.sg if you need any further clarification on the Web Portal.

- FAQ on InvoiceNow - https://va.ecitizen.gov.sg/cfp/customerPages/IMDA/explorefaq.aspx

Exciting Updates 🚀

- DataPost is partnering up with IFS Capital to integrate E-Invoicing solutions and Commercial Financing solutions. The partnership aims to unlock a wide range of financing solutions tailored for SME companies in Singapore. Find out more details by clicking the ‘Apply Financing’ button on our web portal, as circled below!



Thank you

DataPost

A member of the ADERA Global Group of companies

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