

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

**INVOICENOW**  **DataPost**

# E-INVOICING REBRANDED AS INVOICENOW

## 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.

**INVOICE  
NOW**

**Go from  
invoice  
to payment,  
in a snap**

"I will send you an  
Invoice via InvoiceNow!"

Send an Invoice in the standard digital  
format for quicker processing and validation.

"I have made payment  
via PayNow!"

**Pay  
Now**

Your customers can then pay via  
PayNow or other e-payment methods.

## 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 i.eWork.
  - 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.

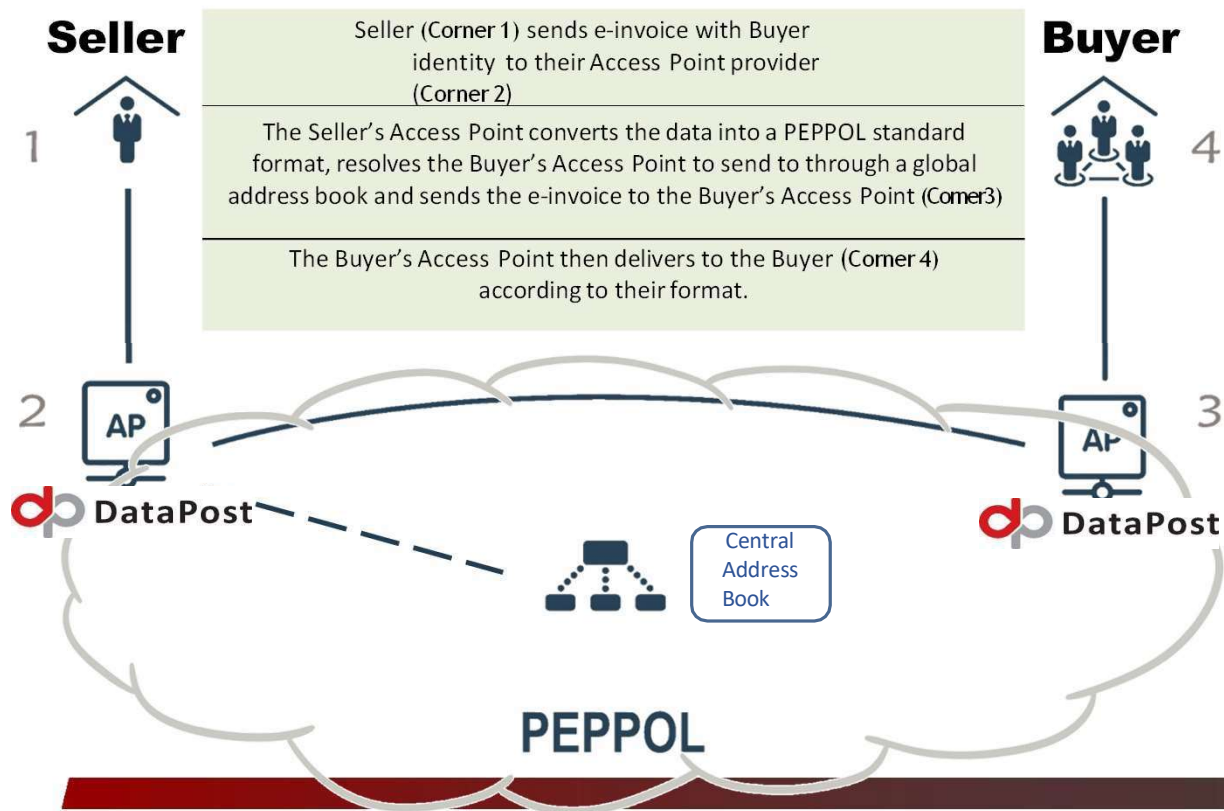
**InvoiceNow  
to receive \$200.**

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



### 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.

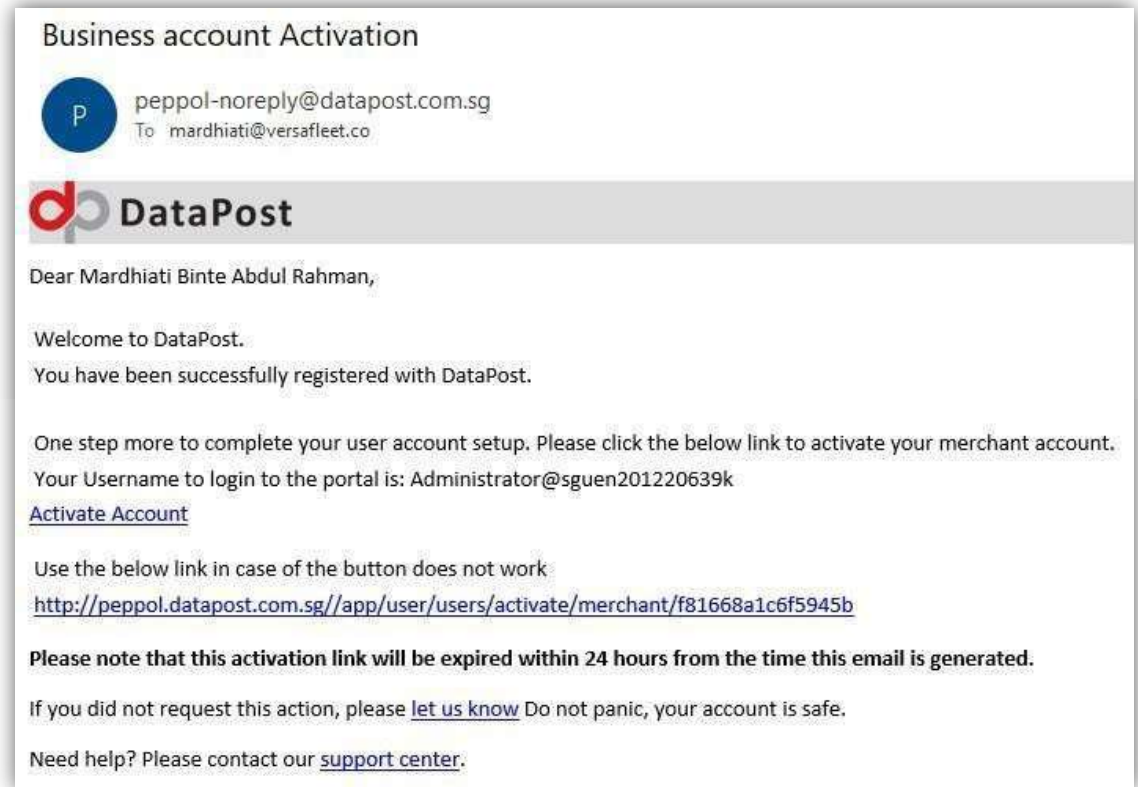
#### MORE THAN E-INVOICE

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.





## Continue...

2. Enter a login password for your account.



Peppol-AP 1.0.100

 DataPost

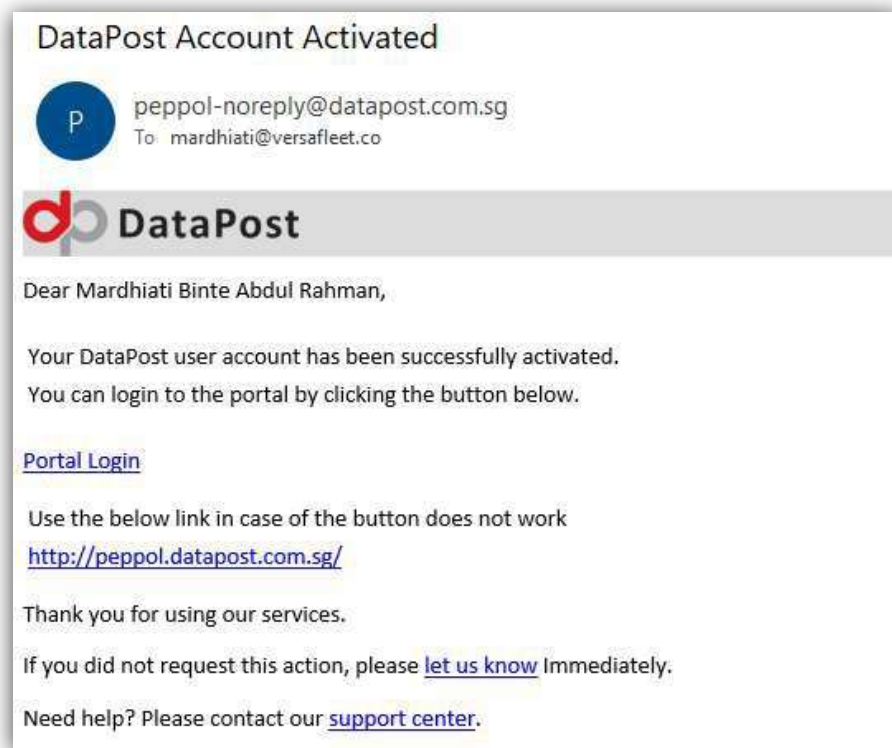
**Activate Merchant User**

Enter a password

Confirm password

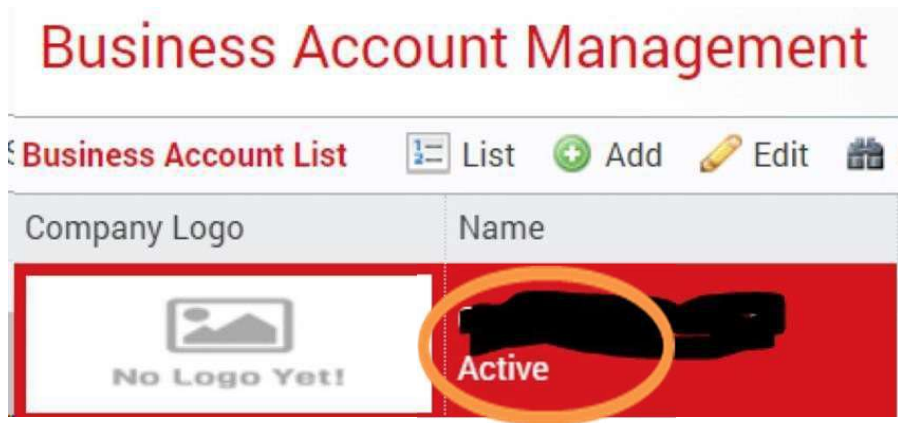
Submit

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

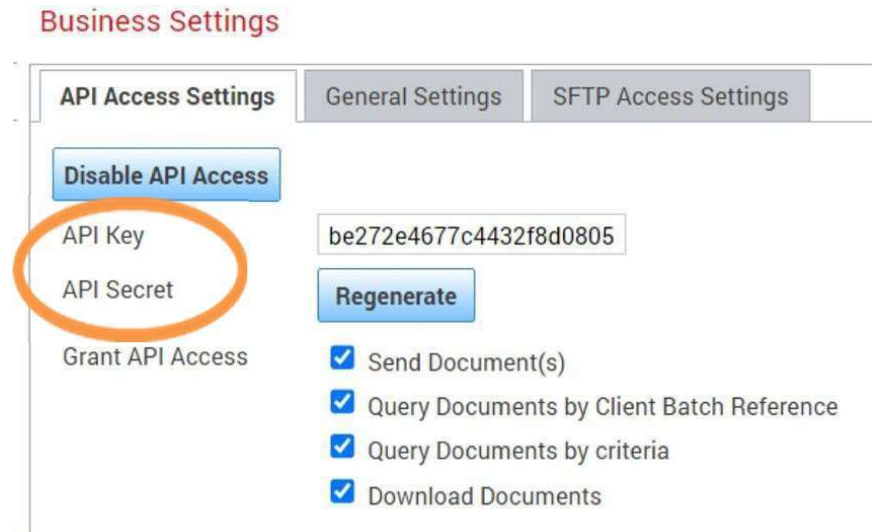


## Notice: For API Customers Only –

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/>



**DIRECTORY SEARCH**  
Find businesses on the Nationwide E-invoicing Network

Business Name / UEN

Quick Search

**Step 1: Buyer Management**

**Buyer Management**

Buyer Listing | Add | Edit | Delete

Buyer Id	Buyer Name
0195:sgtst200504397r	Oracle Singapore Holdings Pte Ltd (T
0195:sgtst201729553c	MECOMB SINGAPORE LIMITED
0195:sgtst201401000n	MECOMB SINGAPORE LIMITED (TES
0195:sgtst201729553c	PLUS 65 MARKETING PTE. LTD. (TES
0195:sgtst201401000n	CARGOERP PTE. LTD.(TEST)
0195:sgtst08gb0041e001	(Test001) People's Association (Gra
0195:sgtstmdademo05	IMDA
0195:sgtst201007812h	EXCELFORTE SOFTWARE PTE. LTD.
0195:sgtst201415107h	METRO GROUP PTE. LTD. (TEST)
0195:sgtst08gb0041e	(Test) People's Association (Grassro
0195:sguen200700588e	GlobalSoft Solutions Pte Ltd
0195:sgtstdpsptest01	DP SP TEST ACCOUNT
0195:sgtst199706877h	COCA-COLA SINGAPORE BEVERAGE
0195:sguen200105684r	GENESIS NETWORKS PTE LTD.
0195:sgtst198402868e	SINGAPORE PRESS HOLDINGS LIM
0195:sgtst200816700e	LEVELFIVE SOLUTIONS PTE. LTD. (T
0195:sgtst198704013n	JK TRUDATA SOLUTIONS PTE. LTD. (
0195:sguen201424740m	TONG XIN GROUP PTE. LTD.
0195:sgtstmdademo02	IMDADEMO02
0195:sguxn198000012m002	The World Management Pte Ltd

Page 1 of 3

**Step 2: Add Buyer**

**New Buyer**

Search Buyer

Buyer	Peppol ID	Company Name	Country Code
		Accountant-General's Department	SG
		Accountant-General's Department	SG

**Step 3: Search Buyer**

Display Name

Peppol ID

Country Code

GST Registration No.

Hotline

Email

Recipient Address

Name

Address Line 1

Address Line 2

Address Line 3

Postal/Zip Code

Province/State

City

Country

**Step 4: Click "ok" to save**

## Step 3.2a – Buyer Management (For AGD Vendors)

New Buyer

Search Buyer: accountant general

Buyer	Peppol Id	Company Name	Country Code
	0195:sguent08ga002	Accountant-General's Department	SG
	0195:sgtstt08ga0028	Accountant-General's Department	SG

Display Name: AGD1

Peppol ID: 0195:sguent08ga0028a

Country Code: SG

GST Registration No.:

Contact Name:

Phone:

Email:

Business Uint (For AGD):

Recipient Address:

Name:

Address Line 1:

OK Cancel

New Buyer

Search Buyer: accountant general

Buyer	Peppol Id	Company Name	Country Code
	0195:sguent08ga002	Accountant-General's Department	SG
	0195:sgtstt08ga0028	Accountant-General's Department	SG

Display Name: MOE2

Peppol ID: 0195:sguent08ga0028a

Country Code: SG

GST Registration No.:

Contact Name:

Phone:

Email:

Business Uint (For AGD):

Recipient Address:

Name:

Address Line 1:

OK Cancel

Same Buyer different display name

<https://www.vendors.gov.sg/UsefulReferences/MinStatutoryBoards.aspx>

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



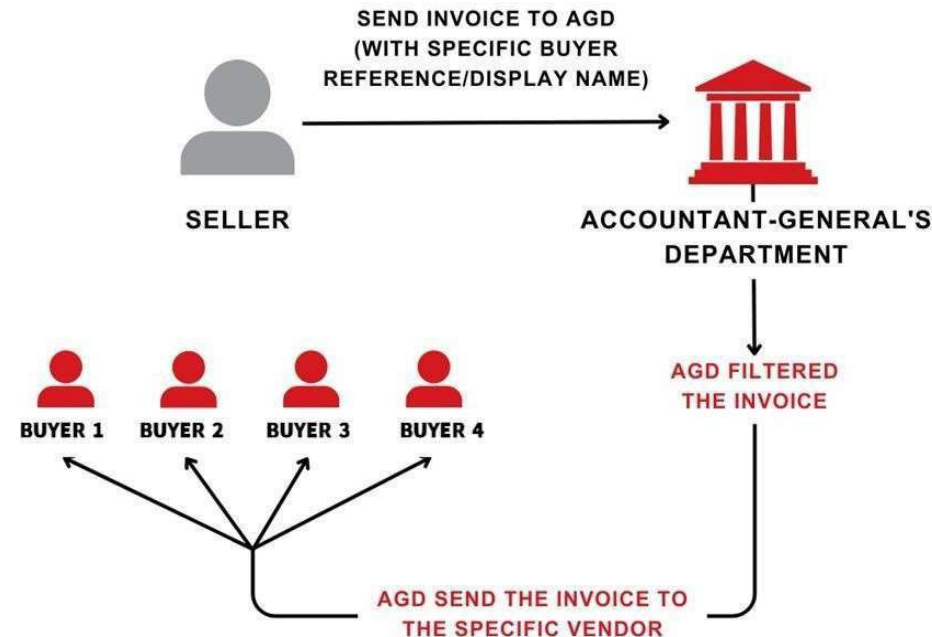
## Step 3.2b – Sending Invoice to AGD Buyers

- 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>

Invoice Details

Invoice Type	Commercial invoice	Purchase Order No	
Invoice No	2023072509255309972110	Buyer Reference	
Issue Date	2023/07/25	Message to Receiver	
Due Date			
Payment Terms			

[Add Fields](#)



## 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.

The screenshot shows the 'Document Management' interface. A sidebar on the left contains a 'Document Management' icon. The main area is titled 'Document Listing - Sent' and includes a table of documents. Annotations highlight key features: 'Filter invoices by Sent/Received' points to the 'Filter' button; 'Step 5: Choose your document type under 'create' button, double check and confirm' points to the 'Create' button; 'Upload Peppol XML file' points to the 'Upload' button; and 'Search for particular invoice you need' points to the 'Search' button. The table lists various document types like Invoice, Credit note, and Order Only, along with their upload dates and IDs.

Document Type	Uploaded On	Document No	Invoice	Invoice Id
Credit note	2023-Jul-11 10:49 PM			8ga0028
Invoice	2023-Jul-11 05:44 PM			
Invoice	2023-Jul-10 01:23 PM	202307101322		
Invoice Response	2023-Jul-04 11:19 AM	202307041119000791125		
Invoice	2023-Jul-04 11:14 AM	2023070411140206687318	0195:SGTST199404610D	0195:SGTST19940461
Credit note	2023-Jun-29 09:33 PM	2023062921313800688356	0195:SGTST199404610D	0195:sguent08ga0028
Invoice	2023-Jun-29 12:16 AM	2023062816413101293614-1	0195:SGTST199404610D	0195:sguent08ga0028
Order Only	2023-Jun-29 12:13 AM	2023062817031003544111	0195:SGTST199404610D	0195:sguent08ga0028
Order	2023-Jun-29 12:02 AM	2023062822241200833359-1	0195:SGTST199404610D	0195:sguent08ga0028
Order	2023-Jun-28 11:52 PM	2023062822241200833359	0195:SGTST199404610D	0195:sguent08ga0028
Order	2023-Jun-28 10:36 PM	2023062822241200833359	0195:SGTST199404610D	0195:sguent08ga0028
Invoice	2023-Jun-28 05:57 PM	2023062816413101293614-1	0195:SGTST199404610D	0195:sguent08ga0028
Order Only	2023-Jun-28 05:04 PM	2023062817031003544111	0195:SGTST199404610D	0195:sguent08ga0028
Invoice	2023-Jun-28 05:00 PM	2023062816520800872019	0195:SGTST199404610D	0195:sguent08ga0028

## Step 5 – Creating Invoice

- Upon clicking 'Create Document', proceed to choose your recipient and the document type you wish to send
- You can then proceed to create your invoice

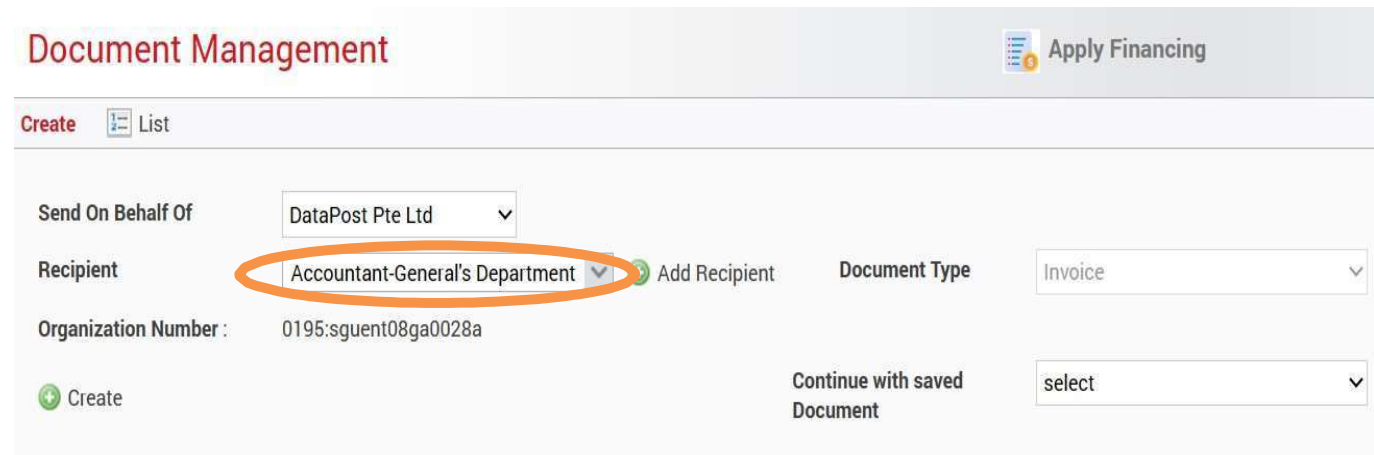
The screenshot displays the 'Document Manager' interface with the 'Create' tab selected. The workflow is as follows:

- Step 1: Choose your recipient from your Added List** - An orange box highlights the 'Send On Behalf Of' dropdown menu, which currently shows 'DataPost Pte Ltd'.
- Step 2: Choose document type** - An orange box highlights the 'Document Type' dropdown menu, which currently shows 'Invoice'.
- Step 3: Create Document** - An orange box highlights the 'Create' button (a green circle with a plus icon).
- Optional Step:** An orange box highlights the 'Continue with saved Document' dropdown menu, which currently shows 'select'. A text box next to it states: 'You can continue with a previously saved document (Not mandatory)'.

Other visible elements include the 'Recipient' dropdown (showing 'select'), the 'Add Recipient' button, and the 'Apply Financing' button in the top right corner.

## \*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



The screenshot displays the 'Document Management' interface in the DataPost system. At the top, there is a header bar with 'Document Management' on the left and 'Apply Financing' on the right. Below the header, there are two tabs: 'Create' (active) and 'List'. The 'Create' form contains several fields: 'Send On Behalf Of' with a dropdown menu showing 'DataPost Pte Ltd'; 'Recipient' with a dropdown menu showing 'Accountant-General's Department' (this field is circled in orange); 'Organization Number' with the value '0195:sguent08ga0028a'; 'Document Type' with a dropdown menu showing 'Invoice'; and 'Continue with saved Document' with a dropdown menu showing 'select'. There is also an 'Add Recipient' button next to the 'Recipient' dropdown. At the bottom left of the form, there is a green 'Create' button.

## 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.

Recipient Details

Fill up your Invoice  
Address details & your  
Contact Details

Invoice Address

Name

Address Line 1

Address Line 2

Address Line 3

Postal/Zip Code

Province/State

City

Country

AYC

Singapore

Contact

Contact Name

Contact Phone

Contact Email

...

GST Reg No

Bank Identification



## 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.

**Invoice Details**

Invoice Type	Commercial invoice	Invoice Sub Type	SG PINT Invoice
Invoice No	2025031914003501988651	Purchase Order No	
Document UUID	11881642-5796-4db6-8036-8b33e153		
Issue Date	2025/03/19	Buyer Reference	
Issue Time	--:--	Message to Receiver	
Due Date			
Payment Terms			

Add Fields

## \*Step 5.2a – Invoice Details (Government AGD)

- **\* All Fields Must Be Filled Up**
- \* 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.

**Invoice Details**

Invoice Type	Commercial invoice	Invoice Sub Type	SG PINT Invoice
Invoice No	2025031914003501988651	Purchase Order No	
Document UUID	11881642-5796-4db6-8036-8b33e153		
Issue Date	2025/03/19		
Issue Time	--:--		
Due Date		Buyer Reference	
Payment Terms		Message to Receiver	

**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

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

Add Fields

DataPost 15

## 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

The screenshot shows a form titled 'Articles' with a table structure. The table has columns: Article Name, Quantity, Unit\*, Unit Price, GST Rate, and Net Amount. Each column has a corresponding input field. The 'Unit\*' column has a dropdown arrow. The 'GST Rate' column has a dropdown arrow and a small up/down arrow button. The 'Net Amount' column has an input field. To the right of the table is a 'Remove' button with a trash icon. Below the table are two buttons: 'Add Row' and 'Add Field To All Rows'. An orange oval highlights the entire table area. Another orange oval highlights the 'Add Row' and 'Add Field To All Rows' buttons. A callout box points to the up/down arrow button in the 'GST Rate' column.

Article Name	Quantity	Unit*	Unit Price	GST Rate	Net Amount
<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text" value="v"/> <input type="button" value="↑↓"/>	<input type="text"/>

Allows you to include more than one article while 'Add Field' allows you to apply discounts to articles

Click the button to adjust GST rates to match your order/invoice details.

- 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.

Articles					
Article Name	Quantity	Unit*	Unit Price	GST Rate	Net Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div><div>ZR (Zero Rate</div><div>0%</div></div>	<input type="text"/>

 Add Row

 Add Field To All Rows

## 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

**Articles**

Article Name	Quantity	Unit*	Unit Price	GST Rate	Net Amount

**Discount/Charge**

Discount/Charge	Reason Code	Reason Desc.	Base Amount	Rate (%)	Net Amount
Discount					

+ Add Row + Add Field To All Rows

Click 'Add Fields To All Rows' to add discount for a specific item

**Discount and Charges**

Type	Reason Code	Reason Desc.	GST Rate	Base Amount	Rate (%)	Net Amount
Discount						

+ Add Row

You can also add discount or charges for all of the items above

**Payment Means**



## 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."

Payee and Tax Representative

Delivery Details

Credit Note Details

Credit Note Type

Credit note

Credit Note No

2025031914194707728827

Document UUID

f2ab6c42-cb61-4acb-8f59-185903b93

Issue Date

2025/03/19

Issue Time

--:--

Buyer Reference

Payment Terms

Credit Note Sub Type

SG PINT Credit Note

Purchase Order No

Message to Receiver

Kindly use a (-) minus sign to indicate any negative amount

Articles

Article Name	Quantity	Unit*	Unit Price	GST Rate	Net Amount	
Red Pen	-1	XUN - Unit	1	SR (Standard I 9%	-1.00	Remove

Add Row

Add Field To All Rows

Discount and Charges

## Step 5.3.d – Different Currency Available

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

Create

List

Payment Means

Type

☐ Credit Transfer
 ☐ Card Account
 ☐ Credit Transfer
 ☐ Credit Transfer
 ☐ Credit Transfer
 ☐ Credit Transfer

Invoice Total

TRY

TTD

TWD

TZS

UAH

UGX

USD

UYU

UZS

VEF

VND

VUV

WST

XAF

Document Currency\*

SGD

Prepaid Amount

Payable Rounding Amount

Article Name	GST%	Discount	Charge	Net Amount
GST%	Net Amount	Taxable Amount	Discount	Charge
		Net Amount		
		Total Discount		
		Total Charge		
		GST		
		Tax Exclusive Amount		
		Tax Inclusive Amount		
		Prepaid Amount		
		Payable Rounding Amount		
		Payable Amount ( )		

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.

## Business Account Management

Edit Business Account - PHARMAFORTE SINGAPORE PTE LTD [List](#)

**General Info** Operational Structure Payment Means Billing In

### Company Info

Company Name

Peppol ID  [Search Peppol Id](#)

SMP Token

GST Registration No

Bank Identification No

Company Legal Info

## Step 5.4 – Completion of sending invoice

Invoice Total

Document Currency\*

SGD

Prepaid Amount

Payable Rounding Amount

Article Name	GST%	Discount	Charge	Net Amount
Blue Pen	SR 9%			100.00
Red Pen	SR 9%			100.00
GST%	Net Amount	Taxable Amount	Discount	Charge
SR 9%	200.00	200.00		
				GST
				18.00
				Net Amount
				200.00
				Total Discount
				Total Charge
				GST
				18.00
				Tax Exclusive Amount
				200.00
				Tax Inclusive Amount
				218.00
				Prepaid Amount
				Payable Rounding Amount
				Payable Amount (SGD)
				218.00

Attachments

Add Attachment

Allows you to attached supporting documents, if any. e.g. POs

Shows you the Invoice total amount

Validate Invoice

Send Invoice

Save Invoice

Download Invoice

Final step: Send out the invoice

**Invoice Total**

**You can save a draft invoice before sending out**



## Step 5.5.2 – Choose Your Saved Documents

Send On Behalf Of

Recipient  [+ Add Recipient](#)

Organization Number :

[+ Create](#)

Document Type

Continue with saved Document

select

2023-07-06 16:24:30.0, 2023070616234601844729, Xiaozhong Su, Invoice

2023-07-06 16:28:51.0, 2023070616280806439571, Xiaozhong Su, Creditnote

2023-07-19 09:59:37.0, 2023071909575709336911, Test User, Invoice

After saving a document, it will be shown here as circled, you may choose any of your saved documents to continue

## 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.

Status on the document if is sent successfully.

Send Email Notification

Human Readable Format

2025030715342404619005

Email

View

Download

Download

Download XML CODE FORMAT

Document Type	Invoice - PINT SG
Instance Identifier	651d2f70fdb42daae938c56c
Document UUID	946579e4-45a7-4b56-bc00-ee25c146003
Communication Channel	Portal UI
Client Reference	
Server Receipt	
Sender Peppol Id	0195:SGUEN199404610D
Sender Company Name	DATAPOSTKYC
Receiver Peppol Id	0195:sguen199404610d
Receiver Company Name	DATAPOST PTE LTD
Amount	SGD 2.00
Tax	SGD 0.18
Payable Amount	SGD 2.18
Uploaded On	2025-Mar-07 03:36 PM
Uploaded By	admin@SGUEN199404610D
Status	Send Success
Status Message	2025-03-07/678c3160-d3d5-425f-92c0-e5bf1823570
Status Info	{“eventCode”:“http://uri.etsi.org/02640/Event#Delivery”,“f5238f2c6f25”,“evidencePath”:“2025-03-07”,“cnAP”:“PSG000230”,“orgAP”:“Datapost”,“document2”:“Invoice##urn:peppol:pint:billing-1@sg-1::2.1”,“procas4-v2_0”,“senderMessageDetails”:“{“uaMessageIdent
RAS Transmission ID	4b1b6754-2f44-4f05-89bb-e53d984a6d30
RAS Acknowledgement ID	
IRAS Status	Disabled

Commercial Invoice

Tax invoice

DataPost Pte Ltd (TEST)

Invoice issue date  
2023-04-09

Payment due date  
2023-05-08

Invoice number  
2023040911392407481501

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	100 EA (Unit of measure: each)	1 SGD Base quantity: 1	SR, 8.00%		100.00
		Purchase order line reference: 1					
002		Red Pen	100 EA (Unit of measure: each)	1 SGD Base quantity: 1	SR, 8.00%		100.00
		Purchase order line reference: 2					
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), 9%		2.00	0.18

Invoice total GST amount: 0.18 SGD

Invoice total amount without GST: 2.00

Invoice total amount with GST: 2.18

Amount due for payment: 2.18 SGD

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: jerome.choo@datapost.com.sg

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

```

▼<Invoice xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:ext="urn:oasis:names:specification:ubl:schema
xmlns="urn:oasis:names:specification:ubl:schema:xsd:Invoice-2" xmlns:cbc="urn:oasis:names:specification:ubl:schema
xmlns:qdt="urn:oasis:names:specification:ubl:schema:xsd:QualifiedDatatypes-2" xmlns:udt="urn:un:unece:uncefact:dat
xmlns:xs="http://www.w3.org/2001/XMLSchema" xmlns:cac="urn:oasis:names:specification:ubl:schema:xsd:CommonAggregat
  <cbc:CustomizationID>urn:peppol:pint:billing-1@sg-1</cbc:CustomizationID>
  <cbc:ProfileID>urn:peppol:bis:billing</cbc:ProfileID>
  <cbc:ID>2025030715342404619005</cbc:ID>
  <cbc:UUID>946579e4-45a7-4b56-bc00-eed29cf4bbb5</cbc:UUID>
  <cbc:IssueDate>2025-03-07</cbc:IssueDate>
  <cbc:DueDate>2025-03-14</cbc:DueDate>
  <cbc:InvoiceTypeCode>380</cbc:InvoiceTypeCode>
  <cbc:Note>Test</cbc:Note>
  <cbc:DocumentCurrencyCode>SGD</cbc:DocumentCurrencyCode>
▼<cac:AccountingSupplierParty>
  ▼<cac:Party>
    <cbc:EndpointID schemeID="0195">SGUEN199404610D</cbc:EndpointID>
    ▼<cac:PartyName>
      <cbc:Name>DataPost Pte Ltd</cbc:Name>
    </cac:PartyName>
    ▼<cac:PostalAddress>
      <cbc:StreetName>10 Eunos Road 8</cbc:StreetName>
      <cbc:AdditionalStreetName>#02-36, Singapore Post Centre</cbc:AdditionalStreetName>
      <cbc:PostalZone>408600</cbc:PostalZone>
      ▼<cac:Country>
        <cbc:IdentificationCode>SG</cbc:IdentificationCode>
      </cac:Country>
    </cac:PostalAddress>
    ▼<cac:PartyTaxScheme>
      <cbc:CompanyID>M2-0124048-4</cbc:CompanyID>
      ▼<cac:TaxScheme>
        <cbc:ID>GST</cbc:ID>
      </cac:TaxScheme>
    </cac:PartyTaxScheme>
    ▼<cac:PartyLegalEntity>

```

**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

Document Listing - Sent						Refresh	Filter	Upload	Create	Search	Export	Download	Failed Uploads
<input type="checkbox"/>	Document Type	Uploaded On	Document No	Sender Peppol Id	Receiver Peppol Id								
<input checked="" type="checkbox"/>	Invoice - SG	2025-Mar-18 09:15 AM	1234567	0195:SGTST199404610D	0195:SGTSTC5TESTS								
<input type="checkbox"/>	Invoice - SG	2025-Mar-18 09:15 AM	1234567	0195:SGTST199404610D	0195:SGTSTC5TESTS								
<input type="checkbox"/>	Credit Note - PINT SG	2025-Mar-14 03:03 PM	2025031415012204529592	0195:SGTST199404610D	0195:sguen20240002								
<input type="checkbox"/>	Invoice - PINT SG	2025-Mar-14 02:53 PM	2025031414480806285490	0195:SGTST199404610D	0195:sguen20240002								
<input type="checkbox"/>	Invoice - PINT SG	2025-Mar-11 05:15 PM	2025031117121204169063	0195:SGTST199404610D	0195:sgtst199404610								
<input type="checkbox"/>	Invoice - PINT SG	2025-Mar-11 02:48 PM	2025031114403708236454	0195:SGTST199404610D	0195:sgtstc5tests01								
<input type="checkbox"/>	Invoice - PINT SG	2025-Mar-11 11:38 AM	2025031111371005353869	0195:SGTST199404610D	0195:sguen19940461								
<input type="checkbox"/>	Invoice - PINT SG	2025-Mar-11 11:35 AM	2025031111340800786945	0195:SGTST199404610D	0195:sgtst199404610								
<input type="checkbox"/>	Invoice - PINT SG	2025-Mar-11 11:30 AM	2025031111301703113099	0195:SGTST199404610D	0195:sgtst199404610								
<input type="checkbox"/>	Invoice - PINT SG	2025-Feb-26 09:53 PM	INV/2025/0016	0195:SGTST199404610D	0195:C5UIDS6595894								
<input type="checkbox"/>	Invoice Response	2025-Feb-25 06:30 PM	2025020309513402362169	0195:SGTST199404610D	0195:sgtst199404610								
<input type="checkbox"/>	Invoice - PINT SG	2025-Feb-23 02:35 AM	SI-INVNOW-2502-10009_20250221_205821	0195:SGTST199404610D	0195:SGTST19940461								
<input type="checkbox"/>	Invoice - PINT SG	2025-Feb-21 04:11 PM	35560	0195:SGTST199404610D	0195:SGTST19940461								
<input type="checkbox"/>	Invoice - PINT SG	2025-Feb-19 09:34 PM	35560	0195:SGTST199404610D	0195:SGTST19940461								
<input type="checkbox"/>	Credit Note - SG	2025-Feb-19 09:33 PM	11110	0195:SGTST199404610D	0195:SGTST19940461								
<input type="checkbox"/>	Credit Note - SG	2025-Feb-19 08:38 PM	11110	0195:SGTST199404610D	0195:SGTST19940461								
<input type="checkbox"/>	Invoice - PINT SG	2025-Feb-19 08:35 PM	35560	0195:SGTST199404610D	0195:SGTST19940461								
<input type="checkbox"/>	Invoice - PINT SG	2025-Feb-19 02:09 AM	35560	0195:SGTST199404610D	0195:SGTST19940461								
<input type="checkbox"/>	Credit Note - SG	2025-Feb-07 04:22 PM	CRN-2025-00001	0195:SGTST199404610D	0195:SGTST19940461								
<input type="checkbox"/>	Invoice - PINT SG	2025-Feb-04 00:20 PM	35560	0195:SGTST199404610D	0195:SGTST19940461								

## Step 6.2 – Document Status- Send Email Notification

Document Management DataPost

Document Listing - Sent Refresh Filter Search Export Billing Info Download Failed Uploads Delete

Document Type	Uploaded On	Document No	Sender Peppol Id	Receiver Peppol Id	Amount	Reference No
Invoice	2023-Jun-20 10:27 AM	DPP-0623-006			SGD 2160.00	

Notification for Sent

Name:

To:

Subject:

Message:

With XML & PDF : ☐

Send Cancel

DPP-0623-006 Email View Download Download MDN

Nemo Status Sync Failed : Retry

Invoice Hash

Document Type Invoice ( SG )

Instance Identifier

Communication Channel API

Client Reference

Server Receipt

Sender Peppol Id

Sender Company Name

Receiver Peppol Id

Receiver Company Name

Amount SGD 2000.00

Tax SGD 160.00

Payable Amount SGD 2160.00

Uploaded On 2023-Jun-20 10:27 AM

Uploaded By

Status Send Success

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

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

Filter all invoices to 'Received'

Choose the invoice then press 'View'

The screenshot shows the DataPost Document Management interface. The top navigation bar includes a home icon, 'Document Management', 'Apply Financing', and user information for 'Test User COSMETICS PTE LTD'. Below the navigation bar is a toolbar with icons for 'Document Listing - Received', 'Refresh', 'Filter', 'Upload', 'Create', 'Search', 'Export', 'Download', 'Failed Uploads', and 'Edit'. The main table displays a list of documents with columns for 'Document Type', 'Uploaded on', 'Sent', 'Sender Peppol Id', and 'Receiver Peppol Id'. The 'Sent' column is filtered to show only 'Received' status. The first row is highlighted, and the 'View' button is circled. To the right of the table, a detailed view of the selected invoice is shown, including fields like 'Invoice Hash', 'Document Type', 'Instance Identifier', 'Communication Channel', 'Client Reference', 'Server Receipt', 'Sender Peppol Id', and 'Sender Company Name'.

Document Type	Uploaded on	Sent	Sender Peppol Id	Receiver Peppol Id
Invoice	2023-Jul-10 11:19 AM	Received	22605912940	0195:SGTST199404610D
Invoice Response	2023-Jul-04 11:19 AM		202307041119000791125	0195:SGTST199404610D
Invoice	2023-Jul-04 11:14 AM		2023070411140206687318	0195:SGTST199404610D
Invoice	2023-Jun-14 10:51 PM		202306142248000495757	0195:SGTST199404610D
Invoice	2023-Jun-12 04:57 PM		2023061216553600382335	0195:SGTST199404610D
Invoice Response	2023-Jun-09 01:52 PM		2023060913514709376183	0195:SGTST199404610D
Order	2023-Jun-09 01:50 PM		2023060913474505393917	0195:SGTST199404610D
Order	2023-Jun-01 10:43 AM		2023060110383708098611	0195:SGTST199404610D
Invoice Response	2023-Jun-01 09:58 AM		2023060109555900787122	0195:SGTST199404610D
Order	2023-Jun-01 09:42 AM		2023060109214207606789	0195:SGTST199404610D

Invoice Hash	20230710132226059129400195:SGTST199404610D-Jul-10-12-00-AM
Document Type	Invoice (SG)
Instance Identifier	a6c854ad3bf64fe99d26067c901183ea
Communication Channel	Access Point
Client Reference	
Server Receipt	
Sender Peppol Id	0195:SGTST199404610D
Sender Company Name	DATAPOST AP (TEST)

- 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)

**Received View** Apply Financing Test User COSMETICS PTE LTD DataPos

**Send Response** **Print Document** **Close Window**

---

**Commercial Invoice**  
**Tax invoice**

**COSMETICS PTE LTD**

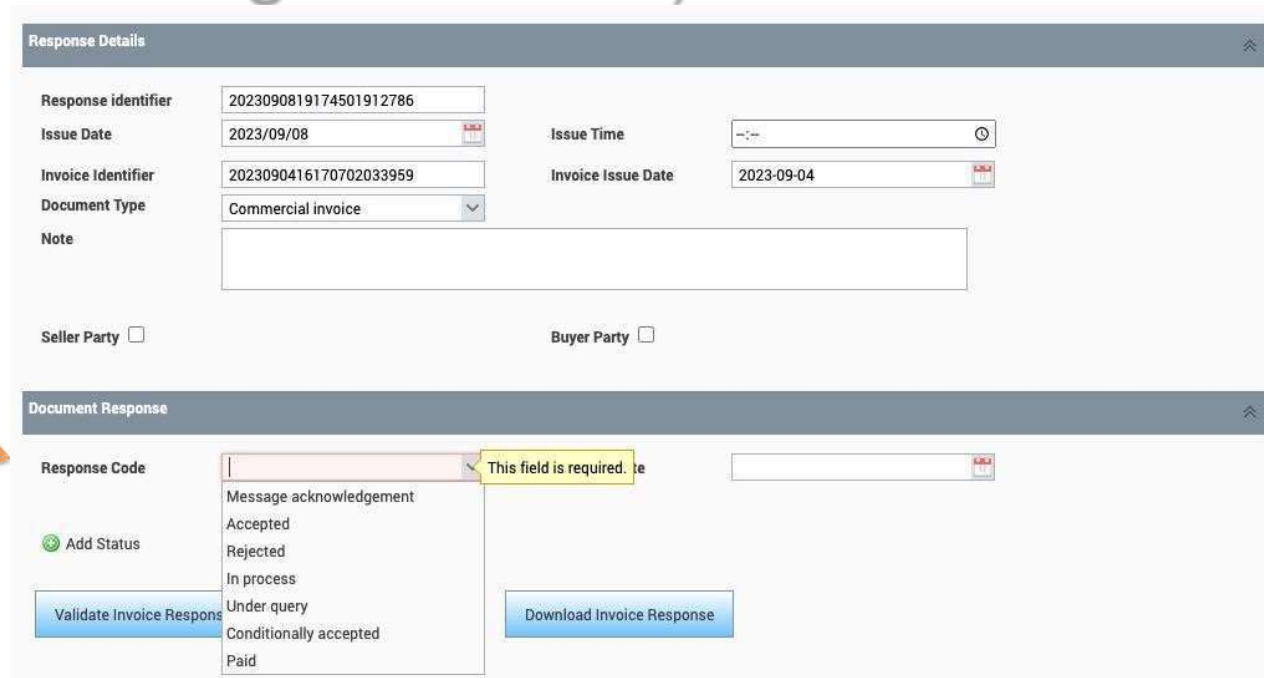
<b>Invoice issue date</b> 2023-07-10	<b>Invoice number</b> 2023071013222605912940
<b>Payment due date</b> 2023-08-09	<b>Order reference</b> 2023060913474505393917
	<b>Buyer reference</b>
	<b>Amount due for payment</b> 10.80 AED

---

<b>BUYER</b> COSMETICS PTE LTD <b>Address</b> 1 Yishun Industrial Street 1 #04-27/ 28 & 34 A'Posh Bizhub 8 Toa Payoh 768160 Singapore sttPV, SG	<b>BUYER CONTACT</b> Test User e-mail: xiaozhong.su@datapost.com.sg
--	---

- 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)



The screenshot shows a web form for 'Response Details' and 'Document Response'. The 'Response Details' section includes fields for 'Response identifier' (2023090819174501912786), 'Issue Date' (2023/09/08), 'Invoice Identifier' (2023090416170702033959), 'Document Type' (Commercial invoice), and 'Invoice Issue Date' (2023-09-04). There are also checkboxes for 'Seller Party' and 'Buyer Party'. The 'Document Response' section features a 'Response Code' dropdown menu, a 'Validate Invoice Response' button, and a 'Download Invoice Response' button. A yellow tooltip message 'This field is required.' is visible next to the 'Response Code' field. An orange circle with the text 'Choose the response code' and an arrow points to the 'Response Code' dropdown menu.

**Response Details**

Response identifier: 2023090819174501912786

Issue Date: 2023/09/08

Invoice Identifier: 2023090416170702033959

Document Type: Commercial invoice

Invoice Issue Date: 2023-09-04

Note:

Seller Party ☐ Buyer Party ☐

**Document Response**

Response Code: [Dropdown menu]

Validate Invoice Response [Button]

Download Invoice Response [Button]

Choose the response code

- 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



The screenshot shows the 'Business Account Management' interface. At the top, there's a header with a home icon and the title 'Business Account Management'. Below this, there's a sub-header 'Edit Business Account - DataPost Pte Ltd (TEST)' with 'List' and 'Edit' buttons. The main content area has three tabs: 'General Info', 'Operational Structure', and 'Payment Means'. The 'Operational Structure' and 'Payment Means' tabs are highlighted with orange circles. Below the tabs, there's a 'Company Info' section. The bottom part of the screenshot shows a 'Business Account List' table with columns for 'Company Logo' and 'Name'. The first row shows a placeholder for a logo ('No Logo Yet!') and the company name 'DataPost Pte Ltd (TEST)' with the status 'Active'. The 'Company Logo' cell is highlighted with a red box.

Company Logo	Name
	<b>DataPost Pte Ltd (TEST)</b> Active



## Step 7.1 – Operational Structure- Adding of users

The screenshot displays the 'Operational Structure' tab in the DataPost application. The 'Users' sub-tab is selected and highlighted with an orange circle. A text box states: "This function tab allows you to add different users of the account, according to your needs." The 'Authentication Mode' section shows two roles: 'Observer' and 'Operator', with 'Operator' also highlighted by an orange circle.

Subunit	Subunit Type	Status
Head Office	Head Office	Active

Name	Email	Status
1 Test Operator	upek	
2 Chinthaka Pathirana	doha	

City:   
Postal/Zip Code:   
Singapore

Authentication Mode

☐ Online Access

Username:

Password:

Confirm Password:

Role: ☐ Observer ☒ Operator

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

Amend the  
permission

**Business Account Management** | Apply Financing | DataPost eInvoice Team | DataPost Pte Ltd | Data

**Edit Business Account - DataPost Pte Ltd** | List | Edit

**General Info** | **Operational Structure** | Payment Means

**Subunit Listing** | List

Subunit	Subunit Type	Status
Head Office	Head Office	Active

**General Info** | **Users**

List | Add | Delete

Name	Email	Status
1	@datapost.com.sg	Active
2	@datapost.com.sg	Active

10 | Page 1 of 1 | Displaying 1 to 2 of 2 items

☒ Online Access

Username: @SGUEN199404610D

Role: ☐ Observer ☒ Operator

Permission:

Group	Description
<input checked="" type="checkbox"/> BUSINESS_ACCO	Update Business Account
<input checked="" type="checkbox"/> BUSINESS_ACCO	View Business Account
<input checked="" type="checkbox"/> BUSINESS_ACCO	Manage Business Account
<input checked="" type="checkbox"/> BUSINESS_ACCO	Business Account Manager
<input checked="" type="checkbox"/> MODULE	Business Account Module A
<input checked="" type="checkbox"/> ORGANIZATION	Organization Access Restriction
<input checked="" type="checkbox"/> ORGANIZATION_S	Manage Organization Subunit
<input checked="" type="checkbox"/> PEPPOL	Delete Buyer
<input checked="" type="checkbox"/> PEPPOL	Upload Invoice
<input checked="" type="checkbox"/> PEPPOL	EDIT Payment Means

Status: Active

- 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

**1. Enter basic info & contact details**

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

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



**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.

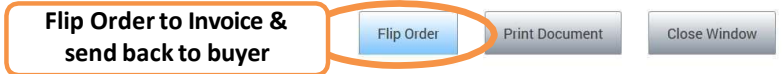
**Payment Means Details**

Code	30 - Credit transfer
Type	Credit Transfer
Payment Account Number (BBAN/IBAN)	123456789
Payment Bank Name / BIC (Swift)	DBS BANK
Payment Account Name	DATAPOST TEST
Status	Active

 Required fields are denoted as 

## 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.**



**Flip Order to Invoice & send back to buyer** **Flip Order** **Print Document** **Close Window**

---

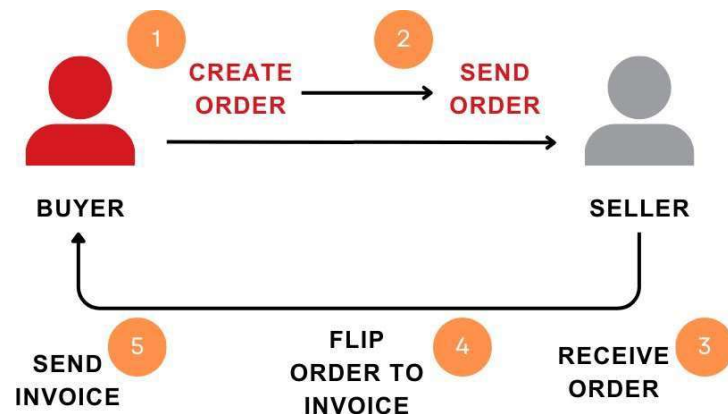
<b>Order</b>	<b>Order issue date</b> 2023-06-09	<b>Order identifier</b> 2023060913474505393917
<b>DATAPOST AP (TEST)</b>	<b>Order validity end date</b> 2023-07-08	<b>Sales order reference</b>
		<b>Buyer contact</b>
		<b>Payable amount</b> 10.80 SGD

---

<b>BUYER</b> COSMETICS PTE LTD <b>Address</b> 1 Yishun Industrial Street 1 #04-27/ 28 & 34 A'Posh Bizhub 8 Toa Payoh 768160 Singapore sttPV, SG ID: BankInd123 [0195] Legal registration ID: SGTST199404610D [0195] Legal registration name: DATAPOST AP (TEST) GST ID: GSTReg123	<b>BUYER CONTACT</b> Test User e-mail: xiaozhong.su@datapost.com.sg
--	---

## 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!



Document Management					
Document Listing - Sent					
Refresh Filter Upload Create Search Exp					
<input type="checkbox"/>	Document Type	Uploaded On	Document No	Invoice	pol Id
<input checked="" type="checkbox"/>	✓ Credit note	2023-Jul-11 10:49 PM	20230629213	Creditnote	T199404
<input type="checkbox"/>	✓ Invoice	2023-Jul-11 05:44 PM	20230711174	Order Only	T199404
<input type="checkbox"/>	✓ Invoice	2023-Jul-10 01:23 PM	20230710132	Order	T199404
<input type="checkbox"/>	✓ Invoice Response	2023-Jul-04 11:19 AM	202307041119000791125	Invoice Response	T199404
<input type="checkbox"/>	✓ Invoice	2023-Jul-04 11:14 AM	2023070411140206687318	0195:SGTST	T199404
<input type="checkbox"/>	✓ Credit note	2023-Jun-29 09:33 PM	2023062921313800688356	0195:SGTST	T199404
<input type="checkbox"/>	✓ Invoice	2023-Jun-29 12:16 AM	2023062816413101293614-1	0195:SGTST	T199404
<input type="checkbox"/>	✓ Order Only	2023-Jun-29 12:13 AM	2023062817031003544111	0195:SGTST	T199404
<input type="checkbox"/>	✓ Order	2023-Jun-29 12:02 AM	2023062822241200833359-1	0195:SGTST	T199404



## 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.

The screenshot displays the 'Buyer Management' section of a web portal. At the top, there are navigation icons and a user profile for 'Jereme Chen COSMETICS PTE LTD'. Below the navigation bar, there's a 'Buyer Listing' section with buttons for 'List', 'Add', 'Edit', 'Delete', and 'Email'. The 'Email' button is circled in orange. A table of buyers is shown below, with columns for Buyer ID, Buyer Name, Displaying Name, Country Code, and Status. A 'Mail to Buyer' dialog box is open, showing fields for Buyer Name, Buyer Email, CC, Subject, and Message. The Subject is 'New Features Update' and the Message is a draft email about new features. The dialog has 'Send' and 'Cancel' buttons.

Buyer ID	Buyer Name	Displaying Name	Country Code	St
0195:abcdef	Test	Test		Ac
0195:abcdef	Test	Test1		Ac
0195:SGTST112233T	TruData Pte Ltd	TruData Pte Ltd	SG	Ac
0195:sgtst1128199a5a	User Basic Software Pte Ltd (Test Account 2)	User Basic Software Pte Ltd (Test Account 2)	SG	Ac
0195:sgtst123456789b	BUYER PTE LTD			
0195:sgtst195300097d	MECOMB SINGAPORE LIMITED (TEST)			
0195:sgtst197801558c	EVERGREEN GROUP PTE. LTD. (TEST)			
0195:sgtst199404610d	DATAPOST AP TEST			
0195:sgtst199404610d	DATAPOST AP (TEST)			
0195:sgtst199404610d1	Test Non Peppol			
0195:sgtst199404610d2	DATAPOST AP (TEST)			
0195:SGTST199404610D3	DATAPOST AP (TEST)			
0195:sgtst200966666r	ABSS - Test Company 666			
0195:SGTSTCSV12345	CSV Test			
0195:SGTSTECHOTEST02	Echo Account - UAT			
0195:SGTSTPAGERODATAPOSTTEST	Pagero / Datapost TEST participant			
0195:sgtsts85ss0080e	Singapore Manufacturing Federation (TEST)			
0195:SGTSTT08GA0028	Accountant-General Department	MOE		Ac
0195:sgtstt08ga0028a	Accountant-General's Department	Accountant-General's Department	SG	Ac
0195:sguen199404610d	DATAPOST PTE LTD	DATAPOST PTE LTD	SG	Ac

## Step 8.3 Enhanced Feature: Invoice response link to original invoices & Status Updates

The screenshot displays the DataPost interface for an invoice response. At the top, the 'Status: Paid' is highlighted with an orange circle. Below it, the 'Update Status' dropdown is circled in black, and the 'Response History' dropdown is circled in orange, showing a list of responses including 'Accepted - 2023-10-27 11:22:48'. The main invoice details are as follows:

Commercial Invoice Tax invoice		Invoice issue date 2023-10-13	Invoice number COM-00001
COSMETICS PTE LTD		Payment due date 2023-10-27	Order reference
		Buyer reference BR111	Amount due for payment 108.00 SGD

Below the invoice details, the BUYER information is provided:

**BUYER**  
TruData Pte Ltd  
**Address**  
Level 2, 4 Ayer Rajah  
139960  
SG  
Legal registration name: TruData Pte Ltd

**BUYER CONTACT**  
TruData Finance  
Telephone number: 123456789  
e-mail: trudata@trudata.com.sg

**Invoice note**  
Send From COSMETICS PTE LTD

- 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:

## Document Management

Apply Financing
 

DataPost eInvoice Team  
DataPost Pte Ltd

Document Listing - Sent
 

Refresh
 Filter
 Upload
 Create
 Search
 Export
 Download
 Failed Uploads
 Edit

<input type="checkbox"/>	Document Type	Uploaded On	Document No	Sender Peppol Id	Receiver Peppol Id	Amount	Reference No
<input checked="" type="checkbox"/>	Invoice	2024-Jan-07 03:39 PM	DPP-1223-018	0195.SGUEN199404610D	0195.sguen200003048e	SGD 2180.00	
<input type="checkbox"/>	Invoice	2024-Jan-07 03:23 PM	DPP-1223-017	0195.SGUEN199404610D	0195.sguen200715700e	SGD 3815.00	
<input type="checkbox"/>	Invoice	2024-Jan-07 03:03 PM	DPP-1223-016	0195.SGUEN199404610D	0195.sgtst197300502w	SGD 3270.00	
<input checked="" type="checkbox"/>	Invoice	2024-Jan-07 02:53 PM	DPP-1223-015	0195.SGUEN199404610D	0195.sguen198802355c	SGD 5450.00	

DPP-1223-018

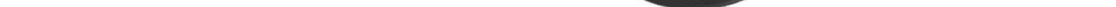
mail
 View
 Download
 Download MDN

Invoice Hash  
 Document Type  
 Instance Identifier  
 Communication Channel

DPP-1223-018195.SGUEN199404610DSG2024-Jan-02-12-00-AM  
 Invoice ( SG )  
 c359c0642e3a41afb27e7c89ed7fd869  
 Portal UI

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

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



The screenshot shows the top navigation bar of the DataPost system. On the left, there is a 'Sent View' link. In the center, there is a status bar with the text 'Status: Step 2: Click 'Print Document''. To the right of this text are four buttons: 'Update Status', 'Edit Document', 'Print Document', and 'Close'. The 'Print Document' button is highlighted with a red circle. On the far right, there is a user profile section for 'DataPost eInvoice Team' and 'DataPost Pte Ltd' with the DataPost logo.

1024 215 AM

PEPPOL BIS-B3-03 Invoice and CREDIT NOTE

Commercial Invoice  
Tax Invoice


**DataPte Pte Ltd**

Invoice No. 001  
Invoice Date: 2024-01-01  
Invoice Period: 2024-01-01

**BUYER**  
DataPte Pte Ltd  
Address: 100, Robinson Road  
Singapore 068902  
GST Reference: SGN-2024-001

**BUYER CONTACT**  
Name: Mr. John Doe  
Email: john.doe@datapte.com.sg  
Phone: +65 9123 4567

**SUPPLIER INFO**  
Supplier: DataPte Pte Ltd  
Supplier Address: 100, Robinson Road  
Singapore 068902  
Supplier Contact: +65 9123 4567



Line ID	Quantity	Unit Price	Net Price	GST Rate	GST Amount	Net Amount
1	1	1,000.00	1,000.00	0%	0.00	1,000.00
<b>Subtotal</b>						1,000.00
<b>GST</b>						0.00
<b>Total</b>						1,000.00

**Amount due for payment:** 1,000.00 SGD

**Payment terms:** 30 days

**Payment instructions:** Bank of Singapore, Account Name: DataPte Pte Ltd, Account Number: 1234567890123456, SWIFT: BSBKSG33

**BUYER'S DECLARATION**  
I hereby declare that the information provided is true and correct.

**SIGNATURE**  
Name: Mr. John Doe  
Position: Director  
Date: 2024-01-01

**BUYER'S DECLARATION**  
I hereby declare that the information provided is true and correct.

**SIGNATURE**  
Name: Mr. John Doe  
Position: Director  
Date: 2024-01-01

Print

1 page

Destination

Save as PDF

Pages

All

Pages per sheet

1

Margins

Default

Options

☒ Headers and footers

☐ Background graphics

Step 3:

Save the doc as a PDF – Procurement

Save

Cancel

## Step 8.4: Creating Non Peppol Document

Non-Peppol Document Management Apply

Document Listing - Sent Refresh Search Download Failed Uploads Export Create

<input type="checkbox"/>	Document Type	Uploaded On	Document No	Uploader Peppol I	Amount
<input checked="" type="checkbox"/>	<span>✓</span> Sale Invoice	2025-Mar-28 02:31 PM	2025032814295900181644	0195:sguen20240	19n SGD 1090.00 250328-8
<input type="checkbox"/>	<span>⬤</span> Sale Creditnote	2025-Mar-27 03:39 PM	2025032715375904335739	0195:sguen20240	19n SGD 30.44
<input type="checkbox"/>	<span>✓</span> Sale Invoice	2025-Mar-27 03:37 PM	2025032715341400116776	0195:sguen20240	19n SGD 44.80 250327-

Sale Invoice

Sale Credit Note

Purchase Invoice

Purchase Credit Note

**Step 1:** Navigate to **Non-Peppol Document Management**, select Create and choose document type.

Non-Peppol Document Management Apply Financing with IFS

Create List

Invoice Details

Invoice Type Commercial invoice Invoice Sub Type SG PINT Invoice

Invoice No 202504010916370400788 Purchase Order No

Document UUID 9e42c66f-36e6-473b-81f8-214210dd7

Issue Date 2025/04/01 Buyer Reference

Issue Time --:-- Message to Receiver

Due Date 2025/04/08

Payment Terms 7D

Add Fields

Articles

Article Name	Quantity	Unit*	Unit Price	GST Rate	Net Amount	
Orange Pen	1	15 - stick, mi	1	SR (Standard f 9%	1.00	<span>Remove</span>

Add Row Add Field To All Rows

**Step 2:** Similar to Step 5.4, key in respective details and send invoice.

# Report and Reconciliation Process - Step-by-Step Guide

## Data Extraction:

- **Internal System:** Export a report of e-invoices submitted within a specific timeframe (e.g., daily, weekly, monthly). Include key identifiers like your internal invoice ID, Peppol Document ID, submission date/time, and initial submission status.
- **Access Point Reports:** Download or access the relevant reports from your Access Point portal for the same timeframe. Ensure the report includes transmission status, timestamps, any error messages, and the IRAS Acknowledgement ID.

# Reconciliation Process – Matching Records

The core of reconciliation is to match records across these three sources based on unique identifiers. The primary matching keys should be:

- Peppol Document ID:** This is the most reliable unique identifier if consistently generated and recorded across all systems.
- Internal Invoice ID:** This can be used if the Peppol Document ID isn't consistently tracked by your internal system or AP. However, be cautious of potential duplicates if your internal invoicing sequence isn't globally unique.
- Submission Date/Time:** This can help narrow down potential matches, especially if other IDs are missing or inconsistent.



# Reconciliation Process – Comparing and Analysing

For each matched record:

- **IRAS Status vs. Access Point Status:**

- **Successful Scenario:** If the Access Point reports successful delivery to the Peppol network, the IRAS Status should eventually be "Successful" with a valid IRAS Acknowledgement ID.
- **Rejection Scenario:** If the IRAS Status is "Rejected," the Access Point logs should indicate successful transmission to Peppol. The rejection reason from IRAS (if available) should be investigated.
- **Transmission Failure:** If the Access Point reports a transmission failure, the IRAS Status will likely not be updated or might indicate a non-receipt. Focus on resolving the AP transmission issue.
- **Processing Status:** A temporary "Processing" status on the IRAS side is normal after successful AP delivery.

# Reconciliation Process – Comparing and Analysing

- **IRAS Acknowledgement ID:** Verify that an IRAS Acknowledgement ID is present for all “Successful” e-invoices in your internal system and the Access Point reports (if the AP captures it).
- Note down any discrepancies where an “Successful” status exists without a corresponding Acknowledgement ID in all systems.
- **Internal System Submission Status:** Ensure your internal system accurately reflects the final IRAS status (Accepted or Rejected) and records the IRAS Acknowledgement ID.

# Reconciliation Process – Comparing and Analysing

**Identifying and Investigating Discrepancies:** Any mismatches or missing information require investigation:

- Missing Records:** If an e-invoice is present in your internal system but not in the AP report or vice versa, check submission logs and ensure proper transmission processes.
- Status Discrepancies:** Investigate why an AP reports success but IRAS shows rejection, or vice versa. This could indicate issues with data mapping, validation rules, or temporary system glitches.
- Missing Acknowledgement IDs:** For “Successful” invoices without an ID in all systems, check if the AP is configured to retrieve and store this information. Contact your AP provider if needed.
- Rejection Reasons:** Analyze the rejection reasons provided by IRAS to identify systematic errors in your e-invoice data or format.

# Reconciliation Process – Report

Management

Apply Financing with IFS

Babu Palanisamy  
Datapost Pte Ltd (C5..

Dataf

List  Generate

Date Submission	Document UUID	Sender ID	IRAS Transmission UUID	IRAS Acknowledgement ID	IRAS Status	IRAS Status Mess
2025-Apr-20 05:23 PM	934998a1-c5bb-454d-a	0195:sguen202400019n	b699c37738b647358c7d865bb821	250420-9dd010d0-90d7-42c2-b84f-	Success	Successful
2025-Apr-20 05:19 PM	e1ce0d4b-6434-45f4-9	0195:sguen202400019n	6af7286766614a43a4ddde15e6e1e	250420-d5dfaad3-2f45-4c08-a506-	Success	Successful
2025-Apr-20 12:04 AM	c34d43cf-6cf7-4e32-a3	0195:sguen202400019n	66d5bcbd4873471cbcdbe6690d6a	250419-4025b954-c50a-4392-9cd7-	Success	Successful
2025-Apr-20 12:01 AM	58b531a3-6c2e-44d2-8	0195:sguen202400019n	277fa47552484920808bc26448f68	250419-5a83d6c9-1a66-4f30-92c4-	Success	Successful
2025-Apr-19 09:46 PM	a0af2457-b1c8-47d2-9	0195:sguen202400019n	447e78ea107741f1b49ca7bf1895a	250419-4fb65a46-568a-4831-aca3-	Success	Successful
2025-Apr-19 09:26 PM	ee617eef-b9e8-4bb2-8	0195:sguen202400019n	aedad95b948d4787ba7b5588600d	250419-0093eed2-c18d-4114-b12d-	Success	Successful
2025-Apr-19 12:01 AM	547409ef-85ad-463b-b	0195:sguen202400019n	ea5d6ec0c067438cb0847143b27e	250418-77dcd4ac-1c51-4361-abc4-	Success	Successful
2025-Apr-18 11:47 PM	3ee2ae75-3324-43c1-8	0195:sguen202400019n	f54fc7380cb14c099fbfb6151a07b1	250418-eaef7929-7f7c-4bb8-8aaf-6	Success	Successful
2025-Apr-18 11:27 PM	d642ba9f-a65c-4b90-8	0195:sguen202400019n	ece6750ebc304466a59031cc9755e	250418-d8ae1342-eee5-4be6-8e06-	Success	Successful
2025-Apr-18 11:11 PM	4b0c4076-0093-42c8-a	0195:sguen202400019n	911c627440e24440bedb605877b4	250418-107bf9fb-9c0a-4f8f-bd6e-f6	Success	Successful
2025-Apr-18 10:03 PM	656a055d-178c-40a4-8	0195:sguen202400019n	ef3ca21114c94ef193fa8df54bff35	250418-77ac7c81-5717-4599-be4b-	Success	Successful
2025-Apr-18 09:31 PM	7011e637-2b78-472d-a	0195:sguen202400019n	80b82e7252e64601b096364e138b	250418-8a0e6c9f-369f-4053-9ffc-cl	Success	Successful
2025-Apr-01 09:48 AM	39cbb2f7-badf-473d-ae	0195:sguen202400019n	41b7baf8387c4dbe9ae4ac7c539b2	250401-31355ef4-5b9f-463d-b276-	Success	Successful
2025-Mar-28 02:32 PM	ae34545c-8e06-4dfc-bf	0195:sguen202400019n	e7421bf573894d17ae3a8796b2797	250328-8b20bc43-cced-411d-b3eb-	Success	Successful
2025-Mar-27 03:39 PM	39cbb2f7-badf-473d-ae	0195:sguen202400019n	3fe364ac-76a7-46d7-a84e-1804677		Failed	/StandardBusines
2025-Mar-27 03:37 PM	10b97fc9-360e-4e13-9f	0195:sguen202400019n	e24db5e7b9fb4bffbef695ca7cbb60	250327-df0ab75e-86ff-4f6a-8137-d	Success	Successful
2025-Mar-27 03:27 PM	bb51bd5f-8722-4d5f-b5	0195:sguen202400019n	8ebb514d289243b0b32c7fa7fde71	250327-b81919b1-6fac-43df-9a2c-3	Success	Successful
2025-Mar-26 04:26 PM	bdcc6650-77f3-4367-a	0195:sguen202400019n	715cc1b263a044a199350d9a3d11	250326-35acbc54-de43-4360-bce3-	Success	Successful
2025-Mar-26 04:14 PM	0c1b867a-19df-4998-bf	0195:sguen202400019n	80b921463922432d8dfc63dbb3df1	250326-6159af5c-f60d-47aa-8437-f	Success	Too Many Reques
2025-Mar-26 03:35 PM	ef3b8c0f-8ba6-4ee4-ab	0195:sguen202400019n	d6a8171db7044931be237dccc61b	250326-5a3a906a-efbf-44e7-b784-e	Success	Too Many Reques



# Reconciliation Process – Access Point Report

G15 : X ✓ fX 250328-8b20bc43-cced-411d-b3eb-b9fe1edbe797-s001										
	A	B	C	D	E	F	G	H	I	
	Document Type	Uploaded On	Document No	Uploader Peppol ID	Submitter	Amount	IRAS Acknowledgement ID	IRAS Transmission ID	IRAS Response Status	IRAS Status Message
1	Purchase Creditnote	2025-Apr-20 05:23 PM	2025042016462603002361	0195:sguen202400019n	0195:sguen202400019n	25.00	250420-9dd010d0-90d7-42c2-b84f-1a80a7db24e0-s001	b699c37738b647358c7d865bb821a676	200	Successful
2	Purchase Invoice	2025-Apr-20 05:19 PM	20250420163000066710	0195:sguen202400019n	0195:sguen202400019n	35.00	250420-d5fdaad3-2f45-4c08-a506-59ac7e294fda-s001	6af7286766614a43a4ddde15e6e1ef5c	200	Successful
3	Purchase Creditnote	2025-Apr-20 12:04 AM	202504200002300239320	0195:sguen202400019n	0195:sguen202400019n	20009.00	250419-4025b954-c50a-4392-9cd7-0126c5646dd9-s001	66d5bcb4873471cbcdbe6690d6ac5f0	200	Successful
4	Purchase Invoice	2025-Apr-20 12:01 AM	202504192359310105638	0195:sguen202400019n	0195:sguen202400019n	35.00	250419-5a83d6c9-1a66-4f30-92c4-7ae33185bd13-s001	277fa47552484920808bc26448f688b6	200	Successful
5	Sale Creditnote	2025-Apr-19 09:46 PM	202504192137120581337	0195:sguen202400019n	0195:sguen202400019n	29.00	250419-4fb65a46-568a-4831-ac3a-443fa83ef6c0-s001	447e78ea107741f1b49ca7bf1895a7b5	200	Successful
6	Sale Invoice	2025-Apr-19 09:26 PM	202504192122360083519	0195:sguen202400019n	0195:sguen202400019n	43.00	250419-0093eed2-c18d-4114-b12d-11ea446be956-s001	aedad95b948d4787ba7b5588600dbbe9	200	Successful
7	Sale Invoice	2025-Apr-19 12:01 AM	202504182358540992315	0195:sguen202400019n	0195:sguen202400019n	23.00	250418-77dcd4ac-1c51-4361-abc4-c569cddfa56b-s001	ea5d6ec0c067438cb0847143b27e0041	200	Successful
8	Sale Creditnote	2025-Apr-18 11:47 PM	202504182342140353698	0195:sguen202400019n	0195:sguen202400019n	29.00	250418-eaef7929-777c-4bb8-8aaf-67338f199fd0-s001	f54fc7380cb14c099fbfb6151a07b1de	200	Successful
9	Sale Creditnote	2025-Apr-18 11:27 PM	202504182324270901674	0195:sguen202400019n	0195:sguen202400019n	29.00	250418-d8ae1342-eee5-4be6-8e06-edef891240c-s001	ece6750ebc304466a59031cc9755ad7b	200	Successful
10	Sale Invoice	2025-Apr-18 11:11 PM	20250418174498863067	0195:sguen202400019n	0195:sguen202400019n	43.00	250418-107bf9fb-9c0a-4f8f-bd6e-f61e2994ca78-s001	911c627440e24440bedb605877b482fb	200	Successful
11	Sale Invoice	2025-Apr-18 10:03 PM	202504181744984530243	0195:sguen202400019n	0195:sguen202400019n	20.00	250418-77ac7c81-5717-4599-be4b-0f7a1b42e2e7-s001	ef3ca21114c94ef193fa8fdd54bfff35f	200	Successful
12	Sale Invoice	2025-Apr-18 09:31 PM	202504181744982933577	0195:sguen202400019n	0195:sguen202400019n	43.00	250418-8a0e6c9f-369f-4053-9ffc-cb067425036f-s001	80b82e7252e64601b096364e138bb37b	200	Successful
13	Sale Creditnote	2025-Apr-01 09:48 AM	202503271537590433573	0195:sguen202400019n	0195:sguen202400019n	29.00	250401-31355ef4-5b9f-463d-b276-7c32f2f8611-s001	41b7baf8387c4d9e9ae4ac7c539b2d96	200	Successful
14	Sale Invoice	2025-Mar-28 02:31 PM	202503281429590018164	0195:sguen202400019n	0195:sguen202400019n	1000.00	250328-8b20bc43-cced-411d-b3eb-b9fe1edbe797-s001	e7421bf573894d17ae3a8796b27975f1	200	Successful
15	Sale Creditnote	2025-Mar-27 03:39 PM	202503271537590433573	0195:sguen202400019n	0195:sguen202400019n	29.00		895ec10b2df742e887fa22e90f8fb986	3001	/StandardBusinessDocument/Cr
16	Sale Invoice	2025-Mar-27 03:37 PM	202503271534140011677	0195:sguen202400019n	0195:sguen202400019n	43.00	250327-df0ab75e-86ff-4f6a-8137-d1b76c6b662a-s001	e24db5e7b9fb4bfff695ca7cbb60b6	200	Successful
17	Sale Invoice	2025-Mar-27 03:27 PM	202503271521500770442	0195:sguen202400019n	0195:sguen202400019n	20.00	250327-b81919b1-6fac-43df-9a2c-302833abffbe-s001	8ebb514d289243b0b32c7fa7fde7162e	200	Successful
18	Purchase Creditnote	2025-Mar-26 04:26 PM	202503261621230417526	0195:sguen202400019n	0195:sguen202400019n	25.00	250326-35acbc54-de43-4360-bce3-a602af383fa1-s001	715cc1b263a044a199350d9a3d116d69	200	Successful
19	Purchase Invoice	2025-Mar-26 04:14 PM	202503261548150043143	0195:sguen202400019n	0195:sguen202400019n	19.00	250326-6159af5c-f60d-47aa-8437-55ae0a332aa3-s001	80b921463922432d8dfc63dbb3df173b	429	Too Many Requests
20	Purchase Creditnote	2025-Mar-26 03:35 PM	202503261530260779477	0195:sguen202400019n	0195:sguen202400019n	25.00	250326-5a3a906a-efbf-44e7-b784-edba72cf067f-s001	d6a8171db7044931be237dccc61bce33	429	Too Many Requests
21	Purchase Invoice	2025-Mar-26 03:27 PM	202503261516010545726	0195:sguen202400019n	0195:sguen202400019n	35.00	250326-f88aa540-bfe0-423b-a651-43fd35455d1b-s001	241d1f33b10a4fa9825d39e690bb9d3e	429	Too Many Requests
22	Sale Creditnote	2025-Mar-26 03:14 PM	202503261509490589867	0195:sguen202400019n	0195:sguen202400019n	29.00	250326-9efc40c0-b13f-46c7-b5da-88b877bb651f-s001	68b9b87e01cc44abaa1a3f8bdd52ad8e	200	Successful
23	Sale Creditnote	2025-Mar-26 03:07 PM	202503261504330304282	0195:sguen202400019n	0195:sguen202400019n	43.00	250326-8ad03df1-4227-422a-8ce9-cf8d3a825611-s001	066df3b64148451d8bb76c8a52853a90	200	Successful
24	Sale Invoice	2025-Mar-26 03:01 PM	202503261453160816451	0195:sguen202400019n	0195:sguen202400019n	43.00	250326-e14527c1-678a-4aba-bf87-788ac834c36e-s001	4ee6563b774a4b1f967cac30ed24cad1	200	Successful
25	Sale Creditnote	2025-Mar-25 02:28 PM	202503251426530961239	0195:sguen202400019n	0195:sguen202400019n	29.00	250325-9294ec92-0587-4b2a-a888-972546a328ea-s001	45a787ced5c848e385684b971842e066	200	Successful
26	Sale Invoice	2025-Mar-25 01:20 PM	202503251315360037925	0195:sguen202400019n	0195:sguen202400019n	43.00	250325-259ba78d-a0b0-4c2b-b53d-8a29571cf000-s001	2be620461ff44080aa71b394e1db153b	200	Successful
27	Sale Invoice	2025-Mar-25 01:14 PM	202503251313360535592	0195:sguen202400019n	0195:sguen202400019n	23.00	250325-1e902052-47fc-46ce-a8fc-d7b71aa6fc5-s001	9e748eabfb3644dbb349cae97d63a70d	200	Successful
28	Sale Creditnote	2025-Mar-25 01:02 PM	202503251300050574924	0195:sguen202400019n	0195:sguen202400019n	29.00		242a0bb7d5b148fa90d4feb3af548578		C5 Submission Skipped
29	Sale Creditnote	2025-Mar-25 12:59 PM	202503251258300189994	0195:sguen202400019n	0195:sguen202400019n	29.00	250325-5da0406e-64fa-4ba9-a7a9-16346ab3a2fc-s001	9b53ff871cca43ebac992ddf8f9d9729	200	Successful
30	Sale Invoice	2025-Mar-25 12:36 PM	202503251234270337505	0195:sguen202400019n	0195:sguen202400019n	43.00		d97553c3f35642eadac865437ab4dd6		C5 Submission Skipped
31	Sale Invoice	2025-Mar-25 10:15 AM	202503250952280292667	0195:sguen202400019n	0195:sguen202400019n	43.00	250325-4e3af07c-0491-4781-9390-e7a1d024989e-s001	977cd3561fd74ce8940dacfc9001b09c	200	Successful

# Step 1 Activation/Deactivation of C5

**Step 1:** Assuming UEN has been registered, you may send an email to Datapost to request for activation/deactivation of C5. Even if UEN is activated on C5, Datapost still needs to manually activate sending to IRAS for the account. You will receive an email like this to activate using Corppass.

Activating data submission of 'DataPost Pte Ltd(C5 Test)' to IRAS



SGNIC Support <donotreply@test.peppolsmp.sg>  
To Lance Charles Gabriel



Reply

Reply All

Forward



Wed 19/3/2025 4:39 pm

You don't often get email from [donotreply@test.peppolsmp.sg](mailto:donotreply@test.peppolsmp.sg). [Learn why this is important](#)

**Caution:** This is an external email and has a suspicious subject or content. Please take care when clicking links or opening attachments. When in doubt, contact Datapost IT Department

Dear Sir/Madam,

Thank you for your application to activate invoice data submission to IRAS with **DataPost Pte Ltd** as your Access Point provider. Your application was initiated by **DataPost Pte Ltd(C5 Test)** as the business representative for **DataPost Pte Ltd(C5 Test)**.

The CorpPass Administrator ID from **DataPost Pte Ltd(C5 Test)** needs to log into CorpPass and authorise **DataPost Pte Ltd** as the access provider to submit invoice data on your company's behalf to IRAS.

Please proceed with the authorisation [HERE](#).

You may approach your business representative **DataPost Pte Ltd(C5 Test)** or your Service Provider **DataPost Pte Ltd** for any clarification.

InvoiceNow Administrator



# Step 2 Authorisation

**Step 2:** Once authorized with Corppass, you will see this screen. On our end, we will proceed to activate or deactivate based on your request.



## CONGRATULATIONS

Your activation is successfully completed

You have successfully authorised

DataPost Pte Ltd

to activate invoice data submission to IRAS.

A copy of the following details will be emailed to your business representative.

### Company Details

Company Name:	<b>DataPost Pte Ltd (C5 Test)</b>
Company Peppol ID:	<b>0195:SGUEN202400023C</b>
Business Representative:	<b>DataPost Pte Ltd (C5 Test)</b>
Business Rep. Email:	[Redacted]

### Service Provider Details

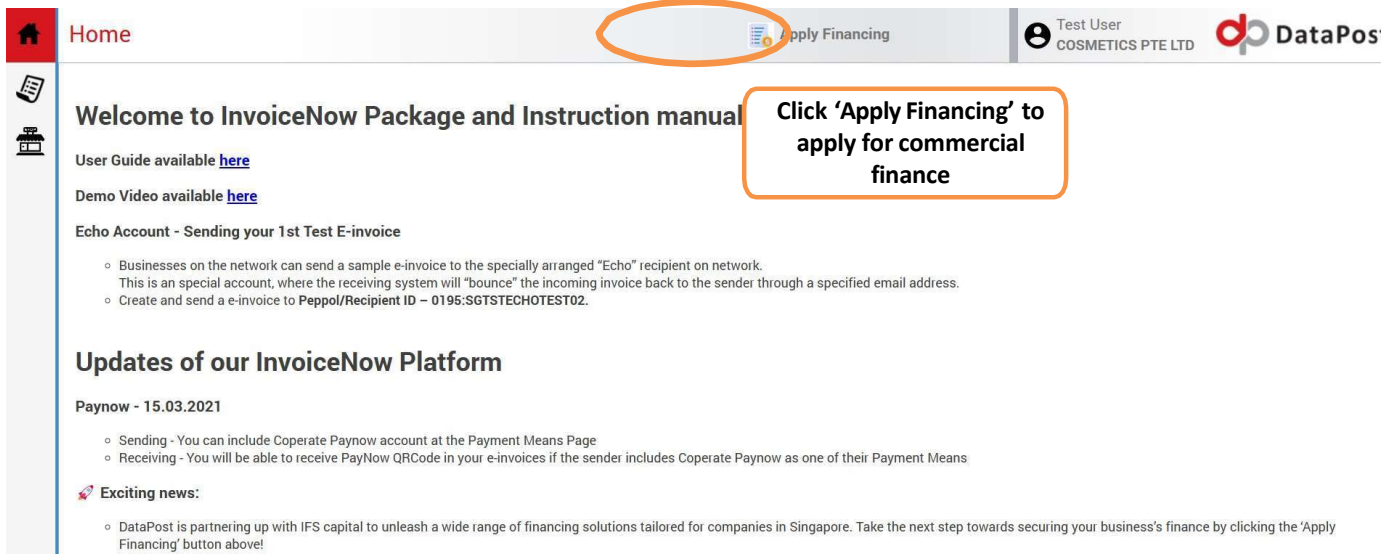
Company Name:	<b>DataPost Pte Ltd</b>
Email Contact:	[Redacted]
Phone Contact:	[Redacted]

# Notes

- You can start off by sending a testing invoice to our TestPeppol ID: 0195:SGTST199404610D
- Please contact us @ [elInvoice@datapost.com.sg](mailto:elInvoice@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!



**Home** **Apply Financing** Test User COSMETICS PTE LTD **DataPos**

**Welcome to InvoiceNow Package and Instruction manual**

User Guide available [here](#)

Demo Video available [here](#)

**Echo Account - Sending your 1st Test E-invoice**

- Businesses on the network can send a sample e-invoice to the specially arranged "Echo" recipient on network. This is a special account, where the receiving system will "bounce" the incoming invoice back to the sender through a specified email address.
- Create and send a e-invoice to **Peppol/Recipient ID - 0195:SGTSTECHOTEST02**.

**Updates of our InvoiceNow Platform**

**Paynow - 15.03.2021**

- Sending - You can include Coperate Paynow account at the Payment Means Page
- Receiving - You will be able to receive PayNow QRCode in your e-invoices if the sender includes Coperate Paynow as one of their Payment Means

**Exciting news:**

- DataPost is partnering up with IFS capital to unleash a wide range of financing solutions tailored for companies in Singapore. Take the next step towards securing your business's finance by clicking the 'Apply Financing' button above!

# Thank you



A member of the **ADERA** Global Group of companies

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