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.

Go from invoice to payment, in a snap

"I will send you an invoice via InvoiceNow!"
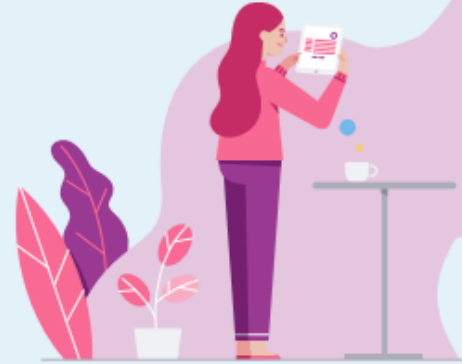
Send an invoice in the standard digital format for quicker processing and validation.

"I have made payment via PayNow!"

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

Pay Now

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.
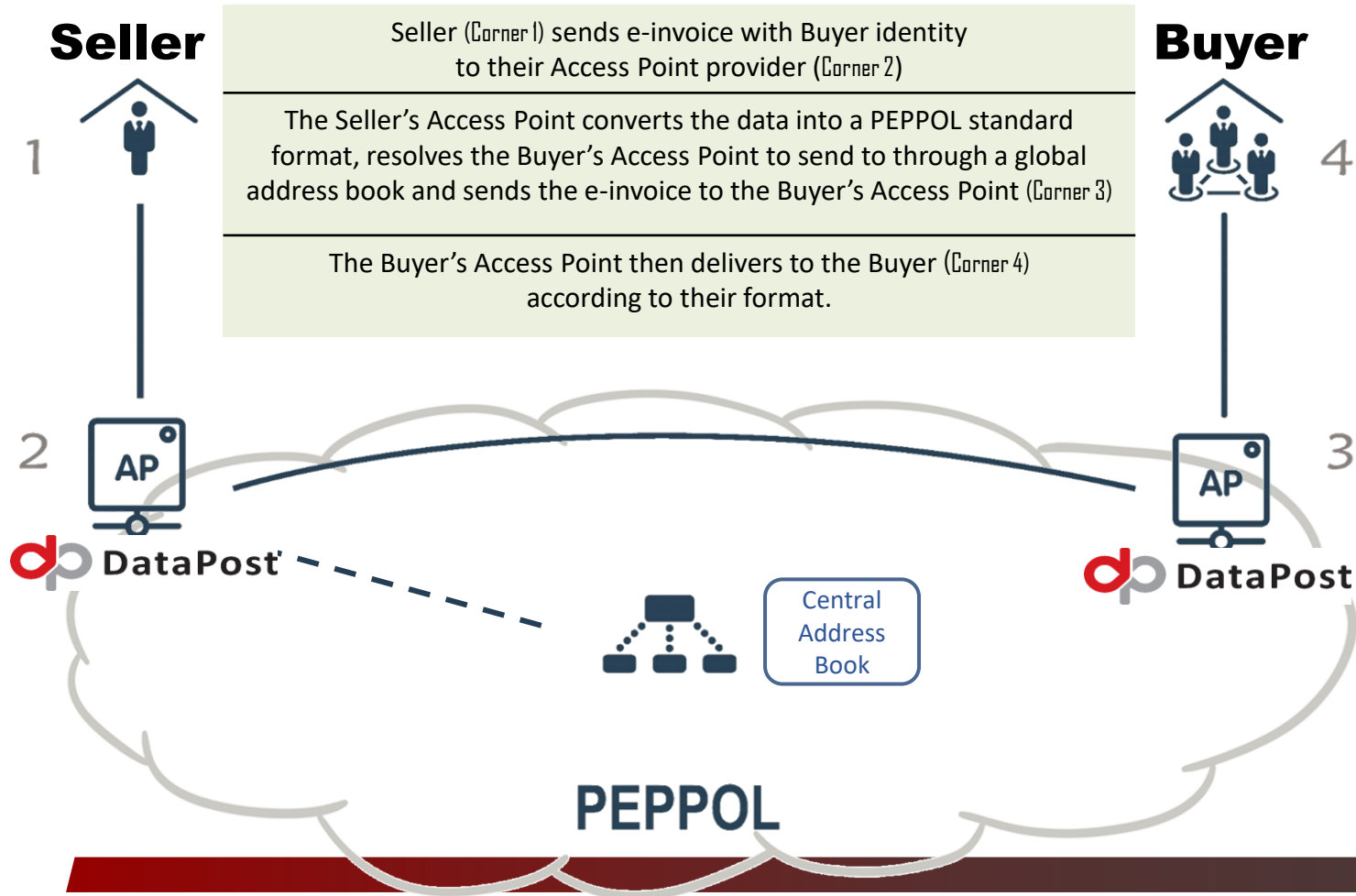
InvoiceNow to receive $200.

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

Buyer

1

2 AP
DataPost

3 AP
DataPost

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.

Central Address Book

4

PEPPOL

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.
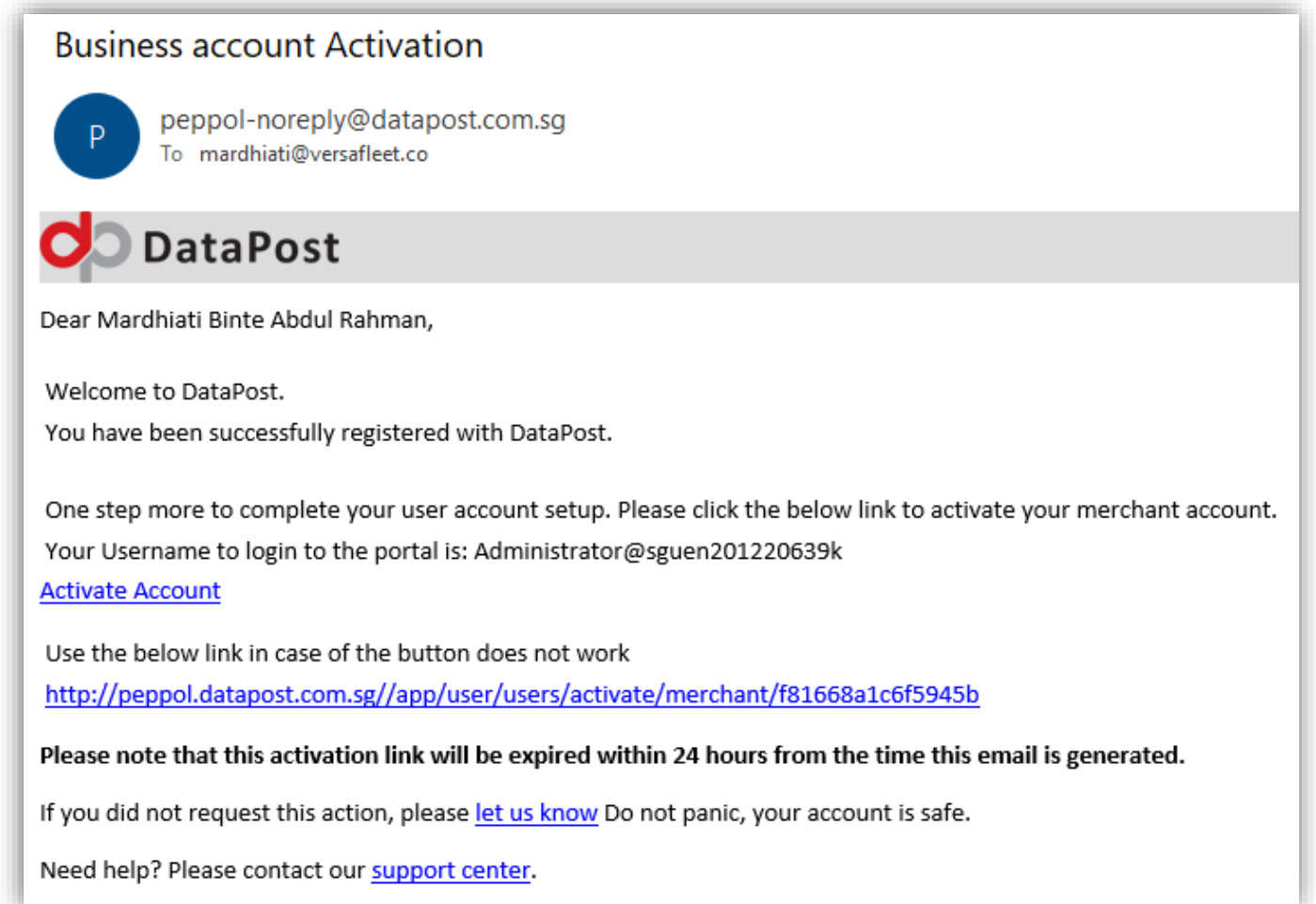
MORE THAN E-INVOICE
The same network will in future also support delivery of catalogues, PO and DO.

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.
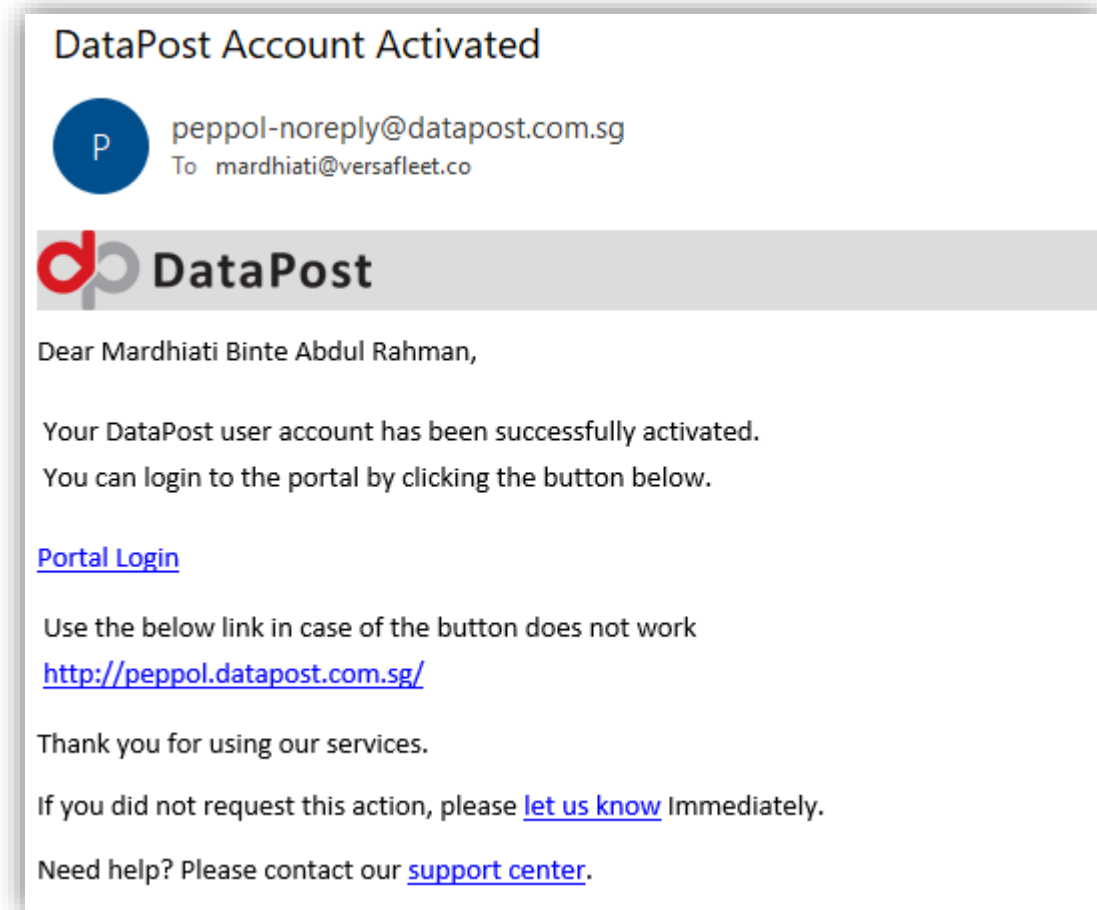
Step 2 – Login and start using!

- DataPost Peppol Web Portal : https://peppol.datapost.com.sg/

Step 3 – 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.

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

Document Management

Create Document   List

Step 1: Choose your recipient from your Added List

Step 2: Choose Doc type

Recipient	DataPost Test	Document Type	Invoice

Organization Number : 0195:sgtst199404610d

⊕ Create Document

Step 3: Create Document

*Step 5a – Creating Invoice (Government AGD)

- If you are sending invoices to Government Vendors, you've 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 5.1a – Recipient Details (Government AGD)

- Take note that for "Invoice Address": The name must be **Accountant-General's Department (AGD) and it's address details**. Untick the "Delivery Address" if it is different from the "Invoice Address"

*Step 5.1b – Recipient Details (Government AGD)

Recipient Details   ✕

Invoice Address

Name	Accountant-General's Department
Address Line 1	
Address Line 2	
Address Line 3	
Postal/Zip Code	
Province/State	
City	
Country	Singapore ▼

Delivery Address ☑

Address Line 1	
Address Line 2	
Address Line 3	
Postal/Zip Code	
Province/State	
City	
Country	Singapore ▼

Invoice Details   ✕

☐ ~~GST Registration No~~
☑ Name
☐ Hotline
☐ Email
☐ Bank Identification No

Name	

⊕ Add Fields

Add Fields to add Name of the person/vendor you are : "Attentioning To"

For Invoices sent to AGD (government vendors), you will need to include the Name of the person/vendor you are : "Attentioning To"

Step 5.2 – Invoice Details

- Proceed to fill up the Invoice Details. Take extra note that the circled & red fields are mandatory fields. *On a side note, if you are sending invoices to Government vendors, all fields must be filled up

*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/MinStatuary Boards.aspx
- GST Registration Number – Your company GST no. if any.

Invoice Details

Invoice No*		Purchase Order No	
Invoice Date*	2020/09/08	Due Date*	
Payment Terms	30D	Buyer Reference	
Message to Receiver		GST Registration Number	M2-0124048-4

⊕ Add Fields

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

You will only need to type specific code: E.g., MOE01 ; if the whole line is: MOE01-Student Placement & Svcs Div

Step 5.3 – 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

Articles

Article Name*	Quantity*	Unit*	Unit Price*	GST Rate	Net Amount	
blue pen	10.00	H87 - piece	20.00	SR 7% (Standː	200.00	🗑 Remove

⊕ Add Row   ⊕ Add Field To All Rows

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

Step 5.4 – Completion of sending invoice

Invoice Total

Currency*   SGD

Shows you the Invoice total amount

Article Name	GST%	Disc. Net Amount	Net Amount	GST
blue pen	SR 7% (Standard Rated)	0.00	200.00	14.00

Net Amount	200.00
Total Discount	0.00
GST	14.00
Payable Amount (SGD)	**214.00**

Attachments

⊕ Add Attachment

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

Send Invoice

Finally, just send your invoice

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.

Human Readable Format

XML CODE FORMAT

Status on the document if is sent successfully.

Test_08042020	View Document	Download Document	Download MDN
Invoice Hash	Test_08042020195:SGTST199404610DSG2020		
Document Typ			
Communication Channel	API		
Client Reference	fc3f97e10c394d108d554bc9c730daa5		
Server Receipt	fd161f4f-82f6-4db0-9770-4aa8acc70eb2		
Sender Peppol Id	0195:SGTST199404610D		
Sender Company Name	DataPost Pte Ltd (TEST)		
Receiver Peppol Id	0195:SGTST199404610D		
Receiver Company Name	DataPost Pte Ltd (TEST)		
Amount	SGD 600.00		
Tax	SGD 0.00		
Payable Amount	SGD 600.00		
Uploaded On	2020-Apr-08 04:16 PM		
Uploaded By	0195:SGTST199404610D		
Status	Send Success		

...ee0e327d-319f-4290-90df-92cfbaf8d1a7@ip-10-10-20-30.ap-southeas...al

Commercial Invoice

DataPost Pte Ltd (TEST)

Invoice issue date
2021-02-25

Payment due date
2021-02-25

Invoice number
test123

Order reference
po

Buyer reference
BuyerReference

Amount due for payment
1 070.00 SGD

BUYER
DATAPOST AP TEST
Address
4 ayer rajah
addr2
addr3
123456
SG
Legal registration ID : 0195:sgtst199404610d
Buyer name: DATAPOST AP TEST
GST ID :

Line ID	Seller's ID	Name	Quantity	Net price	GST rate	Charge Allowance	Net amount
001		item1	1.00 EA (Unit of measure : each)	1 000.00 SGD Base quantity : 1	SR, 7.00%		1 000.00

Sum of Invoice line net amount: 1 000.00 SGD

Sum of allowances on document level: 0.00 SGD

Sum of charges on document level: 0.00 SGD

Example of a Visual Human Readable Image of how your 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), 7.00%		1 000.00	70.00

Invoice total GST amount:	**70.00 SGD**
Invoice total amount without GST:	1 000.00
Invoice total amount with GST:	1 070.00

Amount due for payment: 1 070.00 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	123456789	DATAPOST TEST	test123

SELLER
DataPost Pte Ltd (TEST)
Address
4 Ayer Rajah Crescent
139960
SG
Legal registration identifier : 199404610D
DATAPOST AP TEST
GST identifier : M2-0124048-4

SELLER CONTACT
Contact Point : Sherly Foo
E-mail address : sherly.foo@datapost.com.sg

> **Example of a Visual Human Readable Image of how your Invoice looks like**

File   Edit   Format   View   Help

```xml
<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

DataPost   21

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 summarise your invoices of a certain time period

		Document Type	Uploaded On	Document No	Sender Peppol Id	Receiver Peppol Id
☑	✔	Invoice	2020-Aug-28 12:41 PM	20200817_1140	0195:SGTST199404610D	0195:sgtst199404610d
☐	✔	Invoice	2020-Aug-28 12:41 PM	20200817_1140	0195:SGTST199404610D	0195:sgtst199404610d
☐	✔	Invoice	2020-Aug-28 12:37 PM	20200817_1140	0195:SGTST199404610D	0195:sgtst199404610d
☐	✔	Invoice	2020-Aug-27 03:18 PM	OCBC_TEST20200827_1517_4	0195:SGTST199404610D	0195:sguen201911824r
☐	✔	Invoice	2020-Aug-27 03:18 PM	OCBC_TEST20200827_1517_3	0195:SGTST199404610D	0195:sguen201911824r
☐	✔	Invoice	2020-Aug-27 03:18 PM	OCBC_TEST20200827_1517_2	0195:SGTST199404610D	0195:sguen201911824r
☐	✔	Invoice	2020-Aug-27 03:18 PM	OCBC_TEST20200827_1517_1	0195:SGTST199404610D	0195:sguen201911824r
☐	✔	Invoice	2020-Aug-26 12:18 PM	OCBC_TEST20200826_1218	0195:SGTST199404610D	0195:sguen201911824r
☐	✔	Invoice	2020-Aug-26 12:05 PM	OCBC_TEST20200826_1205	0195:SGTST199404610D	0195:sguen201911824r
☐	✔	Invoice	2020-Aug-24 02:47 PM	DP_20200527	0195:SGTST199404610D	0195:SGTST199404610D
☐	✔	Invoice	2020-Aug-21 11:17 AM	20200817_1330	0195:SGTST199404610D	0195:SGTST199404610D
☐	✔	Invoice	2020-Aug-20 06:23 PM	INVBLDP005_TC_13	0195:SGTST199404610D	0195:sguen201911824r
☐	✔	Invoice	2020-Aug-20 06:23 PM	INVBLDP006_TC_14	0195:SGTST199404610D	0195:sguen201911824r
☐	●	Invoice	2020-Aug-20 06:22 PM	INVBLDP006_TC_14	0195:SGTST199404610D	0195:sguen201911824r
☐	●	Invoice	2020-Aug-20 06:20 PM	INVBLDP005_TC_13	0195:SGTST199404610D	0195:sguen201911824r

Document Listing - Sent   Filter ▾   Upload Document   Create Document   Search   Export   Download   Fai

Step 7 – Business Account Management

- Business Account Management allows you to edit your Operational Structure as well as Payment Means (reflected in your invoice sent)

- We'll take charge of editing your General Info if you require any help

Step 7.1 – Operational Structure- Adding of users

This function tab allows you to add different users of the account, according to your needs.

Step 7.2 – Payment Means Function

- Payment Means Function allows you to fill in your payment means details, depicting how your buyers should pay you 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

ℹ Required fields are denoted as |

[Submit] [Cancel]

Notes

- You can start off by trying to send an 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

Thank you

dp DataPost

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