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INVOICENOW FULL PDF USER GUIDE

Step 1: Activation/Deactivation of C5 Submission

A. Open Company Information page and make sure fields in Peppol Directory part is filled up.

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Company Information	
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C Refresh Peppol Client Data C Refresh C5 Status C Activate CS C Deactivate CS	Related V Fewer options
General >	
Peppol Directory	
Peppol ID 0195:SGTSTARISTOUTEST02	UENSGTSTARISTOUTEST02
Peppol Client Number · · · · · · · · · · · · 40008267	SG C5 ····· Inactivated
Peppol Platform ID 15	
communication	Show less
Phone No	Home Page · · · · · · ·
ax No	Contact No. SAF-T
mail bizapps.bc@aristou.com.sg	

- B. If some fields in Peppol Directory part are blank, click on "Refresh Peppol Client Data".
- C. If the UEN filled in Business Central is different with the one filled on Banqup Company Information, it will show up confirmation message

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Peppol Platform ID		15					
Communication						Show les	15
Phone No.	0666-666-6666		Home Page				
Fax No.	0666-666-6660		Contact No. SAF-T			~	
Email	bizapps.bc@aristou.com.sg						





that user can decide to replace the UEN with the one from Banqup Company Information or not change it.

?
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Current UEN (SGTSTARISTOUTEST02) is different with the one registered in Peppol (SGTSTIRORIRIIRIR), did you want to update it?

Yes	No
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D. After all fields have been filled up, click on Activate C5 to start C5 activation process.

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Company Informatio	n								
imes This page contains sensitive busines	s data. You can set up a notificatio	on to alert you when dat	ita char	nges. Enable	Field Monitoring Don't she	ow this again.			~
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Peppol ID	0195:SGTSTARISTOUTEST02			UEN ·····		SGTSTARISTOUTEST02			
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Phone No.	0666-666-6666			Home Page					
Fax No.	0666-666-6660			Contact No. S	AF-T				\sim
Email	bizapps.bc@aristou.com.sg								

- E. Next stage, it will pop up a question "Did you have Singpass access?", if current user who trigger C5 activation process have the Singpass access then go to point F, if not have then go to point G.
- F. If user have Singpass access, it will directly open the C5 activation link which need Singpass authentication.



Did you have Singpass access?

Yes No





IRAS INVOICE DATA SUB	MISSION ACTIVATION
Authorise your Service Prov Thank you for your application to activate inv	vider via CorpPass voice data submission to IRAS with
Unifiedpost Pt	e Ltd
in order to complete the activation process, we will require Unifiedpost Ptr to submit invoice data on your cor	ure your Corprass Administrator to authorise e Ltd mpany's behalf to IRAS.
If you are the CorpPass Administrator please pr	oceed with the authorisation below:
corppass Business with Corp	s Authorisation pPass
If your company does not have a CorpPass	Account, kindly register here.
InvoiceNow Admini	istrator
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AQ Terms & Conditions Privacy	~5
A Singapore Government Agency Website How to identify	
singpass	
Singpass Beware of account takeovers	
Singpass Beware of account takeovers Scammers may manipulate victims to change their Singpass contact details, e.g. email a Time Passwords or take over the Singpass account to commit crimes. If you suspect your	and mobile number. This allows the scammers to receive the victim's One- raccount has been compromised, call the Singpass hotline.
Singpass Beware of account takeovers Commers may manipulate victims to change their Singpass contact details, e.g. email of Time Passwords or take over the Singpass account to commit crimes. If you suspect your	and mobile number. This allows the scammers to receive the victim's One- account has been compromised, call the Singpass hotline.
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SINGPOSS Beware of account takeovers Commers may manipulate victims to change their Singposs contact details, e.g. email a Time Passwords or take over the Singpass account to commit crimes. If you suspect your	and mobile number. This allows the scammers to receive the victim's One- raccount has been compromised, call the Singpass hotline. Singpass app Password login Scan with Singpass app Logging in as Business User
Singpass Beware of account takeovers Scammers may manipulate victims to change their Singpass contact details, e.g. email of Time Passwords or take over the Singpass account to commit crimes. If you suspect your	and mobile number. This allows the scammers to receive the victim's One- raccount has been compromised, call the Singpass hotine.
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Singpass Beware of account takeovers Commers may manipulate victims to change their Singpass contact details, e.g. enail of time Passwords or take over the Singpass account to commit crimes. If you suspect your Passwords or take over the Singpass account to commit crimes. If you suspect your Passwords or take over the Singpass account to commit crimes. If you suspect your Passwords or take over the Singpass account to commit crimes. If you suspect your Passwords or take over the Singpass account to commit crimes. If you suspect your Passwords or take over the Singpass account to commit crimes. If you suspect your Passwords or take over the Singpass account to commit crimes. If you suspect your Passwords or take over the Singpass account to commit crimes. If you suspect your Passwords or take over the Singpass account to commit crimes. If you suspect your Passwords or take over the Singpass account to commit crimes. If you suspect your Passwords or take over the Singpass account to commit crimes. If you suspect your Passwords or take over the Singpass account to commit crimes. If you suspect your Passwords or take over the Singpass account to commit crimes. If you suspect your Passwords or take over the Singpass account to commit crimes. If you suspect your Passwords or take over the Singpass account to commit crimes. If you suspect your Passwords or take over the Singpass account to commit crimes. If you suspect your Passwords or take over the Singpass account to commit crimes. If you suspect you suppass Passwords or take over the Singpass account to commit crimes. If you suspect you suppass account to commit crimes. If you supp	and mobile number. This allows the scammers to receive the victim's One- raccount has been compromised, call the Singpass hotline.

G. If user do not have Singpass access, it will pop up message which user can filled up email address from person who have Singpass access, and system will send an email for the activation link.

Sent Email to SingPass user	\sim \times
Email Address	
	OK Cancel





- H. After the person who receives the email clicks on the activation link, it will open the activation link the point F.
- I. After the Singpass authentication is done, user can back to BC and click on "Refresh C5 Status" to reflect latest C5 status.
- Notes: The C5 Activation/Deactivation feature available on Company Information page, Customer Card page, and Vendor Card page.

Step 2: Registering New Customer/Vendor to Banqup Customer / Supplier List

A. Select the customer which want to register to Banqup Customer List and click on "Register to Peppol".

^{Customer Card} C00360 · Aristou Test C.	5		Ċ	+ 🛍		√Saved ⊏ _≫ ⊄
Home Request Approval New Documen	t Prices & Discounts	Customer Report	Action	is \lor Related \lor Reports \lor /	Automate \sim Fewer options	0
Contact Send Email	Register to Peppol	C Activate PINT	C Refrest	h C5 Status 🛛 🥔 Deactivate C5		Ŕ
General						Show less
No	0360		•••	Responsibility Center		~
Name Aris	stou Test C5			Service Zone Code		~
IC Partner Code		· · · · · · · · · · · · · · · · · · ·	~	Document Sending Profile		~
Balance (LCY)		899.6	60	Total Sales - Fiscal Year		899.60
Balance (LCY) As Vendor		0.0	00	Costs (LCY)		701.60
Balance Due (LCY)		0.0	00	Profit (LCY)		198.00
Credit Limit (LCY)		0.0	00	Profit % · · · · ·		22.0
Blocked		×	~	Last Date Modified	2/24/2025	
Privacy Blocked	\supset			Disable Search by Name		

B. If success, it will show message "Customer [Customer Name] has been registered to Peppol".



Т



Customer Aristou Test C5 has been register to Peppol.



C. It will be shown on Banqup Customer List.

🚫 banqup		හි invite your bus	iness partners to Banqup and InvoiceNow 🥵 🗚 🤟
Simplr Solutions	Customers & Suppliers		
Dashboard	Customers Suppliers		Suppliers blacklist
➔ Accounts Payable		+ Add	ာ Download import template ုမို၊ Import ကို Export
Accounts Receivable	0 Search		
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			Table options
₽₽ Apps	☐ ○ CUSTOM	0 CUSTOM 〒 0 IDENTIFI 〒 0 IBAN 〒	0 CHANNEL ₹ 0 EMAIL ₹ 0 NETWORK ₹
및 Purchase Orders	Business Client (B2B CUST-010	Aristou Customer UEN-SGTSTARISTOU	OpenPeppol/Invoice rs.guntoro@arist Ø
ង្ហ្ Sales Orders	Business Client (B2B CUST-013	Aristou Test C5 UEN-202400014Z	OpenPeppol/Invoice rs.guntoro@arist Ø
🗃 Archive	Government Client (I CUST-001	TEST AGD - Accou	Email
Subscriptions	Business Client (B2B CUST-003	Test Customer A UEN-SGTSTCUSTOMI	OpenPeppol/Invoice rs.guntoro@arist Ø
لغ inbox	Business Client (B2B CUST-002	Test Customer B2B UEN-20251601S	Email rs.guntoro@arist
			() Help

• Notes: These feature available on Customer Card and Vendor Card page.

Step 3: Create a New Sales Invoice and Sent to Peppol

A. Create new Sales Invoice document, then click on Post and Send to Peppol.

🛅 Post 🗸	Release	~									
Post nd Se	nd	Line st sales lines	s ➔ [®] New Line Э× Delete Lin	e						I	2 E %
1 Post and Ne	w nd to Peppo	L ^{D.}	Description	Project No.	Project Task No.	Location Code	Quantity	Unit of Measure Code	Gen. Prod. Posting Group	VAT Prod. Posting Group	VAT B Postin
→ Item	•	1896-S 1900-S	ATHENS Desk PARIS Guest Chair, black			MAIN	4	PCS	RETAIL	SR SR	SALE





B. It will pop up message "Do you want to post and sent this invoice to Peppol Network?".

?	Do you want to post and send this in	voice to Peppo	l Network?
		Yes	No

C. Next it will post that Sales Invoice and if no error is found it will throw a successful message.



Status: 201 Created

Invoice 103016 has been sent to Peppol.



D. On the Posted Sales Invoice created in BC, the field "Sent to Peppol" will be ticked to indicate that Sales Invoice already sent to Peppol Network.

Posted Sales Invoice	ピ + 回	ci 💉
103016 · Aristou Test C5		
$\underline{\text{Home}} \text{Print/Send} \text{Invoice} \text{Incoming Document} \qquad \text{Related} \lor \text{Automate} \lor \text{Few}$	er options	0
🖉 Update Document 🛛 🗢 Correct 🗸 🛛 🔞 Find entries 💦 Track Package 🛛 🐯 Chang	e Payment Service 👘 Send Invoice to Peppol 🔒 Export Pack	age 🖒
General		Show less
No	Posting Date 4/5/2023	
Customer · · · · · · · · · · · · · · · · · · ·	VAT Date	
Valid for Sending Peppol · · · · · · · · Yes	Due Date	
Sent to Peppol	Promised Pay Date	
Peppol Directory Id 24898	7 Quote No.	
Sell-to	Order No.	
Address · · · · · · · · · · · · · · · · · ·	Pre-Assigned No. 102226	
Address 2 // 05-38 North Bridge Centre	External Document No.	

E. It will show in the Banqup Account Receivables with status draft.





INVOICE

Step 4: Sent Posted Sales Invoice to Peppol Network

Channel 🛈

Docur

A. Select Posted Sales Invoice which want to send to Peppol Network and click on "Send Invoice to Peppol".

OpenPeppol/InvoiceNow

Invoice

Amuse 3.240,46 SGD Due by: 05-05-2023 Reference:

Comments

Posted Sales Invoice 103017 · Aristou Test C5	Ø 1	₫ +	1		√Saved ⊐ 🦽
Home Print/Send Invoice Incoming Document Related V Autom	iate ∨ Fewer	options		1	0
🖉 Update Document 🛛 S Correct 🗸 🛛 🔞 Find entries 🖉 Track Package	Change I	Payment Service	1 Send Invoice to Peppol	Report Package	Ś
General					Show less
No. 103017		Posting Da	te	4/5/2023	
Customer Aristou Test C5		VAT Date		4/5/2023	
Valid for Sending Peppol · · · · · · Yes		Due Date		5/5/2023	
Sent to Peppol		Promised P	ay Date		
Peppol Directory Id	0	Quote No.			
Sell-to		Order No.			
Address 420 North Bridge Road		Pre-Assign	ed No.	102227	
Address 2 # 05-38 North Bridge Centre		External Do	ocument No.		
City Singapore		Salesperso	n Code	JO	





B. If successful, it will show success message and the "Sent to Peppol" will be ticked.



C. It will show in the Banqup Account Receivables with status Draft and user can click on "Send" to send the Invoice.

🚫 banqup				Invite your business particular sectors of the sector o	rtners to Banqup and InvoiceNow	🤌 🔴 -
Simplr Solutions Singapore 40014790	4. 15	← Details				
		다. Edit 💭 Save	저 Sand + Clone ㅋ Archive 바	1 Delete		< 10f2 >
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Accounts Receivable	2	Details Invoice lines	Attachments (0) Comments (0) Event	5 CPage 1 /1 >	- 100% + 122	
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F Archive			☑ Edit customer	Payment details	Carlos Barbarrad	
-		Channel ()	OpenPeppol/InvoiceNow ~	5.662,77 SGD	05-05-2023 Reference 103017	
to subscriptions		Document type *	Invoice	Comments Thanks for your order		

Step 5: Export Invoice Data Package

A. Select Posted Sales Invoice which want to export data package and click on "Export Package".

Posted Sales Invoice 103016 · Aristou Test C5	Ø	È	+			đ	л ^к
Home Print/Send Invoice Incoming Document Related \sim Automate \sim	- Few	er option	IS			1	()
🖉 Update Document 🛛 🍤 Correct 🗸 🛛 🔞 Find entries 🚳 Track Package 📲	😫 Chang	je Payme	nt Service	🐿 Send Invoice to Peppol	🗟 Export Package		ぷ
General						Show less	Î
No			Posting Da	te · · · · · · · · · · · · · · · · · · ·	4/5/2023		1
Customer · · · · · · · · · · · · · · · · · · ·			VAT Date		4/5/2023		-I
Valid for Sending Peppol · · · · · · · · Yes			Due Date		5/5/2023		
Sent to Peppol			Promised F	Pay Date			
Peppol Directory Id	24898	17	Quote No.				
Sell-to			Order No.				
Address			Pre-Assign	ed No.	102226		





B. It will download the XML file of that invoice.



C. Can check the format use Validex tools (<u>https://singapore.validex.net</u>).

SG PINT (UBL CreditNote) v 1 6	
O PEPPOL BIS Billing (UBL Involce) v 3	
O PEPPOL BIS Billing (UBL CreditNote) v 3	
O PEPPOL Order transaction v 3 (T01) 3	Drag and drop a file here
PEPPOL Order Response transaction v 3 (T76) 3	If you prefer you can also Browse
O PEPPOL Order Agreement transaction v 3 (T110) 8	
PEPPOL Invoice Response transaction 3 (T111) 3	
Peppol End User Statistics Reporting 3	
Peppol Transaction Statistics Reporting 3	
IRAS C5 Non Peppol (Invoice) 3	
IRAS C5 Non Peppol (CreditNote) 3	
	*
	Clea
InvoiceNow_Sales_Invoice_103016.xml SG PINT (UBL Invoice) v 1	View Report Display
No issues detected	
No issues detected InvoiceNow_Sales_Invoice_103016.xml IRAS C5 Non Peppol (timoice)	View Report Displa