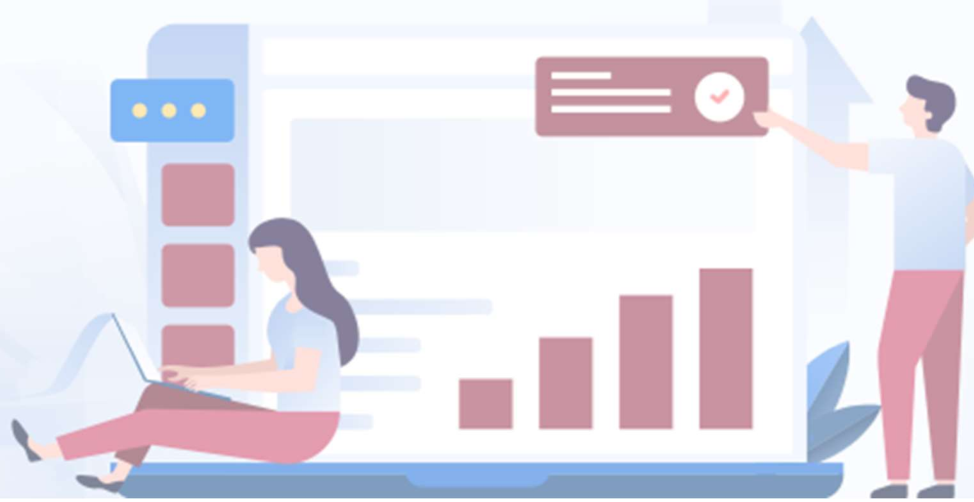
EzyAP User Guide



EzyAP User Guide Index

Background

- SGeBIZ is an IMDA & PEPPOL certified access point provider for e-docs like Invoice/Credit Note Response/Purchase Order. Its offering of Ezy Access Point(EzyAP) supports Electronic documents through direct transmission in a structured digital format from one system to another resulting in faster supply and payment.

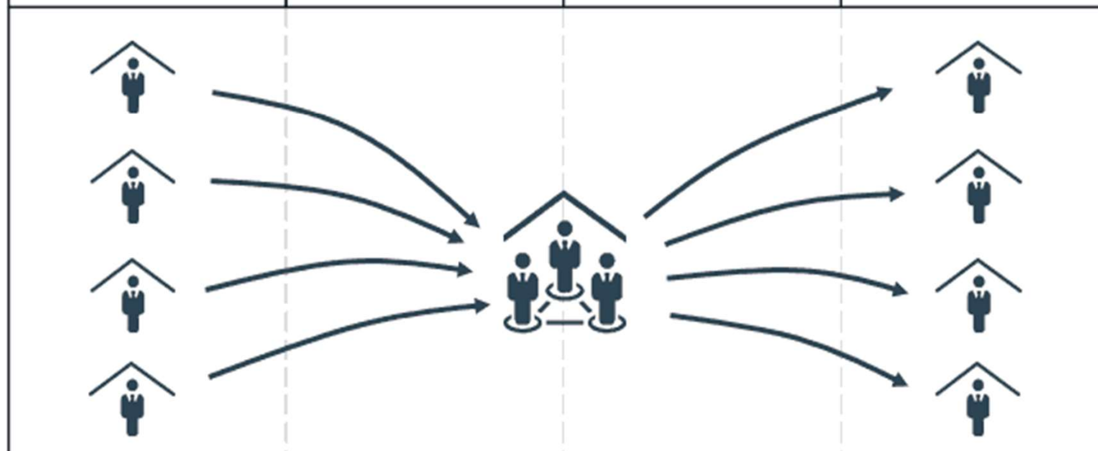
SGeBIZ
Breaking Business Boundaries

EzyAP

We help businesses improve efficiency, reduce cost

Enjoy faster supply/payment cycles, access to new financing options and build a strong foundation for digitalization.

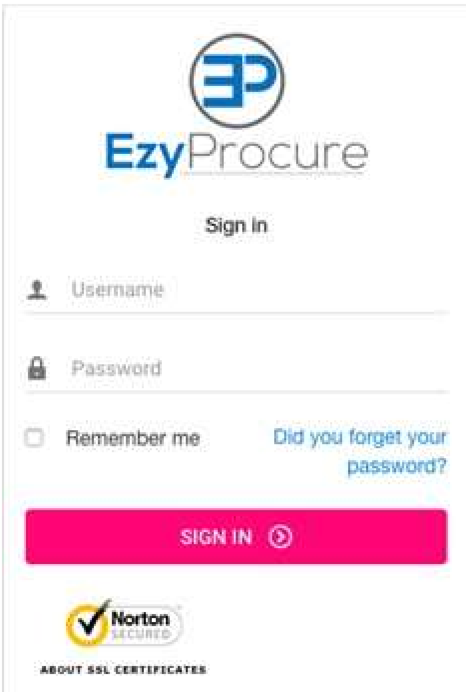
SME	MNC/LLC		SME
Outbound	Inbound	Outbound	Inbound
Faster payment No need to align to different formats or login to different portals Access to funding (future)	Reduce manual work Reduce error handling Reduce handling of different formats Reduce storage cost	Reduce printing and postage Transact cross border	Reduce manual work Reduce error handling

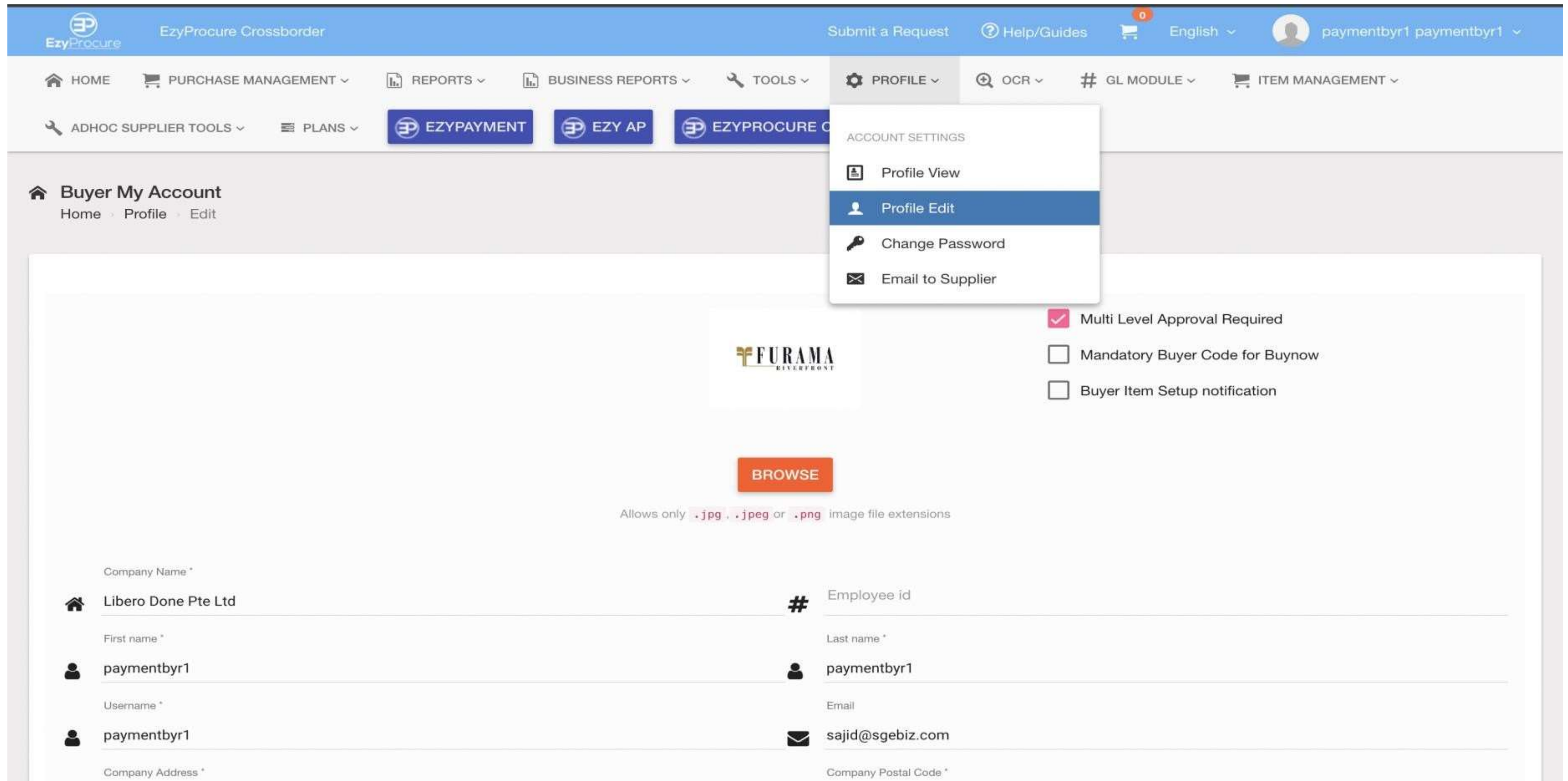


Login And C5 Activation

2)Go to Profile Tab under that Profile update where you need to fill all your information.

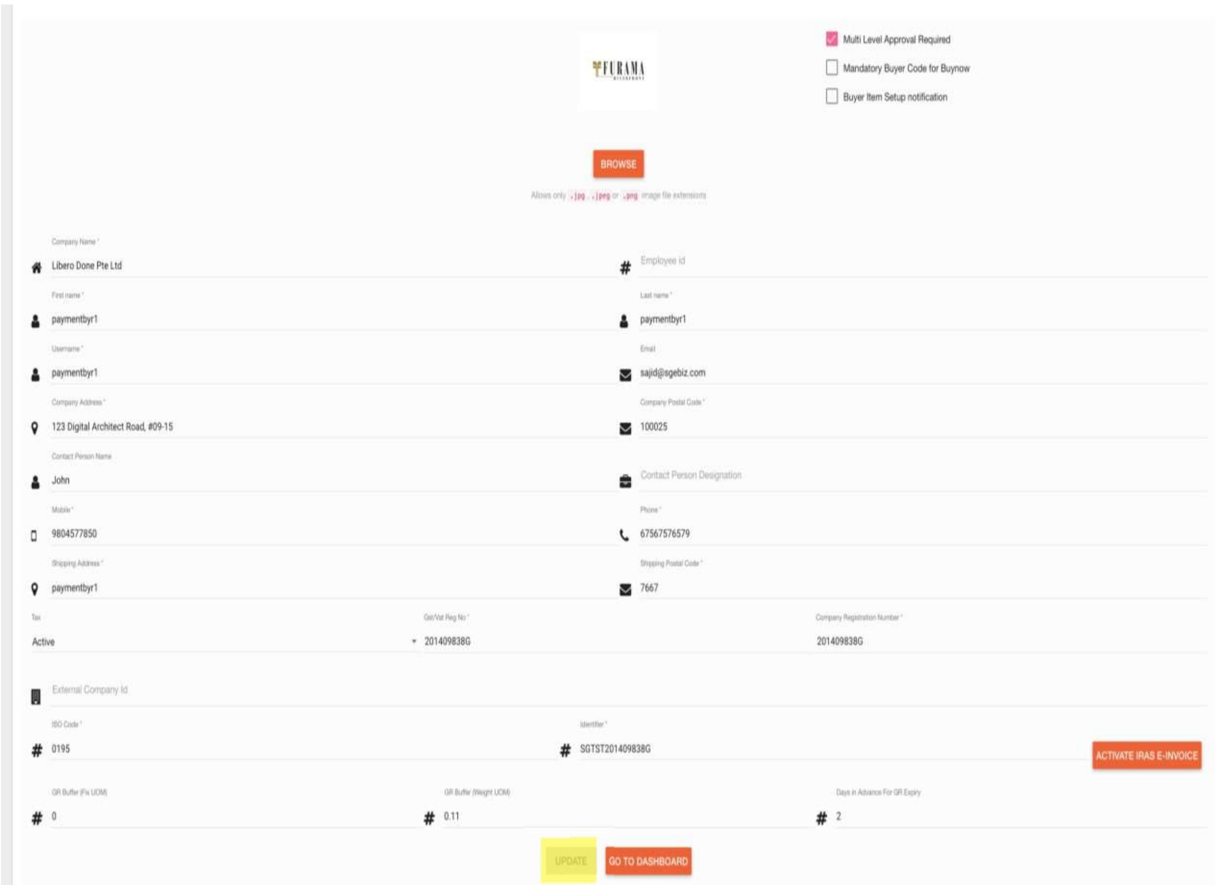
1. Sign in to EzyProcure with your credentials

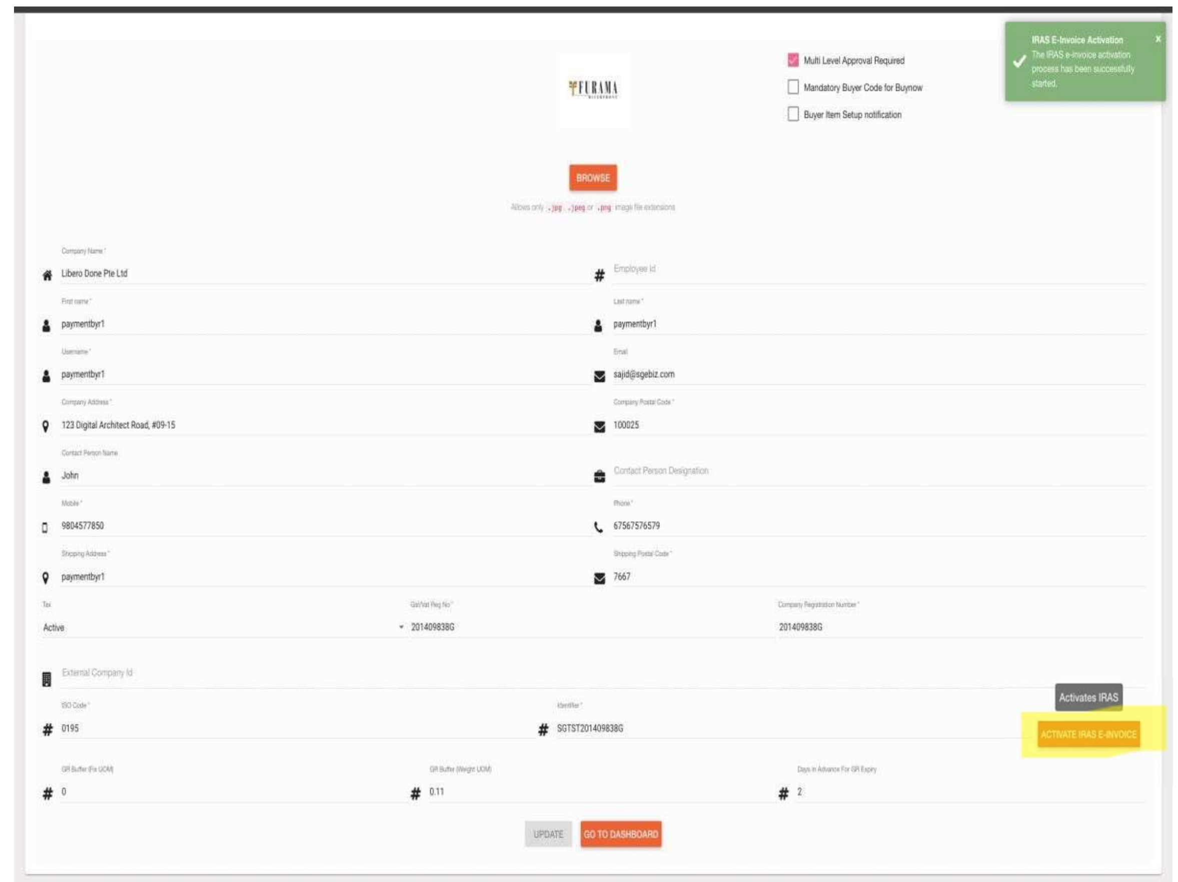




Login And C5 Activation

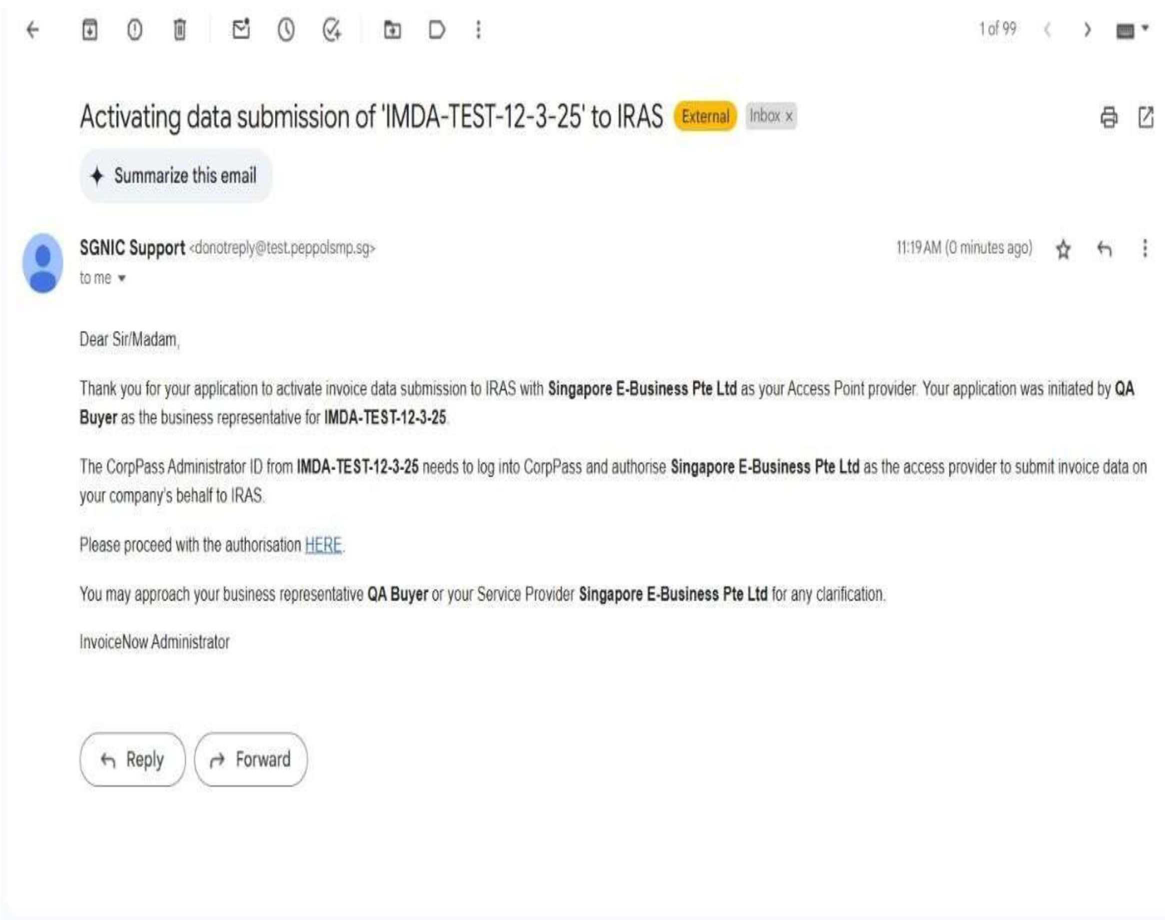
1.After filling All the details click button Update to save the information.
2) Click on the button "ACTIVATE IRAS E-INVOICE" after clicking you'll get a popup that activation of IRAS is started.

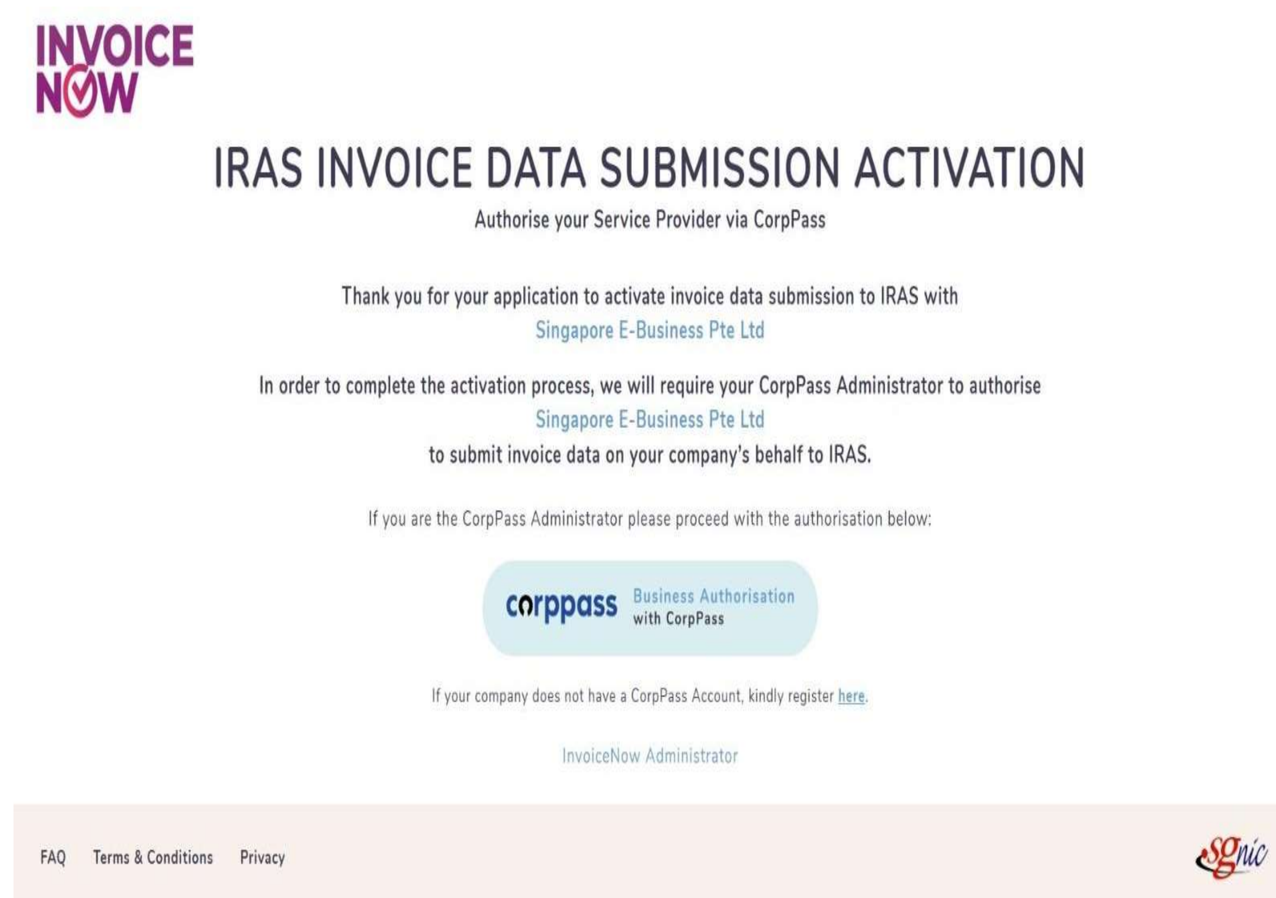




Login And C5 Activation

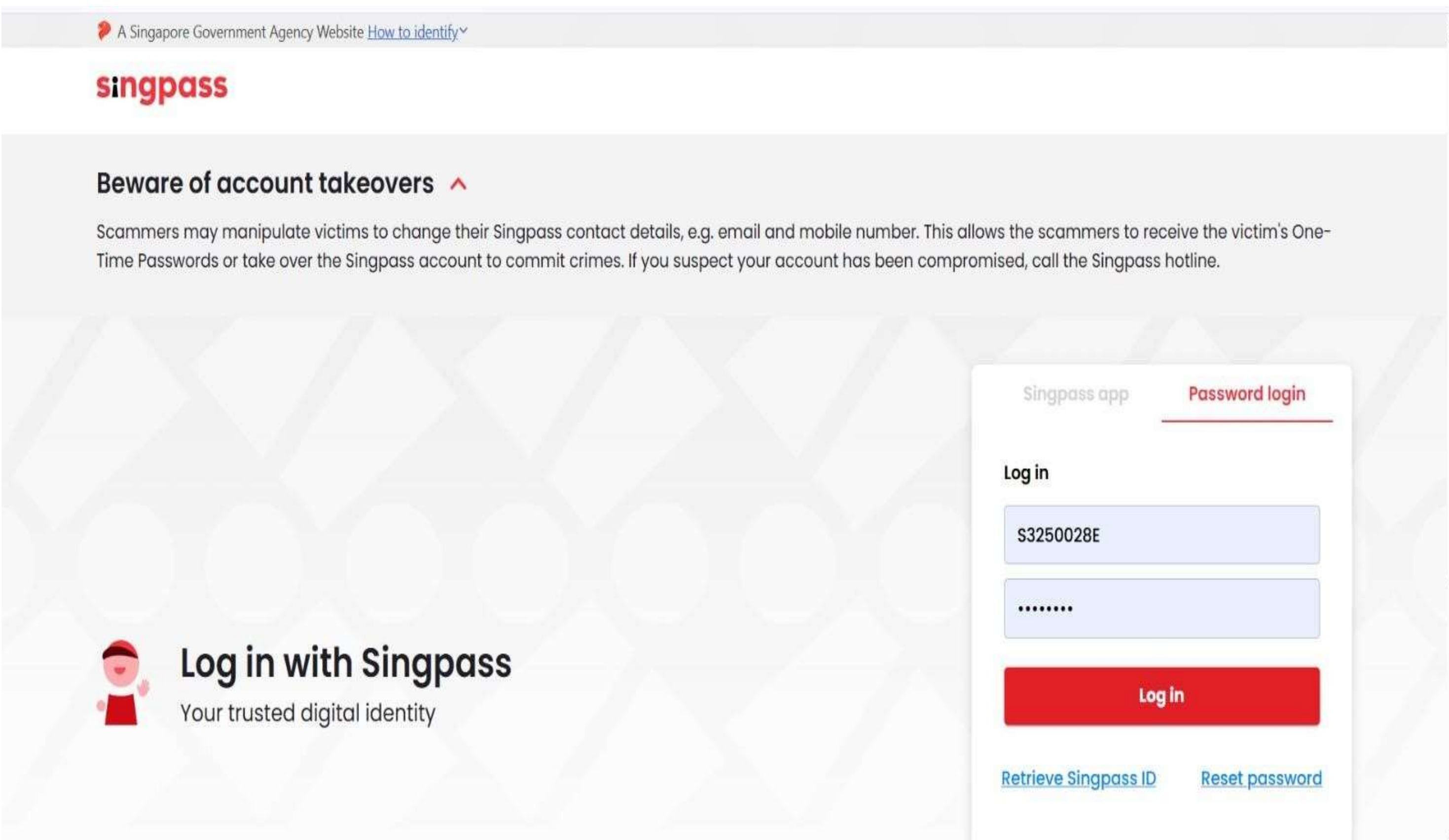
1)Go to Email that you entered in the Profile tab where you'll receive mail for IRAS activation.
2)In the mail click on "HERE" which will redirect to the link for IRAS Activation then click on the button "Corppass Business Activation"





Login And C5 Activation

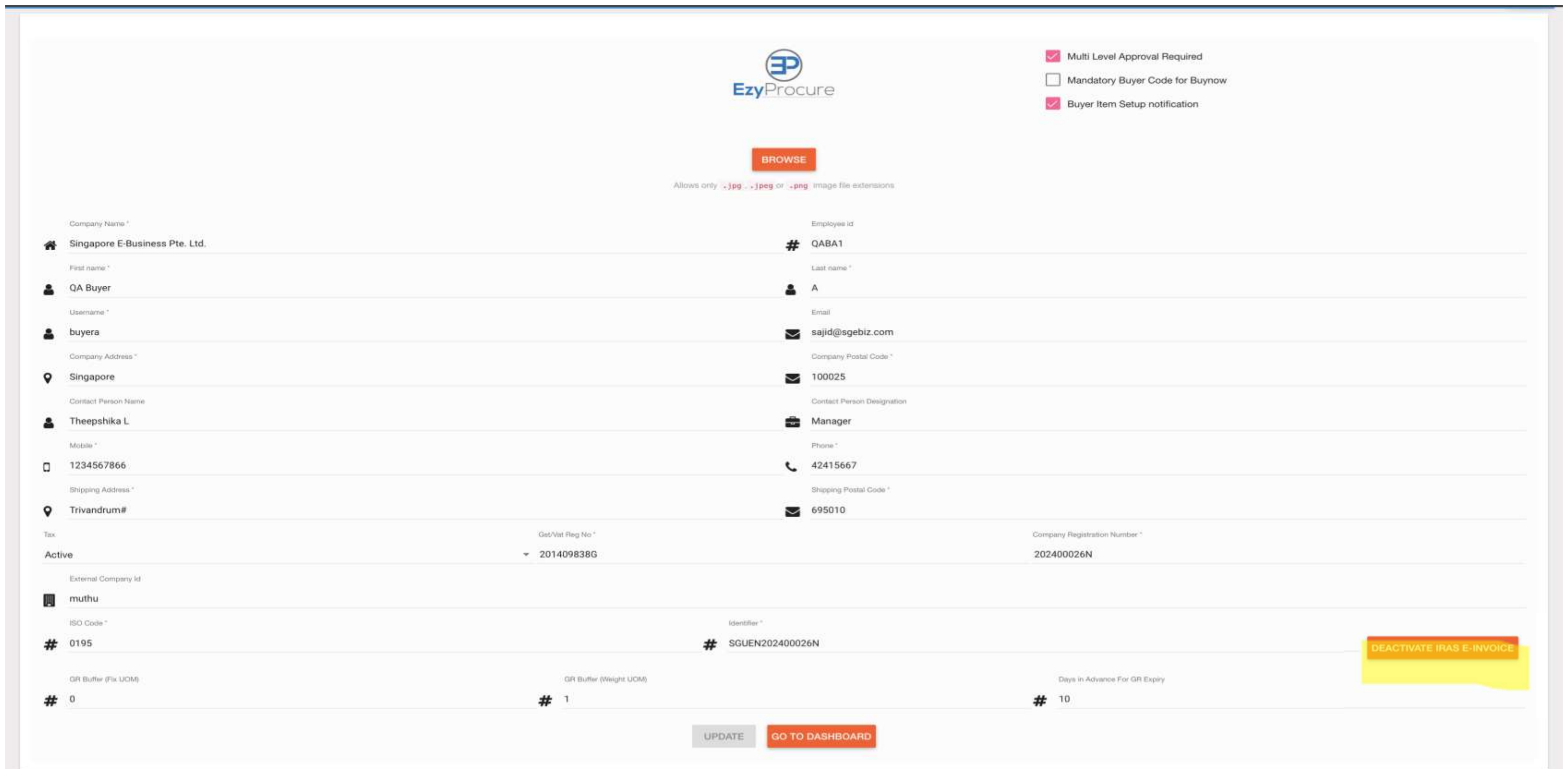
1)User will be redirected to another URL where you have to login with your credentials and after log in it will show a message if the Activation is successful.

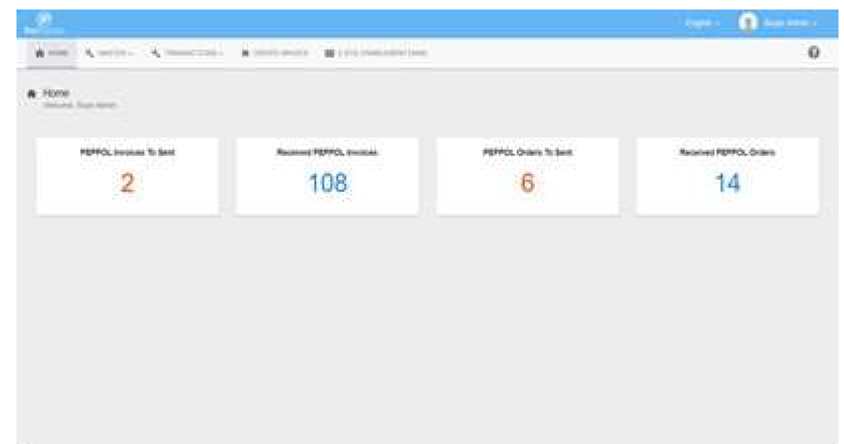


Access to EzyAP

1. After successful Activation reload your page and you can see we now have "Deactivate IRAS E-INVOICE"

2. After login click on the EZY AP Button to go to the EzyAP Dashboard.
3. A quick view of the number of invoices/purchase orders/Credit Notes sent or received will be shown on the homepage.

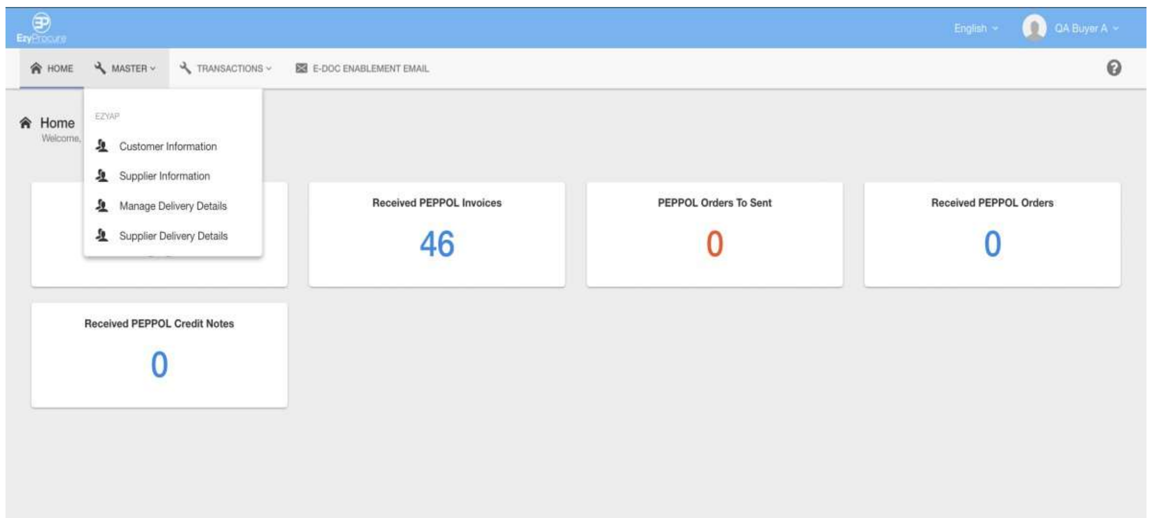


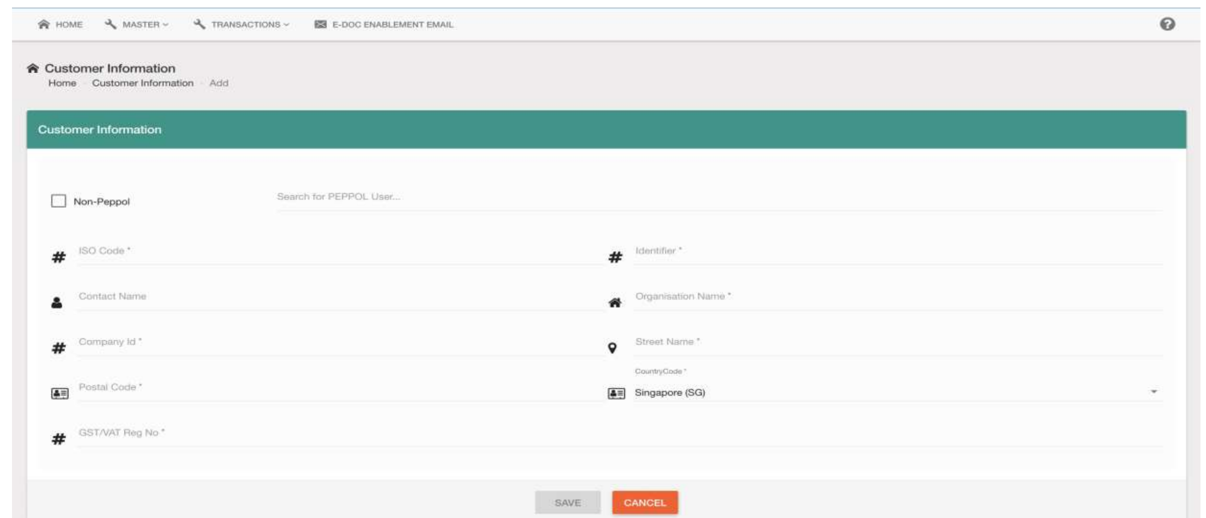


Setup Customer Information/profile

1) Go to the "Master" tab at the navigation menu. Select the drop down menu and click on "Customer Information". Next click on the blue "+" button to add a new entry.

2) Fill in your customer information in the fields and click "Save" after complete.

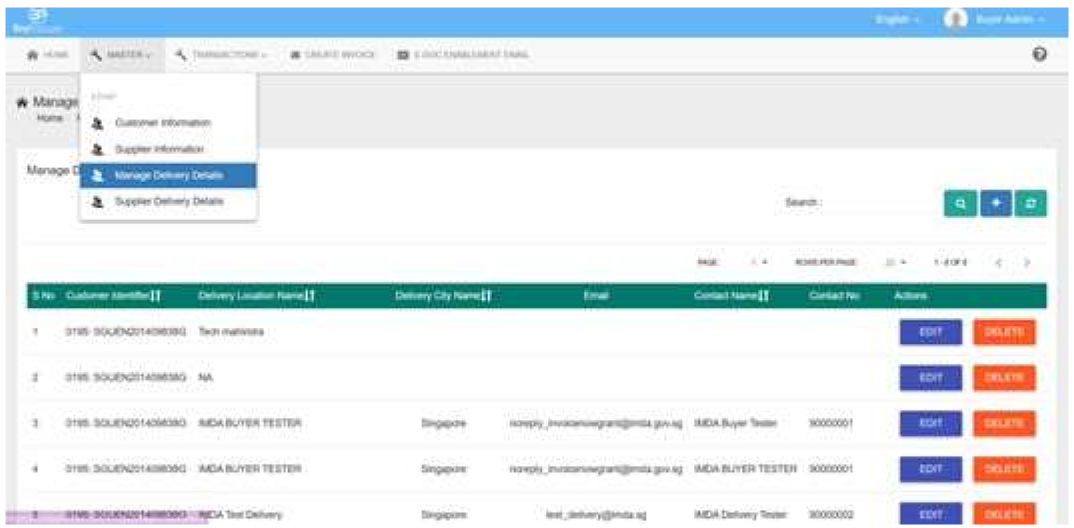


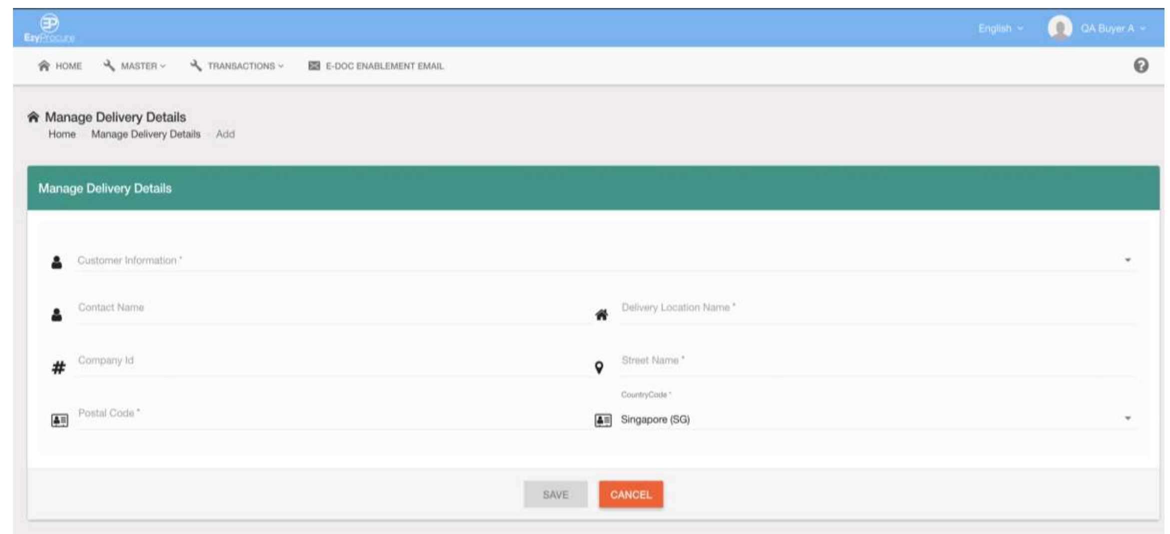


Setup Customer Delivery Details

1) Go to the “Master” tab at the navigation menu. Select the drop down menu. Click on “Manage Delivery Details”. Next click on the blue “+” button to add a new entry.

2) Fill in your customer delivery details in the fields and click “Save” after complete.

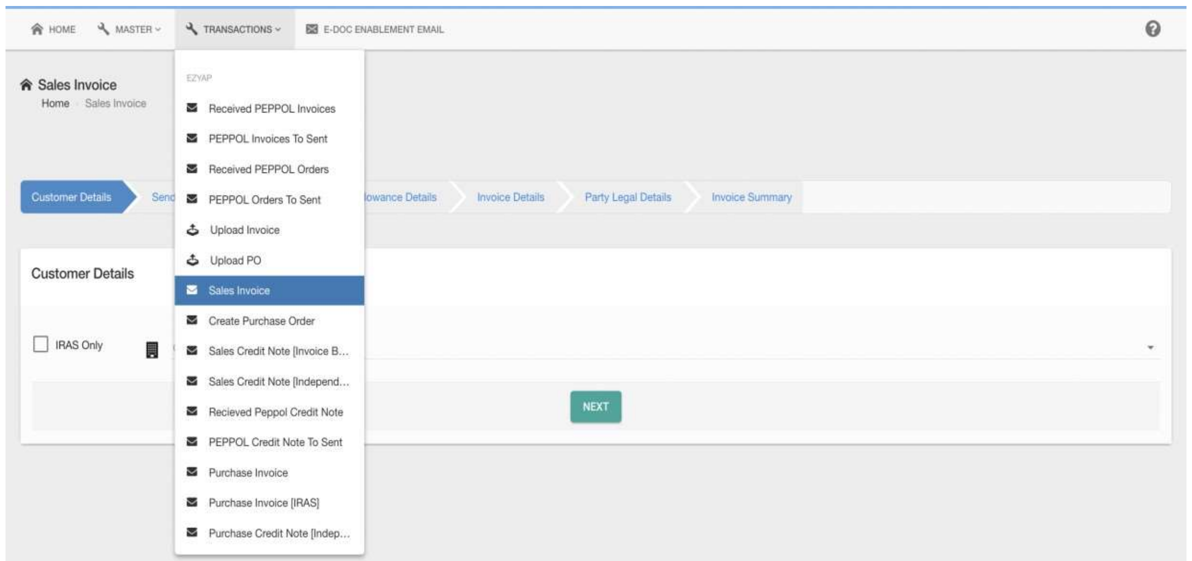




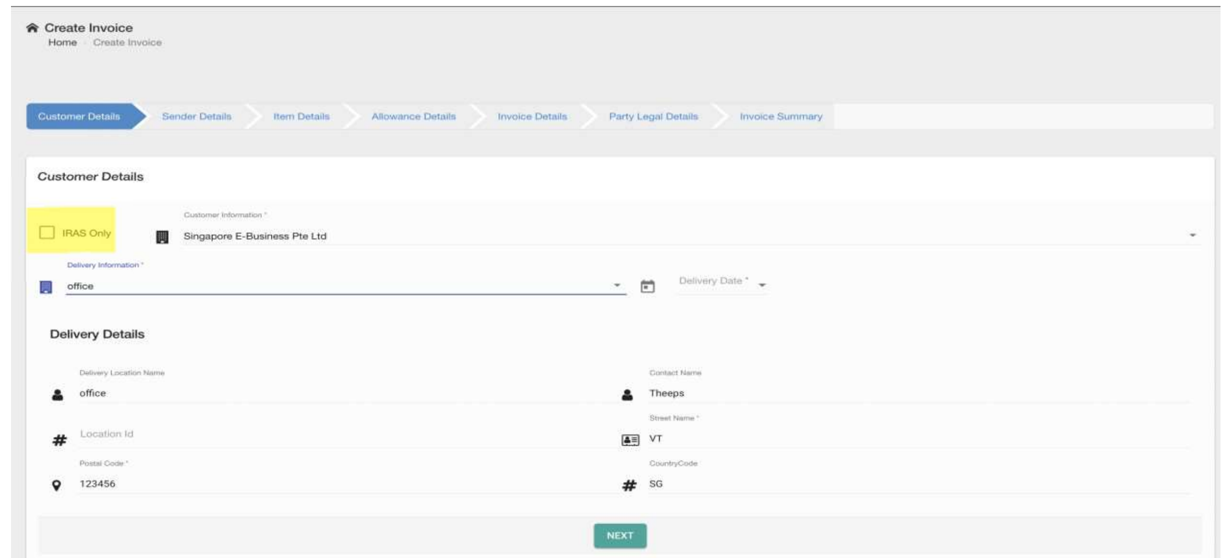
Create a new Sales Invoice

Stage 1: Buyer Details

1) Go to "Transactions". Select the dropdown menu. Click "Sales Invoice".



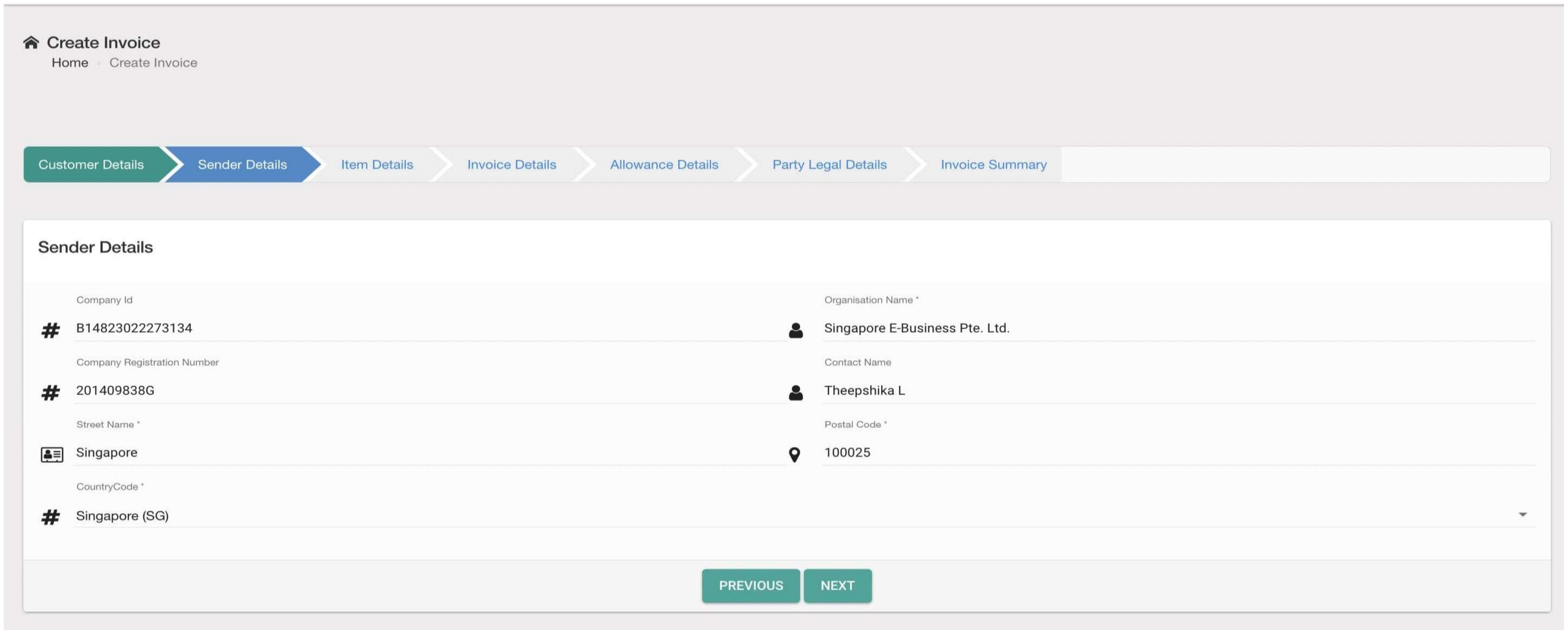
2) In this, we have an option IRAS only to send the invoice where we won't be having Peppol flow. Follow and complete all the process stages. Under Buyer Details, you can select the buyer that you want to create the invoice. Every details will be auto-filled if you have already setup your buyer's profile. Click Next to continue.



Create a new Sales Invoice

Stage 2: Supplier Details

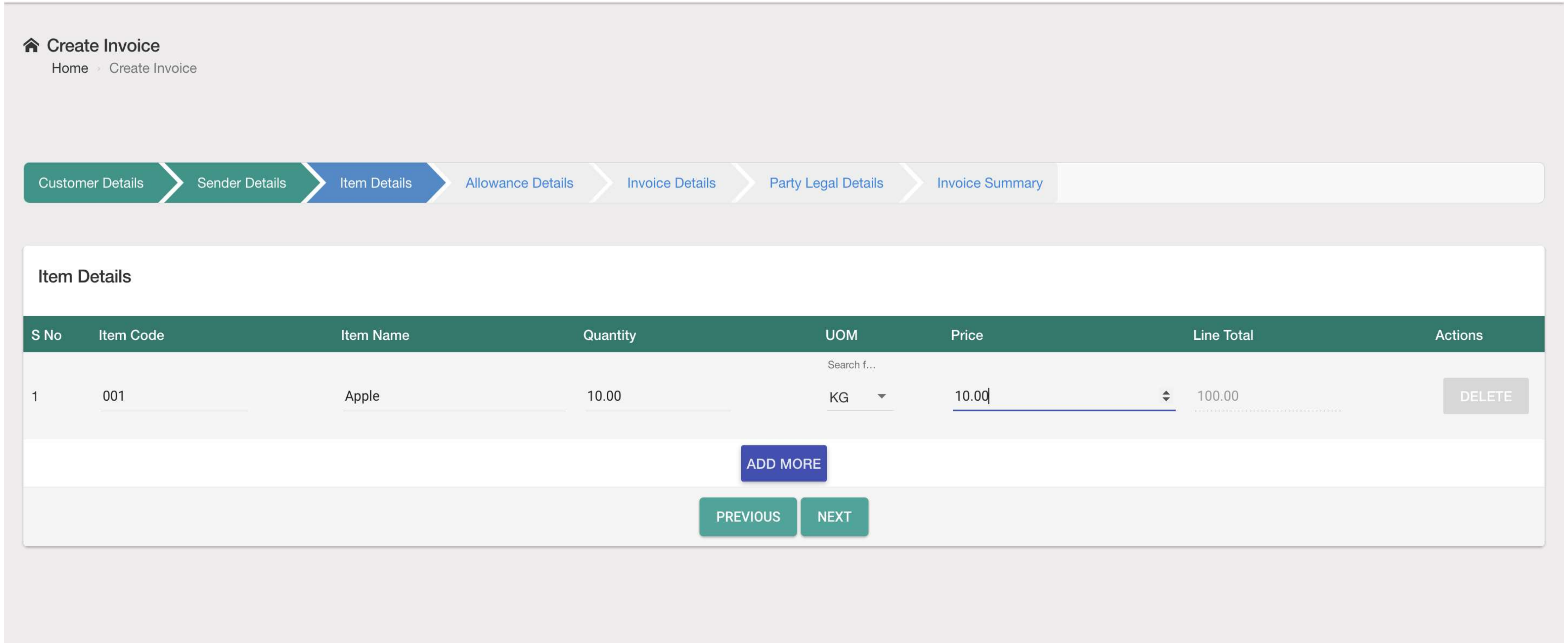
1) Under Supplier Details, the details of your company will be auto-filled if you have already setup your supplier's profile. Click Next to continue.



Create a new Sales Invoice

Stage 3: Item Details

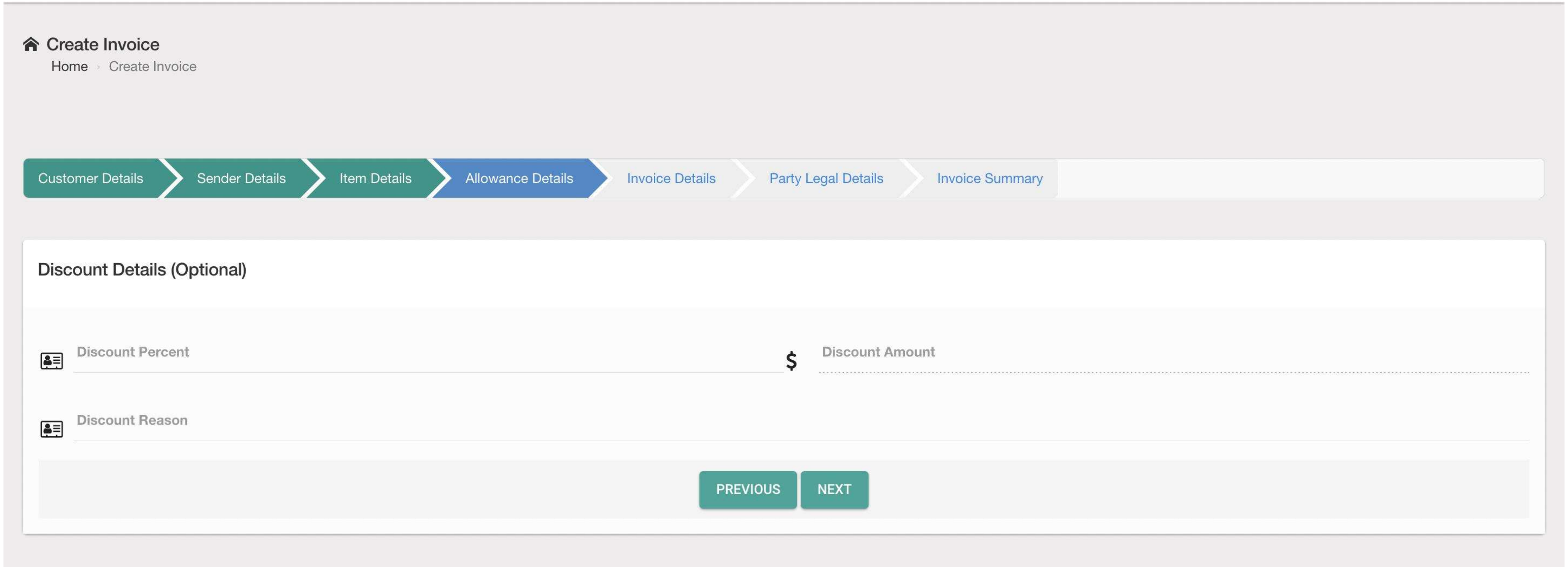
1) Under Item Details, fill in the item details that you want to show in your invoice. Click Next to continue.



Create a new Sales Invoice

Stage 4: Allowance Details

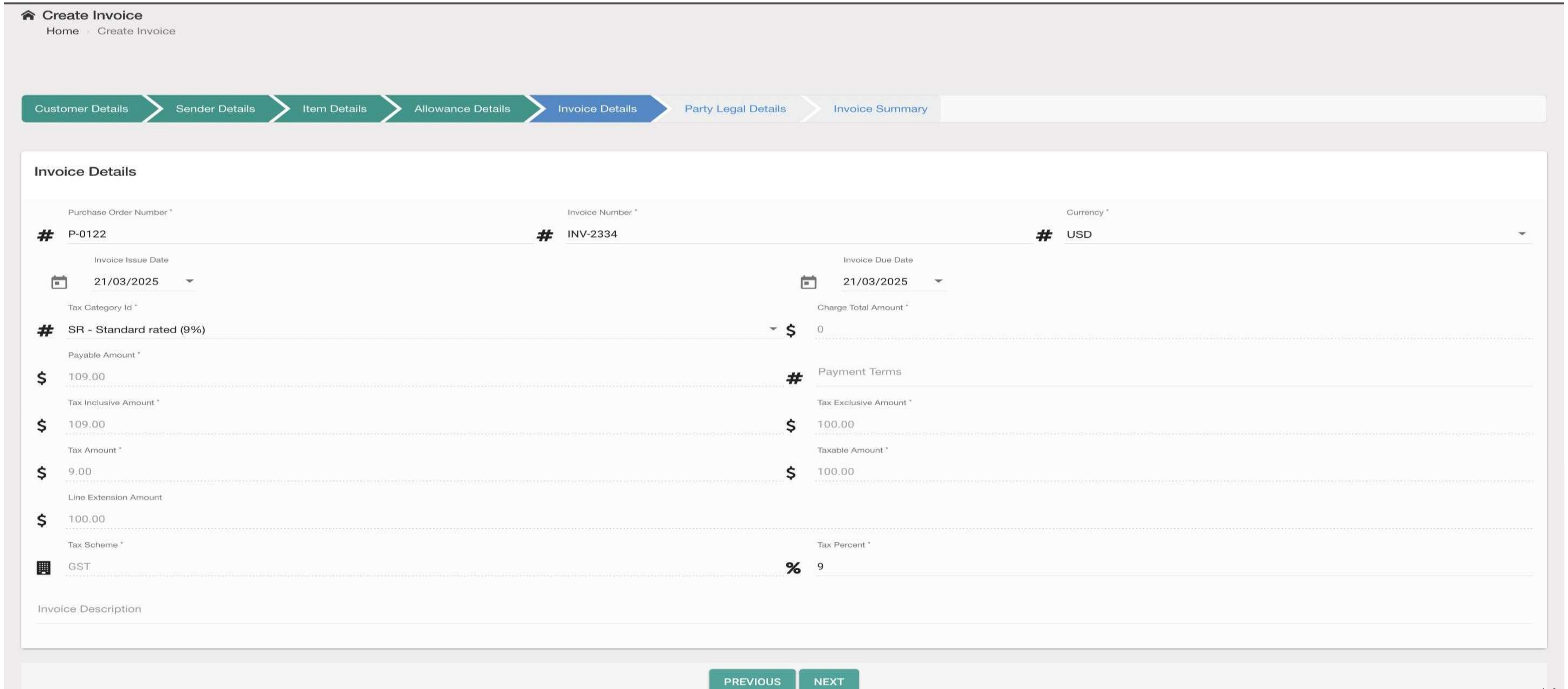
1) Under Allowance Details, fill in the discount details that you are providing to your buyer. Click Next to continue.



Create a new Sales Invoice

Stage 5: Invoice Details

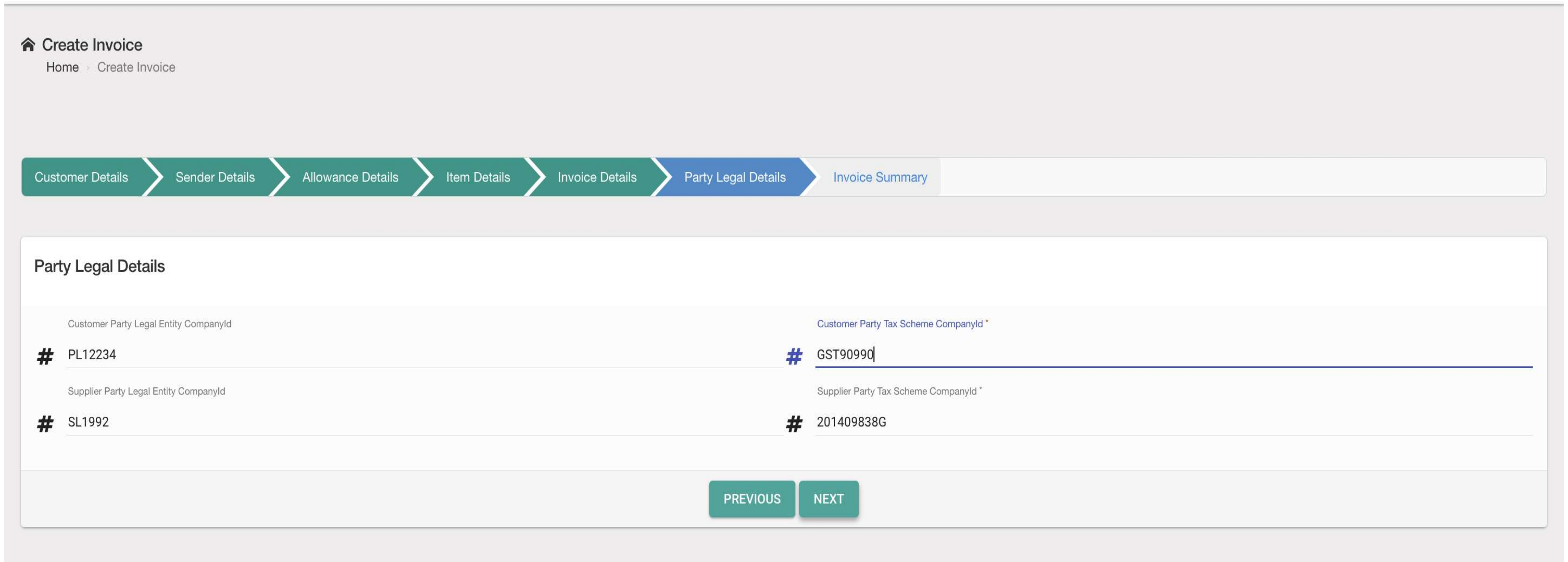
1) Under Invoice Details, fill in your PO number, invoice number and check the payment amount. Click Next to continue.



Create a new Sales Invoice

Stage 6: Party Legal Details

1) Under Party Legal Details, fill company details and registration name. Click Next to continue.

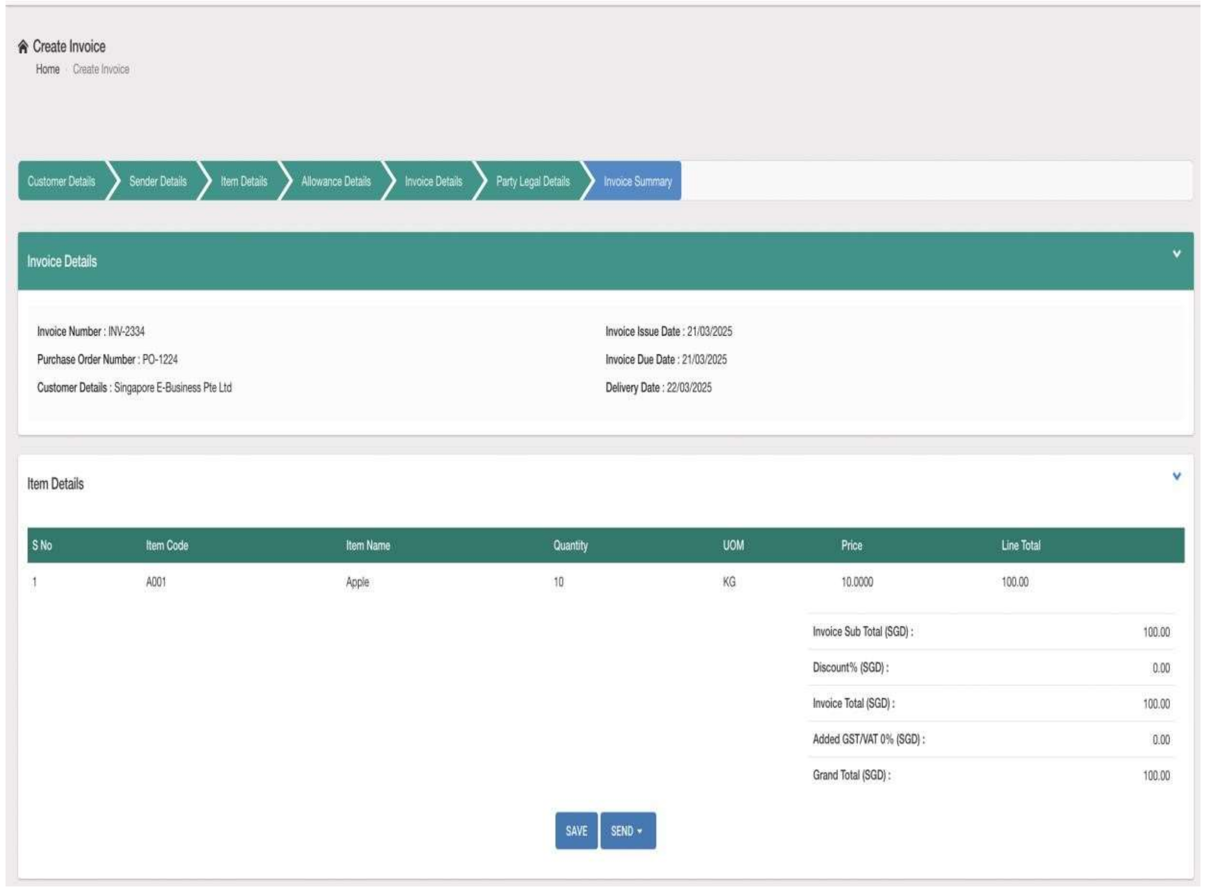


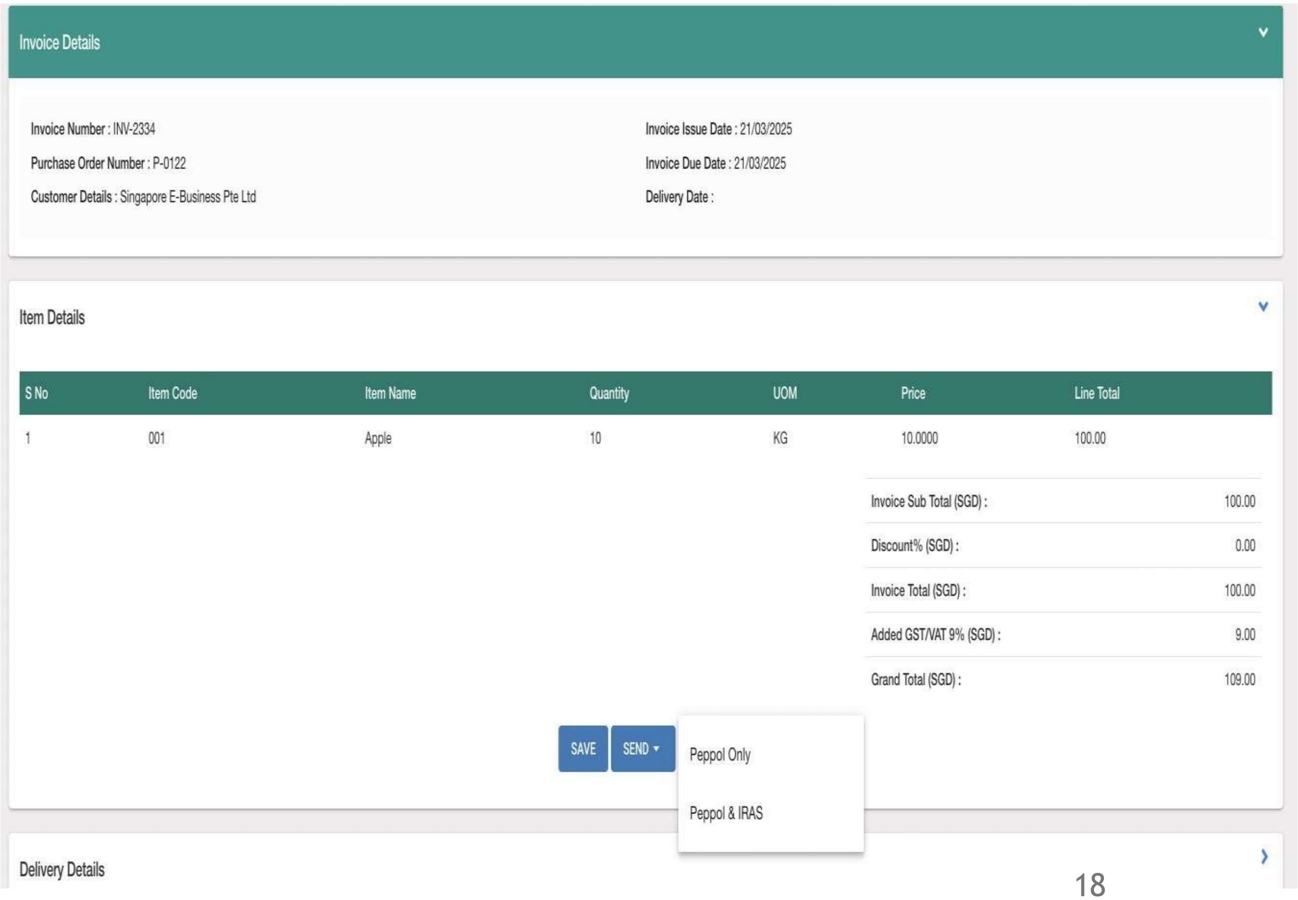
Create a new Sales Invoice

Stage 7: Invoice Summary

1) Click on “Send” to send the invoice immediately where we'll have option to send Peppol only & Peppol &IRAS(Both).

2) Click the ”Save” button to complete the processes and send later.



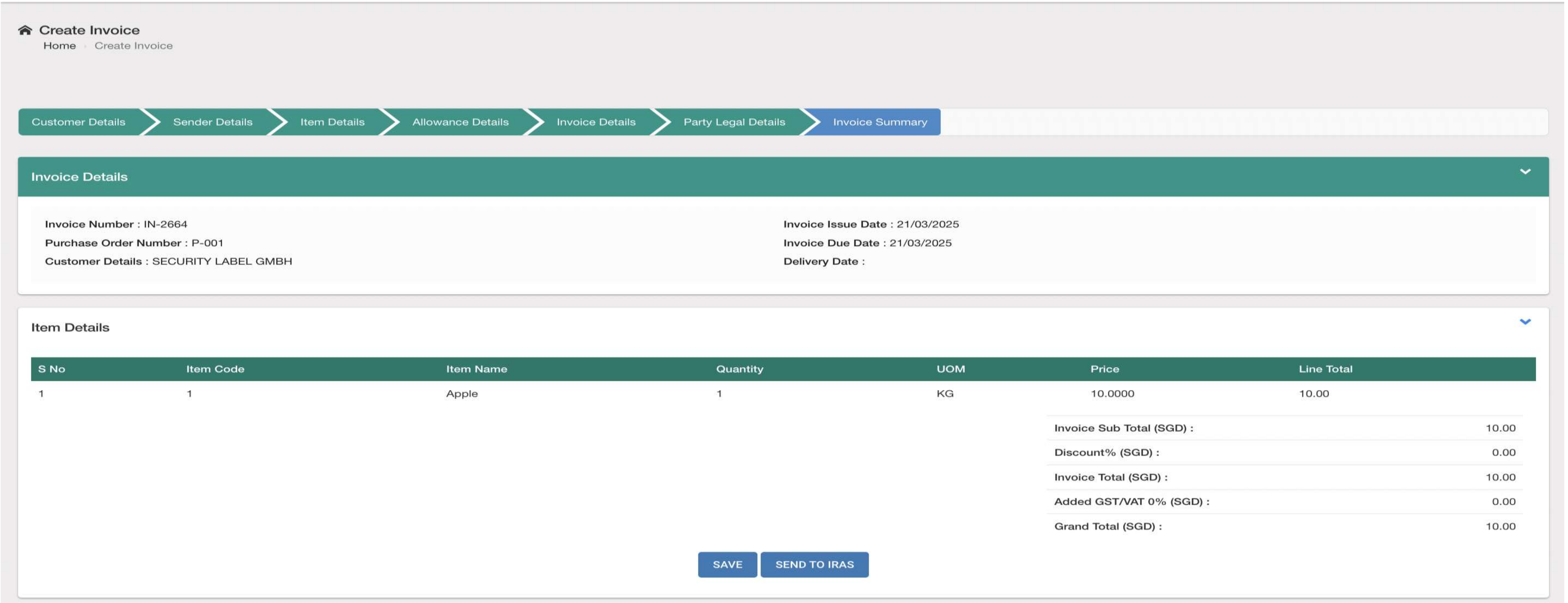


Create a new Sales Invoice

Stage 7: Invoice Summary IRAS only

1) If selected IRAS only in the first tab then in the invoice summary we'll have the option to send to IRAS.

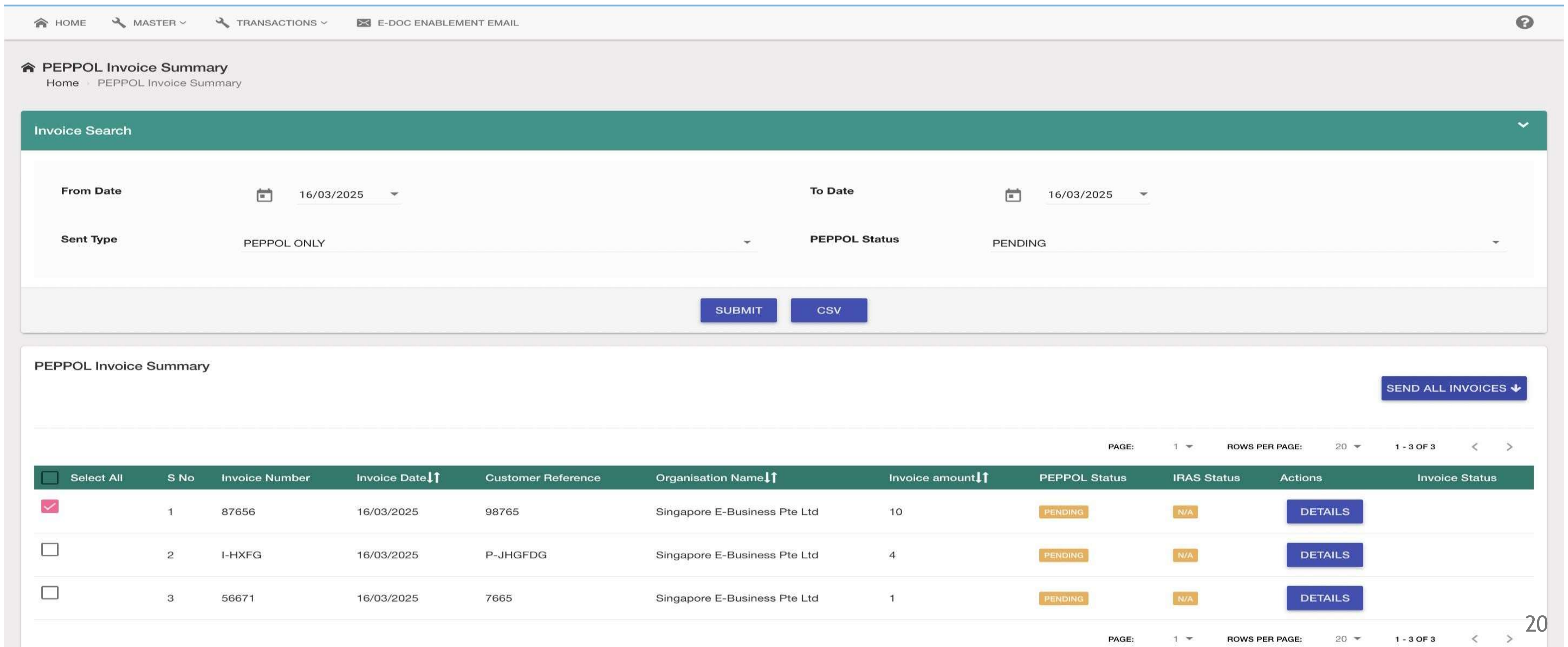
2) Click the ”Save” button to complete the processes and send later.



Send Invoice

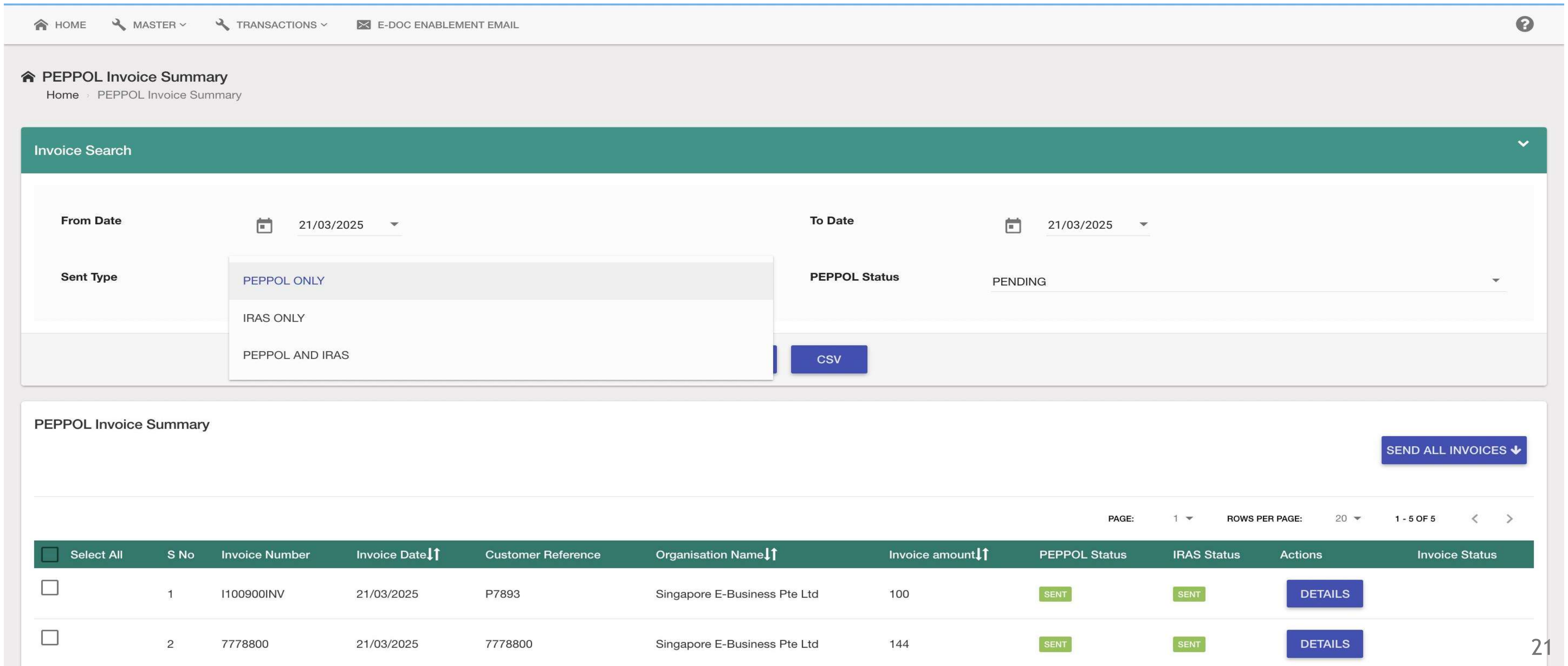
1) You will be led to an Invoice Summary. Here your invoice is been saved as draft and reflected as “Pending” status in the summary table. Check on the box for the pending invoice to be submitted.

2) Click on 'Send All Invoices.' You will have three options: 'Send Peppol Only,' 'Send IRAS Only,' and 'Send Peppol C IRAS.'



Invoice Response Received

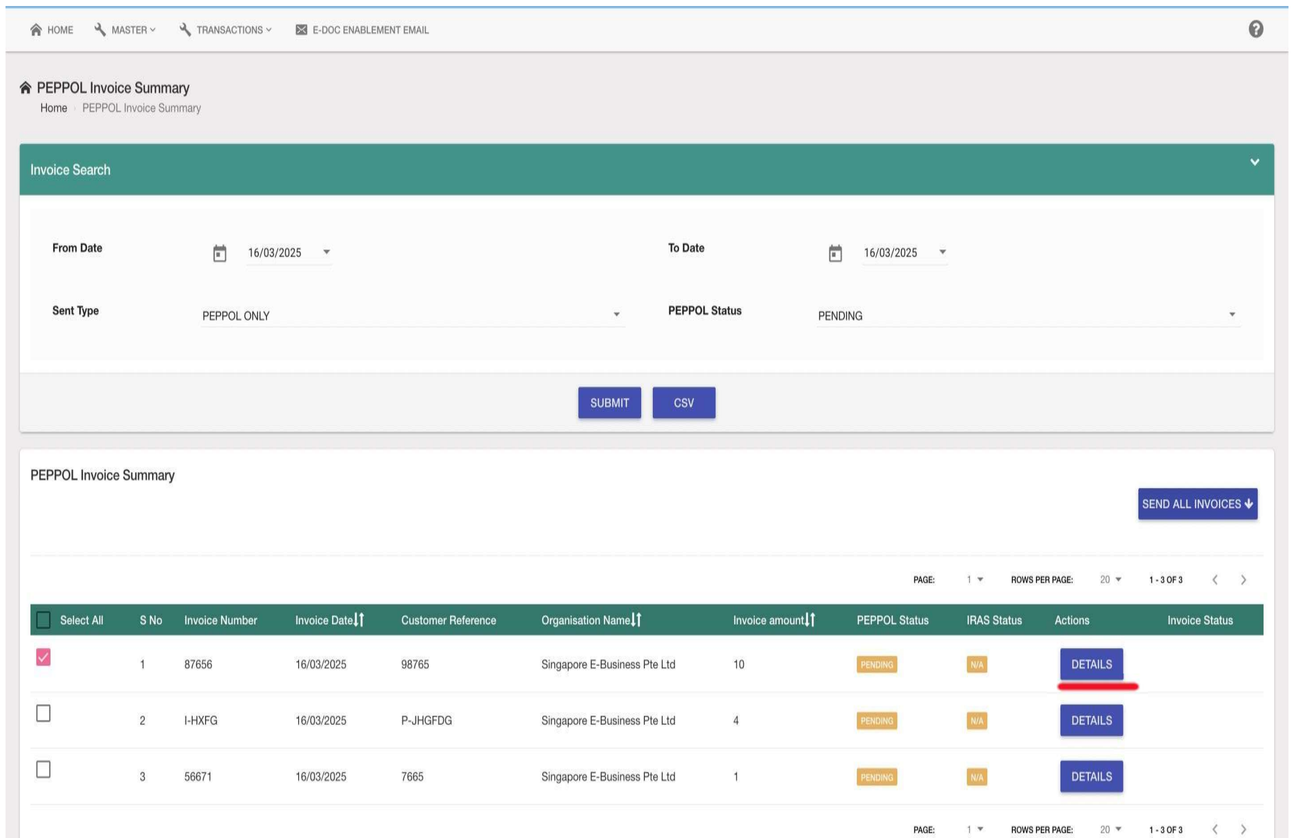
1) You can check if your invoice has been sent by performing an invoice search. Select the 'Sent Type' based on where you sent the invoice, choose the date range, and click 'Submit.' This will show you whether your invoice has been sent to the buyer.

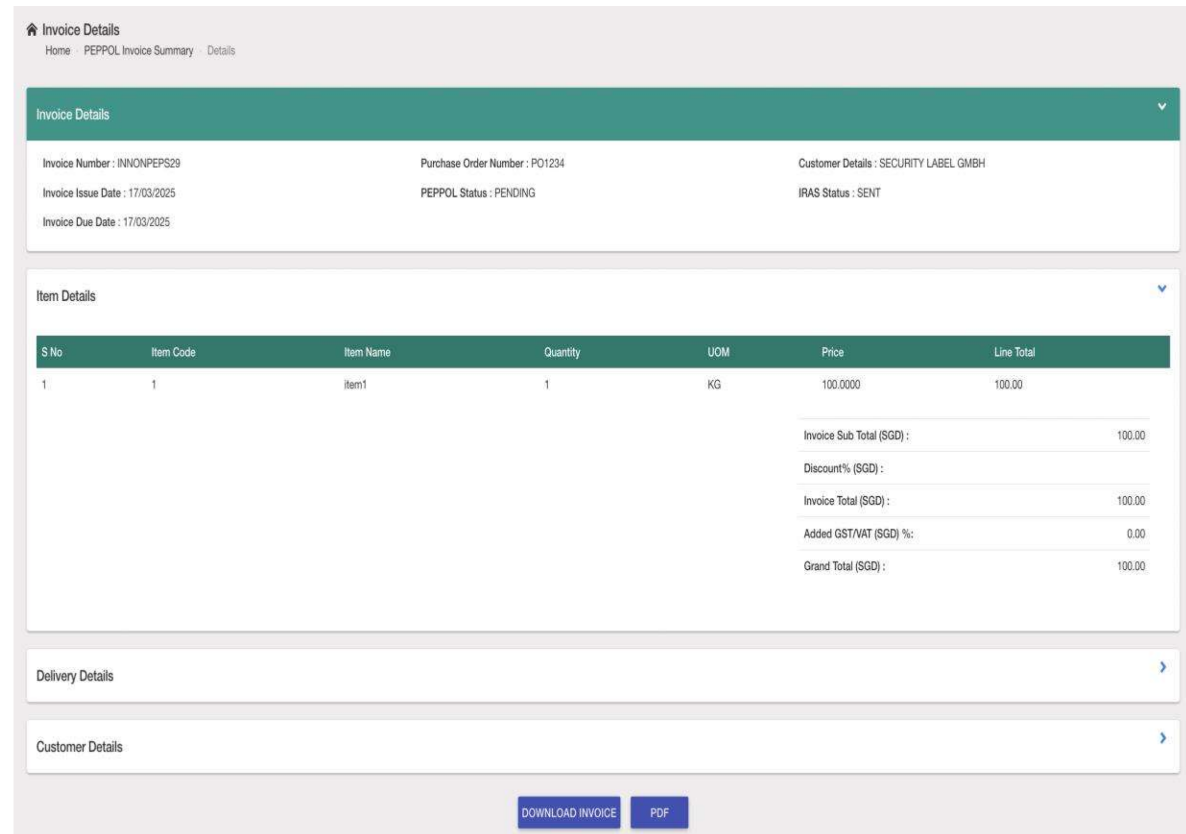


Invoice Details Page

1) On clicking the Details button you'll go the details page of the particular Invoice.

2) You can also download invoice you can see the xml file and download it and the pdf button download invoice in PDF



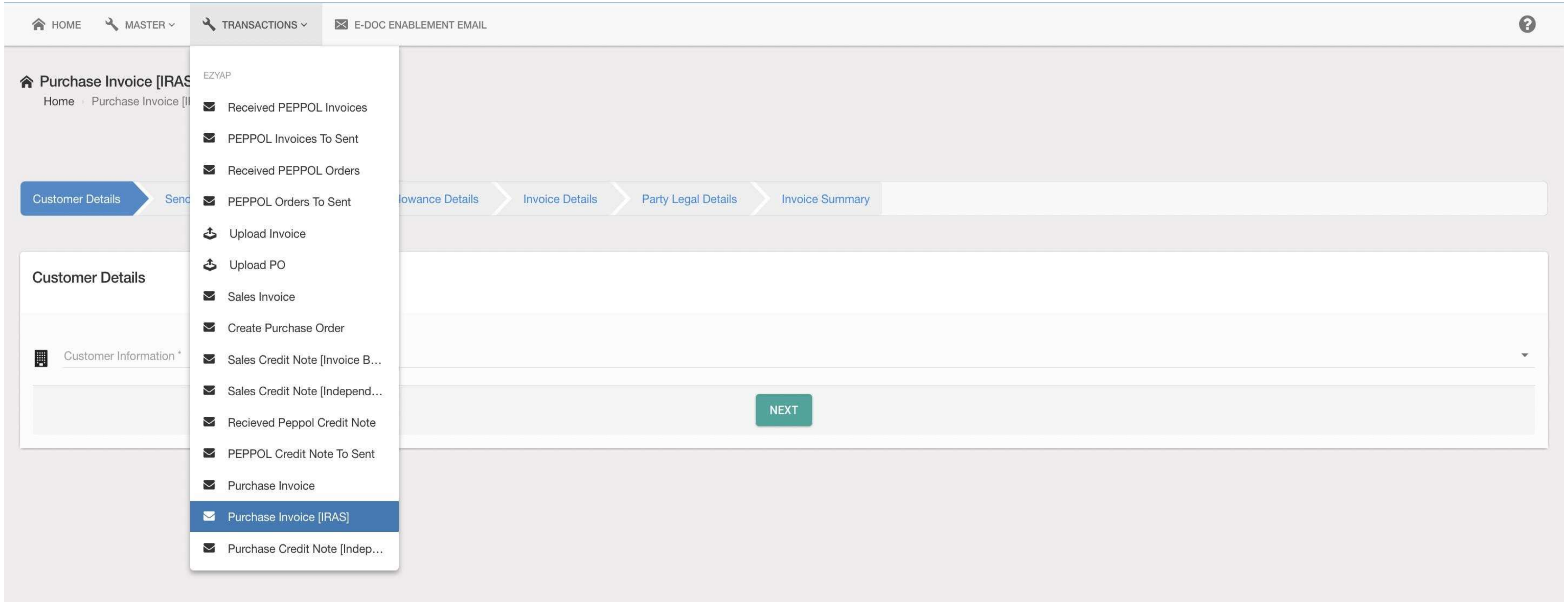


Create a new Purchase Invoice[IRAS]

Stage 1: Customer Details

1) Go to ”Transactions”. Select the dropdown menu. Click “Purchase Invoice[IRAS]”.

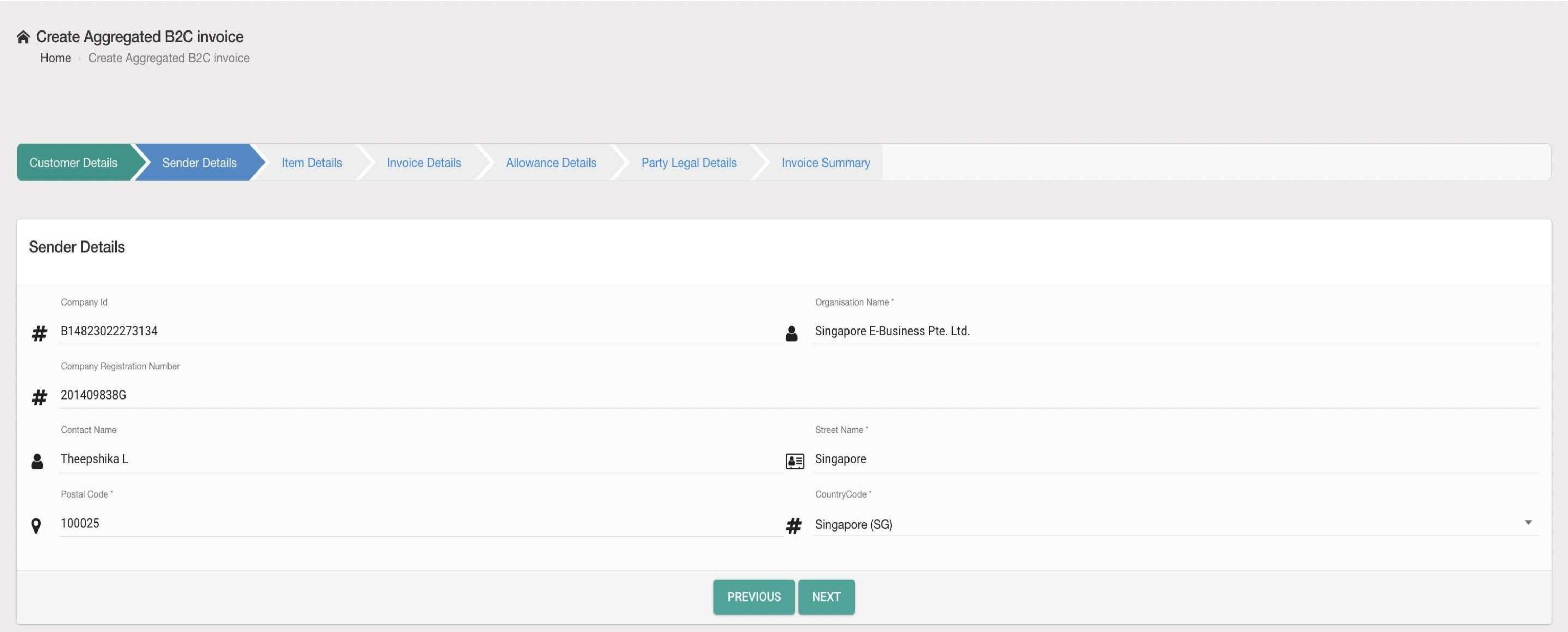
2) Follow and complete all the process stages. Under Customer Details, you can select the customer that you want to create the invoice. Click Next to continue.



Create a new Purchase Invoice[IRAS]

Stage 2: Supplier Details

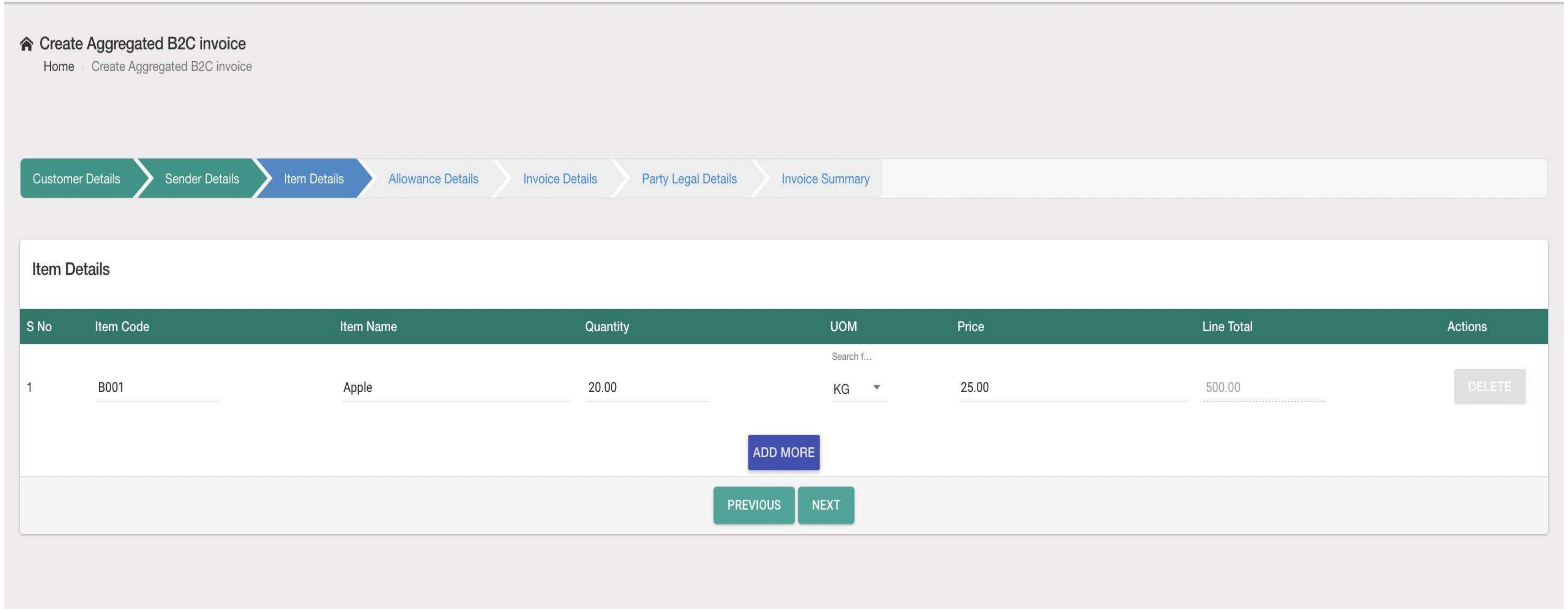
1) Under Supplier Details, the details of your company will be auto-filled if you have already setup your supplier's profile. Click Next to continue.



Create a new Purchase Invoice[IRAS]

Stage 3: Item Details

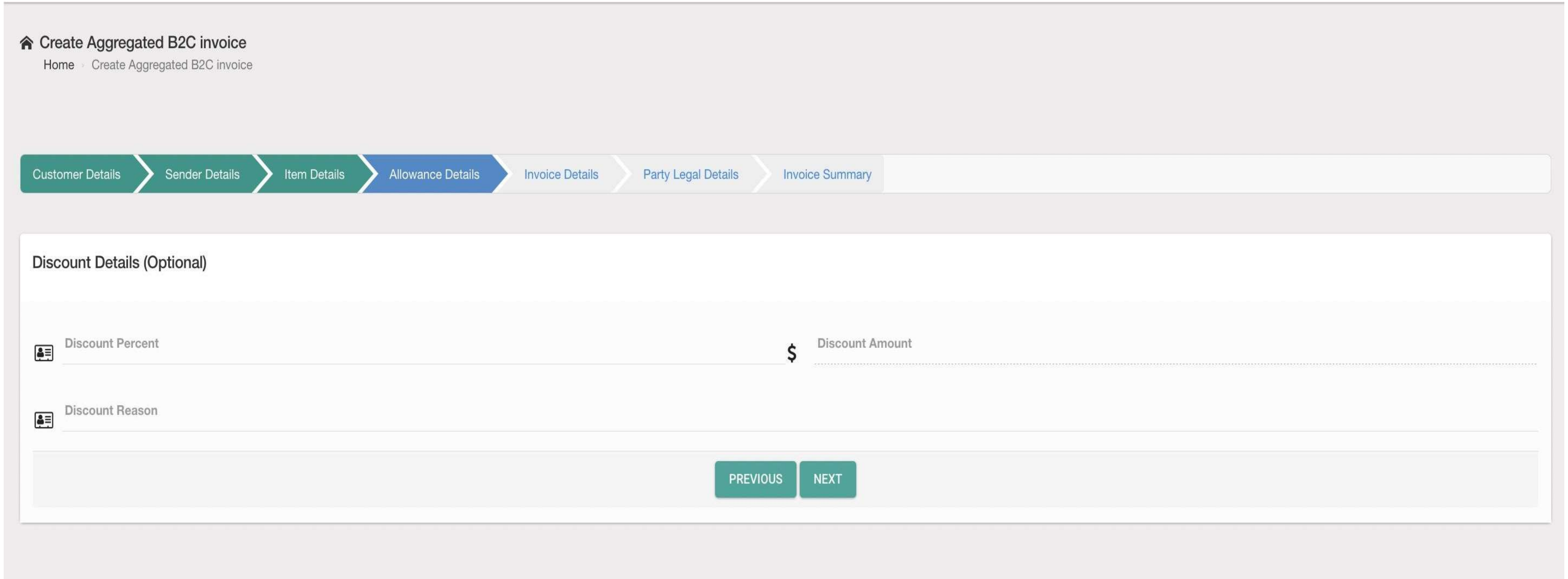
1) Under Item Details, fill in the item details that you want to show in your invoice. Click Next to continue.



Create a new Purchase Invoice[IRAS]

Stage 4: Allowance Details

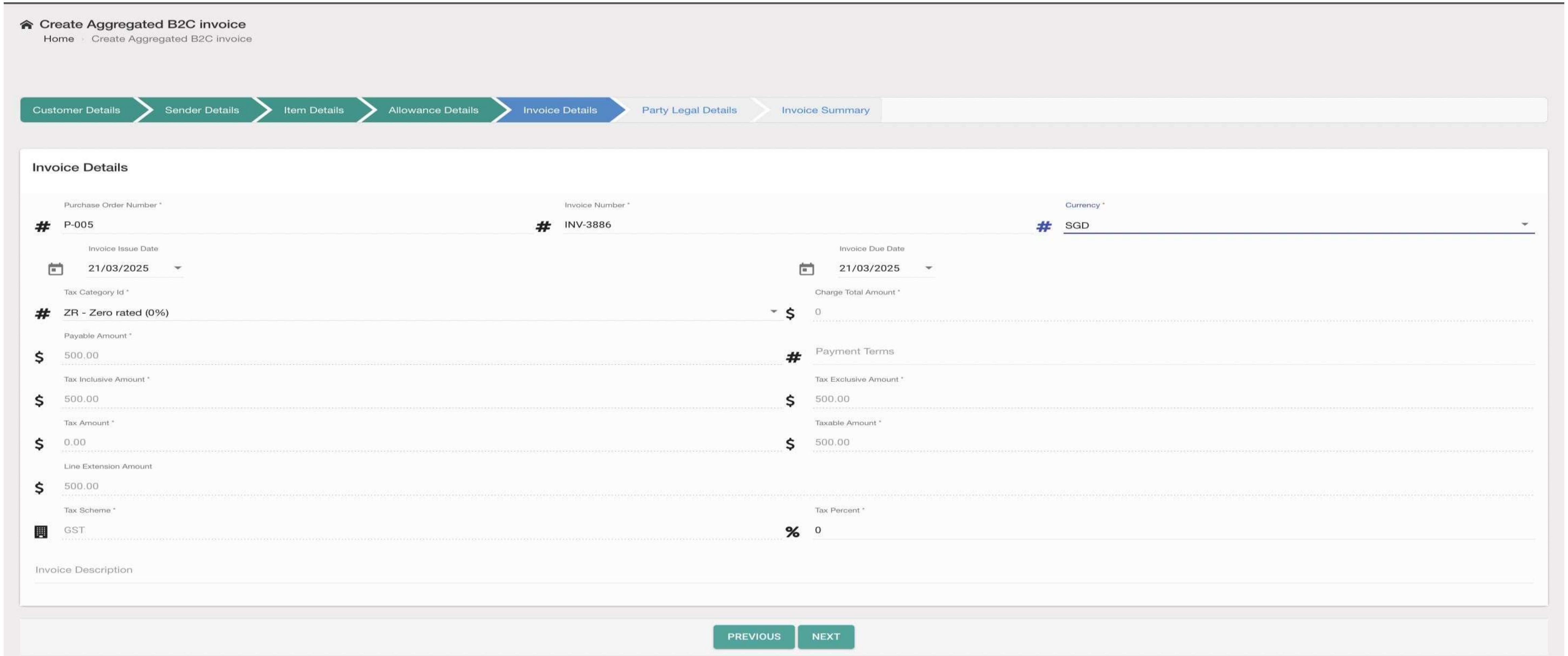
1) Under Allowance Details, fill in the discount details that you are providing to your buyer. Click Next to continue.



Create a new Purchase Invoice[IRAS]

Stage 5: Invoice Details

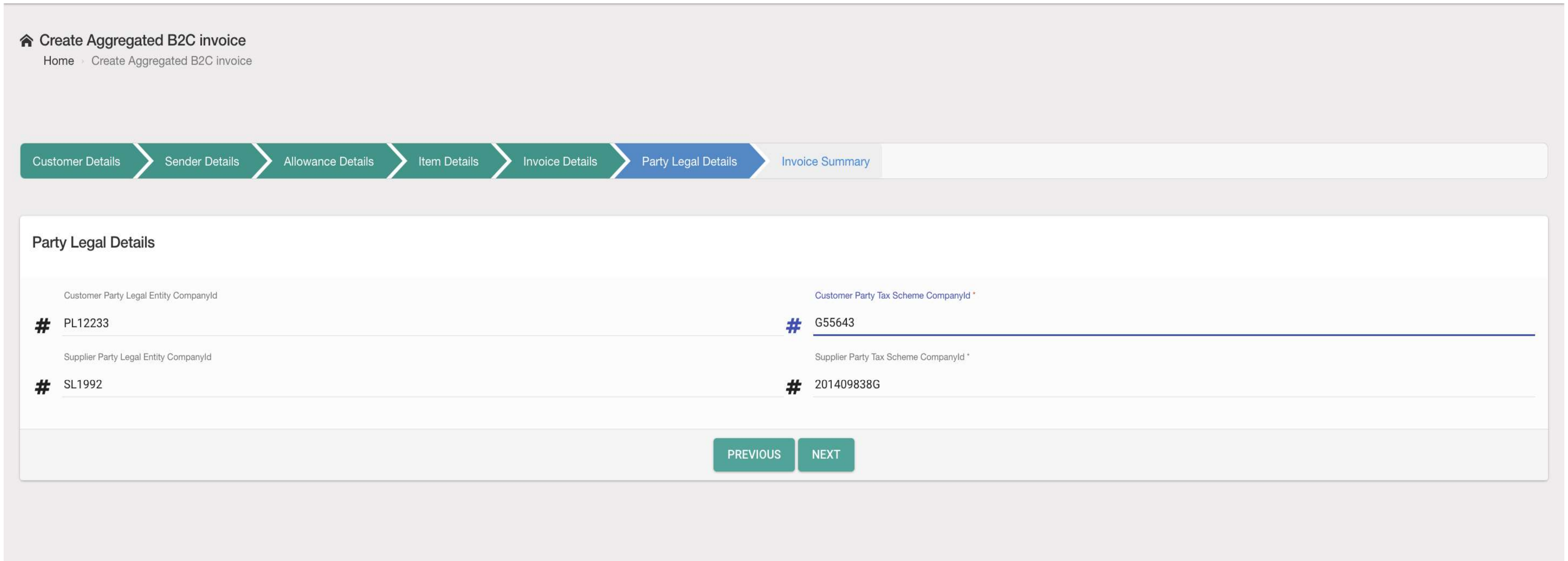
1) Under Invoice Details, fill in your PO number, invoice number and check the payment amount. Click Next to continue.



Create a new Purchase Invoice[IRAS]

Stage 6: Party Legal Details

1) Under Party Legal Details, fill company details and registration name. Click Next to continue.

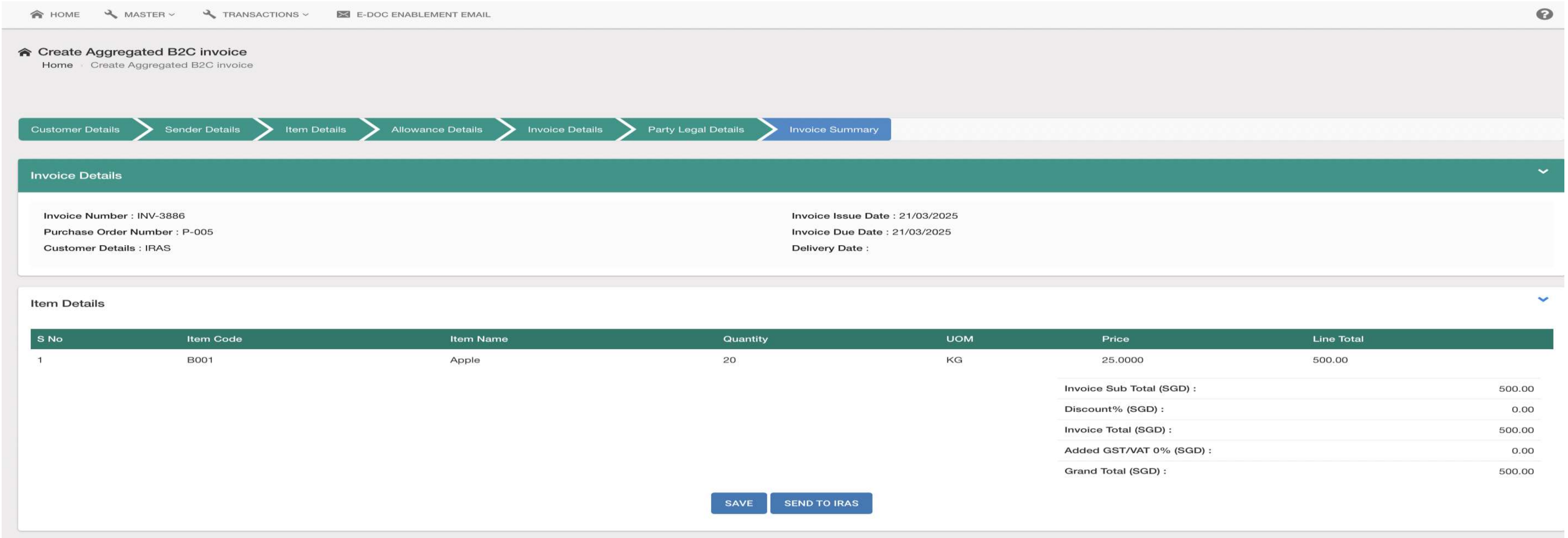


Create a new Purchase Invoice[IRAS]

Stage 7: Invoice Summary IRAS only

1) Click the ”Save” button to complete the processes and send later.

2) Click on “Send To IRAS” to send the Aggregated B2C Invoice immediately.

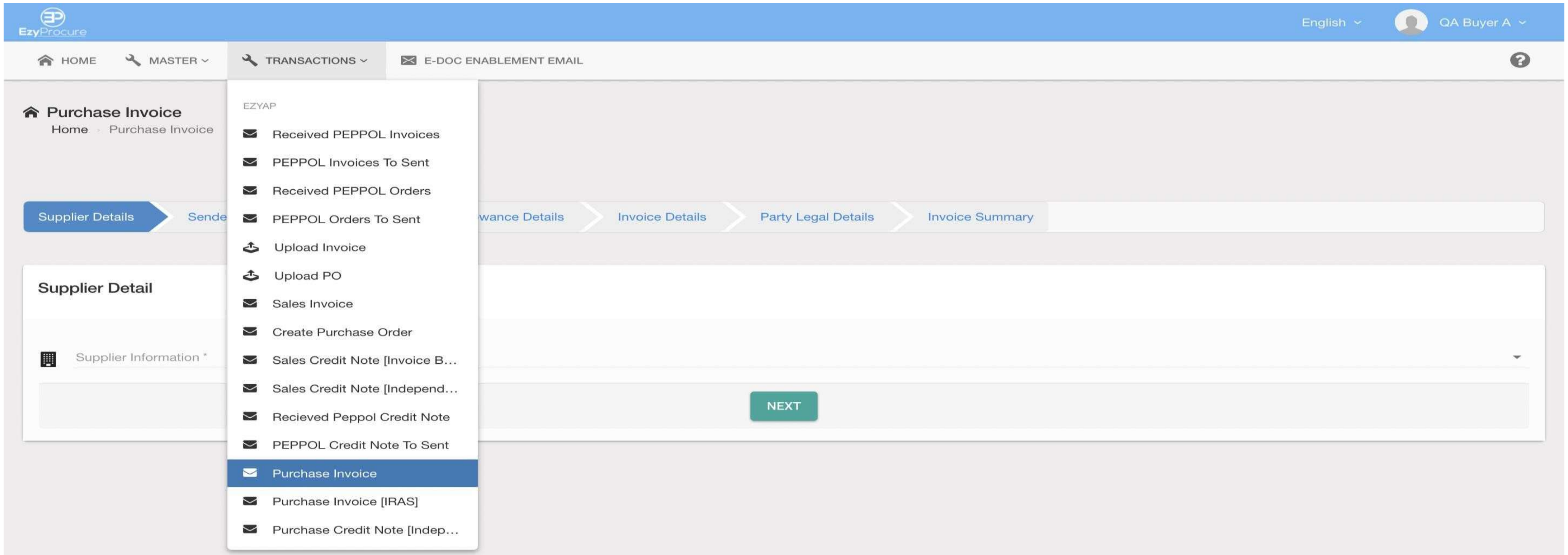


Create a new Purchase Invoice

Stage 1: Customer Details

1) Go to ”Transactions”. Select the dropdown menu. Click “Purchase Invoice”.

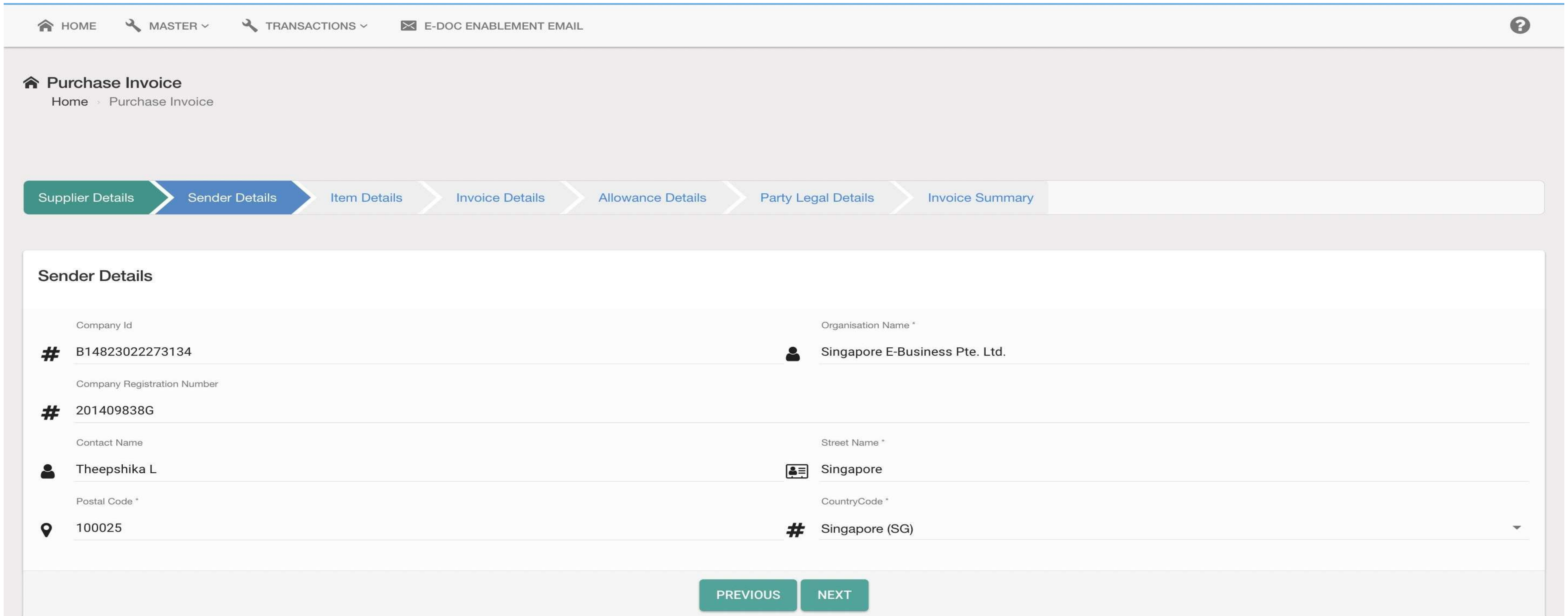
2) Follow and complete all the process stages. Under Customer Details, you can select the customer that you want to create the invoice. Click Next to continue.



Create a new Purchase Invoice

Stage 2: Supplier Details

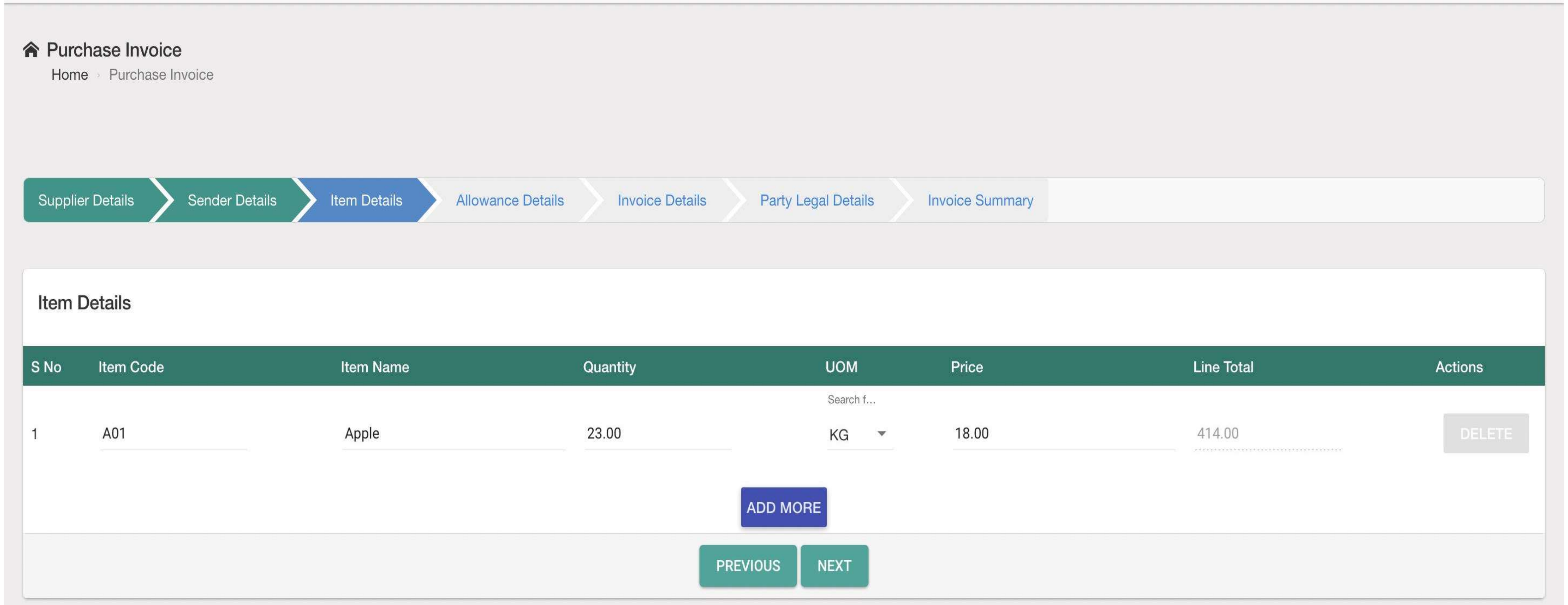
1) Under Supplier Details, the details of your company will be auto-filled if you have already setup your supplier's profile. Click Next to continue.



Create a new Purchase Invoice

Stage 3: Item Details

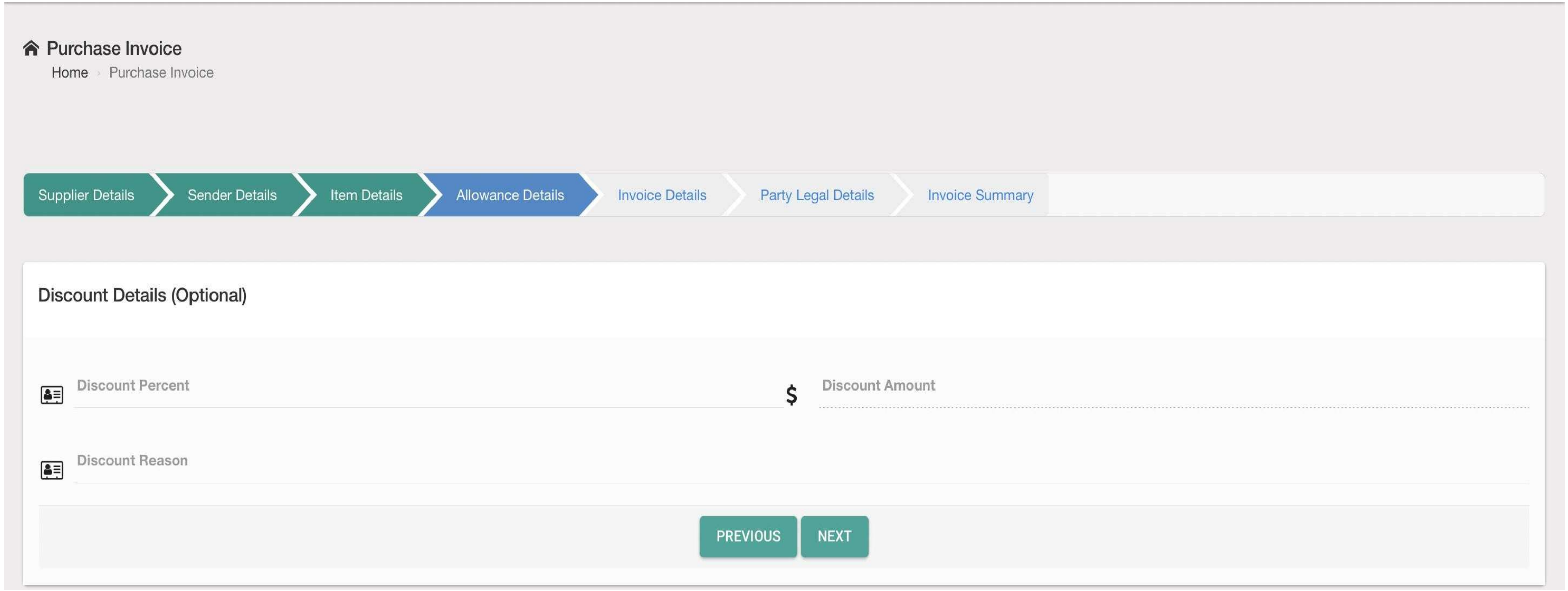
1) Under Item Details, fill in the item details that you want to show in your invoice. Click Next to continue.



Create a new Purchase Invoice

Stage 4: Allowance Details

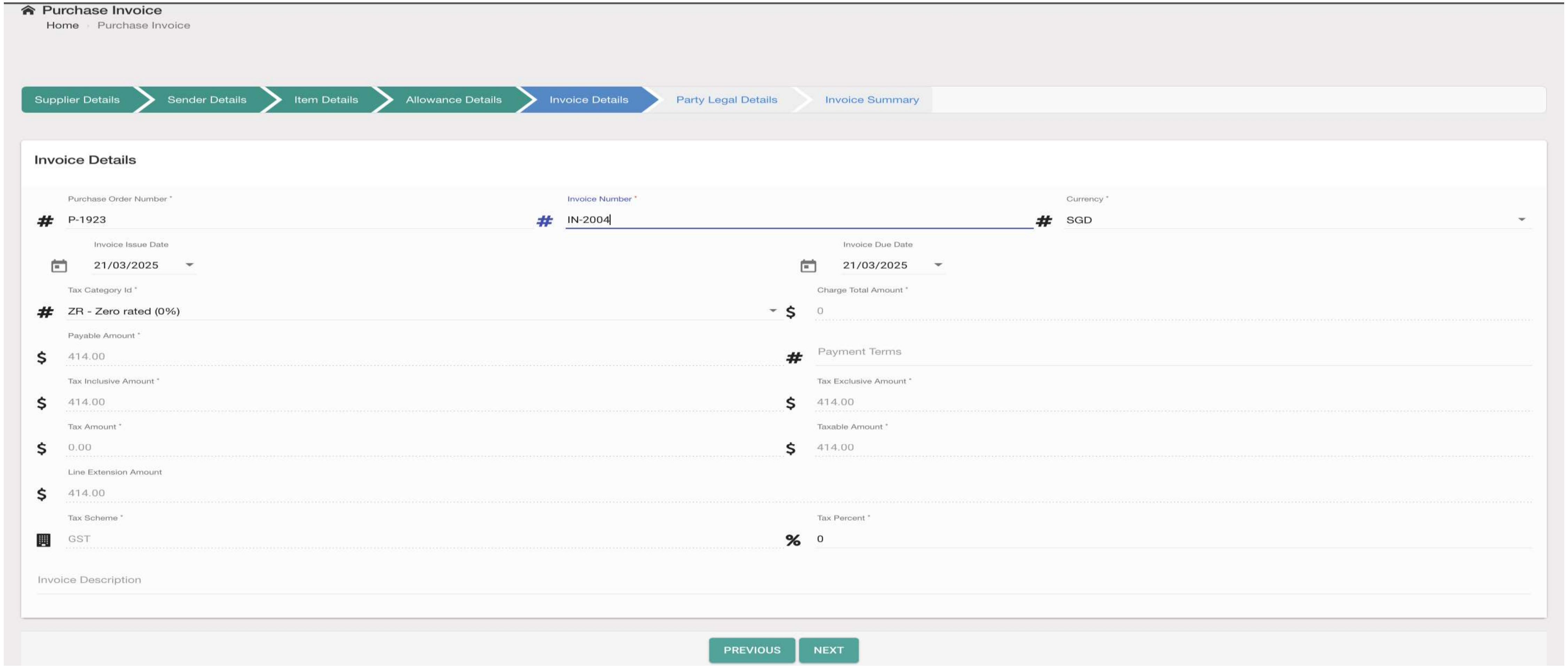
1) Under Allowance Details, fill in the discount details that you are providing to your buyer. Click Next to continue.



Create a new Purchase Invoice

Stage 5: Invoice Details

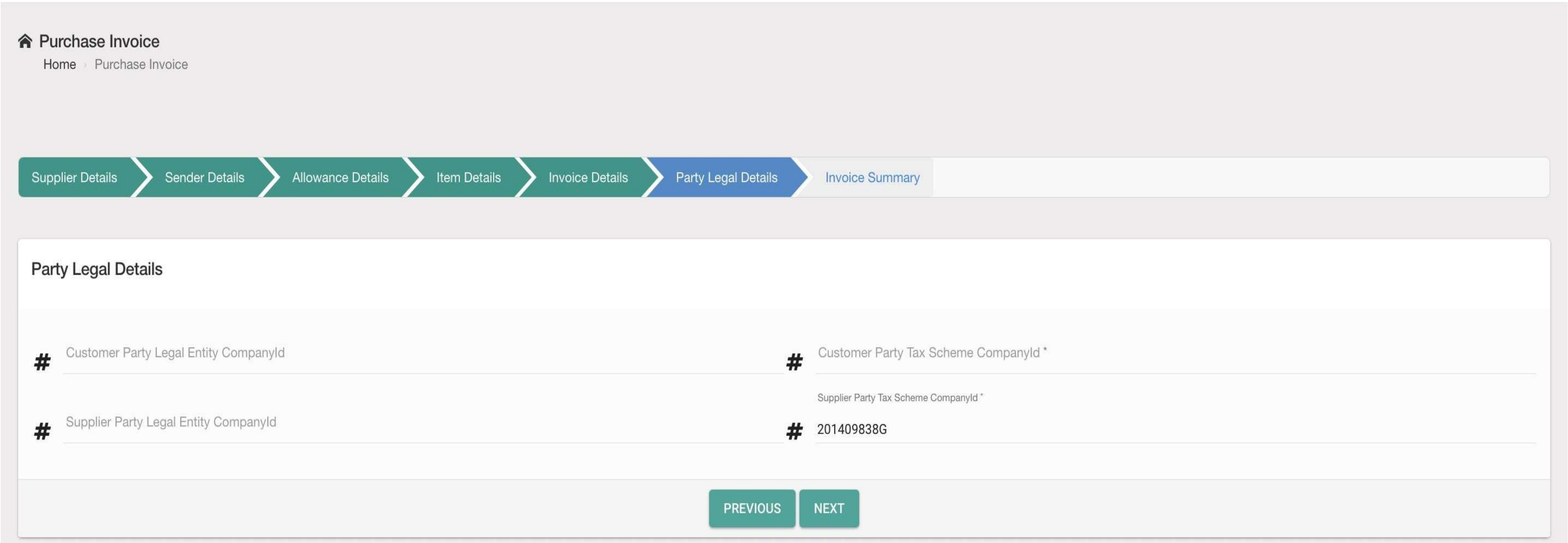
1) Under Invoice Details, fill in your PO number, invoice number and check the payment amount. Click Next to continue.



Create a new Purchase Invoice

Stage 6: Party Legal Details

1) Under Party Legal Details, fill company details and registration name. Click Next to continue.

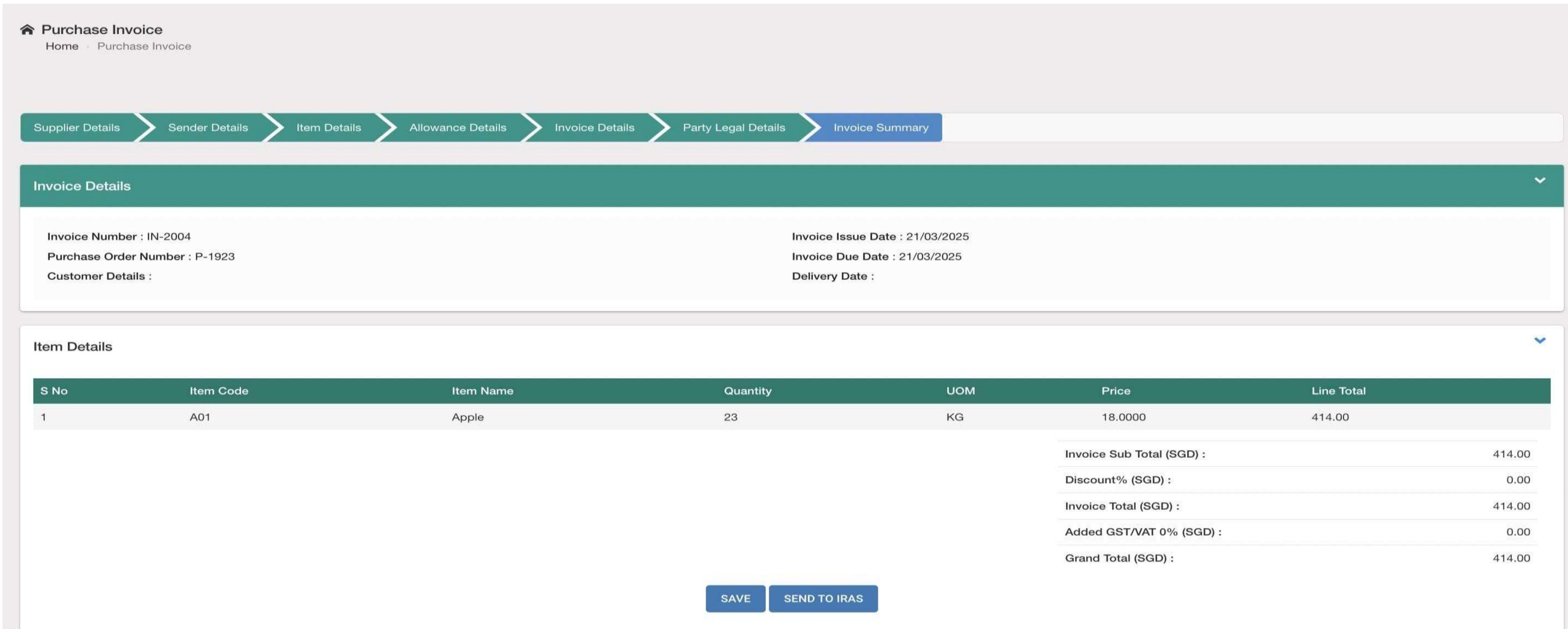


Create a new Purchase Invoice

Stage 7: Invoice Summary IRAS only

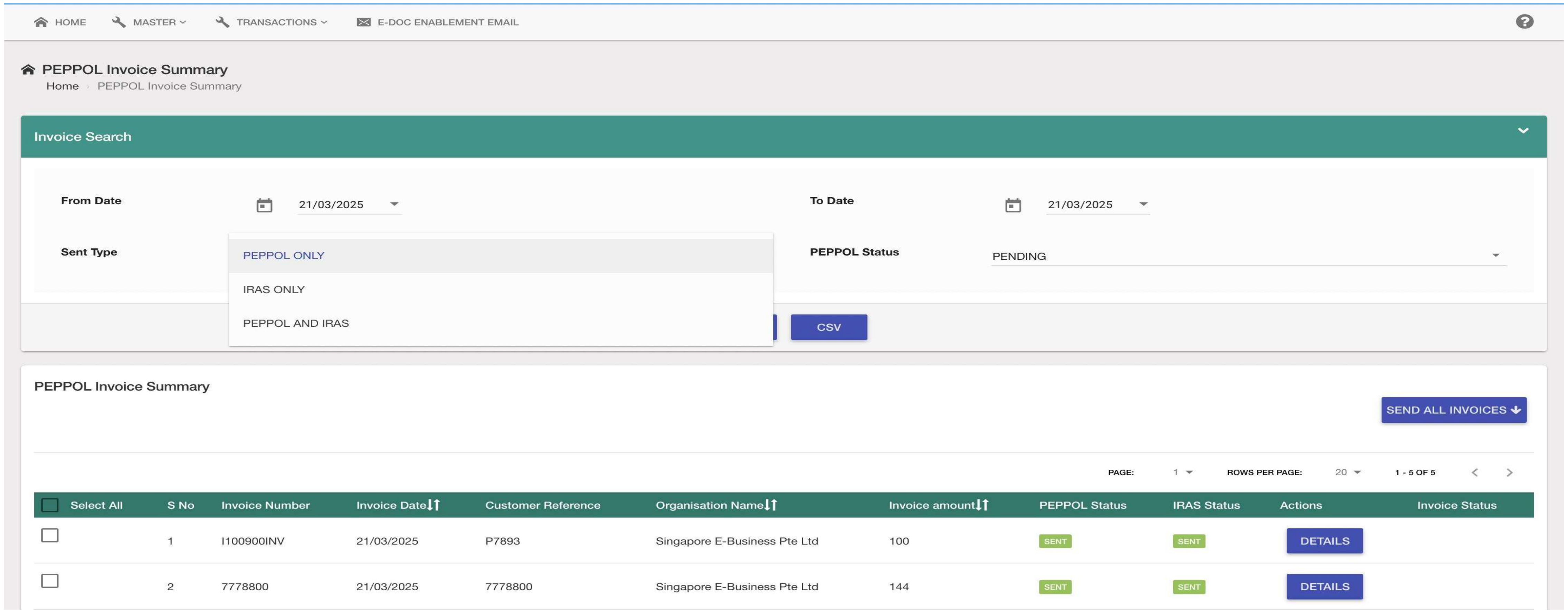
1) Click the ”Save” button to complete the processes and send later.

2) Click on “Send To IRAS” to send the Purchase Invoice immediately.



Invoice Response Received

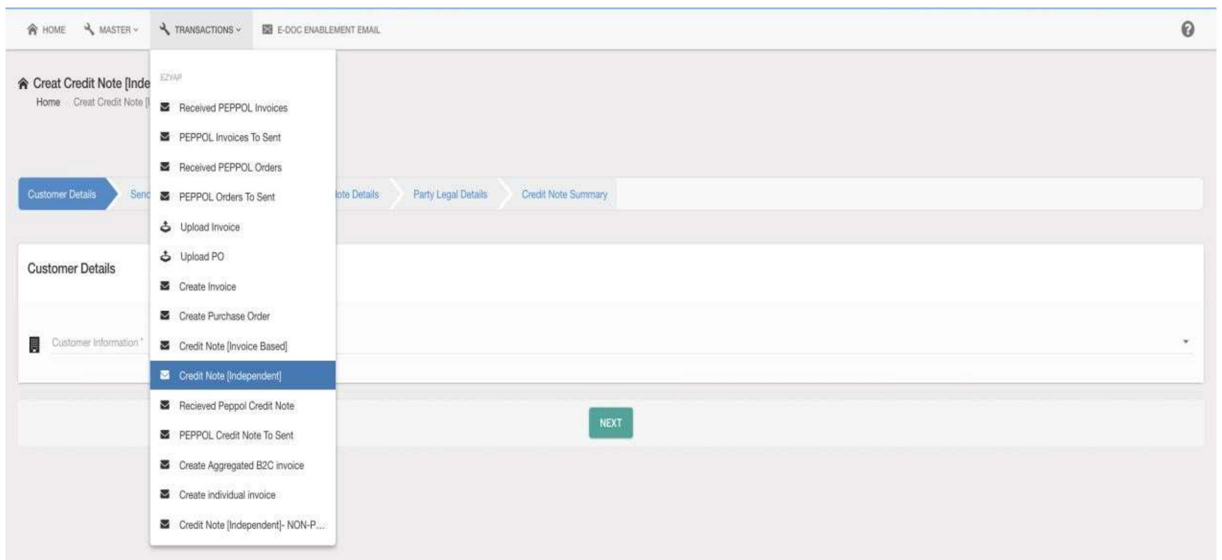
1) You can check if your invoice has been sent by performing an invoice search. Select the 'Sent Type-IRAS Only' , choose the date range, and click 'Submit.' This will show you whether your invoice has been sent to the buyer.



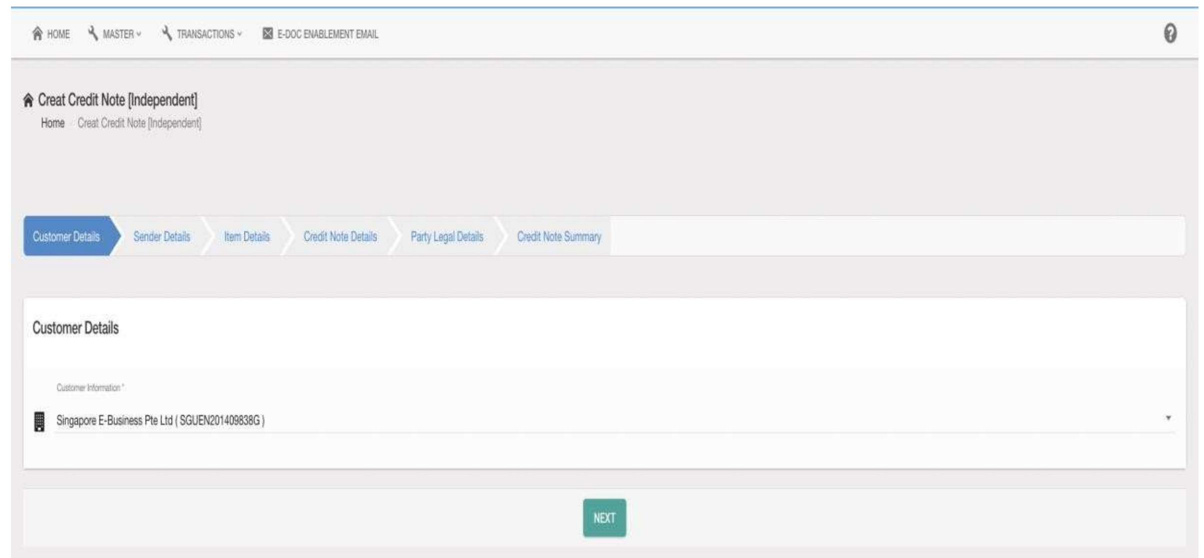
Create a new Sales Credit Note(Independent)

Stage 1: Buyer Details

1) Go to ”Transactions”. Select the dropdown menu. Click “Credit Note[Independent]”.



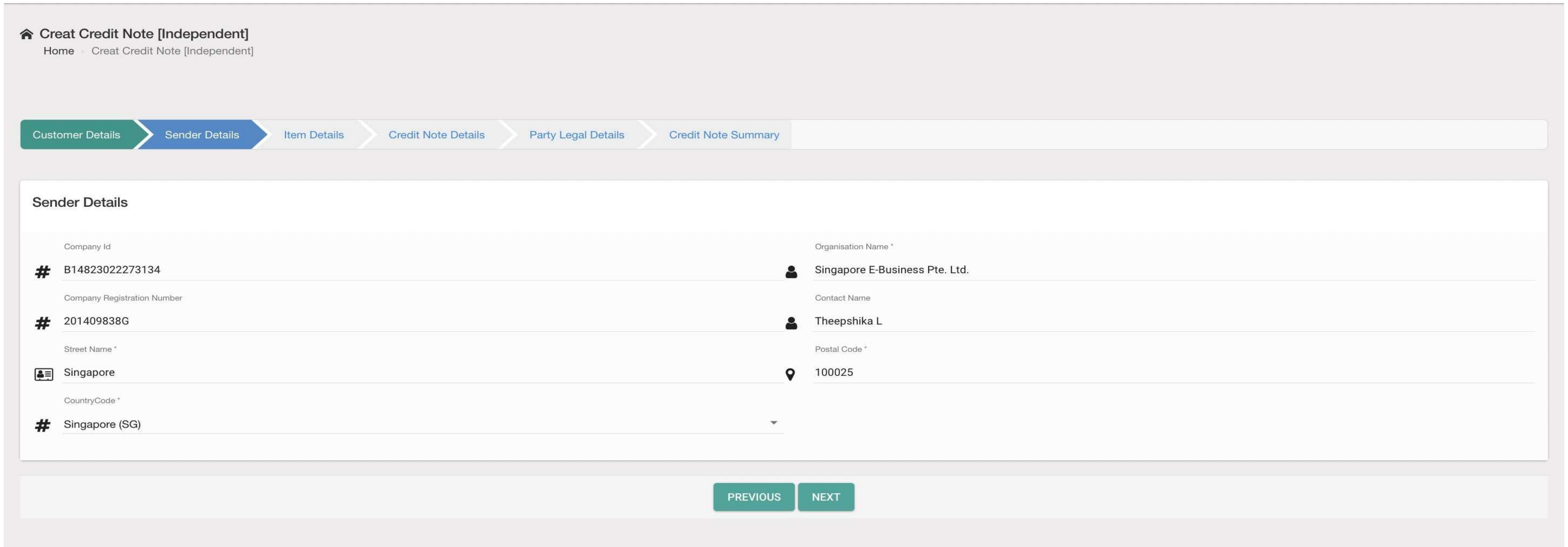
2) Follow and complete all the process stages. Under Buyer Details, you can select the buyer that you want to create the invoice. Click Next to continue.



Create a new Sales Credit Note(Independent)

Stage 2: Supplier Details

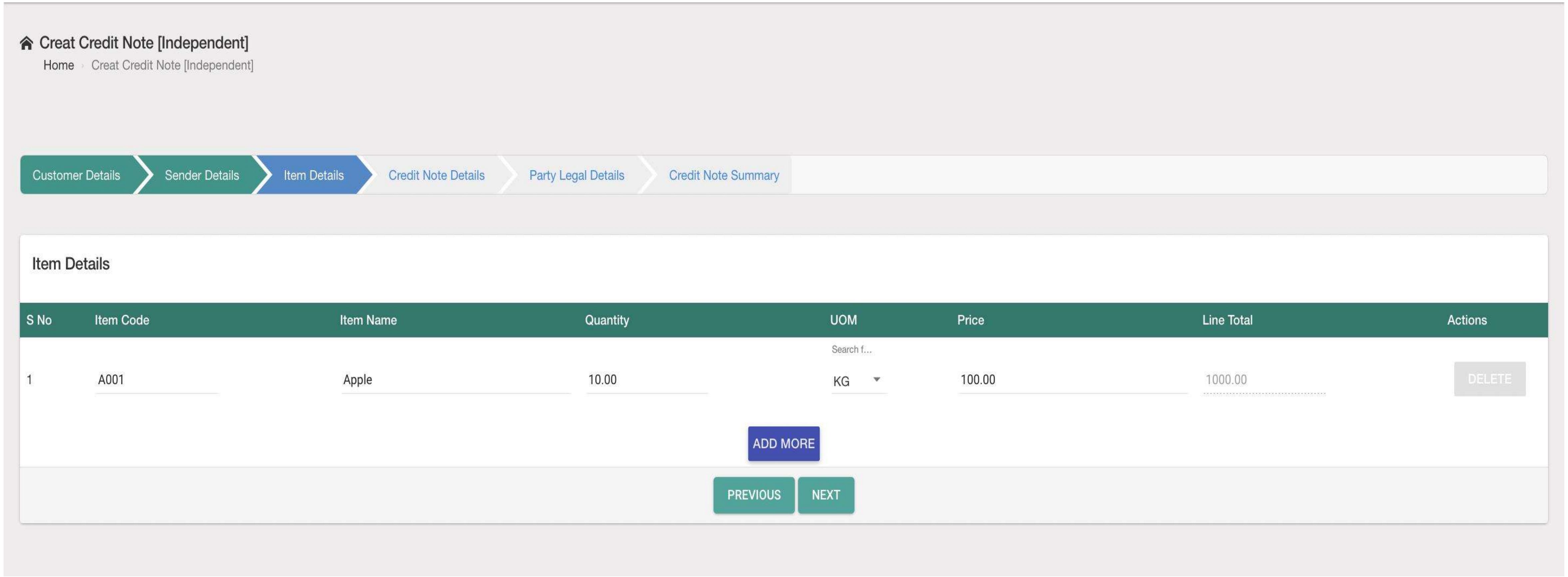
1) Under Supplier Details, the details of your company will be auto-filled if you have already setup your supplier's profile. Click Next to continue.



Create a new Sales Credit Note(Independent)

Stage 3: Item Details

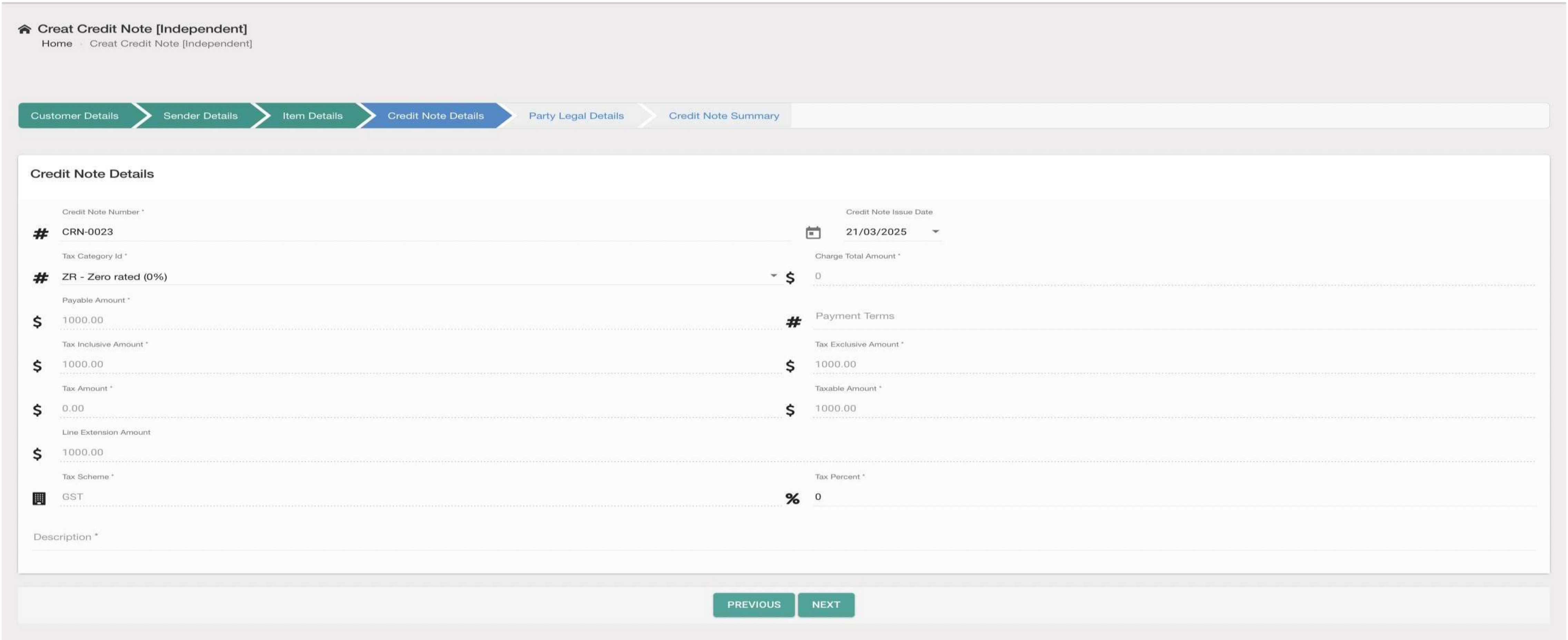
1) Under Item Details, fill in the item details that you want to show in your credit note. Click Next to continue.



Create a new Sales Credit Note(Independent)

Stage 4: Credit Note Details

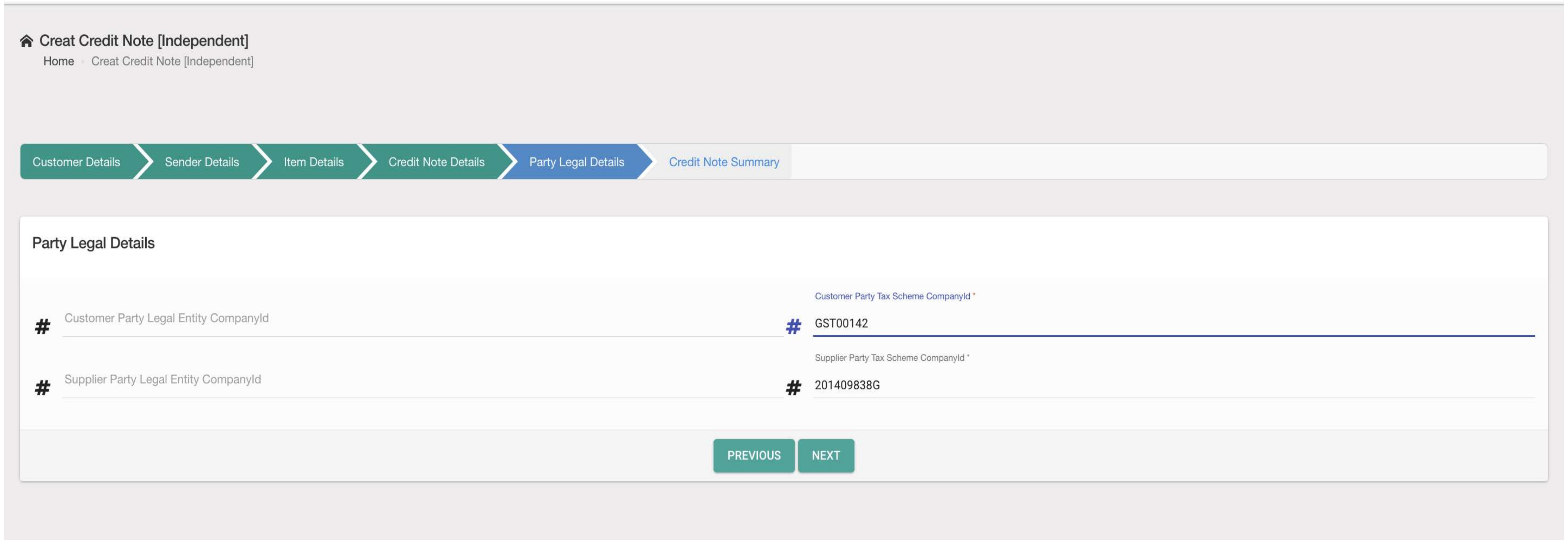
1) Under Credit Note Details, fill in your Credit Note number and check the payment amount. Click Next to continue.



Create a new Sales Credit Note(Independent)

Stage 5: Party Legal Details

1) Under Party Legal Details, fill company details and registration name. Click Next to continue.

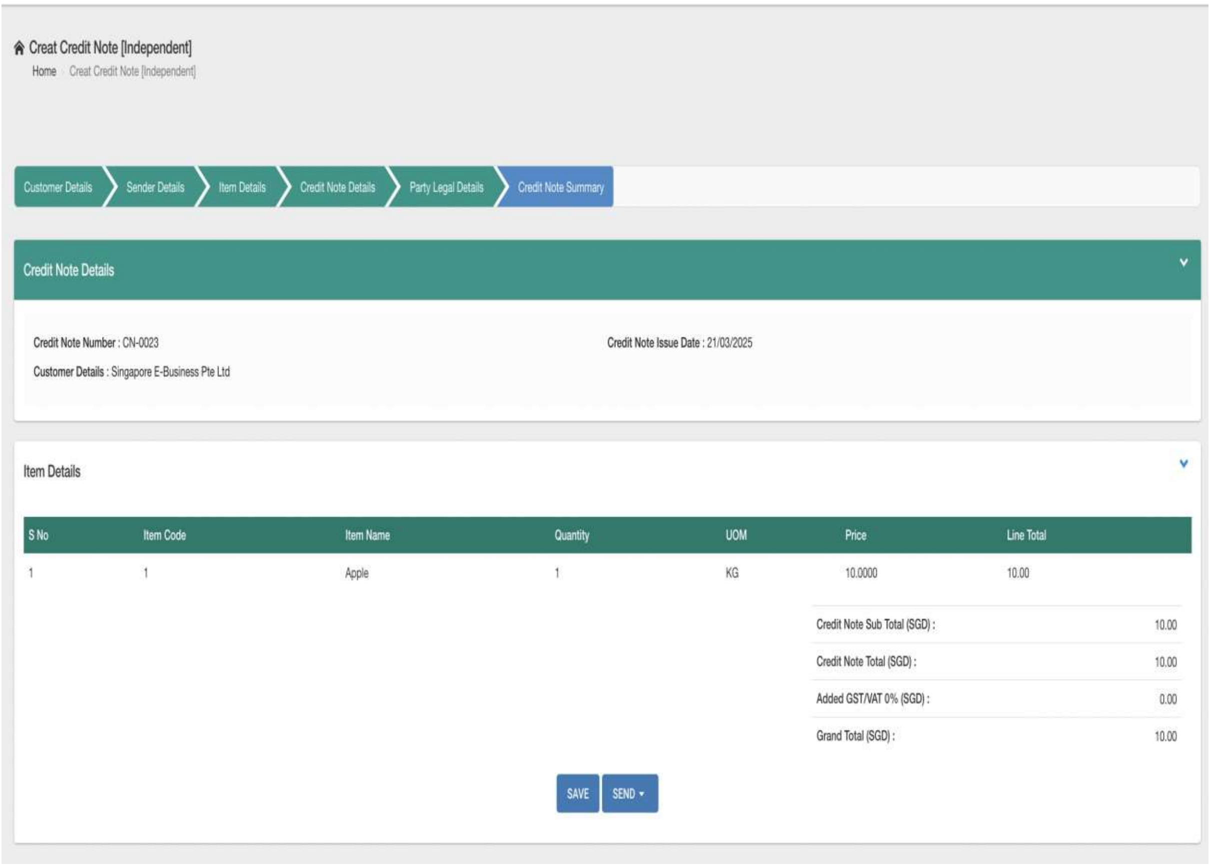


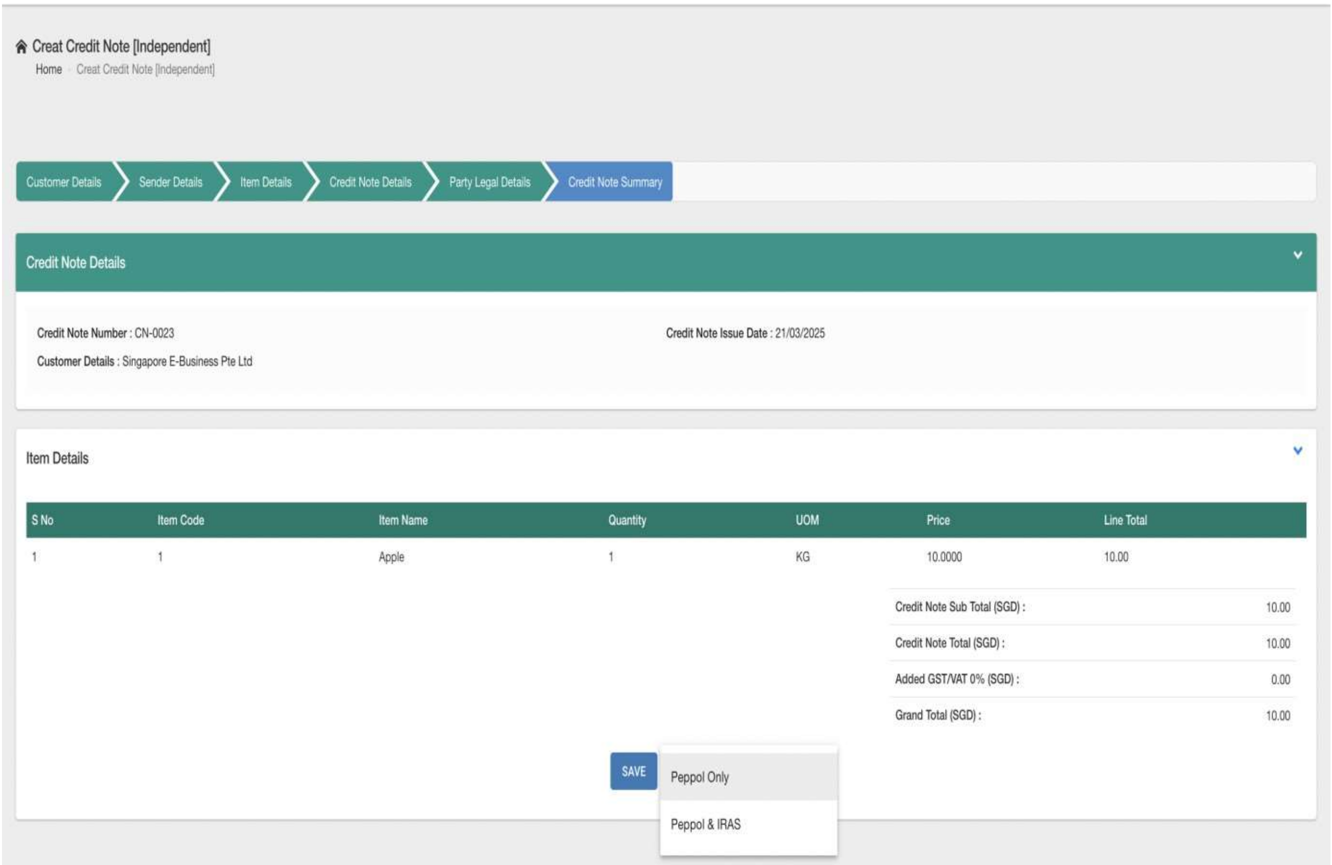
Create a new Sales Credit Note(Independent)

Stage 6: Credit Note Summary

1) Click on “Send” to send the credit note immediately where we'll have option to send Peppol only & Peppol &IRAS(Both).

2) Click the ”Save” button to complete the processes and send later.

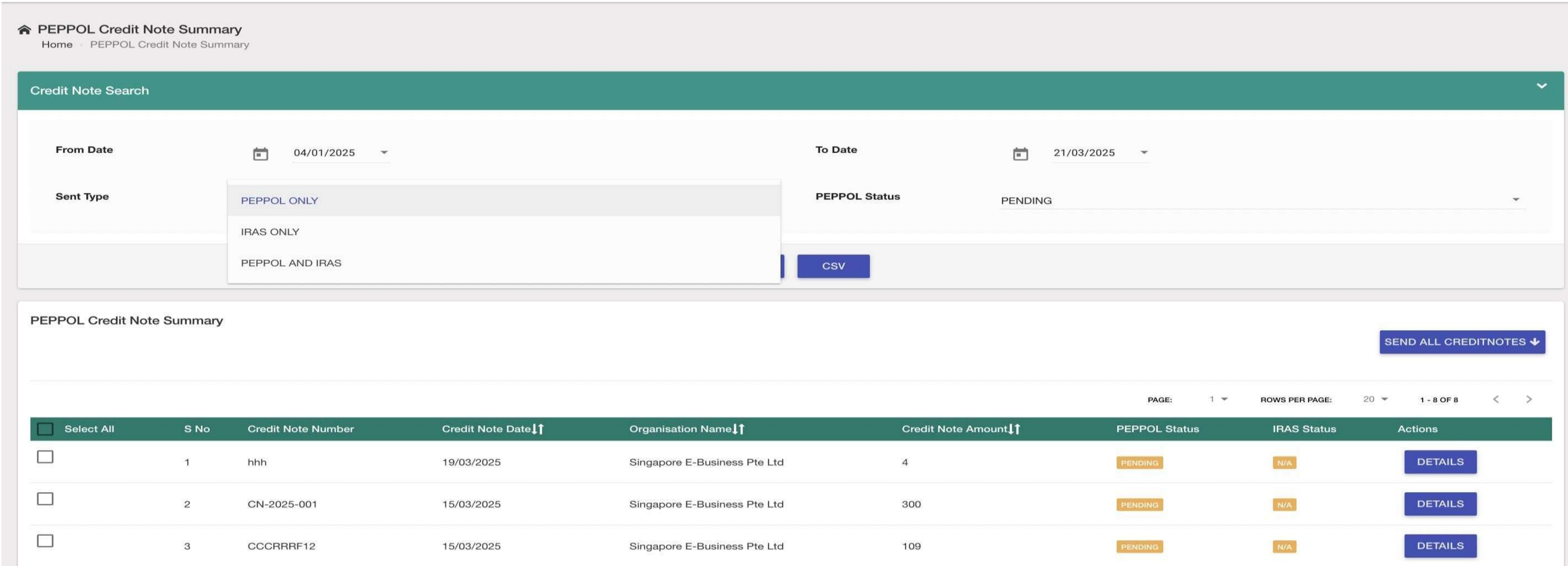




Send Credit Note

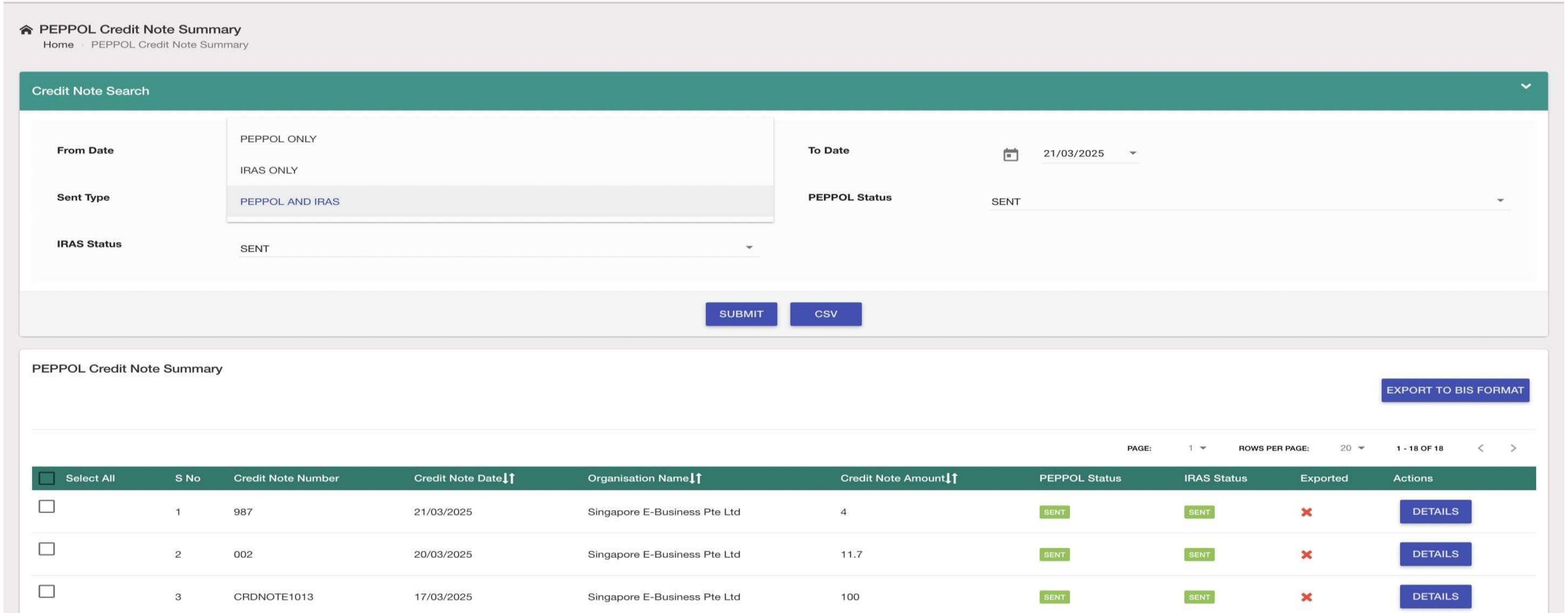
1) You will be led to Credit Note Summary. Here your credit note is been saved as draft and reflected as “Pending” status in the summary table. Check on the box for the pending credit note to be submitted.

2) Click on 'Send All Credit Notes.' You will have three options: 'Send Peppol Only,' 'Send IRAS Only,' and 'Send Peppol C IRAS.'



Credit Note Response Received

1) You can check if your credit note has been sent by performing an credit note search. Select the 'Sent Type' based on where you sent the credit note, choose the date range, and click 'Submit.' This will show you whether your credit note has been sent to the

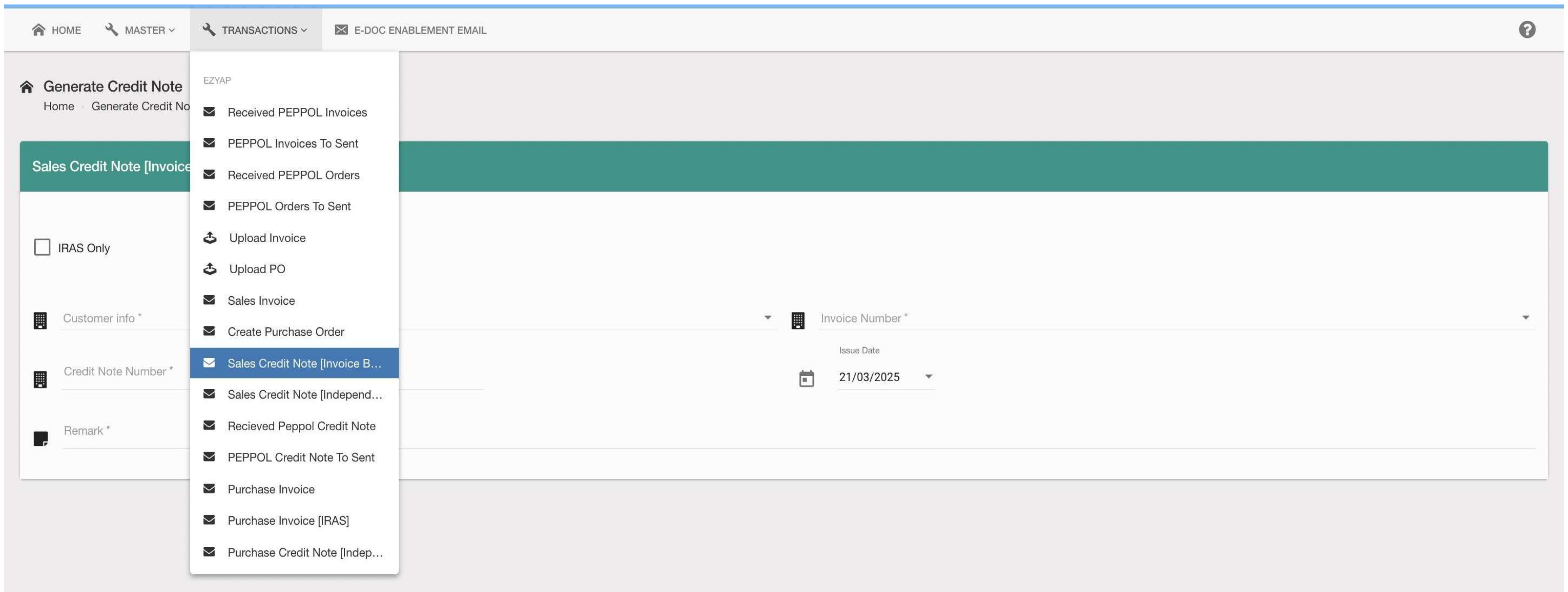


Create a new Sales Credit Note(Invoice Based)

Stage 1: Customer Details

1) Go to ”Transactions”. Select the dropdown menu. Click “Sales Credit Note[Invoice Based]”.

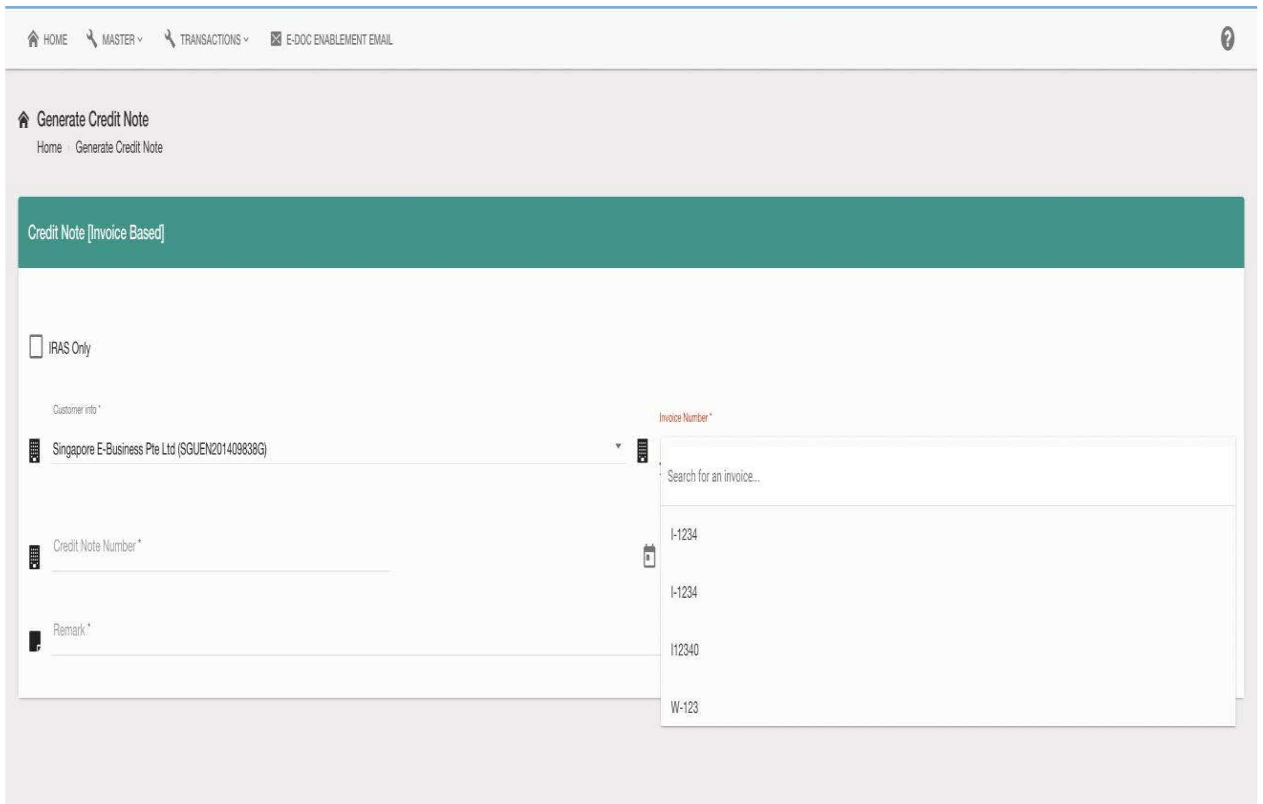
2)Under Customer Details, you can select the customer that you want to create the credit note.

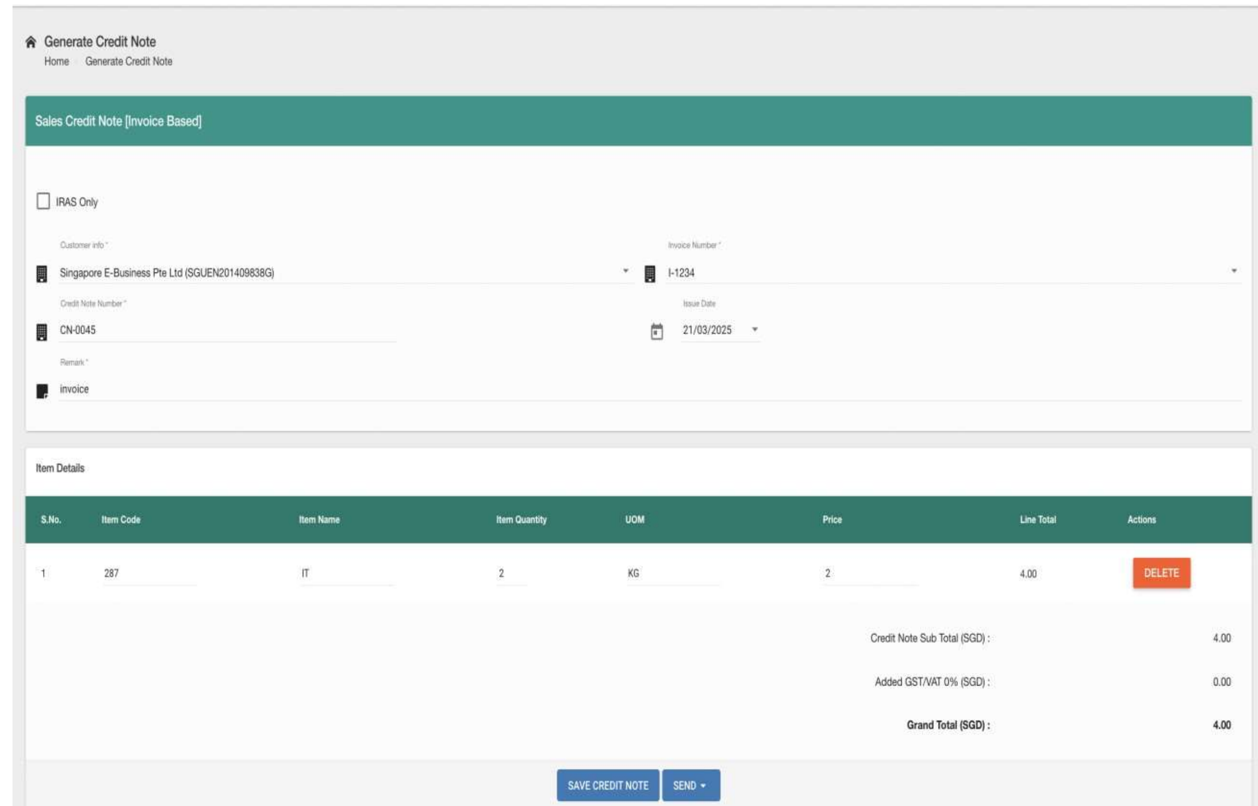


Create a new Sales Credit Note(Invoice Based)

Stage 2: Invoice Number and Item list

1) Under Invoice Number, Select the invoice number.And add credit note number after selecting and filling all the details it'll show item list from the invoice selected.



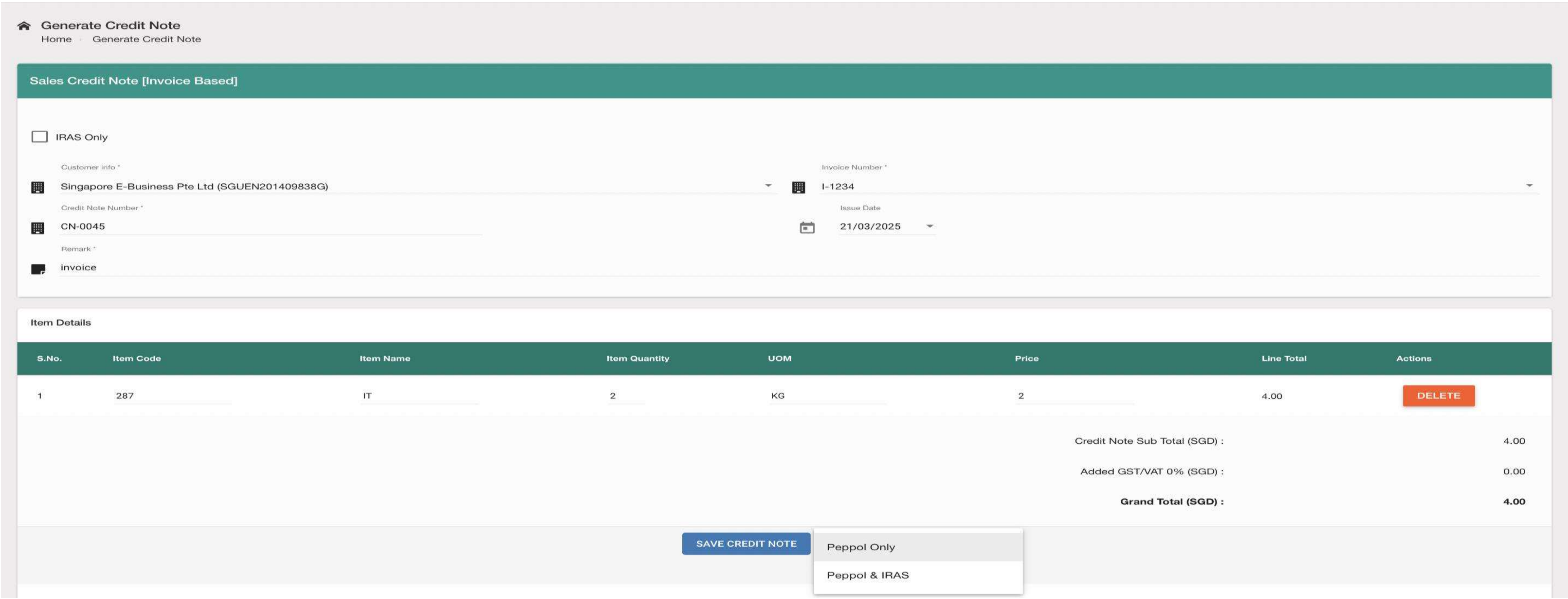


Create a new Sales Credit Note(Invoice Based)

Stage 3: Credit Note Save/Send

1) Click on “Send” to send the credit note immediately where we'll have option to send Peppol only & Peppol &IRAS(Both).

2) Click the ”Save” button to complete the processes and send later.
3) User can edit the Item Quantity or can delete any line item.

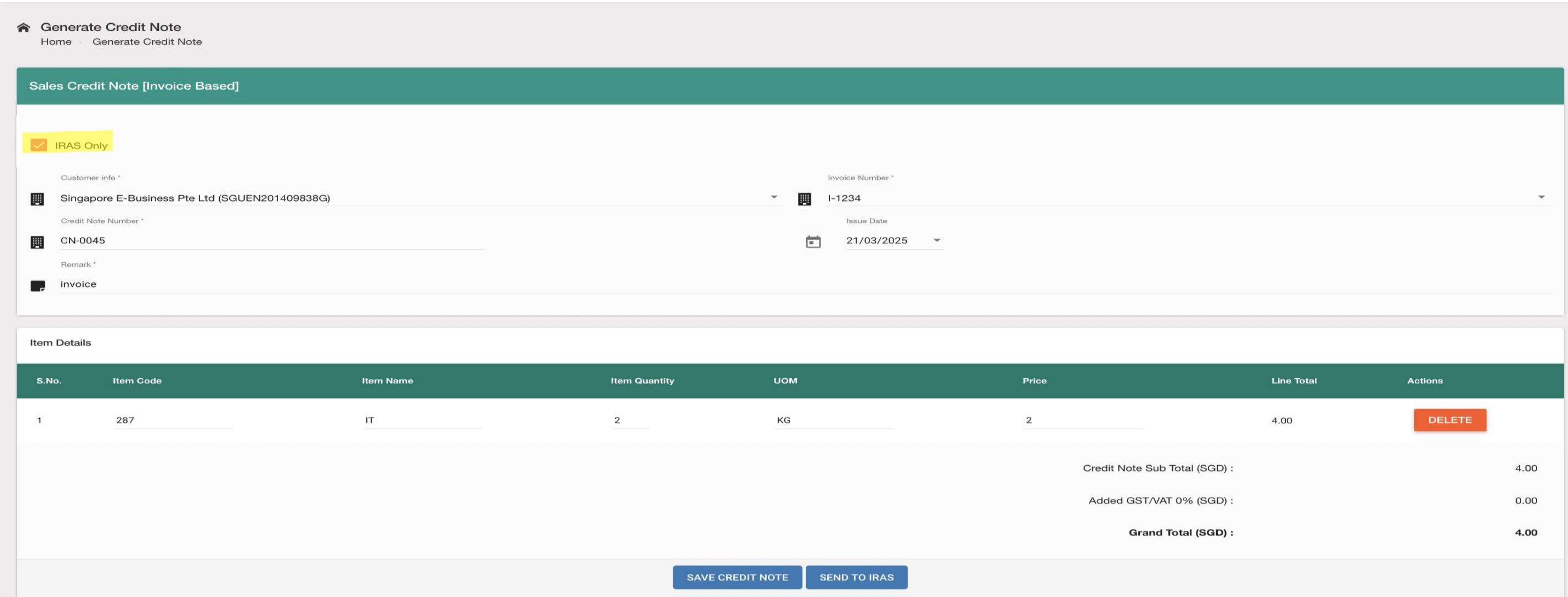


Create a new Sales Credit Note(Invoice Based)

Stage 3: Credit Note Send IRAS only

1) If selected IRAS only then in the credit note summary we'll have the option to send to IRAS.

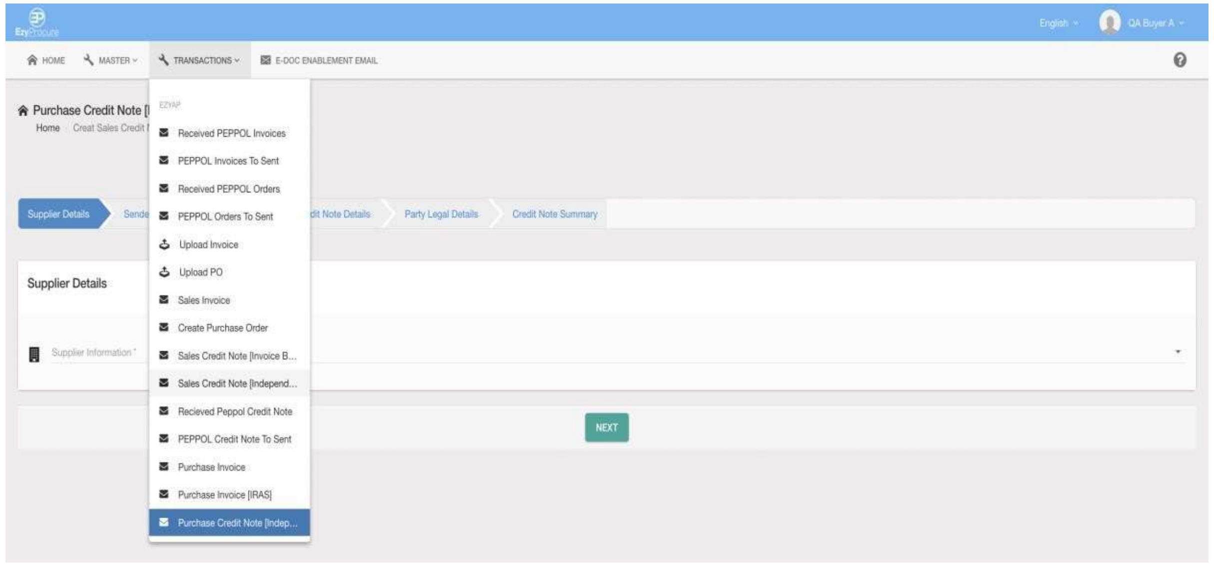
2) Click the "Save" button to complete the processes and send later.



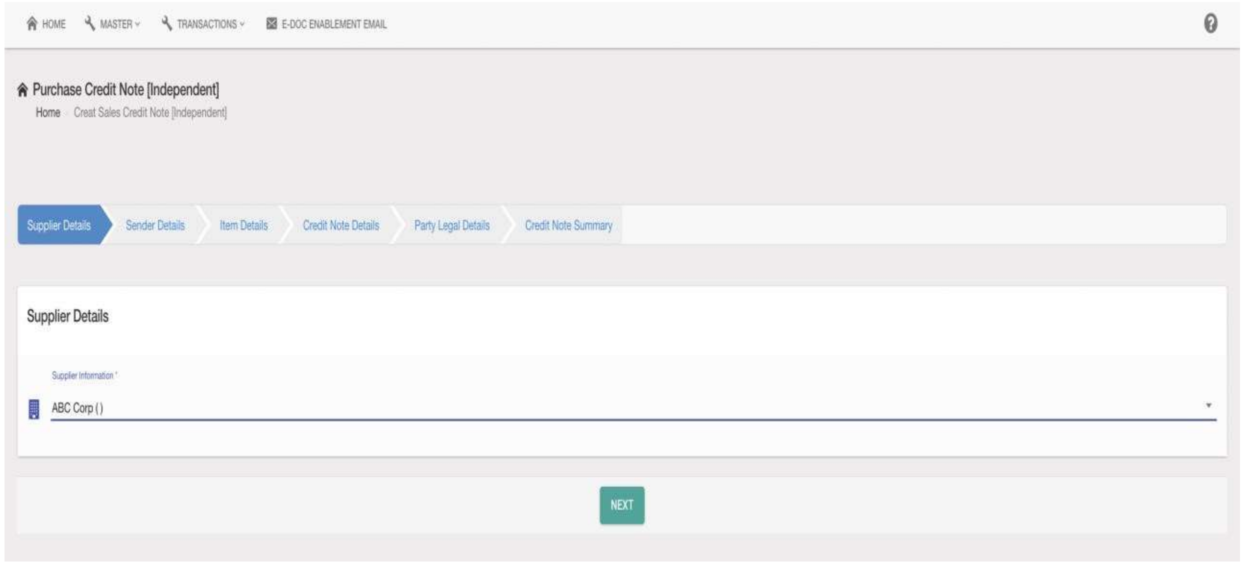
Create a new Purchase Credit Note(Independent)

Stage 1: Supplier Details

1) Go to ”Transactions”. Select the dropdown menu. Click “Purchase Credit Note[Independent]”.



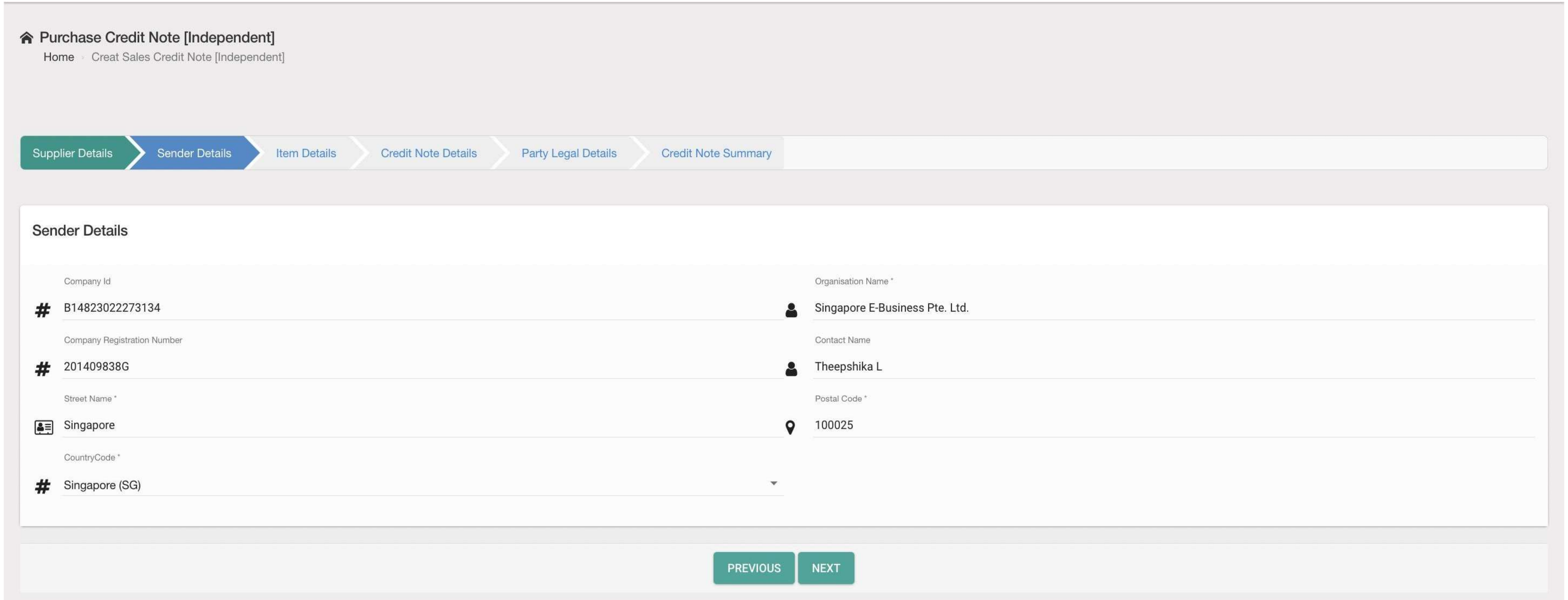
2) Follow and complete all the process stages. Under Supplier Details, you can select the buyer that you want to create the credit note. Click Next to continue.



Create a new Purchase Credit Note(Independent)

Stage 2: Supplier Details

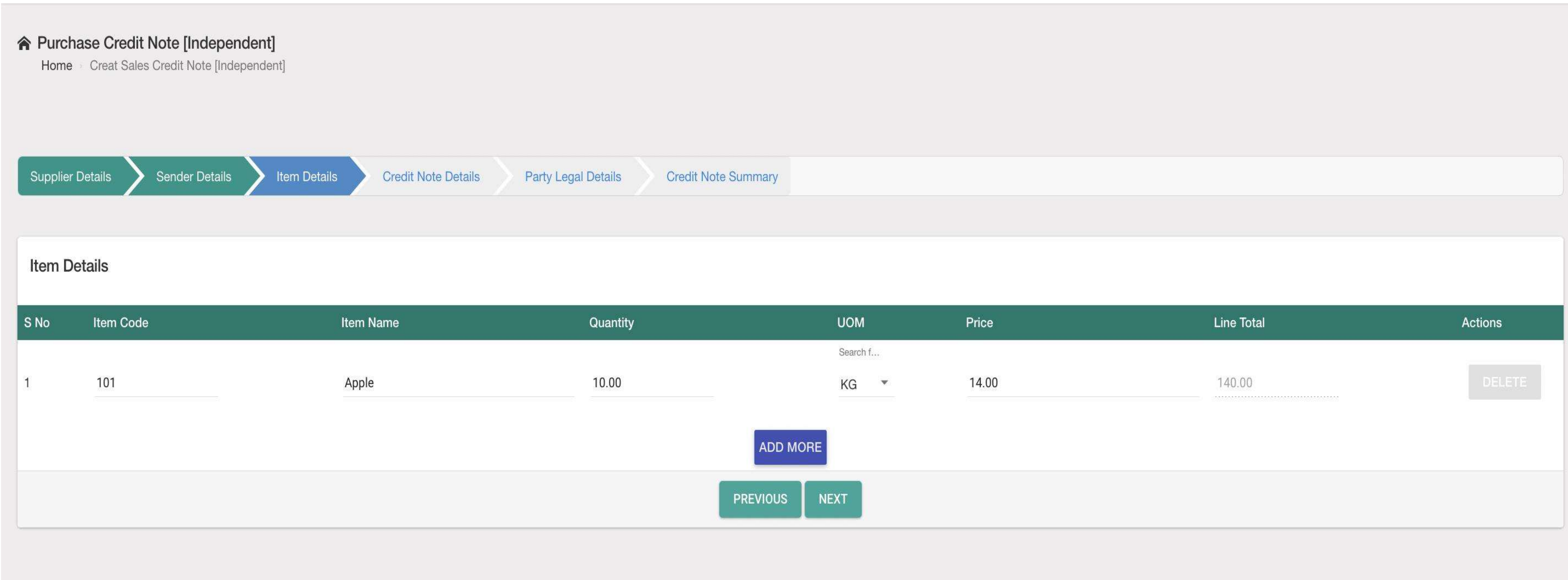
1) Under Supplier Details, the details of your company will be auto-filled if you have already setup your supplier's profile. Click Next to continue.



Create a new Purchase Credit Note(Independent)

Stage 3: Item Details

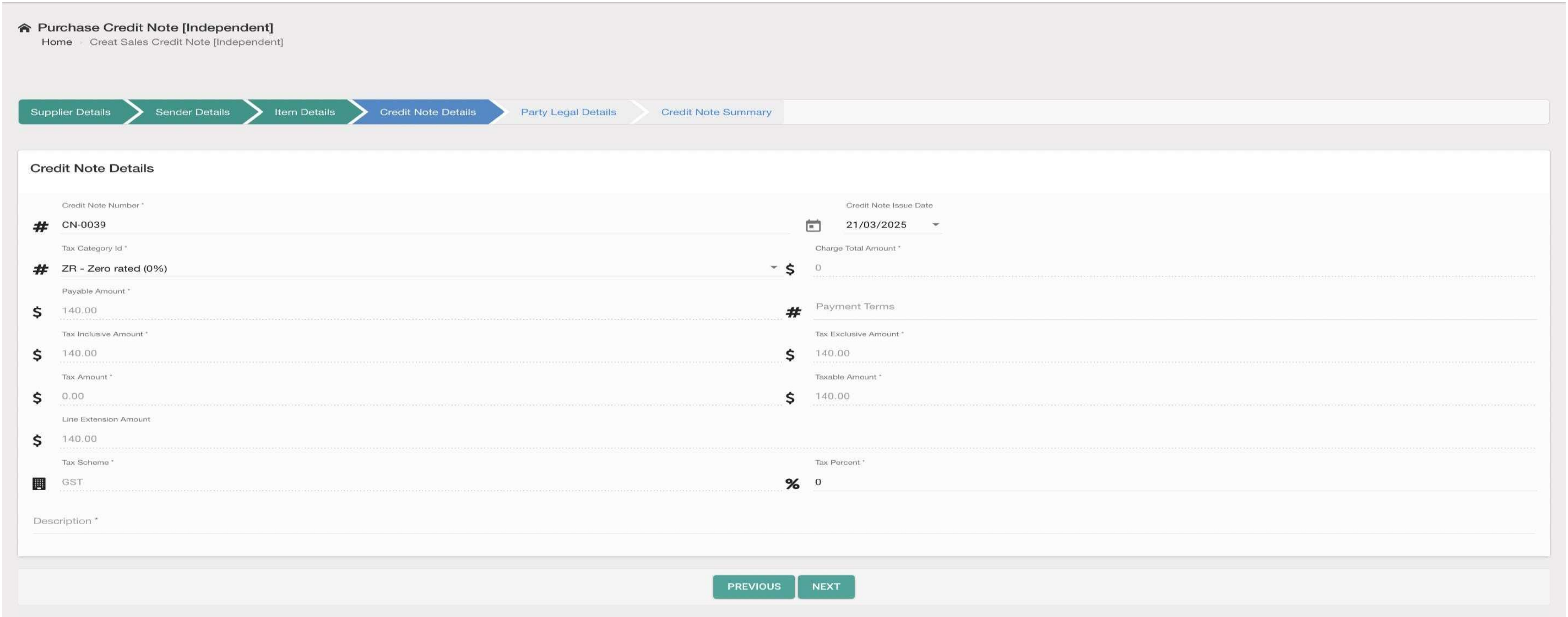
1) Under Item Details, fill in the item details that you want to show in your credit note. Click Next to continue.



Create a new Purchase Credit Note(Independent)

Stage 4: Credit Note Details

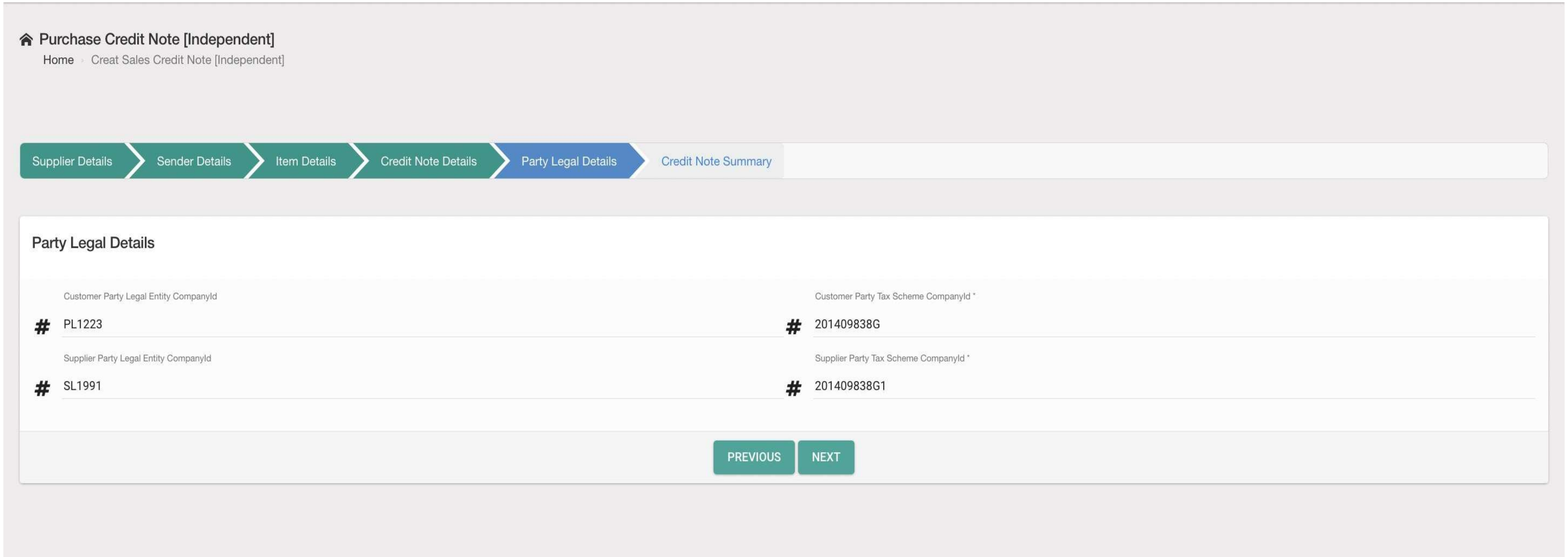
1) Under Credit Note Details, fill in your PO number, check the payment amount. Click Next to continue.



Create a new Sales Credit Note(Independent)

Stage 5: Party Legal Details

1) Under Party Legal Details, fill company details and registration name. Click Next to continue.

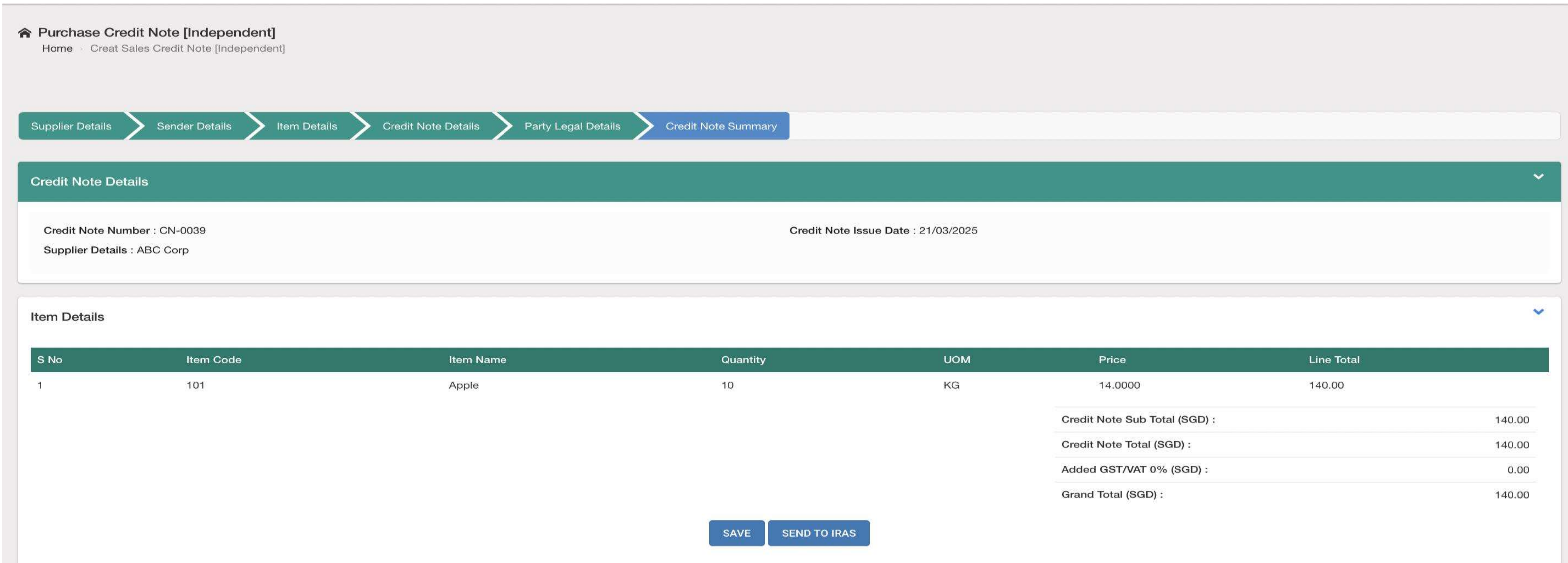


Create a new Sales Credit Note(Independent)

Stage 6: Credit Note Summary

1) Click on “Send To IRAS” to send the credit note immediately to IRAS.

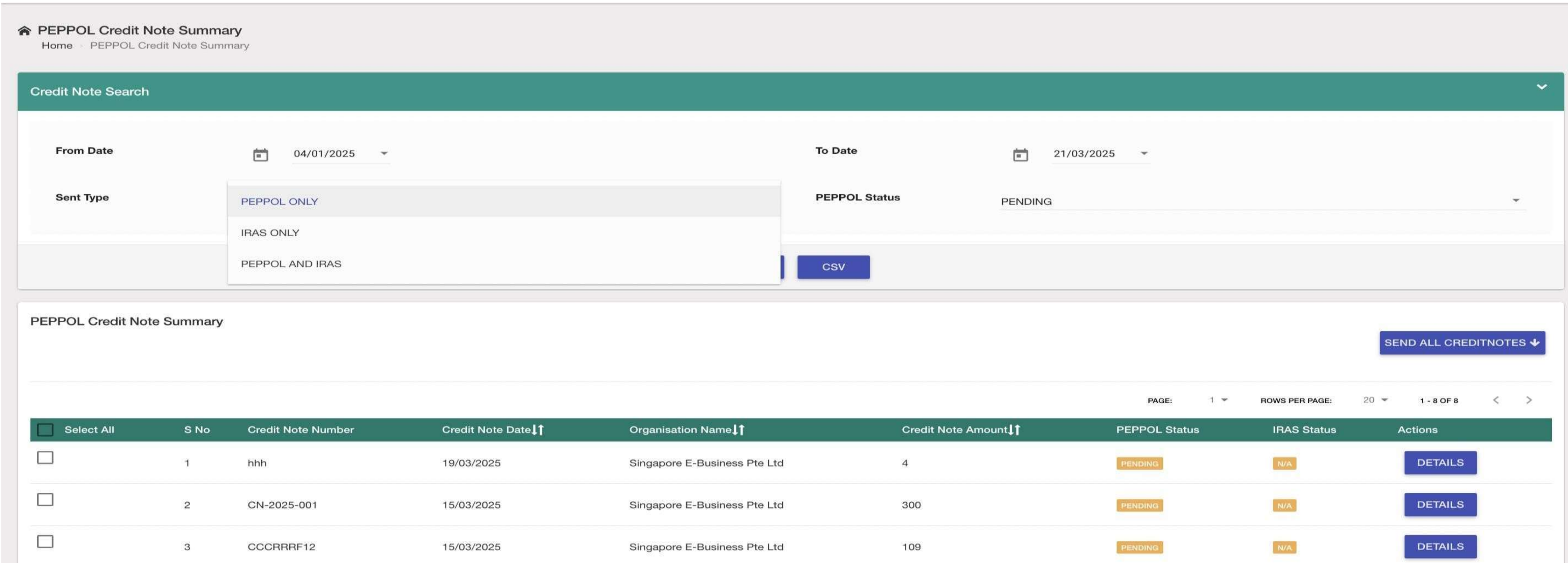
2) Click the ”Save” button to complete the processes and send later.



Send Credit Note

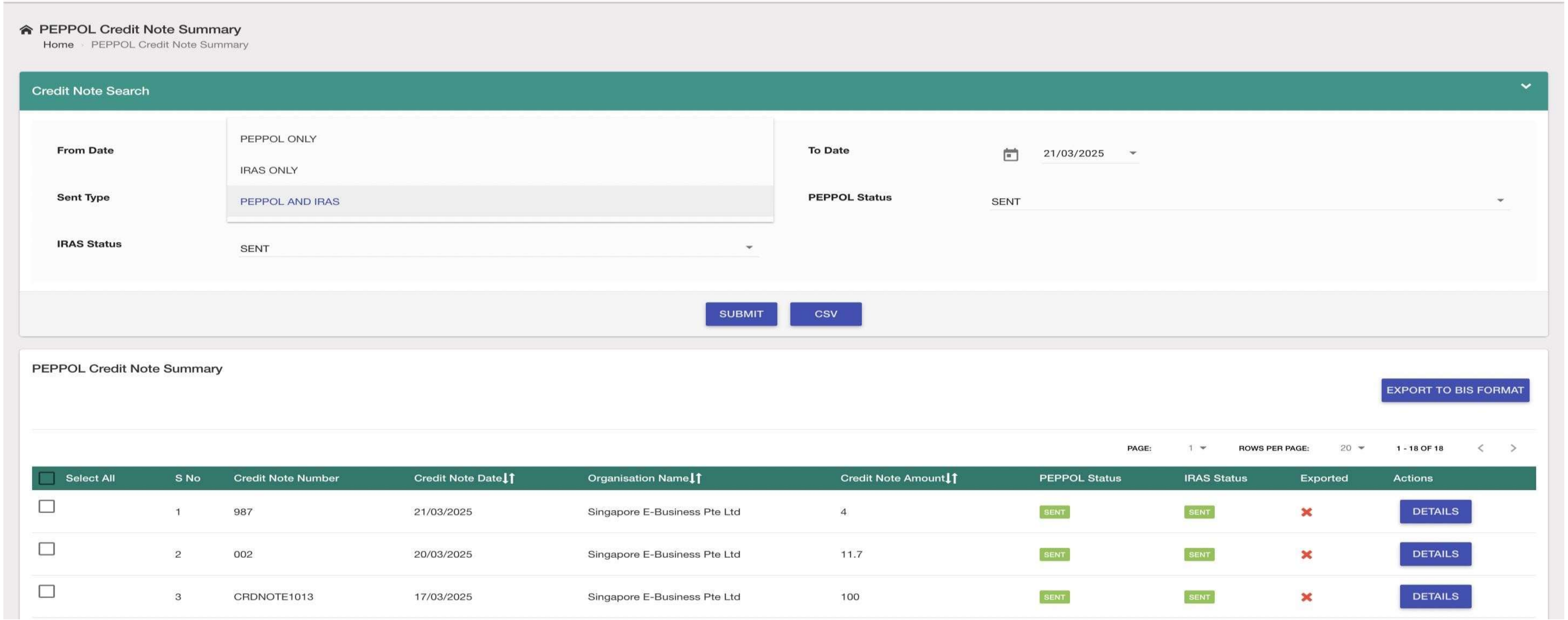
1) You will be led to Credit Note Summary. Here your credit note is been saved as draft and reflected as “Pending” status in the summary table. Check on the box for the pending credit note to be submitted.

2) Click on 'Send All Credit Notes.' You will have three options: 'Send Peppol Only,' 'Send IRAS Only,' and 'Send Peppol C IRAS.'



Credit Note Response Received

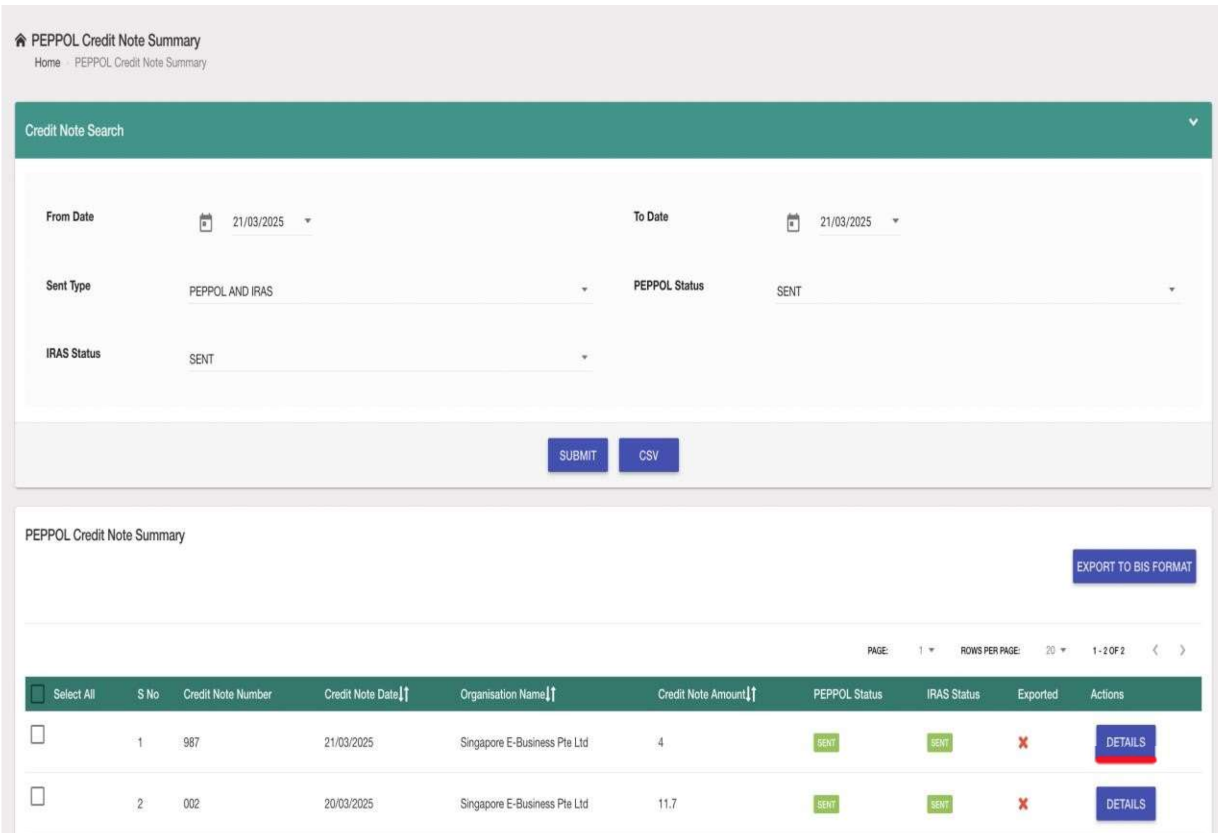
1) You can check if your credit note has been sent by performing an credit note search. Select the 'Sent Type' based on where you sent the credit note, choose the date range, and click 'Submit.' This will show you whether your credit note has been sent to the

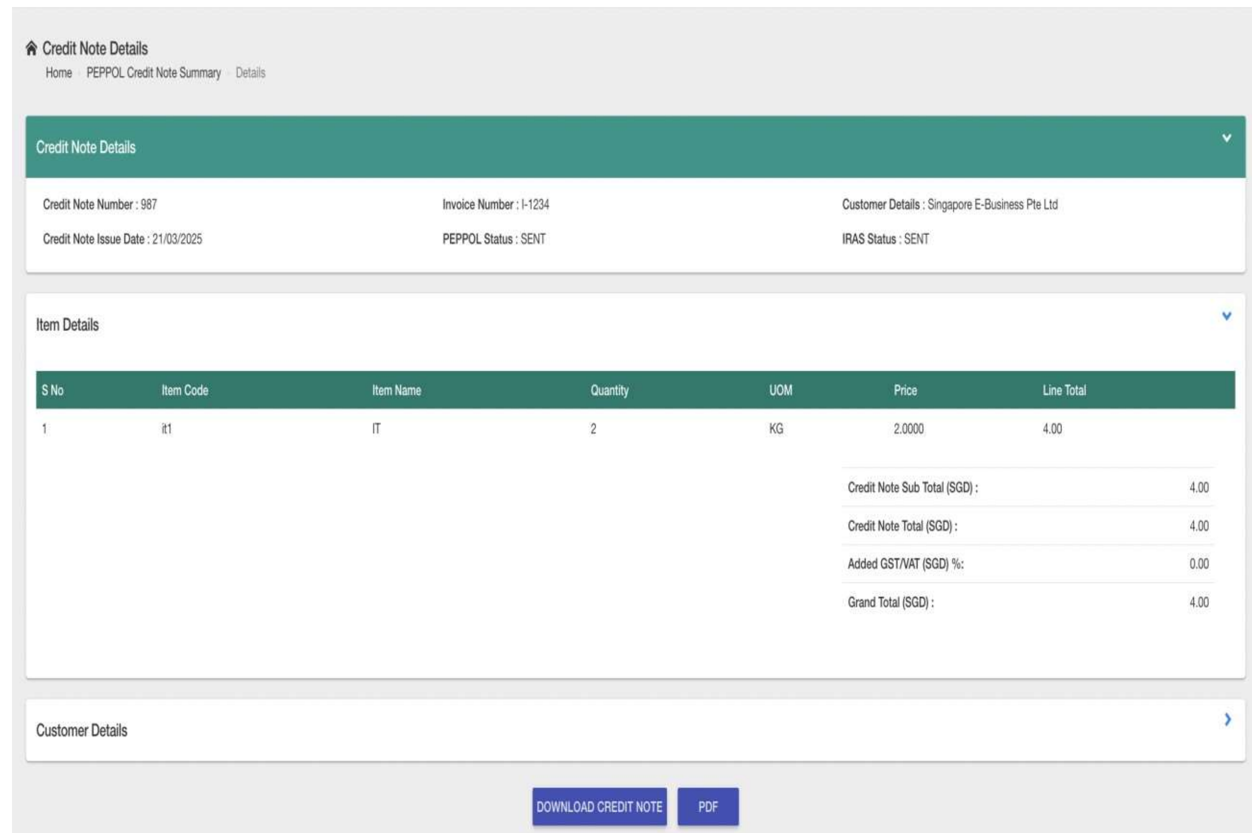


Credit Note Details Page

1) On clicking the Details button you'll go the details page of the particular Credit Note.

2) You can also download credit note you can see the xml file and download it and the pdf button download in PDF



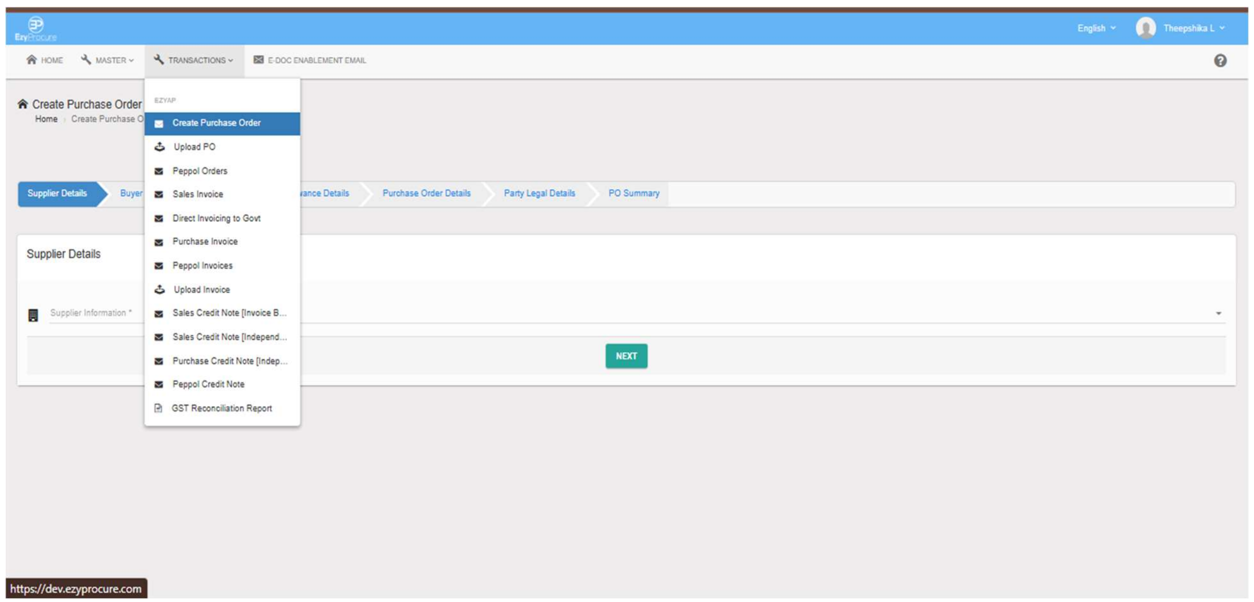


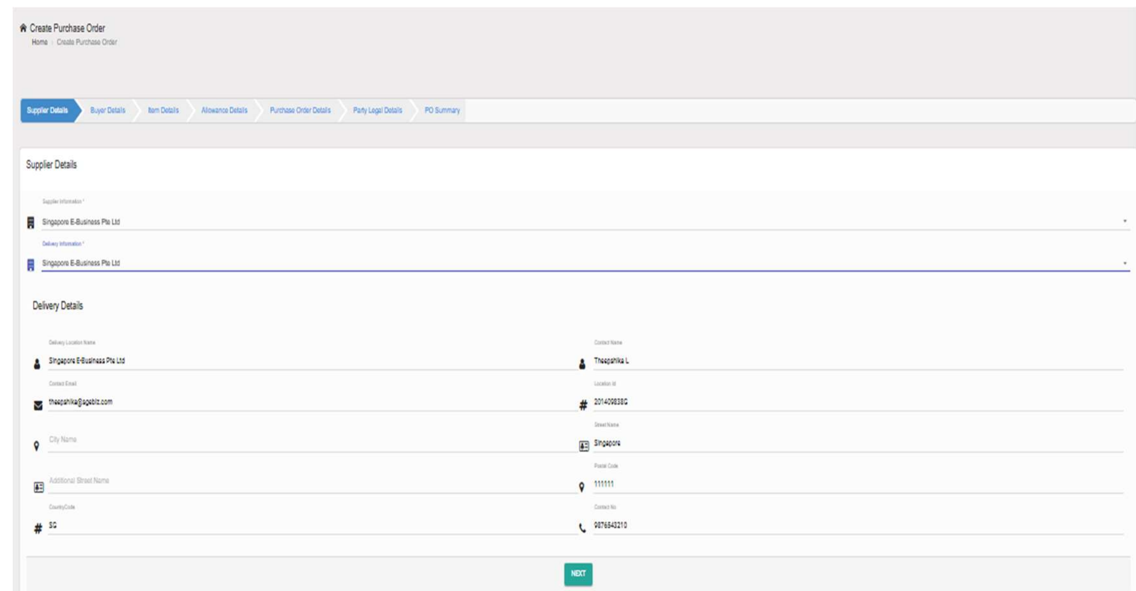
Create a new Purchase Order

Stage 1: Supplier Details

1) Go to ”Transactions”. Select the dropdown menu. Click “Create Purchase Order”.

2) Follow and complete all the process stages. Under Supplier Details, you can select the supplier that you want to create the purchase order. Every details will be auto-filled if you have already setup your supplier’s profile. Click Next to continue.

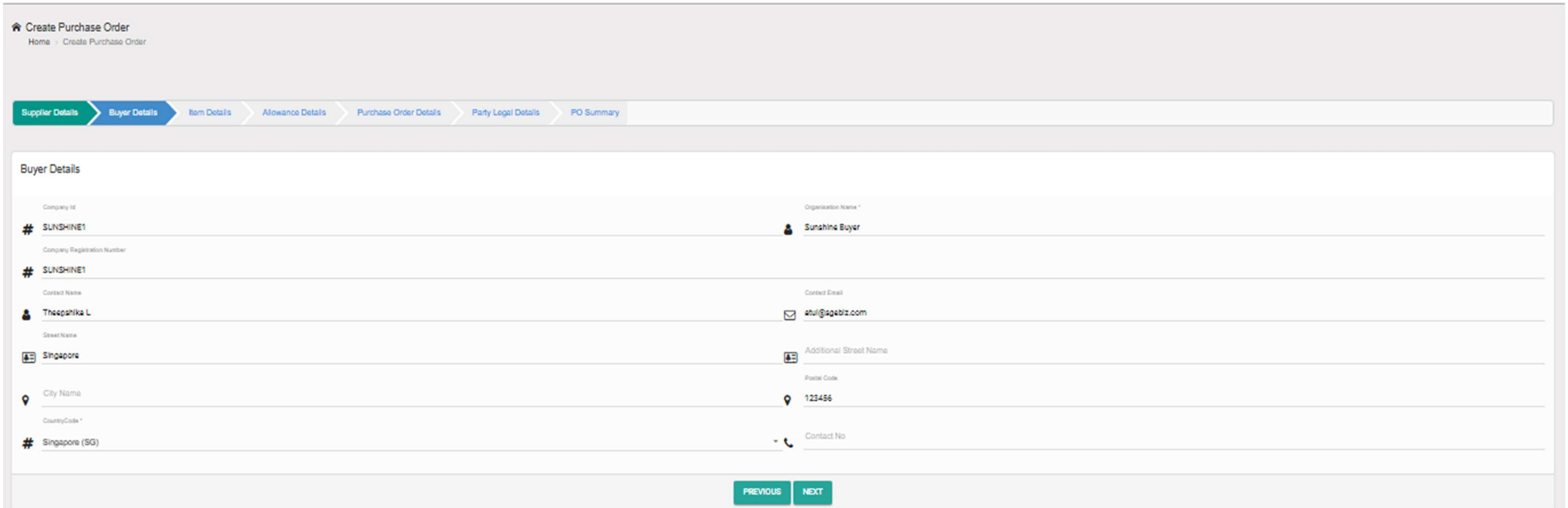




Create a Purchase Order

Stage 2: Buyer Details

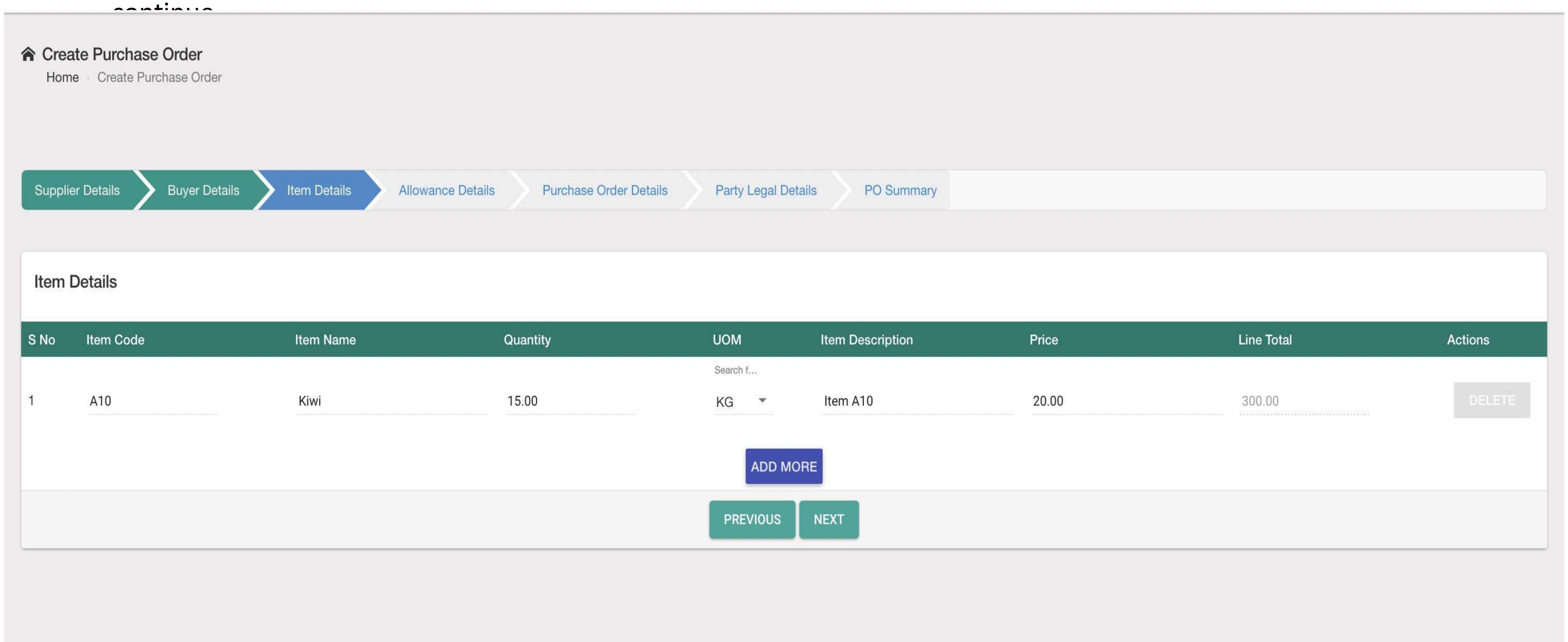
1) Under Buyer Details, the details of your company will be auto-filled if you have already setup your buyer's profile. Click Next to continue.



Create a Purchase Order

Stage 3: Item Details

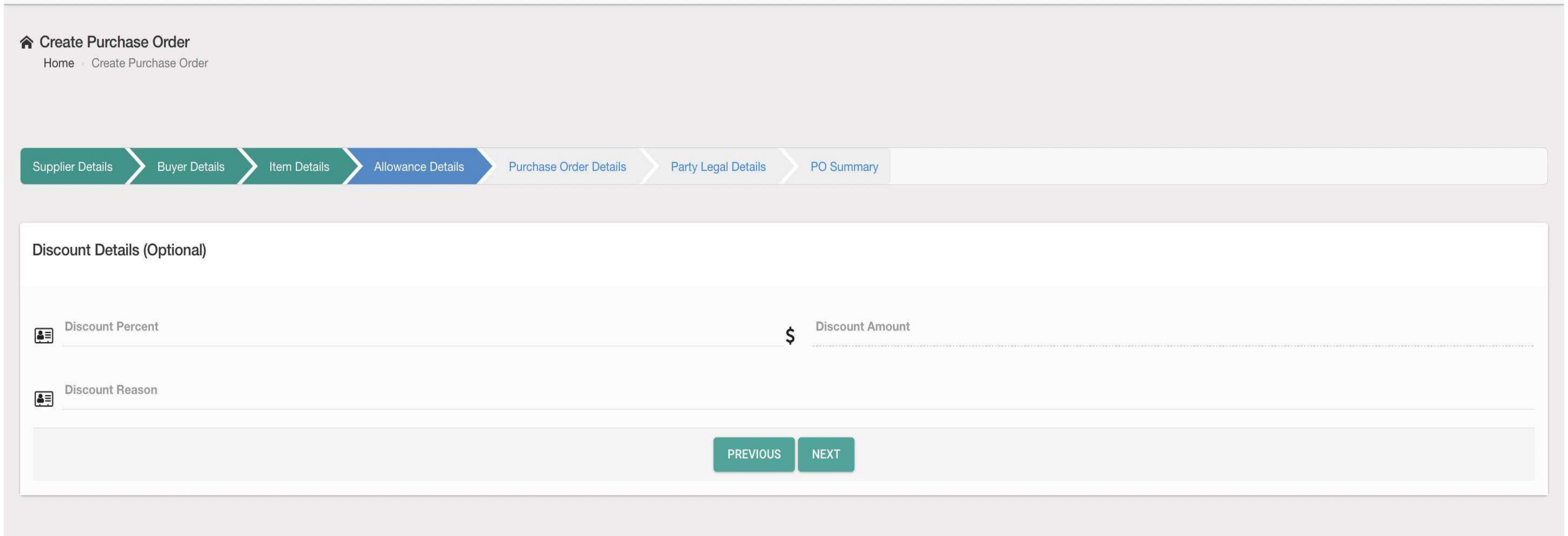
1) Under Item Details, fill in the item details that you want to show in your purchase order. Click Next to continue



Create a Purchase Order

Stage 4: Allowance Details

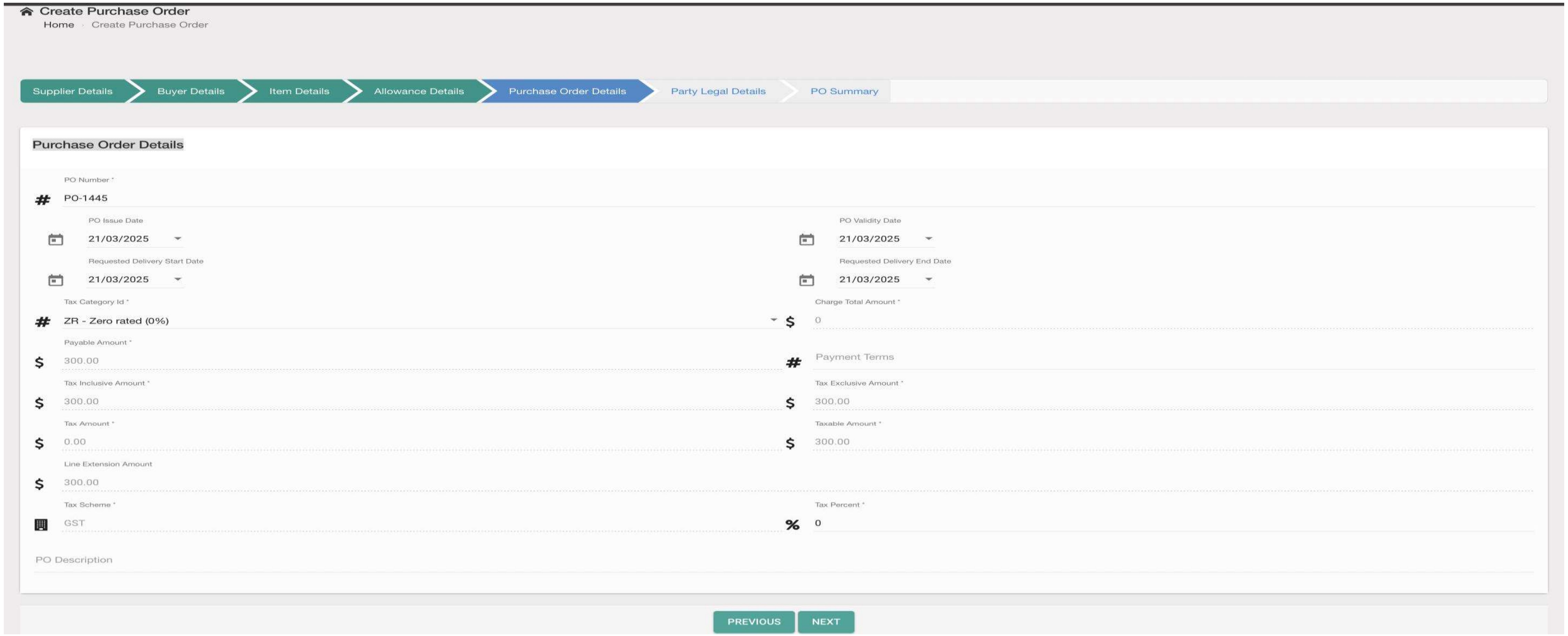
1) Under Allowance Details, fill in the discount details that you are providing to your buyer. Click Next to continue.



Create a Purchase Order

Stage 5: Purchase Order Details

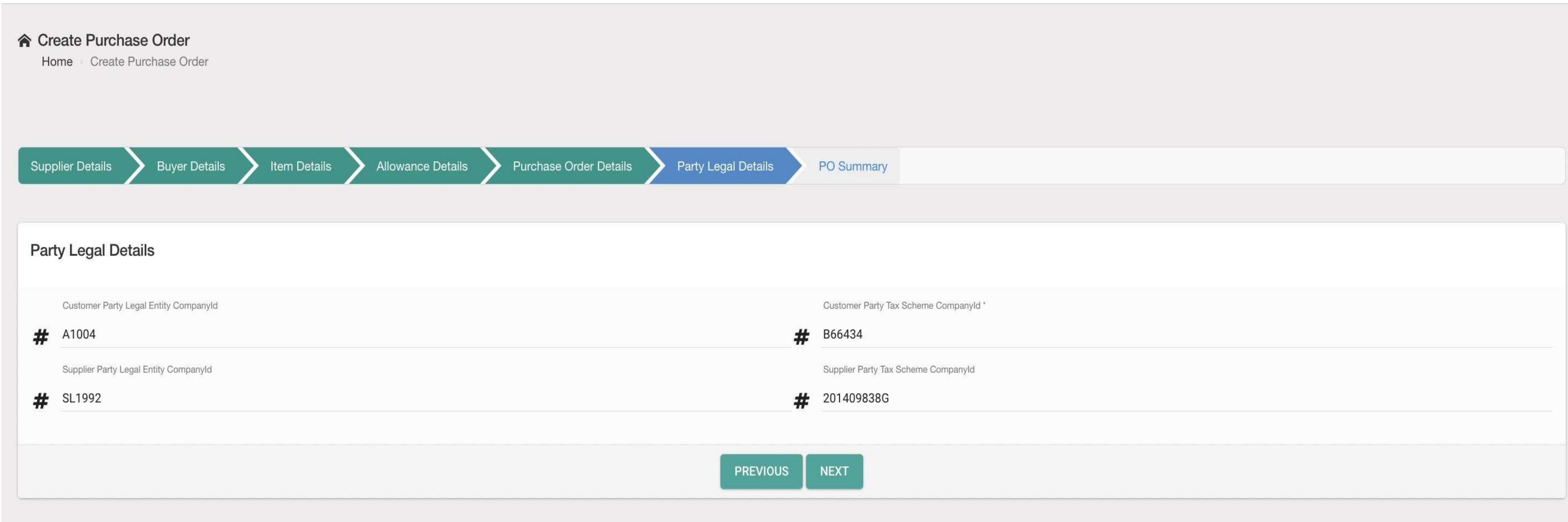
1) Under Purchase Order Details, fill in your PO number and check the payment amount. Click Next to continue.



Create a Purchase Order

Stage 6: Party Legal Details

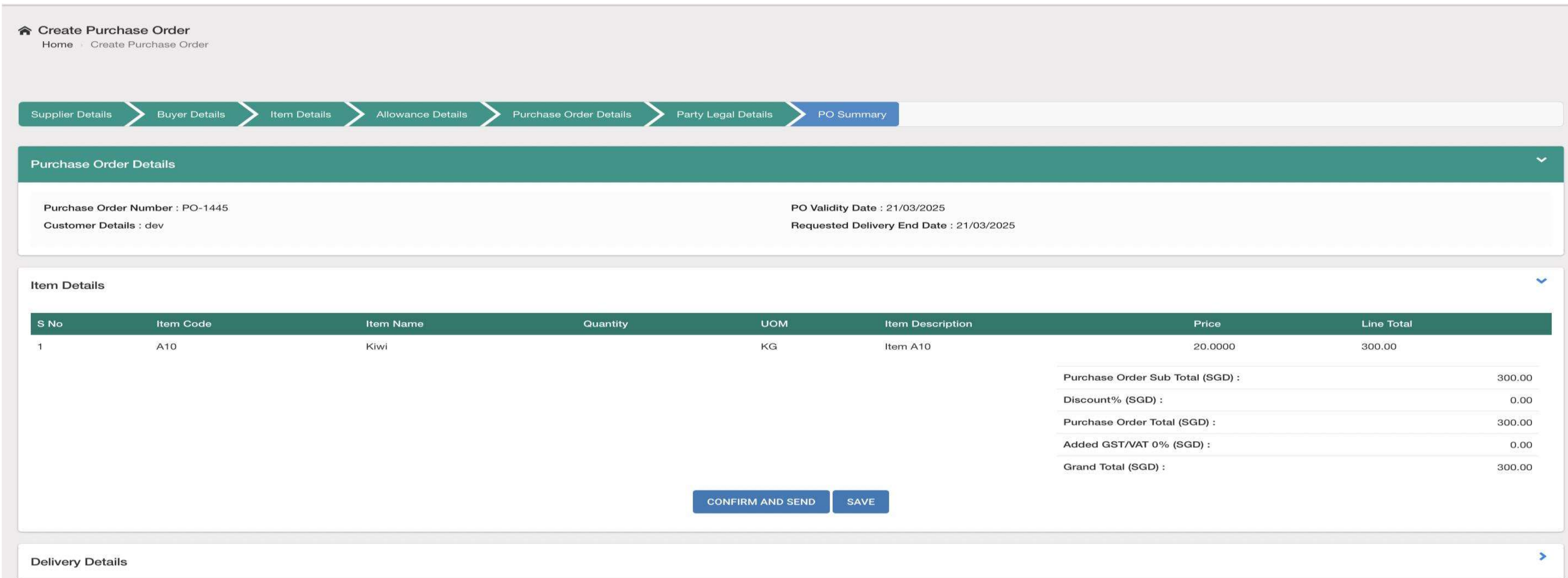
1) Under Party Legal Details, fill company details and registration name. Click Next to continue.



Create a Purchase Order

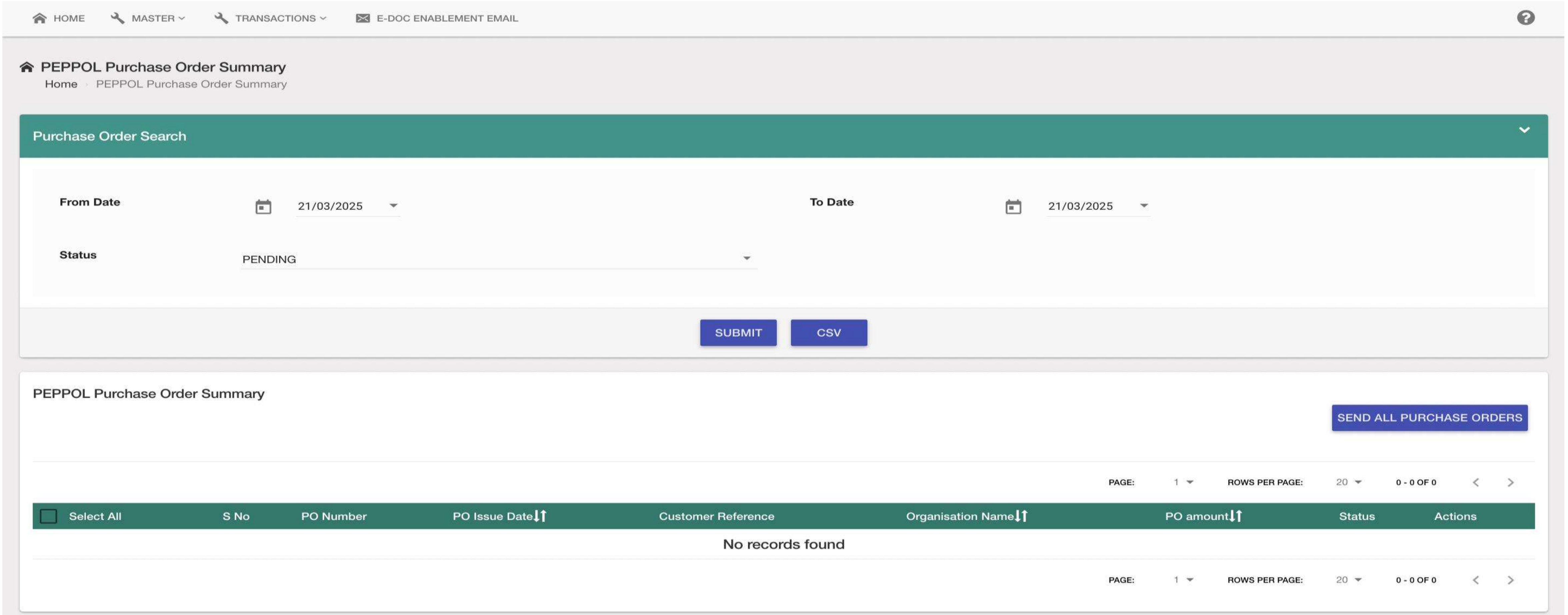
Stage 7: PO Summary

1) Click on “Confirm And Send” to send the purchase order immediately.
2) Click the ”Save” button to complete the processes and send later.



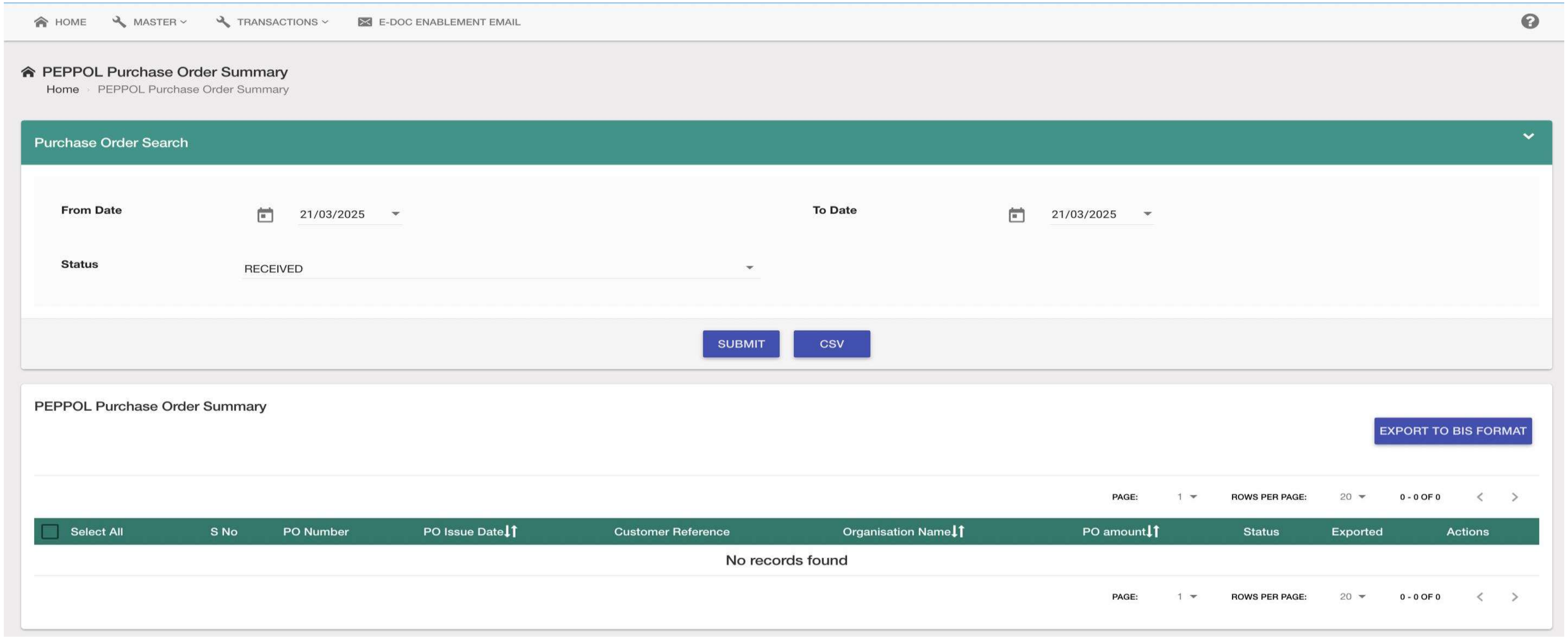
Send Purchase Order

1) You will be led to Purchase Order Summary. Here your purchase order is been saved as draft and reflected as “Pending” status in the summary table. Check on the box for the pending purchase order to be submitted.



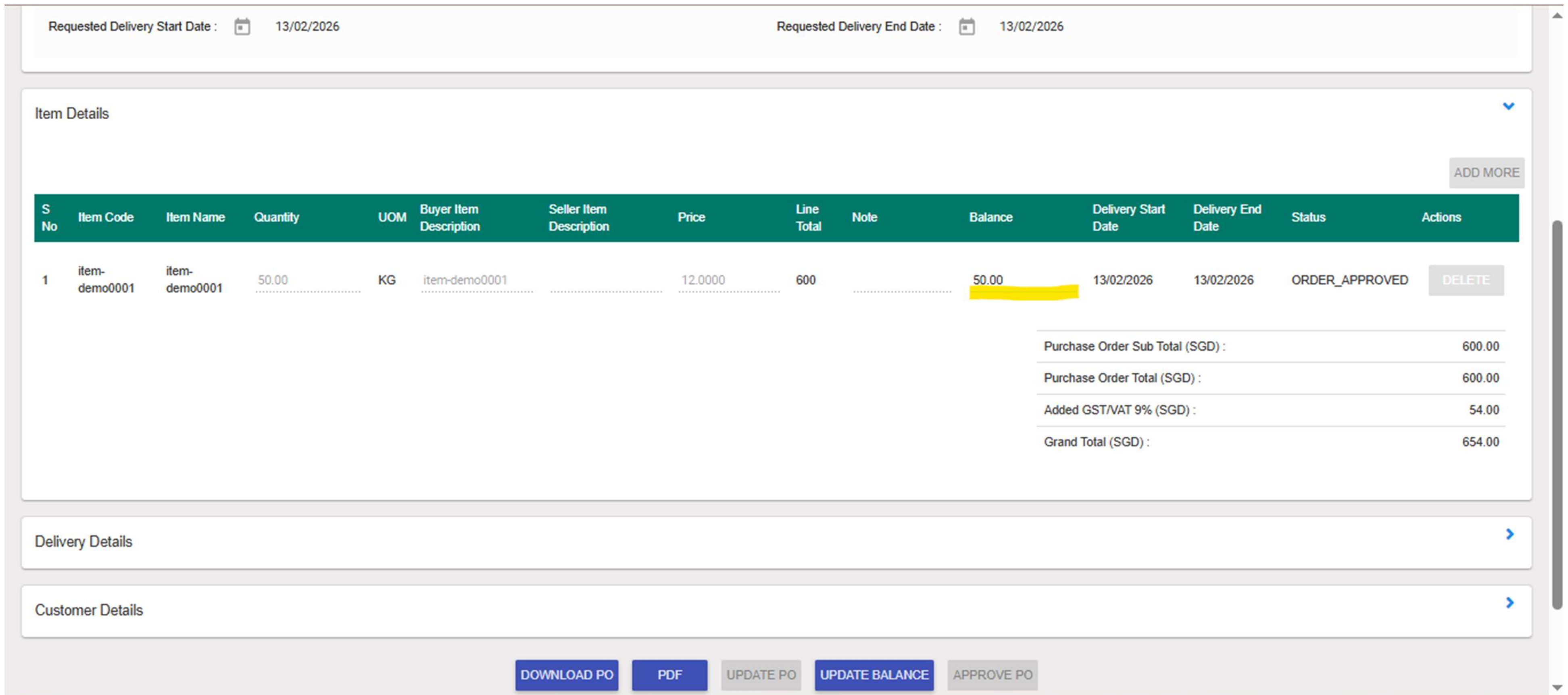
Purchase Order Response Received

1) You can check if your purchase order has been sent by performing an purchase order search. Choose the date range, and click 'Submit.' This will show you whether your purchase order has been sent to the buyer.



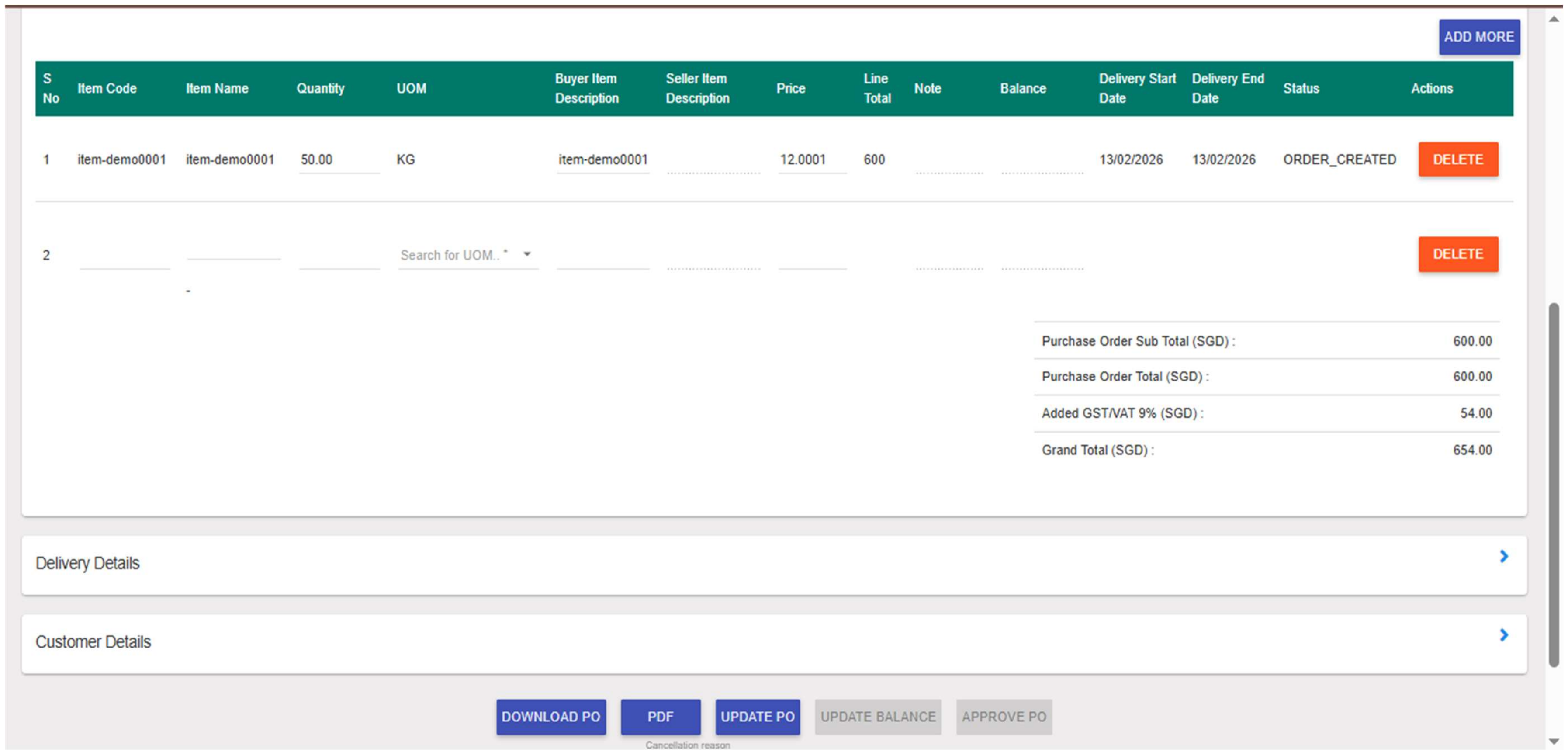
Order Balance

1) Order Balance is sent by Buyer to inform the Supplier of remaining undelivered quantity of items.



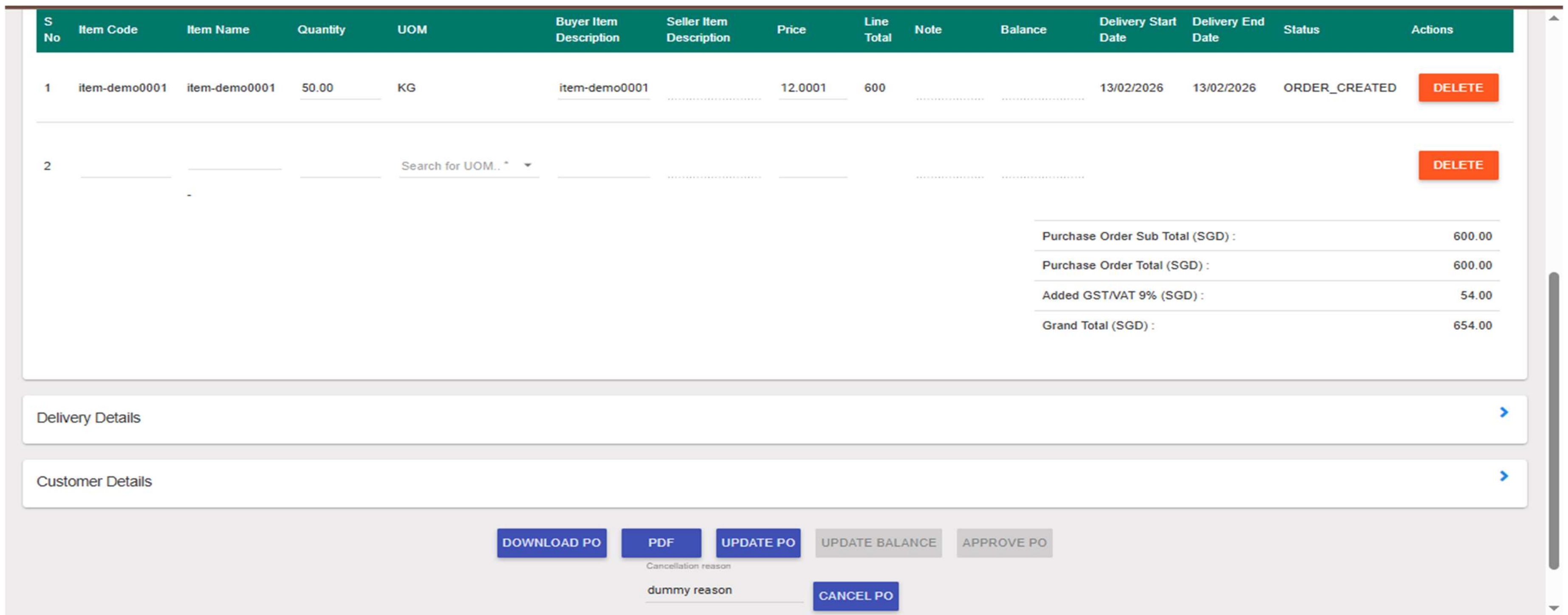
Order Variation

1) Updates or amends a previously issued order. After receiving it.



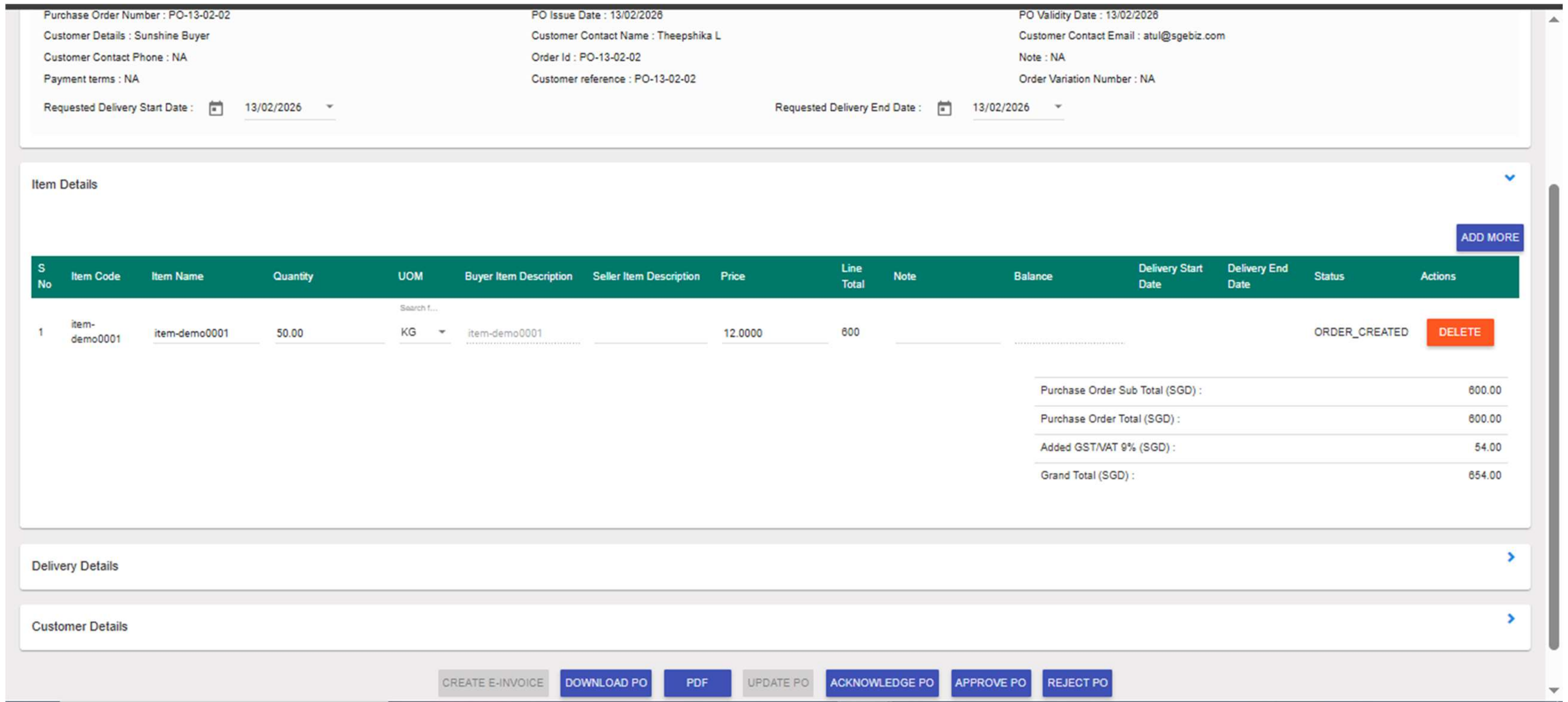
Order Cancellation

1) Buyer Can cancel the Order he sent to Supplier.



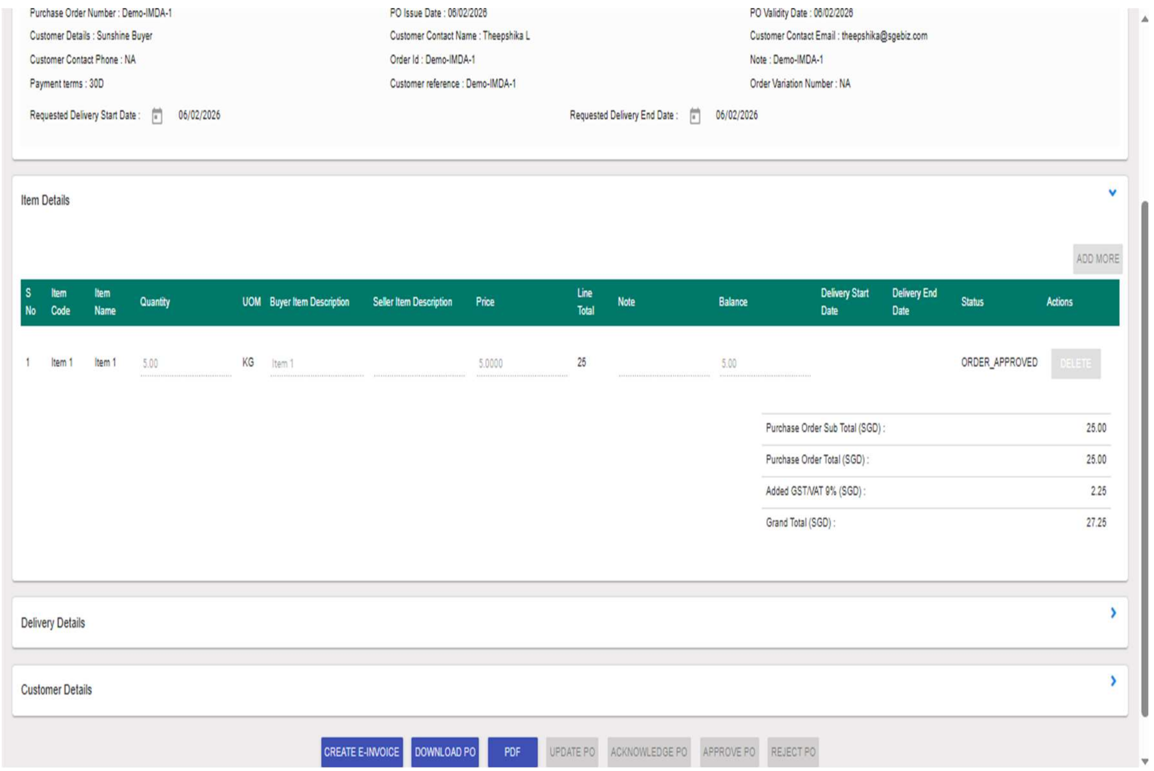
Order Response

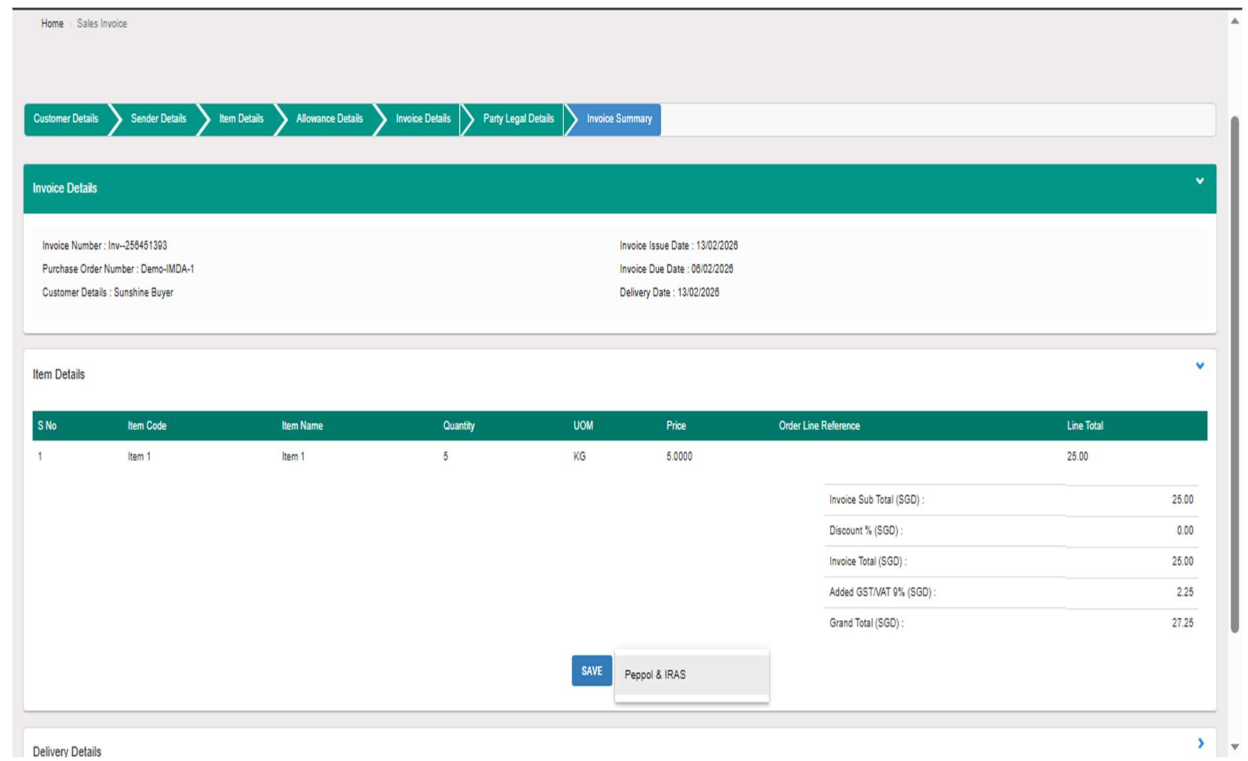
1) In Supplier side, Supplier should be able to accept/reject/modify the Order sent by Buyer.



Flip Invoice

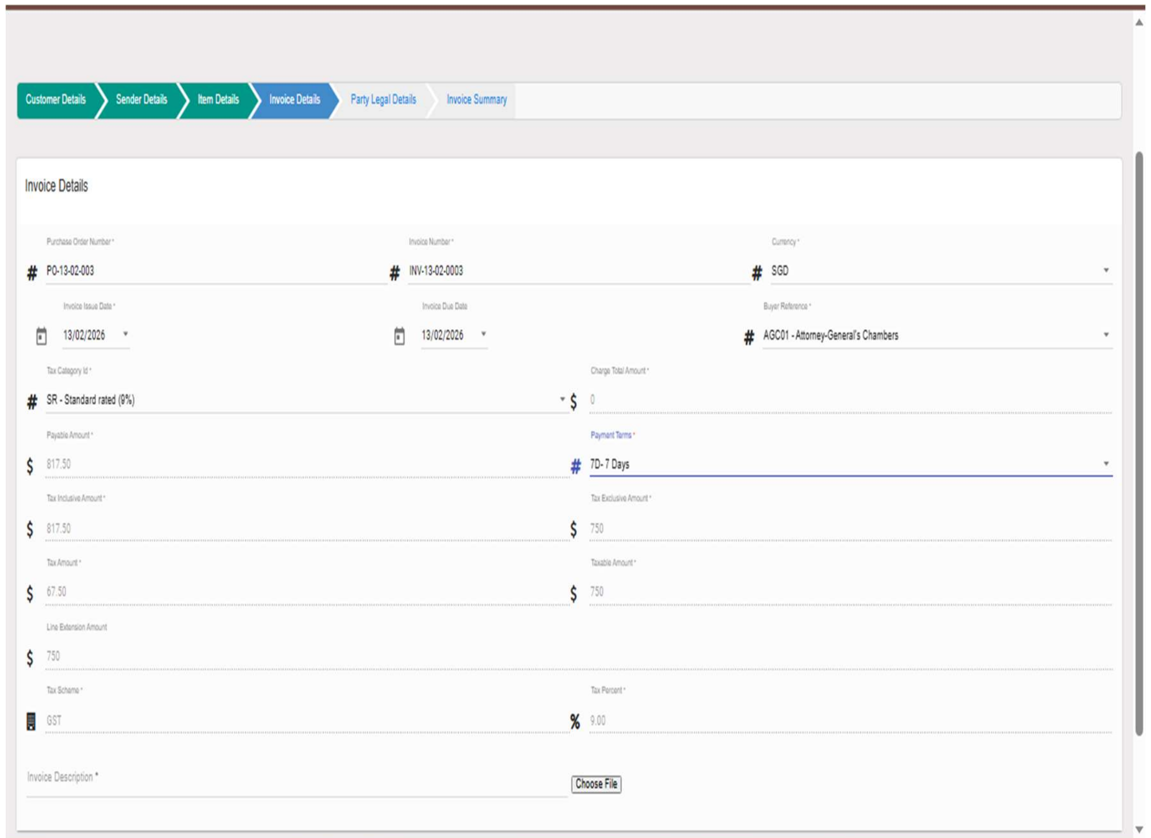
1) converting an approved order into an invoice automatically using the order details.

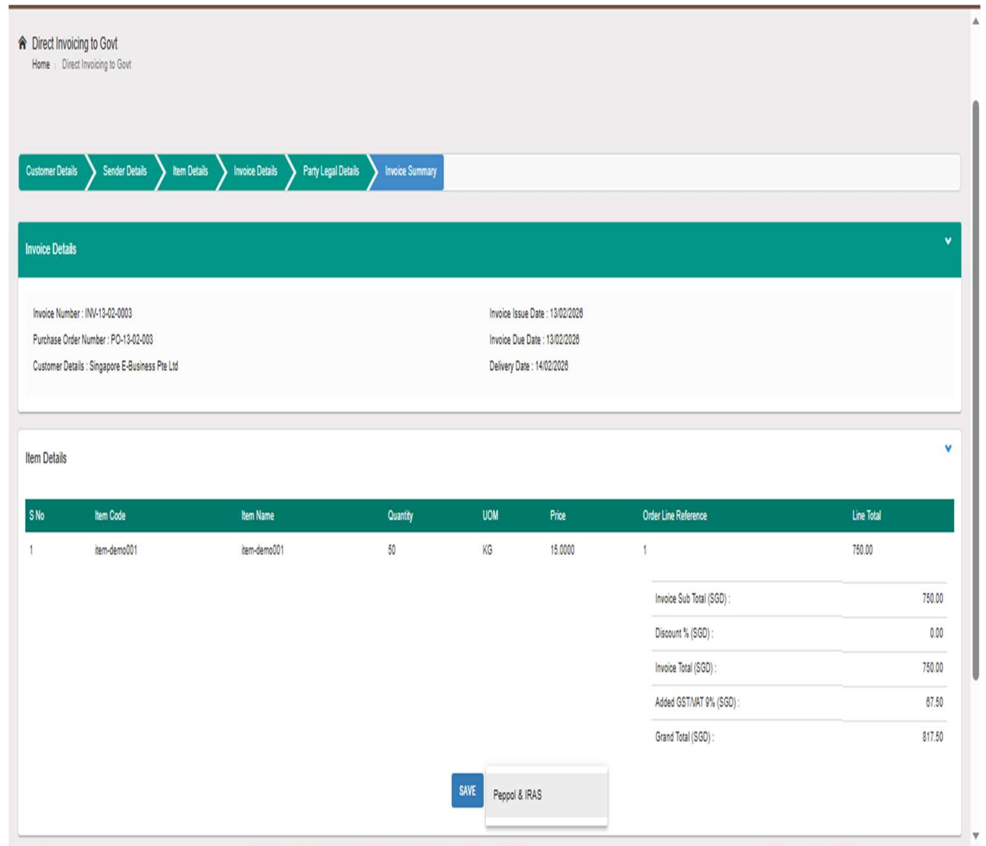




Direct Invoice

1) An invoice sent directly to the Government



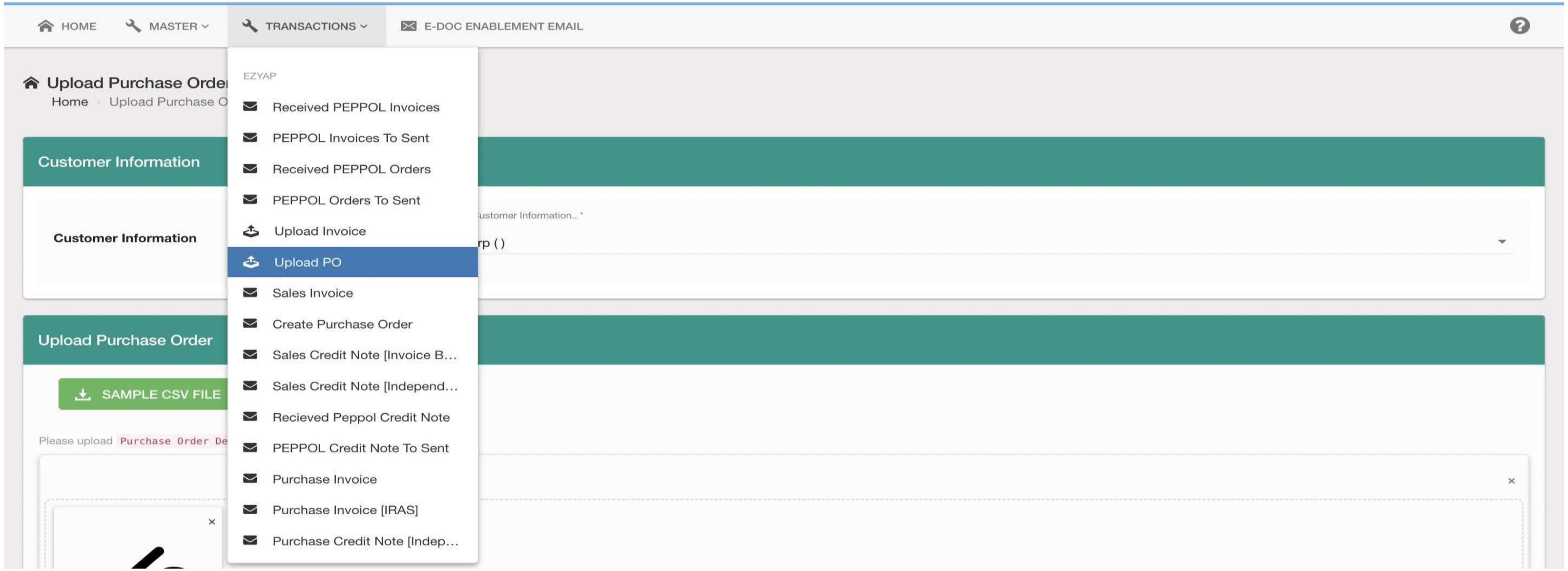


Upload Purchase Order

Stage 1: Uploading CSV File

1) Go to ”Transactions”. Select the dropdown menu. Click “Upload PO”.

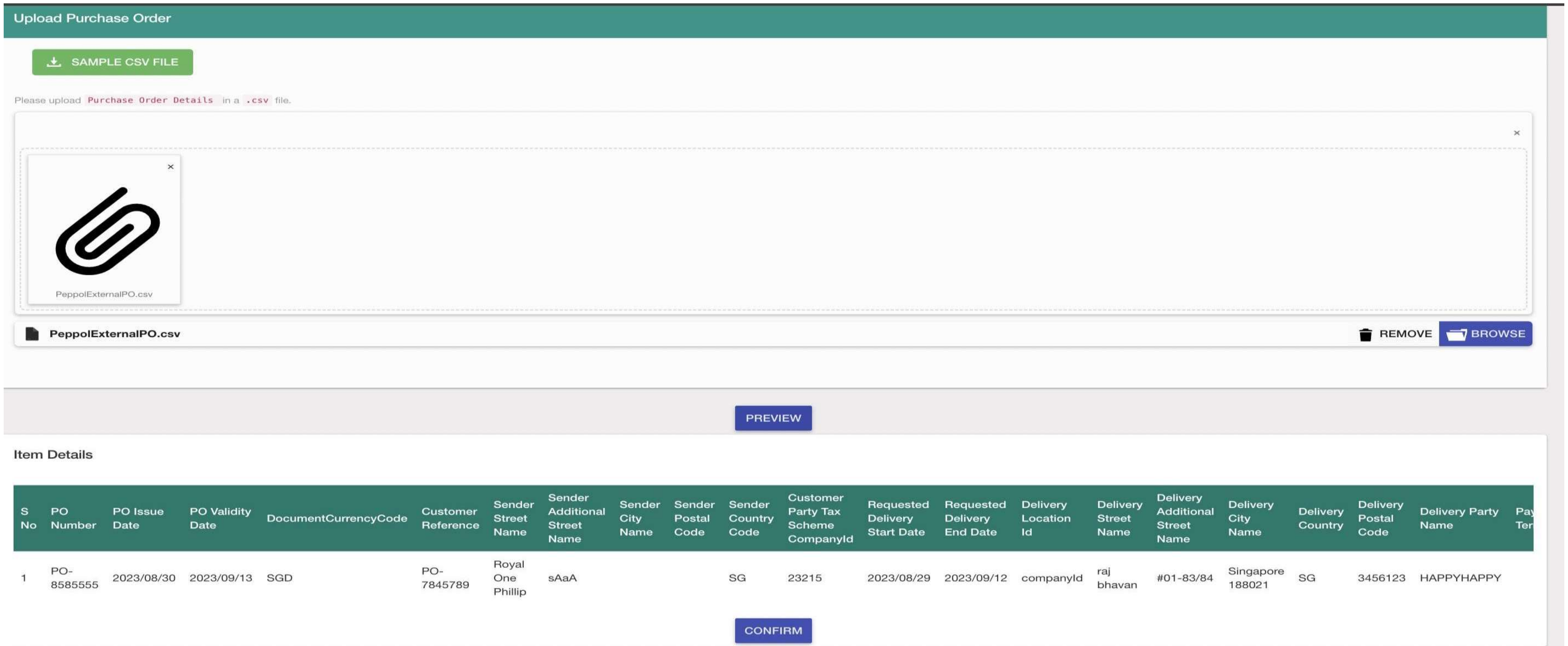
2) Under Customer Information, you can select the customer that you want to upload the csv file. Click on Preview .



Upload Purchase Order

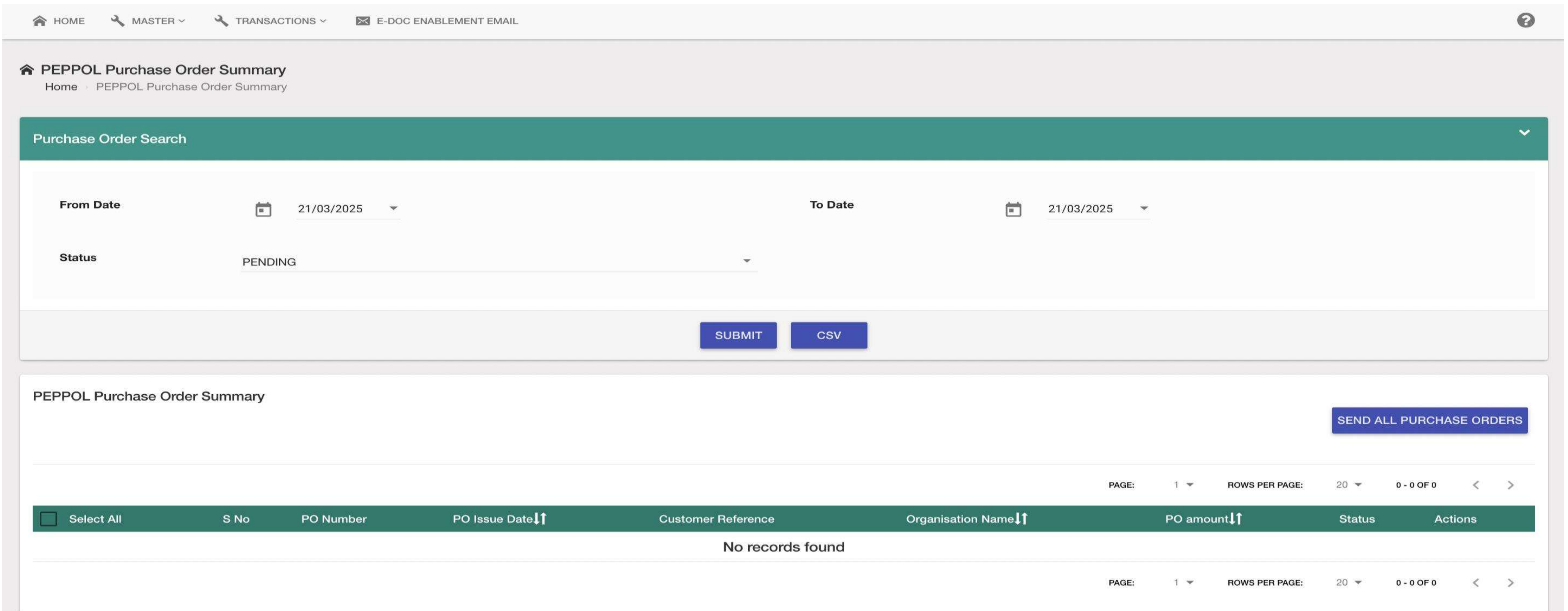
Stage 2: Previewing& Saving

1) Click on 'Preview' to view the purchase order details. If everything looks good, click on the 'Confirm' button to save it. You can then send it later using 'Peppol Orders To Sent' where it will show as pending tab in Transactions menu.



Upload Purchase Order

1) You will be led to Purchase order Summary. Here your credit note is been saved as draft and reflected as “Pending” status in the summary table. Check on the box for the pending purchase order to be submitted.



Upload Invoice

Stage 1: Uploading CSV File

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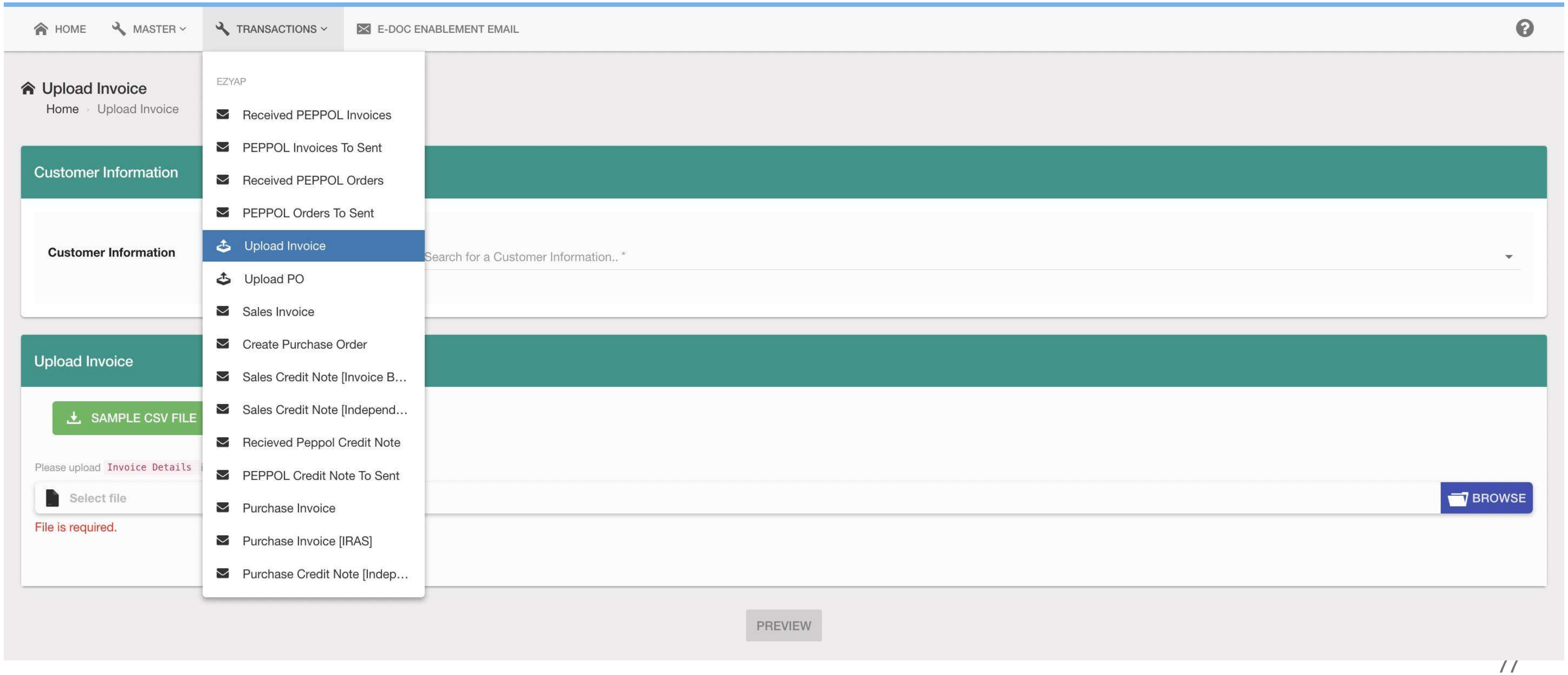

Upload Invoice

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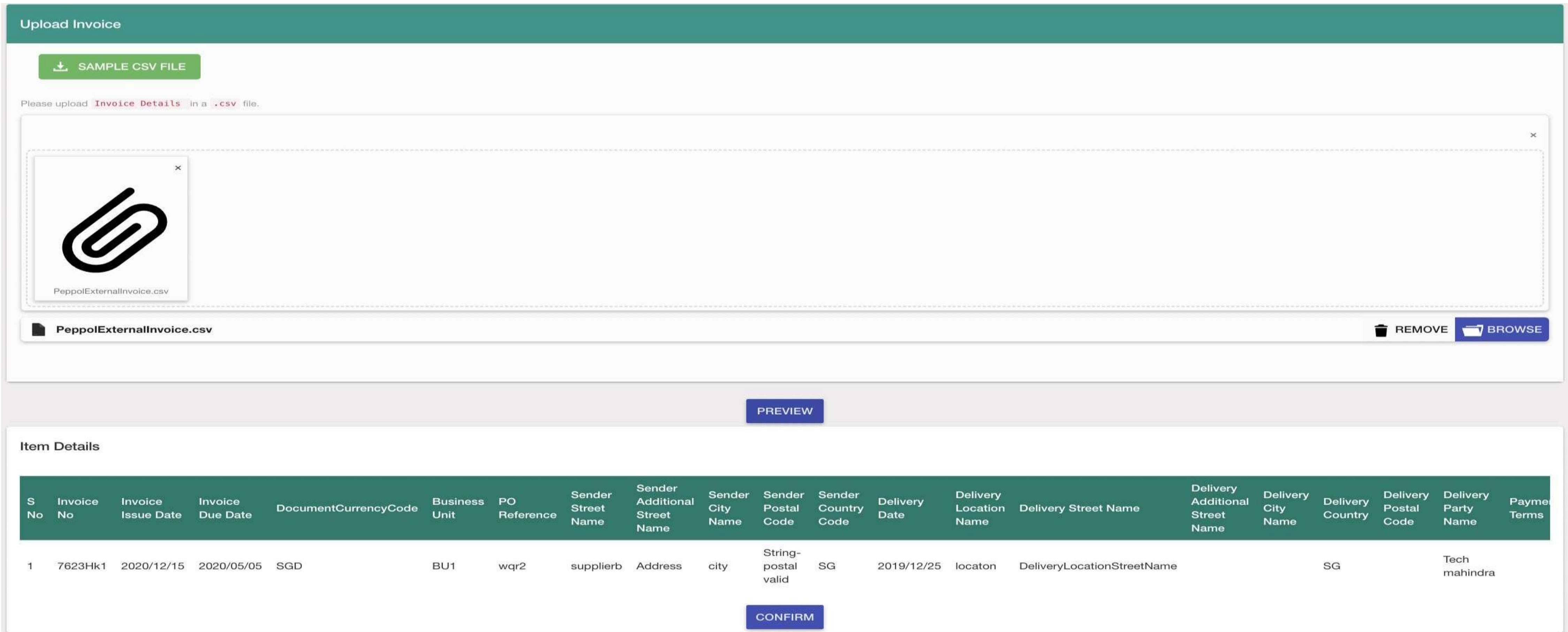
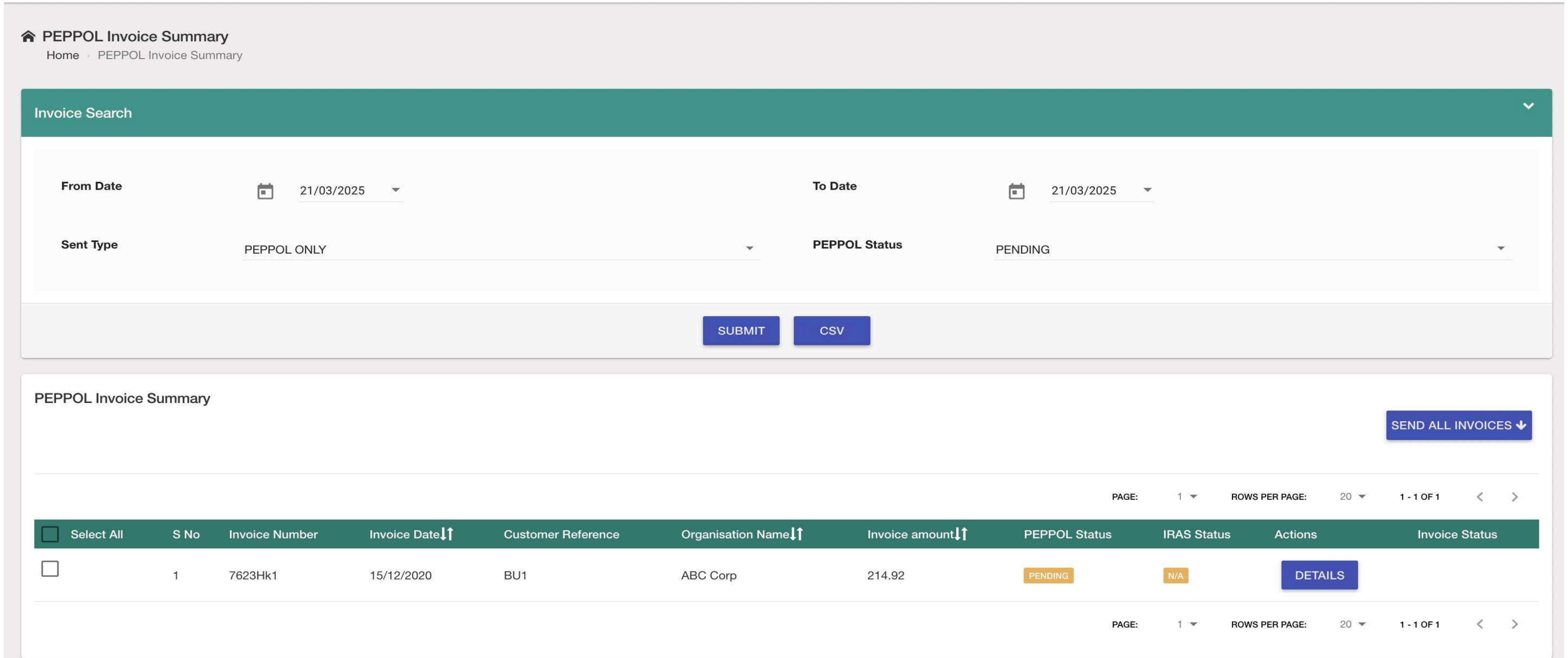


Upload Invoice

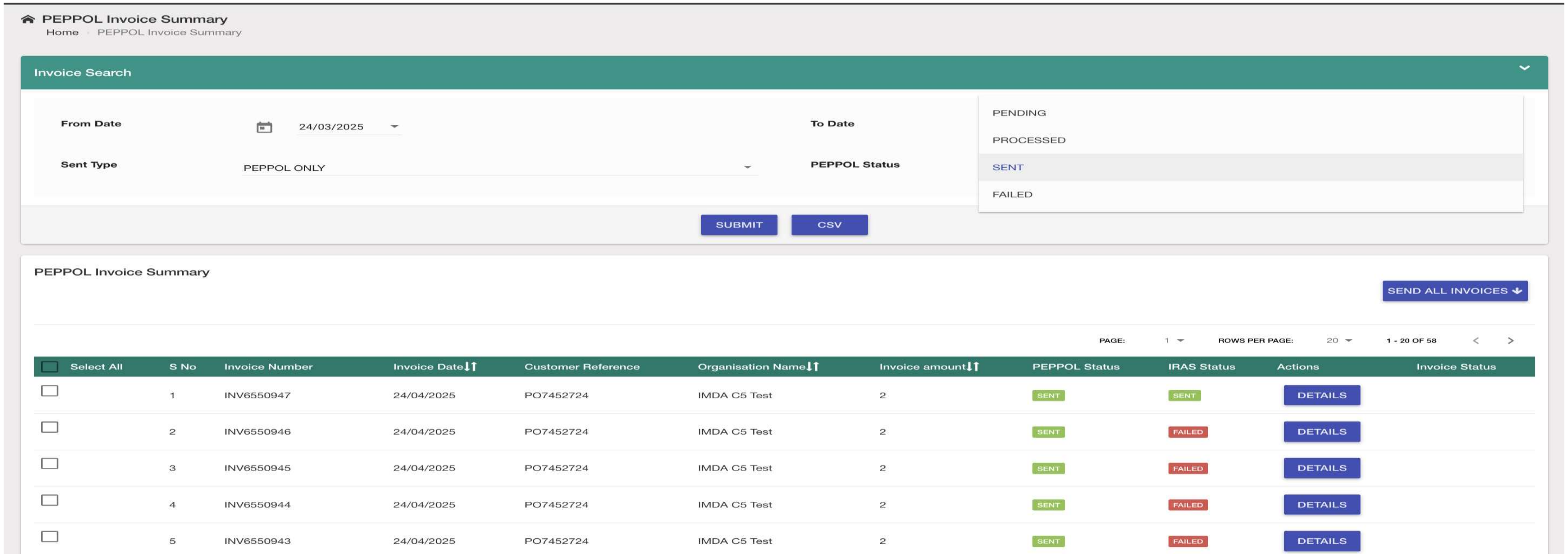
1) You will be led to Invoice Summary. Here your invoice is been saved as draft and reflected as “Pending” status in the summary table. Check on the box for the pending invoice to be submitted.



Invoice Report & Reconciliation

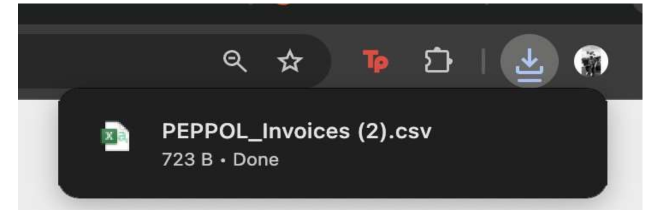
1) User will be able to see report based on selected date range, sent type (Peppol only, IRAS only, Peppol and IRAS), and Peppol status (PENDING, SENT, FAILED, PROCESSED).

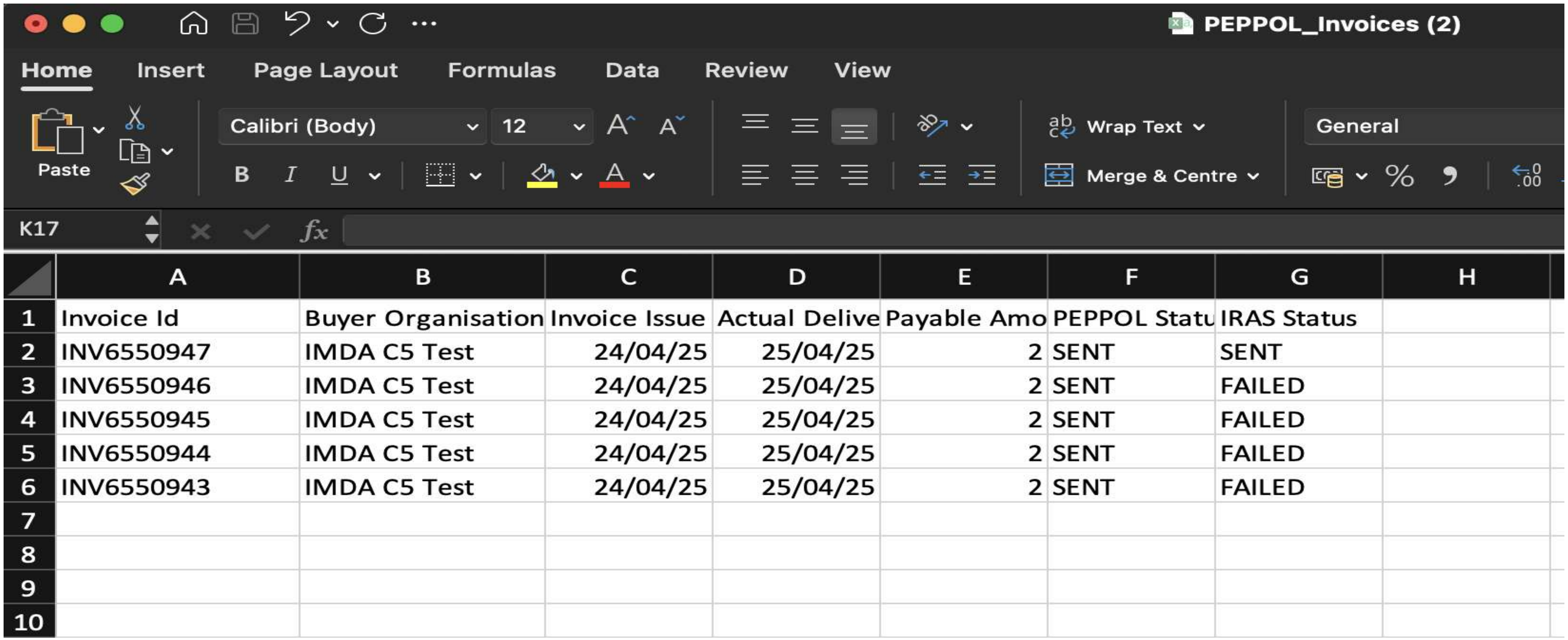
2) Clicking on the CSV button will download the current filtered invoice list in .csv format.



CSV

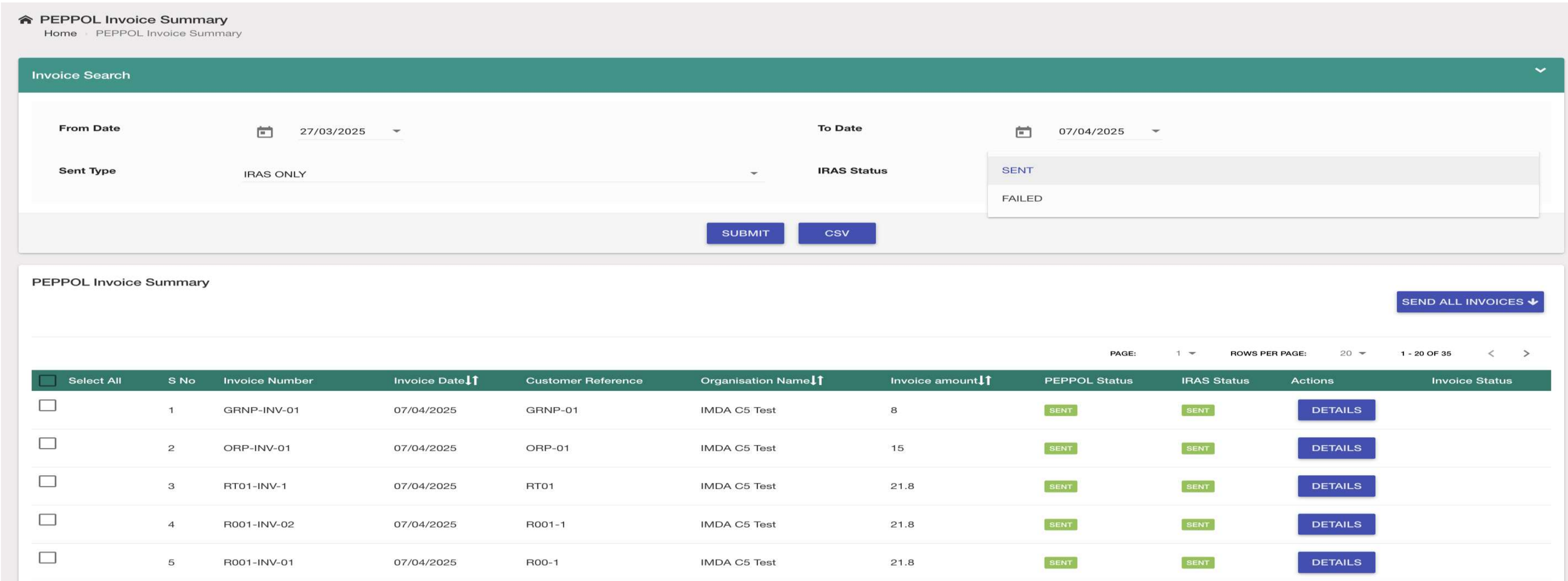
1)On clicking the CSV button, the file will be downloaded to your system with the list of invoices.





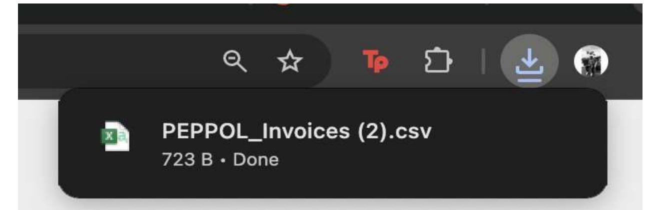
	A	B	C	D	E	F	G	H
1	Invoice Id	Buyer Organisation	Invoice Issue	Actual Delive	Payable Amo	PEPPOL Statu	IRAS Status	
2	INV6550947	IMDA C5 Test	24/04/25	25/04/25	2	SENT	SENT	
3	INV6550946	IMDA C5 Test	24/04/25	25/04/25	2	SENT	FAILED	
4	INV6550945	IMDA C5 Test	24/04/25	25/04/25	2	SENT	FAILED	
5	INV6550944	IMDA C5 Test	24/04/25	25/04/25	2	SENT	FAILED	
6	INV6550943	IMDA C5 Test	24/04/25	25/04/25	2	SENT	FAILED	
7								
8								
9								
10								

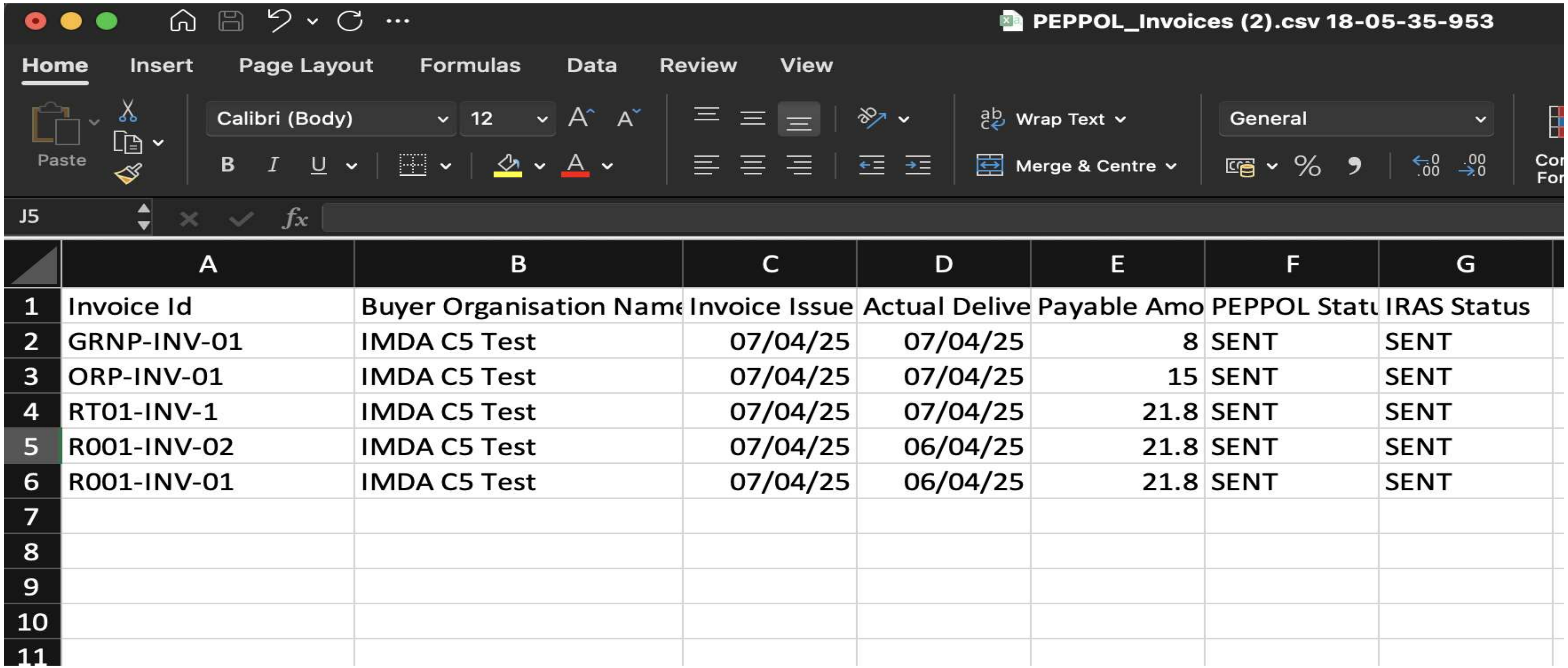
1) User will be able to see report based on selected date range, sent type IRAS only, and IRAS status (SENT, FAILED).



CSV

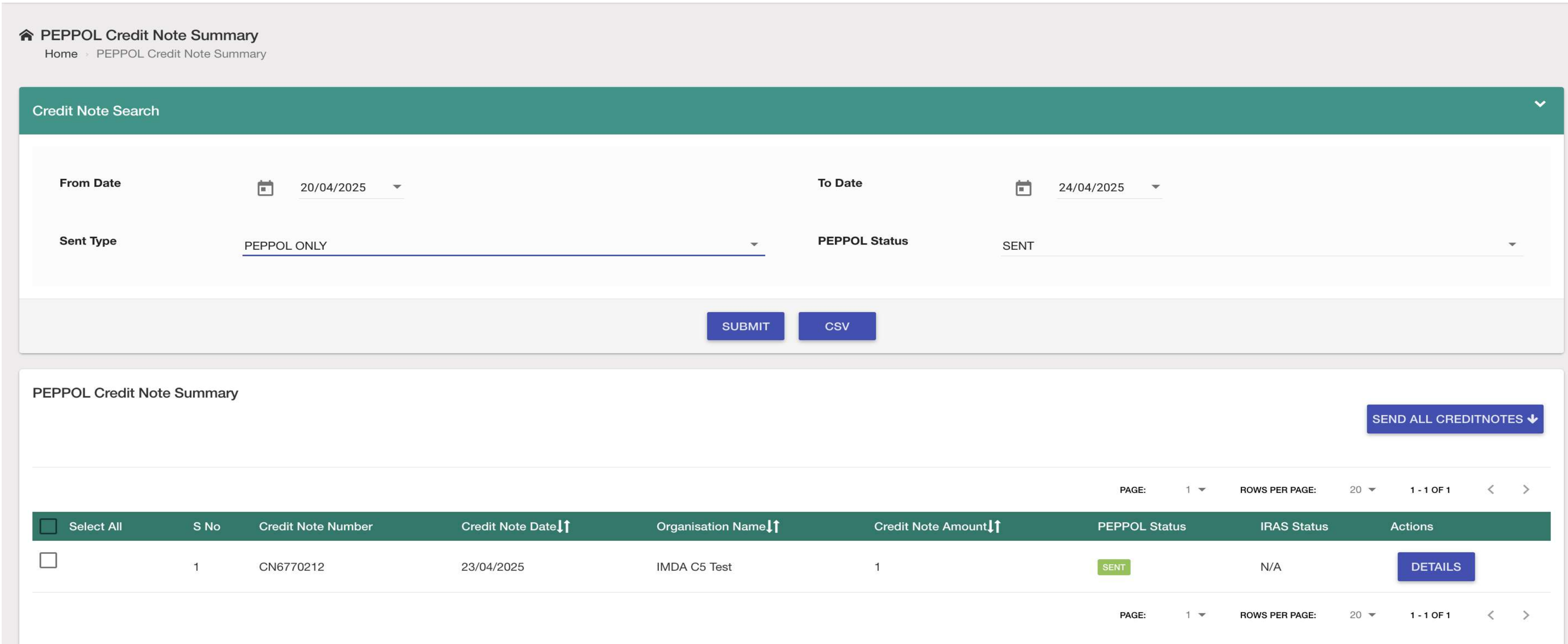
1) On clicking the CSV button, the file will be downloaded to your system with the list of invoices.





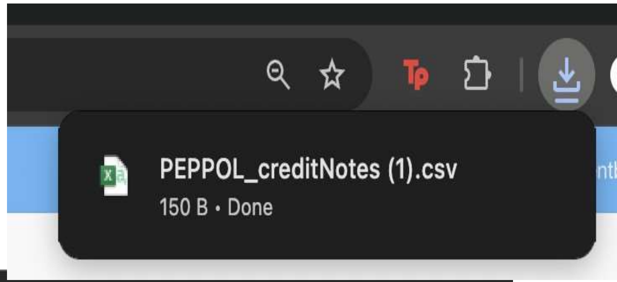
Credit Note Report & Reconciliation

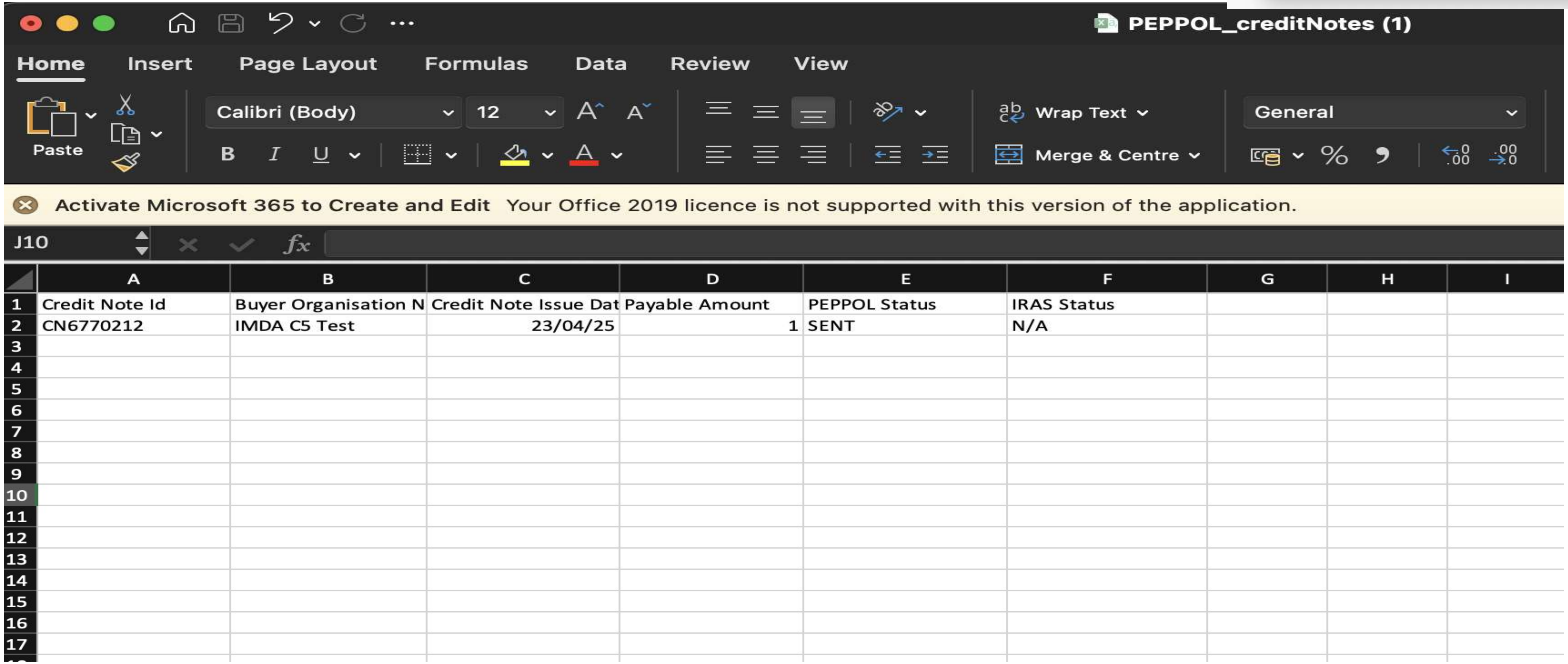
1) User will be able to see report based on selected date range, sent type (Peppol only, IRAS only, Peppol and IRAS), and Peppol status (PENDING, SENT, FAILED, PROCESSED).
2) Clicking on the CSV button will download the current filtered credit note list in `.csv` format.



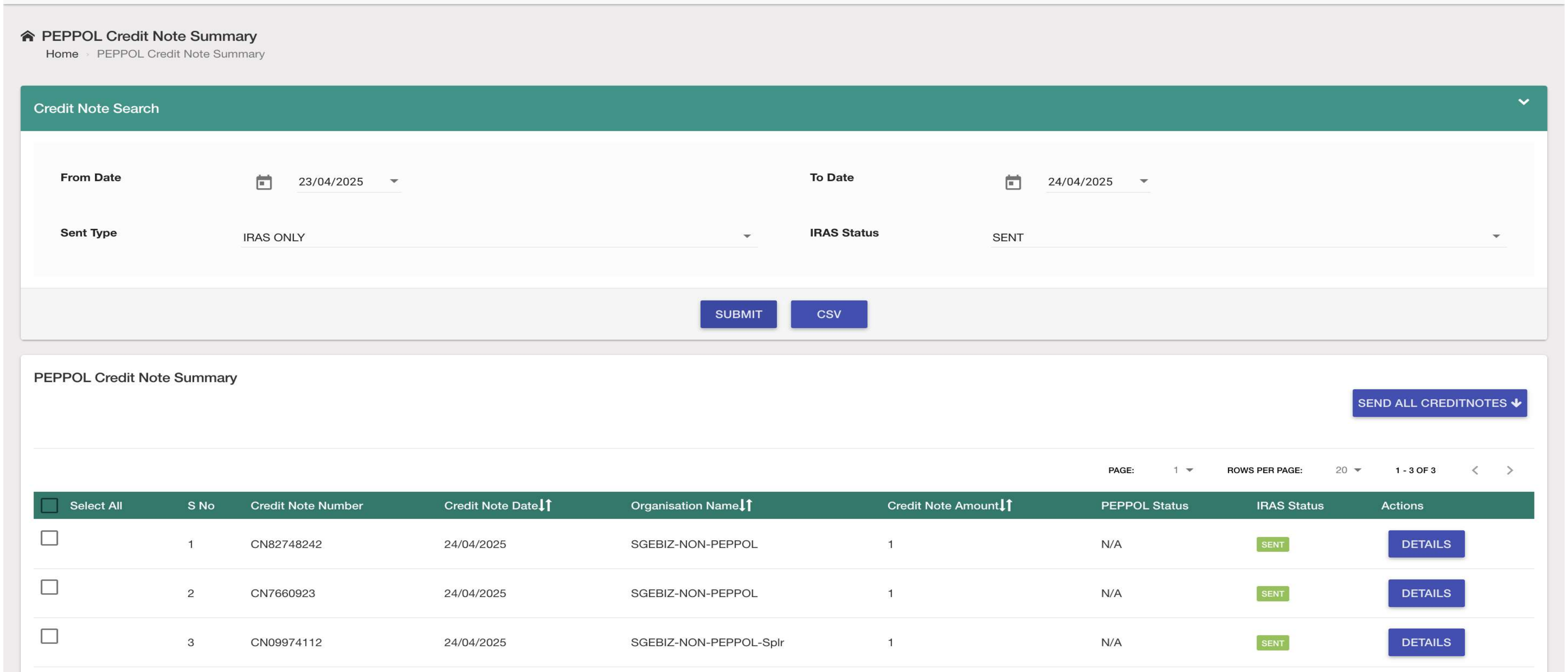
CSV

1) On clicking the CSV button, the file will be downloaded to your system with the list of credit notes.

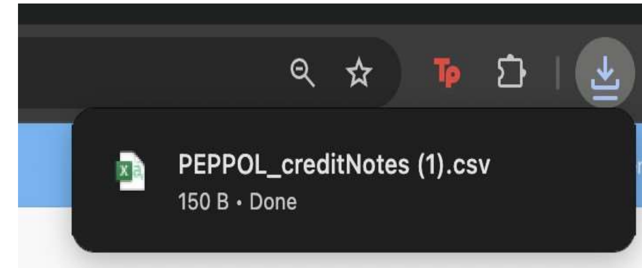




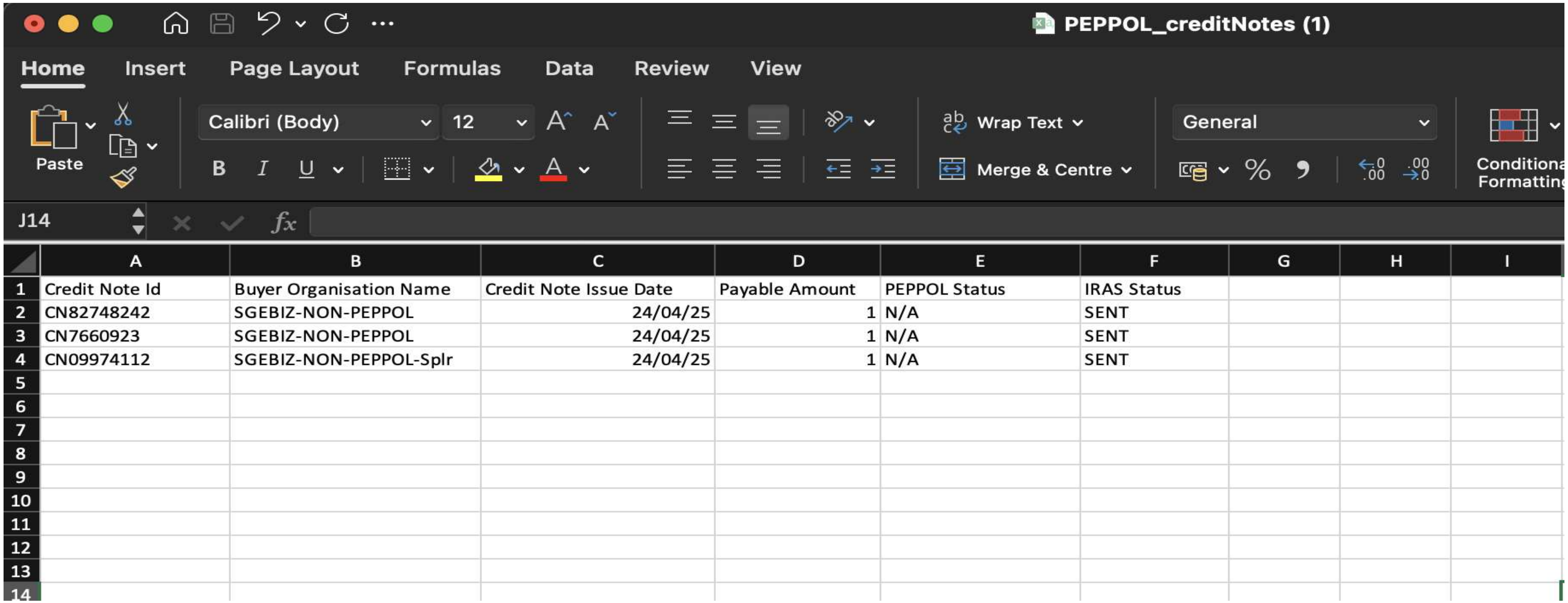
1) User will be able to see report based on selected date range, sent type IRAS only, and IRAS status (SENT, FAILED).



CSV



1)On clicking the CSV button, the file will be downloaded to your system with the list of credit notes.



	A	B	C	D	E	F	G	H	I
1	Credit Note Id	Buyer Organisation Name	Credit Note Issue Date	Payable Amount	PEPPOL Status	IRAS Status			
2	CN82748242	SGEBIZ-NON-PEPPOL	24/04/25	1	N/A	SENT			
3	CN7660923	SGEBIZ-NON-PEPPOL	24/04/25	1	N/A	SENT			
4	CN09974112	SGEBIZ-NON-PEPPOL-Splr	24/04/25	1	N/A	SENT			