



EzyAP User Guide



EzyAP User Guide Index

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Background

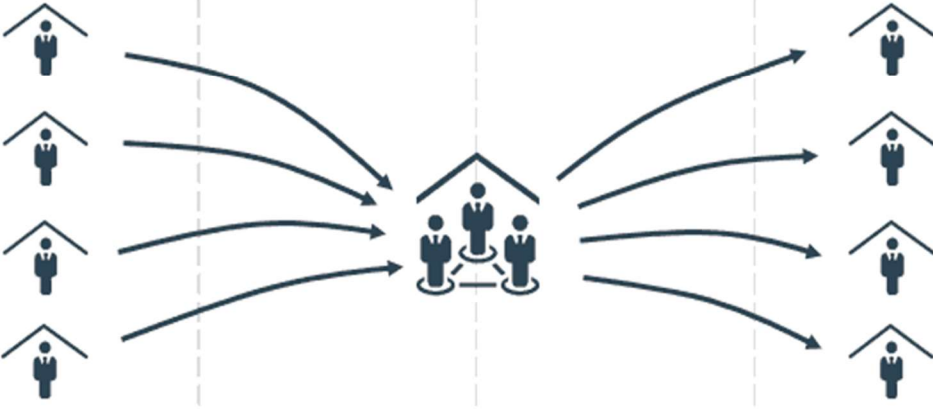
- SGeBIZ is an IMDA & PEPPOL certified access point provider for e-docs like Invoice/Credit Note Response/Purchase Order. Its offering of Ezy Access Point(EzyAP) supports Electronic documents through direct transmission in a structured digital format from one system to another resulting in faster supply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

**We help businesses improve efficiency,
reduce cost**

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

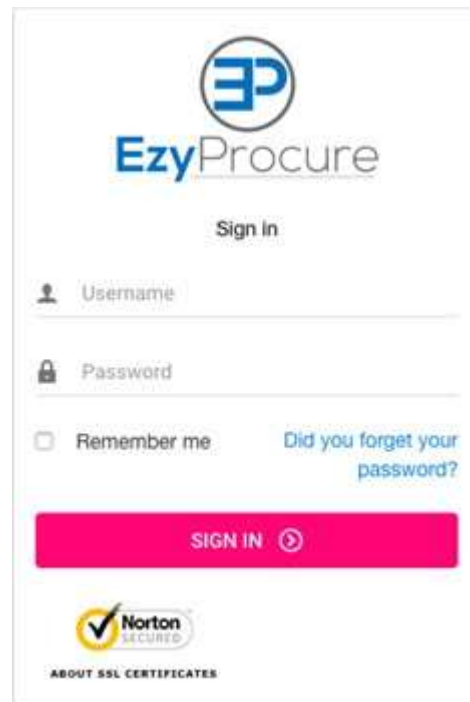


EzyAP

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

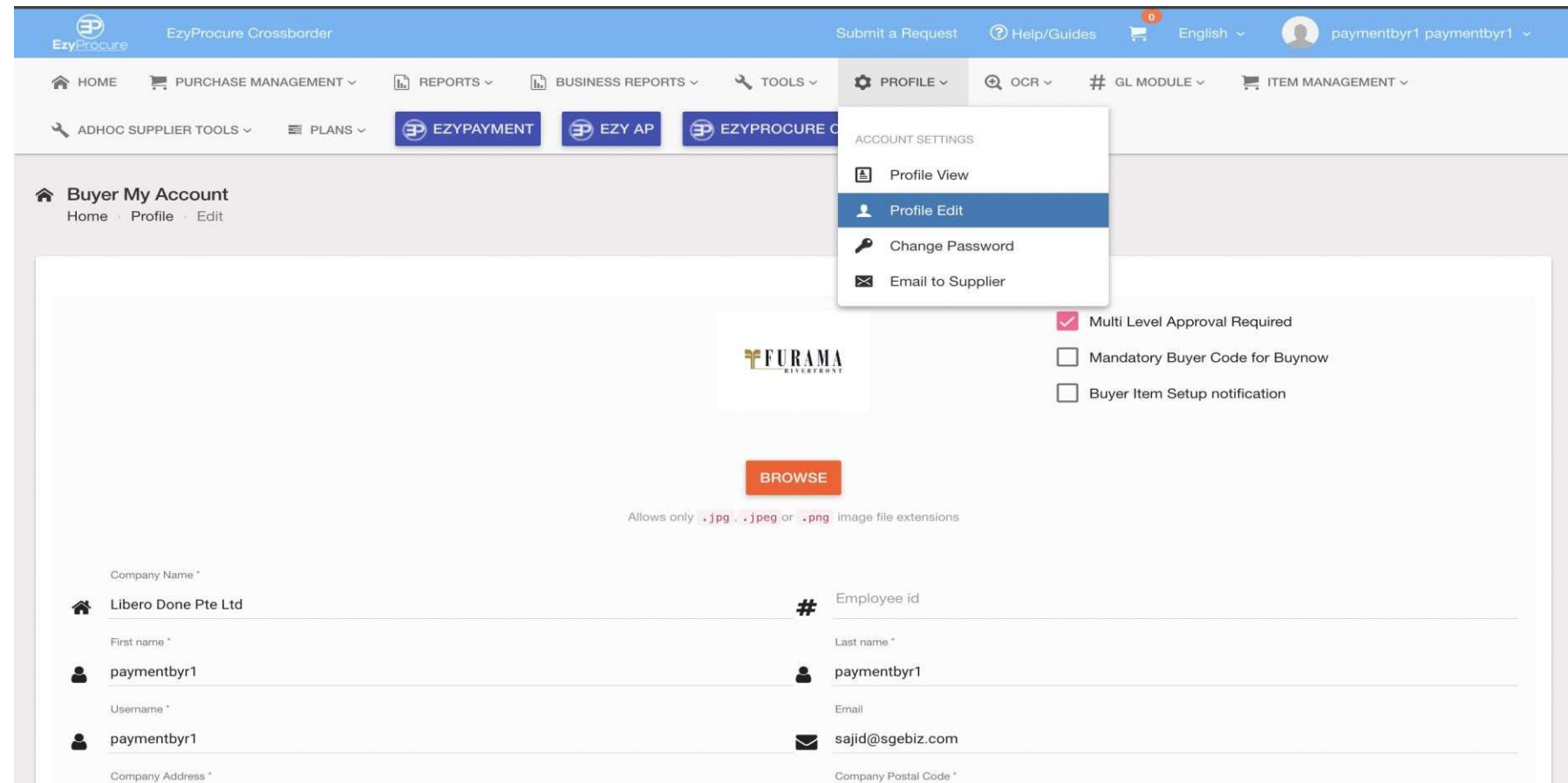
Login And C5 Activation

1. Sign in to EzyProcure with your credentials



The image shows the EzyProcure Sign In page. At the top is the EzyProcure logo. Below it is a 'Sign in' button. There are two input fields: 'Username' and 'Password'. Below the password field is a 'Remember me' checkbox and a link 'Did you forget your password?'. At the bottom is a large pink 'SIGN IN' button with a right arrow icon. At the very bottom is a Norton Secured logo and the text 'ABOUT SSL CERTIFICATES'.


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



The image shows the EzyProcure Crossborder Profile page. The top navigation bar includes 'Submit a Request', 'Help/Guides', 'English', and a user profile 'paymentbyr1'. The main navigation bar has tabs: HOME, PURCHASE MANAGEMENT, REPORTS, BUSINESS REPORTS, TOOLS, PROFILE (selected), OCR, GL MODULE, and ITEM MANAGEMENT. A dropdown menu for the PROFILE tab shows options: ACCOUNT SETTINGS, Profile View, Profile Edit (selected), Change Password, and Email to Supplier. The main content area is titled 'Buyer My Account' with links to Home, Profile, and Edit. It features a profile card for 'LIBERO DONE PTE LTD' with a 'BROWSE' button. Below the card are several form fields: Company Name (Libero Done Pte Ltd), Employee id, First name (paymentbyr1), Last name (paymentbyr1), Username (paymentbyr1), Email (sajid@sgebiz.com), Company Address, and Company Postal Code. There are also checkboxes for 'Multi Level Approval Required' (checked), 'Mandatory Buyer Code for Buynow', and 'Buyer Item Setup notification'.

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.



☒ Multi Level Approval Required
☐ Mandatory Buyer Code for Buynow
☐ Buyer Item Setup notification

BROWSE

Allows only .jpg, .png or .jpeg image file extensions

Company Name *

Libero Done Pte Ltd

First name *

paymentby1

Username *

paymentby1

Company Address *

123 Digital Architect Road, #09-15

Contact Person Name

John

Mobile *

9804577850

Shipping Address *

paymentby1

Tax

Active

GR/Var Reg No *

201409838G

Company Registration Number *

201409838G

Employee id

#

Last name *

paymentby1

Email

sajid@sgebiz.com

Company Postal Code *

100025

Contact Person Designation

Phone *

67567576579

Shipping Postal Code *

7667

External Company Id

ISO Code *

0195

Identifier *

SGTST201409838G

GR Buffer (In UOM)

0

GR Buffer (Weight UOM)

0.11


Days in Advance For GR Expiry

2

UPDATE

GO TO DASHBOARD

ACTIVATE IRAS E-INVOICE



☒ Multi Level Approval Required
☐ Mandatory Buyer Code for Buynow
☐ Buyer Item Setup notification

BROWSE

Allows only .jpg, .png or .jpeg image file extensions

Company Name *

Libero Done Pte Ltd

First name *

paymentby1

Username *

paymentby1

Company Address *

123 Digital Architect Road, #09-15

Contact Person Name

John

Mobile *

9804577850

Shipping Address *

paymentby1

Tax

Active

GR/Var Reg No *

201409838G

Company Registration Number *

201409838G

Employee id

#

Last name *

paymentby1

Email

sajid@sgebiz.com

Company Postal Code *

100025

Contact Person Designation

Phone *

67567576579

Shipping Postal Code *

7667

External Company Id

ISO Code *

0195

Identifier *

SGTST201409838G

GR Buffer (In UOM)

0

GR Buffer (Weight UOM)

0.11

Days in Advance For GR Expiry

2

UPDATE

GO TO DASHBOARD

ACTIVATES IRAS

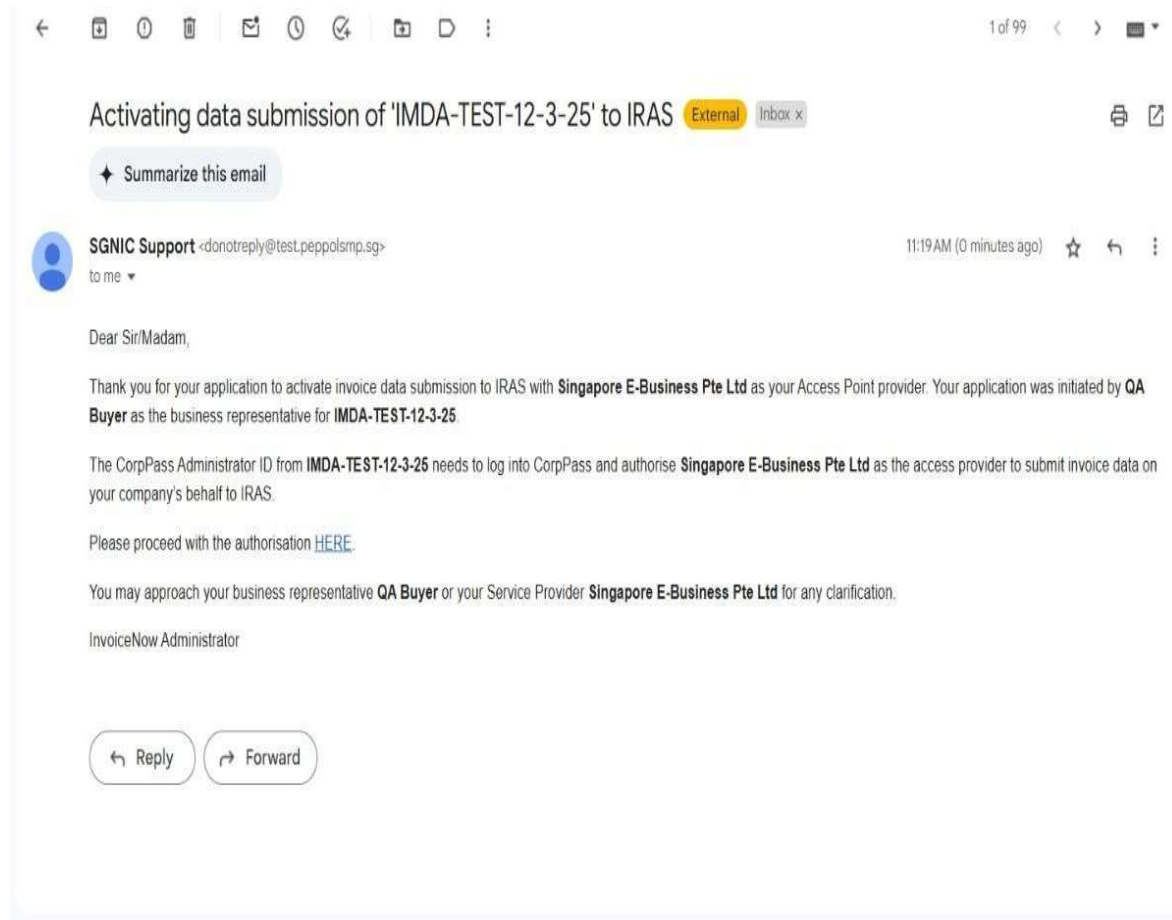
ACTIVATE IRAS E-INVOICE

IRAS E-Invoice Activation

The IRAS e-invoice activation process has been successfully 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"



IRAS INVOICE DATA SUBMISSION ACTIVATION

Authorise your Service Provider via CorpPass

Thank you for your application to activate invoice data submission to IRAS with
[Singapore E-Business Pte Ltd](#)

In order to complete the activation process, we will require your CorpPass Administrator to authorise
[Singapore E-Business Pte Ltd](#)
to submit invoice data on your company's behalf to IRAS.

If you are the CorpPass Administrator please proceed with the authorisation below:

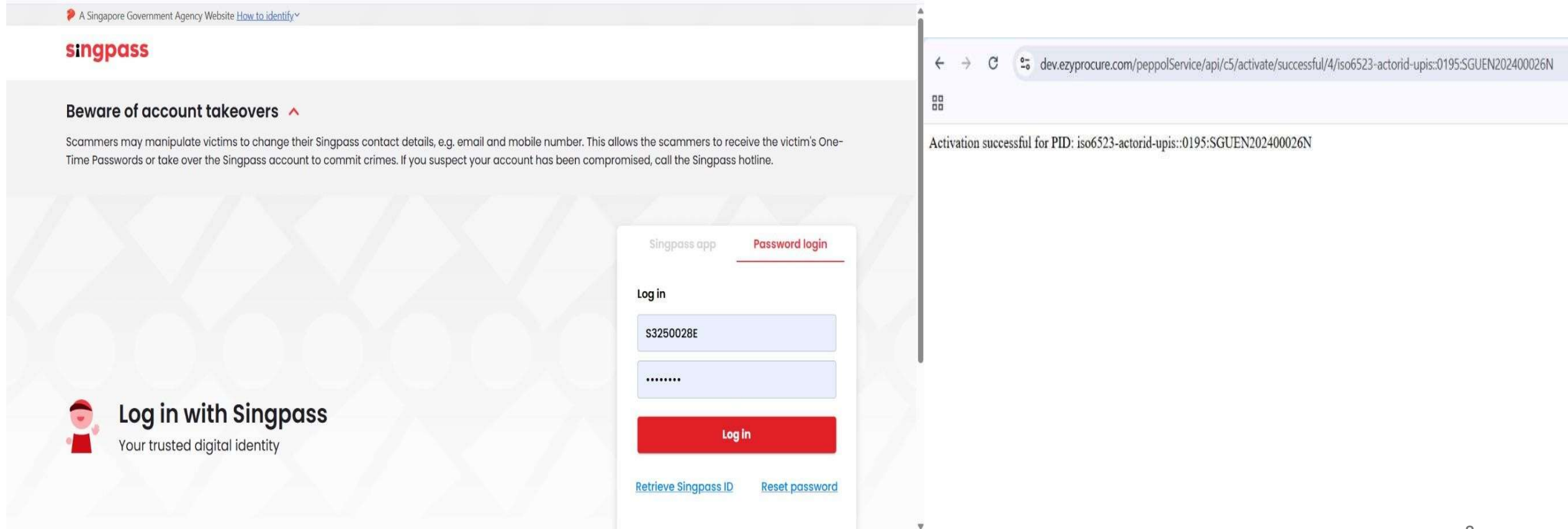
corppass Business Authorisation
with CorpPass

If your company does not have a CorpPass Account, kindly register [here](#).

InvoiceNow Administrator

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.



The image shows a Singpass login interface and a browser window. The Singpass page has a header with the logo and a warning about account takeovers. The main content area has a 'Log in with Singpass' section with a 'Log in' button. A modal window is open for 'Password login' with fields for Singpass ID and password. The browser window shows a successful activation message for a specific PID.

A Singapore Government Agency Website [How to identify](#)

singpass

Beware of account takeovers ^

Scammers may manipulate victims to change their Singpass contact details, e.g. email and mobile number. This allows the scammers to receive the victim's One-Time Passwords or take over the Singpass account to commit crimes. If you suspect your account has been compromised, call the Singpass hotline.

Log in with Singpass
Your trusted digital identity

Singpass app **Password login**

Log in

S3250028E

.....

Log in

[Retrieve Singpass ID](#) [Reset password](#)

dev.ezyprocure.com/peppolService/api/c5/activate/successful/4/iso6523-actorid-upis:0195:SGUEN202400026N


Activation successful for PID: iso6523-actorid-upis:0195:SGUEN202400026N

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.



☒ Multi Level Approval Required
☐ Mandatory Buyer Code for Buynow
☒ Buyer Item Setup notification

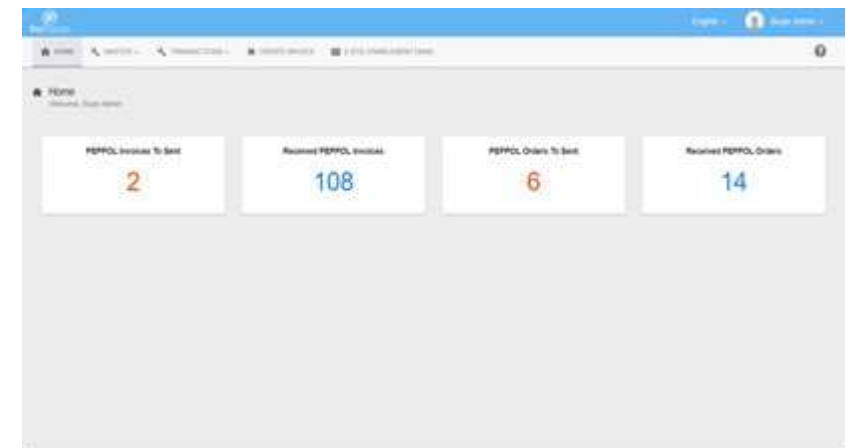
BROWSE

Allows only *.jpg, *.jpeg or *.png image file extensions.

<div>Company Name *</div> <div>Singapore E-Business Pte. Ltd.</div>	<div>Employee id</div> <div># QABA1</div>
<div>First name *</div> <div>QA Buyer</div>	<div>Last name *</div> <div>A</div>
<div>Username *</div> <div>buyera</div>	<div>Email</div> <div>sajid@sgebiz.com</div>
<div>Company Address *</div> <div>Singapore</div>	<div>Company Postal Code *</div> <div>100025</div>
<div>Contact Person Name</div> <div>Theepshika L</div>	<div>Contact Person Designation</div> <div>Manager</div>
<div>Mobile *</div> <div>1234567866</div>	<div>Phone *</div> <div>42415667</div>
<div>Shipping Address *</div> <div>Trivandrum#</div>	<div>Shipping Postal Code *</div> <div>695010</div>
<div>Tax</div> <div>Active</div>	<div>Get/Vat Reg No *</div> <div>201409838G</div>
<div>External Company id</div> <div>muthu</div>	<div>Company Registration Number *</div> <div>202400026N</div>
<div>ISO Code *</div> <div># 0195</div>	<div>Identifier *</div> <div># SGUEN202400026N</div>
<div>QR Buffer (Fix UCM)</div> <div># 0</div>	<div>QR Buffer (Weight UCM)</div> <div># 1</div>
<div>Days in Advance For QR Expiry</div> <div># 10</div>	<div>DEACTIVATE IRAS E-INVOICE</div>

UPDATE

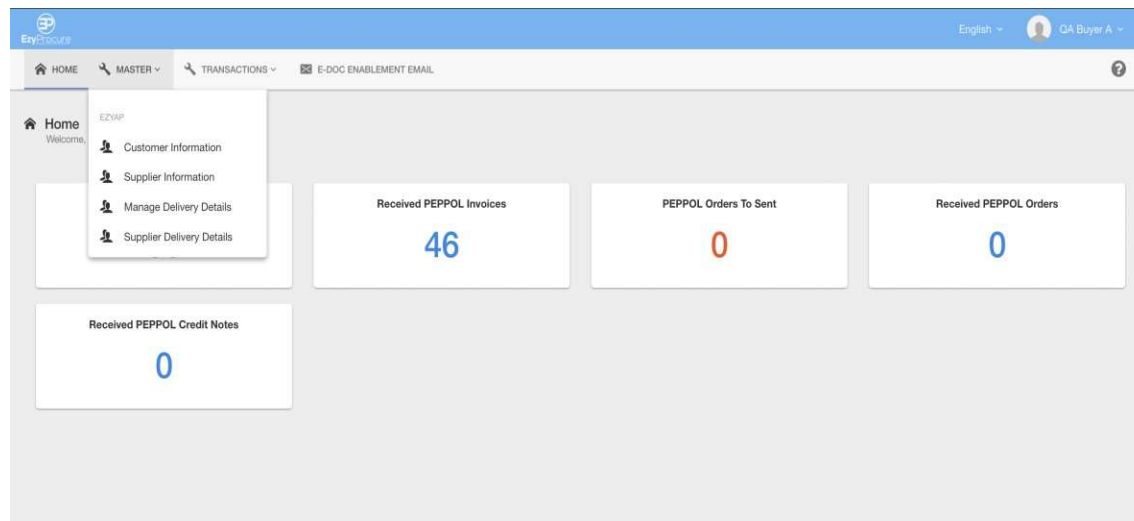
GO TO DASHBOARD



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.

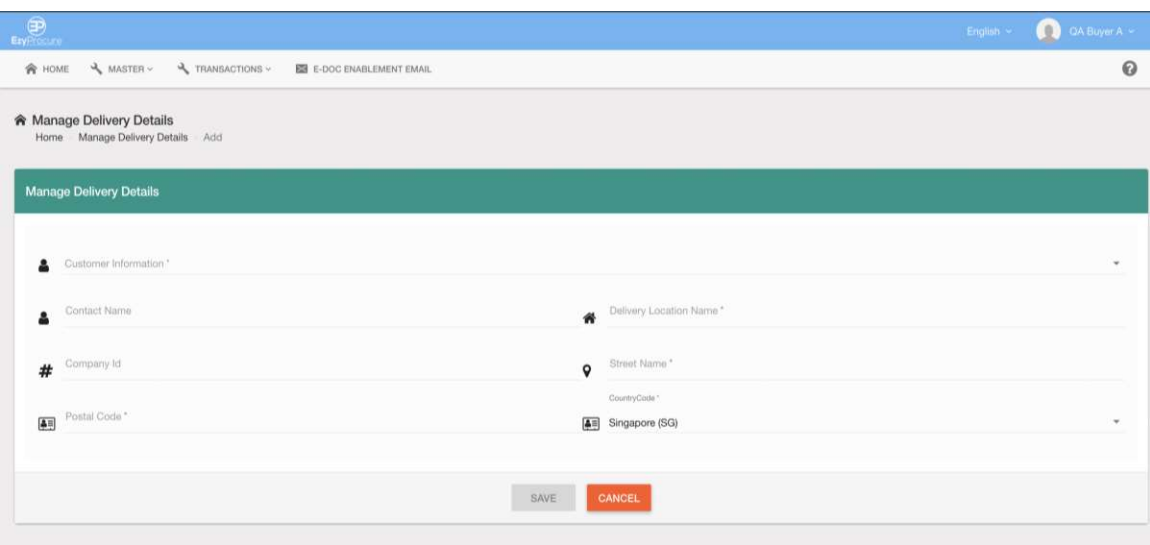
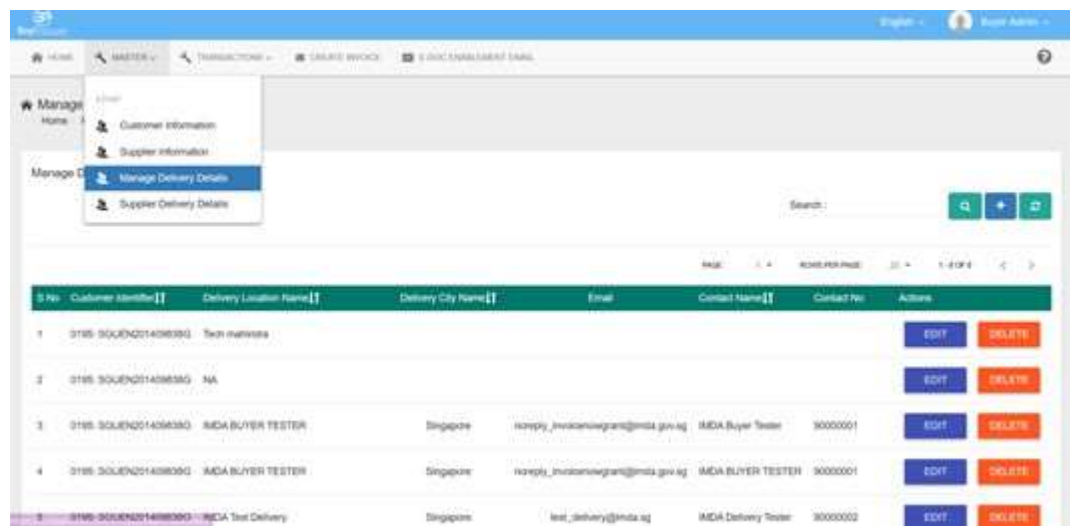
2) Fill in your customer information in the fields and click “Save” after complete.

A screenshot of the 'Customer Information' form. The form is titled 'Customer Information' and has a breadcrumb trail 'Home > Customer Information > Add'. It includes a 'Non-Peppol' checkbox and a search field 'Search for PEPPOL User...'. The form fields are: 'ISO Code *', 'Identifier *', 'Contact Name', 'Organisation Name *', 'Company Id *', 'Street Name *', 'Postal Code *', 'CountryCode *' (with a dropdown menu showing 'Singapore (SG)'), and 'GST/VAT Reg No *'. At the bottom, there are 'SAVE' and 'CANCEL' buttons.

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.

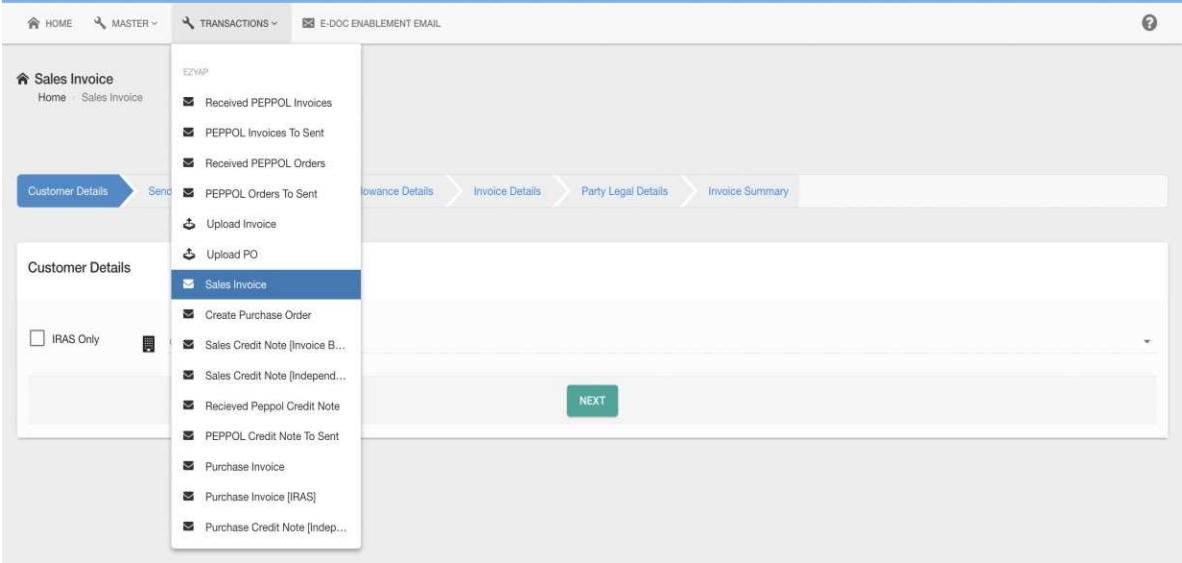
2) Fill in your customer delivery details in the fields and click “Save” after complete.



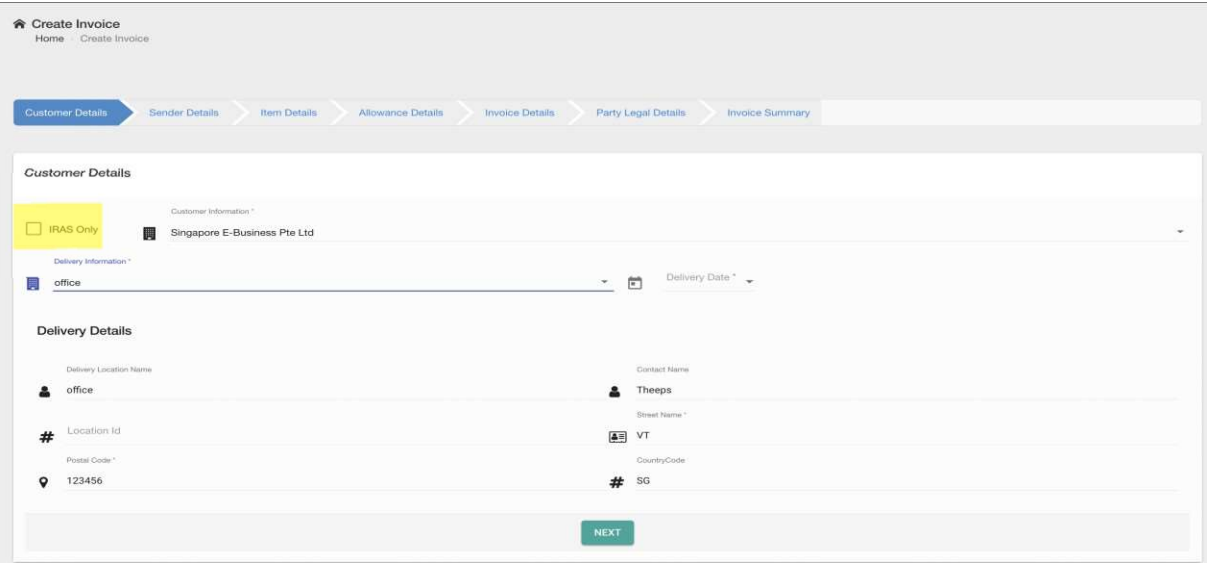
Create a new Sales Invoice

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 Invoice

Home > Create Invoice

Customer Details

Sender Details

Item Details

Invoice Details

Allowance Details

Party Legal Details

Invoice Summary

Sender Details

Company Id

B14823022273134

Company Registration Number

201409838G

Street Name *

Singapore

CountryCode *

Singapore (SG)

Organisation Name *

Singapore E-Business Pte. Ltd.

Contact Name

Theepshika L

Postal Code *

100025

PREVIOUS

NEXT

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 Invoice

Home > Create Invoice

Customer Details

Sender Details

Item Details

Allowance Details

Invoice Details

Party Legal Details

Invoice Summary

Item Details

S No	Item Code	Item Name	Quantity	UOM	Price	Line Total	Actions
1	001	Apple	10.00	KG	10.00	100.00	DELETE

ADD MORE

PREVIOUS

NEXT

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 Invoice

Home

>

Create Invoice

Customer Details

Sender Details

Item Details

Allowance Details

Invoice Details

Party Legal Details

Invoice Summary

Discount Details (Optional)

Discount Percent

\$

Discount Amount

Discount Reason

PREVIOUS

NEXT

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 Invoice

Home > Create Invoice

Customer Details

Sender Details

Item Details

Allowance Details

Invoice Details

Party Legal Details

Invoice Summary

Invoice Details

Purchase Order Number *

P-0122

Invoice Number *

INV-2334

Currency *

USD

Invoice Issue Date

21/03/2025

Invoice Due Date

21/03/2025

Tax Category Id *

SR - Standard rated (9%)

Charge Total Amount *

\$ 0

Payable Amount *

\$ 109.00

Payment Terms

#

Tax Inclusive Amount *

\$ 109.00

Tax Exclusive Amount *

\$ 100.00

Tax Amount *

\$ 9.00

Taxable Amount *

\$ 100.00

Line Extension Amount

\$ 100.00

Tax Scheme *

GST

Tax Percent *

% 9

Invoice Description

PREVIOUS

NEXT

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 Invoice

Home > Create Invoice

Customer Details

Sender Details

Allowance Details

Item Details

Invoice Details

Party Legal Details

Invoice Summary

Party Legal Details

Customer Party Legal Entity CompanyId

PL12234

Supplier Party Legal Entity CompanyId

SL1992

Customer Party Tax Scheme CompanyId *

GST90990

Supplier Party Tax Scheme CompanyId *

201409838G

PREVIOUS

NEXT

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 Invoice

[Home](#) [Create Invoice](#)

Customer Details

Sender Details

Item Details

Allowance Details

Invoice Details

Party Legal Details

Invoice Summary

Invoice Details

Invoice Number : INV-2334

Invoice Issue Date : 21/03/2025

Purchase Order Number : PO-1224

Invoice Due Date : 21/03/2025

Customer Details : Singapore E-Business Pte Ltd

Delivery Date : 22/03/2025

Item Details

S No	Item Code	Item Name	Quantity	UOM	Price	Line Total
1	A001	Apple	10	KG	10.0000	100.00

Invoice Sub Total (SGD) :

Discount% (SGD) :

Invoice Total (SGD) :

Added GST/VAT 0% (SGD) :

Grand Total (SGD) :

100.00

0.00

100.00

0.00

100.00

SAVE

SEND

Invoice Details

Invoice Number : INV-2334

Invoice Issue Date : 21/03/2025

Purchase Order Number : P-0122

Invoice Due Date : 21/03/2025

Customer Details : Singapore E-Business Pte Ltd

Delivery Date :

Item Details

S No	Item Code	Item Name	Quantity	UOM	Price	Line Total
1	001	Apple	10	KG	10.0000	100.00

Invoice Sub Total (SGD) :

Discount% (SGD) :

Invoice Total (SGD) :

Added GST/VAT 9% (SGD) :

Grand Total (SGD) :

100.00

0.00

100.00

9.00

109.00

SAVE

SEND

Peppol Only

Peppol & IRAS

Delivery Details

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.

Create Invoice

Home > Create Invoice

Customer Details

Sender Details

Item Details

Allowance Details

Invoice Details

Party Legal Details

Invoice Summary

Invoice Details

Invoice Number : IN-2664

Purchase Order Number : P-001

Customer Details : SECURITY LABEL GMBH

Invoice Issue Date : 21/03/2025

Invoice Due Date : 21/03/2025

Delivery Date :

Item Details

S No	Item Code	Item Name	Quantity	UOM	Price	Line Total
1	1	Apple	1	KG	10.0000	10.00

Invoice Sub Total (SGD) :

Discount% (SGD) :

Invoice Total (SGD) :

Added GST/VAT 0% (SGD) :

Grand Total (SGD) :

10.00

0.00

10.00

0.00

10.00

SAVE

SEND TO IRAS

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.'

HOMEMASTERTRANSACTIONS E-DOC ENABLEMENT EMAIL

PEPPOL Invoice Summary

HomePEPPOL Invoice Summary

Invoice Search

From Date

16/03/2025

To Date

16/03/2025

Sent Type

PEPPOL ONLY

PEPPOL Status

PENDING

SUBMIT

CSV

PEPPOL Invoice Summary

SEND ALL INVOICES

PAGE: 1ROWS PER PAGE: 201 - 3 OF 3

<input type="checkbox"/> Select All	S No	Invoice Number	Invoice Date	Customer Reference	Organisation Name	Invoice amount	PEPPOL Status	IRAS Status	Actions	Invoice Status
<input checked="" type="checkbox"/>	1	87656	16/03/2025	98765	Singapore E-Business Pte Ltd	10	PENDING	N/A	DETAILS	
<input type="checkbox"/>	2	I-HXFG	16/03/2025	P-JHGFDG	Singapore E-Business Pte Ltd	4	PENDING	N/A	DETAILS	
<input type="checkbox"/>	3	56671	16/03/2025	7665	Singapore E-Business Pte Ltd	1	PENDING	N/A	DETAILS	

PAGE: 1ROWS PER PAGE: 201 - 3 OF 3

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.

HOMEMASTERTRANSACTIONS E-DOC ENABLEMENT EMAIL

PEPPOL Invoice SummaryHomePEPPOL Invoice Summary

Invoice Search

From Date21/03/2025

To Date21/03/2025

Sent Type

PEPPOL ONLY

IRAS ONLY

PEPPOL AND IRAS

PEPPOL StatusPENDING

CSV

PEPPOL Invoice Summary

SEND ALL INVOICES

PAGE:1ROWS PER PAGE:201 - 5 OF 5

Select All	S No	Invoice Number	Invoice Date	Customer Reference	Organisation Name	Invoice amount	PEPPOL Status	IRAS Status	Actions	Invoice Status
<input type="checkbox"/>	1	I100900INV	21/03/2025	P7893	Singapore E-Business Pte Ltd	100	SENT	SENT	DETAILS	
<input type="checkbox"/>	2	7778800	21/03/2025	7778800	Singapore E-Business Pte Ltd	144	SENT	SENT	DETAILS	

21

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

[HOME](#) [MASTER](#) [TRANSACTIONS](#) [E-DOC ENABLEMENT EMAIL](#)

PEPPOL Invoice Summary

Home · PEPPOL Invoice Summary

Invoice Search

From Date

16/03/2025

To Date

16/03/2025

Sent Type

PEPPOL ONLY

PEPPOL Status

PENDING

SUBMIT

CSV

PEPPOL Invoice Summary

SEND ALL INVOICES

PAGE: 1 ROWS PER PAGE: 20 1-3 OF 3

Select All	S No	Invoice Number	Invoice Date	Customer Reference	Organisation Name	Invoice amount	PEPPOL Status	IRAS Status	Actions	Invoice Status
<input checked="" type="checkbox"/>	1	87656	16/03/2025	98765	Singapore E-Business Pte Ltd	10	PENDING	N/A	DETAILS	
<input type="checkbox"/>	2	I-HXFG	16/03/2025	P-JHGFDG	Singapore E-Business Pte Ltd	4	PENDING	N/A	DETAILS	
<input type="checkbox"/>	3	56671	16/03/2025	7665	Singapore E-Business Pte Ltd	1	PENDING	N/A	DETAILS	

PAGE: 1 ROWS PER PAGE: 20 1-3 OF 3

Invoice Details

Home · PEPPOL Invoice Summary · Details

Invoice Details

Invoice Number : INNONPEPS29

Purchase Order Number : PO1234

Customer Details : SECURITY LABEL GMBH

Invoice Issue Date : 17/03/2025

PEPPOL Status : PENDING

IRAS Status : SENT

Invoice Due Date : 17/03/2025

Item Details

S No	Item Code	Item Name	Quantity	UOM	Price	Line Total
1	1	Item1	1	KG	100.0000	100.00

Invoice Sub Total (SGD) :

100.00

Discount% (SGD) :

0.00

Invoice Total (SGD) :

100.00

Added GST/VAT (SGD) %:

0.00

Grand Total (SGD) :

100.00

Delivery Details

Customer Details

DOWNLOAD INVOICE

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.

The screenshot displays the EZYAP web application interface. At the top, a navigation bar includes links for HOME, MASTER, TRANSACTIONS (selected), and E-DOC ENABLEMENT EMAIL. A dropdown menu is open under TRANSACTIONS, listing various transaction types. The 'Purchase Invoice [IRAS]' option is highlighted. The main content area shows the 'Purchase Invoice [IRAS]' page with a breadcrumb trail: Home > Purchase Invoice [IRAS]. A progress bar indicates the current stage is 'Customer Details', followed by 'Invoice Details', 'Party Legal Details', and 'Invoice Summary'. The 'Customer Details' section includes a 'Customer Information' field with a dropdown arrow. A 'NEXT' button is visible at the bottom right of the form.

Navigation Bar: HOME, MASTER, TRANSACTIONS, E-DOC ENABLEMENT EMAIL

Transaction Menu:

- Received PEPPOL Invoices
- PEPPOL Invoices To Sent
- Received PEPPOL Orders
- PEPPOL Orders To Sent
- Upload Invoice
- Upload PO
- Sales Invoice
- Create Purchase Order
- Sales Credit Note [Invoice B...
- Sales Credit Note [Independ...
- Recieved Peppol Credit Note
- PEPPOL Credit Note To Sent
- Purchase Invoice
- Purchase Invoice [IRAS]**
- Purchase Credit Note [Indep...

Progress Bar: Allowance Details, Invoice Details, Party Legal Details, Invoice Summary

Customer Details Section:

Customer Information *

NEXT

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.

[Home](#) > [Create Aggregated B2C invoice](#)

Customer Details

Sender Details

Item Details

Invoice Details

Allowance Details

Party Legal Details

Invoice Summary

Sender Details

Company Id

B14823022273134

Organisation Name *

Singapore E-Business Pte. Ltd.

Company Registration Number

201409838G

Contact Name

Theepshika L

Street Name *

Singapore

Postal Code *

100025

CountryCode *

Singapore (SG) ▼

PREVIOUS

NEXT

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 Aggregated B2C invoice

Home > Create Aggregated B2C invoice

Customer Details

Sender Details

Item Details

Allowance Details

Invoice Details

Party Legal Details

Invoice Summary

Item Details

S No	Item Code	Item Name	Quantity	UOM	Price	Line Total	Actions
1	B001	Apple	20.00	<div>Search f... KG</div>	25.00	500.00	DELETE

ADD MORE

PREVIOUS

NEXT

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 Aggregated B2C invoice

Home

>

Create Aggregated B2C invoice

Customer Details

Sender Details

Item Details

Allowance Details

Invoice Details

Party Legal Details

Invoice Summary

Discount Details (Optional)

Discount Percent

\$

Discount Amount

Discount Reason

PREVIOUS

NEXT

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 Aggregated B2C invoice

Home > Create Aggregated B2C invoice

Customer Details

Sender Details

Item Details

Allowance Details

Invoice Details

Party Legal Details

Invoice Summary

Invoice Details

Purchase Order Number *

P-005

Invoice Number *

INV-3886

Currency *

SGD

Invoice Issue Date

21/03/2025

Invoice Due Date

21/03/2025

Tax Category Id *

ZR - Zero rated (0%)

Charge Total Amount *

\$ 0

Payable Amount *

\$ 500.00

Payment Terms

#

Tax Inclusive Amount *

\$ 500.00

Tax Exclusive Amount *

\$ 500.00

Tax Amount *

\$ 0.00

Taxable Amount *

\$ 500.00

Line Extension Amount

\$ 500.00

Tax Percent *

% 0

Tax Scheme *

GST

Invoice Description

PREVIOUS

NEXT

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 Aggregated B2C invoice

Home > Create Aggregated B2C invoice

Customer Details

Sender Details

Allowance Details

Item Details

Invoice Details

Party Legal Details

Invoice Summary

Party Legal Details

Customer Party Legal Entity CompanyId

PL12233

Supplier Party Legal Entity CompanyId

SL1992

Customer Party Tax Scheme CompanyId *

G55643

Supplier Party Tax Scheme CompanyId *

201409838G

PREVIOUS

NEXT

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.

HOMEMASTER ▾TRANSACTIONS ▾E-DOC ENABLEMENT EMAIL?

Create Aggregated B2C invoiceHome · Create Aggregated B2C invoice

Customer Details>Sender Details>Item Details>Allowance Details>Invoice Details>Party Legal Details>Invoice Summary

Invoice Details

Invoice Number : INV-3886

Purchase Order Number : P-005

Customer Details : IRAS

Invoice Issue Date : 21/03/2025

Invoice Due Date : 21/03/2025

Delivery Date :

Item Details

S No	Item Code	Item Name	Quantity	UOM	Price	Line Total
1	B001	Apple	20	KG	25.0000	500.00

Invoice Sub Total (SGD) :500.00

Discount% (SGD) :0.00

Invoice Total (SGD) :500.00

Added GST/VAT 0% (SGD) :0.00

Grand Total (SGD) :500.00

SAVE

SEND TO IRAS

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.

The screenshot displays the EzyProcure web application interface. At the top, the header includes the EzyProcure logo, navigation links (HOME, MASTER, TRANSACTIONS, E-DOC ENABLEMENT EMAIL), and user information (English, QA Buyer A). The 'TRANSACTIONS' dropdown menu is open, showing a list of options including 'Purchase Invoice', which is highlighted. The main content area shows the 'Purchase Invoice' form, with a progress bar indicating the current stage is 'Supplier Details'. The form includes a 'Supplier Detail' section with a 'Supplier Information' field. A 'NEXT' button is located at the bottom of the form.

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.

HOMEMASTER ▾TRANSACTIONS ▾E-DOC ENABLEMENT EMAIL?

Home>Purchase Invoice

Supplier Details>Sender Details>Item Details>Invoice Details>Allowance Details>Party Legal Details>Invoice Summary

Sender Details

Company Id

#B14823022273134

Organisation Name *

Singapore E-Business Pte. Ltd.

Company Registration Number

#201409838G

Contact Name

Theepshika L

Street Name *

Singapore

Postal Code *

100025

CountryCode *

#Singapore (SG) ▾

PREVIOUS

NEXT

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.

Purchase Invoice

Home

>

Purchase Invoice

Supplier Details

Sender Details

Item Details

Allowance Details

Invoice Details

Party Legal Details

Invoice Summary

Item Details

S No	Item Code	Item Name	Quantity	UOM	Price	Line Total	Actions
1	A01	Apple	23.00	<div>KG</div>	18.00	414.00	<div>DELETE</div>

ADD MORE

PREVIOUS

NEXT

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.

Purchase Invoice

Home

>

Purchase Invoice

Supplier Details

Sender Details

Item Details

Allowance Details

Invoice Details

Party Legal Details

Invoice Summary

Discount Details (Optional)

Discount Percent

\$

Discount Amount

Discount Reason

PREVIOUS

NEXT

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.

Purchase Invoice

Home

Purchase Invoice

Supplier Details

Sender Details

Item Details

Allowance Details

Invoice Details

Party Legal Details

Invoice Summary

Invoice Details

Purchase Order Number *

#

P-1923

Invoice Number *

#

IN-2004

Currency *

#

SGD

Invoice Issue Date

21/03/2025

Invoice Due Date

21/03/2025

Tax Category Id *

#

ZR - Zero rated (0%)

Charge Total Amount *

\$

0

Payable Amount *

\$

414.00

Payment Terms

#

Tax Inclusive Amount *

\$

414.00

Tax Exclusive Amount *

\$

414.00

Tax Amount *

\$

0.00

Taxable Amount *

\$

414.00

Line Extension Amount

\$

414.00

Tax Percent *

%

0

Tax Scheme *

GST

Invoice Description

PREVIOUS

NEXT

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.

[Home](#) > [Purchase Invoice](#)

Supplier Details

Sender Details

Allowance Details

Item Details

Invoice Details

Party Legal Details

Invoice Summary

Party Legal Details

#	Customer Party Legal Entity CompanyId	#	Customer Party Tax Scheme CompanyId *
#	Supplier Party Legal Entity CompanyId	#	Supplier Party Tax Scheme CompanyId *
		#	201409838G

PREVIOUS

NEXT

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.

Home

Purchase Invoice

Supplier Details

Sender Details

Item Details

Allowance Details

Invoice Details

Party Legal Details

Invoice Summary

Invoice Details

Invoice Number : IN-2004

Purchase Order Number : P-1923

Customer Details :

Invoice Issue Date : 21/03/2025

Invoice Due Date : 21/03/2025

Delivery Date :

Item Details

S No	Item Code	Item Name	Quantity	UOM	Price	Line Total
1	A01	Apple	23	KG	18.0000	414.00

Invoice Sub Total (SGD) :

Discount% (SGD) :

Invoice Total (SGD) :

Added GST/VAT 0% (SGD) :

Grand Total (SGD) :

414.00

0.00

414.00

0.00

414.00

SAVE

SEND TO IRAS

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.

HOMEMASTERTRANSACTIONS E-DOC ENABLEMENT EMAIL

PEPPOL Invoice SummaryHomePEPPOL Invoice Summary

Invoice Search

From Date

21/03/2025

To Date

21/03/2025

Sent Type

PEPPOL ONLY

IRAS ONLY

PEPPOL AND IRAS

PEPPOL Status

PENDING

CSV

PEPPOL Invoice Summary

SEND ALL INVOICES

PAGE:1ROWS PER PAGE:201 - 5 OF 5

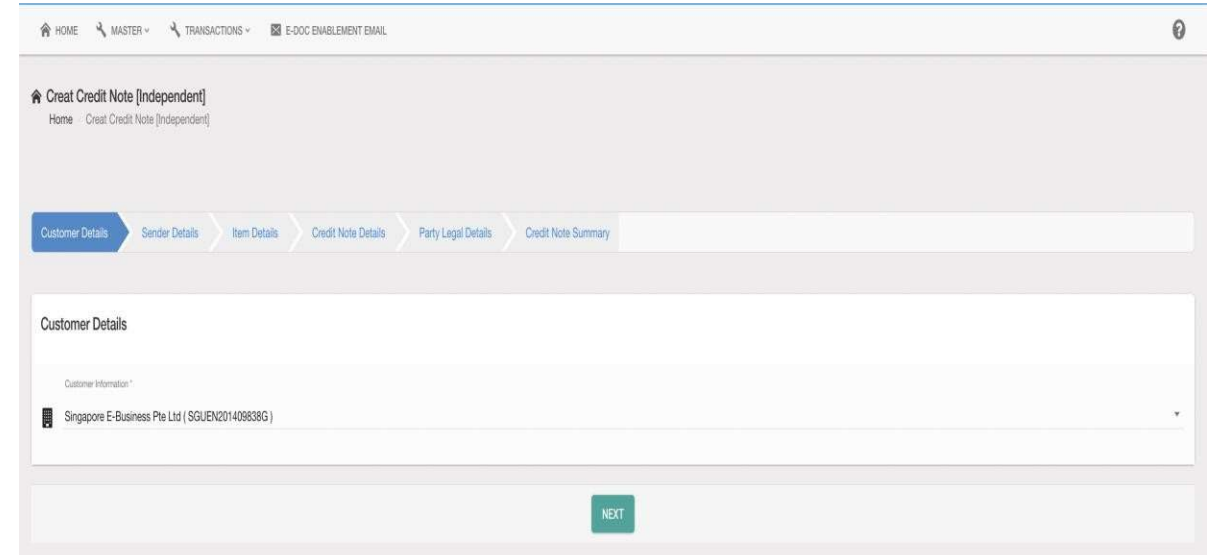
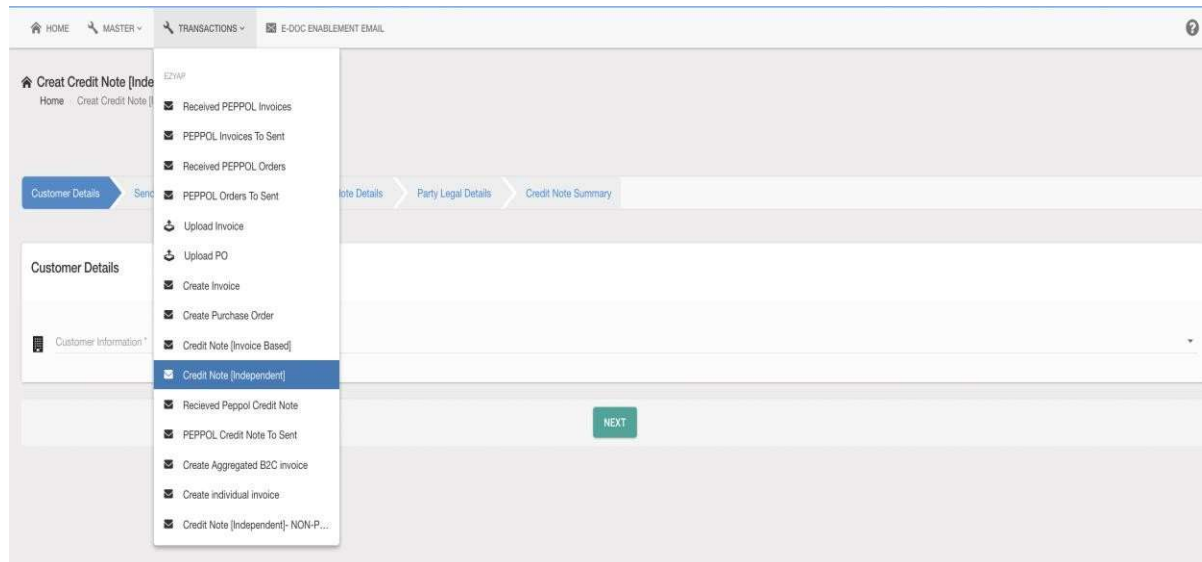
Select All	S No	Invoice Number	Invoice Date	Customer Reference	Organisation Name	Invoice amount	PEPPOL Status	IRAS Status	Actions	Invoice Status
<input type="checkbox"/>	1	I100900INV	21/03/2025	P7893	Singapore E-Business Pte Ltd	100	SENT	SENT	DETAILS	
<input type="checkbox"/>	2	7778800	21/03/2025	7778800	Singapore E-Business Pte Ltd	144	SENT	SENT	DETAILS	

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.

Home

Create Credit Note [Independent]

Home

Create Credit Note [Independent]

Customer Details

Sender Details

Item Details

Credit Note Details

Party Legal Details

Credit Note Summary

Sender Details

Company Id

#

B14823022273134

Company Registration Number

#

201409838G

Street Name *

Singapore

CountryCode *

#

Singapore (SG)

Organisation Name *

Singapore E-Business Pte. Ltd.

Contact Name

Theepshika L

Postal Code *

100025

PREVIOUS

NEXT

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.

Home

Creat Credit Note [Independent]

Customer Details

Sender Details

Item Details

Credit Note Details

Party Legal Details

Credit Note Summary

Item Details

S No	Item Code	Item Name	Quantity	UOM	Price	Line Total	Actions
1	A001	Apple	10.00	<div>Search f... KG</div>	100.00	1000.00	DELETE

ADD MORE

PREVIOUS

NEXT

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.

Home

Creat Credit Note [Independent]

Home · Creat Credit Note [Independent]

Customer Details

Sender Details

Item Details

Credit Note Details

Party Legal Details

Credit Note Summary

Credit Note Details

Credit Note Number *

#

CRN-0023

Credit Note Issue Date

21/03/2025

Tax Category Id *

#

ZR - Zero rated (0%)

Charge Total Amount *

\$

0

Payable Amount *

\$

1000.00

Payment Terms

#

Tax Inclusive Amount *

\$

1000.00

Tax Exclusive Amount *

\$

1000.00

Tax Amount *

\$

0.00

Taxable Amount *

\$

1000.00

Line Extension Amount

\$

1000.00

Tax Scheme *

GST

Tax Percent *

%

0

Description *

PREVIOUS

NEXT

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.

Home

Create Credit Note [Independent]

Home

Create Credit Note [Independent]

Customer Details

Sender Details

Item Details

Credit Note Details

Party Legal Details

Credit Note Summary

Party Legal Details

#

Customer Party Legal Entity CompanyId

#

Supplier Party Legal Entity CompanyId

Customer Party Tax Scheme CompanyId *

GST00142

Supplier Party Tax Scheme CompanyId *

201409838G

PREVIOUS

NEXT

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.

🏠

Crear Credit Note [Independent]

Home

Crear Credit Note [Independent]

Customer Details

Sender Details

Item Details

Credit Note Details

Party Legal Details

Credit Note Summary

Credit Note Details

Credit Note Number : CN-0023

Credit Note Issue Date : 21/03/2025

Customer Details : Singapore E-Business Pte Ltd

Item Details

S No	Item Code	Item Name	Quantity	UOM	Price	Line Total
1	1	Apple	1	KG	10.0000	10.00

Credit Note Sub Total (SGD) :

Credit Note Total (SGD) :

Added GST/VAT 0% (SGD) :

Grand Total (SGD) :

10.00

10.00

0.00

10.00

SAVE

SEND

🏠

Crear Credit Note [Independent]

Home

Crear Credit Note [Independent]

Customer Details

Sender Details

Item Details

Credit Note Details

Party Legal Details

Credit Note Summary

Credit Note Details

Credit Note Number : CN-0023

Credit Note Issue Date : 21/03/2025

Customer Details : Singapore E-Business Pte Ltd

Item Details

S No	Item Code	Item Name	Quantity	UOM	Price	Line Total
1	1	Apple	1	KG	10.0000	10.00

Credit Note Sub Total (SGD) :

Credit Note Total (SGD) :

Added GST/VAT 0% (SGD) :

Grand Total (SGD) :

10.00

10.00

0.00

10.00

SAVE

Peppol Only

Peppol & IRAS

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.'

PEPPOL Credit Note Summary

HomePEPPOL Credit Note Summary

Credit Note Search

From Date

04/01/2025

To Date

21/03/2025

Sent Type

PEPPOL ONLY

IRAS ONLY

PEPPOL AND IRAS

PEPPOL Status

PENDING

CSV

PEPPOL Credit Note Summary

SEND ALL CREDITNOTES

PAGE:1ROWS PER PAGE:201 - 8 OF 8

<input type="checkbox"/> Select All	S No	Credit Note Number	Credit Note Date	Organisation Name	Credit Note Amount	PEPPOL Status	IRAS Status	Actions
<input type="checkbox"/>	1	hhh	19/03/2025	Singapore E-Business Pte Ltd	4	PENDING	N/A	DETAILS
<input type="checkbox"/>	2	CN-2025-001	15/03/2025	Singapore E-Business Pte Ltd	300	PENDING	N/A	DETAILS
<input type="checkbox"/>	3	CCCRRRF12	15/03/2025	Singapore E-Business Pte Ltd	109	PENDING	N/A	DETAILS

Credit Note Response Received

1) You can check if your credit note has been sent by performing a 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

PEPPOL Credit Note Summary

Home · PEPPOL Credit Note Summary

Credit Note Search

From Date

PEPPOL ONLY

IRAS ONLY

PEPPOL AND IRAS

Sent Type

PEPPOL AND IRAS

IRAS Status

SENT

To Date

21/03/2025

PEPPOL Status

SENT

SUBMIT

CSV

PEPPOL Credit Note Summary

EXPORT TO BIS FORMAT

PAGE: 1

ROWS PER PAGE: 20

1 - 18 OF 18

<input type="checkbox"/> Select All	S No	Credit Note Number	Credit Note Date↑↓	Organisation Name↑↓	Credit Note Amount↑↓	PEPPOL Status	IRAS Status	Exported	Actions
<input type="checkbox"/>	1	987	21/03/2025	Singapore E-Business Pte Ltd	4	SENT	SENT	✖	DETAILS
<input type="checkbox"/>	2	002	20/03/2025	Singapore E-Business Pte Ltd	11.7	SENT	SENT	✖	DETAILS
<input type="checkbox"/>	3	CRDNOTE1013	17/03/2025	Singapore E-Business Pte Ltd	100	SENT	SENT	✖	DETAILS

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.

HOME

MASTER

TRANSACTIONS

E-DOC ENABLEMENT EMAIL

Generate Credit Note

Home > Generate Credit Note

Sales Credit Note [Invoice Based]

☐ IRAS Only

Customer info *

Credit Note Number *

Remark *

EZYAP

Received PEPPOL Invoices

PEPPOL Invoices To Sent

Received PEPPOL Orders

PEPPOL Orders To Sent

Upload Invoice

Upload PO

Sales Invoice

Create Purchase Order

Sales Credit Note [Invoice Based]

Sales Credit Note [Independ...

Recieved Peppol Credit Note

PEPPOL Credit Note To Sent

Purchase Invoice

Purchase Invoice [IRAS]

Purchase Credit Note [Indep...

Invoice Number *

Issue Date

21/03/2025

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.

HOMEMASTERTRANSACTIONS E-DOC ENABLEMENT EMAIL

Generate Credit Note

HomeGenerate Credit Note

Credit Note [Invoice Based]

IRAS Only

Customer info *

Singapore E-Business Pte Ltd (SGUEN201409838G)

Credit Note Number *

Remark *

Invoice Number *

Search for an invoice...

I-1234

I-1234

I12340

W-123

Generate Credit Note

HomeGenerate Credit Note

Sales Credit Note [Invoice Based]

IRAS Only

Customer info *

Singapore E-Business Pte Ltd (SGUEN201409838G)

Credit Note Number *

CN-0045

Remark *

Invoice

Invoice Number *

I-1234

Issue Date

21/03/2025

Item Details

S.No.	Item Code	Item Name	Item Quantity	UOM	Price	Line Total	Actions
1	287	IT	2	KG	2	4.00	DELETE
						Credit Note Sub Total (SGD) :	4.00
						Added GST/VAT 0% (SGD) :	0.00
						Grand Total (SGD) :	4.00

SAVE CREDIT NOTE

SEND

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.

Generate Credit Note

Home

>

Generate Credit Note

Sales Credit Note [Invoice Based]

☐

IRAS Only

Customer info *

Singapore E-Business Pte Ltd (SGUEN201409838G)

Credit Note Number *

CN-0045

Remark *

invoice

Invoice Number *

I-1234

Issue Date

21/03/2025

Item Details

S.No.	Item Code	Item Name	Item Quantity	UOM	Price	Line Total	Actions
1	287	IT	2	KG	2	4.00	<button>DELETE</button>
						Credit Note Sub Total (SGD) :	4.00
						Added GST/VAT 0% (SGD) :	0.00
						Grand Total (SGD) :	4.00

SAVE CREDIT NOTE

Peppol Only

Peppol & IRAS

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.

Generate Credit Note

HomeGenerate Credit Note

Sales Credit Note [Invoice Based]

IRAS Only

Customer info *

Singapore E-Business Pte Ltd (SGUEN201409838G)

Credit Note Number *

CN-0045

Remark *

invoice

Invoice Number *

I-1234

Issue Date

21/03/2025

Item Details

S.No.	Item Code	Item Name	Item Quantity	UOM	Price	Line Total	Actions
1	287	IT	2	KG	2	4.00	DELETE
						Credit Note Sub Total (SGD) :	4.00
						Added GST/VAT 0% (SGD) :	0.00
						Grand Total (SGD) :	4.00

SAVE CREDIT NOTE

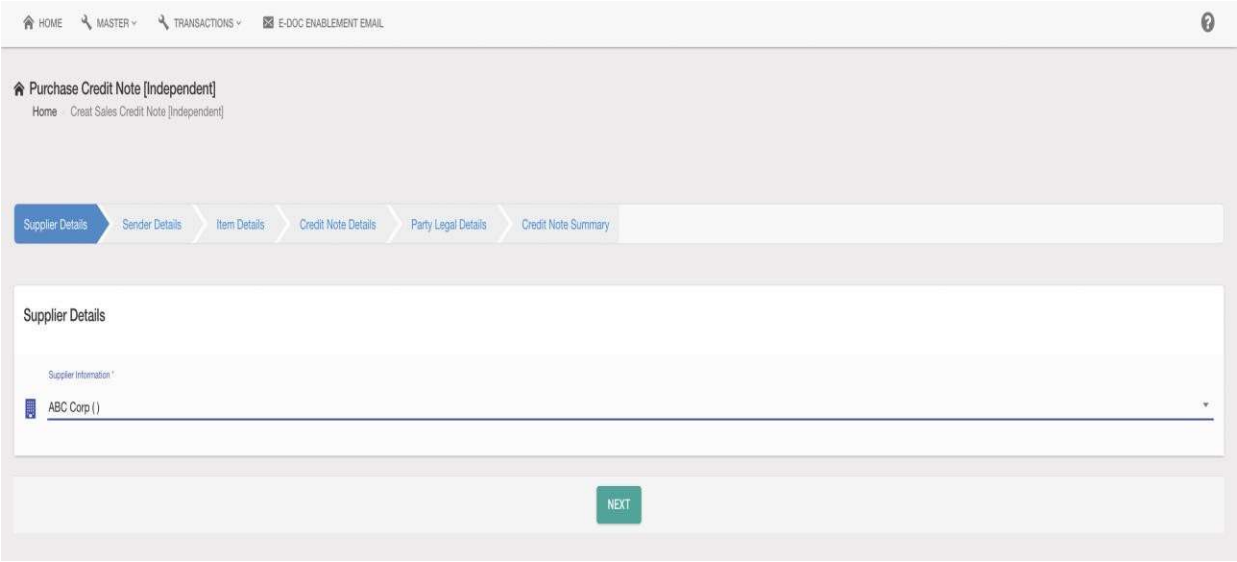
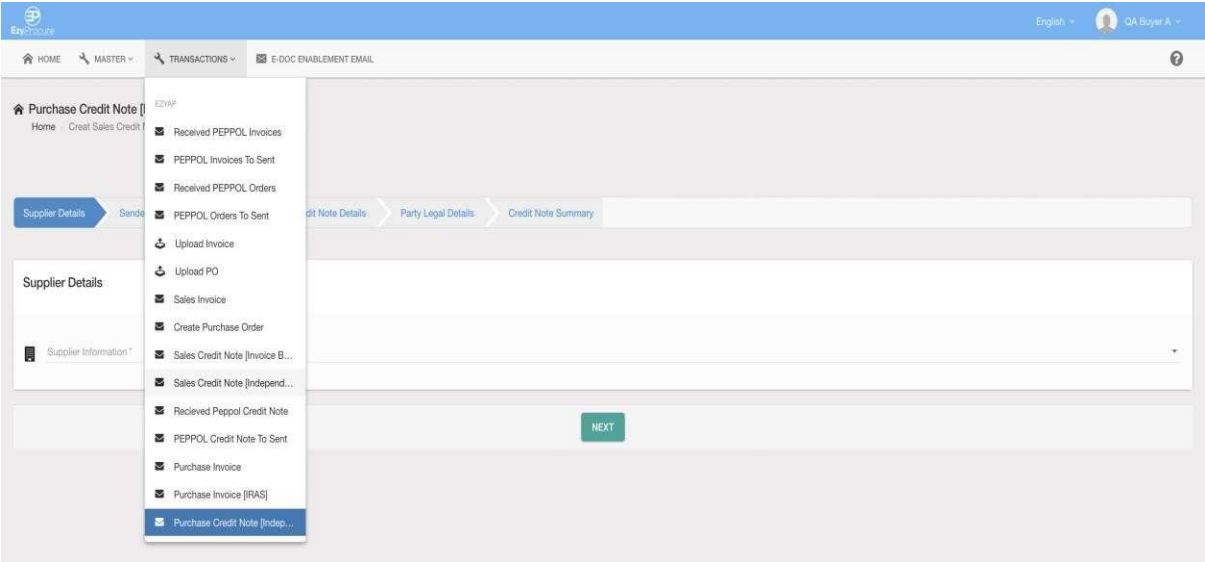
SEND TO IRAS

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.

Purchase Credit Note [Independent]

Home

>

Creat Sales Credit Note [Independent]

Supplier Details

Sender Details

Item Details

Credit Note Details

Party Legal Details

Credit Note Summary

Sender Details

Company Id

#

B14823022273134

Company Registration Number

#

201409838G

Street Name *

#

Singapore

CountryCode *

#

Singapore (SG)

Organisation Name *

Singapore E-Business Pte. Ltd.

Contact Name

Theepshika L

Postal Code *

100025

PREVIOUS

NEXT

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.

🏠 Purchase Credit Note [Independent]

Home · Creat Sales Credit Note [Independent]

Supplier Details

Sender Details

Item Details

Credit Note Details

Party Legal Details

Credit Note Summary

Item Details

S No	Item Code	Item Name	Quantity	UOM	Price	Line Total	Actions
1	101	Apple	10.00	KG	14.00	140.00	DELETE

ADD MORE

PREVIOUSNEXT

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.

Home

Purchase Credit Note [Independent]

Home

Crear Sales Credit Note [Independent]

Supplier Details

Sender Details

Item Details

Credit Note Details

Party Legal Details

Credit Note Summary

Credit Note Details

Credit Note Number *

CN-0039

Credit Note Issue Date

21/03/2025

Tax Category Id *

ZR - Zero rated (0%)

Charge Total Amount *

\$ 0

Payable Amount *

\$ 140.00

Payment Terms

#

Tax Inclusive Amount *

\$ 140.00

Tax Exclusive Amount *

\$ 140.00

Tax Amount *

\$ 0.00

Taxable Amount *

\$ 140.00

Line Extension Amount

\$ 140.00

Tax Scheme *

GST

Tax Percent *

% 0

Description *

PREVIOUS

NEXT

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.

Purchase Credit Note [Independent]

Home

·

Creat Sales Credit Note [Independent]

Supplier Details

Sender Details

Item Details

Credit Note Details

Party Legal Details

Credit Note Summary

Party Legal Details

Customer Party Legal Entity CompanyId

#

PL1223

Supplier Party Legal Entity CompanyId

#

SL1991

Customer Party Tax Scheme CompanyId *

#

201409838G

Supplier Party Tax Scheme CompanyId *

#

201409838G1

PREVIOUS

NEXT

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.

Home

Create Sales Credit Note [Independent]

Supplier Details

Sender Details

Item Details

Credit Note Details

Party Legal Details

Credit Note Summary

Credit Note Details

Credit Note Number : CN-0039

Credit Note Issue Date : 21/03/2025

Supplier Details : ABC Corp

Item Details

S No	Item Code	Item Name	Quantity	UOM	Price	Line Total
1	101	Apple	10	KG	14.0000	140.00

Credit Note Sub Total (SGD) :

Credit Note Total (SGD) :

Added GST/VAT 0% (SGD) :

Grand Total (SGD) :

140.00

140.00

0.00

140.00

SAVE

SEND TO IRAS

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.'

PEPPOL Credit Note Summary

HomePEPPOL Credit Note Summary

Credit Note Search

From Date

04/01/2025

To Date

21/03/2025

Sent Type

PEPPOL ONLY

IRAS ONLY

PEPPOL AND IRAS

PEPPOL Status

PENDING

CSV

PEPPOL Credit Note Summary

SEND ALL CREDITNOTES

PAGE:1ROWS PER PAGE:201 - 8 OF 8

<input type="checkbox"/> Select All	S No	Credit Note Number	Credit Note Date	Organisation Name	Credit Note Amount	PEPPOL Status	IRAS Status	Actions
<input type="checkbox"/>	1	hhh	19/03/2025	Singapore E-Business Pte Ltd	4	PENDING	N/A	DETAILS
<input type="checkbox"/>	2	CN-2025-001	15/03/2025	Singapore E-Business Pte Ltd	300	PENDING	N/A	DETAILS
<input type="checkbox"/>	3	CCCRRRF12	15/03/2025	Singapore E-Business Pte Ltd	109	PENDING	N/A	DETAILS

Credit Note Response Received

1) You can check if your credit note has been sent by performing a 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

PEPPOL Credit Note Summary

Home · PEPPOL Credit Note Summary

Credit Note Search

From Date

PEPPOL ONLY

IRAS ONLY

PEPPOL AND IRAS

Sent Type

PEPPOL AND IRAS

IRAS Status

SENT

To Date

21/03/2025

PEPPOL Status

SENT

SUBMIT

CSV

PEPPOL Credit Note Summary

EXPORT TO BIS FORMAT

PAGE: 1

ROWS PER PAGE: 20

1 - 18 OF 18

<input type="checkbox"/> Select All	S No	Credit Note Number	Credit Note Date	Organisation Name	Credit Note Amount	PEPPOL Status	IRAS Status	Exported	Actions
<input type="checkbox"/>	1	987	21/03/2025	Singapore E-Business Pte Ltd	4	SENT	SENT	✗	DETAILS
<input type="checkbox"/>	2	002	20/03/2025	Singapore E-Business Pte Ltd	11.7	SENT	SENT	✗	DETAILS
<input type="checkbox"/>	3	CRDNOTE1013	17/03/2025	Singapore E-Business Pte Ltd	100	SENT	SENT	✗	DETAILS

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

PEPPOL Credit Note Summary

HomePEPPOL Credit Note Summary

Credit Note Search

From Date

21/03/2025

To Date

21/03/2025

Sent Type

PEPPOL AND IRAS

PEPPOL Status

SENT

IRAS Status

SENT

SUBMIT

CSV

PEPPOL Credit Note Summary

EXPORT TO BIS FORMAT

PAGE:1ROWS PER PAGE:201-2 OF 2

<input type="checkbox"/> Select All	S No	Credit Note Number	Credit Note Date	Organisation Name	Credit Note Amount	PEPPOL Status	IRAS Status	Exported	Actions
<input type="checkbox"/>	1	987	21/03/2025	Singapore E-Business Pte Ltd	4	SENT	SENT	✖	DETAILS
<input type="checkbox"/>	2	002	20/03/2025	Singapore E-Business Pte Ltd	11.7	SENT	SENT	✖	DETAILS

Credit Note Details

HomePEPPOL Credit Note SummaryDetails

Credit Note Details

Credit Note Number : 987

Invoice Number : I-1234

Customer Details : Singapore E-Business Pte Ltd

Credit Note Issue Date : 21/03/2025

PEPPOL Status : SENT

IRAS Status : SENT

Item Details

S No	Item Code	Item Name	Quantity	UOM	Price	Line Total
1	it1	IT	2	KG	2.0000	4.00

Credit Note Sub Total (SGD) :

4.00

Credit Note Total (SGD) :

4.00

Added GST/VAT (SGD) %:

0.00

Grand Total (SGD) :

4.00

Customer Details

DOWNLOAD CREDIT NOTE

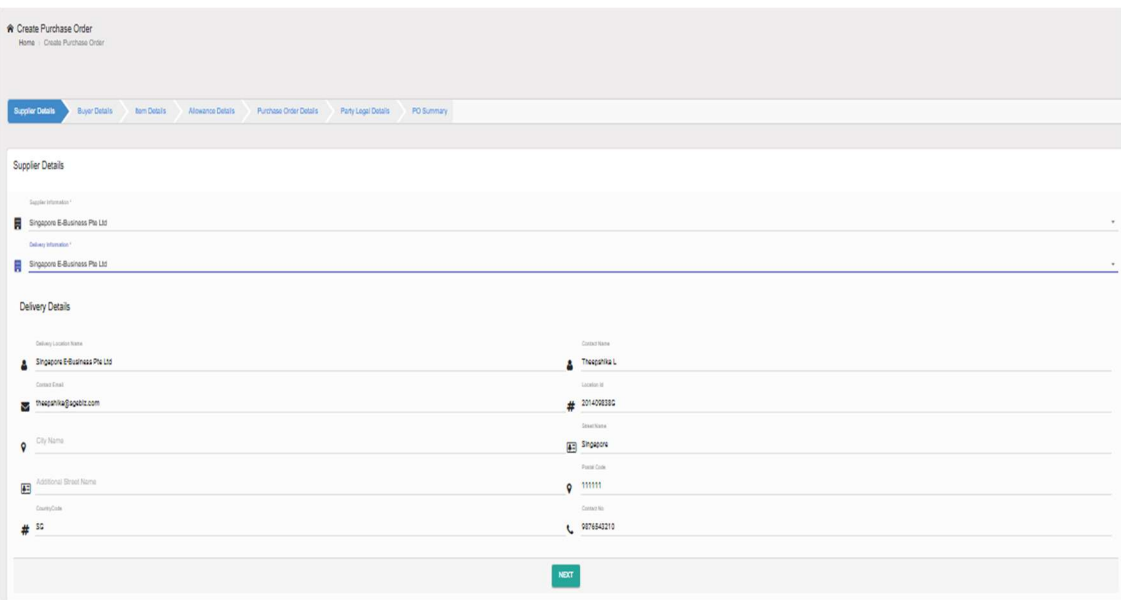
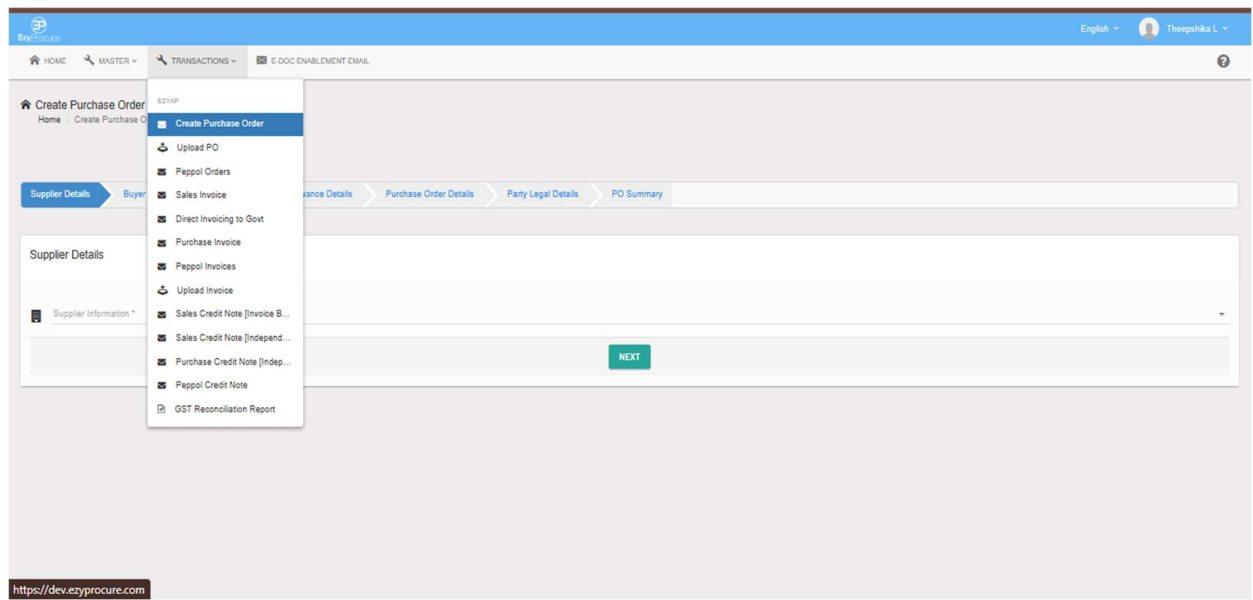
PDF

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 Purchase Order

Home > Create Purchase Order

Supplier Details

Buyer Details

Item Details

Allowance Details

Purchase Order Details

Party Legal Details

PO Summary

Buyer Details

Company Id

#

SUNSHINE1

Company Registration Number

#

SUNSHINE1

Contact Name

#

Theepshika L

Street Name

#

Singapore

City Name

#

CountryCode *

#

Singapore (SG)

Organization Name *

#

Sunshine Buyer

Contact Email

#

shul@sgbiz.com

Additional Street Name

#

Postal Code

#

123456

Contact No

#

PREVIOUS

NEXT

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

Create Purchase Order

Home > Create Purchase Order

Supplier Details

Buyer Details

Item Details

Allowance Details

Purchase Order Details

Party Legal Details

PO Summary

Item Details

S No	Item Code	Item Name	Quantity	UOM	Item Description	Price	Line Total	Actions
1	A10	Kiwi	15.00	KG	Item A10	20.00	300.00	DELETE

ADD MORE

PREVIOUS

NEXT

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 Purchase Order

Home > Create Purchase Order

Supplier Details

Buyer Details

Item Details

Allowance Details

Purchase Order Details

Party Legal Details

PO Summary

Discount Details (Optional)

Discount Percent

\$

Discount Amount

Discount Reason

PREVIOUS

NEXT

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 Purchase Order

Home · Create Purchase Order

Supplier Details

Buyer Details

Item Details

Allowance Details

Purchase Order Details

Party Legal Details

PO Summary

Purchase Order Details

PO Number *

PO-1445

PO Issue Date

21/03/2025

PO Validity Date

21/03/2025

Requested Delivery Start Date

21/03/2025

Requested Delivery End Date

21/03/2025

Tax Category Id *

ZR - Zero rated (0%)

Charge Total Amount *

\$ 0

Payable Amount *

\$ 300.00

Payment Terms

#

Tax Inclusive Amount *

\$ 300.00

Tax Exclusive Amount *

\$ 300.00

Tax Amount *

\$ 0.00

Taxable Amount *

\$ 300.00

Line Extension Amount

\$ 300.00

Tax Percent *

% 0

Tax Scheme *

GST

PO Description

PREVIOUS

NEXT

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 Purchase Order

Home > Create Purchase Order

Supplier Details

Buyer Details

Item Details

Allowance Details

Purchase Order Details

Party Legal Details

PO Summary

Party Legal Details

Customer Party Legal Entity CompanyId

A1004

Supplier Party Legal Entity CompanyId

SL1992

Customer Party Tax Scheme CompanyId *

B66434

Supplier Party Tax Scheme CompanyId

201409838G

PREVIOUS

NEXT

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.

Create Purchase Order

Home > Create Purchase Order

Supplier Details

Buyer Details

Item Details

Allowance Details

Purchase Order Details

Party Legal Details

PO Summary

Purchase Order Details

Purchase Order Number : PO-1445

Customer Details : dev

PO Validity Date : 21/03/2025

Requested Delivery End Date : 21/03/2025

Item Details

S No	Item Code	Item Name	Quantity	UOM	Item Description	Price	Line Total
1	A10	Kiwi		KG	Item A10	20.0000	300.00

Purchase Order Sub Total (SGD) :

Discount% (SGD) :

Purchase Order Total (SGD) :

Added GST/VAT 0% (SGD) :

Grand Total (SGD) :

300.00

0.00

300.00

0.00

300.00

CONFIRM AND SEND

SAVE

Delivery Details

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.

HOMEMASTERTRANSACTIONS E-DOC ENABLEMENT EMAIL

PEPPOL Purchase Order Summary

HomePEPPOL Purchase Order Summary

Purchase Order Search

From Date21/03/2025

To Date21/03/2025

StatusPENDING

SUBMITCSV

PEPPOL Purchase Order Summary

SEND ALL PURCHASE ORDERS

PAGE:1ROWS PER PAGE:200 - 0 OF 0

Select All

S No

PO Number

PO Issue Date

Customer Reference

Organisation Name

PO amount

Status

Actions

No records found

PAGE:1ROWS PER PAGE:200 - 0 OF 0

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.

HOMEMASTERTRANSACTIONS E-DOC ENABLEMENT EMAIL

PEPPOL Purchase Order Summary
Home > PEPPOL Purchase Order Summary

Purchase Order Search

From Date

21/03/2025

To Date

21/03/2025

Status

RECEIVED

SUBMIT

CSV

PEPPOL Purchase Order Summary

EXPORT TO BIS FORMAT

PAGE: 1

ROWS PER PAGE: 20

0 - 0 OF 0

Select All	S No	PO Number	PO Issue Date	Customer Reference	Organisation Name	PO amount	Status	Exported	Actions
No records found									

PAGE: 1

ROWS PER PAGE: 20

0 - 0 OF 0

Order Balance

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

Requested Delivery Start Date : 13/02/2026

Requested Delivery End Date : 13/02/2026

Item Details

ADD MORE

S No	Item Code	Item Name	Quantity	UOM	Buyer Item Description	Seller Item Description	Price	Line Total	Note	Balance	Delivery Start Date	Delivery End Date	Status	Actions
1	item-demo0001	item-demo0001	50.00	KG	item-demo0001		12.0000	600		50.00	13/02/2026	13/02/2026	ORDER_APPROVED	DELETE

Purchase Order Sub Total (SGD) :

600.00

Purchase Order Total (SGD) :

600.00

Added GST/VAT 9% (SGD) :

54.00

Grand Total (SGD) :

654.00

Delivery Details

Customer Details

DOWNLOAD PO

PDF

UPDATE PO

UPDATE BALANCE

APPROVE PO

Order Variation

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

ADD MORE

S No	Item Code	Item Name	Quantity	UOM	Buyer Item Description	Seller Item Description	Price	Line Total	Note	Balance	Delivery Start Date	Delivery End Date	Status	Actions
1	item-demo0001	item-demo0001	50.00	KG	item-demo0001		12.0001	600			13/02/2026	13/02/2026	ORDER_CREATED	DELETE
2				Search for UOM.. *										DELETE

Purchase Order Sub Total (SGD) :

600.00

Purchase Order Total (SGD) :

600.00

Added GST/VAT 9% (SGD) :

54.00

Grand Total (SGD) :

654.00

Delivery Details

Customer Details

DOWNLOAD PO

PDF

UPDATE PO

UPDATE BALANCE

APPROVE PO

Cancellation reason

Order Cancellation

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

S No	Item Code	Item Name	Quantity	UOM	Buyer Item Description	Seller Item Description	Price	Line Total	Note	Balance	Delivery Start Date	Delivery End Date	Status	Actions
1	item-demo0001	item-demo0001	50.00	KG	item-demo0001		12.0001	600			13/02/2026	13/02/2026	ORDER_CREATED	<button>DELETE</button>
2				Search for UOM.. *										<button>DELETE</button>

Purchase Order Sub Total (SGD) :

600.00

Purchase Order Total (SGD) :

600.00

Added GST/VAT 9% (SGD) :

54.00

Grand Total (SGD) :

654.00

Delivery Details

Customer Details

DOWNLOAD PO

PDF

UPDATE PO

UPDATE BALANCE

APPROVE PO

Cancellation reason

dummy reason

CANCEL PO

Order Response

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

Purchase Order Number : PO-13-02-02

Customer Details : Sunshine Buyer

Customer Contact Phone : NA

Payment terms : NA

Requested Delivery Start Date : 13/02/2026

PO Issue Date : 13/02/2026

Customer Contact Name : Theepshika L

Order Id : PO-13-02-02

Customer reference : PO-13-02-02

Requested Delivery End Date : 13/02/2026

PO Validity Date : 13/02/2026

Customer Contact Email : atul@sgebiz.com

Note : NA

Order Variation Number : NA

Item Details

ADD MORE

S No	Item Code	Item Name	Quantity	UOM	Buyer Item Description	Seller Item Description	Price	Line Total	Note	Balance	Delivery Start Date	Delivery End Date	Status	Actions
1	item-demo0001	item-demo0001	50.00	KG	item-demo0001		12.0000	600					ORDER_CREATED	DELETE

Purchase Order Sub Total (SGD) :

600.00

Purchase Order Total (SGD) :

600.00

Added GST/VAT 9% (SGD) :

54.00

Grand Total (SGD) :

654.00

Delivery Details

Customer Details

CREATE E-INVOICE

DOWNLOAD PO

PDF

UPDATE PO

ACKNOWLEDGE PO

APPROVE PO

REJECT PO

Flip Invoice

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

Purchase Order Number : Demo-IMDA-1

Customer Details : Sunshine Buyer

Customer Contact Phone : NA

Payment terms : 30D

Requested Delivery Start Date : 06/02/2026

PO Issue Date : 06/02/2026

Customer Contact Name : Theepshika L

Order Id : Demo-IMDA-1

Customer reference : Demo-IMDA-1

PO Validity Date : 06/02/2026

Customer Contact Email : theepshika@sgebiz.com

Note : Demo-IMDA-1

Order Variation Number : NA

Requested Delivery End Date : 06/02/2026

Item Details

S No	Item Code	Item Name	Quantity	UOM	Buyer Item Description	Seller Item Description	Price	Line Total	Note	Balance	Delivery Start Date	Delivery End Date	Status	Actions
1	Item 1	Item 1	5.00	KG	Item 1		5.0000	25		5.00			ORDER_APPROVED	DELETE

Purchase Order Sub Total (SGD) :

25.00

Purchase Order Total (SGD) :

25.00

Added GST/VAT 9% (SGD) :

2.25

Grand Total (SGD) :

27.25

Delivery Details

Customer Details

CREATE E-INVOICE

DOWNLOAD PO

PDF

UPDATE PO

ACKNOWLEDGE PO

APPROVE PO

REJECT PO

Home > Sales Invoice

Customer Details

Sender Details

Item Details

Allowance Details

Invoice Details

Party Legal Details

Invoice Summary

Invoice Details

Invoice Number : Inv-258451393

Purchase Order Number : Demo-IMDA-1

Customer Details : Sunshine Buyer

Invoice Issue Date : 13/02/2026

Invoice Due Date : 06/02/2026

Delivery Date : 13/02/2026

Item Details

S No	Item Code	Item Name	Quantity	UOM	Price	Order Line Reference	Line Total
1	Item 1	Item 1	5	KG	5.0000		25.00

Invoice Sub Total (SGD) :

25.00

Discount % (SGD) :

0.00

Invoice Total (SGD) :

25.00

Added GST/VAT 9% (SGD) :

2.25

Grand Total (SGD) :

27.25

SAVE

Peppol & IRAS

Delivery Details

Direct Invoice

1) An invoice sent directly to the Government

Customer DetailsSender DetailsItem DetailsInvoice DetailsParty Legal DetailsInvoice Summary

Invoice Details

Purchase Order Number *
PO-13-02-003

Invoice Number *
INV-13-02-0003

Currency *
SGD

Invoice Issue Date *
13/02/2026

Invoice Due Date
13/02/2026

Buyer Reference *
AGC01 - Attorney-General's Chambers

Tax Category Id *
SR - Standard rated (9%)

Charge Total Amount *
\$ 0

Payable Amount *
\$ 617.50

Payment Terms *
7D-7 Days

Tax Inclusive Amount *
\$ 617.50

Tax Exclusive Amount *
\$ 750

Tax Amount *
\$ 67.50

Taxable Amount *
\$ 750

Line Extension Amount
\$ 750

Tax Scheme *
GST

Tax Percent *
9.00

Invoice Description *

Choose File

Direct Invoicing to Govt
Home Direct Invoicing to Govt

Customer DetailsSender DetailsItem DetailsInvoice DetailsParty Legal DetailsInvoice Summary

Invoice Details

Invoice Number : INV-13-02-0003
Purchase Order Number : PO-13-02-003
Customer Details : Singapore E-Business Pte Ltd

Invoice Issue Date : 13/02/2026
Invoice Due Date : 13/02/2026
Delivery Date : 14/02/2026

Item Details

S No	Item Code	Item Name	Quantity	UOM	Price	Order Line Reference	Line Total
1	Item-demo001	Item-demo001	50	KG	15.0000	1	750.00

Invoice Sub Total (SGD) : 750.00

Discount % (SGD) : 0.00

Invoice Total (SGD) : 750.00

Added GST/MAT 9% (SGD) : 67.50

Grand Total (SGD) : 817.50

SAVE

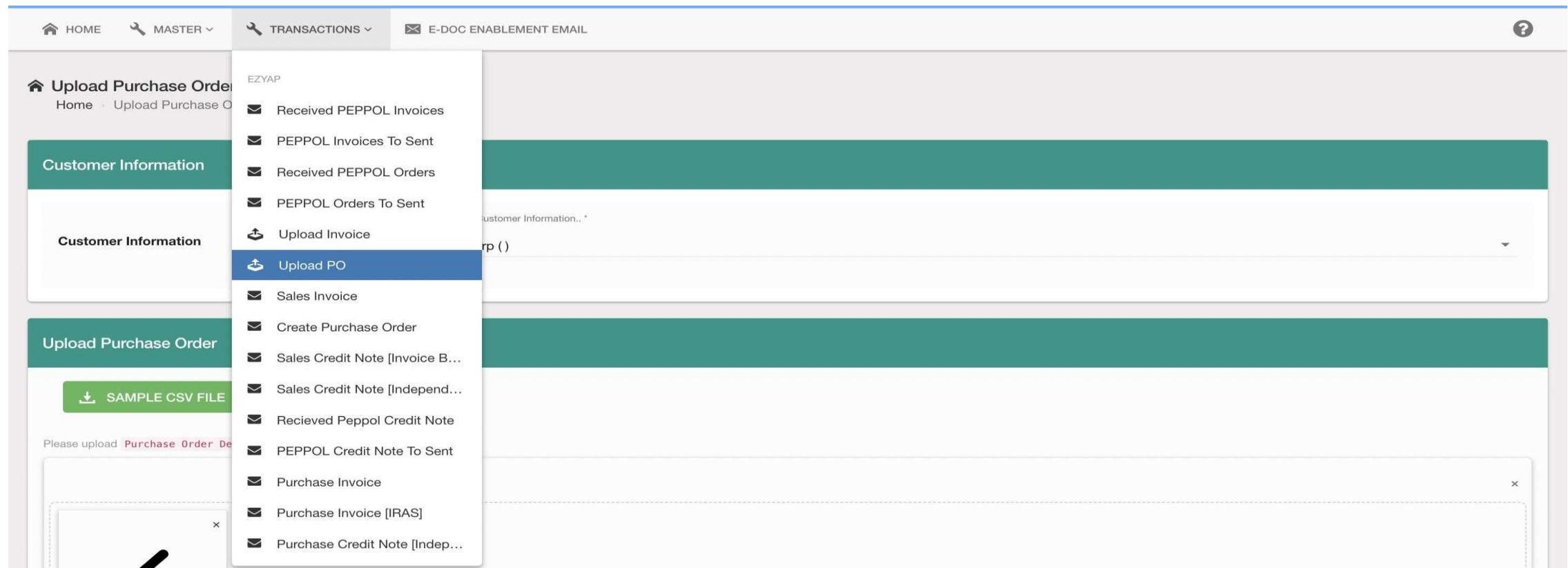
Peppol & IRAS

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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

↓ SAMPLE CSV FILE

Please upload **Purchase Order Details** in a **.csv** file.

PeppolExternalPO.csv

PeppolExternalPO.csv

REMOVEBROWSE

PREVIEW

Item Details

S No	PO Number	PO Issue Date	PO Validity Date	Document	CurrencyCode	Customer Reference	Sender Street Name	Sender Additional Street Name	Sender City Name	Sender Postal Code	Sender Country Code	Customer Party Tax Scheme CompanyId	Requested Delivery Start Date	Requested Delivery End Date	Delivery Location Id	Delivery Street Name	Delivery Additional Street Name	Delivery City Name	Delivery Country	Delivery Postal Code	Delivery Party Name	Pay Ter
1	PO-8585555	2023/08/30	2023/09/13	SGD		PO-7845789	Royal One Phillip	sAaA			SG	23215	2023/08/29	2023/09/12	companyld	raj bhavan	#01-83/84	Singapore 188021	SG	3456123	HAPPYHAPPY	

CONFIRM

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.

HOMEMASTER ▾TRANSACTIONS ▾E-DOC ENABLEMENT EMAIL?

PEPPOL Purchase Order SummaryHome ▾ PEPPOL Purchase Order Summary

Purchase Order Search ▾

From Date

21/03/2025

To Date

21/03/2025

Status

PENDING ▾

SUBMIT

CSV

PEPPOL Purchase Order Summary

SEND ALL PURCHASE ORDERS

PAGE:1 ▾ROWS PER PAGE:20 ▾0 - 0 OF 0<>

☐

Select All

S No

PO Number

PO Issue Date↑↑

Customer Reference

Organisation Name↑↑

PO amount↑↑

Status

Actions

No records found

PAGE:1 ▾ROWS PER PAGE:20 ▾0 - 0 OF 0<>

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Upload Invoice

Stage 1: Uploading CSV File

- 1) Go to "Transactions". Select the dropdown menu. Click "Upload Invoice".
- 2) Under Customer Information, you can select the customer that you want to upload the invoice csv file. Click on Preview .

HOME MASTER TRANSACTIONS E-DOC ENABLEMENT EMAIL

Upload Invoice
Home > Upload Invoice

Customer Information

Customer Information

Upload Invoice

SAMPLE CSV FILE

Please upload Invoice Details

Select file

File is required.

BROWSE

PREVIEW

Upload Invoice

Stage 2: Previewing& Saving

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

Upload Invoice

↓ SAMPLE CSV FILE

Please upload **Invoice Details** in a **.csv** file.

PeppolExternalInvoice.csv

PeppolExternalInvoice.csv

REMOVE BROWSE

PREVIEW

Item Details

S No	Invoice No	Invoice Issue Date	Invoice Due Date	DocumentCurrencyCode	Business Unit	PO Reference	Sender Street Name	Sender Additional Street Name	Sender City Name	Sender Postal Code	Sender Country Code	Delivery Date	Delivery Location Name	Delivery Street Name	Delivery Additional Street Name	Delivery City Name	Delivery Country	Delivery Postal Code	Delivery Party Name	Payme Terms
1	7623Hk1	2020/12/15	2020/05/05	SGD	BU1	wqr2	supplierb	Address	city	String-postal valid	SG	2019/12/25	locaton	DeliveryLocationStreetName		SG			Tech mahindra	

CONFIRM

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.

PEPPOL Invoice Summary

Home > PEPPOL Invoice Summary

Invoice Search

From Date

21/03/2025

To Date

21/03/2025

Sent Type

PEPPOL ONLY

PEPPOL Status

PENDING

SUBMIT

CSV

PEPPOL Invoice Summary

SEND ALL INVOICES

Select All

S No

Invoice Number

Invoice Date

Customer Reference

Organisation Name

Invoice amount

PEPPOL Status

IRAS Status

Actions

Invoice Status

1

7623Hk1

15/12/2020

BU1

ABC Corp

214.92

PENDING

N/A

DETAILS

PAGE:

1

ROWS PER PAGE:

20

1 - 1 OF 1

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.

PEPPOL Invoice Summary

Home > PEPPOL Invoice Summary

Invoice Search

From Date

24/03/2025

To Date

Sent Type

PEPPOL ONLY

PEPPOL Status

PENDING

PROCESSED

SENT

FAILED

SUBMIT

CSV

PEPPOL Invoice Summary

SEND ALL INVOICES

PAGE: 1

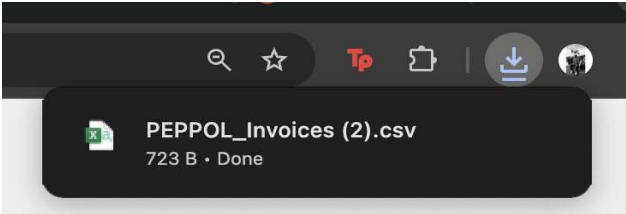
ROWS PER PAGE: 20

1 - 20 OF 58

<input type="checkbox"/> Select All	S No	Invoice Number	Invoice Date	Customer Reference	Organisation Name	Invoice amount	PEPPOL Status	IRAS Status	Actions	Invoice Status
<input type="checkbox"/>	1	INV6550947	24/04/2025	PO7452724	IMDA C5 Test	2	SENT	SENT	DETAILS	
<input type="checkbox"/>	2	INV6550946	24/04/2025	PO7452724	IMDA C5 Test	2	SENT	FAILED	DETAILS	
<input type="checkbox"/>	3	INV6550945	24/04/2025	PO7452724	IMDA C5 Test	2	SENT	FAILED	DETAILS	
<input type="checkbox"/>	4	INV6550944	24/04/2025	PO7452724	IMDA C5 Test	2	SENT	FAILED	DETAILS	
<input type="checkbox"/>	5	INV6550943	24/04/2025	PO7452724	IMDA C5 Test	2	SENT	FAILED	DETAILS	

CSV

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



PEPPOL_Invoices (2)								
Home Insert Page Layout Formulas Data Review View								
Calibri (Body) 12 A^ A^ B I U [Grid] [Link] A [Align] [Wrap Text] [Merge & Centre] General [Number] % [Currency] [Decrease Indent]								
K17 [Clear] [Check] [fx] [Formula Bar]								
	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).

PEPPOL Invoice Summary

Home / PEPPOL Invoice Summary

Invoice Search

From Date

27/03/2025

To Date

07/04/2025

Sent Type

IRAS ONLY

IRAS Status

SENT

FAILED

SUBMIT

CSV

PEPPOL Invoice Summary

SEND ALL INVOICES

PAGE: 1

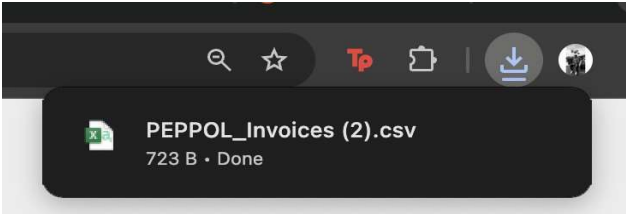
ROWS PER PAGE: 20

1 - 20 OF 35

<input type="checkbox"/> Select All	S No	Invoice Number	Invoice Date	Customer Reference	Organisation Name	Invoice amount	PEPPOL Status	IRAS Status	Actions	Invoice Status
<input type="checkbox"/>	1	GRNP-INV-01	07/04/2025	GRNP-01	IMDA C5 Test	8	SENT	SENT	DETAILS	
<input type="checkbox"/>	2	ORP-INV-01	07/04/2025	ORP-01	IMDA C5 Test	15	SENT	SENT	DETAILS	
<input type="checkbox"/>	3	RT01-INV-1	07/04/2025	RT01	IMDA C5 Test	21.8	SENT	SENT	DETAILS	
<input type="checkbox"/>	4	R001-INV-02	07/04/2025	R001-1	IMDA C5 Test	21.8	SENT	SENT	DETAILS	
<input type="checkbox"/>	5	R001-INV-01	07/04/2025	R00-1	IMDA C5 Test	21.8	SENT	SENT	DETAILS	

CSV

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



PEPPOL_Invoices (2).csv 18-05-35-953							
Home Insert Page Layout Formulas Data Review View							
J5							
	A	B	C	D	E	F	G
1	Invoice Id	Buyer Organisation Name	Invoice Issue	Actual Delive	Payable Amo	PEPPOL Statu	IRAS Status
2	GRNP-INV-01	IMDA C5 Test	07/04/25	07/04/25	8	SENT	SENT
3	ORP-INV-01	IMDA C5 Test	07/04/25	07/04/25	15	SENT	SENT
4	RT01-INV-1	IMDA C5 Test	07/04/25	07/04/25	21.8	SENT	SENT
5	R001-INV-02	IMDA C5 Test	07/04/25	06/04/25	21.8	SENT	SENT
6	R001-INV-01	IMDA C5 Test	07/04/25	06/04/25	21.8	SENT	SENT
7							
8							
9							
10							
11							

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.

PEPPOL Credit Note Summary

Home · PEPPOL Credit Note Summary

Credit Note Search

From Date

20/04/2025

To Date

24/04/2025

Sent Type

PEPPOL ONLY

PEPPOL Status

SENT

SUBMIT

CSV

PEPPOL Credit Note Summary

SEND ALL CREDITNOTES

PAGE: 1

ROWS PER PAGE: 20

1 - 1 OF 1

<input type="checkbox"/> Select All	S No	Credit Note Number	Credit Note Date	Organisation Name	Credit Note Amount	PEPPOL Status	IRAS Status	Actions
<input type="checkbox"/>	1	CN6770212	23/04/2025	IMDA C5 Test	1	SENT	N/A	<div>DETAILS</div>

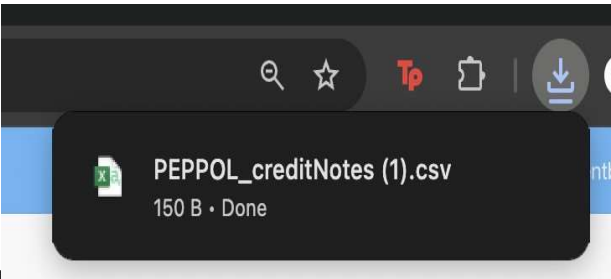
PAGE: 1

ROWS PER PAGE: 20

1 - 1 OF 1

CSV

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



PEPPOL_creditNotes (1)

Home

Insert

Page Layout

Formulas

Data

Review

View

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Wrap Text

General

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Activate Microsoft 365 to Create and Edit

Your Office 2019 licence is not supported with this version of the application.

J10

fx

	A	B	C	D	E	F	G	H	I
1	Credit Note Id	Buyer Organisation N	Credit Note Issue Dat	Payable Amount	PEPPOL Status	IRAS Status			
2	CN6770212	IMDA C5 Test	23/04/25	1	SENT	N/A			
3									
4									
5									
6									
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14									
15									
16									
17									

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

PEPPOL Credit Note Summary

Home > PEPPOL Credit Note Summary

Credit Note Search

From Date

23/04/2025

To Date

24/04/2025

Sent Type

IRAS ONLY

IRAS Status

SENT

SUBMIT

CSV

PEPPOL Credit Note Summary

SEND ALL CREDITNOTES

PAGE: 1

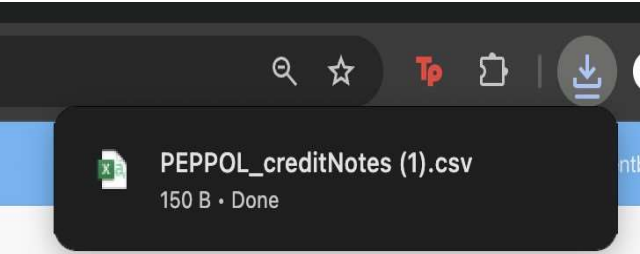
ROWS PER PAGE: 20

1 - 3 OF 3

<input type="checkbox"/> Select All	S No	Credit Note Number	Credit Note Date	Organisation Name	Credit Note Amount	PEPPOL Status	IRAS Status	Actions
<input type="checkbox"/>	1	CN82748242	24/04/2025	SGEBIZ-NON-PEPPOL	1	N/A	SENT	DETAILS
<input type="checkbox"/>	2	CN7660923	24/04/2025	SGEBIZ-NON-PEPPOL	1	N/A	SENT	DETAILS
<input type="checkbox"/>	3	CN09974112	24/04/2025	SGEBIZ-NON-PEPPOL-Splr	1	N/A	SENT	DETAILS

CSV

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



PEPPOL_creditNotes (1)									
Home Insert Page Layout Formulas Data Review View									
J14									
	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			
5									
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