



EzyAP User Guide



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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.

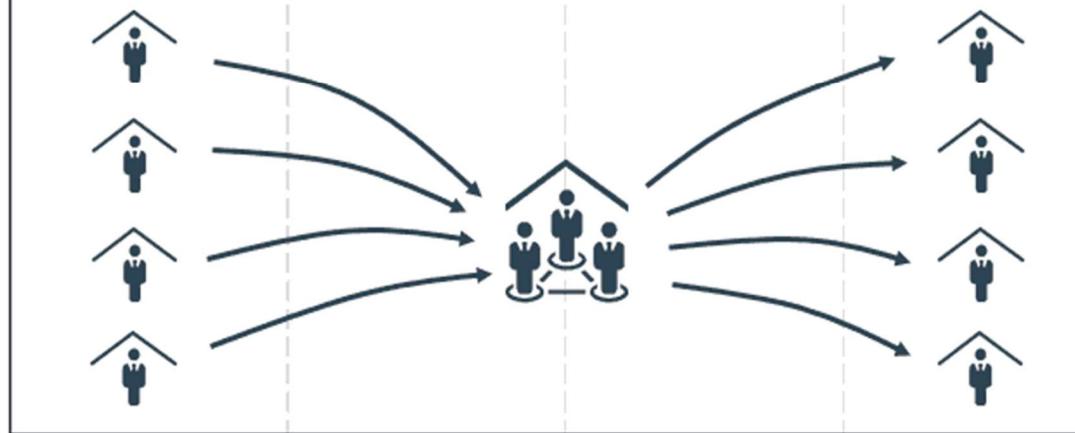
EzyAP

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	Reduce manual work	Reduce printing and postage	Reduce manual work
No need to align to different formats or login to different portals	Reduce error handling	Transact cross border	Reduce error handling
Access to funding (future)	Reduce handling of different formats	Reduce storage cost	



Login And C5 Activation

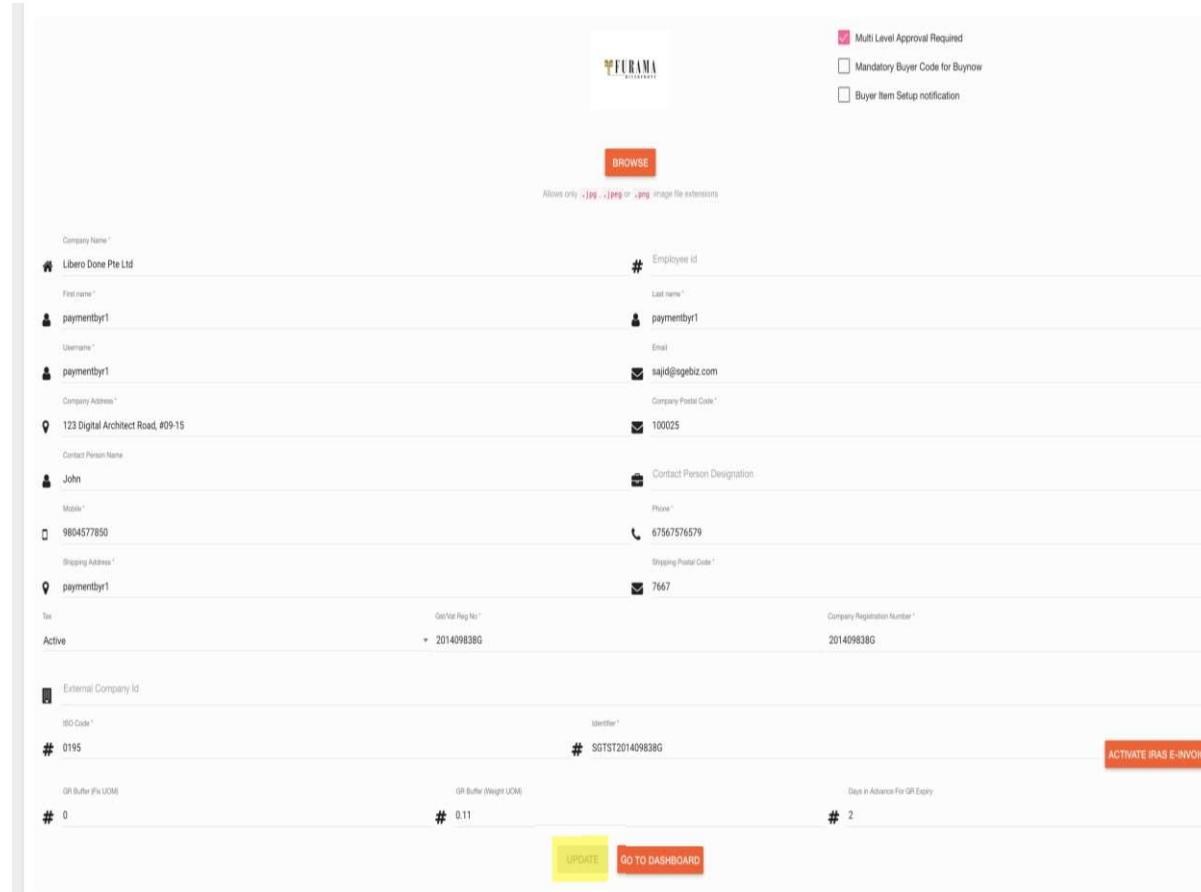
2) Go to Profile Tab under that Profile update where you need to fill all your information.

1. Sign in to EzyProcure with your credentials

The image displays two screenshots of the EzyProcure Crossborder application. The left screenshot shows the login screen with fields for 'Username' and 'Password', a 'Remember me' checkbox, a 'Did you forget your password?' link, and a 'SIGN IN' button. Below the button is a 'Norton Secured' logo and a 'ABOUT SSL CERTIFICATES' link. The right screenshot shows the 'Buyer My Account' profile edit screen. At the top, a navigation bar includes links for HOME, PURCHASE MANAGEMENT, REPORTS, BUSINESS REPORTS, TOOLS, ADHOC SUPPLIER TOOLS, PLANS, EZYPAYMENT, EZY AP, EZYPROCURE C, PROFILE (with a dropdown menu showing 'Profile View', 'Profile Edit' which is highlighted in blue, 'Change Password', and 'Email to Supplier'), OCR, GL MODULE, ITEM MANAGEMENT, and a user profile icon. The main content area shows fields for Company Name (Libero Done Pte Ltd), First name (paymentbyr1), Last name (paymentbyr1), Username (paymentbyr1), Email (sajid@sgebiz.com), and Company Address. A 'BROWSE' button is present for profile picture uploads, with a note that only .jpg, .jpeg, or .png file extensions are allowed. On the right side of the profile edit screen, there are three checkboxes: 'Multi Level Approval Required' (checked), 'Mandatory Buyer Code for Buynow' (unchecked), and 'Buyer Item Setup notification' (unchecked). The EzyProcure logo is visible in the top left of the right screenshot.

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.



IRAS E-Invoice Activation

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

Company Name * Libero Done Pte Ltd

First name * paymentby1

Employee id # paymentby1

Last name * paymentby1

Username * paymentby1

Email sajid@sgebiz.com

Company Postal Code * 100025

Company Address * 123 Digital Architect Road, #09-15

Contact Person Name John

Contact Person Designation

Mobile * 9804577850

Phone * 67567576579

Shipping Address * paymentby1

Shipping Postal Code * 7667

Company Registration Number * 201409838G

Day/Var Reg No * 201409838G

Active * Active

External Company Id # 0195

Identifier * # SGST201409838G

Days in Advance For GR Expiry # 2

GR Buffer (In UOM) # 0

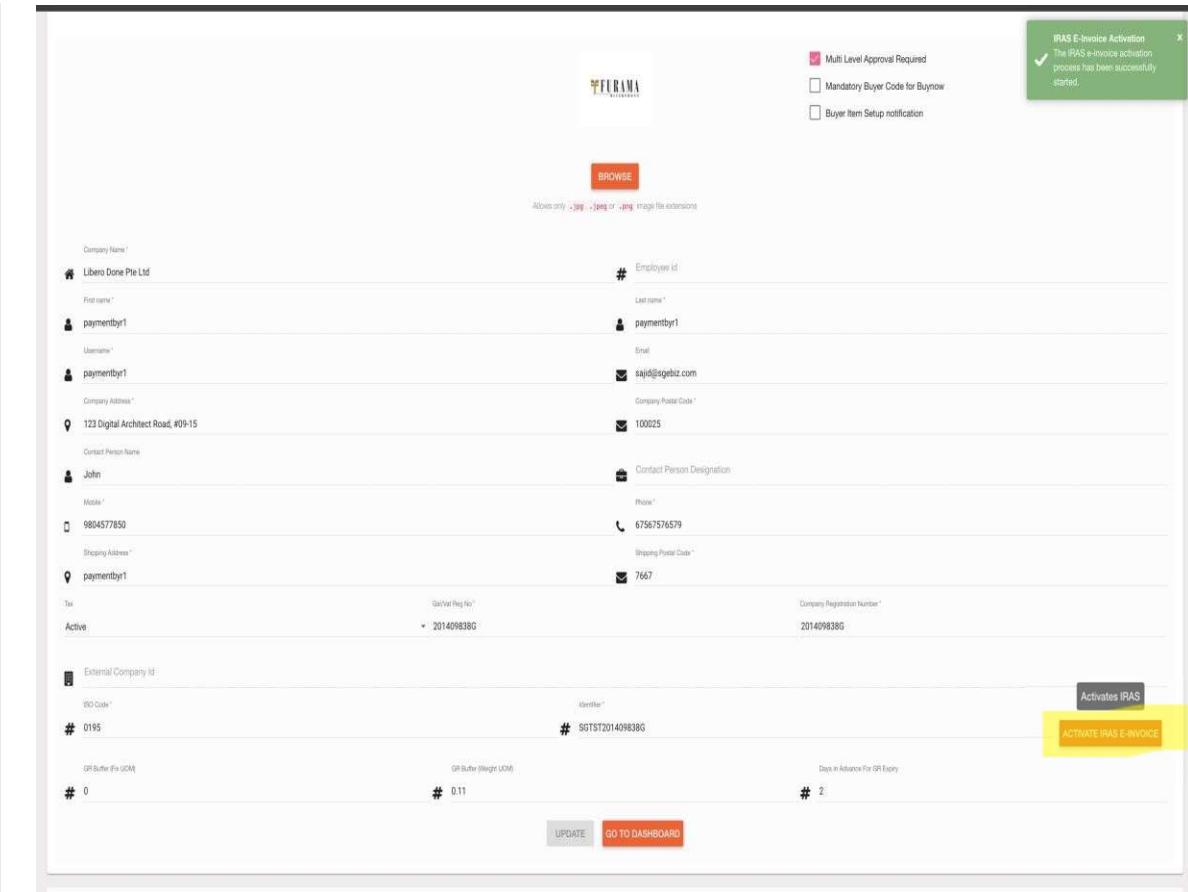
GR Buffer (Weight UOM) # 0.11

GR Buffer (Weight UOM) # 0

Days in Advance For GR Expiry # 2

ACTIVATE IRAS E-INVOICE

UPDATE GO TO DASHBOARD



IRAS E-Invoice Activation

The IRAS e-invoice activation process has been successfully started.

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

Company Name * Libero Done Pte Ltd

First name * paymentby1

Employee id # paymentby1

Last name * paymentby1

Username * paymentby1

Email sajid@sgebiz.com

Company Postal Code * 100025

Company Address * 123 Digital Architect Road, #09-15

Contact Person Name John

Contact Person Designation

Mobile * 9804577850

Phone * 67567576579

Shipping Address * paymentby1

Shipping Postal Code * 7667

Company Registration Number * 201409838G

Day/Var Reg No * 201409838G

Active * Active

External Company Id # 0195

Identifier * # SGST201409838G

Days in Advance For GR Expiry # 2

GR Buffer (In UOM) # 0

GR Buffer (Weight UOM) # 0.11

GR Buffer (Weight UOM) # 0

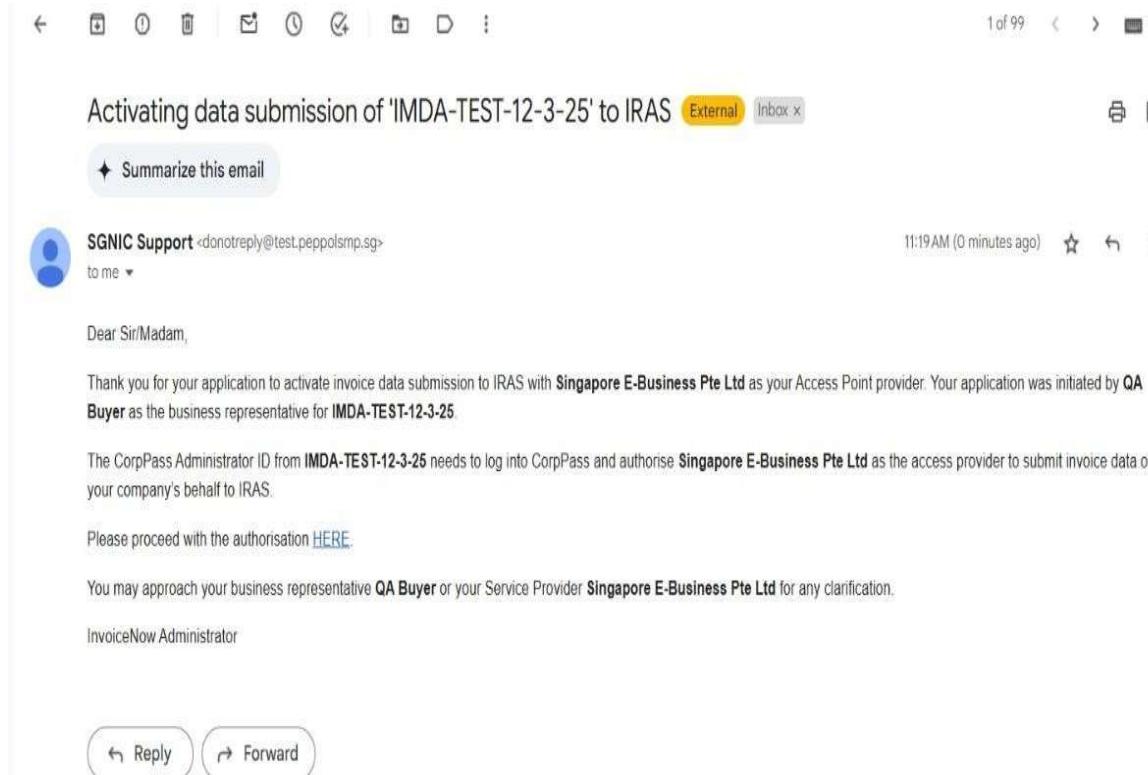
Days in Advance For GR Expiry # 2

ACTIVATES IRAS

UPDATE GO TO DASHBOARD

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"



Activating data submission of 'IMDA-TEST-12-3-25' to IRAS [External](#) [Inbox](#)

SGNIC Support <donotreply@test.peppolsmp.sg>
to me ▾

11:19 AM (0 minutes ago)

Dear Sir/Madam,

Thank you for your application to activate invoice data submission to IRAS with **Singapore E-Business Pte Ltd** as your Access Point provider. Your application was initiated by **QA Buyer** as the business representative for **IMDA-TEST-12-3-25**.

The CorpPass Administrator ID from **IMDA-TEST-12-3-25** needs to log into CorpPass and authorise **Singapore E-Business Pte Ltd** as the access provider to submit invoice data on your company's behalf to IRAS.

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

You may approach your business representative **QA Buyer** or your Service Provider **Singapore E-Business Pte Ltd** for any clarification.

InvoiceNow Administrator

Reply Forward



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](#).

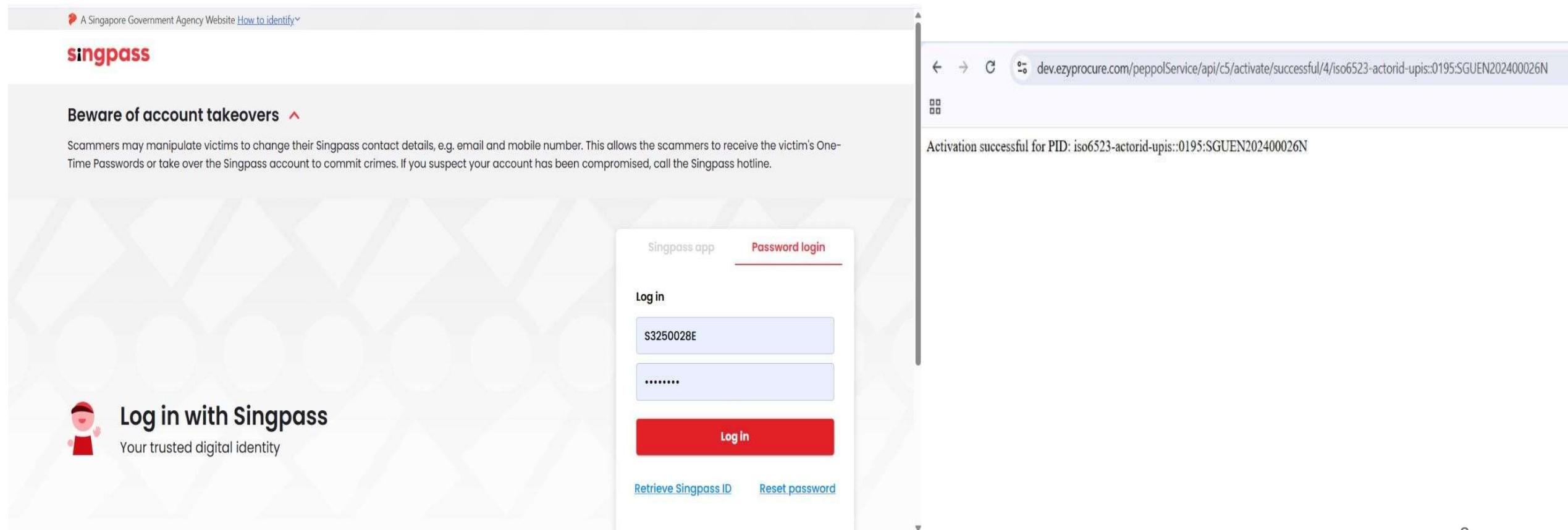
InvoiceNow Administrator

[FAQ](#) [Terms & Conditions](#) [Privacy](#)



Login And C5 Activation

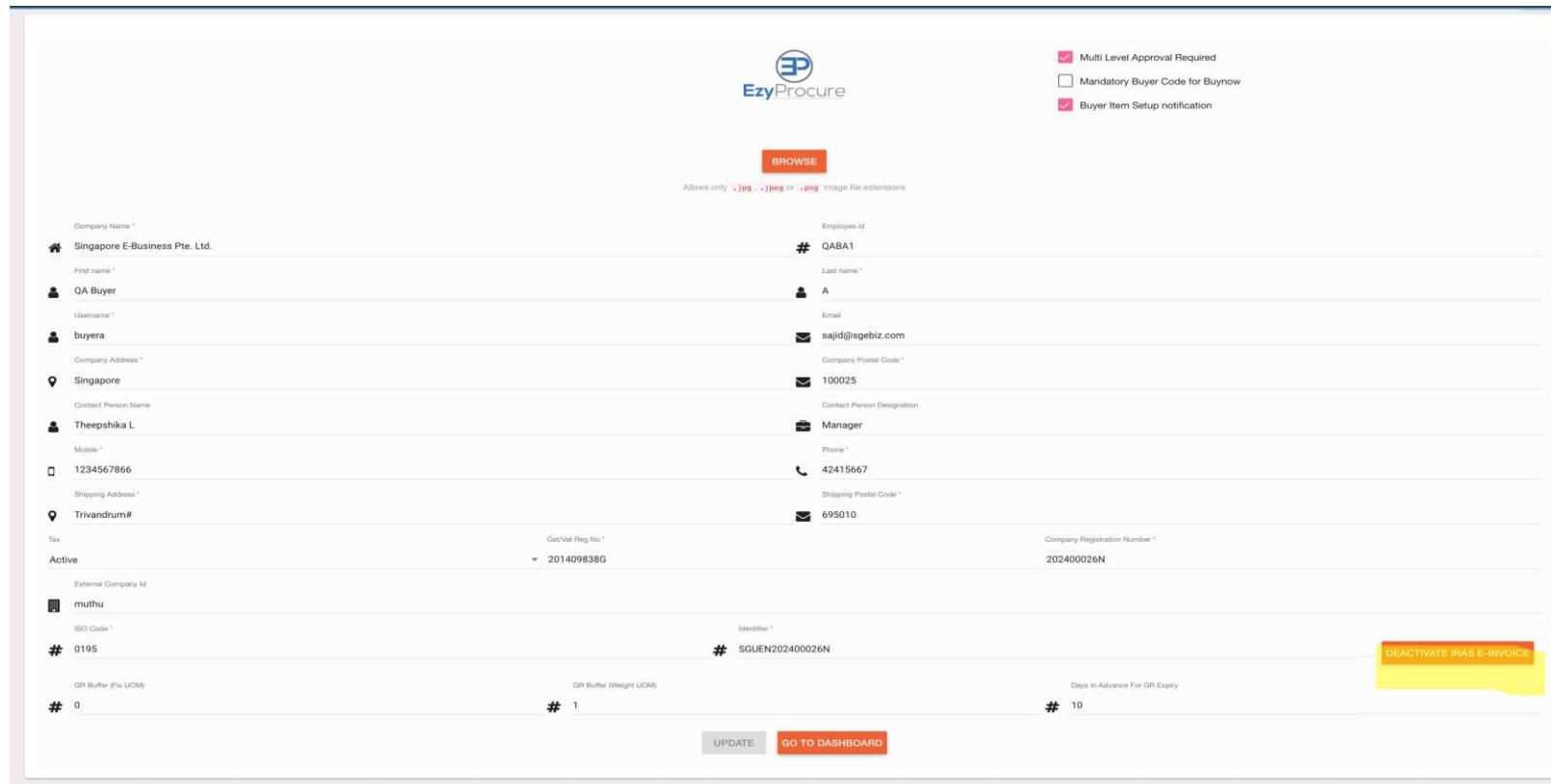
1) User will be redirected to another URL where you have to login with your credentials and after log in it will show a message if the Activation is successful.



The image displays a two-panel view. The left panel shows the Singpass login page, which includes a 'Beware of account takeovers' warning, a 'Log in with Singpass' button, and a placeholder for a QR code. The right panel shows a browser window with the URL `dev.ezyprocure.com/peppolService/api/c5/activate/successful/4/iso6523-actorid-upis:0195:SGUEN202400026N`. The browser content area displays the message '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"



Company Name: Singapore E-Business Pte. Ltd.

First name: QA Buyer

Username: buyera

Company Address: Singapore

Contact Person Name: Theephshika L

Mobile: 1234567866

Shipping Address: Trivandrum#

External Company Id: muthu

ISO Code: 0195

GR Buffer (Fix UOM): 0

Employee id: QABA1

Last name: A

Email: sajid@sgebiz.com

Company Postal Code: 100025

Contact Person Designation: Manager

Phone: 42415667

Shipping Postal Code: 695010

Company Registration Number: 202400026N

Days in Advance For GR Expiry: 10

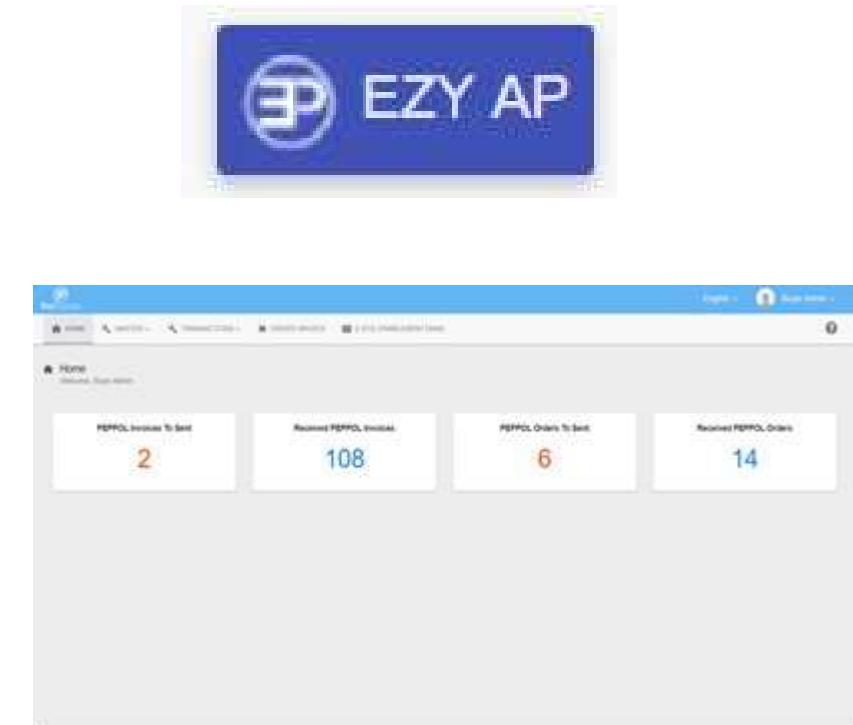
Multi Level Approval Required

Mandatory Buyer Code for Buynow

Buyer Item Setup notification

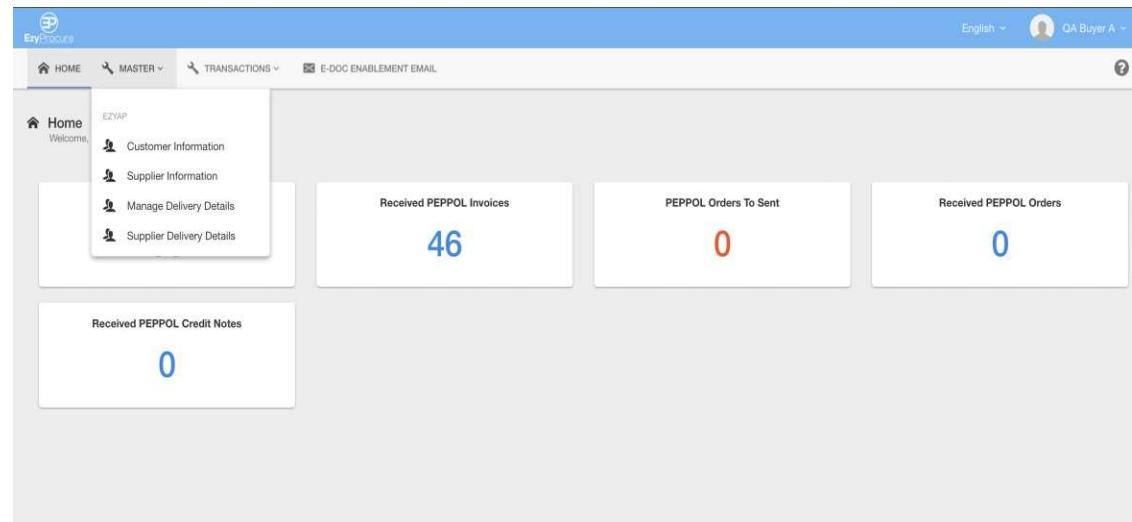
DEACTIVATE IRAS E-INVOICE

- After login click on the EZY AP Button to go to the EzyAP Dashboard.
- 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.

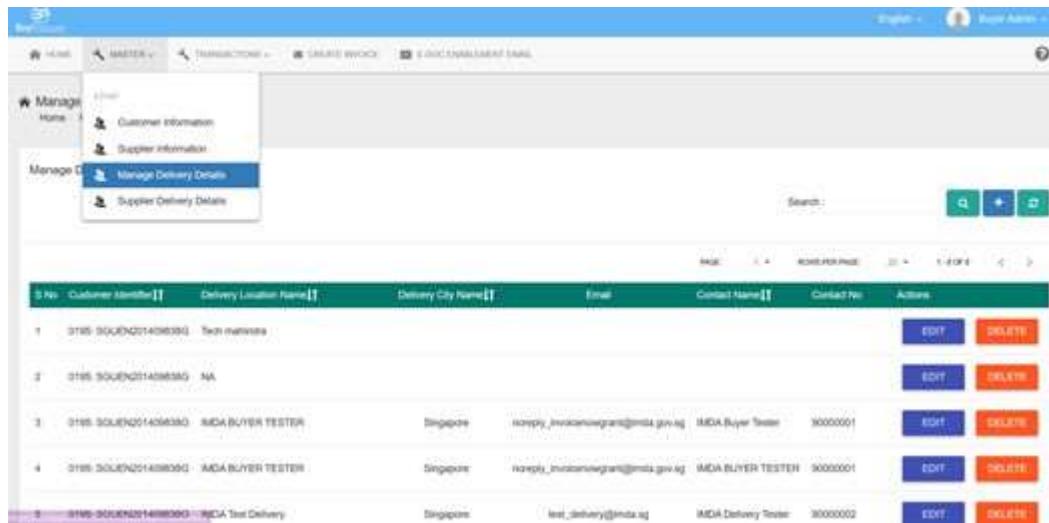


2) Fill in your customer information in the fields and click “Save” after complete.

The screenshot shows a 'Customer Information' setup form. The form includes fields for 'ISO Code *' (with a dropdown menu showing 'SG' and 'Singapore (SG)'), 'Identifier *', 'Contact Name', 'Organisation Name *', 'Company Id *', 'Street Name *' (with a dropdown menu showing 'CountryCode' and 'Singapore (SG)'), 'Postal Code *', and 'GST/VAT Reg No *'. At the bottom, there are 'SAVE' and 'CANCEL' buttons.

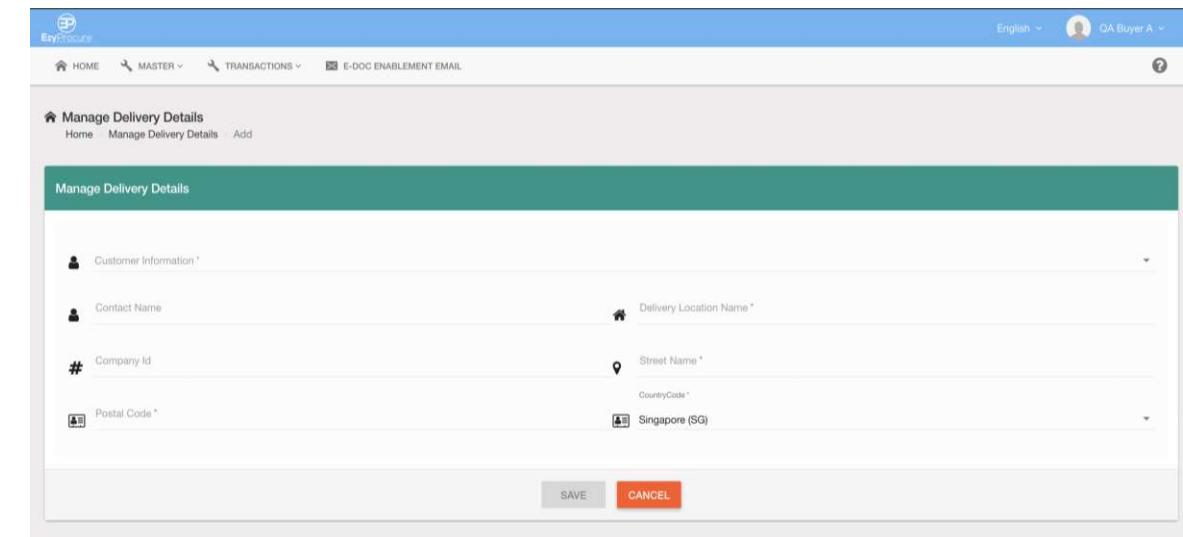
Setup Customer Delivery Details

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.



S.No	Customer Identifier	Delivery Location Name	Delivery City Name	Email	Contact Name	Contact No	Actions
1	3195-SQLEND2014080804	Test location					<button>EDIT</button> <button>DELETE</button>
2	3195-SQLEND2014080805	NA					<button>EDIT</button> <button>DELETE</button>
3	3195-SQLEND2014080806	IMDA BUYER TESTER	Singapore	no-reply_invocation@mda.gov.sg	IMDA.Buyer Tester	90000001	<button>EDIT</button> <button>DELETE</button>
4	3195-SQLEND2014080807	IMDA BUYER TESTER	Singapore	no-reply_invocation@mda.gov.sg	IMDA.BUYER TESTER	90000001	<button>EDIT</button> <button>DELETE</button>
5	3195-SQLEND2014080808	IMDA Test Delivery	Singapore	test_delivery@mda.sg	IMDA.Delivery Tester	90000002	<button>EDIT</button> <button>DELETE</button>

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



Manage Delivery Details

Customer Information *

Contact Name

Delivery Location Name *

Street Name *

Company Id

Postal Code *

CountryCode *

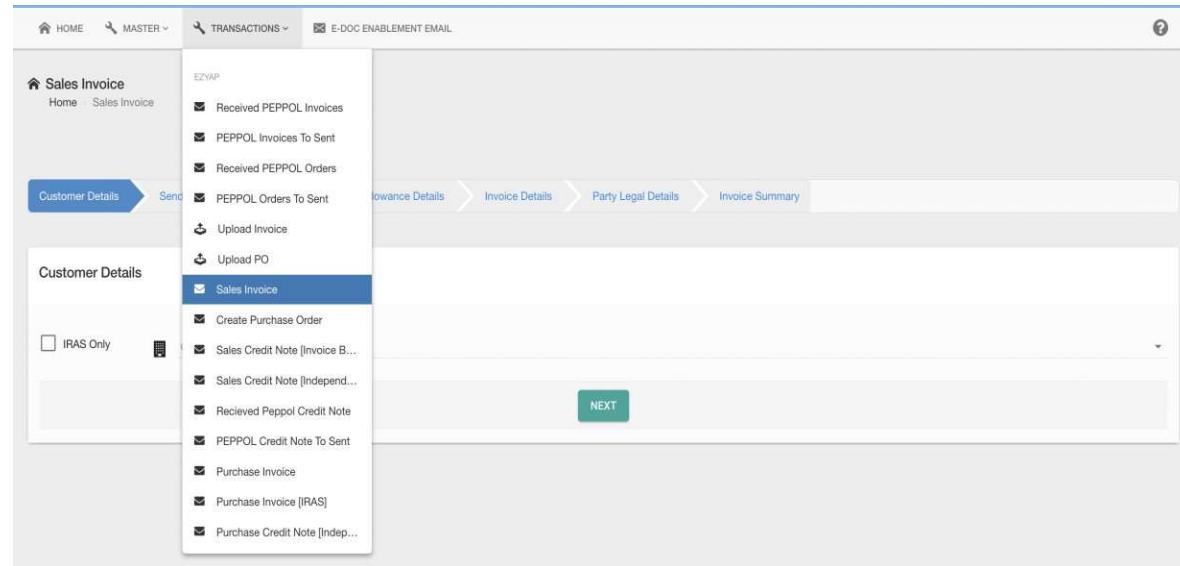
Singapore (SG)

SAVE CANCEL

Create a new Sales Invoice

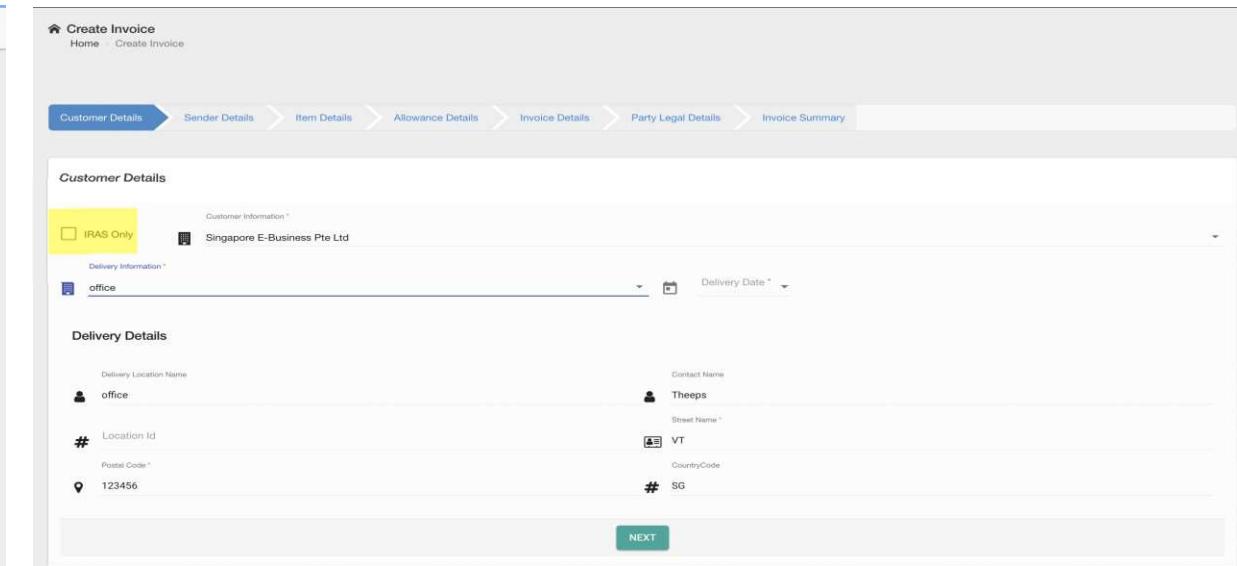
Stage 1: Buyer Details

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



The screenshot shows the 'Transactions' section of a software interface. The 'Customer Details' dropdown is open, showing options like 'Customer Details', 'Send', 'Customer Details', and 'Sales Invoice'. The 'Sales Invoice' option is highlighted. The main area shows a list of transactions: 'Received PEPPOL Invoices', 'PEPPOL Invoices To Sent', 'Received PEPPOL Orders', 'PEPPOL Orders To Sent', 'Upload Invoice', 'Upload PO', and 'Sales Invoice'. The 'Sales Invoice' option is also highlighted. At the bottom is a 'NEXT' button.

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.



The screenshot shows the 'Create Invoice' process. The 'Customer Details' step is active. The 'IRAS Only' checkbox is selected, highlighted in yellow. The 'Customer Information' field shows 'Singapore E-Business Pte Ltd'. The 'Delivery Details' section shows 'Delivery Information' with 'office' selected, 'Delivery Date' set to '2024-01-15', 'Delivery Location Name' as 'office', 'Contact Name' as 'Theeps', 'Street Name' as 'VT', 'Postal Code' as '123456', and 'CountryCode' as 'SG'. At the bottom is a 'NEXT' button.

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	Organisation Name *
# B14823022273134	Singapore E-Business Pte. Ltd.
Company Registration Number	Contact Name
# 201409838G	Theepshika L
Street Name *	Postal Code *
SG Singapore	100025
CountryCode *	
# Singapore (SG)	

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	<button>DELETE</button>

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

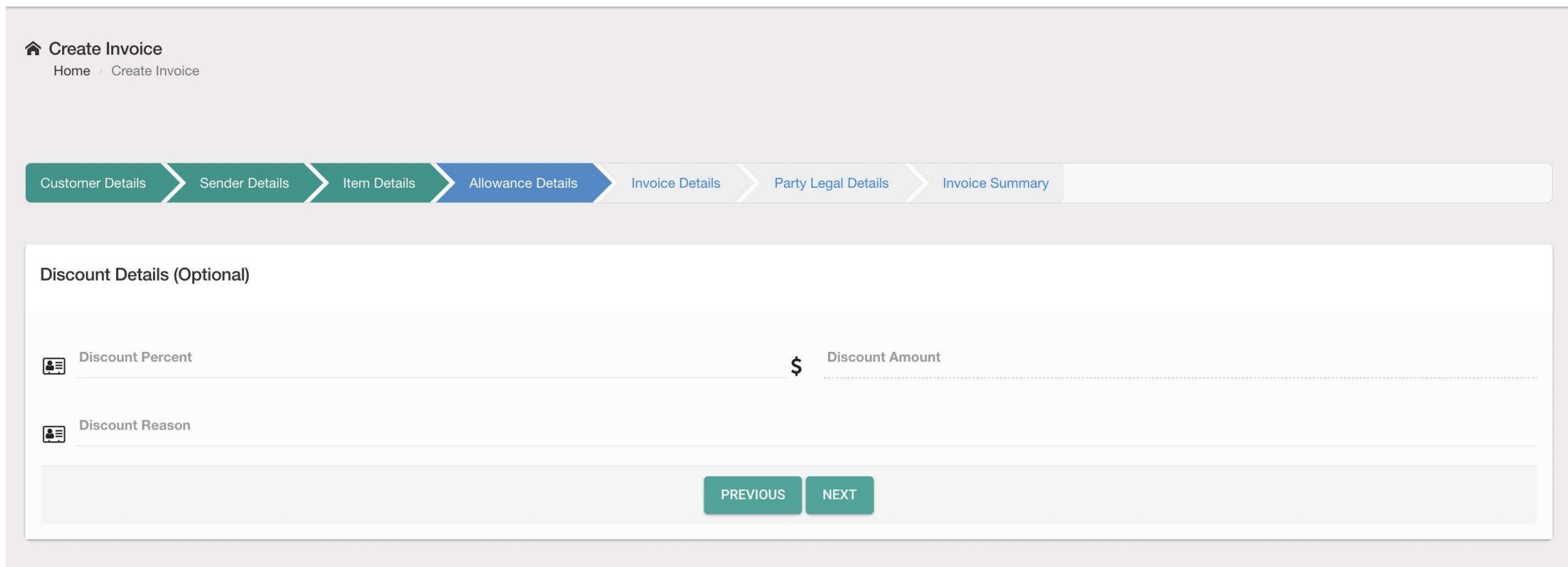
Discount Details (Optional)

Discount Percent

Discount Reason

Discount Amount

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 *	Invoice Number *	Currency *
# P-0122	# INV-2334	# USD
Invoice Issue Date	Invoice Due Date	Charge Total Amount *
21/03/2025	21/03/2025	\$ 0
Tax Category Id *	Payment Terms	Tax Exclusive Amount *
# SR - Standard rated (9%)		\$ 100.00
Payable Amount *	Taxable Amount *	Taxable Amount *
\$ 109.00	\$ 100.00	\$ 100.00
Tax Inclusive Amount *	Tax Percent *	
\$ 109.00	% 9	
Tax Amount *		
\$ 9.00		
Line Extension Amount		
\$ 100.00		
Tax Scheme *		
# GST		
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

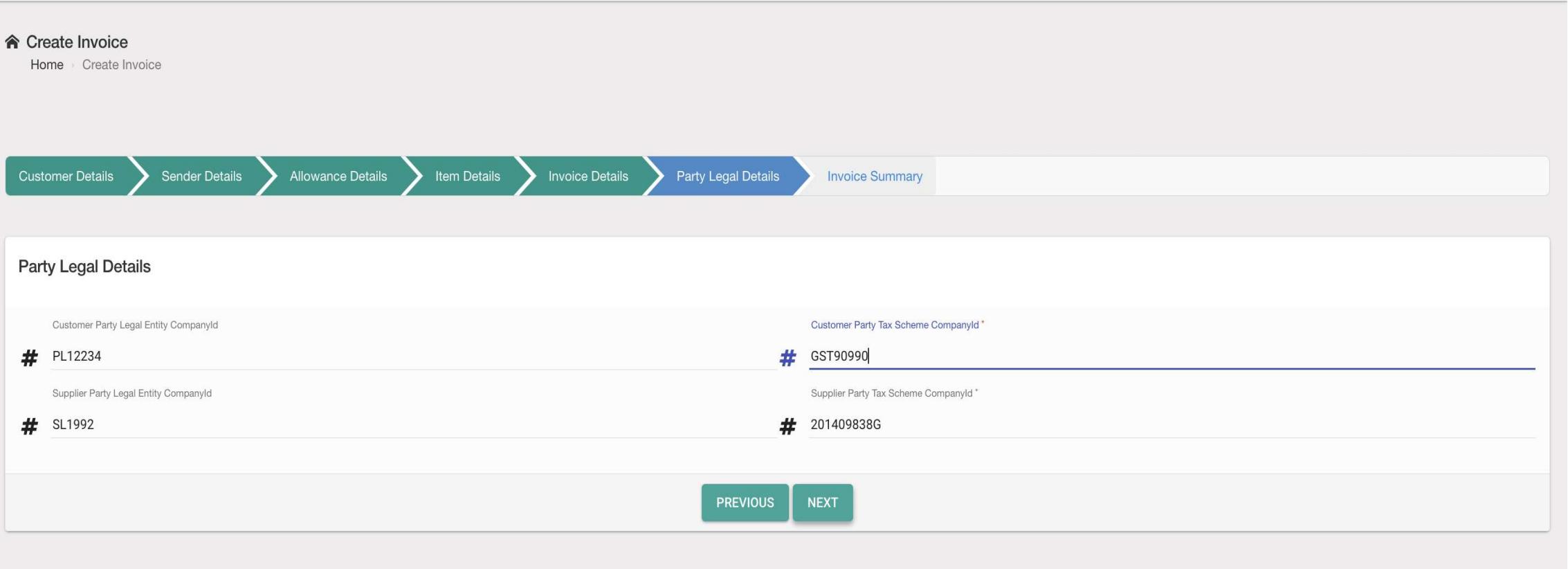
Home > Create Invoice

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

Party Legal Details

Customer Party Legal Entity CompanyId	Customer Party Tax Scheme CompanyId *
# PL12234	# GST90990
Supplier Party Legal Entity CompanyId	Supplier Party Tax Scheme CompanyId *
# SL1992	# 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) : 100.00
Discount% (SGD) : 0.00
Invoice Total (SGD) : 100.00
Added GST/VAT 0% (SGD) : 0.00
Grand Total (SGD) : 100.00

Buttons

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) : 100.00
Discount% (SGD) : 0.00
Invoice Total (SGD) : 100.00
Added GST/VAT 9% (SGD) : 9.00
Grand Total (SGD) : 109.00

Buttons

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	Invoice Issue Date : 21/03/2025
Purchase Order Number : P-001	Invoice Due Date : 21/03/2025
Customer Details : SECURITY LABEL GMBH	Delivery Date :

Item Details

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

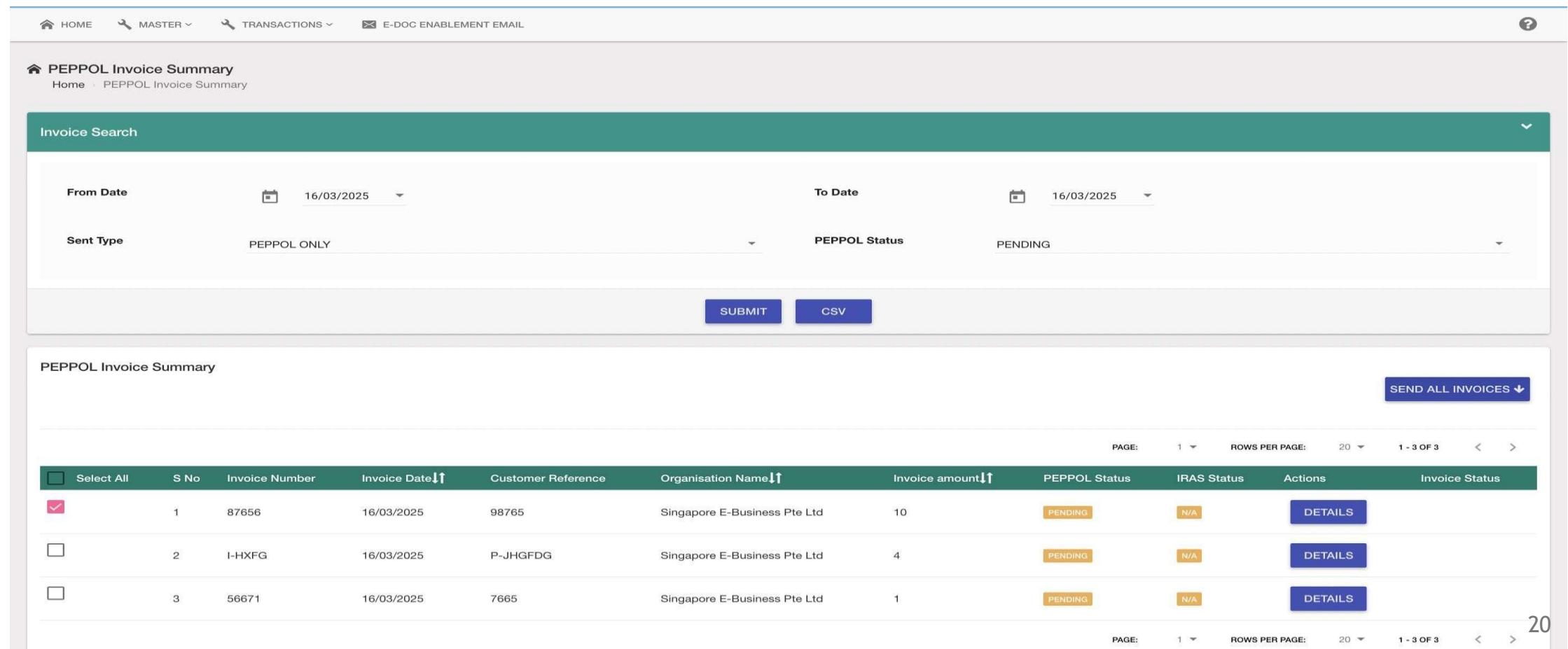
Invoice Sub Total (SGD) : 10.00
Discount% (SGD) : 0.00
Invoice Total (SGD) : 10.00
Added GST/VAT 0% (SGD) : 0.00
Grand Total (SGD) : 10.00

Buttons

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.'

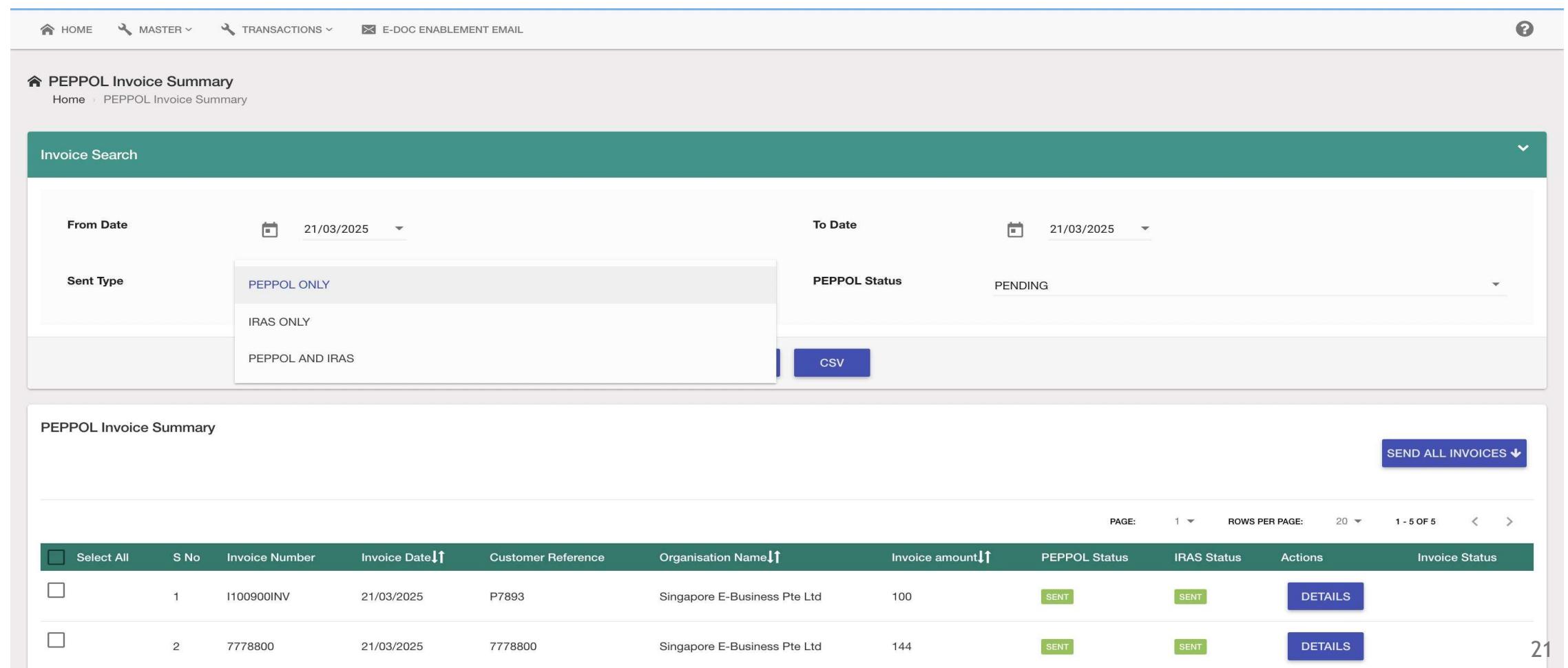


The screenshot shows the 'PEPPOL Invoice Summary' page. At the top, there is a navigation bar with links for HOME, MASTER, TRANSACTIONS, and E-DOC ENABLEMENT EMAIL. Below the navigation is a search bar titled 'Invoice Search' with filters for 'From Date' (16/03/2025), 'To Date' (16/03/2025), 'Sent Type' (PEPPOL ONLY), and 'PEPPOL Status' (PENDING). There are 'SUBMIT' and 'CSV' buttons at the bottom of the search bar. The main area is titled 'PEPPOL Invoice Summary' and contains a table of invoices. The table has columns: Select All, S No, Invoice Number, Invoice Date (with a downward arrow), Customer Reference, Organisation Name (with a downward arrow), Invoice amount (with a downward arrow), PEPPOL Status, IRAS Status, Actions, and Invoice Status. The first row has a checked 'Select All' checkbox and is highlighted. The 'Actions' column for the first row contains a 'DETAILS' button. The table has a page number of 1, 20 rows per page, and 1 - 3 of 3 total rows. A 'SEND ALL INVOICES' button is located at the top right of the table area. The page number '20' is also visible in the bottom right corner.

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	<button>DETAILS</button>	
<input type="checkbox"/>	2	I-HXFG	16/03/2025	P-JHGFDG	Singapore E-Business Pte Ltd	4	PENDING	N/A	<button>DETAILS</button>	
<input type="checkbox"/>	3	56671	16/03/2025	7665	Singapore E-Business Pte Ltd	1	PENDING	N/A	<button>DETAILS</button>	

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.



The screenshot shows the 'PEPPOL Invoice Summary' search interface. At the top, there are navigation links: HOME, MASTER, TRANSACTIONS, and E-DOC ENABLEMENT EMAIL. Below the navigation is a breadcrumb trail: Home > PEPPOL Invoice Summary. The main search form has 'From Date' (21/03/2025) and 'To Date' (21/03/2025) fields. Under 'Sent Type', 'PEPPOL ONLY' is selected. Under 'PEPPOL Status', 'PENDING' is selected. A 'CSV' button is visible. The results table is titled 'PEPPOL Invoice Summary' and includes a 'SEND ALL INVOICES' button. The table has columns: Select All, S No, Invoice Number, Invoice Date, Customer Reference, Organisation Name, Invoice amount, PEPPOL Status, IRAS Status, Actions, and Invoice Status. Two rows of data are shown:

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	

Page navigation buttons are at the bottom right, showing 'PAGE: 1', 'ROWS PER PAGE: 20', '1 - 5 OF 5', and arrows.

Invoice Details Page

- 1) On clicking the Details button you'll go to 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

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-JHGF	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	

S No	Item Code	Item Name	Quantity	UOM	Price	Line Total
1	1	item1	1	KG	100.0000	100.00

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

Invoice Sub Total (SGD) : 100.00
Discount% (SGD) :
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 shows a software interface for creating a Purchase Invoice [IRAS]. The top navigation bar includes 'HOME', 'MASTER', 'TRANSACTIONS' (with a dropdown menu), 'E-DOC ENABLEMENT EMAIL', and a help icon. The main menu on the left is 'Purchase Invoice [IRAS]' with sub-options: Home, Purchase Invoice, Customer Details (which is selected and highlighted in blue), Send, EZYAP, and a list of PEPPOL-related tasks. The main workspace shows a process flow with tabs: Allowance Details, Invoice Details, Party Legal Details, and Invoice Summary. The 'Customer Details' step is currently active. Below this, the 'Customer Information' section is partially visible. A dropdown menu on the right lists various transaction types, with 'Purchase Invoice [IRAS]' highlighted. A large 'NEXT' button is located at the bottom right of the main form area.

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.

The screenshot shows a web-based application for creating a purchase invoice. The top navigation bar includes a home icon and the text 'Create Aggregated B2C invoice'. Below this is a breadcrumb trail: 'Home > Create Aggregated B2C invoice'. The main content area features a horizontal navigation bar with seven steps: 'Customer Details', 'Sender Details' (which is highlighted in blue), 'Item Details', 'Invoice Details', 'Allowance Details', 'Party Legal Details', and 'Invoice Summary'. The 'Sender Details' section contains the following form fields:

Company Id	Organisation Name *
# B14823022273134	Singapore E-Business Pte. Ltd.
Company Registration Number	Street Name *
# 201409838G	Singapore
Contact Name	Country Code *
👤 Theepshika L	# Singapore (SG)
Postal Code *	
📍 100025	

At the bottom of the form are 'PREVIOUS' and 'NEXT' buttons.

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.

The screenshot shows a web-based application for creating a purchase invoice. The title bar indicates the task is 'Create Aggregated B2C invoice'. The breadcrumb trail shows the user is at 'Create Aggregated B2C invoice'. The navigation bar at the top consists of seven steps: Customer Details, Sender Details, Item Details (which is highlighted in blue), Allowance Details, Invoice Details, Party Legal Details, and Invoice Summary. The main content area is titled 'Item Details' and contains a table for listing items. The table has columns for S No, Item Code, Item Name, Quantity, UOM, Price, Line Total, and Actions. A single row is present, showing item 1 with code B001, name Apple, quantity 20.00, UOM KG, price 25.00, and line total 500.00. A 'DELETE' button is available for this row. Below the table is a 'PREVIOUS' button and a 'NEXT' button. A 'SEARCH f...' input field is also visible.

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

Item Details

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

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.

The screenshot shows a step-by-step wizard for creating an aggregated B2C invoice. The current step is 'Allowance Details', which is highlighted in blue. The previous steps ('Customer Details', 'Sender Details', 'Item Details') are shown in green, and the next steps ('Invoice Details', 'Party Legal Details', 'Invoice Summary') are shown in light blue. The interface is titled 'Create Aggregated B2C invoice' and includes a breadcrumb trail: 'Home > Create Aggregated B2C invoice'. The 'Allowance Details' section is titled 'Discount Details (Optional)'. It contains fields for 'Discount Percent' (with a person icon) and 'Discount Amount' (with a dollar sign icon). Below these fields is a 'Discount Reason' section with a person icon. At the bottom of the form are 'PREVIOUS' and 'NEXT' buttons.

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 *	Invoice Number *	Currency *
# P-005	# INV-3886	# SGD
Invoice Issue Date	Invoice Due Date	Charge Total Amount *
21/03/2025	21/03/2025	\$ 0
Tax Category Id *	Payment Terms	Tax Exclusive Amount *
# ZR - Zero rated (0%)		\$ 500.00
Payable Amount *	Taxable Amount *	Tax Percent *
\$ 500.00	\$ 500.00	% 0
Tax Inclusive Amount *		
\$ 500.00		
Tax Amount *		
\$ 0.00		
Line Extension Amount		
\$ 500.00		
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	Customer Party Tax Scheme CompanyId * # G55643
Supplier Party Legal Entity CompanyId # SL1992	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.

The screenshot shows a software interface for creating an aggregated B2C invoice. The top navigation bar includes links for HOME, MASTER, TRANSACTIONS, and E-DOC ENABLEMENT EMAIL. The current page title is 'Create Aggregated B2C invoice'. The breadcrumb navigation shows 'Home > Create Aggregated B2C invoice'. A progress bar at the top indicates the steps: Customer Details, Sender Details, Item Details, Allowance Details, Invoice Details, Party Legal Details, and Invoice Summary. The 'Invoice Details' section is currently active, displaying the following 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 :
The 'Item Details' section shows a single item: Apple, S No 1, Item Code B001, Quantity 20, UOM KG, Price 25.0000, and Line Total 500.00. To the right of the item details, there are summary calculations:
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
At the bottom of the screen are two buttons: 'SAVE' and 'SEND TO IRAS'.

Create a new Purchase Invoice

Stage 1: Customer Details

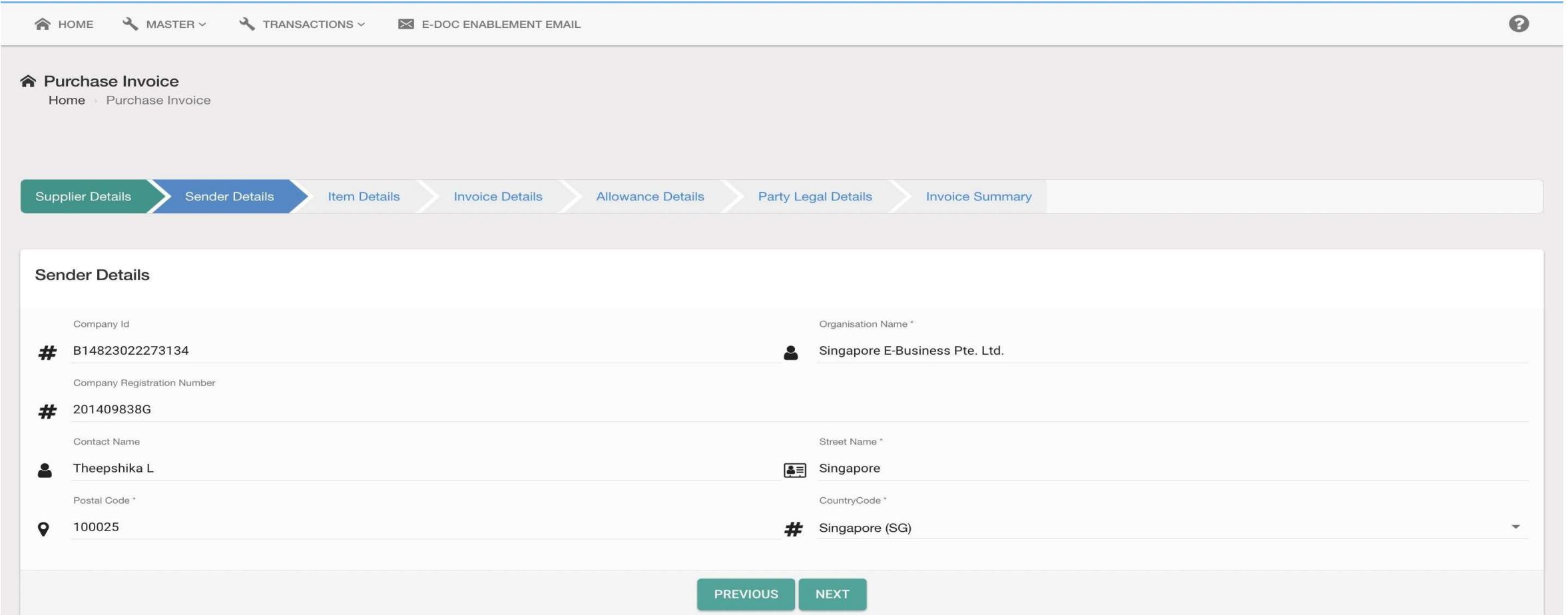
- 1) Go to "Transactions". Select the dropdown menu. Click "Purchase Invoice".
- 2) Follow and complete all the process stages. Under Customer Details, you can select the customer that you want to create the invoice. Click Next to continue.

The screenshot shows the EzyProcure software interface. The top navigation bar includes 'HOME', 'MASTER', 'TRANSACTIONS' (with a dropdown menu), 'E-DOC ENABLEMENT EMAIL', and user information 'English' and 'QA Buyer A'. The 'TRANSACTIONS' dropdown is open, showing various options under 'EZYAP' and 'Purchase Invoice' (which is highlighted in blue). The main workspace shows a process flow with tabs: 'Supplier Details' (highlighted in blue), 'Finance Details', 'Invoice Details', 'Party Legal Details', and 'Invoice Summary'. A 'NEXT' button is visible at the bottom of the workspace.

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.



The screenshot shows a software interface for creating a purchase invoice. At the top, there are navigation links: HOME, MASTER, TRANSACTIONS, and E-DOC ENABLEMENT EMAIL. A question mark icon is also present. The main title is 'Purchase Invoice' with a sub-path 'Home > Purchase Invoice'. Below this, a horizontal navigation bar shows the steps: Supplier Details (highlighted in green), Sender Details, Item Details, Invoice Details, Allowance Details, Party Legal Details, and Invoice Summary. The 'Supplier Details' step is currently active. The form fields for 'Supplier Details' are as follows:

Company Id	Organisation Name *
# B14823022273134	Singapore E-Business Pte. Ltd.
Company Registration Number	Street Name *
# 201409838G	Singapore
Contact Name	CountryCode *
👤 Theepshika L	# Singapore (SG)
Postal Code *	
📍 100025	

At the bottom of the form, there are 'PREVIOUS' and 'NEXT' buttons.

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.

The screenshot shows the 'Purchase Invoice' creation process. The current stage is 'Item Details', which is highlighted in blue. The previous stage, 'Supplier Details', is shown in green. The next stages are 'Sender Details', 'Allowance Details', 'Invoice Details', 'Party Legal Details', and 'Invoice Summary'. The 'Item Details' section displays a single item: Apple, quantity 23.00, UOM KG, and Price 18.00, resulting in a Line Total of 414.00. There is a 'DELETE' button next to the item row. Below the table is an 'ADD MORE' button. Navigation buttons at the bottom are 'PREVIOUS' and 'NEXT'.

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

Item Details

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.

The screenshot shows a step-by-step wizard for creating a purchase invoice. The current step is 'Allowance Details', which is highlighted in blue. The previous steps ('Supplier Details', 'Sender Details', 'Item Details') are in green, and the next steps ('Invoice Details', 'Party Legal Details', 'Invoice Summary') are in light blue. The 'Allowance Details' step contains a section titled 'Discount Details (Optional)' with fields for 'Discount Percent' and 'Discount Amount'. There is also a 'Discount Reason' field. At the bottom are 'PREVIOUS' and 'NEXT' buttons.

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.

The screenshot shows the 'Purchase Invoice' creation interface in a web application. The title bar indicates the current stage is 'Stage 5: Invoice Details'. The main form is titled 'Invoice Details' and contains the following fields:

- Purchase Order Number: P-1923
- Invoice Number: IN-2004
- Currency: SGD
- Invoice Issue Date: 21/03/2025
- Invoice Due Date: 21/03/2025
- Charge Total Amount: \$0
- Payment Terms: ZR - Zero rated (0%)
- Tax Category Id: ZR - Zero rated (0%)
- Payable Amount: \$414.00
- Tax Inclusive Amount: \$414.00
- Tax Amount: \$0.00
- Line Extension Amount: \$414.00
- Tax Scheme: GST
- Tax Percent: 0%
- Invoice Description: (empty)

At the bottom of the form are 'PREVIOUS' and 'NEXT' buttons.

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

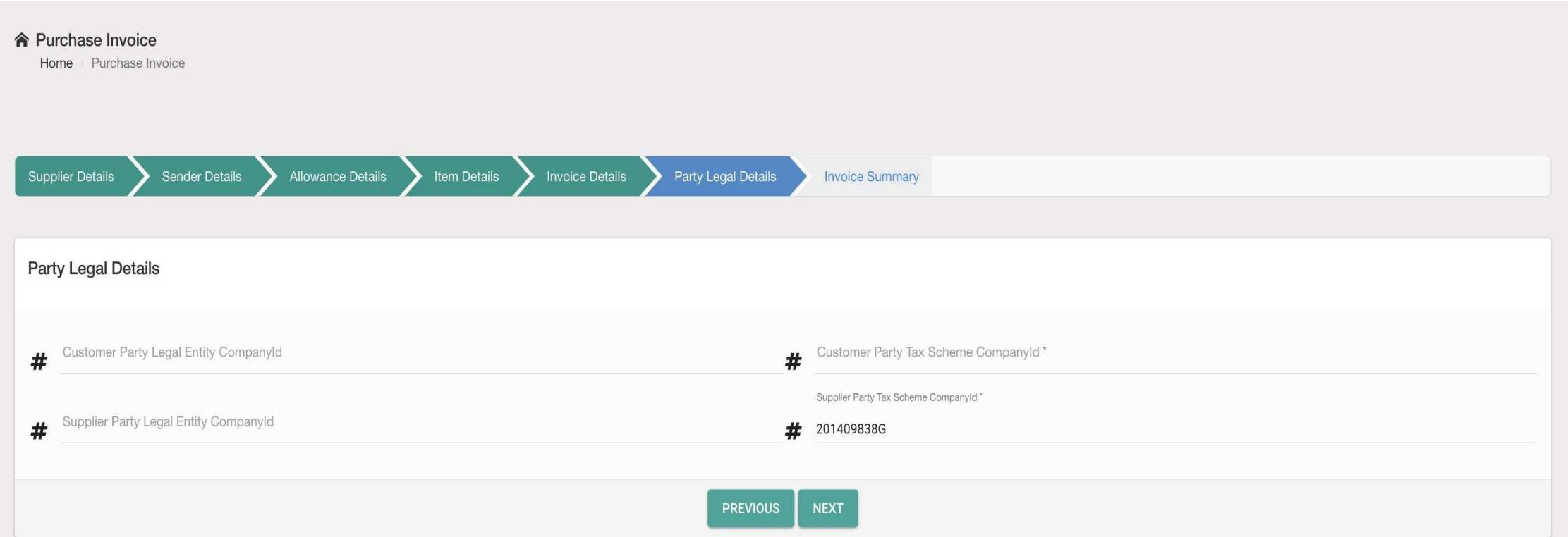
Purchase Invoice

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.

The screenshot shows a software interface for creating a Purchase Invoice. The top navigation bar includes a home icon, 'Purchase Invoice', 'Home', and 'Purchase Invoice'. Below this is a breadcrumb navigation: 'Supplier Details' > 'Sender Details' > 'Item Details' > 'Allowance Details' > 'Invoice Details' > 'Party Legal Details' > 'Invoice Summary'. The 'Invoice Summary' step is highlighted in blue. The main content area is titled 'Invoice Details' and contains fields for 'Invoice Number' (IN-2004), 'Purchase Order Number' (P-1923), 'Customer Details', 'Invoice Issue Date' (21/03/2025), 'Invoice Due Date' (21/03/2025), and 'Delivery Date'. Below this is the 'Item Details' section, which lists a single item: S No 1, Item Code A01, Item Name Apple, Quantity 23, UOM KG, and Price 18.0000, resulting in a Line Total of 414.00. To the right of the item list are summary calculations: Invoice Sub Total (SGD) 414.00, Discount% (SGD) 0.00, Invoice Total (SGD) 414.00, Added GST/VAT 0% (SGD) 0.00, and Grand Total (SGD) 414.00. At the bottom are 'SAVE' and 'SEND TO IRAS' buttons.

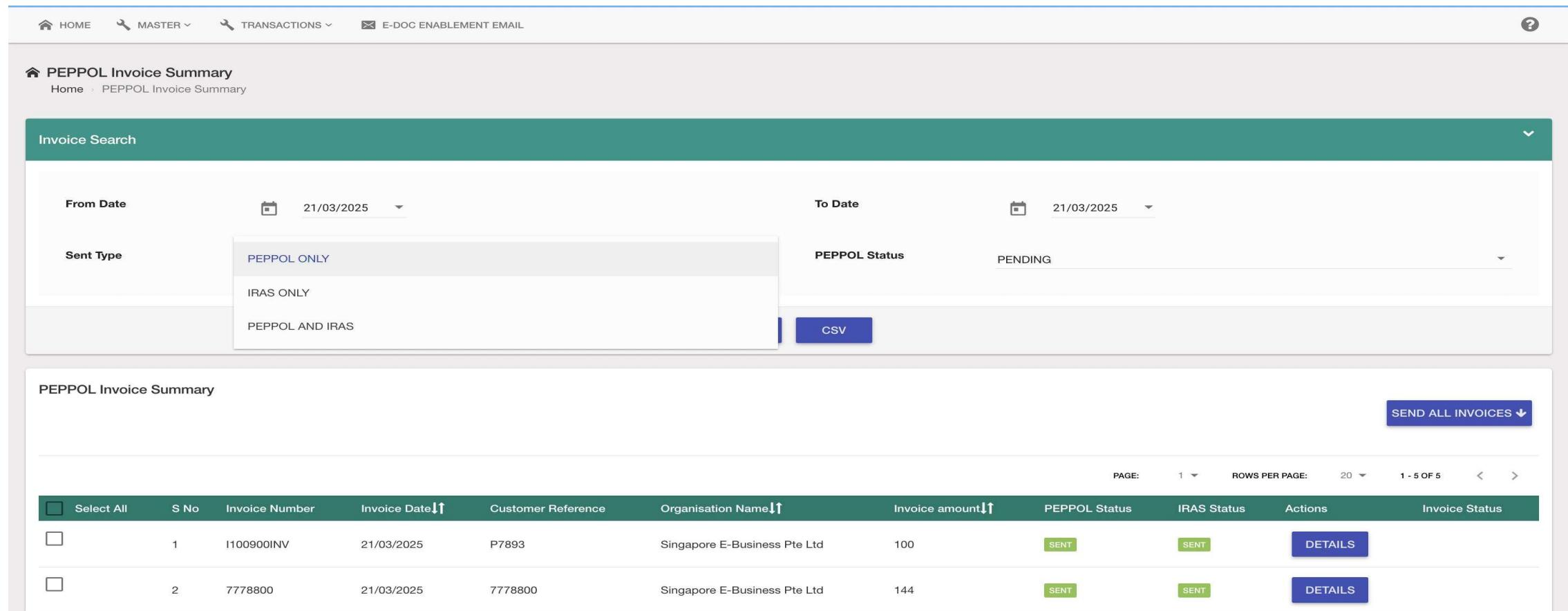
S No	Item Code	Item Name	Quantity	UOM	Price	Line Total
1	A01	Apple	23	KG	18.0000	414.00

Invoice Sub Total (SGD) : 414.00
Discount% (SGD) : 0.00
Invoice Total (SGD) : 414.00
Added GST/VAT 0% (SGD) : 0.00
Grand Total (SGD) : 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.



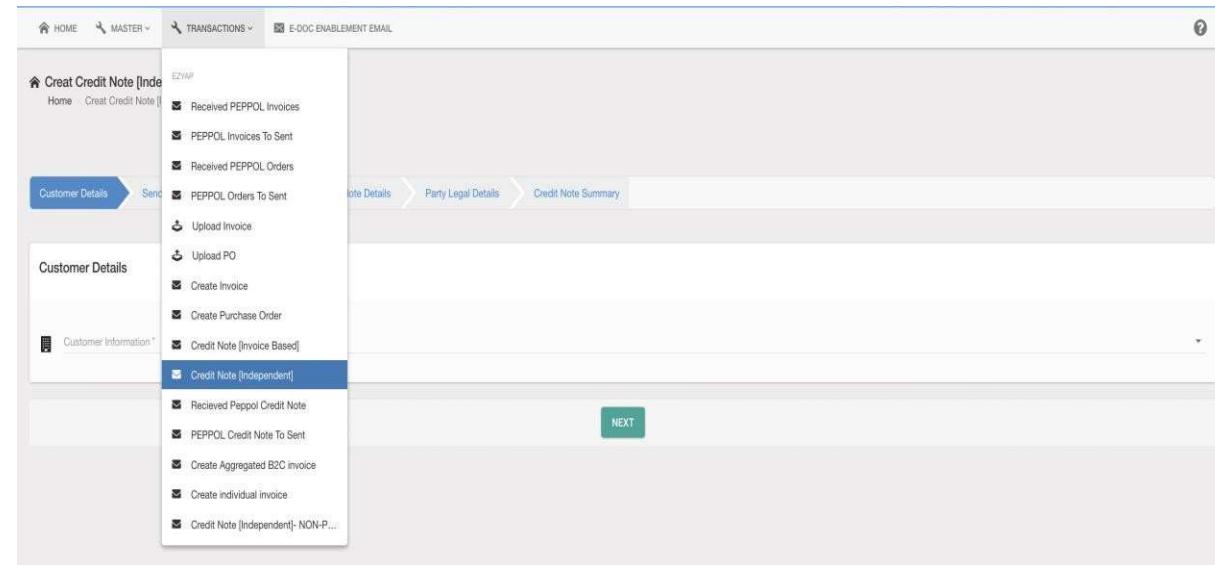
The screenshot shows the PEPPOL Invoice Summary interface. At the top, there are navigation links: HOME, MASTER, TRANSACTIONS, and E-DOC ENABLEMENT EMAIL. Below the header, the page title is 'PEPPOL Invoice Summary' with a breadcrumb 'Home : PEPPOL Invoice Summary'. The main area is titled 'Invoice Search' with a dropdown menu. The 'From Date' is set to 21/03/2025 and the 'To Date' is also set to 21/03/2025. The 'Sent Type' dropdown is open, showing three options: 'PEPPOL ONLY' (selected), 'IRAS ONLY', and 'PEPPOL AND IRAS'. The 'PEPPOL Status' dropdown is set to 'PENDING'. A 'CSV' button is located at the bottom of the search form. Below the search form, there is a table titled 'PEPPOL Invoice Summary' with a 'SEND ALL INVOICES' button. The table has columns: Select All, S No, Invoice Number, Invoice Date, Customer Reference, Organisation Name, Invoice amount, PEPPOL Status, IRAS Status, Actions, and Invoice Status. There are two rows of data:

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	

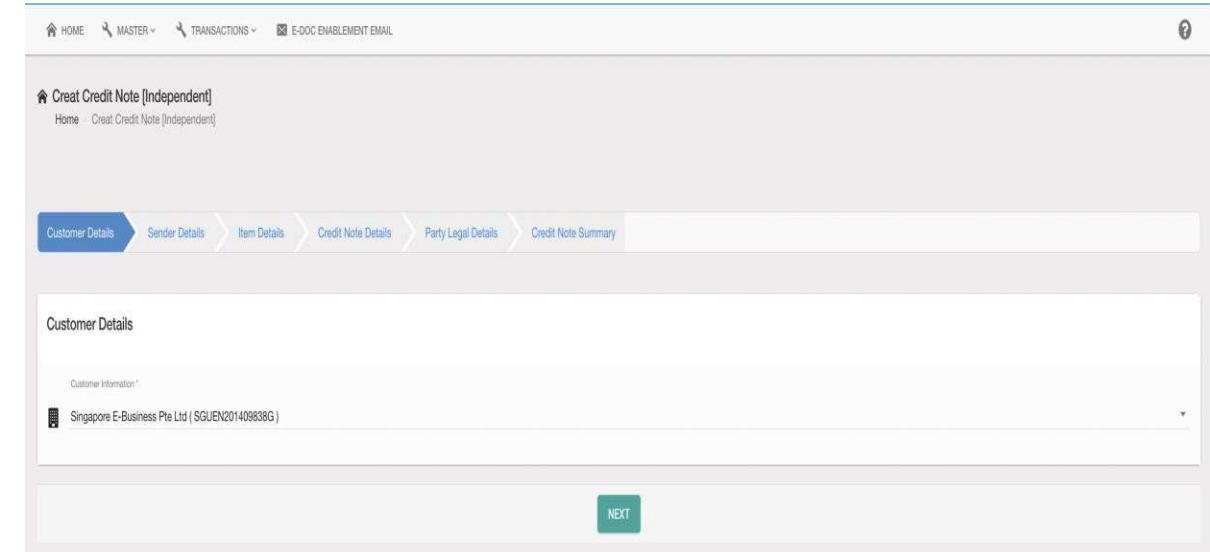
Create a new Sales Credit Note(Independent)

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.

The screenshot shows a step-by-step wizard for creating a sales credit note. The current step is 'Sender Details'. The page header is 'Create Credit Note [Independent]' with a breadcrumb 'Home > Create Credit Note [Independent]'. The navigation bar at the top shows steps: Customer Details (highlighted in green), Sender Details (highlighted in blue), Item Details, Credit Note Details, Party Legal Details, and Credit Note Summary.

Sender Details

Company Id	Organisation Name *
# B14823022273134	Singapore E-Business Pte. Ltd.
Company Registration Number	Contact Name
# 201409838G	Theepshika L
Street Name *	Postal Code *
# Singapore	100025
CountryCode *	
# Singapore (SG)	

At the bottom of the form are 'PREVIOUS' and 'NEXT' buttons.

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

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

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.

 **Creat Credit Note [Independent]**
Home > Create 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 Percent *	% 0
Tax Scheme *	GST		
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.

>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	# Customer Party Tax Scheme CompanyId *
	GST00142
# Supplier Party Legal Entity CompanyId	# 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.

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 : 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) : 10.00
Credit Note Total (SGD) : 10.00
Added GST/VAT 0% (SGD) : 0.00
Grand Total (SGD) : 10.00

SAVE **SEND**

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 : CN-0023 Credit Note Issue Date : 21/03/2025
Customer Details : Singapore E-Business Pte Ltd

Item Details

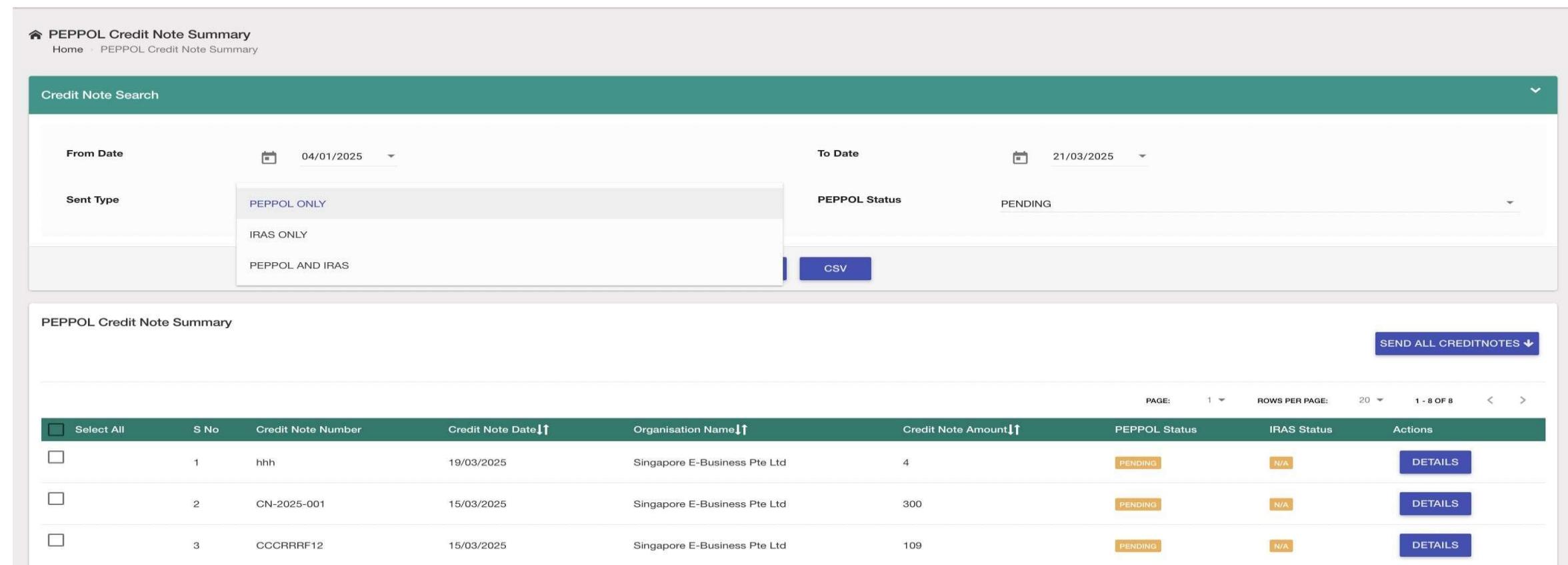
S No	Item Code	Item Name	Quantity	UOM	Price	Line Total
1	1	Apple	1	KG	10.0000	10.00

Credit Note Sub Total (SGD) : 10.00
Credit Note Total (SGD) : 10.00
Added GST/VAT 0% (SGD) : 0.00
Grand Total (SGD) : 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.'



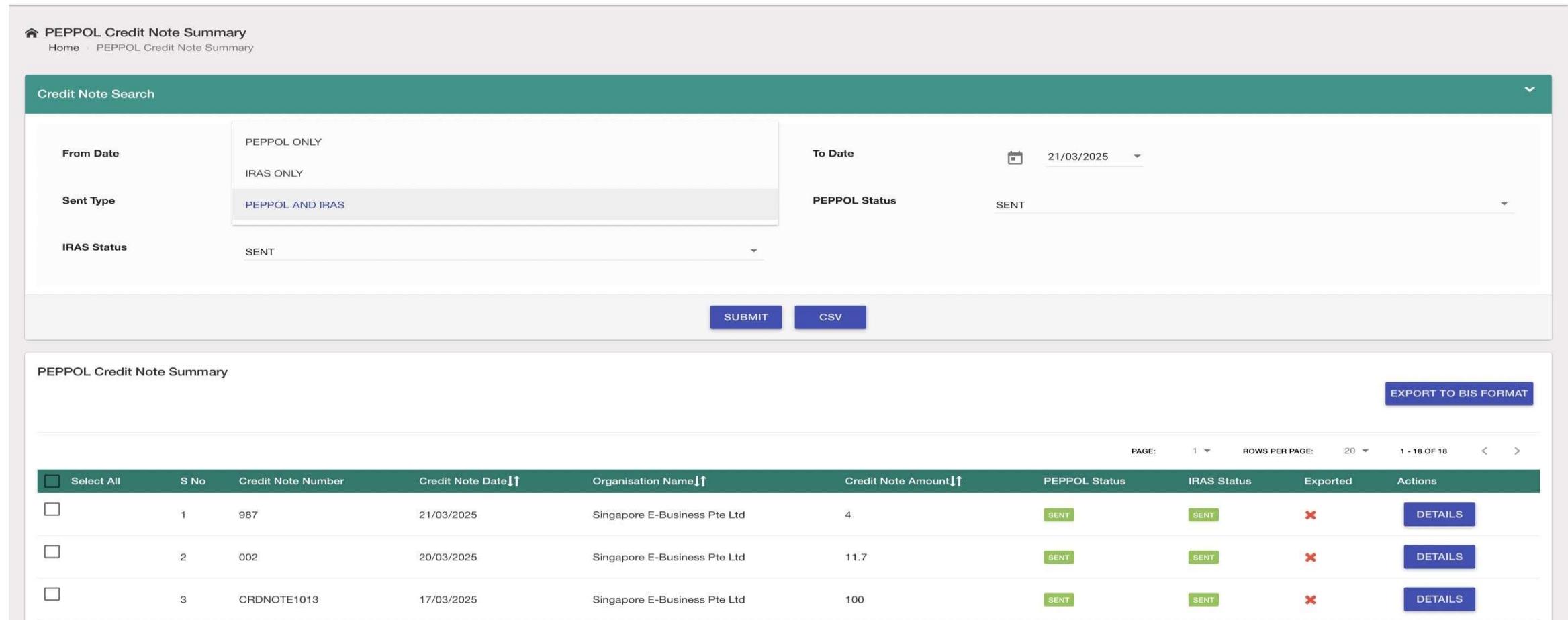
The screenshot shows the 'PEPPOL Credit Note Summary' page. At the top, there is a 'Credit Note Search' bar with 'From Date' (04/01/2025) and 'To Date' (21/03/2025). Below this, there are dropdowns for 'Sent Type' (set to 'PEPPOL ONLY'), 'PEPPOL Status' (set to 'PENDING'), and a 'CSV' button. The main area is titled 'PEPPOL Credit Note Summary' and contains a table with three rows of data. The table columns are: Select All, S No, Credit Note Number, Credit Note Date, Organisation Name, Credit Note Amount, PEPPOL Status, IRAS Status, and Actions. The data rows are:

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	<button>DETAILS</button>
<input type="checkbox"/>	2	CN-2025-001	15/03/2025	Singapore E-Business Pte Ltd	300	PENDING	N/A	<button>DETAILS</button>
<input type="checkbox"/>	3	CCCRRRF12	15/03/2025	Singapore E-Business Pte Ltd	109	PENDING	N/A	<button>DETAILS</button>

At the top right of the summary table, there is a 'SEND ALL CREDITNOTES' button.

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



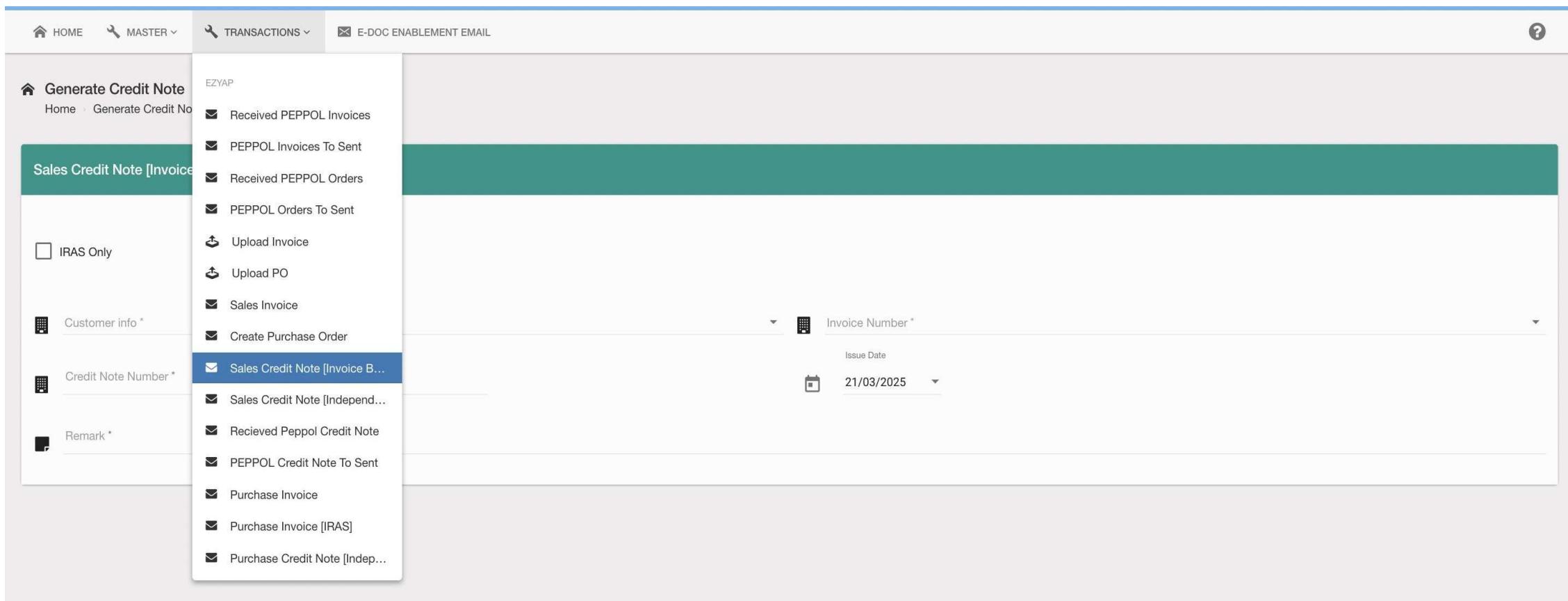
The screenshot shows a web-based application for managing credit notes. At the top, a header bar displays the title 'PEPPOL Credit Note Summary' and a breadcrumb navigation path: 'Home > PEPPOL Credit Note Summary'. Below the header is a teal-colored search bar titled 'Credit Note Search'. The search form includes fields for 'From Date' (with options: 'PEPPOL ONLY', 'IRAS ONLY', and 'PEPPOL AND IRAS'), 'To Date' (set to '21/03/2025'), 'PEPPOL Status' (set to 'SENT'), and 'IRAS Status' (set to 'SENT'). At the bottom of the search form are two buttons: 'SUBMIT' and 'CSV'. Below the search form is a table titled 'PEPPOL Credit Note Summary'. The table has a green header row with columns: 'Select All', 'S No', 'Credit Note Number', 'Credit Note Date ↑', 'Organisation Name ↑', 'Credit Note Amount ↑', 'PEPPOL Status', 'IRAS Status', 'Exported', and 'Actions'. There are three data rows in the table, each representing a credit note. The first row has a credit note number '987', date '21/03/2025', organization 'Singapore E-Business Pte Ltd', amount '4', and status 'SENT'. The second row has a credit note number '002', date '20/03/2025', organization 'Singapore E-Business Pte Ltd', amount '11.7', and status 'SENT'. The third row has a credit note number 'CRDNOTE1013', date '17/03/2025', organization 'Singapore E-Business Pte Ltd', amount '100', and status 'SENT'. Each row includes a 'DETAILS' button in the 'Actions' column. At the top right of the table, there is a blue button labeled 'EXPORT TO BIS FORMAT'. At the bottom right of the table, there are buttons for 'PAGE: 1', 'ROWS PER PAGE: 20', and '1 - 18 OF 18'.

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	X	<button>DETAILS</button>
<input type="checkbox"/>	2	002	20/03/2025	Singapore E-Business Pte Ltd	11.7	SENT	SENT	X	<button>DETAILS</button>
<input type="checkbox"/>	3	CRDNOTE1013	17/03/2025	Singapore E-Business Pte Ltd	100	SENT	SENT	X	<button>DETAILS</button>

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.



The screenshot shows the EZYAP software interface. At the top, there is a navigation bar with links for HOME, MASTER, TRANSACTIONS (which is currently selected), and E-DOC ENABLEMENT EMAIL. A question mark icon is also present in the top right corner.

The main content area is titled "Generate Credit Note" and shows a breadcrumb path: Home > Generate Credit Note. On the left, there is a sidebar with several sections and checkboxes:

- IRAS Only
- Customer info *
- Credit Note Number *
- Remark *

Below these sections is a dropdown menu with the following options:

- 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 B...** (This option is highlighted with a blue background)
- Sales Credit Note [Independ...
- Received Pepol Credit Note
- PEPPOL Credit Note To Sent
- Purchase Invoice
- Purchase Invoice [IRAS]
- Purchase Credit Note [Independ...

On the right side of the screen, there are input fields for "Invoice Number" (with a placeholder "Invoice Number *") and "Issue Date" (set to "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.

Generate Credit Note

Credit Note [Invoice Based]

IRAS Only

Customer info*

Singapore E-Business Pte Ltd (SGUEN201409838G)

Invoice Number*

Search for an invoice...

I-1234

I-12340

W-123

Credit Note Number*

CN-0045

Remark*

Invoice

Generate Credit Note

Sales Credit Note [Invoice Based]

IRAS Only

Customer info*

Singapore E-Business Pte Ltd (SGUEN201409838G)

Invoice Number*

I-1234

Credit Note Number*

CN-0045

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 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

Actions

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

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

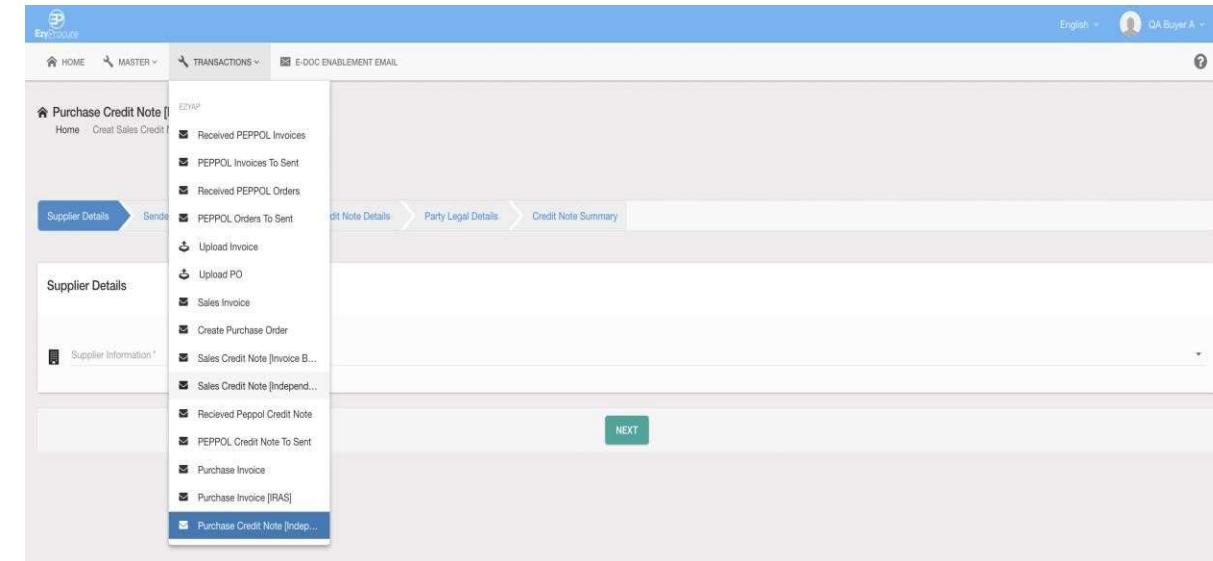
Grand Total (SGD) : 4.00

SAVE CREDIT NOTE SEND TO IRAS

Create a new Purchase Credit Note(Independent)

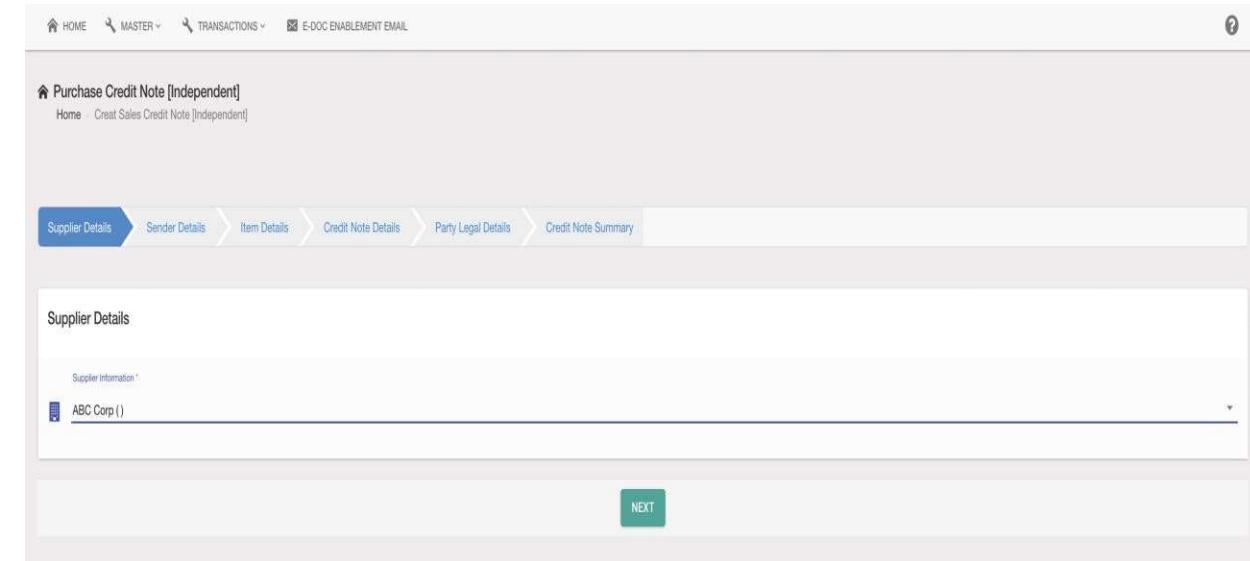
Stage 1: Supplier Details

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



The screenshot shows the EZprocure software interface. The top navigation bar includes 'HOME', 'MASTER', 'TRANSACTIONS', and 'E-DOC ENABLEMENT EMAIL'. The user is logged in as 'QA Buyer A'. The main menu on the left has 'Purchase Credit Note [Independent]' selected. The 'Supplier Details' tab is active. In the 'Supplier Information' section, a dropdown menu is open, showing 'ABC Corp ()'. A 'NEXT' button is located at the bottom right of the screen.

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.



The screenshot shows the continuation of the 'Purchase Credit Note [Independent]' process. The 'Supplier Details' tab is selected. In the 'Supplier Information' section, a dropdown menu is open, showing 'ABC Corp ()'. A 'NEXT' button is located at the bottom right of the screen.

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 > Create Sales Credit Note [Independent]

Supplier Details > Sender Details > Item Details > Credit Note Details > Party Legal Details > Credit Note 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 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.

The screenshot shows a software interface for creating a purchase credit note. At the top, a breadcrumb trail indicates the current location: Home > Create Sales Credit Note [Independent]. The main title is 'Purchase Credit Note [Independent]'. Below the title, a navigation bar shows the progress: 'Supplier Details' (green), 'Sender Details' (green), 'Item Details' (blue, currently active), 'Credit Note Details' (light blue), 'Party Legal Details' (light blue), and 'Credit Note Summary' (light blue). The 'Item Details' section is titled 'Item Details' and contains a table with the following data:

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

Below the table is a blue 'ADD MORE' button. At the bottom of the 'Item Details' section are 'PREVIOUS' and 'NEXT' buttons.

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.

[Purchase Credit Note \[Independent\]](#)
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 *	Credit Note Issue Date
# CN-0039	21/03/2025
Tax Category Id *	Charge Total Amount *
# ZR - Zero rated (0%)	\$ 0
Payable Amount *	Payment Terms
\$ 140.00	Tax Exclusive Amount *
Tax Inclusive Amount *	\$ 140.00
\$ 140.00	Taxable Amount *
Tax Amount *	\$ 140.00
\$ 0.00	Tax Percent *
Line Extension Amount	% 0
\$ 140.00	
Tax Scheme *	
<input checked="" type="checkbox"/> GST	
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 > Create 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	Customer Party Tax Scheme CompanyId *
# PL1223	# 201409838G
Supplier Party Legal Entity CompanyId	Supplier Party Tax Scheme CompanyId *
# SL1991	# 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.

 Purchase Credit Note [Independent]
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

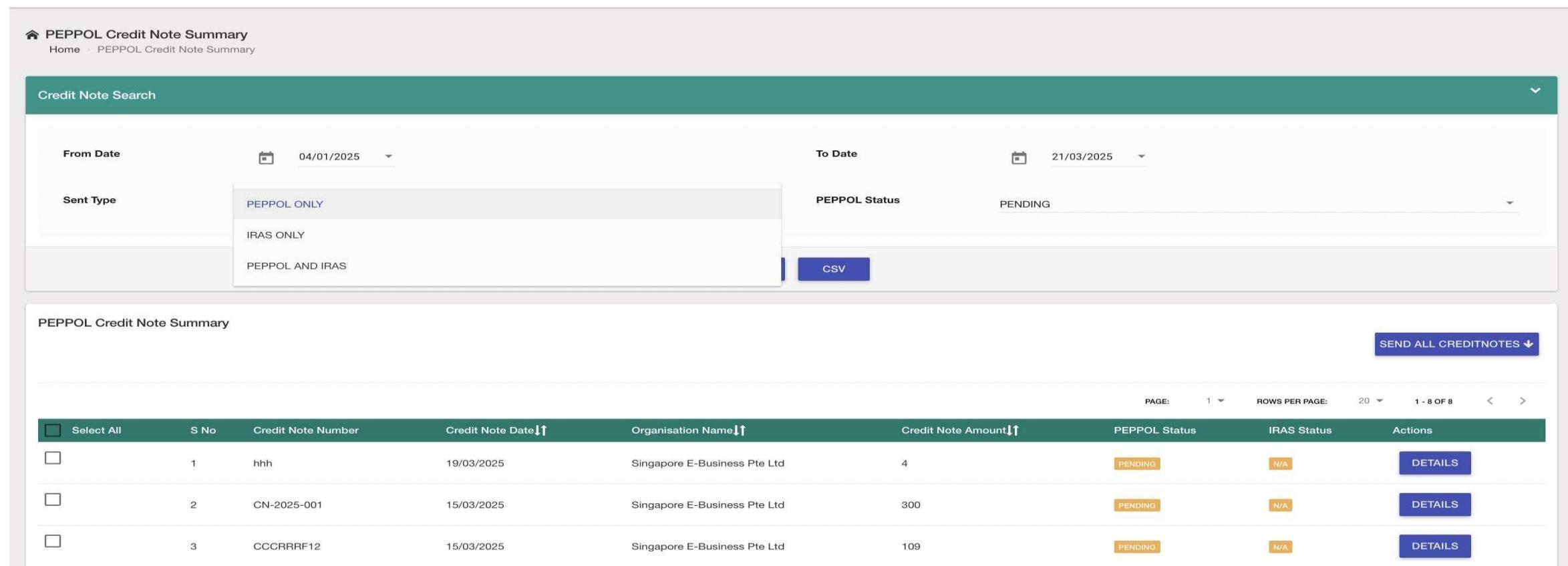
Credit Note Sub Total (SGD) : 140.00
Credit Note Total (SGD) : 140.00
Added GST/VAT 0% (SGD) : 0.00
Grand Total (SGD) : 140.00

Buttons

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.'



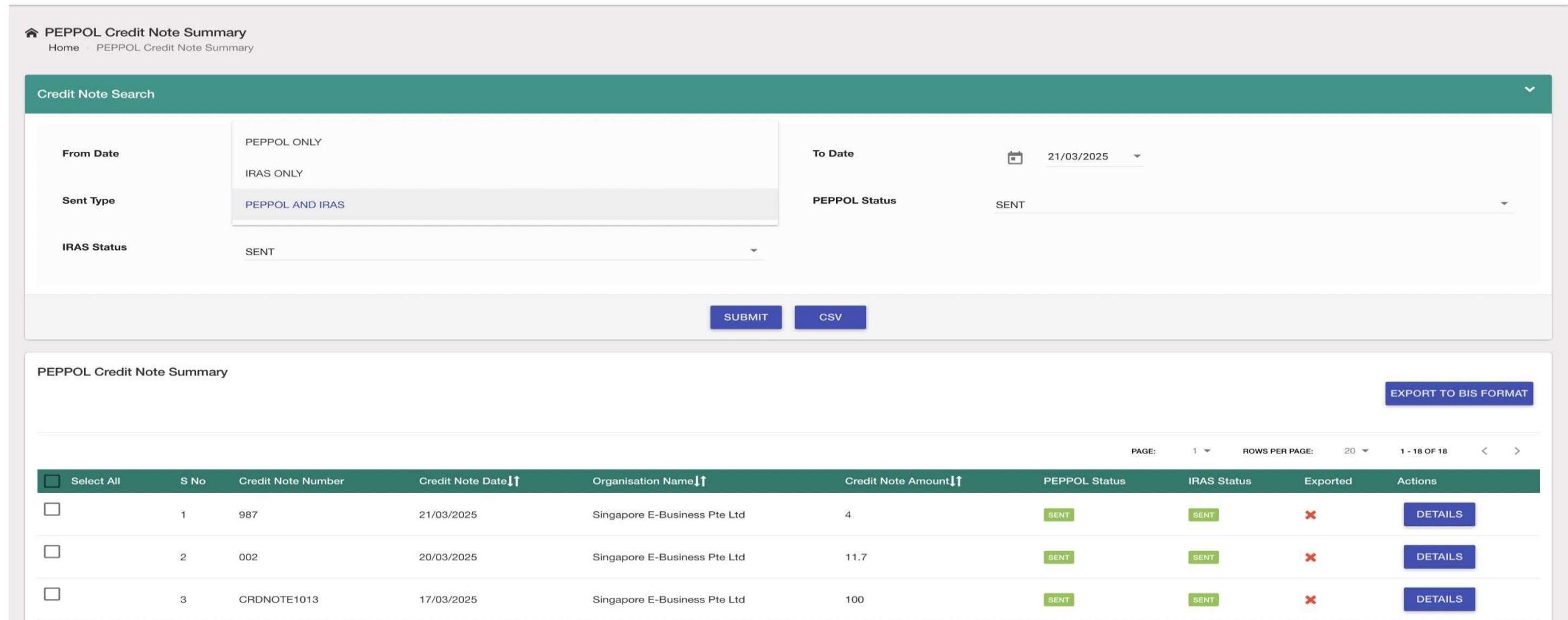
The screenshot shows the 'PEPPOL Credit Note Summary' page. At the top, there is a 'Credit Note Search' bar with 'From Date' (04/01/2025) and 'To Date' (21/03/2025). Below this, there are dropdowns for 'Sent Type' (set to 'PEPPOL ONLY'), 'PEPPOL Status' (set to 'PENDING'), and a 'CSV' button. The main area is titled 'PEPPOL Credit Note Summary' and contains a table with three rows of data. The table columns are: Select All, S No, Credit Note Number, Credit Note Date, Organisation Name, Credit Note Amount, PEPPOL Status, IRAS Status, and Actions. The data rows are:

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

At the top right of the summary table, there is a 'SEND ALL CREDITNOTES' button.

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



PEPPOL Credit Note Summary

Home > PEPPOL Credit Note Summary

Credit Note Search

From Date: PEPPOL ONLY, IRAS ONLY, PEPPOL AND IRAS

To Date: 21/03/2025

PEPPOL Status: SENT

IRAS Status: SENT

SUBMIT CSV

PEPPOL Credit Note Summary

EXPORT TO BIS FORMAT

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	X	DETAILS
<input type="checkbox"/>	2	002	20/03/2025	Singapore E-Business Pte Ltd	11.7	SENT	SENT	X	DETAILS
<input type="checkbox"/>	3	CRDNOTE1013	17/03/2025	Singapore E-Business Pte Ltd	100	SENT	SENT	X	DETAILS

Credit Note Details Page

- 1) On clicking the Details button you'll go to 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

Home - PEPPOL 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

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

Home - PEPPOL Credit Note Summary - Details

Credit Note Details

Credit Note Number: 987
Credit Note Issue Date: 21/03/2025
Invoice Number: I-1234
PEPPOL Status: SENT
Customer Details: Singapore E-Business Pte Ltd
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

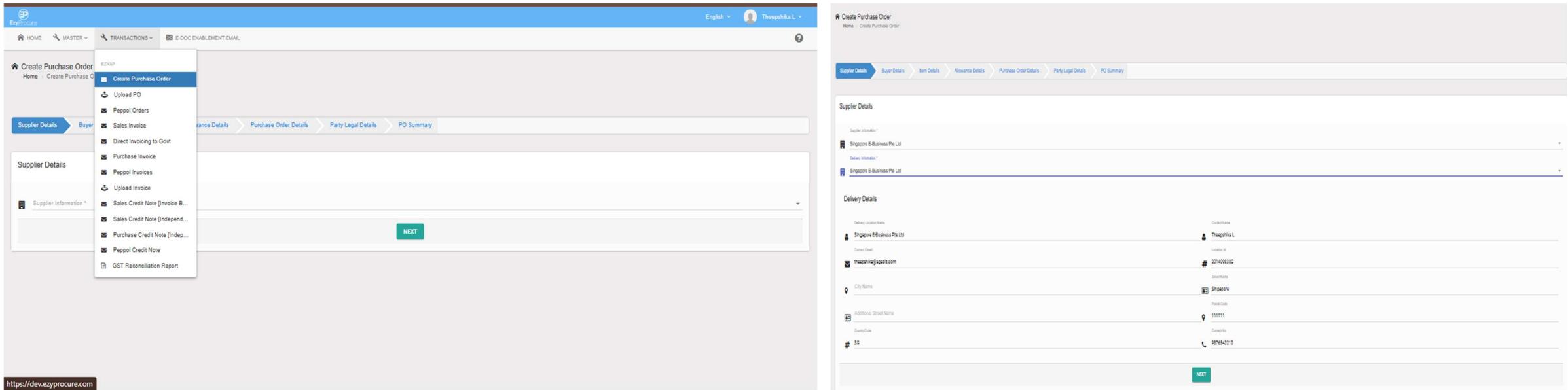
DOWNLOAD CREDIT NOTE **PDF**

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.



The screenshots illustrate the EzProcure software interface for creating a purchase order. The left screenshot shows the 'Transactions' dropdown menu with 'Create Purchase Order' selected. The right screenshot shows the 'Supplier Details' step of the process, where a supplier profile is selected and delivery details are being entered. Both screenshots include a 'NEXT' button at the bottom right.

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	Organization Name *
# SUNSHINE1	Sunshine Buyer
Company Registration Number	
# SUNSHINE1	
Contact Name	Contact Email
Thasphika L	stul@agabiz.com
Street Name	Additional Street Name
# Singapore	
City Name	Postal Code
Country/Code *	123456
# Singapore (SG)	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

continue

The screenshot shows the 'Create Purchase Order' application interface. At the top, there is a breadcrumb trail: 'Home > Create Purchase Order'. Below it is a navigation bar with the following steps: 'Supplier Details' (green), 'Buyer Details' (grey), 'Item Details' (blue, indicating the current step), 'Allowance Details' (grey), 'Purchase Order Details' (grey), 'Party Legal Details' (grey), and 'PO Summary' (grey). The main content area is titled 'Item Details'. It contains a table with the following columns: S No, Item Code, Item Name, Quantity, UOM, Item Description, Price, Line Total, and Actions. A single row is visible, showing: S No 1, Item Code A10, Item Name Kiwi, Quantity 15.00, UOM KG, Item Description Item A10, Price 20.00, Line Total 300.00, and Actions (DELETE). Below the table is a blue 'ADD MORE' button. At the bottom of the table area are 'PREVIOUS' and 'NEXT' buttons.

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	<button>DELETE</button>

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

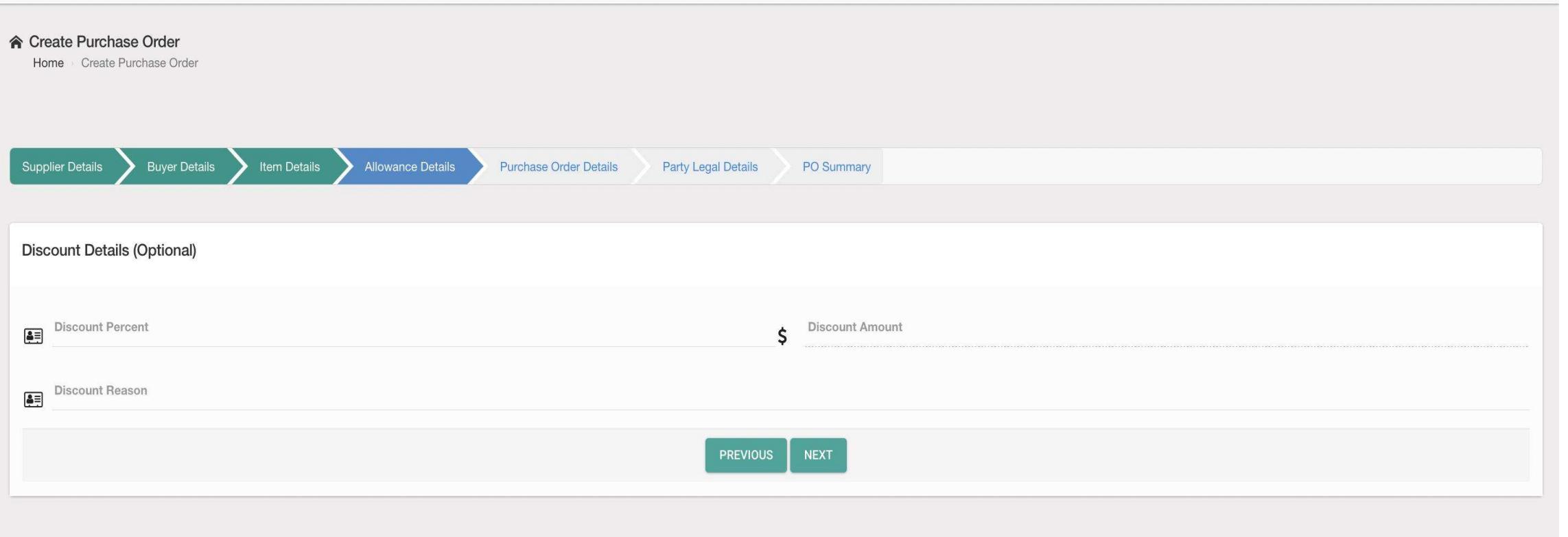
Discount Details (Optional)

Discount Percent

Discount Reason

Discount Amount

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

Requested Delivery Start Date 21/03/2025

PO Validity Date 21/03/2025

Requested Delivery End Date 21/03/2025

Tax Category Id * # ZR - Zero rated (0%)

Payable Amount * \$ 300.00

Tax Inclusive Amount * \$ 300.00

Tax Amount * \$ 0.00

Line Extension Amount \$ 300.00

Tax Scheme * # GST

Charge Total Amount * \$ 0

Payment Terms

Tax Exclusive Amount * \$ 300.00

Taxable Amount * \$ 300.00

Tax Percent * % 0

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

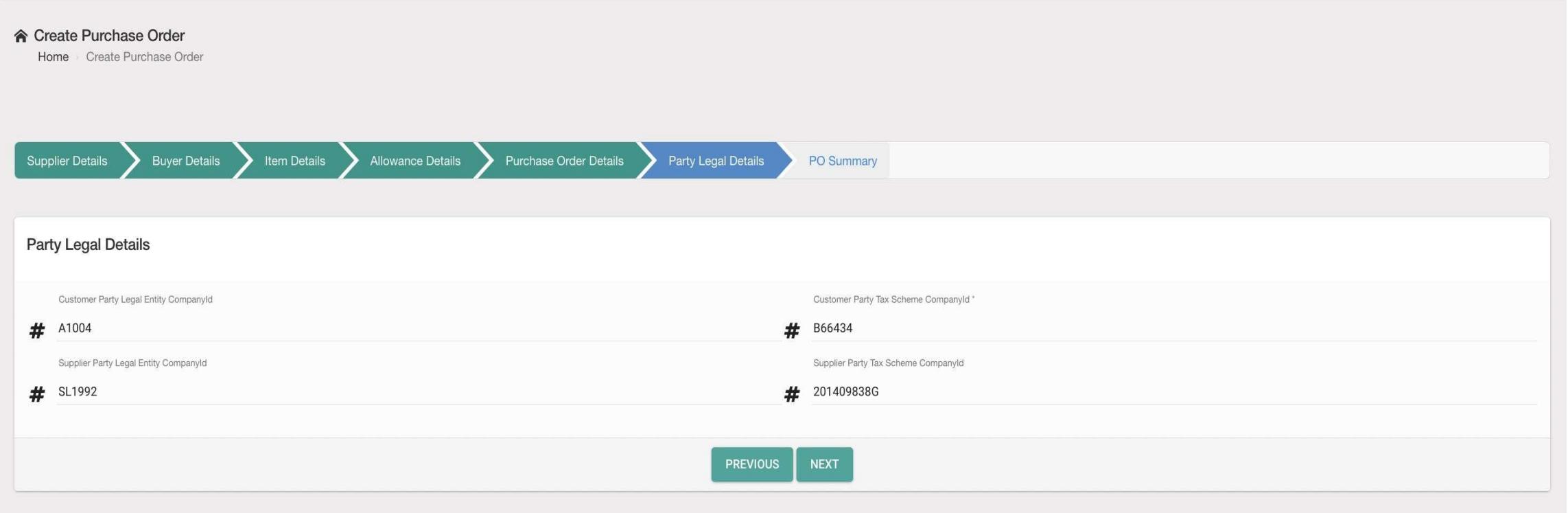
Home · Create Purchase Order

Supplier Details > Buyer Details > Item Details > Allowance Details > Purchase Order Details > **Party Legal Details** > PO Summary

Party Legal Details

Customer Party Legal Entity CompanyId	Customer Party Tax Scheme CompanyId *
# A1004	# B66434
Supplier Party Legal Entity CompanyId	Supplier Party Tax Scheme CompanyId
# SL1992	# 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) : 300.00
Discount% (SGD) : 0.00
Purchase Order Total (SGD) : 300.00
Added GST/VAT 0% (SGD) : 0.00
Grand Total (SGD) : 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.

The screenshot shows a software interface for managing purchase orders. At the top, there is a navigation bar with links for HOME, MASTER, TRANSACTIONS, and E-DOC ENABLEMENT EMAIL. Below the navigation bar, the title 'PEPPOL Purchase Order Summary' is displayed, along with a breadcrumb trail: Home > PEPPOL Purchase Order Summary.

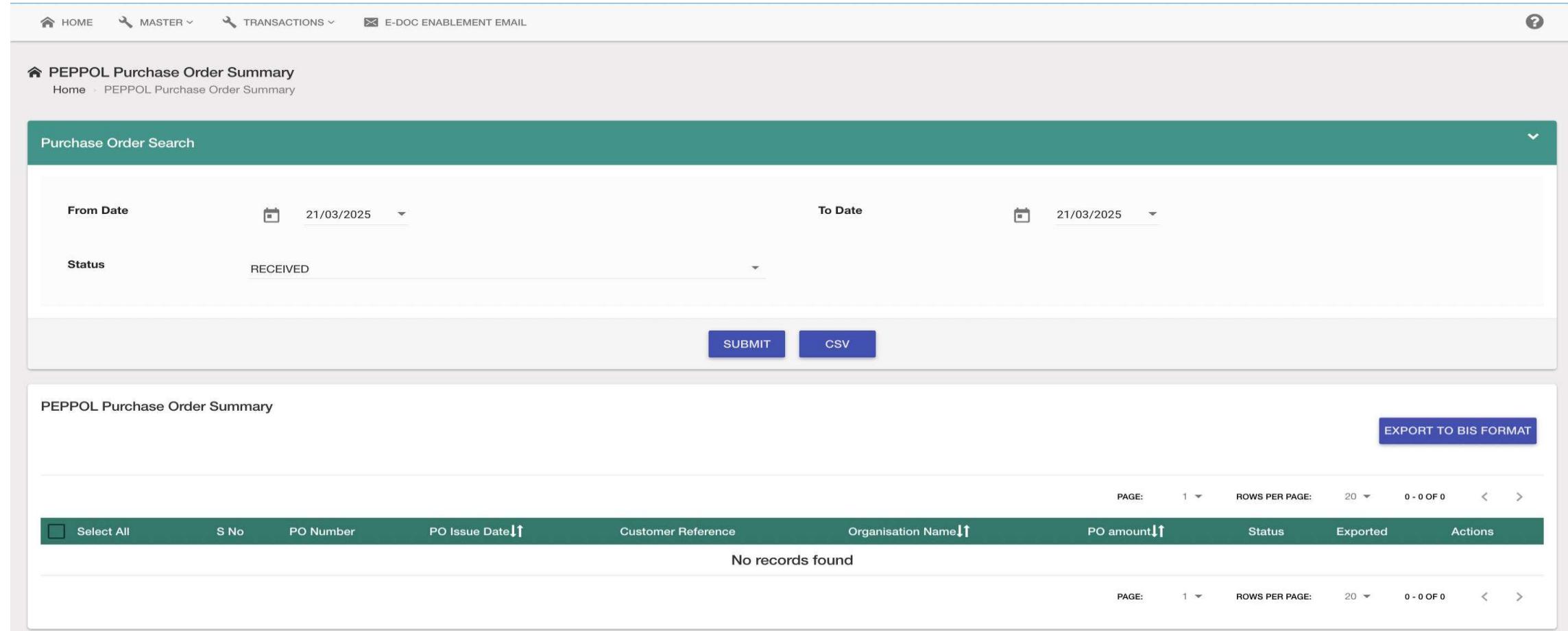
The main area is divided into two sections: 'Purchase Order Search' and 'PEPPOL Purchase Order Summary'.

Purchase Order Search: This section contains search filters. It includes fields for 'From Date' (set to 21/03/2025) and 'To Date' (set to 21/03/2025), a dropdown for 'Status' (set to PENDING), and two buttons: 'SUBMIT' and 'CSV'.

PEPPOL Purchase Order Summary: This section displays a table of purchase orders. The table has the following columns: Select All, S No, PO Number, PO Issue Date (sorted by ascending date), Customer Reference, Organisation Name (sorted by ascending name), PO amount (sorted by ascending amount), Status, and Actions. A blue button labeled 'SEND ALL PURCHASE ORDERS' is located in the top right corner of this section. Below the table, a message says 'No records found'. At the bottom of the page, there are pagination controls for 'PAGE: 1' and 'ROWS PER PAGE: 20'.

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.



The screenshot shows a web-based application for managing purchase orders. At the top, there is a navigation bar with links for HOME, MASTER, TRANSACTIONS, and E-DOC ENABLEMENT EMAIL. Below the navigation bar, the page title is "PEPPOL Purchase Order Summary", with a breadcrumb trail showing "Home > PEPPOL Purchase Order Summary".

The main content area is titled "Purchase Order Search". It contains search filters for "From Date" (set to 21/03/2025) and "To Date" (set to 21/03/2025), and a "Status" dropdown menu set to "RECEIVED". Below the filters are two buttons: "SUBMIT" and "CSV".

Below the search form is a table titled "PEPPOL Purchase Order Summary". The table has a header row with columns: "Select All", "S No", "PO Number", "PO Issue Date", "Customer Reference", "Organisation Name", "PO amount", "Status", "Exported", and "Actions". The table body is currently empty, displaying the message "No records found".

At the bottom of the page, there are pagination controls for "PAGE: 1" and "ROWS PER PAGE: 20", along with links for "EXPORT TO BIS FORMAT" and navigation arrows.

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

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	<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](#)

Order Variation

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

The screenshot shows a user interface for managing an order variation. At the top right is a blue 'ADD MORE' button. Below is a table with the following columns: 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, and Actions. The first row contains data for an item with item code 'item-demo0001', quantity '50.00', UOM 'KG', buyer item description 'item-demo0001', seller item description '.....', price '12.0001', line total '600', delivery start date '13/02/2026', delivery end date '13/02/2026', status 'ORDER_CREATED', and an orange 'DELETE' button. The second row is partially visible with a 'Search for UOM...' dropdown. To the right of the table is a summary of financial details:

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

Below the table are two expandable sections: 'Delivery Details' and 'Customer Details', each with a right-pointing arrow. At the bottom are five buttons: 'DOWNLOAD PO', 'PDF', 'UPDATE PO', 'UPDATE BALANCE', and 'APPROVE PO'. A small note 'Cancellation reason' is visible between 'UPDATE PO' and 'UPDATE BALANCE'.

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>

Delivery Details

Customer Details

Buttons:

- 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.

The screenshot displays a Purchase Order (PO) interface with the following details:

Header Information:

- Purchase Order Number: PO-13-02-02
- PO Issue Date: 13/02/2026
- PO Validity Date: 13/02/2026
- Customer Details: Sunshine Buyer
- Customer Contact Name: Theepshika L
- Customer Contact Email: atul@sgebiz.com
- Customer Contact Phone: NA
- Order Id: PO-13-02-02
- Note: NA
- Payment terms: NA
- Customer reference: PO-13-02-02
- Order Variation Number: NA

Delivery Dates:

- Requested Delivery Start Date: 13/02/2026
- Requested Delivery End Date: 13/02/2026

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-demo0001	item-demo0001	50.00	KG	item-demo0001		12.0000	600					ORDER_CREATED	<button>DELETE</button>

Financial Summary:

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

Buttons:

- 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 : 08/02/2026

Customer Contact Name : Theepshika L

Order Id : Demo-IMDA-1

Customer reference : Demo-IMDA-1

PO Validity Date : 08/02/2026

Customer Contact Email : theepshika@sgebiz.com

Note : Demo-IMDA-1

Order Variation Number : NA

Requested Delivery End Date : 06/02/2026

Home Sales Invoice

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

Invoice Details

Invoice Number : Inv-256451393

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	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**

Direct Invoice

1) An invoice sent directly to the Government

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 (0%)

Charge Total Amount: \$ 0

Payment Terms: # 7D-7 Days

Peppol Amount: \$ 817.50

Tax Inclusive Amount: \$ 817.50

Taxable Amount: \$ 750

Tax Amount: \$ 67.50

Line Extension Amount: \$ 750

Tax Scheme: # GST

Tax Percent: % 9.00

Invoice Description:

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/NAT 9% (SGD): 67.50

Grand Total (SGD): 817.50

Buttons: SAVE, Peppol & IRAS

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 .

The screenshot shows the EZYAP software interface. The top navigation bar includes 'HOME', 'MASTER', 'TRANSACTIONS' (which is currently selected), and 'E-DOC ENABLEMENT EMAIL'. A help icon is also present. The main content area is titled 'Upload Purchase Order' and shows a breadcrumb path: 'Home > Upload Purchase O'. A 'Customer Information' section is highlighted in teal. A dropdown menu for 'Customer Information' is open, showing options like 'Received PEPPOL Invoices', 'PEPPOL Invoices To Sent', 'Received PEPPOL Orders', 'PEPPOL Orders To Sent', 'Upload Invoice', 'Upload PO' (which is selected and highlighted in blue), 'Sales Invoice', 'Create Purchase Order', 'Sales Credit Note [Invoice B...', 'Sales Credit Note [Independ...', 'Received Peppol Credit Note', 'PEPPOL Credit Note To Sent', 'Purchase Invoice', 'Purchase Invoice [IRAS]', and 'Purchase Credit Note [Independ...']. A 'SAMPLE CSV FILE' button is visible on the left. A tooltip for 'Customer Information..*' is shown near the dropdown. A file upload dialog box is partially visible at the bottom.

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 REMOVE BROWSE

PREVIEW

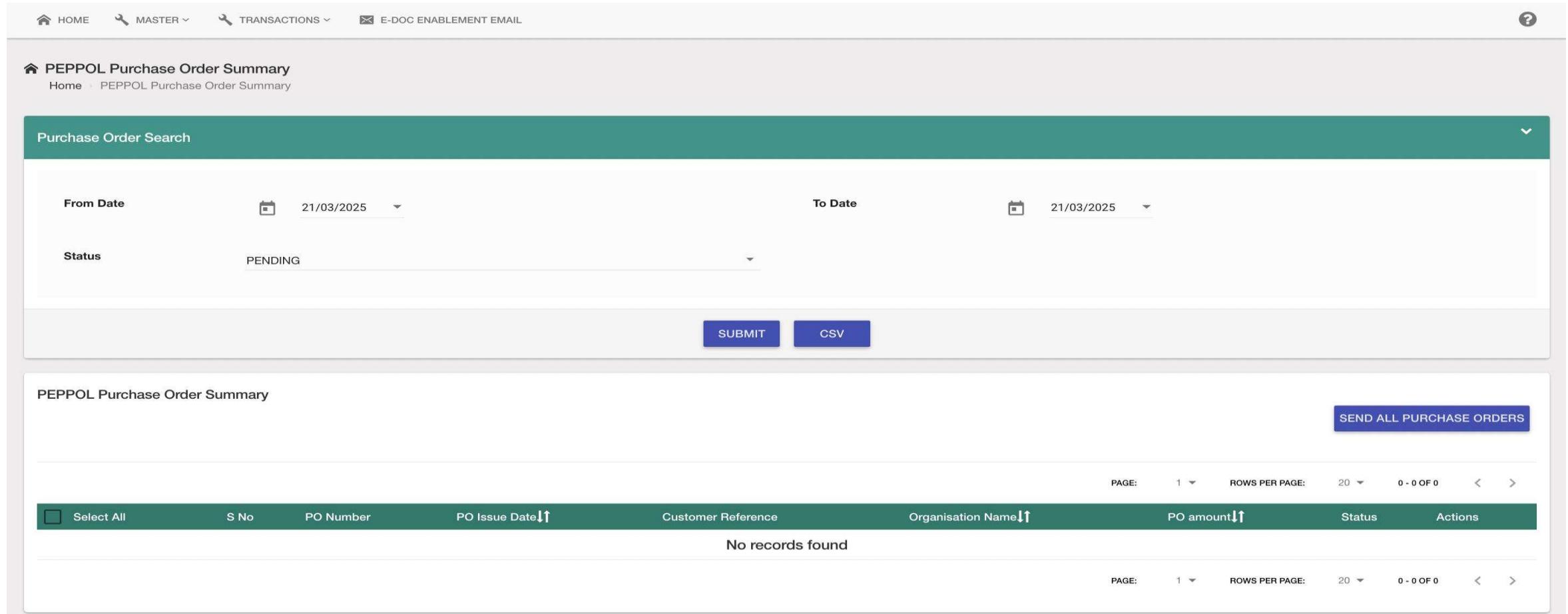
Item Details

S No	PO Number	PO Issue Date	PO Validity Date	DocumentCurrencyCode	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
1	PO-8585555	2023/08/30	2023/09/13	SGD	PO-7845789	Royal One Phillip	sAaA		SG	23215	2023/08/29	2023/09/12	companyId	raj bhavan	#01-83/84	Singapore 188021	SG	3456123	HAPPYHAPPY	Ter	

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.



The screenshot shows a web-based application interface for managing purchase orders. At the top, there is a navigation bar with links for HOME, MASTER, TRANSACTIONS, and E-DOC ENABLEMENT EMAIL. The main title is "PEPPOL Purchase Order Summary". Below the title, a breadcrumb navigation shows "Home > PEPPOL Purchase Order Summary".

The main content area is titled "Purchase Order Search". It features two date pickers: "From Date" set to 21/03/2025 and "To Date" set to 21/03/2025. A dropdown menu for "Status" is set to "PENDING". At the bottom of this section are two buttons: "SUBMIT" and "CSV".

Below the search section is a table titled "PEPPOL Purchase Order Summary". The table has a header row with columns: "Select All", "S No", "PO Number", "PO Issue Date ↑", "Customer Reference", "Organisation Name ↑", "PO amount ↑", "Status", and "Actions". A blue button labeled "SEND ALL PURCHASE ORDERS" is located in the top right corner of this section. The table body displays the message "No records found".

At the bottom of the page, there are two sets of pagination controls: "PAGE: 1" and "ROWS PER PAGE: 20", with a total of "0 - 0 OF 0" records. The page number "1" is highlighted in blue.

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.

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 B...
- Sales Credit Note [Independ...
- Received Peppol Credit Note
- PEPPOL Credit Note To Sent
- Purchase Invoice
- Purchase Invoice [IRAS]
- Purchase Credit Note [Independ...

Search for a Customer Information.. *

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.

 x

PeppolExternalInvoice.csv REMOVE BROWSE

PREVIEW

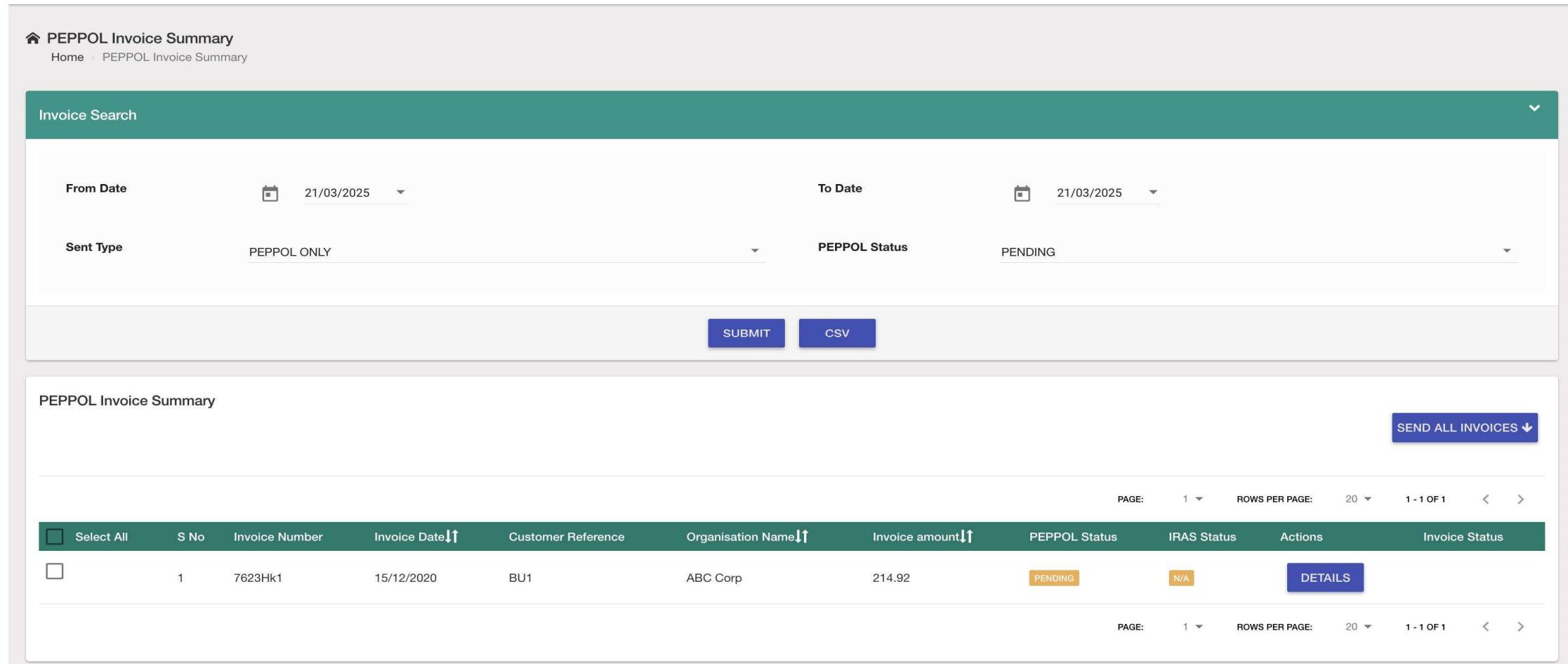
Item Details

S No	Invoice No	Invoice Issue Date	Invoice Due Date	DocumentCurrencyCode	Business Unit	PO Reference	Sender Street Name	Sender Additional Street	Sender City Name	Sender Postal Code	Sender Country Code	Delivery Date	Delivery Location Name	Delivery Street Name	Delivery Additional Street	Delivery City Name	Delivery Country	Delivery Postal Code	Delivery Party Name	Payment 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.



The screenshot shows the PEPPOL Invoice Summary page. At the top, there is a navigation bar with a home icon and the text "PEPPOL Invoice Summary". Below this is a breadcrumb trail: "Home > PEPPOL Invoice Summary". The main area is titled "Invoice Search" and contains search filters: "From Date" (21/03/2025), "To Date" (21/03/2025), "Sent Type" (PEPPOL ONLY), and "PEPPOL Status" (PENDING). Below the search filters are two buttons: "SUBMIT" and "CSV".

Below the search area is a section titled "PEPPOL Invoice Summary". It contains a table with one row of data. The table has columns: "Select All", "S No", "Invoice Number", "Invoice Date ↑", "Customer Reference", "Organisation Name ↑", "Invoice amount ↑", "PEPPOL Status", "IRAS Status", "Actions", and "Invoice Status". The data row shows: a checked "Select All" box, "1", "7623Hk1", "15/12/2020", "BU1", "ABC Corp", "214.92", "PENDING", "N/A", a "DETAILS" button, and a "SEND ALL INVOICES" button.

At the bottom of the page, there are pagination controls: "PAGE: 1", "ROWS PER PAGE: 20", "1 - 1 OF 1", and navigation arrows.

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.

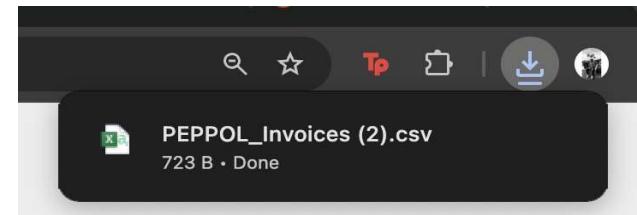
The screenshot shows the 'PEPPOL Invoice Summary' page. At the top, there is a search bar with fields for 'From Date' (24/03/2025), 'To Date' (not specified), 'Sent Type' (PEPPOL ONLY), and a dropdown for 'PEPPOL Status' with options: PENDING, PROCESSED, SENT (selected), and FAILED. Below the search bar are 'SUBMIT' and 'CSV' buttons. The main area is titled 'PEPPOL Invoice Summary' and contains a table of invoices. The table has columns: Select All, S No, Invoice Number, Invoice Date, Customer Reference, Organisation Name, Invoice amount, PEPPOL Status, IRAS Status, Actions, and Invoice Status. The data in the table is as follows:

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	

At the top right of the table area, there is a 'SEND ALL INVOICES' button. At the bottom right, there are buttons for 'PAGE: 1', 'ROWS PER PAGE: 20', and '1 - 20 OF 58'.

CSV

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

A screenshot of a Microsoft Excel spreadsheet titled 'PEPPOL_Invoices (2)'. The spreadsheet has a dark theme. The top menu bar includes Home, Insert, Page Layout, Formulas, Data, Review, and View. The ribbon also shows Calibri (Body) font, 12pt size, and various text and alignment options. The formula bar shows 'K17'. The data starts with a header row and 10 data rows. The columns are labeled A through H. The data rows contain the following information:

	A	B	C	D	E	F	G	H
1	Invoice Id	Buyer Organisation	Invoice Issue	Actual Delive	Payable Amo	PEPPOL Status	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

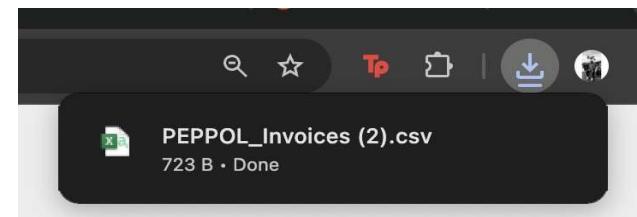
PEPPOL Invoice Summary

SEND ALL INVOICES

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.

A screenshot of Microsoft Excel showing a CSV file named 'PEPPOL_Invoices (2).csv' with the file number '18-05-35-953'. The Excel interface is in dark mode. The table has 8 columns and 11 rows. The columns are labeled A through G. The data includes invoice details like ID, buyer organization, issue date, delivery date, payable amount, and status. Row 5 is highlighted with a green background.

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.

The screenshot shows a web-based application for managing credit notes. At the top, there is a breadcrumb navigation: Home > PEPPOL Credit Note Summary. Below this is a teal header bar titled 'Credit Note Search' with a dropdown arrow icon on the right.

The search form includes the following fields:

- From Date:** 20/04/2025 (with a calendar icon)
- To Date:** 24/04/2025 (with a calendar icon)
- Sent Type:** PEPPOL ONLY (with a dropdown arrow)
- PEPPOL Status:** SENT (with a dropdown arrow)

Below the search form are two buttons: 'SUBMIT' and 'CSV'.

Under the 'PEPPOL Credit Note Summary' heading, there is a blue button labeled 'SEND ALL CREDITNOTES' with a downward arrow icon.

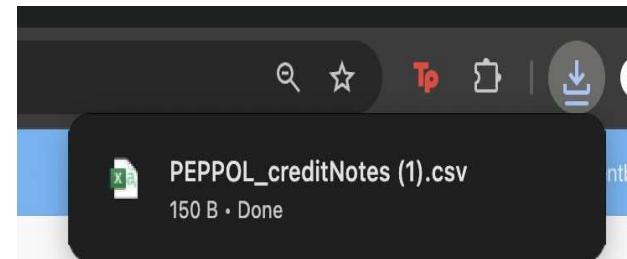
At the bottom of the page, there are pagination controls: 'PAGE: 1' (with a dropdown arrow), 'ROWS PER PAGE: 20' (with a dropdown arrow), '1 - 1 OF 1', and navigation arrows.

The main content area displays a table of credit note results:

<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	<button>DETAILS</button>

CSV

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

A screenshot of a Microsoft Excel spreadsheet titled 'PEPPOL_creditNotes (1)'. The spreadsheet contains a single data row with the following columns: Credit Note Id, Buyer Organisation Name, Credit Note Issue Date, Payable Amount, PEPPOL Status, and IRAS Status. The data is as follows:

	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	CN6770212	IMDA C5 Test	23/04/25		1 SENT	N/A			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
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

Buttons: SUBMIT, CSV

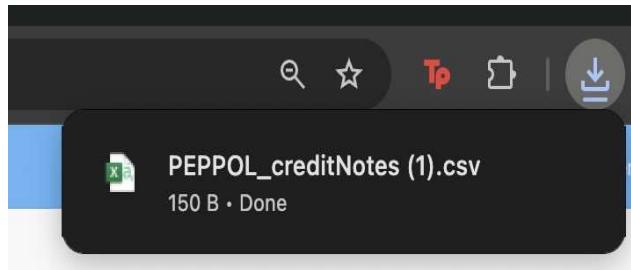
PEPPOL Credit Note Summary

SEND ALL CREDITNOTES

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	<button>DETAILS</button>
<input type="checkbox"/>	2	CN7660923	24/04/2025	SGEBIZ-NON-PEPPOL	1	N/A	SENT	<button>DETAILS</button>
<input type="checkbox"/>	3	CN09974112	24/04/2025	SGEBIZ-NON-PEPPOL-Spl	1	N/A	SENT	<button>DETAILS</button>

CSV

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

A screenshot of an Excel spreadsheet titled 'PEPPOL_creditNotes (1)'. The table has 9 columns and 14 rows. The columns are labeled A through I. The data is as follows:

	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									
6									
7									
8									
9									
10									
11									
12									
13									
14									