

User Guide (Business Central) – Peppol


1. Company Information (Setup 1)

- a. User would need to fill up **Peppol ID** (Green Box) in Company Information. However, if does not have Peppol ID, user could click **Print Authorisation** (Blue Box) and submit the letter to DataPost Pte Ltd (Access point) to register Peppol identity.

Company Information

[Print Authorisation](#) | [Related](#) | [Fewer options](#)

General Show more

Name	Renewal-Dalstech Pte Ltd-IMDA	VAT Registration No.	201611756K
Address	No. 2 Kallang Avenue,	Registration No.	201611756K
Address 2	#09-15 CT Hub,	Peppol ID	SGTST201611756K
City	Singapore	GLN	
County		Use GLN in Electronic Documents	<input type="checkbox"/>
Post Code	339407	Picture	
Country/Region Code	SG		
Contact Name	Darren Lim		

2. Customer/Vendor (Setup 2)

- a. In each Customer or Vendor Card, user would need to maintain Customer/Vendor Peppol ID to sent or to retrieve E-Invoice.

Customer Card

C-00013 · IMDA Demo 01 Company

Process | [New Document](#) | [Request Approval](#) | [Prices & Discounts](#) | [Navigate](#) | [Customer](#) | [More options](#)

General > IMDA Demo 01 Company

Address & Contact > 117438 | sales@drpt.com | Perrine Lim

Invoicing Show more

VAT Registration No.		Posting Details	
Customer Peppol ID	SGTSTIMDAEMO01	Gen. Bus. Posting Group	LOCAL
Gov. Buyer Reference		Customer Posting Group	TRADE

Vendor Card

V-00007 · IMDA Demo Receiving Pte Ltd 02

Process | [Request Approval](#) | [New Document](#) | [Navigate](#) | [Vendor](#) | [Actions](#) | [Related](#) | [Reports](#) | [Fewer options](#)

General > IMDA Demo Receiving Pte Ltd 02

Address & Contact > 408732 | William Ong

Invoicing Show less

VAT Registration No.		Posting Details	
Vendor Peppol ID	SGTSTIMDAEMO02	Gen. Bus. Posting Group	LOCAL
GLN		VAT Bus. Posting Group	TAXABLE

3. Countries/Regions (Setup 3)

a. In Countries/Regions page, user would need to fill up **0195** in Peppol Scheme ID.

Countries/Regions				
Code ↑	Name	Peppol Scheme ID	ISO Code	ISO Numeric Code
SA	Saudi Arabia			
SB	Solomon Islands			
SE	Sweden			
→ SG	Singapore	0195		
SI	Slovenia			
SK	Slovakia			

4. SG Peppol Setup (Setup 4)

a. User would need to maintain several fields as well in SG Peppol Setup based on company requirements.

SG Peppol Setup

New | More options

Configuration

Base Uri

API Version

API Key

API Secret Key

General

SG Peppol Header Invoice

SG Peppol Header CN

Sub Header

UBL Version ID

Customization ID

Profile ID

Project Dimension Code

External

External Item

Default Blank Tax Code

Default Allowance Code

Default Charge Code

Auto Generate

Auto Create Purchase

Default Line Type

Default Line No.

5. Peppol Cross-Reference (Setup 5)

a. If there is a different Item No. between both companies, user could maintain External Party No. in Peppol Cross-Reference.

Entry No. ↑	Internal Type	Internal Type No.	Internal Type Description	External Party Type	External Party Type No.	External Party Name	External Party Peppol ID	External Party No.
→ 1	Item	BV-0001	Coca Cola	Customer	C-00013	IMDA Demo 01 Company	SGTSTIMDADEMO01	COCA-001

6. Unit Of Measure (Setup 6)

- a. Due to different company might maintaining different UOM codes, users would need to maintain International Standard Code for E-Invoice send purposes.

Units of Measure ✓ Saved

Search + New Edit List Delete More options

Code ↑	Description	International Standard Code
→ BBLS	BBLS	
BTL	BTL	BTL
CAN	CAN	CAN
COIL	Coil	
CTN	Carton	CTN
DAY	Day	DAY
KG	KG	KG
MINUTES	Minutes	MINUTES
MTR	Meter	MTR
PALLET	Pallet	
PKT	PKT	PKT
ROLL	Roll	ROLL
TON	Ton	TON
UNIT	Unit	UNIT
YEAR	Year	YEAR

7. Send E-Invoice in Posted Sales Invoice/Sales Credit Memo

- a. Once the above 7 setups are completed, user could go to Posted Sales Invoice/Sales Credit Memo click Send E-Invoice and it will send to access point.

Posted Sales Invoice +

E-INV22-00001 · IMDA Demo 01 Company

Process Invoice Correct Print/Send Navigate | Actions Related Fewer options

Update Document Track Package **Send E-Invoice** Generate XML Peppol Log Entries

No.	E-INV22-00001	Posting Date
Customer	IMDA Demo 01 Company	Due Date
Sell-to		Quote No.
Address	10 Pasir Panjang Road, #03-01,	Order No.
Address 2	Mapletree Business City	Pre-Assigned No.
City	Singapore	External Document No.

8. Retrieve Peppol Data

a. User could retrieve E-Invoice based on the information filled.

Retrieve Peppol Data

3

Retrieve | Actions Fewer options

Record Filter 1 2

Transaction Type Sent

Receiver []

Start Date 01/03/2022

Document Type All

End Date 03/03/2022

Document No. []

Sender []

Status []

9. Peppol Transaction

a. User could click Sent or Received in the home page to view retrieved E-invoice.

Renewal-Dalstech Pte Ltd-IMDA | Finance | Cash Management | Sales | Purchasing

Customers Vendors Items Peppol Setup Peppol Cross Reference Peppol Tax Code Mapping Bank Accounts Chart of Accounts

Insights

Business Performance

Top Five Customers by Sales Value

- C-00001 - NTUC Fair Price Pte Ltd
- C-00006 - BreadTalk Pte Ltd
- C-00003 - Shen Shiong Pte Ltd
- C-00009 - Resonant Networks Pte Ltd
- C-00005 - Crystal Jade Pte Ltd
- All Other Customers

Peppol Activities

Processed

Sent 3

Received 0

b. User could click Client Ref to view transaction details.

Sent

Search Manage XML Text Retrieve Create Purchase Delete All More options

Client Ref	Timestamp Date	Timestamp Time	Transaction Type	Document Type	ID	Sender ID
c0036f957a5c45228ecdb737aff260a4_uuid:2925b2ae9...	02/03/2022	11:47:34	Sales	Invoice	E-INV22-00001	0195:SGTST201611756K
f09105614a5e442f9523ff20880d6f18_uuid:d79c7e75e8...	02/03/2022	11:43:15	Sales	Credit Memo	E-CN21-00001	0195:SGTST201611756K
0fb637cd1ac3451f98a24efefcc6f4fb_uuid:76f8104fb74...	02/03/2022	11:24:09	Sales	Invoice	E-INV22-00001	0195:SGTST201611756K

c. In Peppol E-invoice page, user could click Create Purchase button to generate Purchase Invoice.

E-INV22-00001

Create Purchase | More options

General

Client Ref 0fb637cd1ac3451f98a24efefcc6f4fb_uuid:76f8104fb7484... Upload Time 2022-03-02 11:24:09

Appendix

A Standard Singapore Government Invoice

A Business Unit, Used for routing of e-invoices to your client agencies

B ID of your vendor record at Vendors@Gov

C Standard invoice identifiers

D Reference number of the Invoicing Instruction/Purchase Order issued to you by your client agency, if any

E Name of the liaison officer at your client agency

F Invoice credit term

G For credit notes, Reference number of the e-invoice that the credit note is offsetting against

H Only for vendors with more than 1 registered bank account/vendor record with at Vendors@Gov, To direct payments to other bank accounts

*Not applicable if e-invoice is assigned to a factoring company

Tax Invoice

ABC Business
BLK 123 ABC BUILDING
XYZ STREET 99
#10-100
Singapore 100123
GST Reg No:

AGC01 - Attorney-General's Chambers
GST Reg No: MG-8400000-5

Vendor ID : 53201802A
Invoice Date : 12/12/2019
Invoice No : caye-121219-04
Invoice Status : Submitted
Invoicing Instruction ID :
Description : IOS, sole prop, nro, non factoring 4

Attention To : ah
Credit Term : 30 Days
Related Invoice No :
Remit To : 53201801A

No.	Description	Quantity	Unit Price	Gross Amt (Ex. GST)	GST @ 9% (Zero-rated/GST-exempt)	Gross Amt (Inc. GST)
1	line1	1,0000	250,000,0000	250,000.00	0.00	250,000.00

Invoice Amount Summary

Currency : Singapore Dollar
Sub Total (Excluding GST) : 250,000.00
Total GST Payable : 0.00
Freight Amount : 0.00
Total Invoice Amount : 250,000.00

A = Gov. Buyer Reference in Customer Card

Customer Card

C-00013 · IMDA Demo 01 Company

Process New Document Request Approval Prices & Discounts Navigate Customer More options

Phone No. 98989822

Invoicing Show less

Bill-to Customer

VAT Registration No.

Customer Peppol ID SGTSTIMDAEMO01

Gov. Buyer Reference

EORI Number

GLN

Use GLN in Electronic Doc...

Posting Details

Gen. Bus. Posting Group LOCAL

VAT Bus. Posting Group TAXABLE

Customer Posting Group TRADE

Prices and Discounts

Currency Code

Customer Price Group

B = Customer Peppol ID in Customer Card

Customer Card ✎ ↗ + 🗑

C-00013 · IMDA Demo 01 Company

Process New Document Request Approval Prices & Discounts Navigate Customer More options

Phone No. 98989822

Invoicing Show less

Bill-to Customer <input type="text"/>	Posting Details
VAT Registration No. <input type="text"/>	Gen. Bus. Posting Group LOCAL <input type="text"/>
Customer Peppol ID SGTSTIMDAEMO01	VAT Bus. Posting Group TAXABLE <input type="text"/>
Gov. Buyer Reference <input type="text"/>	Customer Posting Group TRADE <input type="text"/>
EORI Number <input type="text"/>	Prices and Discounts

C = Sales Invoice No. & Document Date in Sales Invoice

Sales Invoice ✎ ↗ + 🗑 ✓ Saved

E-INV21-00002 Dalstech Received Pte. Ltd.

Posting Prepare Invoice Release Request Approval Navigate Actions Related Fewer options

General Show less

Customer No. C-00013	Your Reference E-INV Line Disc
Customer Name Dalstech Received Pte. Ltd.	Document Date 09/06/2021 <input type="text"/>
Posting Description Invoice E-INV21-00002	Posting Date 09/06/2021 <input type="text"/>
Sell-to	Due Date 09/07/2021 <input type="text"/>

D = External Document No. in Sales Invoice

Sales Invoice ✎ ↗ + 🗑 ✓ Saved

E-INV21-00002 · Dalstech Received Pte. Ltd.

Posting Prepare Invoice Release Request Approval Navigate Actions Related Fewer options

General Show less

Customer No. C-00013	Your Reference E-INV Line Disc
Customer Name Dalstech Received Pte. Ltd.	Document Date 09/06/2021 <input type="text"/>
Posting Description Invoice E-INV21-00002	Posting Date 09/06/2021 <input type="text"/>
Sell-to	Due Date 09/07/2021 <input type="text"/>
Address No. 71 Ubi Road 1	External Document No. LINE DISC
Address 2 #10-42 Oxley Bizhub	Salesperson Code PERRINE <input type="text"/>

E = Contact in Sales Invoice

Sales Invoice ✎ ↗ + 🗑 ✓ Saved

E-INV21-00002 · Dalstech Received Pte. Ltd.

Posting Prepare Invoice Release Request Approval Navigate Actions Related Fewer options

Phone No. 98989822

Mobile Phone No. 98799727

Email sales@drpt.com

Contact Perrine Griffin

Work Description

F = Payment Term Code in Sales Invoice.

Sales Invoice Saved

E-INV21-00002 · Dalstech Received Pte. Ltd.

Posting Prepare Invoice Release Request Approval Navigate Actions Related Fewer options

Invoice Details Show less

Currency Code	<input type="text"/>	Department Code	<input type="text"/>
Shipment Date	09/06/2021	Project Code	<input type="text"/>
Prices Including VAT	<input type="checkbox"/>	Payment Discount %	0
VAT Bus. Posting Group	TAXABLE	Pmt. Discount Date	09/06/2021
Payment Terms Code	30D	Direct Debit Mandate ID	<input type="text"/>
Payment Method Code	GIRO	Location Code	BLUE

G = Sales Invoice No. in Sales Invoice

Sales Invoice Saved

E-INV21-00002 · Dalstech Received Pte. Ltd.

Posting Prepare Invoice Release Request Approval Navigate Actions Related Fewer options

General Show less

Customer No.	C-00013	Your Reference	E-INV Line Disc
Customer Name	Dalstech Received Pte. Ltd.	Document Date	09/06/2021
Posting Description	Invoice E-INV21-00002	Posting Date	09/06/2021

H = Customer Peppol ID in Customer Card

Customer Card Saved

C-00013 · IMDA Demo 01 Company

Process New Document Request Approval Prices & Discounts Navigate Customer More options

Phone No. 98989822

Invoicing Show less

Bill-to Customer	<input type="text"/>	Posting Details	
VAT Registration No.	<input type="text"/>	Gen. Bus. Posting Group	LOCAL
Customer Peppol ID	SGTSTIMDADEMO01	VAT Bus. Posting Group	TAXABLE
Gov. Buyer Reference	<input type="text"/>	Customer Posting Group	TRADE

#End