

INVOICENOW-USER GUIDE

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Version: 1.4

Date: 10th Apr 2026

Reach Technologies Pte. Ltd.

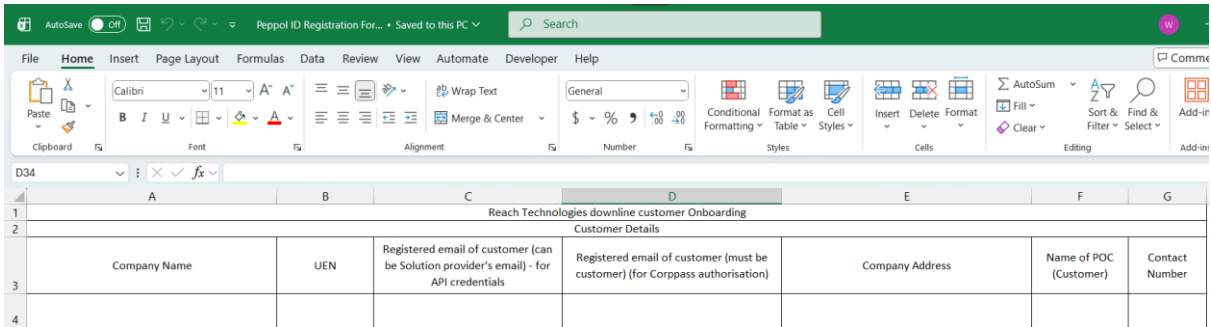
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1 Step-by-step Peppol ID Registration and GST Activation

1.1 Peppol ID Registration

Step 1: Fill up the [Peppol ID Registration Form](#)

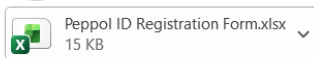


Step 2: Once the information has been filled in, we will email to the Access Point Provider (DataPost Pte Ltd) for registration.

InvoiceNow Registration on SG SMP



Thu 11/12/2025 5:06 pm



Hi DataPost Team,

Please refer to the attach form and assist with the InvoiceNow Registration on SG SMP.

Thank you.

Best Regards,

Step 3: DataPost will advise customers to perform CorpPass Activation to create the account. Customer will receive an activation email.

FW: InvoiceNow Registration on SG SMP



Reply Reply All Forward ...

Wed 10/12/2025 12:07 pm

From: [Redacted]
Sent: Monday, January 6, 2025 12:04 PM
To: [Redacted]
Cc: [Redacted]
Subject: Re: InvoiceNow Registration on SG SMP

Hi Jenny,

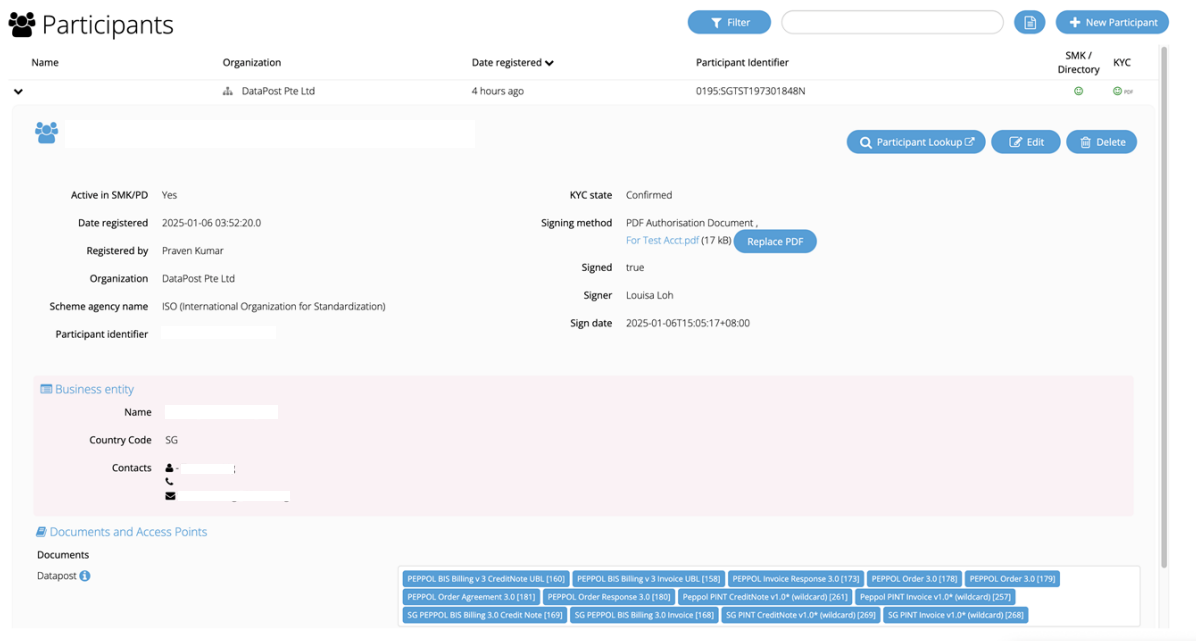
For SMP TEST and PROD :

1. For Test SMP ([Redacted]) – Customer needs to perform the corpass activation. Customer should receive an activation email for SMP.
2. For PROD SMP ([Redacted]) – Customer don't need to do anything else, as its **completed**.

For Datapost Portal TEST and PROD :

1. Customer will need to complete item 1 above first before I can create a test account in our test portal
2. For DP Portal (PROD) Customer already has access, however last login was in April 2024. <https://peppol.datapost.com.sg/app/main/home>
 - If customer wants to reset his password, he can do it via this URL : <https://peppol.datapost.com.sg/app/user/account/login/help>

Step 4: After customer has completed the CorpPass Activation, the Peppol ID registration is completed.



The screenshot shows the 'Participants' management page. At the top, there is a search bar and a '+ New Participant' button. Below this is a table with columns for Name, Organization, Date registered, Participant Identifier, and SMK / Directory. The first entry is for 'DataPost Pte Ltd', registered '4 hours ago' with identifier '0195-SGTST197301848N'. Below the table, there are buttons for 'Participant Lookup', 'Edit', and 'Delete'. A detailed view of the participant shows:

- Active in SMK/DP: Yes
- Date registered: 2025-01-06 03:52:20.0
- Registered by: Praven Kumar
- Organization: DataPost Pte Ltd
- Scheme agency name: ISO (International Organization for Standardization)
- Participant identifier: [Redacted]
- KYC state: Confirmed
- Signing method: PDF Authorisation Document, For Test Acct.pdf (17 kB) [Replace PDF]
- Signed: true
- Signer: Louisa Loh
- Sign date: 2025-01-06T15:05:17+08:00

 A 'Business entity' section is also visible with fields for Name, Country Code (SG), and Contacts. At the bottom, there is a 'Documents and Access Points' section with a 'Datapost' link and a list of document templates such as 'PEPPOL BIS Billing v.3 CreditNote UBL (160)', 'PEPPOL Order Agreement 3.0 (181)', and 'SG PEPPOL BIS Billing 3.0 Credit Note (169)'.

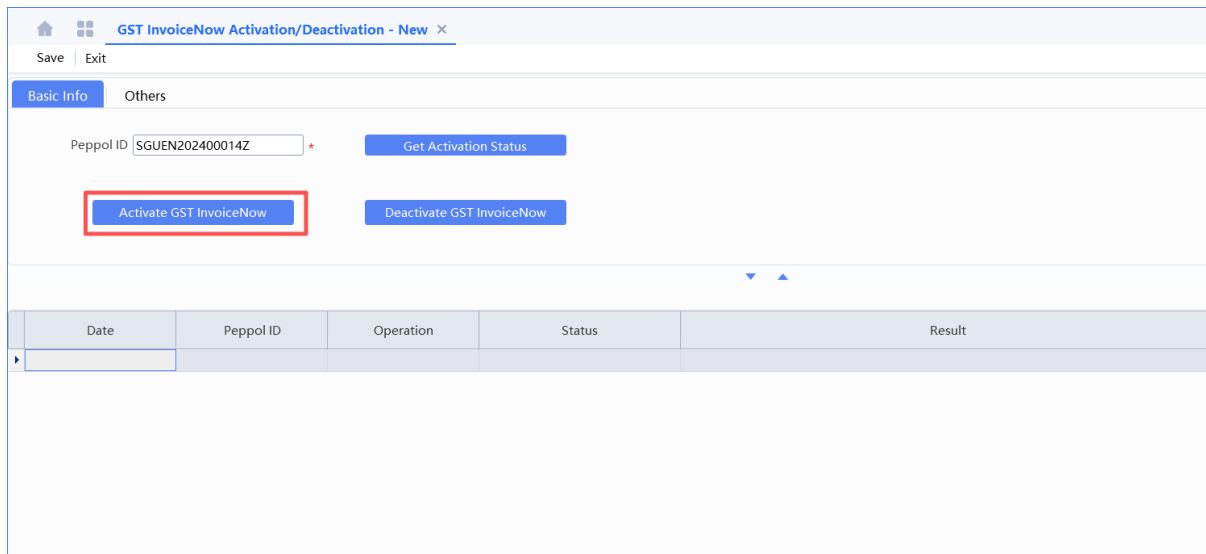
1.2 GST InvoiceNow Activation

Step 1: Navigate to Southeast Asian Finance > Localization of Singapore > GST InvoiceNow Activation/Deactivation

Step 2: Click on the New button to create a GST InvoiceNow Activation form.

Click Activate GST InvoiceNow

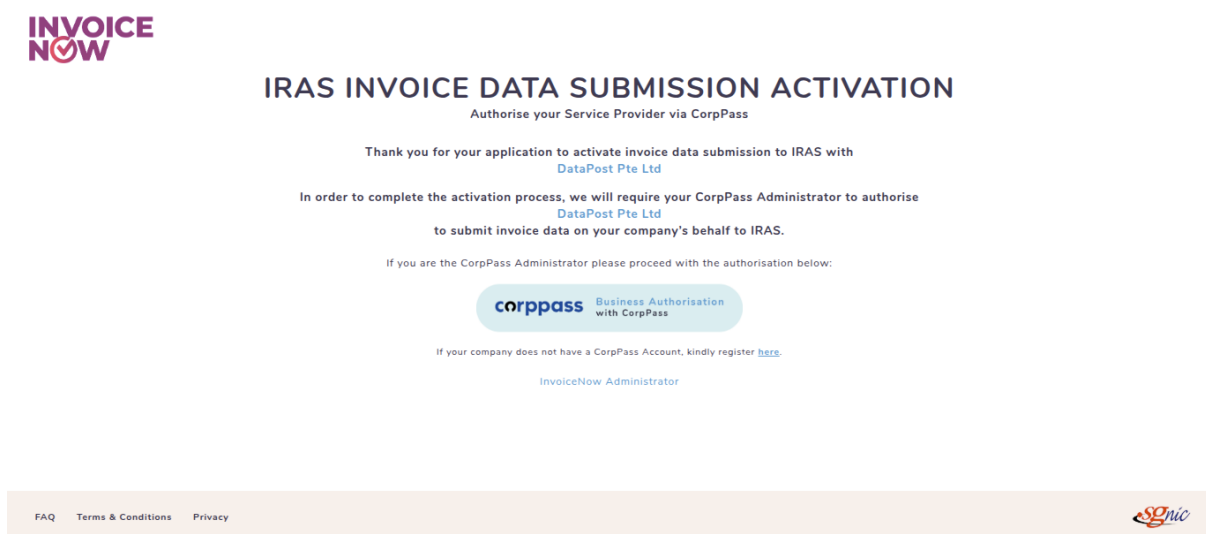
This starts the activation process of your Peppol ID.



Date	Peppol ID	Operation	Status	Result

Step 3: CorpPass Authorization

System will redirect to the CorpPass Business Authorization Page.



INVOICE NOW

IRAS INVOICE DATA SUBMISSION ACTIVATION

Authorise your Service Provider via CorpPass

Thank you for your application to activate invoice data submission to IRAS with [DataPost Pte Ltd](#)


In order to complete the activation process, we will require your CorpPass Administrator to authorise [DataPost 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:

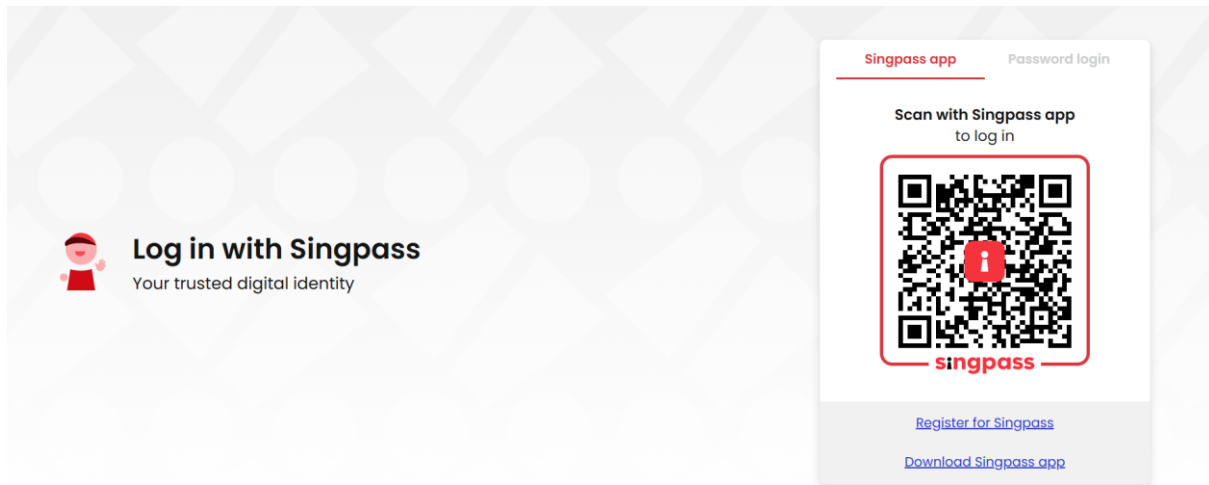
corppass Business Authorisation with CorpPass

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

InvoiceNow Administrator

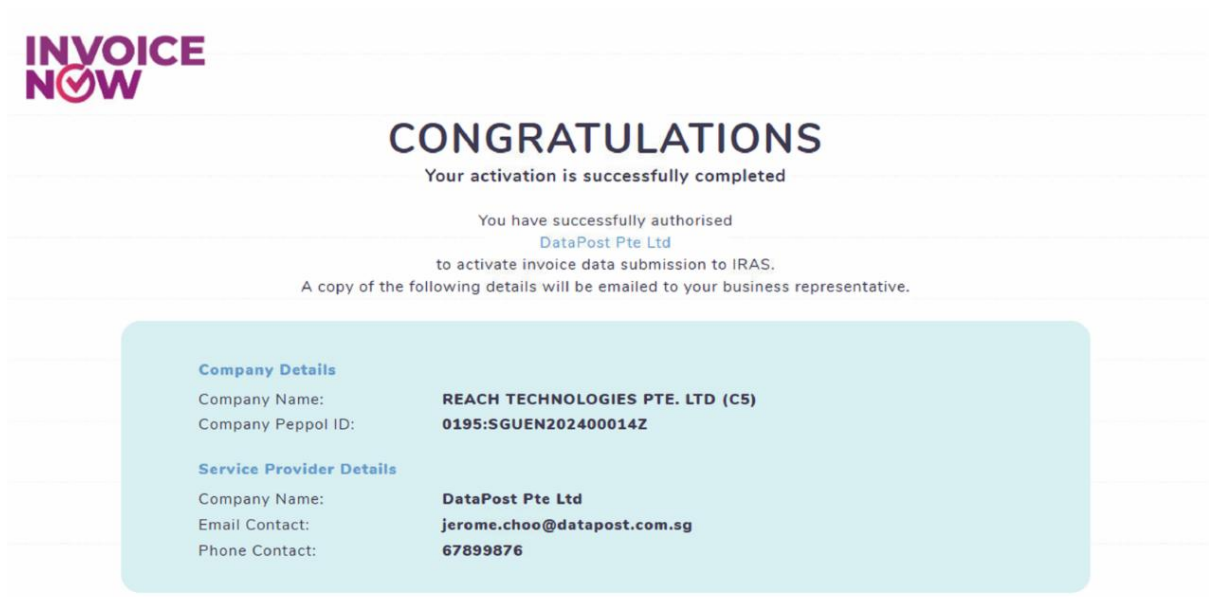
FAQ Terms & Conditions Privacy 

The CorpPass Administrator of the company must log in to CorpPass and authorize the service provider (DataPost Pte Ltd) to transmit invoice data to IRAS.



Step 4: Successful Activation

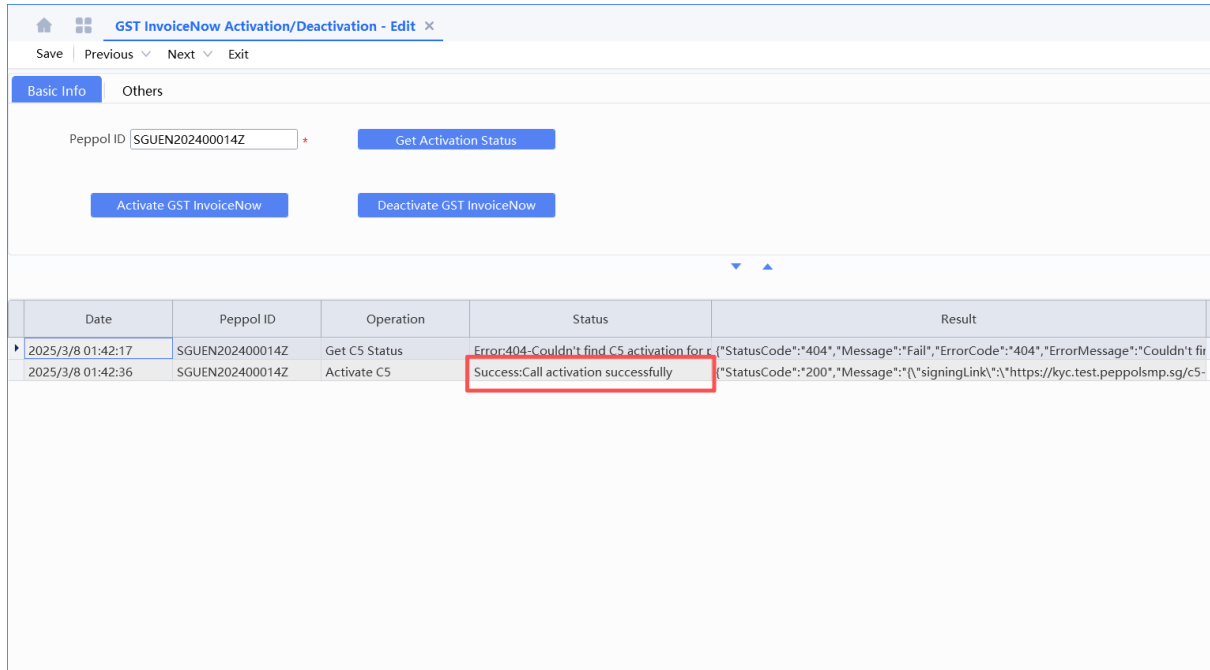
This confirms that the authorization has been completed successfully.



Step 5: Final Status in system

Status = Success:Call activation successfully

This indicates that the GST InvoiceNow activation is completed successfully.



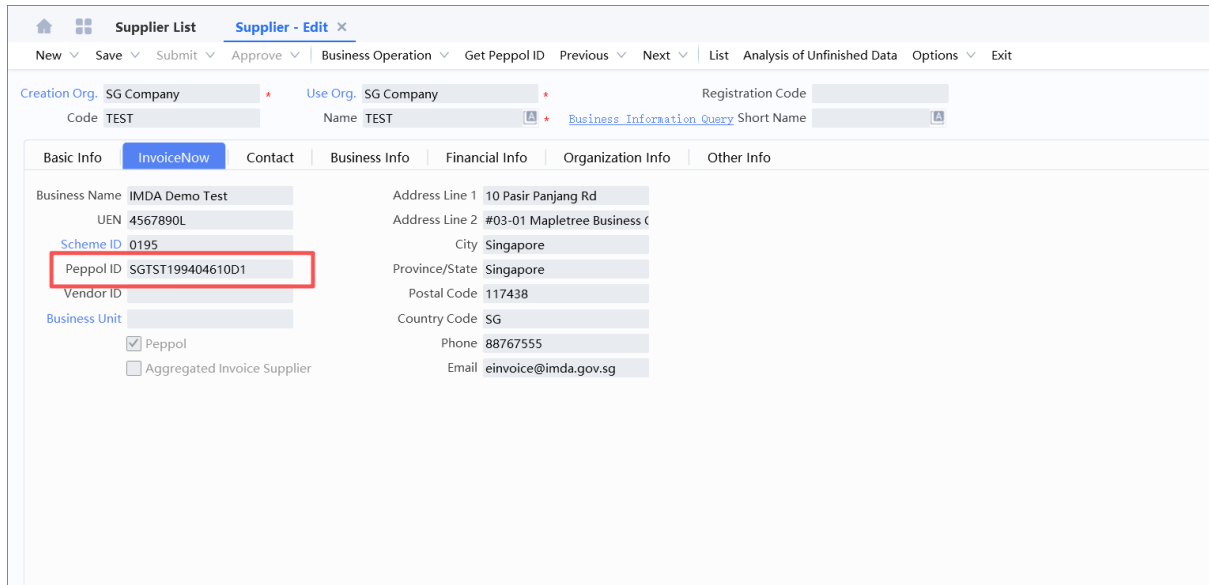
The screenshot shows a web application interface for managing GST InvoiceNow activation. At the top, there is a breadcrumb trail: "GST InvoiceNow Activation/Deactivation - Edit". Below this, there are navigation buttons: "Save", "Previous", "Next", and "Exit". The interface is divided into two tabs: "Basic Info" and "Others". Under "Basic Info", there is a text input field for "Peppol ID" containing "SGUEN202400014Z". To the right of this field are three buttons: "Get Activation Status", "Activate GST InvoiceNow", and "Deactivate GST InvoiceNow". Below the form is a table with the following data:

Date	Peppol ID	Operation	Status	Result
2025/3/8 01:42:17	SGUEN202400014Z	Get C5 Status	Error:404-Couldn't find C5 activation for c	("StatusCode":"404","Message":"Fail","ErrorCode":"404","ErrorMessage":"Couldn't fir
2025/3/8 01:42:36	SGUEN202400014Z	Activate C5	Success:Call activation successfully	("StatusCode":"200","Message":{"\signingLink":"https://kyc.test.peppolsmp.sg/c5-

2 Setting up Suppliers and Customers for e-invoicing

2.1 Supplier

User can maintain all InvoiceNow information for suppliers under the InvoiceNow tab. System will automatically retrieve the Peppol ID.



Supplier List [Supplier - Edit](#) ×

New Save Submit Approve Business Operation Get Peppol ID Previous Next List Analysis of Unfinished Data Options Exit

Creation Org. SG Company Use Org. SG Company Registration Code

Code TEST Name TEST Business Information Query Short Name

Basic Info **InvoiceNow** Contact Business Info Financial Info Organization Info Other Info

Business Name IMDA Demo Test Address Line 1 10 Pasir Panjang Rd

UEN 4567890L Address Line 2 #03-01 Mapletree Business C

Scheme ID 0195 City Singapore

Peppol ID SGTST199404610D1 Province/State Singapore

Vendor ID Postal Code 117438

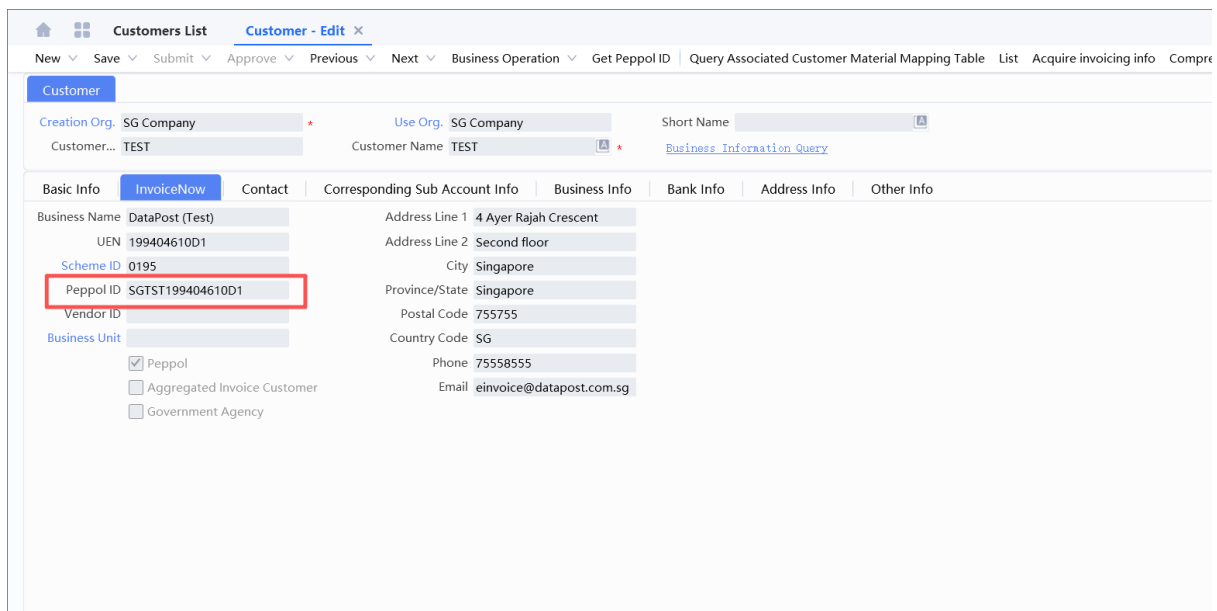
Business Unit Country Code SG

Peppol Phone 88767555

Aggregated Invoice Supplier Email einvoice@imda.gov.sg

2.2 Customer

User may maintain all InvoiceNow information for customers under the InvoiceNow tab. System will automatically retrieve the Peppol ID.



Customers List [Customer - Edit](#) ×

New Save Submit Approve Previous Next Business Operation Get Peppol ID Query Associated Customer Material Mapping Table List Acquire invoicing info Compr

Customer

Creation Org. SG Company Use Org. SG Company Short Name

Customer... TEST Customer Name TEST Business Information Query

Basic Info **InvoiceNow** Contact Corresponding Sub Account Info Business Info Bank Info Address Info Other Info

Business Name DataPost (Test) Address Line 1 4 Ayer Rajah Crescent

UEN 199404610D1 Address Line 2 Second floor

Scheme ID 0195 City Singapore

Peppol ID SGTST199404610D1 Province/State Singapore

Vendor ID Postal Code 755755

Business Unit Country Code SG

Peppol Phone 7558555

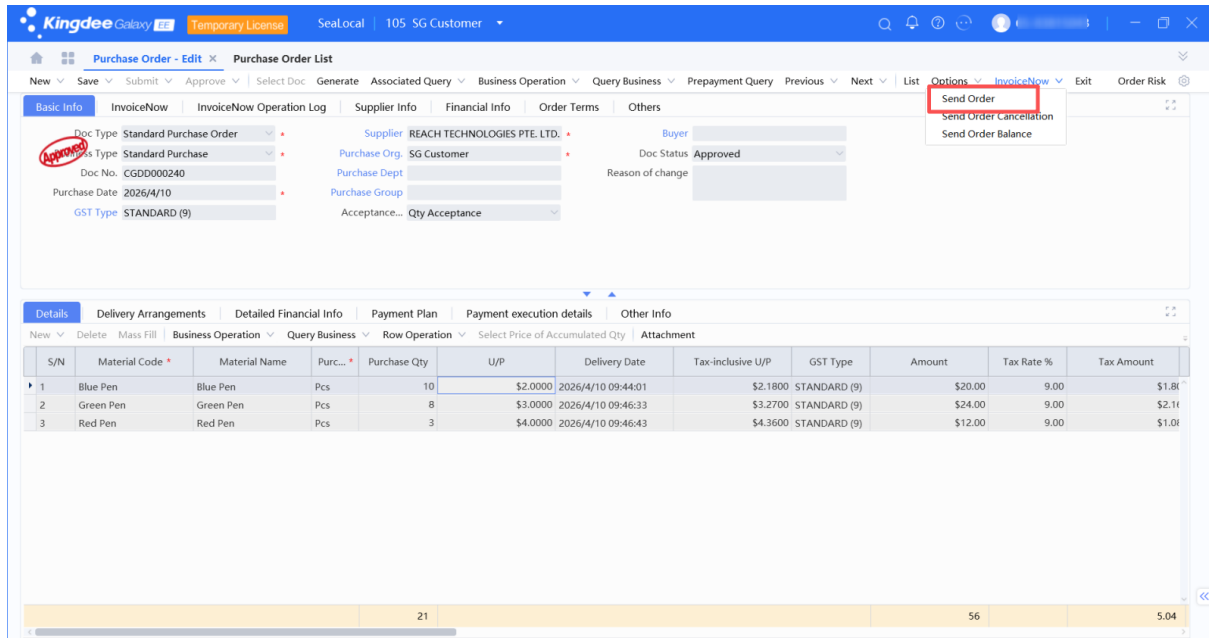
Aggregated Invoice Customer Email einvoice@datapost.com.sg

Government Agency

3 Daily Operations

3.1 Send Order to Supplier

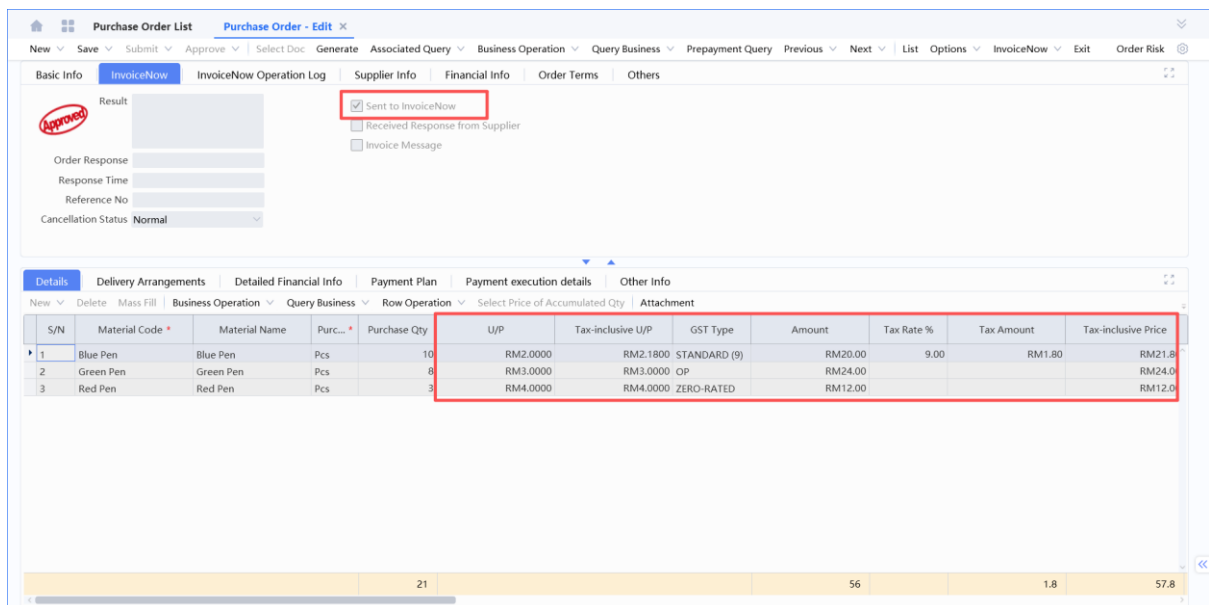
User may navigate to InvoiceNow and click on the Send Order button to send the purchase order to the related supplier.



The screenshot shows the Kingdee Galaxy interface for a Purchase Order. The 'InvoiceNow' menu is open, and the 'Send Order' option is highlighted with a red box. The form displays details for a purchase order from REACH TECHNOLOGIES PTE. LTD. with a status of 'Approved'.

S/N	Material Code	Material Name	Pur...	Purchase Qty	U/P	Delivery Date	Tax-inclusive U/P	GST Type	Amount	Tax Rate %	Tax Amount
1	Blue Pen	Blue Pen	Pcs	10	\$2.0000	2026/4/10 09:44:01	\$2.1800	STANDARD (9)	\$20.00	9.00	\$1.80
2	Green Pen	Green Pen	Pcs	8	\$3.0000	2026/4/10 09:46:33	\$3.2700	STANDARD (9)	\$24.00	9.00	\$2.11
3	Red Pen	Red Pen	Pcs	3	\$4.0000	2026/4/10 09:46:43	\$4.3600	STANDARD (9)	\$12.00	9.00	\$1.01
				21					56		5.04

Purchase Orders involving foreign currency and various GST Types can also be sent through InvoiceNow.



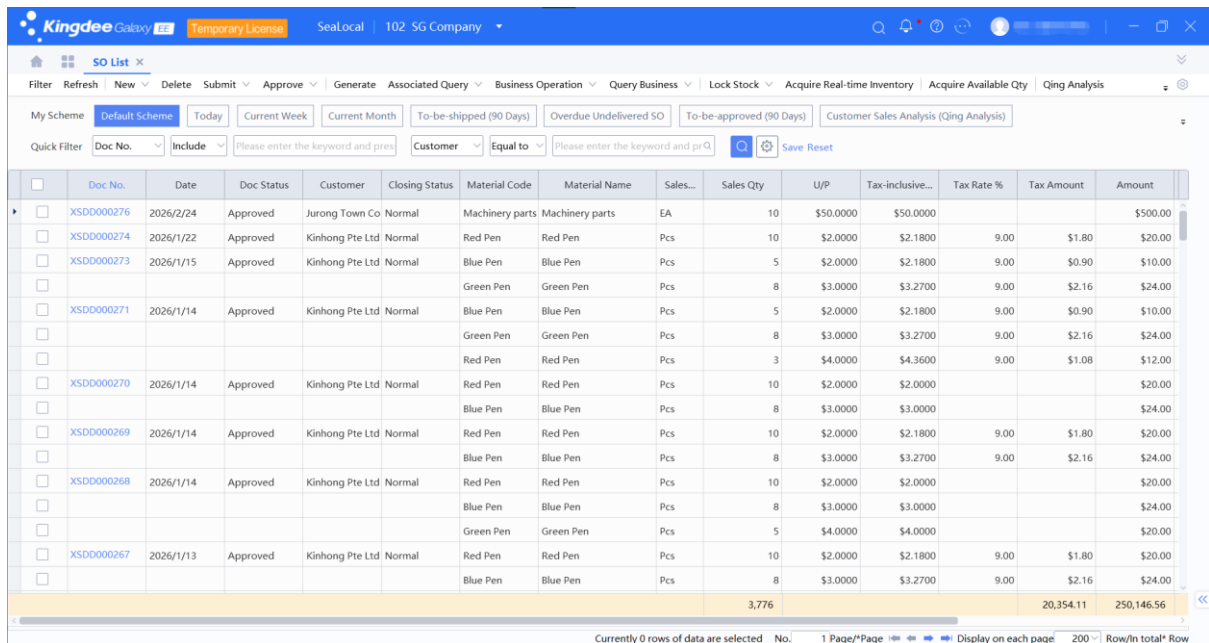
The screenshot shows the Kingdee Galaxy interface for a Purchase Order. The 'InvoiceNow' menu is open, and the 'Sent to InvoiceNow' checkbox is checked. The form displays details for a purchase order from REACH TECHNOLOGIES PTE. LTD. with a status of 'Approved'.

S/N	Material Code	Material Name	Pur...	Purchase Qty	U/P	Tax-inclusive U/P	GST Type	Amount	Tax Rate %	Tax Amount	Tax-inclusive Price
1	Blue Pen	Blue Pen	Pcs	10	RM2.0000	RM2.1800	STANDARD (9)	RM20.00	9.00	RM1.80	RM21.80
2	Green Pen	Green Pen	Pcs	8	RM3.0000	RM3.0000	OP	RM24.00			RM24.00
3	Red Pen	Red Pen	Pcs	3	RM4.0000	RM4.0000	ZERO-RATED	RM12.00			RM12.00
				21				56		1.8	57.8

3.2 Receive Order from Customer

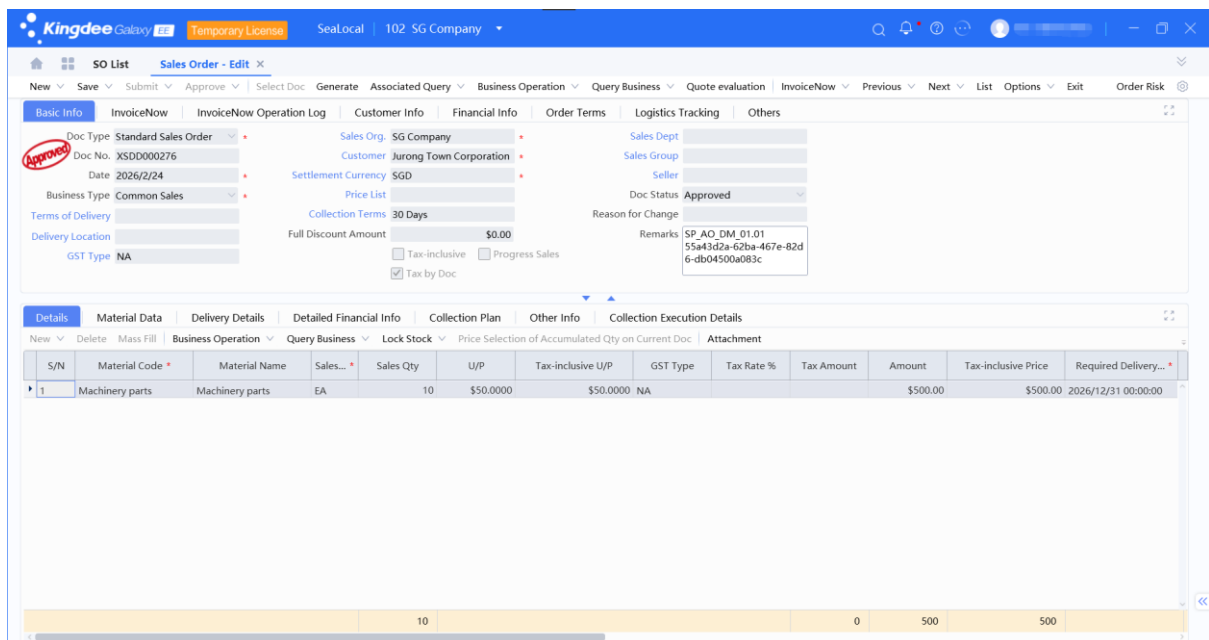
When the customer sends the order to the InvoiceNow network, seller will receive a sales order automatically created in the system.

User may find the Sales Order created in the Sales Order List.



Doc No.	Date	Doc Status	Customer	Closing Status	Material Code	Material Name	Sales...	Sales Qty	U/P	Tax-inclusive...	Tax Rate %	Tax Amount	Amount
XSD0000276	2026/2/24	Approved	Jurong Town Co	Normal	Machinery parts	Machinery parts	EA	10	\$50.0000	\$50.0000			\$500.00
XSD0000274	2026/1/22	Approved	Kinhong Pte Ltd	Normal	Red Pen	Red Pen	Pcs	10	\$2.0000	\$2.1800	9.00	\$1.80	\$20.00
XSD0000273	2026/1/15	Approved	Kinhong Pte Ltd	Normal	Blue Pen	Blue Pen	Pcs	5	\$2.0000	\$2.1800	9.00	\$0.90	\$10.00
					Green Pen	Green Pen	Pcs	8	\$3.0000	\$3.2700	9.00	\$2.16	\$24.00
XSD0000271	2026/1/14	Approved	Kinhong Pte Ltd	Normal	Blue Pen	Blue Pen	Pcs	5	\$2.0000	\$2.1800	9.00	\$0.90	\$10.00
					Green Pen	Green Pen	Pcs	8	\$3.0000	\$3.2700	9.00	\$2.16	\$24.00
					Red Pen	Red Pen	Pcs	3	\$4.0000	\$4.3600	9.00	\$1.08	\$12.00
XSD0000270	2026/1/14	Approved	Kinhong Pte Ltd	Normal	Red Pen	Red Pen	Pcs	10	\$2.0000	\$2.0000			\$20.00
					Blue Pen	Blue Pen	Pcs	8	\$3.0000	\$3.0000			\$24.00
XSD0000269	2026/1/14	Approved	Kinhong Pte Ltd	Normal	Red Pen	Red Pen	Pcs	10	\$2.0000	\$2.1800	9.00	\$1.80	\$20.00
					Blue Pen	Blue Pen	Pcs	8	\$3.0000	\$3.2700	9.00	\$2.16	\$24.00
XSD0000268	2026/1/14	Approved	Kinhong Pte Ltd	Normal	Red Pen	Red Pen	Pcs	10	\$2.0000	\$2.0000			\$20.00
					Blue Pen	Blue Pen	Pcs	8	\$3.0000	\$3.0000			\$24.00
					Green Pen	Green Pen	Pcs	5	\$4.0000	\$4.0000			\$20.00
XSD0000267	2026/1/13	Approved	Kinhong Pte Ltd	Normal	Red Pen	Red Pen	Pcs	10	\$2.0000	\$2.1800	9.00	\$1.80	\$20.00
					Blue Pen	Blue Pen	Pcs	8	\$3.0000	\$3.2700	9.00	\$2.16	\$24.00
								3,776				20,354.11	250,146.56

User may open the Sales Order to view the details.

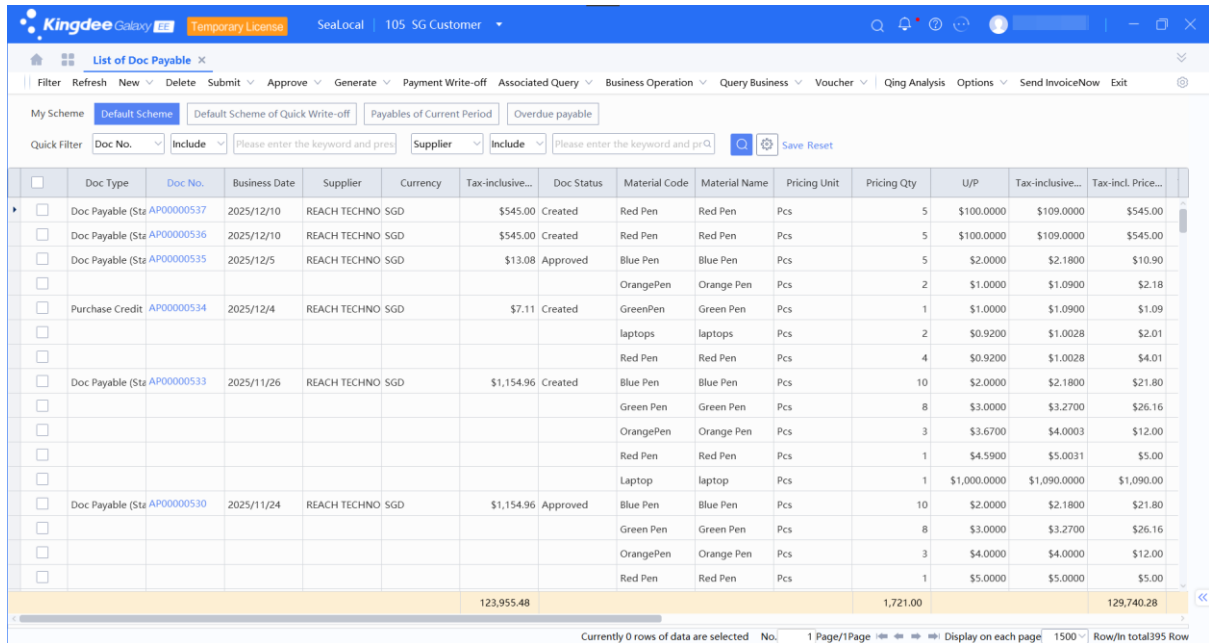


S/N	Material Code	Material Name	Sales...	Sales Qty	U/P	Tax-inclusive U/P	GST Type	Tax Rate %	Tax Amount	Amount	Tax-inclusive Price	Required Delivery...
1	Machinery parts	Machinery parts	EA	10	\$50.0000	\$50.0000	NA			\$500.00	\$500.00	2026/12/31 00:00:00
								10		0	500	500

3.3 Receive Peppol Purchase Invoice/Credit Note

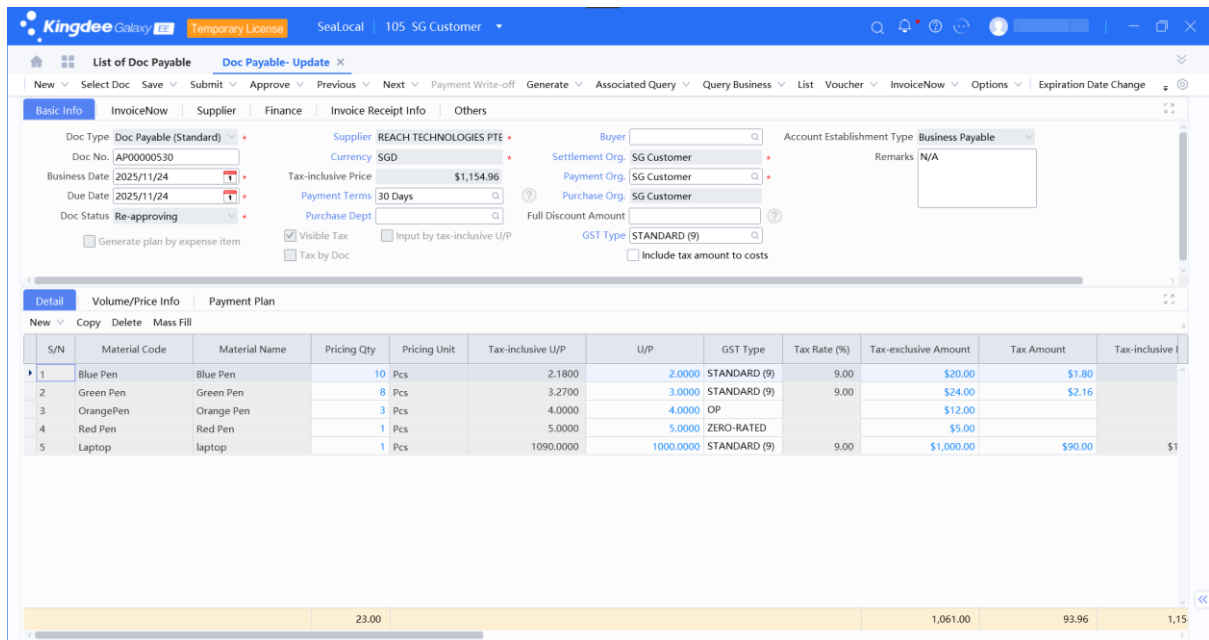
When the supplier sends the invoice to the InvoiceNow network, buyer will receive a purchase invoice automatically created in the system.

User can find the created Doc Payable (Purchase Invoice) in the List of Doc Payable.



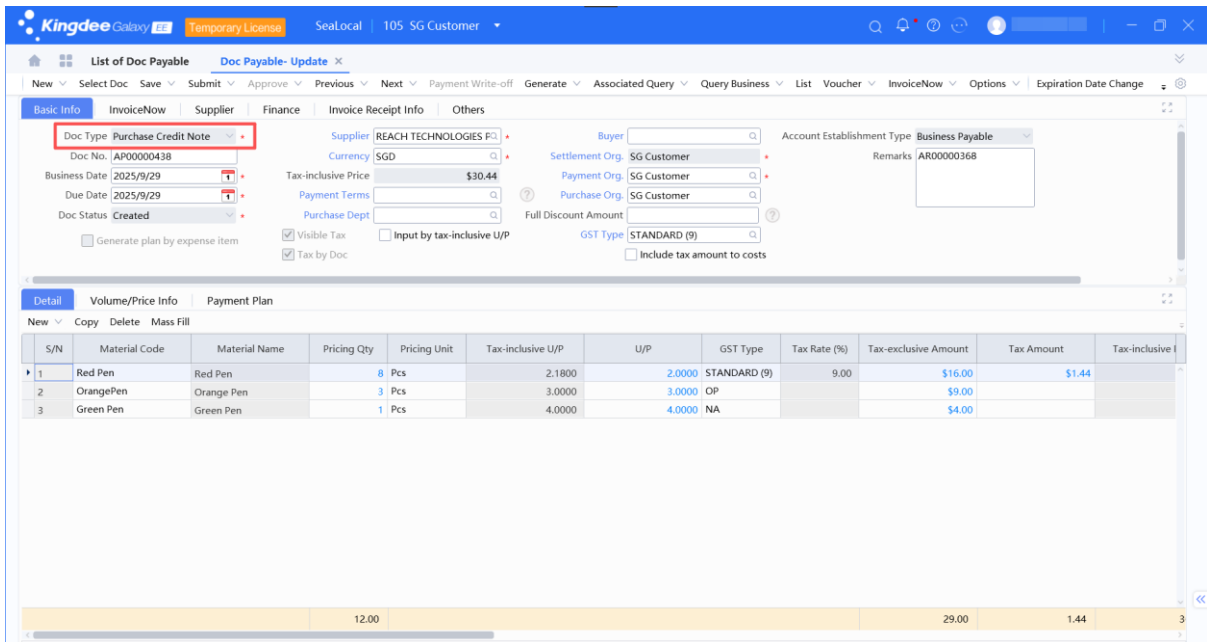
Doc Type	Doc No.	Business Date	Supplier	Currency	Tax-inclusive...	Doc Status	Material Code	Material Name	Pricing Unit	Pricing Qty	U/P	Tax-inclusive...	Tax-incl. Price...
Doc Payable (Sta)	AP00000537	2025/12/10	REACH TECHNO	SGD	\$545.00	Created	Red Pen	Red Pen	Pcs	5	\$100.0000	\$109.0000	\$545.00
Doc Payable (Sta)	AP00000536	2025/12/10	REACH TECHNO	SGD	\$545.00	Created	Red Pen	Red Pen	Pcs	5	\$100.0000	\$109.0000	\$545.00
Doc Payable (Sta)	AP00000535	2025/12/5	REACH TECHNO	SGD	\$13.08	Approved	Blue Pen	Blue Pen	Pcs	5	\$2.0000	\$2.1800	\$10.90
Purchase Credit	AP00000534	2025/12/4	REACH TECHNO	SGD	\$7.11	Created	OrangePen	Orange Pen	Pcs	2	\$1.0000	\$1.0900	\$2.18
							laptops	laptops	Pcs	2	\$0.9200	\$1.0028	\$2.01
							Red Pen	Red Pen	Pcs	4	\$0.9200	\$1.0028	\$4.01
Doc Payable (Sta)	AP00000533	2025/11/26	REACH TECHNO	SGD	\$1,154.96	Created	Blue Pen	Blue Pen	Pcs	10	\$2.0000	\$2.1800	\$21.80
							Green Pen	Green Pen	Pcs	8	\$3.0000	\$3.2700	\$26.16
							OrangePen	Orange Pen	Pcs	3	\$3.6700	\$4.0003	\$12.00
							Red Pen	Red Pen	Pcs	1	\$4.5900	\$5.0031	\$5.00
							Laptop	laptop	Pcs	1	\$1,000.0000	\$1,090.0000	\$1,090.00
Doc Payable (Sta)	AP00000530	2025/11/24	REACH TECHNO	SGD	\$1,154.96	Approved	Blue Pen	Blue Pen	Pcs	10	\$2.0000	\$2.1800	\$21.80
							Green Pen	Green Pen	Pcs	8	\$3.0000	\$3.2700	\$26.16
							OrangePen	Orange Pen	Pcs	3	\$4.0000	\$4.0000	\$12.00
							Red Pen	Red Pen	Pcs	1	\$5.0000	\$5.0000	\$5.00
											123,955.48	1,721.00	129,740.28

User may open the purchase invoice to view the details.



S/N	Material Code	Material Name	Pricing Qty	Pricing Unit	Tax-inclusive U/P	U/P	GST Type	Tax Rate (%)	Tax-exclusive Amount	Tax Amount	Tax-inclusive			
1	Blue Pen	Blue Pen	10	Pcs	2.1800	2.0000	STANDARD (9)	9.00	\$20.00	\$1.80				
2	Green Pen	Green Pen	8	Pcs	3.2700	3.0000	STANDARD (9)	9.00	\$24.00	\$2.16				
3	OrangePen	Orange Pen	3	Pcs	4.0000	4.0000	OP		\$12.00					
4	Red Pen	Red Pen	1	Pcs	5.0000	5.0000	ZERO-RATED		\$5.00					
5	Laptop	laptop	1	Pcs	1090.0000	1000.0000	STANDARD (9)	9.00	\$1,000.00	\$90.00	\$1,154.96			
											23.00	1,061.00	93.96	1,154.96

For Credit Note, system will automatically create the Doc Payable with the Doc Type “Purchase Credit Note”.



Basic Info

Doc Type: **Purchase Credit Note** (highlighted)

Doc No.: AP00000438

Business Date: 2025/9/29

Due Date: 2025/9/29

Doc Status: Created

Supplier: REACH TECHNOLOGIES PTE LTD

Currency: SGD

Tax-inclusive Price: \$30.44

Buyer: [Empty]

Settlement Org: SG Customer

Payment Org: SG Customer

Purchase Org: SG Customer

Account Establishment Type: Business Payable

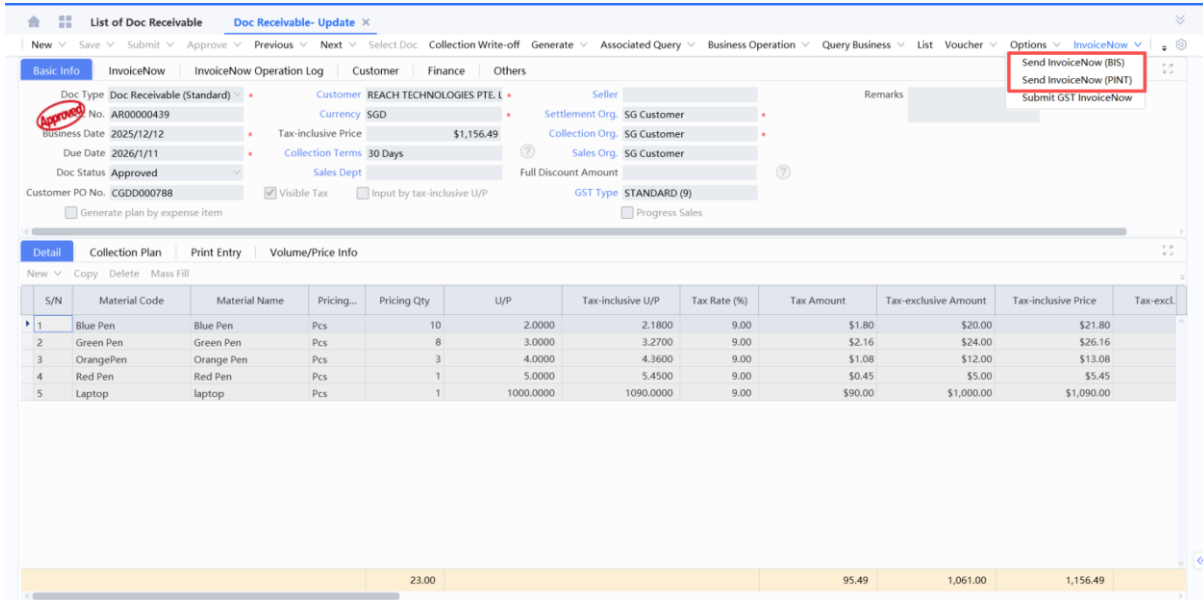
Remarks: AR00000368

Detail

S/N	Material Code	Material Name	Pricing Qty	Pricing Unit	Tax-inclusive U/P	U/P	GST Type	Tax Rate (%)	Tax-exclusive Amount	Tax Amount	Tax-inclusive
1	Red Pen	Red Pen	8	Pcs	2.1800	2.0000	STANDARD (9)	9.00	\$16.00	\$1.44	
2	OrangePen	Orange Pen	3	Pcs	3.0000	3.0000	OP		\$9.00		
3	Green Pen	Green Pen	1	Pcs	4.0000	4.0000	NA		\$4.00		
					12.00				29.00	1.44	3

3.4 Send Peppol Sales Invoice/Credit Note

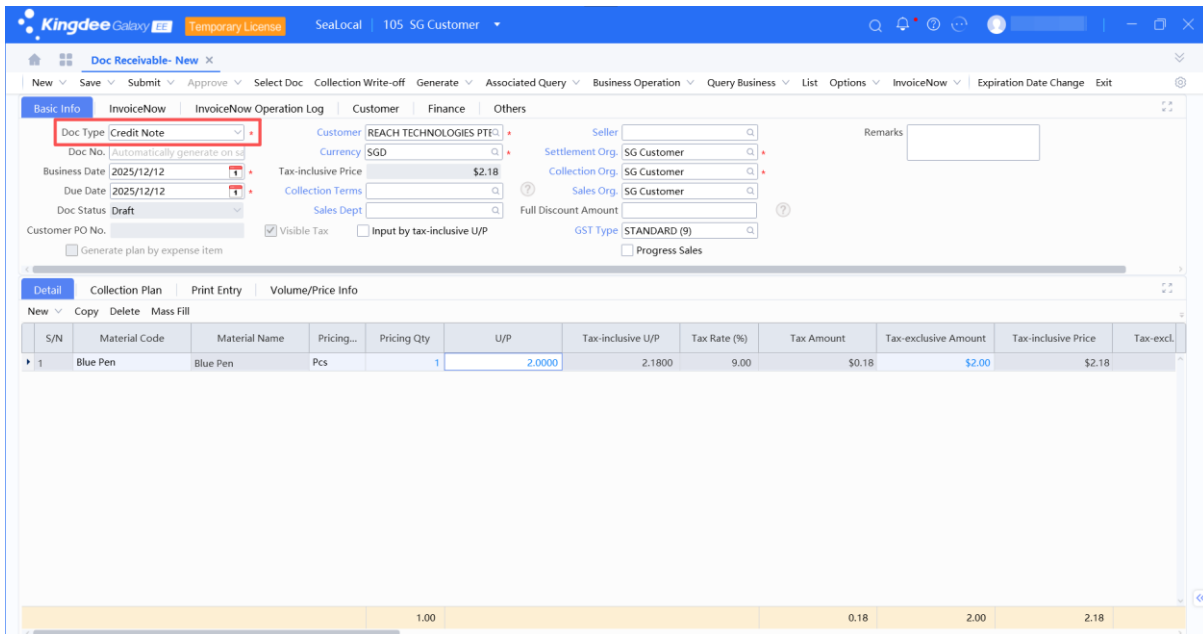
After the sales invoice is confirmed and approved, user may navigate to InvoiceNow and click **Send InvoiceNow** button via BIS or PINT.



The screenshot shows the 'List of Doc Receivable' window with the 'Doc Receivable - Update' tab selected. The document is marked as 'Approved' and has a business date of 2025/12/12. The total tax-inclusive price is \$1,156.49. The 'Options' menu is open, showing 'Send InvoiceNow (BIS)' and 'Send InvoiceNow (PINT)' options.

S/N	Material Code	Material Name	Pricing...	Pricing Qty	U/P	Tax-inclusive U/P	Tax Rate (%)	Tax Amount	Tax-exclusive Amount	Tax-inclusive Price	Tax-excl.
1	Blue Pen	Blue Pen	Pcs	10	2.0000	2.1800	9.00	\$1.80	\$20.00	\$21.80	
2	Green Pen	Green Pen	Pcs	8	3.0000	3.2700	9.00	\$2.16	\$24.00	\$26.16	
3	OrangePen	Orange Pen	Pcs	3	4.0000	4.3600	9.00	\$1.08	\$12.00	\$13.08	
4	Red Pen	Red Pen	Pcs	1	5.0000	5.4500	9.00	\$0.45	\$5.00	\$5.45	
5	Laptop	laptop	Pcs	1	1000.0000	1090.0000	9.00	\$90.00	\$1,000.00	\$1,090.00	
					23.00			95.49	1,061.00	1,156.49	

Sales Invoices and Credit Note share the same process. Use **Credit Note** as the document type for credit notes.



The screenshot shows the 'Doc Receivable - New' window. The 'Doc Type' is set to 'Credit Note'. The business date is 2025/12/12 and the tax-inclusive price is \$2.18. The 'Options' menu is open, showing 'Send InvoiceNow (BIS)' and 'Send InvoiceNow (PINT)' options.

S/N	Material Code	Material Name	Pricing...	Pricing Qty	U/P	Tax-inclusive U/P	Tax Rate (%)	Tax Amount	Tax-exclusive Amount	Tax-inclusive Price	Tax-excl.
1	Blue Pen	Blue Pen	Pcs	1	2.0000	2.1800	9.00	\$0.18	\$2.00	\$2.18	
					1.00			0.18	2.00	2.18	

-Doc End-