

INVOICENOW-USER GUIDE

Reference No.: InvoiceNowGuide.001

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Date: 12th Dec 2025

Reach Technologies Pte. Ltd.

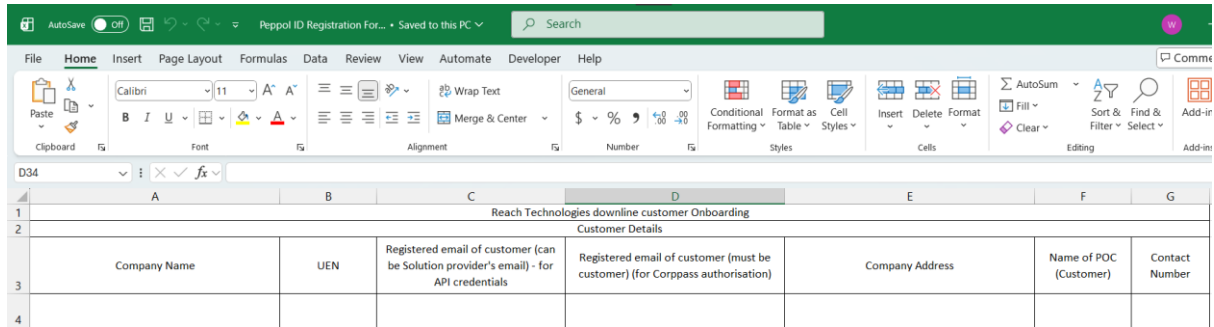
Contents

1	Step-by-step Peppol ID Registration and GST Activation.....	1
1.1	Peppol ID Registration.....	1
1.2	GST InvoiceNow Activation	3
2	Setting up Suppliers and Customers for e-invoicing.....	6
2.1	Supplier	6
2.2	Customer	6
3	Daily Operations	7
3.1	Receive Peppol Purchase Invoice/Credit Note	7
3.2	Send Peppol Sales Invoice/Credit Note.....	9

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

1.1 Peppol ID Registration

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



Reach Technologies downline customer Onboarding						
Customer Details						
Company Name	UEN	Registered email of customer (can be Solution provider's email) - for API credentials	Registered email of customer (must be customer) (for Corppass authorisation)	Company Address	Name of POC (Customer)	Contact Number

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



Peppol ID Registration Form.xlsx
15 KB

[Reply](#)
[Reply All](#)
[Forward](#)
[...](#)

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.

Participants

Filter

+ New Participant

Name	Organization	Date registered	Participant Identifier	SMK / Directory	KYC
	DataPost Pte Ltd	4 hours ago	0195-SGTST197301848N		

Participant Lookup

Edit

Delete

Active in SMK/DP

Yes

KYC state

Confirmed

Date registered

2025-01-06 03:52:20.0

Signing method

PDF Authorisation Document, For Test Acct.pdf (17 kB)

Replace PDF

Registered by

Praven Kumar

Signed

true

Organization

DataPost Pte Ltd

Signer

Louisa Loh

Scheme agency name

ISO (International Organization for Standardization)

Sign date

2025-01-06T15:05:17+08:00

Participant identifier

Business entity

Name

Country Code

SG

Contacts

Documents and Access Points

Documents

Datapost

PEPPOL BIS Billing v3 CreditNote UBL (160)

PEPPOL BIS Billing v3 Invoice UBL (156)

PEPPOL Invoice Response 3.0 (173)

PEPPOL Order 3.0 (176)

PEPPOL Order 3.0 (179)

PEPPOL Order Agreement 3.0 (181)

PEPPOL Order Response 3.0 (180)

Peppol PINT CreditNote v1.0* (wildcard) (261)

Peppol PINT Invoice v1.0* (wildcard) (257)

SG PEPPOL BIS Billing 3.0 Credit Note (169)

SG PEPPOL BIS Billing 3.0 Invoice (168)

SG PINT CreditNote v1.0* (wildcard) (269)

SG PINT Invoice v1.0* (wildcard) (268)

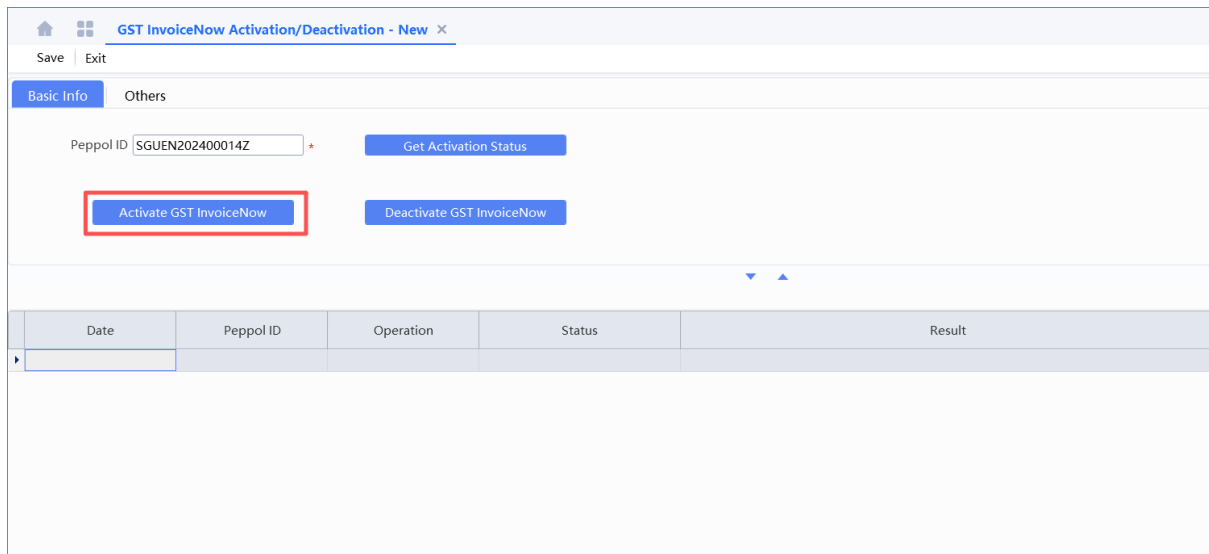
1.2 GST InvoiceNow Activation

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.

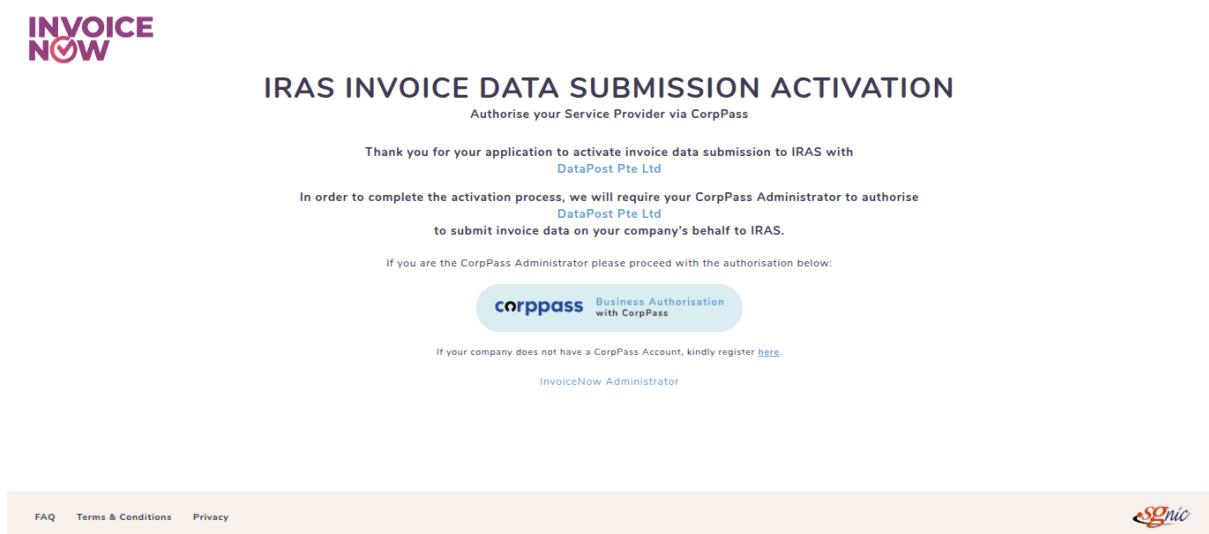
Click Activate GST InvoiceNow

This starts the activation process of your Peppol ID.

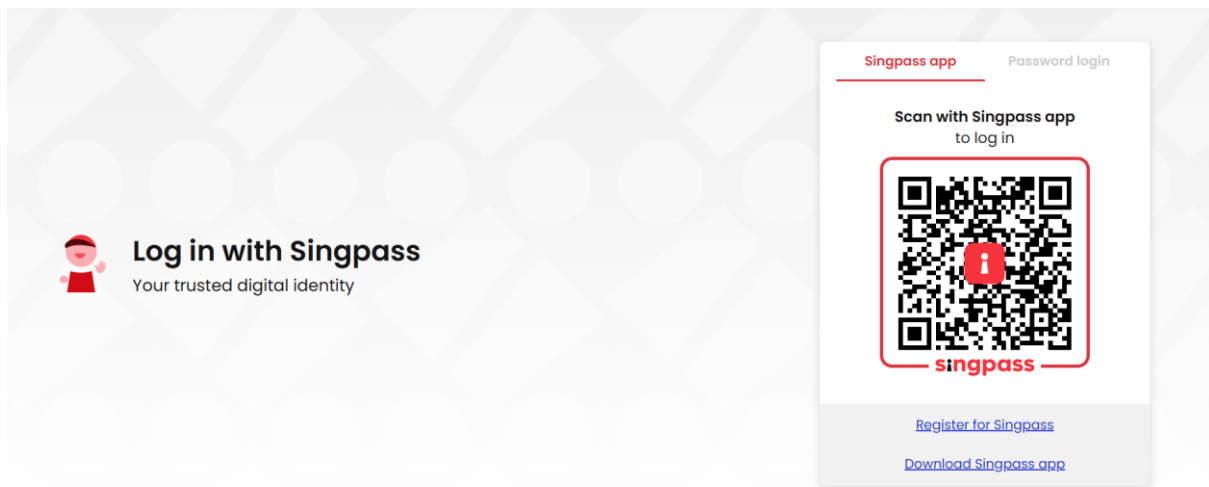


Step 3: CorpPass Authorization

System will redirect to the CorpPass Business Authorization Page.

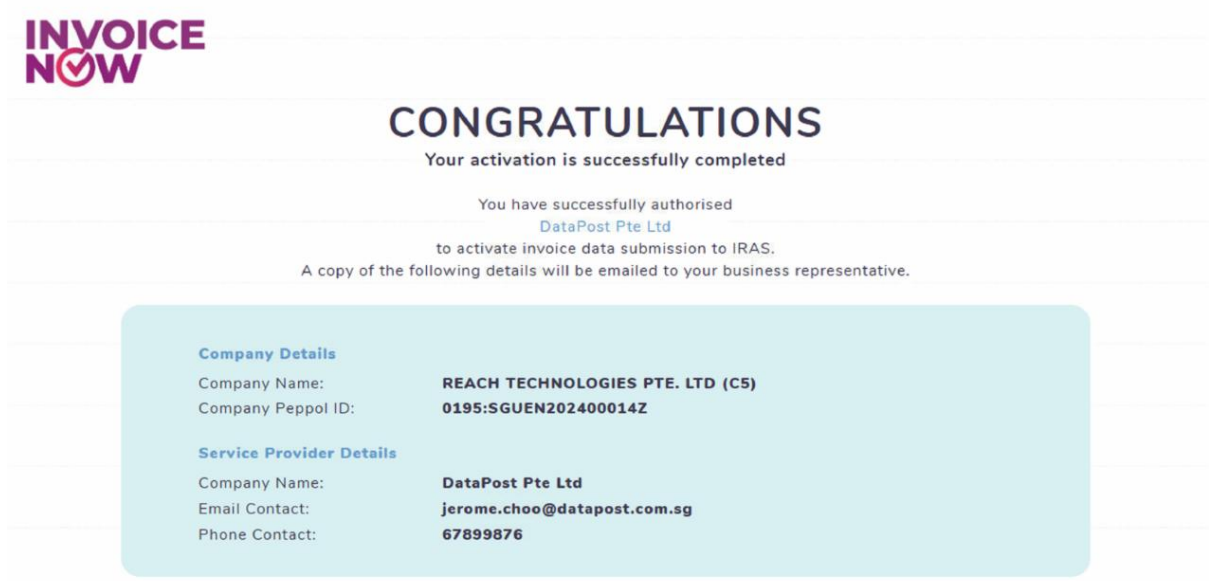


The CorpPass Administrator of the company must log in to CorpPass and authorize the service provider (DataPost Pte Ltd) to transmit invoice data to IRAS.



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.

GST InvoiceNow Activation/Deactivation - Edit

Save Previous Next Exit

Basic Info Others

Peppol ID SGUEN202400014Z
Get Activation Status

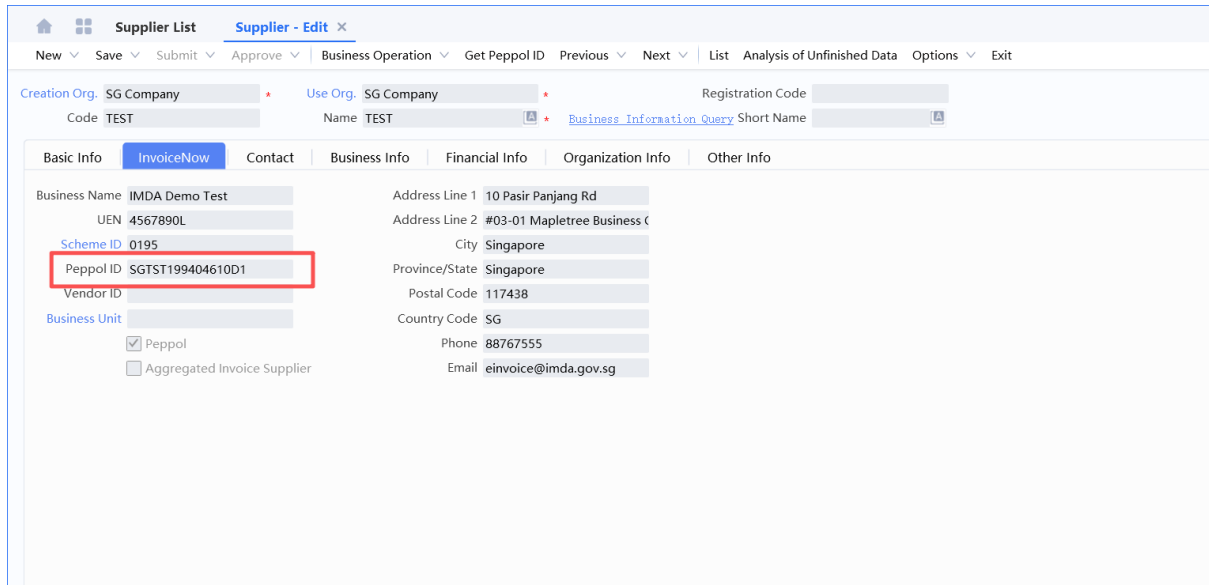
Activate GST InvoiceNow Deactivate GST InvoiceNow

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 find C5 activation for c")
2025/3/8 01:42:36	SGUEN202400014Z	Activate C5	Success:Call activation successfully	("statusCode":"200","message":{"signingLink":"https://kyc.test.peppolsmp.sg/c5-activation/SGUEN202400014Z/"},"errorCode":"200","errorMessage":"Success:Call activation successfully")

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

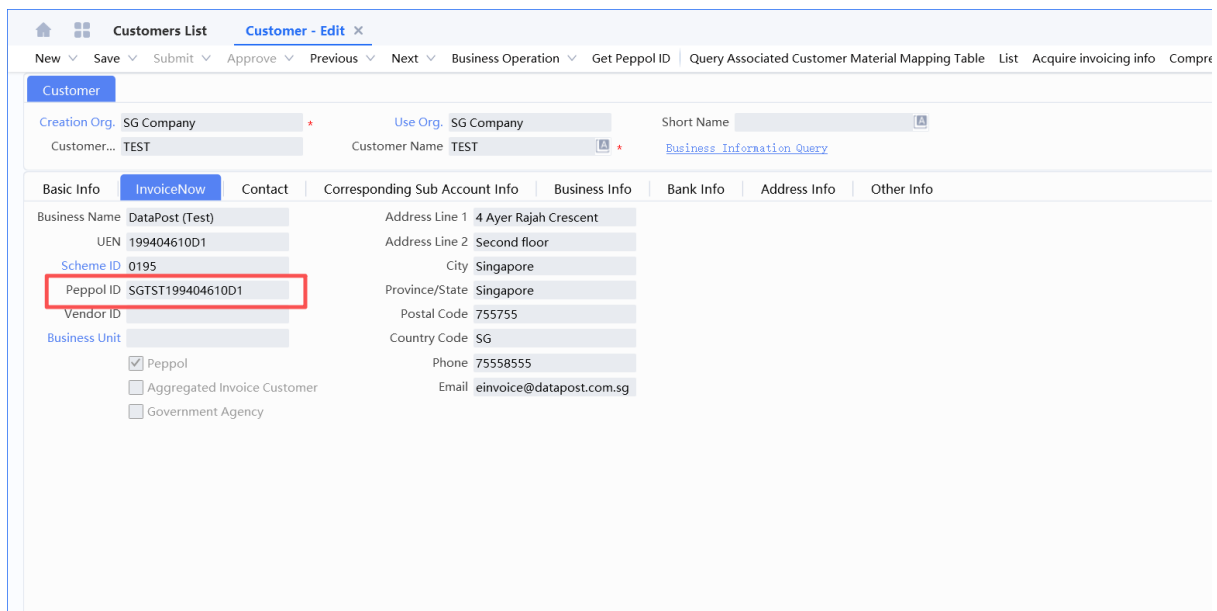
Creation Org. SG Company Use Org. SG Company Registration Code
 Code TEST Name TEST [Business Information Query](#) Short Name

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 Compre

Customer

Creation Org. SG Company Use Org. SG Company Short Name
 Customer... TEST Customer Name TEST [Business Information Query](#)

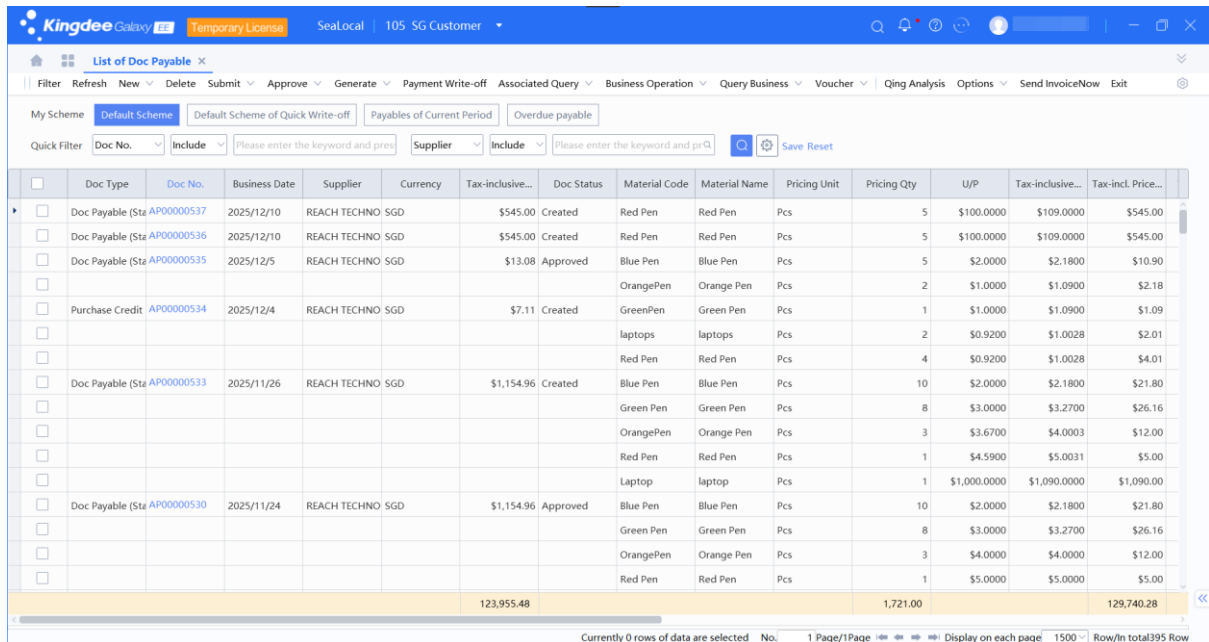
Basic Info **InvoiceNow** Contact Corresponding Sub Account Info Business Info Bank Info Address Info Other Info

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 75558555
☐ Aggregated Invoice Customer Email einvoice@datapost.com.sg
☐ Government Agency

3 Daily Operations

3.1 Receive Peppol Purchase Invoice/Credit Note

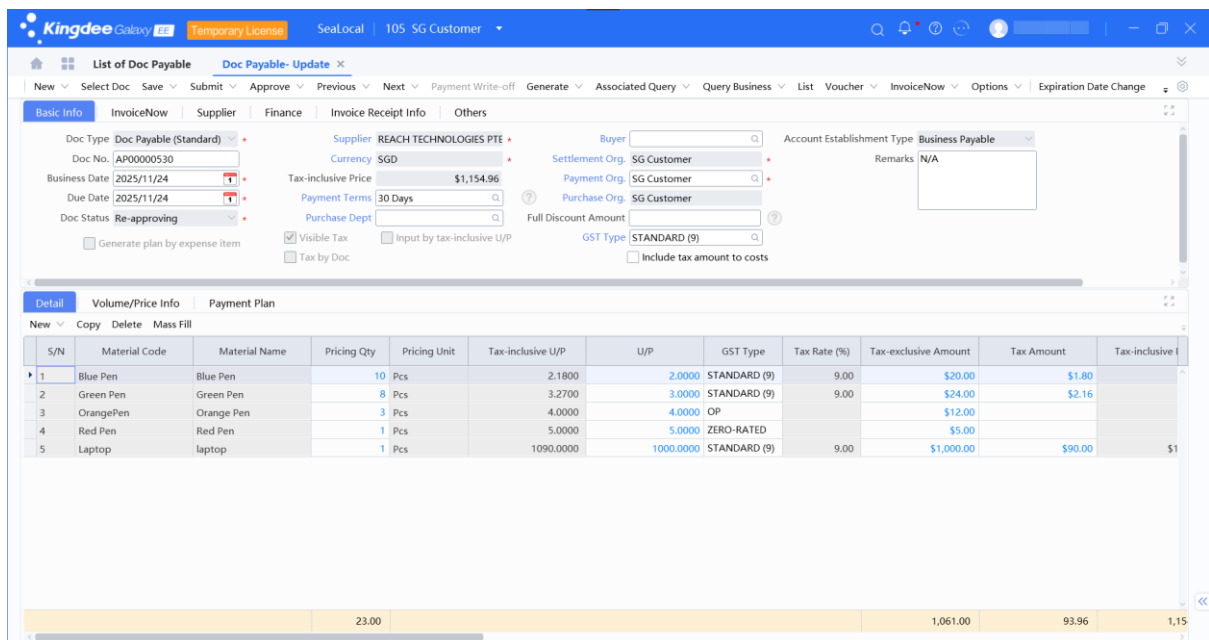
User can find the created Doc Payable (Purchase Invoice) in the List of Doc Payable.



The screenshot shows the 'List of Doc Payable' window in Kingdee Galaxy. The window has a top menu bar with options like Filter, Refresh, New, Delete, Submit, Approve, Generate, Payment Write-off, Associated Query, Business Operation, Query Business, Voucher, Qing Analysis, Options, Send InvoiceNow, and Exit. Below the menu is a 'My Scheme' section with 'Default Scheme' selected. A 'Quick Filter' section allows filtering by 'Doc No.' and 'Supplier'. The main table lists various documents with columns for Doc Type, Doc No., Business Date, Supplier, Currency, Tax-inclusive..., Doc Status, Material Code, Material Name, Pricing Unit, Pricing Qty, U/P, Tax-inclusive..., and Tax-incl. Price... The table contains several rows of data, including Doc Payable and Purchase Credit entries. At the bottom, a summary row shows totals for Tax-inclusive..., U/P, and Tax-incl. Price... The status bar at the bottom indicates 'Currently 0 rows of data are selected' and '1 Page/1Page'.

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	GreenPen	Green Pen	Pcs	1	\$1.0000	\$1.0900	\$1.09
							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.



The screenshot shows the 'Doc Payable - Update' window in Kingdee Galaxy. The window has a top menu bar with options like New, Select Doc, Save, Submit, Approve, Previous, Next, Payment Write-off, Generate, Associated Query, Query Business, List, Voucher, InvoiceNow, Options, and Expiration Date Change. Below the menu is a 'Basic Info' section with fields for Doc Type, Doc No., Business Date, Due Date, Doc Status, Supplier, Currency, Tax-inclusive Price, Payment Terms, Purchase Dept, and Account Establishment Type. The 'Detail' section shows a table with columns for 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, and Tax-inclusive... The table contains 5 rows of data, including Blue Pen, Green Pen, OrangePen, Red Pen, and Laptop entries. At the bottom, a summary row shows totals for Tax-inclusive..., U/P, Tax-exclusive Amount, Tax Amount, and Tax-inclusive... The status bar at the bottom indicates '23.00' and '1,061.00'.

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	\$1,090.00
					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”.

Kingdee Galaxy | Temporary License | SeaLocal | 105 SG Customer

List of Doc Payable | Doc Payable-Update

New | Select Doc | Save | Submit | Approve | Previous | Next | Payment Write-off | Generate | Associated Query | Query Business | List | Voucher | InvoiceNow | Options | Expiration Date Change

Basic Info | InvoiceNow | Supplier | Finance | Invoice Receipt Info | Others

Doc Type: **Purchase Credit Note** | Supplier: REACH TECHNOLOGIES PTE LTD | Buyer: | Account Establishment Type: Business Payable

Doc No: AP00000438 | Currency: SGD | Settlement Org: SG Customer | Remarks: AR00000368

Business Date: 2025/9/29 | Tax-Inclusive Price: \$30.44 | Payment Org: SG Customer

Due Date: 2025/9/29 | Payment Terms: | Purchase Org: SG Customer

Doc Status: Created | Purchase Dept: | Full Discount Amount: | GST Type: STANDARD (9)

☐ Generate plan by expense item | ☒ Visible Tax | ☐ Input by tax-inclusive U/P | ☐ Include tax amount to costs

☒ Tax by Doc

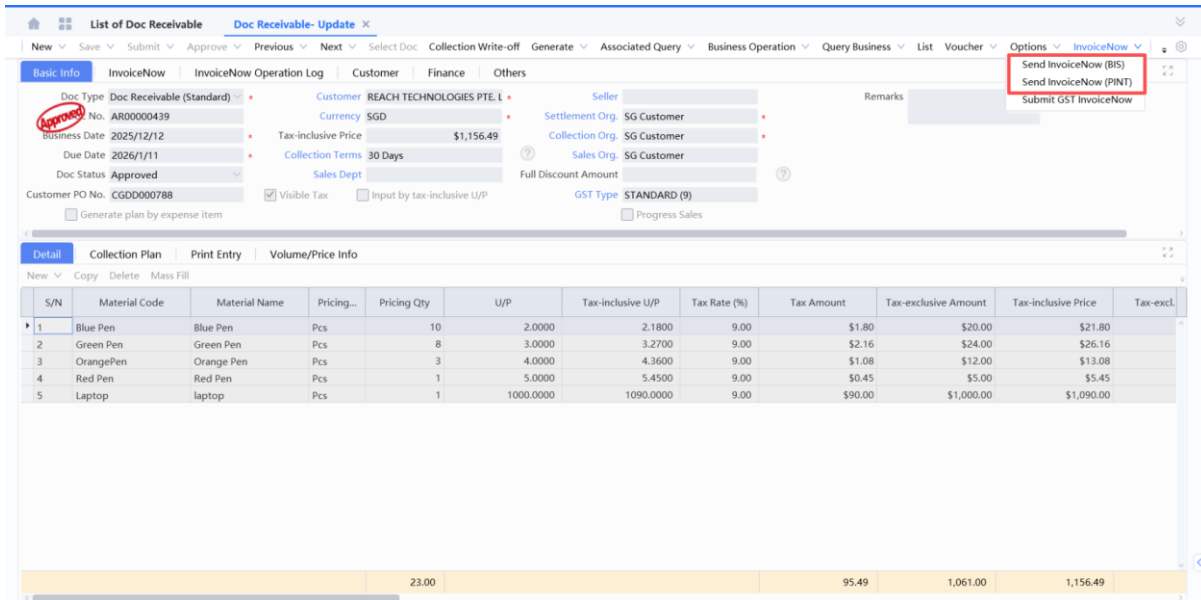
Detail | Volume/Price Info | Payment Plan

New | Copy | Delete | Mass Fill

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

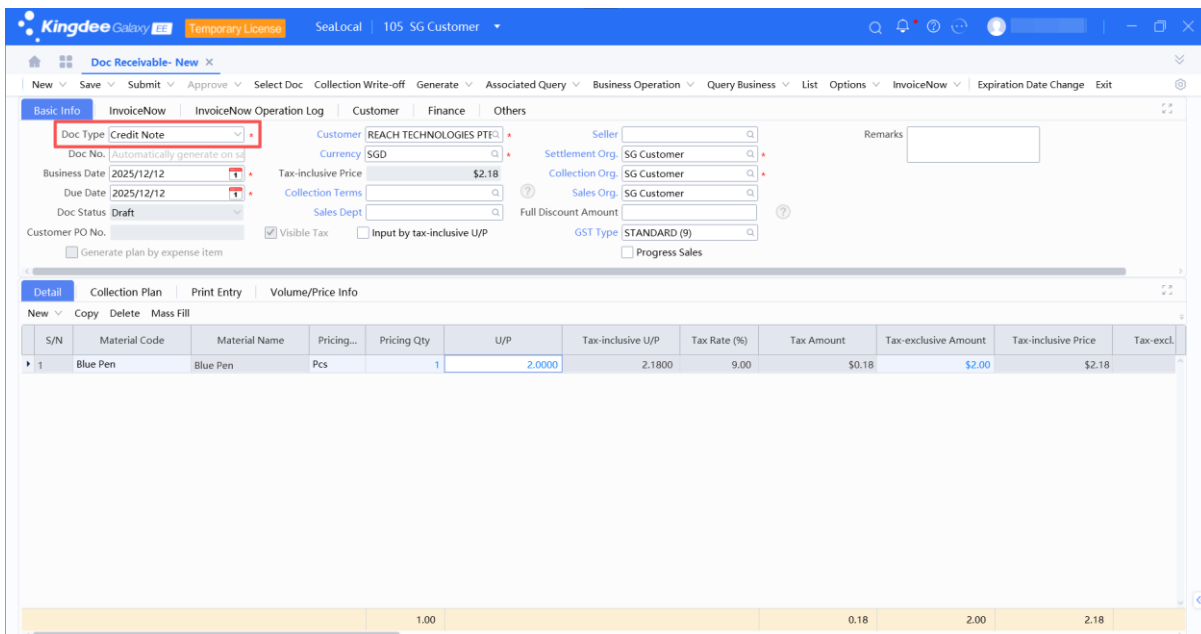
3.2 Send Peppol Sales Invoice/Credit Note

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



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.



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-