

Advance Ordering - INFO ACCOUNTING

Advance Ordering:

InvoiceNow is introducing enhanced features to simplify and automate the ordering and invoicing process. The new **Advanced Ordering** capability supports purchase orders along with changes and cancellations, and is complemented by the **SG BIS Order Balance** specification.

These improvements enable sellers to automate approval, picking, and invoicing workflows, while vendors can generate invoices directly from purchase orders issued by public entities. For buyers, invoice approval and accounting can be automated, and ordering can be structured using catalogues.

Key Functions Supported:

- 1. Send Order**
The purchasing organization can place structured orders for goods or services using free text or identifiers, referencing catalogues in paper or electronic form.
- 2. Change Order by Purchasing Organization**
The organization may update orders before delivery preparation. The supplier can accept or reject these changes.
- 3. Change Order by Supplier**
The supplier can propose changes to accepted orders, such as delivery dates or product substitutions. The organization may accept or reject these changes.
- 4. Cancel Order by Purchasing Organization**
The organization can cancel orders prior to delivery preparation, subject to agreed deadlines. The supplier may accept or reject cancellations.
- 5. Cancel Order by Supplier**
The supplier may cancel orders due to capacity constraints or other reasons, following agreed deadlines. The organization must confirm receipt of cancellations.

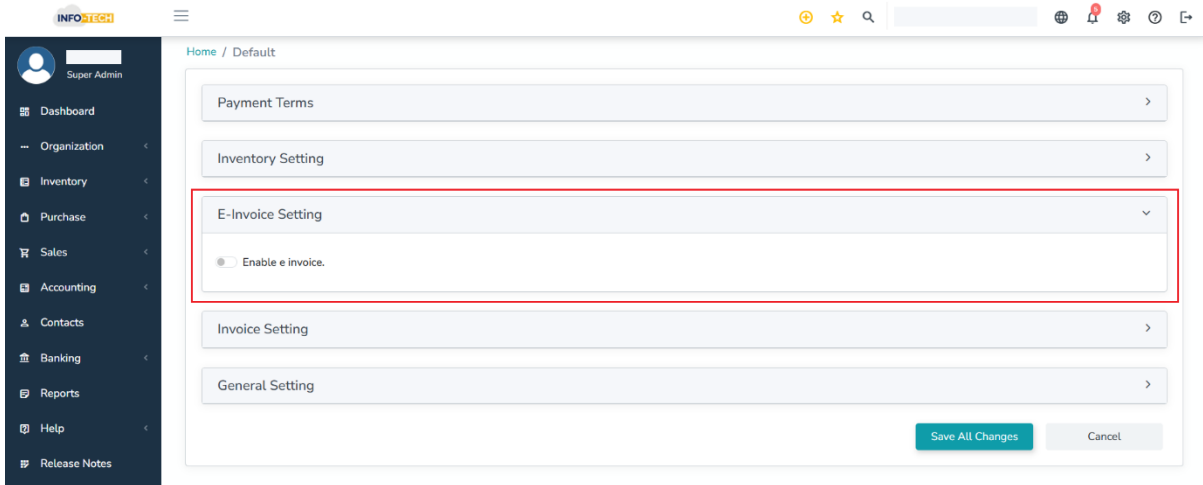
Order Balance:

Order Balance provides real-time visibility of remaining quantities in an order, ensuring accuracy and reducing manual intervention. After partial deliveries and billing, the procuring organization calculates the outstanding quantity and shares it with the supplier. This helps suppliers align their records and plan deliveries effectively, while enabling automated invoice processing for the organization. By keeping both parties synchronized, Order Balance minimizes discrepancies and supports efficient order fulfilment.

How to Setup e-Invoice:

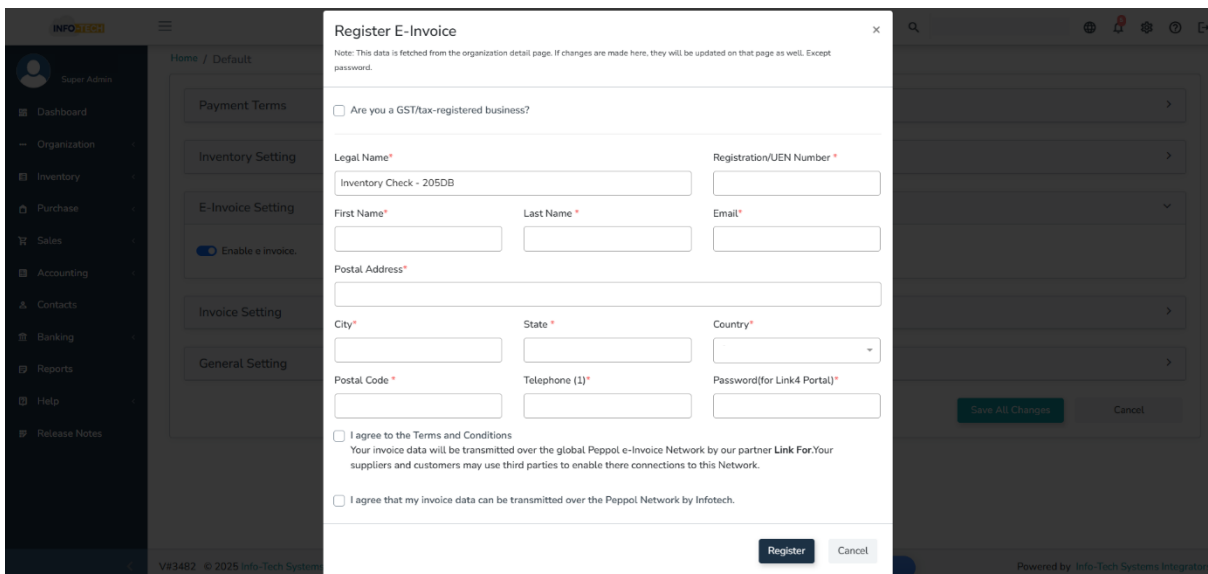
Step 1: E-Invoice User Registration:

Go to Settings -> Default Setting -> E-Invoice Setting -> Enable E-Invoice.



On enabling the E-Invoice, the Register E-Invoice popup for the user registration with access point provider (Link4) will be shown. Fill your organization information in below screen with password which you required to access to Link4 access point and submit. The data will be fetched from the organization detail page. If changes are made here, they will be updated on that page as well. Except password.

Note: Please fill the Registration Number, Postal Address and the Email ID in the organization details page in prior to this step.



Once the registration is done, the system will show the 'Peppol network account is active' label.

Payment Terms >

Inventory Setting >

E-Invoice Setting ▾

Enable e invoice. The peppol network account is active.

Enable C5.

Note: To send invoices to IRAS, C5 activation is required. The activation request will send to Service Metadata Publisher (SMP). You will receive an email with instructions to activate your account. Please complete the activation to proceed.

Invoice Setting >

Save All Changes Cancel

In case the Peppol network is inactive, the user should activate it by logging in to the Access Point provider. The user will receive an email to activate invoice data submission to IRAS, which includes a link directing the user to the Corppass page. Once logged in to Corppass, the user must authorize the service provider. The user will also receive a confirmation email regarding the same.

Note:

For the users without Corppass account, they should register for Corppass with the link provided in the same email.



INVOICENOW REGISTRATION

Authorise your Service Provider via CorpPass

Thank you for your application for an InvoiceNow account with

In order to complete the registration process, we will require your CorpPass Administrator to authorise
to connect your company to the InvoiceNow network.

If you are the CorpPass Administration 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



CONGRATULATIONS

Your registration is successfully completed

You have successfully authorised

to connect your company on the InvoiceNow network.

A copy of the following details will be emailed to your business representative.

Company Details

Company Name: _____
Company Peppol ID: _____
Business Representative: _____
Business Rep. Email: _____

Service Provider Details

Company Name: _____
Email Contact: _____
Phone Contact: _____

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



After this is done, the system will display the label **'Peppol network account is active.'**

Step 2: Enable INVOICENOW Setting in Default Settings Page:

To send invoices to IRAS, INVOICENOW activation is necessary. The activation request will be sent to the Service Metadata Publisher (SMP).

Home / Default

Payment Terms >

Inventory Setting >

E-Invoice Setting ▾

Enable e invoice. The peppol network account is active.

Enable C5. C5 is inactive.

Note: To send invoices to IRAS, C5 activation is required. The activation request will send to Service Metadata Publisher (SMP). You will receive an email with instructions to activate your account. Please complete the activation to proceed.

Invoice Setting >

Save All Changes Cancel

Users will receive an email with instructions to activate their account. Once activated, users can send invoices to IRAS.

☰

Information! C5 Activation Initiate, You will receive an Email to Active

Do you want to show confirmation if the price list is applied?

Do you want to enable negative inventory for tracked items? ⓘ
Note: Negative Stock not applicable for Batch & Serial Number tracking items

Save Changes

E-Invoice Setting ▾

Enable e invoice. The peppol network account is active.

Enable C5. C5 activation inprogress.

Note: To send invoices to IRAS, C5 activation is required. The activation request will send to Service Metadata Publisher (SMP). You will receive an email with instructions to activate your account. Please complete the activation to proceed.

Register CorpPass:

Ensure that your CorpPass account is registered. This is a prerequisite for authorizing your service provider.

Authorize Service Provider:

You will receive an email prompting you to authorize your service provider. Follow the instructions in the email to complete the authorization.



IRAS INVOICE DATA SUBMISSION ACTIVATION

Authorise your Service Provider via CorpPass

Thank you for your application to activate invoice data submission to IRAS with [redacted]

In order to complete the activation process, we will require your CorpPass Administrator to authorise [redacted] to submit invoice data on your company's behalf to IRAS.

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



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

InvoiceNow Administrator



Receive Confirmation Email:

After successfully registered, you will receive a confirmation email. This email confirms that your INVOICENOW activation is successfully completed.



CONGRATULATIONS

Your GST InvoiceNow submission activation is successfully completed.

You have successfully authorised [redacted]

to transmit your invoice data to IRAS.

A copy of the following details will be emailed to your business representative.

Company Details

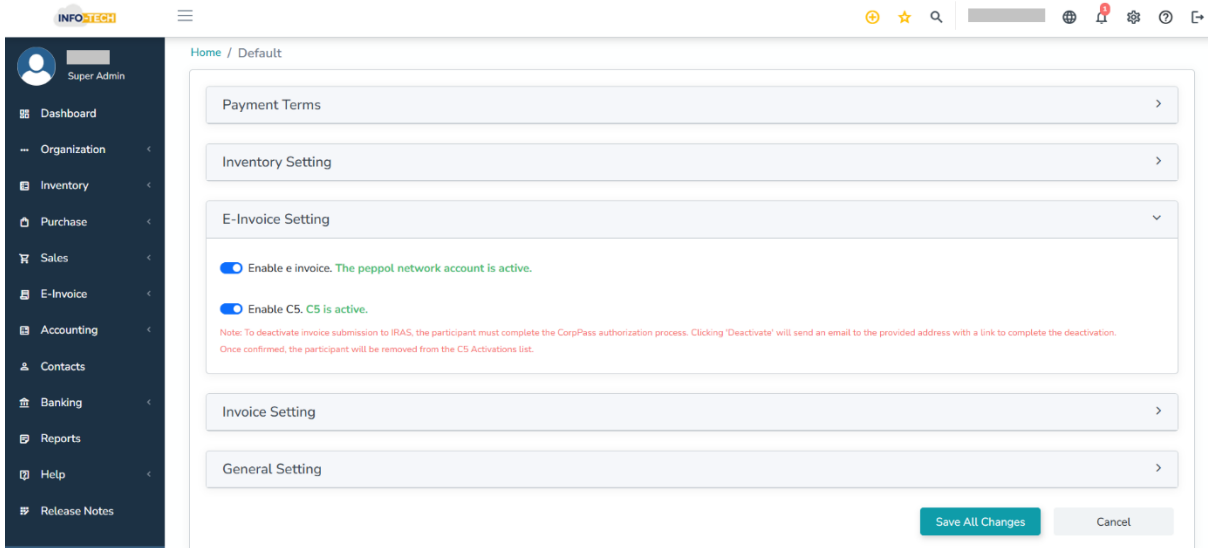
Company Name: [redacted]
Company Peppol ID: [redacted]
Business Representative: [redacted]
Business Rep. Email: [redacted]

Service Provider Details

Company Name: [redacted]
Email Contact: [redacted]
Phone Contact: [redacted]



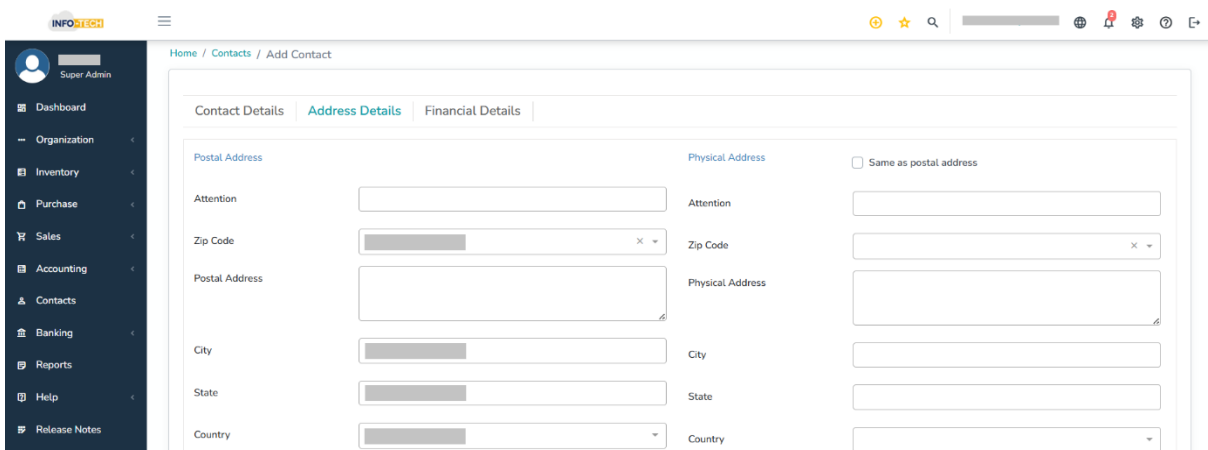
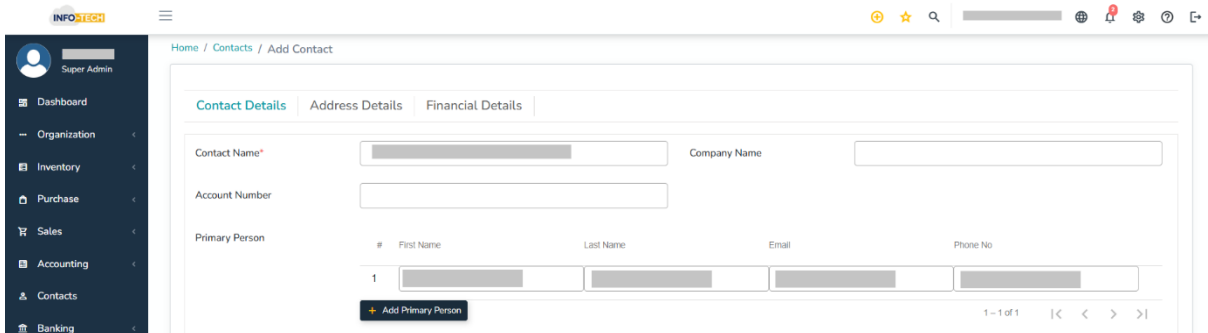
Once the INVOICENOW is activated, log in to your account in the Info Accounting and the E-Invoice setting will show **'INVOICENOW is active'**.

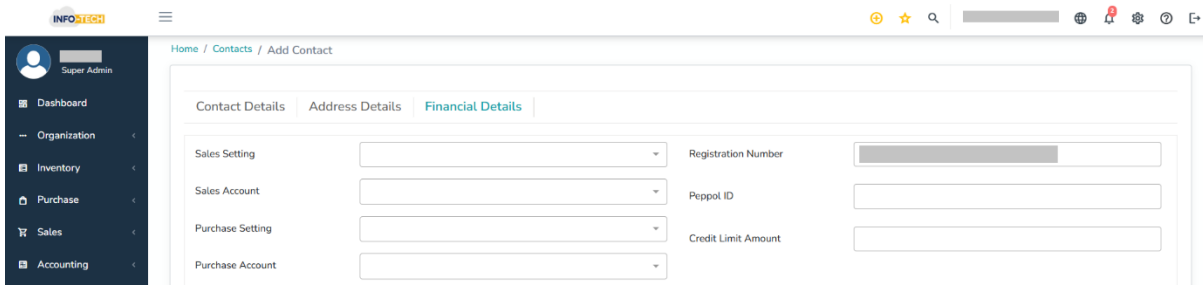


By following these steps, you will successfully enable INVOICENOW for invoice data submission to IRAS.

Step 3: Save contact with the Peppol ID and UEN information:

You can save your customer/supplier Peppol ID and UEN information in financial details page, Postal address in the Address details page and the primary person details in the Contact details page.

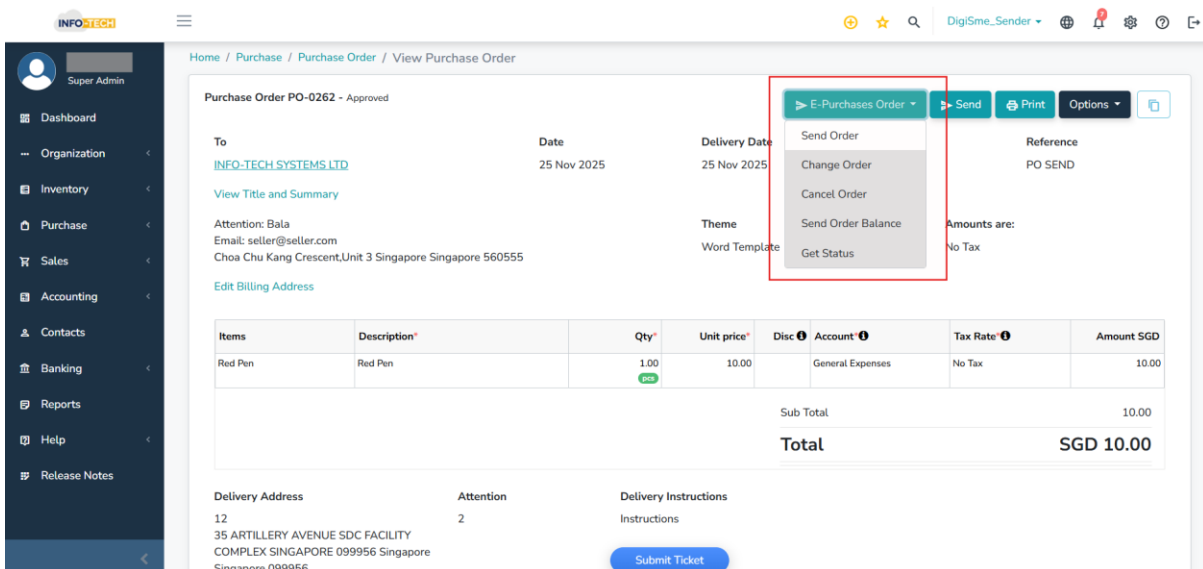




Advance Ordering:

1. Send Order

Once your purchase order is approved and ready to send, click on the **E-Purchase Order** dropdown to send order to the customer. System will show **Send Order Successfully** message once it is sent.



Initially, the E-Purchase Order button will list out Send Order, Change Order, Cancel Order, Send Order Balance and Get Status options, where we could select only **Send Order**.

Note: This button will be visible only for customer who has Peppol ID or UEN updated in contact details.

After sending the E- Purchase Order, the system will show the PeppolStatus as **In process** and the user can get the current Peppol status by clicking the **Get Status** button under E-Purchase Order dropdown.

Home / Purchase / Purchase Order / View Purchase Order

Purchase Order PO-0262 - Approved
PeppolStatus: **In process**

To: INFO-TECH SYSTEMS LTD
Date: 25 Nov 2025
Delivery Date: 25 Nov 2025
Order No: PO-0262
Reference: PO SEND

View Title and Summary

Attention: Bala
Email: seller@seller.com
Choa Chu Kang Crescent, Unit 3 Singapore Singapore 560555

Theme: Word Template
Amounts are: No Tax

Edit Billing Address

Items	Description*	Qty*	Unit price*	Disc	Account	Tax Rate	Amount SGD
Red Pen	Red Pen	1.00	10.00		General Expenses	No Tax	10.00
Sub Total							10.00
Total							SGD 10.00

Delivery Address: 12, 35 ARTILLERY AVENUE SDC FACILITY, COMPLEX SINGAPORE 099956 Singapore Singapore 099956
Attention: 2
Delivery Instructions: Instructions

Submit Ticket

Success! Send Order Successfully

Home / Sales / Sales Order / View

+ New Sales Order

E-Sales Order | Import | Export

All | Draft (5501) | Awaiting Approval (11) | Approved (75) | Sent (0) | Accepted (0) | Declined (0) | Deleted (16) | Invoiced (0)

Order Received (5033)

Search For: Type to filter sales order
Filter: Any Date
Start Date*: 25/11/2024
End Date*: 25/11/2025

5587 items

SO No	Reference	Customer	SO Date	Shipment Date	Amount	Status	Transfer Status
<input type="checkbox"/>	SO-5613	PO-0261_teste	DigiSme_Sender	25 Nov 2025	25 Nov 2025	20,000.00	Draft
<input type="checkbox"/>	SO-5612	IMDA TEST	20 Nov 2025	31 Jan 2030	200.00	Approved	
<input type="checkbox"/>	SO-5610	National Parks Board	20 Nov 2025	31 Jan 2030	60.93	Chvr Approved	
<input type="checkbox"/>	SO-5609	Jurong Town Corporation	20 Nov 2025	31 Jan 2030	54.50	Approved	

Success! Sales Order received successfully

Once the order is sent, the Peppol status will be shown as **In process**.

When the order is sent but not received yet, then the status will be shown as **Sent**.

Once the order received, the Peppol status will be shown as **Acknowledged**.

Home / Purchase / Purchase Order / View Purchase Order

Purchase Order PO-0262 - Approved
PeppolStatus: **Acknowledged**

To: INFO-TECH SYSTEMS LTD
Date: 25 Nov 2025
Delivery Date: 25 Nov 2025
Order No: PO-0262
Reference: PO SEND

View Title and Summary

Attention: Bala
Email: seller@seller.com
Choa Chu Kang Crescent, Unit 3 Singapore Singapore 560555

Theme: Word Template
Amounts are: No Tax

Edit Billing Address

Items	Description*	Qty*	Unit price*	Disc	Account	Tax Rate	Amount SGD
Red Pen	Red Pen	1.00	10.00		General Expenses	No Tax	10.00
Sub Total							10.00
Total							SGD 10.00

Delivery Address: 12, 35 ARTILLERY AVENUE SDC FACILITY, COMPLEX SINGAPORE 099956 Singapore Singapore 099956
Attention: 2
Delivery Instructions: Instructions

Success! E-PurchaseOrder status received successfully

Once the order is approved, the system will show the status as **Accepted**.

2. Order Change by Purchasing Organization

Once the purchase order is sent and received to the supplier, the order can be modified by editing the purchase order. Once it is updated, the same has to be send to the supplier again by using the **Change Order** option under E-Purchase Order dropdown. System will show **Change Order Successfully** message.

Edit Purchase Order quantity and unit price:

The screenshot shows the 'Edit Purchase Order' page for a PO-Approved order. The interface includes a sidebar with navigation options like Dashboard, Organization, Inventory, Purchase, Sales, Accounting, Contacts, Banking, Reports, Help, and Release Notes. The main content area displays the order details: Supplier (CC-0001 - INFO-TECH SYSTEMS LTD), Date (25/11/2025), Delivery Date (25/11/2025), Order No (PO-0262), and Reference (PO SEND CHANGE). Below this, there are fields for Currency (SGD - Singapore Dollar), Amounts are (No Tax), and Theme (Word Template). A table lists the items, with the first item being 'Red Pen' with a quantity of 1 and a unit price of 10.00. The total amount is SGD 10.00.

Items	Description*	Qty*	Unit price*	Disc	Account*	Tax Rate*	Amount SGD
Red Pen	Red Pen	1	10.00		General Expenses	No Tax	10.00

Sub Total: 10.00
Total: SGD 10.00

Updating the Purchase Order:

The screenshot shows the 'Edit Purchase Order' page after the quantity and unit price have been updated. The table now shows 'Red Pen' with a quantity of 2.00 and a unit price of 20. The total amount is SGD 40.00.

Items	Description*	Qty*	Unit price*	Disc	Account*	Tax Rate*	Amount SGD
Red Pen	Red Pen	2.00	20		General Expenses	No Tax	40.00

Sub Total: 40.00
Total: SGD 40.00

Approved Purchase Order after Order Change:

Home / Purchase / Purchase Order / View Purchase Order

Purchase Order PO-0262 - Approved
PeppolStatus: Acknowledged

To: INFO-TECH SYSTEMS LTD
Date: 25 Nov 2025
Delivery Date: 25 Nov 2025

Attention: Bala
Email: seller@seller.com
Choa Chu Kang Crescent, Unit 3 Singapore Singapore 560555

Theme: Word Template

Reference: PO SEND CHANGE

Amounts are: No Tax

Items	Description	Qty	Unit price	Disc	Account	Tax Rate	Amount SGD
Red Pen	Red Pen	2.00	20.00		General Expenses	No Tax	40.00
Sub Total							40.00
Total							SGD 40.00

Home / Purchase / Purchase Order / View Purchase Order

Purchase Order PO-0262 - Approved
PeppolStatus: Acknowledged

To: INFO-TECH SYSTEMS LTD
Date: 25 Nov 2025
Delivery Date: 25 Nov 2025

Attention: Bala
Email: seller@seller.com
Choa Chu Kang Crescent, Unit 3 Singapore Singapore 560555

Theme: Word Template

Reference: PO SEND CHANGE

Amounts are: No Tax

Items	Description	Qty	Unit price	Disc	Account	Tax Rate	Amount SGD
Red Pen	Red Pen	2.00	20.00		General Expenses	No Tax	40.00
Sub Total							40.00
Total							SGD 40.00

Delivery Address: 12, 35 ARTILLERY AVENUE SDC FACILITY
Attention: 2
Delivery Instructions: Instructions

The supplier receives the Change Order by selecting the **Receive Order Change** option under **E-Sales Order** dropdown. On viewing the transaction, a popup will be shown stating the changes made to the initial order and have the option to **Accept** or **Reject** the same. Once it is Accepted the data in the initial order will be updated to the recent updates in the purchase order.

Home / Sales / Sales Order / View

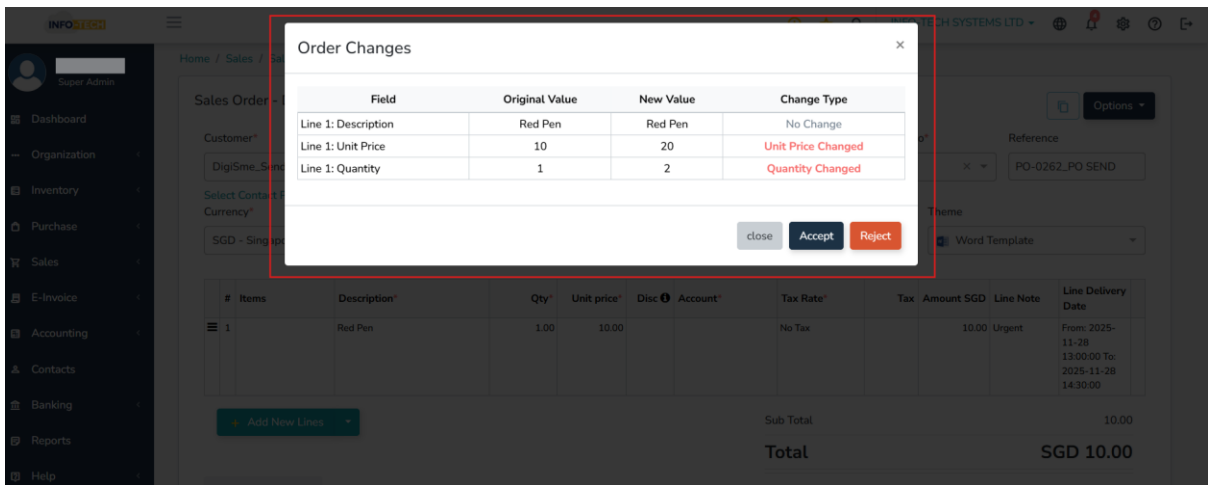
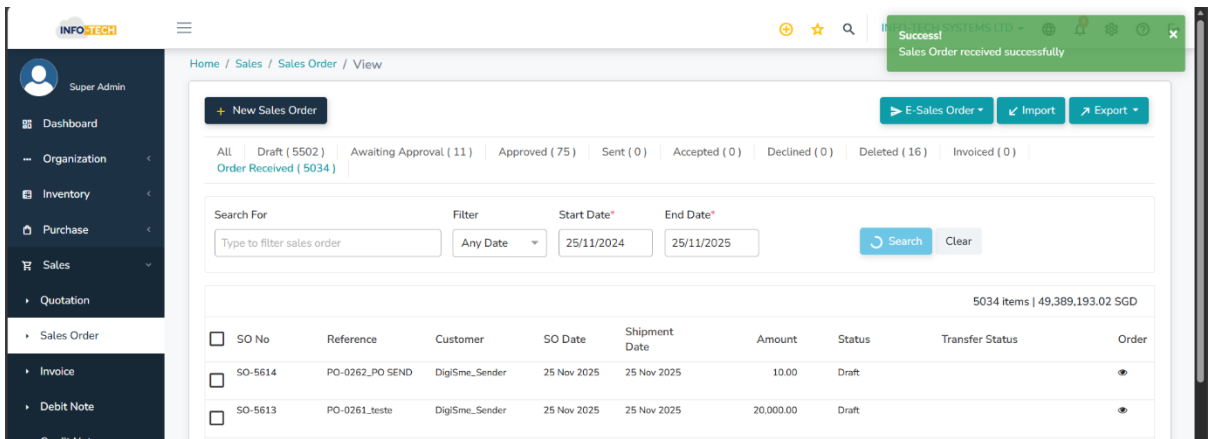
+ New Sales Order

All | Draft (5502) | Awaiting Approval (11) | Approved (75) | Sent (0) | Accepted (0) | Declined (0) | Deleted (0) | Order Received (5034)

Search For: Type to filter sales order | Filter: Any Date | Start Date: 25/11/2024 | End Date: 25/11/2025

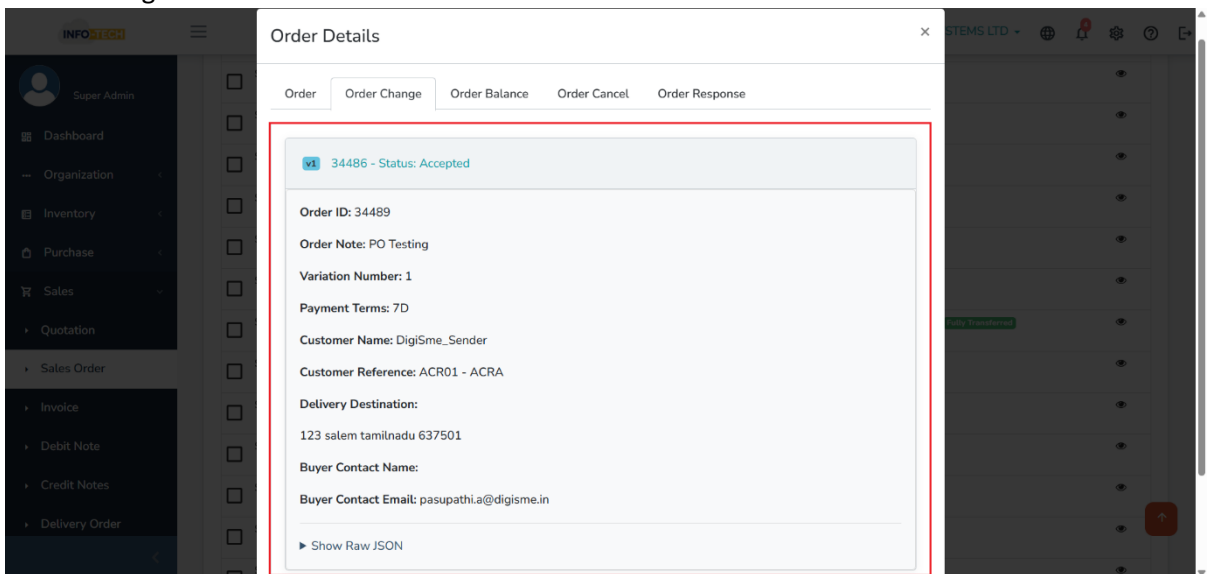
5034 items | 49,389,193.02 SGD

SO No	Reference	Customer	SO Date	Shipment Date	Amount	Status	Transfer Status	Order
<input type="checkbox"/>	SO-5614	PO-0262_PO SEND	DigiSme_Sender	25 Nov 2025	25 Nov 2025	10.00	Draft	
<input type="checkbox"/>	SO-5613	PO-0261_teste	DigiSme_Sender	25 Nov 2025	25 Nov 2025	20,000.00	Draft	
<input type="checkbox"/>	SO-5612	IMDA TEST	IMDA TEST	20 Nov 2025	31 Jan 2030	200.00	Approved	



Once the order change is Accepted, the Change Order details and the Order Response will be shown in the popup. These details can be viewed by clicking the eye icon on the Sales Order - Order Received tab.

Order Change Details:



3. Order Change by Supplier

Once the sales order is received to the supplier, the order can be modified by editing the received initial order. Once it is updated, the same has to be send to the purchase organization by using the **Change Order**.

4. Cancel Order by Purchasing Organization

The purchase organization can create an **Order Cancellation** to cancel the order which is already sent to supplier by selecting the **Cancel Order** option under E-Purchase Order dropdown. On selecting the same the purchase organization should provide the reason for cancellation. The seller receives the Order Cancellation by using the **Receive Order Cancellation** option and sends an order response to Accept the cancellation. Once it is accepted, the sales order will be deleted from the supplier.

Home / Purchase / Purchase Order / View Purchase Order

Purchase Order PO-0262 - Approved
(ApprovalStatus: Acknowledged)

To: INFO-TECH SYSTEMS LTD
Date: 25 Nov 2025
Delivery Date: 25 Nov 2025
Reference: PO SEND CHANGE

View Title and Summary

Attention: Bala
 Email: seller@seller.com
 Choa Chu Kang Crescent, Unit 3 Singapore Singapore 560555

Theme: Send Order Balance
Word Template: Get Status

Amounts are: No Tax

Items	Description	Qty	Unit price	Disc	Account	Tax Rate	Amount SGD
Red Pen	Red Pen	2.00	20.00		General Expenses	No Tax	40.00
Sub Total							40.00
Total							SGD 40.00

Delivery Address: 12
Attention: 2
Delivery Instructions: Instructions

Home / Purchase / Purchase Order / View Purchase Order

Purchase Order PO-0262 - Approved
(ApprovalStatus: Acknowledged)

To: INFO-TECH SYSTEMS LTD
Date: 25 Nov 2025
Delivery Date: 25 Nov 2025
Order No: PO-0262
Reference: PO SEND CHANGE

View Title and Summary

Attention: Bala
 Email: seller@seller.com
 Choa Chu Kang Crescent, Unit 3 Singapore Singapore 560555

Amounts are: No Tax

Items	Description	Qty	Unit price	Disc	Account	Tax Rate	Amount SGD
Red Pen	Red Pen	2.00	20.00		General Expenses	No Tax	40.00
Sub Total							40.00
Total							SGD 40.00

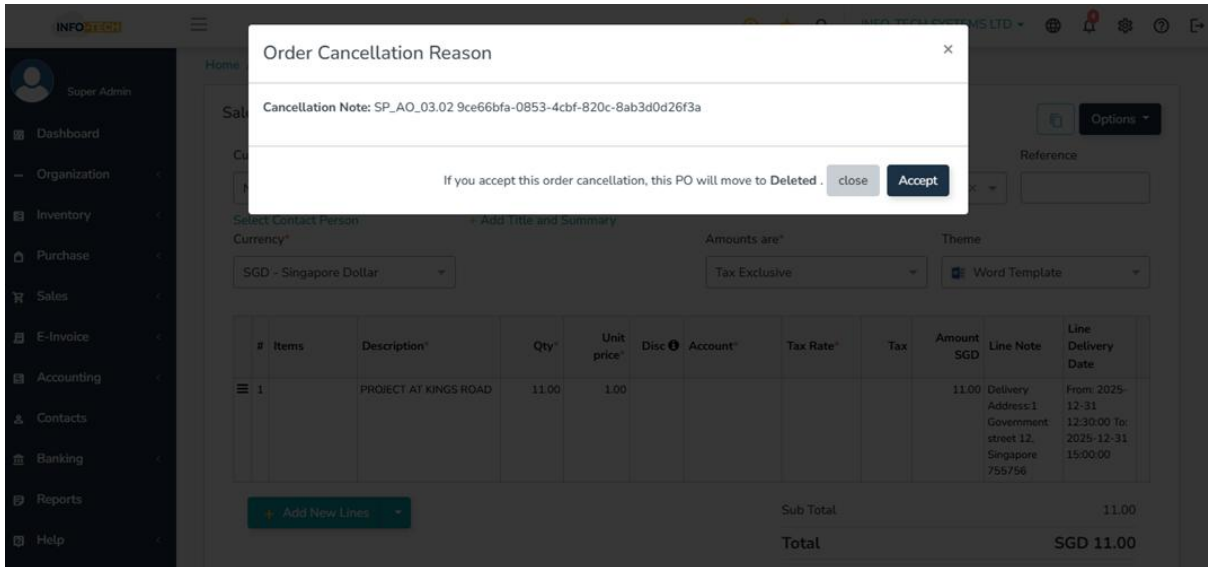
Delivery Address: 12
Attention: 2
Delivery Instructions: Instructions

Cancel Order

Reason*

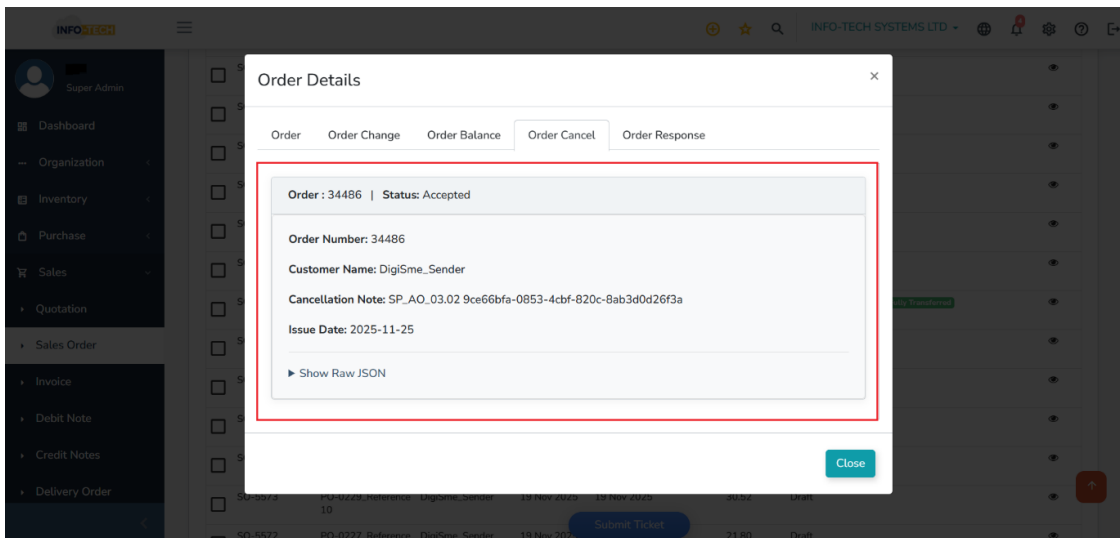
SP_AO_03.02 9ce66bfa-0853-4cbf-820c-8ab3d0d26f3a

Close Ok



Once the order is cancelled, the Order Cancellation details and the Order Response will be shown in the popup. These details can be viewed by clicking the eye icon on the Sales Order - Order Received tab.

Order Cancellation Details:

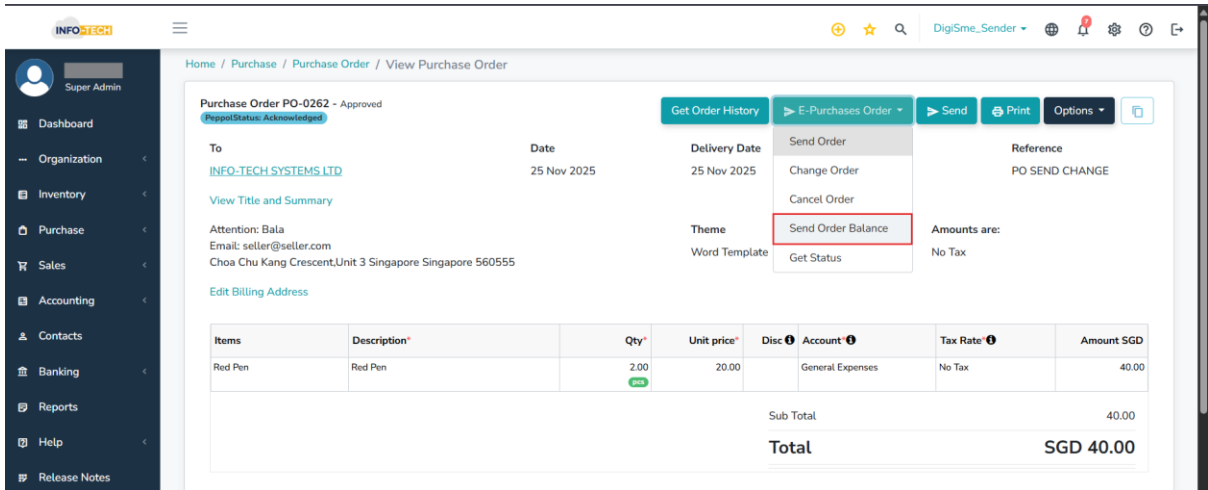


5. Cancel Order by Supplier

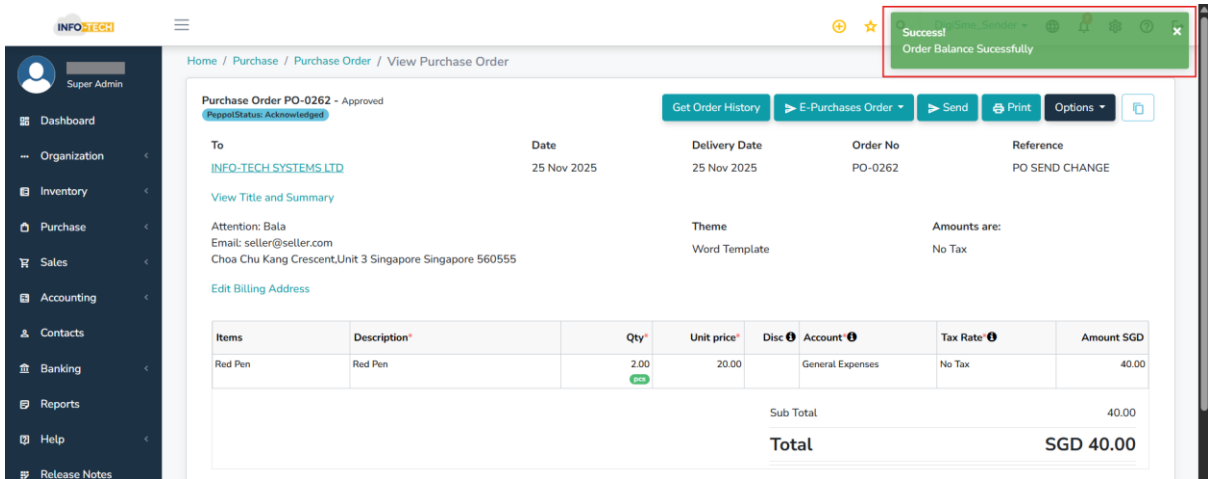
The supplier can cancel the received order using the **Order Cancellation** option. Once it is updated, the same will be deleted.

Order Balance:

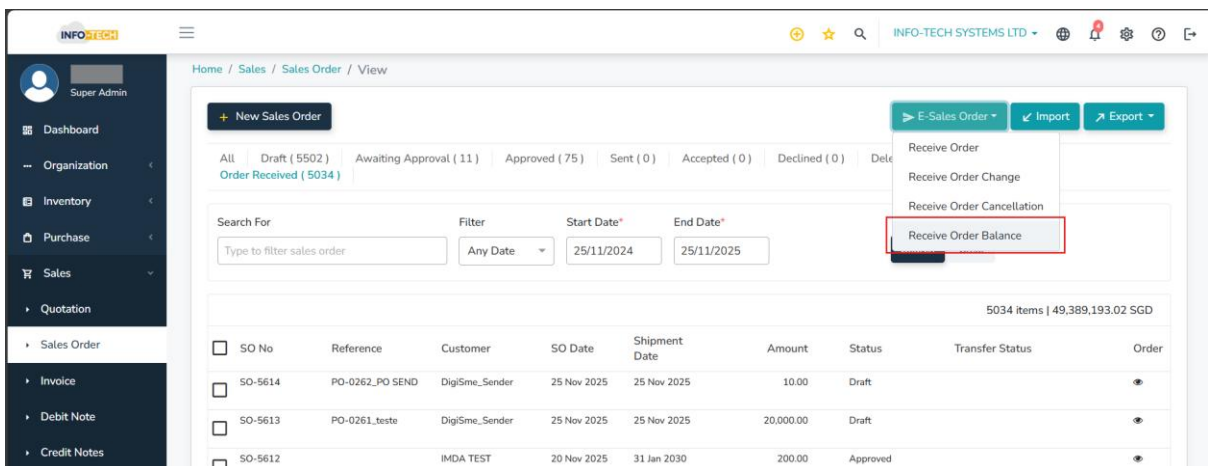
After an order has been sent/ partially delivered, the purchase organization compiles the current remaining quantity. The order balance informs the supplier of remaining quantity.

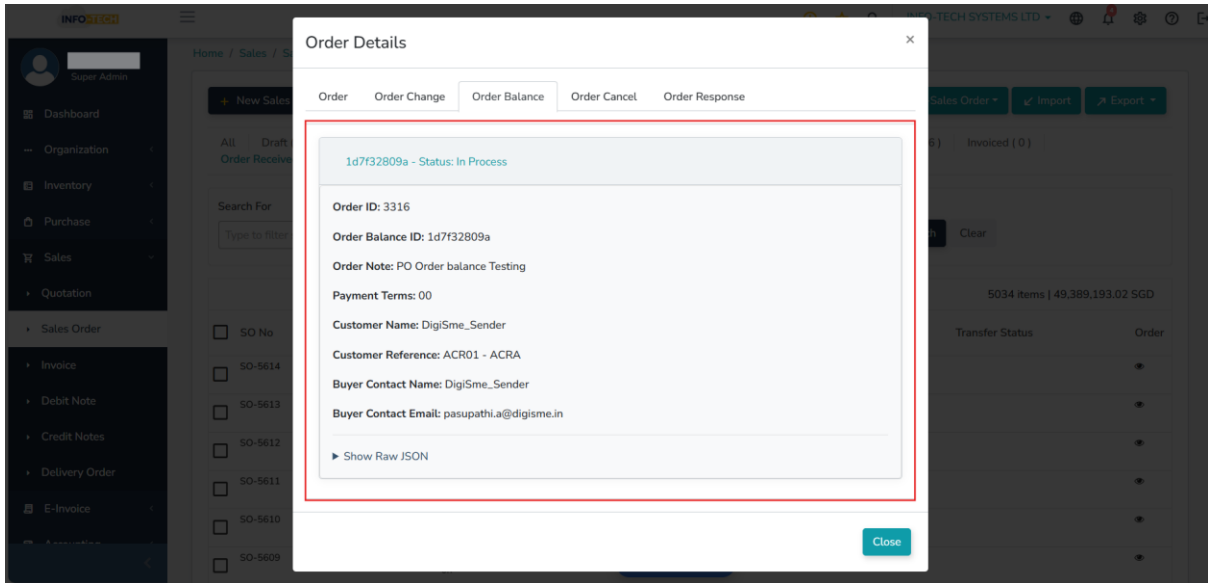


The purchase organization creates the Order balance with the remaining quantity and submit to the Seller by selecting the **Send Order Balance** option under E-Purchase Order dropdown.



The Seller receives the order balance by using the **Receive Order Balance** option under E-Sales Order dropdown.

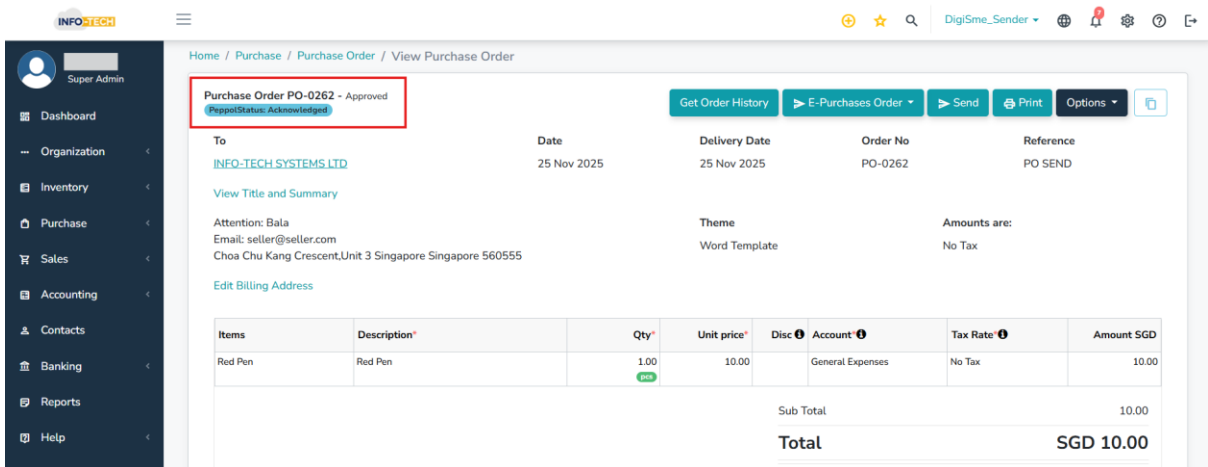




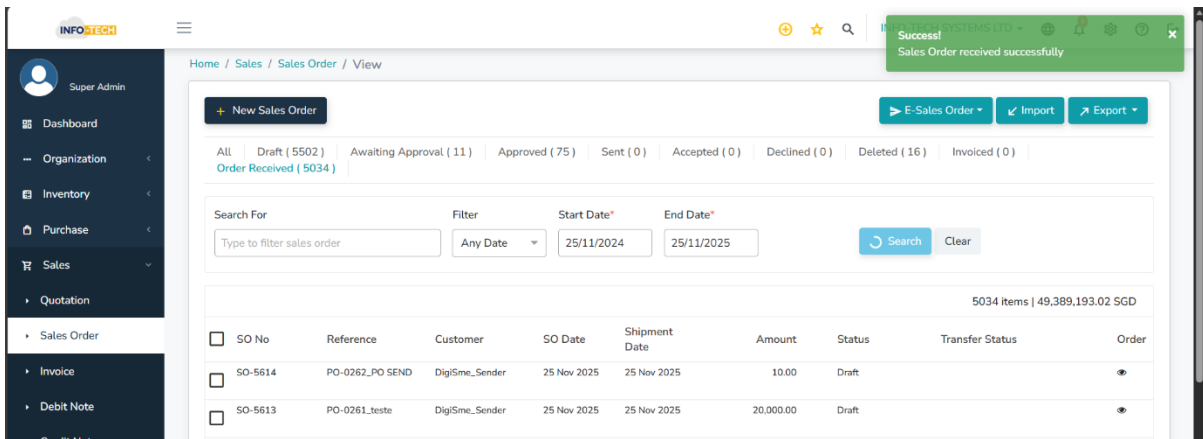
Order Flipping:

The purchase organization creates purchase order and sent to the seller as a sales order. The sales order will be received by the supplier. Once it is received the supplier will create an Invoice by copying the sales order. Once the Invoice is created the same will be sent to the purchase organization as a Bill via E-Invoice. The purchase organization will receive the Invoice as a Bill.

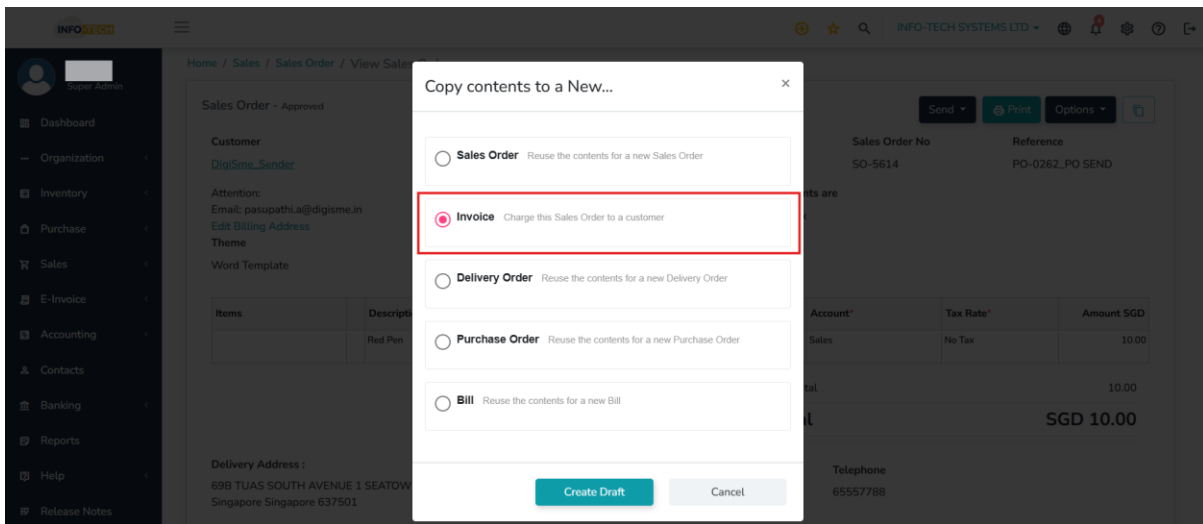
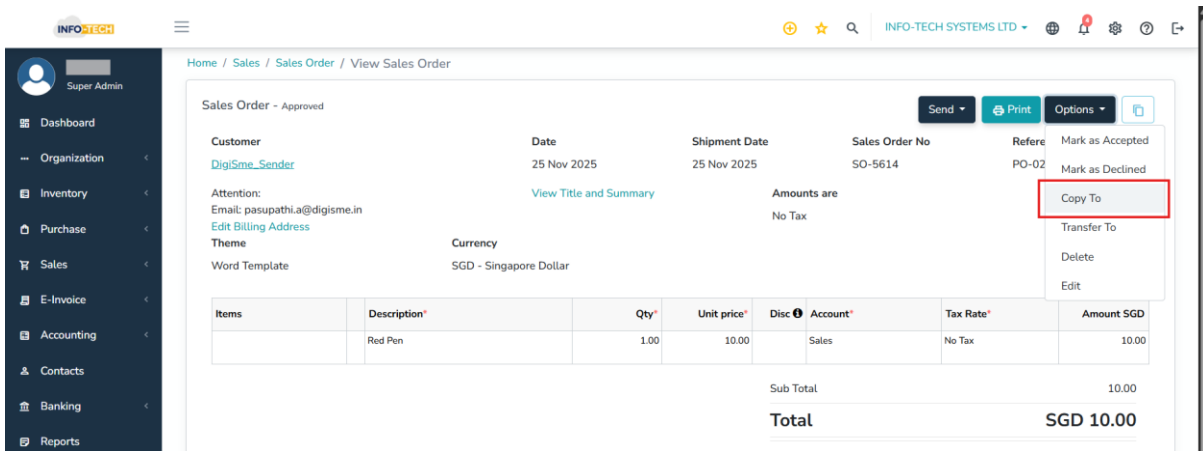
Purchase Order:



Sales Order: (The sales order received by the supplier)



Create Invoice by copying Sales Order:



INFO-TECH SYSTEMS LTD

Home / Sales / Invoice / View Invoice

Invoice - Awaiting Payment Copied from Sales Order : # SO-5614

E-Invoice **Print** **Send** **Options**

Send E-Invoice
IN-0054

To: [DigiSme_Sender](#) Date: 25 Nov 2025 Due Date: 25 Nov 2025 Invoice No: IN-0054

Attention: pasupathi.a@digisme.in View Title and Summary Reference: SO-5614,PO-0262_PO SEND

Email: pasupathi.a@digisme.in Edit Billing Address

Theme: Word Template Amounts are: Tax Exclusive

#	Items	Description*	Qty*	Unit price*	Disc	Account*	Tax Rate*	Tax	Amount SGD
1		Red Pen	1.00	10.00		Sales	2024 Standard-Rated Supplies	0.90	10.00

Sub Total: 10.00
Total Tax Amount: 0.90

Total: SGD 10.90
Amount Due: SGD 10.90

INFO-TECH SYSTEMS LTD

Home / Sales / Invoice / View Invoice

Invoice - Awaiting Payment Copied from Sales Order : # SO-5614

Peppol: In process

E-Invoice **Print** **Send** **Options**

Success! E Invoice Send Successfully

To: [DigiSme_Sender](#) Date: 25 Nov 2025 Due Date: 25 Nov 2025 Invoice No: IN-0054

Attention: pasupathi a View Title and Summary Reference: SO-5614,PO-0262_PO SEND

Email: pasupa@digl.inn Edit Billing Address

Theme: Word Template Amounts are: Tax Exclusive

#	Items	Description*	Qty*	Unit price*	Disc	Account*	Tax Rate*	Tax	Amount SGD
1		Red Pen	1.00	10.00		Sales	2024 Standard-Rated Supplies	0.90	10.00

Sub Total: 10.00
Total Tax Amount: 0.90

Total: SGD 10.90
Amount Due: SGD 10.90

The Supplier details can be viewed in the print preview of the Invoices.

INFO-TECH SYSTEMS LTD

Home / Sales / Invoice / View Invoice

Invoice - Awaiting Payment

Peppol: In process

E-Invoice **Print** **Send** **Options**

To: [DigiSme_Sender](#) Date: 25 Nov 2025 Due Date: 25 Nov 2025 Invoice No: IN-0054

Attention: pasupathi a View Title and Summary Reference: SO-5614,PO-0262_PO SEND

Email: pasupa@digl.inn Edit Billing Address

Theme: E Invoice Amounts are: Tax Exclusive

#	Items	Description*	Qty*	Unit price*	Disc	Account*	Tax Rate*	Tax	Amount SGD
1		Red Pen	1.00	10.00		Sales	2024 Standard-Rated Supplies	0.90	10.00

Invoice Print Preview:



INVOICE

From :
Supplier Name: INFO-TECH SYSTEMS LTD
Supplier Email: seller@seller.com
Supplier Address: Choa Chu Kang Crescent,
 Unit 3 Singapore 560555
Supplier ID: 20061828W

Bill To:
Customer Name: DigiSme_Sender
Customer Email: pasupa@diginn
Customer Address: 69B TUAS SOUTH AVENUE 1 SEATOWN
 INDUSTRIAL CENTRE SINGAPORE 637501 Singapore 637501
Customer ID: c17000525G

Date: 2025-11-25
 Invoice No: IN-0054
 Reference: SO-5614,PO-0262_PO SEND

#	Item & Description	Quantity	Unit Price	Tax Amount	Amount
1	Red Pen	1.00	10.00	0.90	10.00
Items in Total: 1.00					
				Sub Total	10.00
				<i>Total Local supply of goods and services</i>	<i>0.90</i>
				<i>9.00%</i>	
				Total Tax	0.90
				Total	10.90
				Balance Due	10.90

Receive E-Invoice via Bill:

The screenshot shows the INFO-TECH software interface. A notification at the top right states: "DigiSme_Sender - Success E-Invoice received successfully". Below this, the "Bills" section is visible, showing a list of bills with columns for Reference, Bill No, From, Date, Due Date, Permit No, Paid, Due, Transf Status, Status, and Received. The first bill in the list is highlighted with a red box: Reference: IN-0054_SO-56, Bill No: 14_PO-0262_PO SEND, From: InfoTech_receiver, Date: 25 Nov 2025, Due Date: 25 Nov 2025, Paid: 0.00, Due: 10.90, Status: Draft.

Required fields for sending of invoices to the Government:

Singapore Govt Invoice Field	Requirements	Mandatory for Govt? (Y/N)	Mandatory in Peppol? (Y/N)
Business Unit	Max 5-character code. Check the Contact Reference in contacts.	Y	N

Singapore Govt Invoice Field	Requirements	Mandatory for Govt? (Y/N)	Mandatory in Peppol? (Y/N)
Attention To	Max 20 characters. Check the Primary Person name in contacts.	Y	N
Invoice Number	Max 27 characters. Cannot contain space. Limited set of acceptable characters. Refer 'Invoice No' in the Invoice transaction.	Y	Y
Invoice Date	Cannot be backdated by more than 7 calendar days or forward-dated. Refer 'Date' in the Invoice transaction.	Y	Y
Vendor ID	Refer the 'Registration Number' in organization details.	Y	N
Email Address	Used for rejection notifications if vendor record is missing. Refer to the 'Email ID' in the organization details page.	Y	N
Invoicing Instruction ID / PO ID	Include if billing against PO; omit if none.	N	N
Payment Terms	Based on agreed terms with client agency. Refer the 'Payment Terms' in the Invoice transaction.	Y	N
Currency	Refer to list of acceptable currencies. Refer the 'Currency' dropdown in the Invoice transaction	Y	Y
Invoice Description	Max 254 characters. Refer 'Notes' in the E-Invoice fields pop-up on the Invoice transaction.	Y	N
Related Invoice ID	Mandatory for credit notes; max 30 characters, no spaces. Refer 'Reference' field in the Credit Note transaction.	N	N
Sub Total (Excl. GST)	Must equal sum of invoice line amounts; no prepaid or rounding amounts. Refer to the 'Sub Total' value in the Invoice transaction.	Y	Y
Total GST Amount	GST registration must be 'Yes' if GST amount included. Refer to the 'Total Tax Amount' value in the Invoice transaction.	Y	Y
Invoice Line Number	For PO invoices, match PO line number; max 5 characters.	Y	Y
Invoice Line Description	Match PO line description; max 254 characters. Refer 'Description' in the Invoice transaction.	Y	Y
Unit Price for Invoice Line	Must be provided. Refer to the 'Unit price' value in the Invoice transaction.	Y	Y
Quantity for Invoice Line	Must be provided. Refer to the 'Qty' value in the Invoice transaction.	Y	Y
Invoice Line Amount (Excl. GST)	Sum of line amounts must equal invoice Sub Total; all amounts same currency. Refer to the 'Amount' value in each line of the Invoice transaction.	Y	Y
Invoice Line GST Treatment	An invoice that applies customer accounting must contain only customer accounting supplies. All line items in such an invoice must not be combined with other types of supplies, such as standard-rated supplies, etc.	Y	Y
Attachment File Name	-	N	N

Singapore Govt Invoice Field	Requirements	Mandatory for Govt? (Y/N)	Mandatory in Peppol? (Y/N)
Attachment Document	Only 1 attachment allowed; formats: BMP, GIF, JPEG, JPG, PDF, PNG; max size 1MB. Attachments added to the Invoice transaction.	N	N

Standard Invoice Details:

