

GST INVOICENOW USER MANUAL - INFO ACCOUNTING

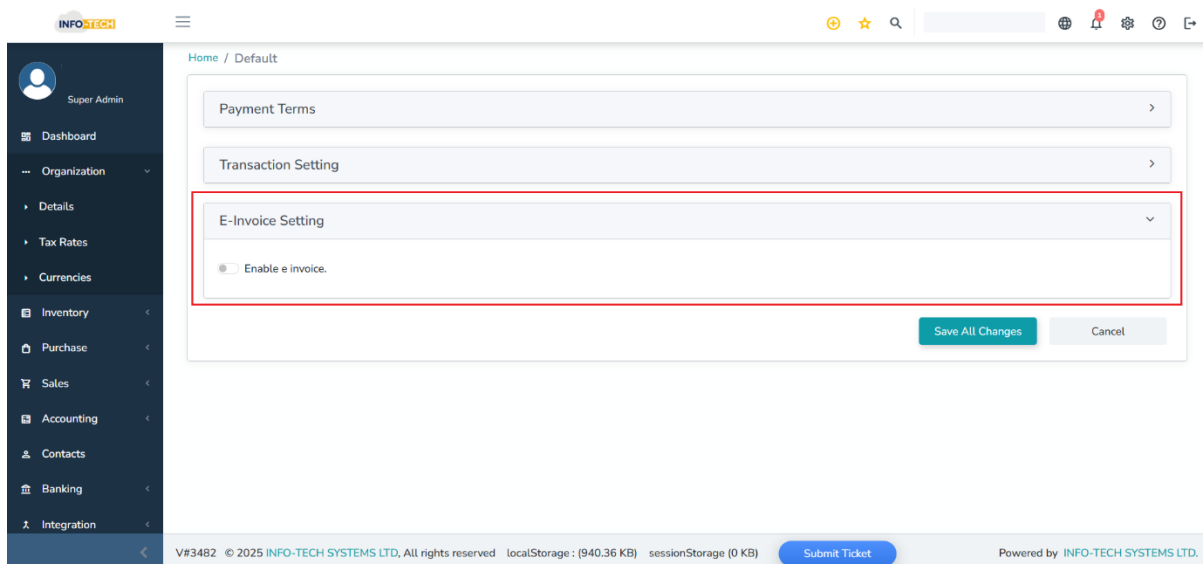
The Inland Revenue Authority of Singapore (IRAS) is extending the use of the InvoiceNow system. Initially, some GST-registered entities can take part in a voluntary soft launch. Eventually, all GST-registered companies will submit invoice data through InvoiceNow. The phased rollout will be as follows:

- From November 1, 2025, newly incorporated companies that voluntarily register for GST can use the system.
- From April 1, 2026, all new voluntary GST registrants will be included.
- A soft launch for early adoption starts on May 1, 2025, for existing GST-registered businesses.

How to Setup GST INVOICENOW:

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 (Info Accesspoint) will be shown. Fill your organization information in below screen with password which you required to access to Info Accesspoint 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.

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

Register E-Invoice

Note: This data is fetched from the organization detail page. If changes are made here, they will be updated on that page as well. Except password.

Are you a GST/tax-registered business?

Legal Name* Registration/UEN Number*

First Name* Last Name* Email*

Postal Address*

City* State* Country*

Postal Code* Telephone (1)*

I agree to the Terms and Conditions
Your invoice data will be transmitted over the global Peppol e-Invoice Network by Info Accesspoint. Your suppliers and customers may use third parties to enable their connections to this Network.

I agree that my invoice data can be transmitted over the Peppol Network by Infotech.

Once done, the users will receive two emails. One with a password reset link where the password for Info Accesspoint should be configured. Another email is for registering the e-invoice, the registration can be completed either by clicking the link in email or by clicking the 'Click here' link in the e-invoice setting page.

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

Super Admin

Home / Default

Payment Terms >

Transaction Setting >

E-Invoice Setting

Enable e invoice.
[Click here to complete KYC process for Peppol Registration.](#)

Success! Registration successful: Organization and user created. KYC process initiated and invitation email sent.

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.

Super Admin

Home / Default

Payment Terms >

Transaction Setting >

E-Invoice Setting

Enable e invoice.
KYC process completed

Enable GST InvoiceNow.

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 [redacted]

In order to complete the registration process, we will require your CorpPass Administrator to authorise [redacted] 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

FAQ Terms & Conditions Privacy

After this is done, the system will display the label **'KYC process completed.'**

Step 2: Enable GST INVOICENOW Setting in Default Settings Page:

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

Users will receive an email with instructions to activate their account. Once activated, users can send invoices to IRAS or can activate the GST InvoiceNow via Access Point by clicking the 'click here to complete the GST InvoiceNow activation process' link in the E-Invoice settings page.

The screenshot shows the 'E-Invoice Setting' configuration page in the INFO-TECH SYSTEMS LTD. admin dashboard. The page includes a sidebar with navigation options like Dashboard, Organization, Inventory, Purchase, Sales, Accounting, Contacts, Banking, Integration, Reports, Help, and Release Notes. The main content area has three expandable sections: 'Payment Terms', 'Transaction Setting', and 'E-Invoice Setting'. The 'E-Invoice Setting' section is highlighted with a red border and contains the following options and messages:

- Enable e Invoice.
 KYC process completed
- Enable GST InvoiceNow.
 [click here to complete the GST InvoiceNow activation process.](#) or [click here to cancel the GST InvoiceNow activation](#)

A note at the bottom of the section states: "Note: To send invoices to IRAS, GST InvoiceNow 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." Buttons for 'Save All Changes' and 'Cancel' are located at the bottom right of the settings panel.

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

In order to complete the activation process, we will require your CorpPass Administrator to authorise 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 GST INVOICENOW activation is successfully completed.



CONGRATULATIONS

Your GST InvoiceNow submission activation is successfully completed.

You have successfully authorised

to transmit your invoice data to IRAS.

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



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

Home / Default

Payment Terms

Transaction Setting

E-Invoice Setting

Enable e invoice.
KYC process completed

Enable GST InvoiceNow.
GST InvoiceNow is active.

Save All Changes Cancel

By following these steps, you will successfully enable GST 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.

Home / Contacts / Add Contact

Contact Details Address Details Financial Details

Contact Name* _____ Company Name _____

Account Number _____

Primary Person

#	First Name	Last Name	Email	Phone No
1	_____	_____	_____	_____

+ Add Primary Person

1 - 1 of 1 |< < > >|

Step 4: Send E-Invoice through Info-Tech Accounting software and getting response from IRAS:

When your invoice is approved and ready to send, click on the 'E-Invoice' button to send invoice to the customer using 'Submit to IRAS' option. System will show 'E-Invoice sent successfully' message.

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

After sending the E-invoice, the user can get the Peppol and IRAS status by clicking the 'Get E-Invoice Status' button.

Items	Description*	Qty*	Unit price*	Disc	Account*	Tax Rate*	Tax	Amount SGD
ITEM 1	ITEM 1	1.00	200.00		Sales	2024 Standard-Rated Supplies	18.00	200.00
Sub Total								200.00
> Total Tax Amount								18.00
Total								SGD 218.00
Amount Due								SGD 218.00

Once the E-Invoice is sent, the IRAS status will be shown as **Processing**.

Home / Sales / Invoice / View Invoice

Success! E-Invoice sent successfully

Invoice - Awaiting Payment

Peppol: Processing IRAS: Processing

To: [ABC Pvt LTD](#) Date: 26 Mar 2025 Due Date: 26 Mar 2025 Invoice No: EIN-0004

Attention: [Redacted] Email: [Redacted] 80 BUKIT BATOK ROAD 4TH SCDF DIVISION HQ SINGAPORE 658072 Singapore Singapore 658072

View Title and Summary Reference: 1.1

Theme: Word Template Amounts are Tax Exclusive

Items	Description*	Qty*	Unit price*	Disc ⓘ	Account*	Tax Rate*	Tax	Amount SGD
Red Pen	Red Pen	1.00	2.00		Sales	2024 Standard-Rated Supplies	0.18	2.00
Sub Total								2.00
Total Tax Amount								0.18
Total								SGD 2.18
Amount Due								SGD 2.18

After sending the invoice, the IRAS will send the status as **Acknowledged**.

Home / Sales / Invoice / View Invoice

Success! E-Invoice status received successfully

Invoice - Awaiting Payment

Peppol: Processing IRAS: Acknowledged

To: [ABC Pvt LTD](#) Date: 26 Mar 2025 Due Date: 26 Mar 2025 Invoice No: EIN-0004

Attention: [Redacted] Email: [Redacted] 80 BUKIT BATOK ROAD 4TH SCDF DIVISION HQ SINGAPORE 658072 Singapore Singapore 658072

View Title and Summary Reference: 1.1

Theme: Word Template Amounts are Tax Exclusive

Items	Description*	Qty*	Unit price*	Disc ⓘ	Account*	Tax Rate*	Tax	Amount SGD
Red Pen	Red Pen	1.00	2.00		Sales	2024 Standard-Rated Supplies	0.18	2.00
Sub Total								2.00
Total Tax Amount								0.18
Total								SGD 2.18
Amount Due								SGD 2.18

Once the IRAS validated the invoice, the system will show the status as **Successful**.

Home / Sales / Invoice / View Invoice

Success! E-Invoice status received successfully

Invoice - Awaiting Payment

Peppol: Processing IRAS: Successful

To: [ABC Pvt LTD](#) Date: 26 Mar 2025 Due Date: 26 Mar 2025 Invoice No: EIN-0004

Attention: [Redacted] Email: [Redacted] 80 BUKIT BATOK ROAD 4TH SCDF DIVISION HQ SINGAPORE 658072 Singapore Singapore 658072

View Title and Summary Reference: 1.1

Theme: Word Template Amounts are Tax Exclusive

Items	Description*	Qty*	Unit price*	Disc ⓘ	Account*	Tax Rate*	Tax	Amount SGD
Red Pen	Red Pen	1.00	2.00		Sales	2024 Standard-Rated Supplies	0.18	2.00
Sub Total								2.00
Total Tax Amount								0.18
Total								SGD 2.18
Amount Due								SGD 2.18

User can also get the IRAS response and acknowledgement ID details by clicking the IRAS status button.

Home / Sales / Invoice / View Invoice

Invoice - Awaiting Payment

Peppol Sent IRAS: Successful

To: ABC Pvt LTD
Date: 30 Apr 2025
Due Date: 30 Apr 2025
Invoice No: EIN-0038

Attention: [Redacted]
Email: [Redacted]
80 BUKIT BATOK ROAD 4TH SCDF DIVISION HQ
SINGAPORE 658072 Singapore Singapore 658072
Reference: Xyz to Abc

Theme: Word Template
Amounts are: Tax Exclusive

Items	Description	Qty	Unit price	Disc	Account	Tax Rate	Tax	Amount SGD
Green Pen	Green Pen	1.00	4.00		Interest Income	No Tax		4.00

Sub Total: 4.00
Total: SGD 4.00
Amount Due: SGD 4.00

IRAS Status

```
{
  "success": "true",
  "message": "",
  "status": "Successful",
  "irasResponse": {
    "success": "true",
    "message": "Record found",
    "senderId": "0195:SGUE1202400005W",
    "transmissionId": "7c706ca-e34b-4a54-083f-50827cb57891",
    "correlationId": "bd711cb3-aedc-400f-b7a2-8c6d29228910",
    "version": "1.0",
    "received": 1,
    "documents": [
      {
        "documentId": "7158AFAB-5091-4779-A265-98D90C4F51CD",
        "status": "Successful",
        "acknowledgementId": "250430-58dce25e-17b1-4db9-a744-fa4aca6144a0-s001"
      }
    ]
  },
  "code": 200
}
```

Close

Step 5: Receive Purchase E-Invoice from Suppliers

Info-Tech Accounting software will download the purchase invoice automatically every 20 minutes once and create a draft bill. This button will be visible only for customers who have Peppol ID or UEN updated in their contact details.

Home / Purchase / Bills / View

+ New Bill

Receive E-Invoice Import Export

All Draft (0) Awaiting Approval (0) Awaiting Payment (1) Paid (0) Recurring Bills (0)

Search For: Type to filter bill
Filter: Any Date
Start Date: 06/05/2024
End Date: 06/05/2025
Options: 4 selected

Search Clear

0 items | (0.00) SGD
No items selected

Also, there is option to download the E-Invoice manually in the Bills screen by clicking the **Receive E-Invoice** button.

Home / Purchase / Bills / View

Success! E-Invoice received successfully

+ New Bill Receive E-Invoice Import Export

All Draft (1) Awaiting Approval (0) Awaiting Payment (1) Paid (0) Recurring Bills (0)

Search For Filter Start Date End Date Options

Type to filter bill Any Date x 06/05/2024 06/05/2025 4 selected Search Clear

1 Items | 26.44 SGD
No items selected

Reference	From	Date	Due Date	Due
<input type="checkbox"/> IN-0001	ABC Pvt LTD - 2	05 May 2025	05 May 2025	26.44 1

Page Size: 10 1 to 1 of 1 Page 1 of 1

If there are no purchase invoices to receive then the system will show the below message.

Home / Purchase / Bills / View

Information! There are no Purchases

+ New Bill Receive E-Invoice Import Export

All Draft (1) Awaiting Approval (0) Awaiting Payment (1) Paid (0) Recurring Bills (0)

Search For Filter Start Date End Date Options

Type to filter bill Any Date x 06/05/2024 06/05/2025 4 selected Search Clear

1 Items | 26.44 SGD
No items selected

Reference	From	Date	Due Date	Due
<input type="checkbox"/> IN-0001	ABC Pvt LTD - 2	05 May 2025	05 May 2025	26.44 1

Step 6: Sending of E-Invoice Response

Once the received Purchase Invoice is Opened/Drafted, the response will be sent as 'Acknowledged'.

Acknowledged:

Home / Sales / Invoice / View Invoice

Invoice - Awaiting Payment

Acknowledged IRAS: Successful

E-Invoice Print Send Options

To: ABC Pvt LTD Date: 24 Mar 2025 Due Date: 24 Mar 2025 Invoice No: IN-0016

Attention: [Redacted] View Title and Summary Reference: SP_TC03.5 SROS

Email: [Redacted]

80 BUKIT BATOK ROAD 4TH SCDF DIVISION HQ SINGAPORE 658072 Singapore Singapore 658072

Edit Billing Address

Theme: Word Template Amounts are: Tax Exclusive

Items	Description*	Qty*	Unit price*	Disc	Account*	Tax Rate*	Tax	Amount SGD
Red Pen	Red Pen	10.00	2.00		Sales	2024 Standard-Rated Supplies	1.80	20.00
Orange Pen	Orange Pen	5.00	3.00		Other Revenue	Out Of Scope Supplies		15.00
Sub Total								35.00
Total Tax Amount								1.80
Total								SGD 36.80

Similarly,

If the Purchase Invoice is Submitted for approval, the response will be sent as **'In Process'**.

If the Purchase Invoice is Approved, the response will be sent as **'Accepted'**.

If the Purchase Invoice is Paid, the response will be sent as **'Paid'**.

If the Purchase Invoice is Void, the response will be sent as **'Rejected'**.

Step 7: Get E-Invoice Response

The system will update the response manually by clicking the **Get E-Invoice Response** button.

Home / Sales / Invoice / View Invoice

Invoice - Paid
Peppol: Sent IRAS: Successful

To: ABC Pvt LTD - 2 Date: 05 May 2025 Due Date: 05 May 2025 IN-0002
Attention: [Redacted] Email: [Redacted] View Title and Summary Reference: SP_TC03.6
3 FUSIONOPOLIS WAY INFO-COMMUNICATIONS MEDIA DEVELOPMENT AUTHORITY OF SINGAPORE (IMDA) SINGAPORE 138633 Singapore Singapore 138633
Edit Billing Address
Theme: Word Template Amounts are: Tax Exclusive

Items	Description*	Qty*	Unit price*	Disc	Account*	Tax Rate*	Tax	Amount SGD
Red Pen	Red Pen	8.00	2.00		Sales	2024 Standard-Rated Supplies	1.44	16.00
Orange Pen	Orange Pen	3.00	3.00		Other Revenue	Zero-Rated Supplies		9.00
Sub Total								25.00
Total Tax Amount								1.44

Home / Sales / Invoice / View Invoice

Invoice - Paid
Peppol: Acknowledged IRAS: Successful

To: ABC Pvt LTD - 2 Date: 05 May 2025 Due Date: 05 May 2025 Invoice No: IN-0002
Attention: [Redacted] Email: [Redacted] View Title and Summary Reference: SP_TC03.6
3 FUSIONOPOLIS WAY INFO-COMMUNICATIONS MEDIA DEVELOPMENT AUTHORITY OF SINGAPORE (IMDA) SINGAPORE 138633 Singapore Singapore 138633
Edit Billing Address
Theme: Word Template Amounts are: Tax Exclusive

The system will show an update the response if there are changes from the receiver's end.

The status can be viewed from the E-Invoice tab in the column EInvoice Response,

If the bill is received as Draft, then the response status will be **'Acknowledged'**.

If the bill is Submitted for approval, then the response status will be **'In Process'**.

If the bill is Approved, then the response status will be **'Accepted'**.

If the bill is Paid, then the response status will be **'Paid'**.

If the bill is Void, then the response status will be **'Rejected'**.

The screenshot displays the 'E-Invoice' management interface. At the top, there are buttons for '+ New Invoice', 'Import', and 'Export'. Below these are filters for 'All', 'Draft (1)', 'Awaiting Approval (0)', 'Awaiting Payment (77)', 'Paid (28)', 'Recurring Invoice (0)', and 'E-Invoice (77)'. A search bar allows filtering by 'Type to filter invoice', 'Filter' (set to 'Any Date'), 'Start Date' (06/05/2024), 'End Date' (06/05/2025), and 'Options' (4 selected). The main table lists 106 items with columns: Reference, Inv No, To, Date, Due Date, Paid, Due, Status, Peppol Status, and IRAS Status. A red box highlights the 'Peppol Status' and 'IRAS Status' columns, showing 'Sent' and 'Successful' for several invoices.

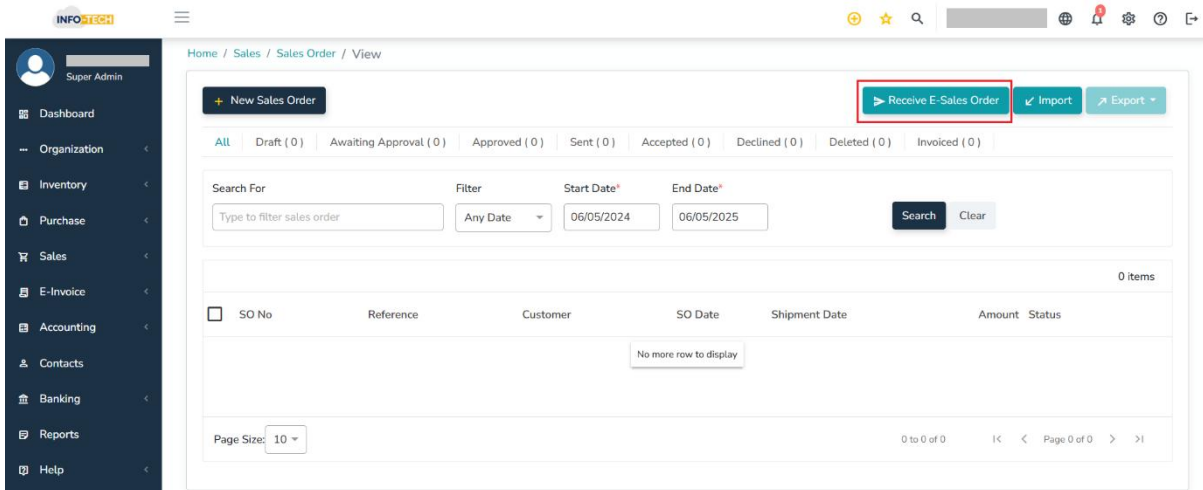
Step 8: Send E-Purchases Order through Info-Tech Accounting software

When your Purchase Order is approved and ready to send, click on below **Send E-Purchases Order** button to send the purchase order. The system will show an 'E-Purchases Order sent successfully' message. This button will be visible only for customers who have Peppol ID or UEN updated in their contact details.

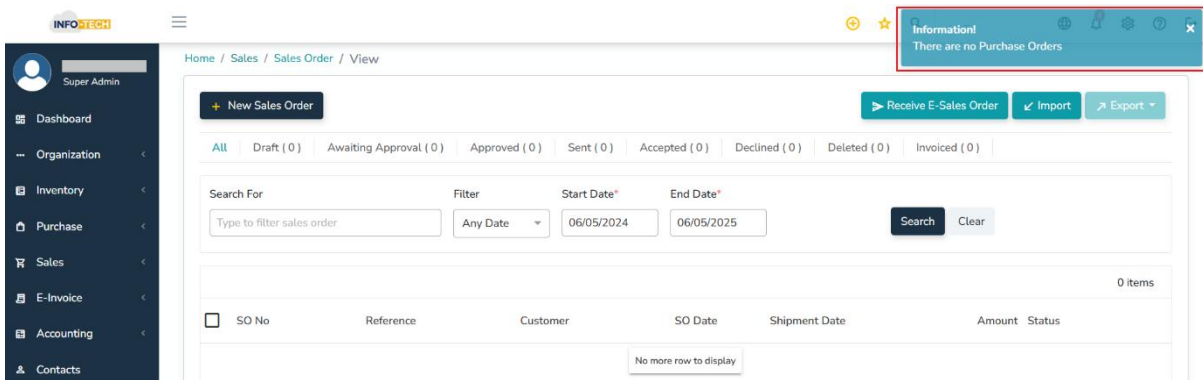
The screenshot shows the 'View Purchase Order' screen for 'Purchase Order PO-0002 - Approved'. At the top right, a green success message reads 'Success! E-PurchasesOrder sent successfully'. A red box highlights the 'Send E-Purchases Order' button. The purchase order details include: 'To: ABC Pvt LTD - 2', 'Date: 06 May 2025', 'Delivery Date: 06 May 2025', 'Order No: PO-0002', and 'Reference: PO2'. The items table shows 'Red Pen' with a quantity of 1.00 and a total amount of SGD 1.09.

Step 9: Receive E-Purchases Order

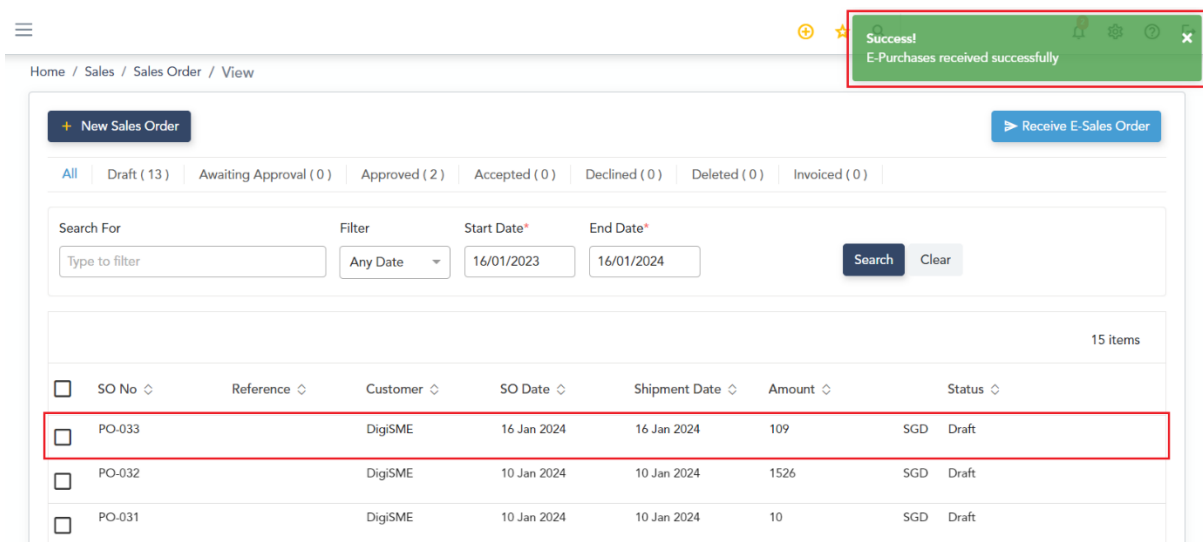
The system will update the response manually by clicking the **Receive E-Purchases Order** button.



If there is no E-Purchases Order to receive, the system will show the below message.



If there is an E-Purchases Order available to receive, the system will show an 'E-Purchases received successfully' message.



Step 10: Convert Sales Order to Invoice

Once the Sales Order is received it can be converted to Invoice by copying the same from the Approved Sales Order view page.

Copy from Approved Page:

Sales Order - Approved
Print
Options

Customer DigiSME	Date 2024/01/16	Shipment Date 2024/01/19	Sales Order No PO-033	Reference PO/SC
Currency SGD - Singapore Dollar	Amounts are* Tax Exclusive	Theme Standard Template	<div style="border: 1px solid #ccc; padding: 2px;">Copy to Invoice</div> Mark as Accepted Mark as Declined Delete	

Items	Description*	Qty*	Unit price*	Disc	Account*	Taxrate*	Tax	Amount SGD
	Mouse	1.00	100.00		Sales	2024 Standard-Rated Supplies	9.00	100.00

Sub Total 100.00
 > Total Tax Amount 9.00

Total SGD 109.00

Back

Invoice copied from Sales Order:

Create New Invoice

To* DigiSME	Date* 17/01/2024	Due Date dd/mm/yyyy	Invoice No* IN-0031	Reference PO-033
----------------	---------------------	------------------------	------------------------	---------------------

Select Contact Person + Edit Title and Summary

Currency* SGD - Singapore Dollar	Amounts are* Tax Exclusive	Theme Standard Template
-------------------------------------	-------------------------------	----------------------------

Items	Description*	Qty*	Unit price*	Disc	Account*	Taxrate*	Tax	Amount SGD
	Mouse	1.00	100.00		Sales	2024 Standard-Rated Supplies	9.00	100.00

+ Add New Lines

Sub Total 100.00
 > Total Tax Amount 9.00
 includes Adjustments to Tax 0

Total SGD 109.00

Step 11: Send Sales Credit Note:

The Sales Credit Note should be created by copying the Invoice which has the Success IRAS status. Once approved and ready to send, click on the 'E-Invoice' button to send the credit note to the customer using 'Submit to IRAS' option. System will show 'E-Invoice sent successfully' message.

Home / Sales / Credit Notes / View Credit Note

Credit Notes - Paid

To: [Receiver Organization](#) Date: 06 Feb 2026 Credit Note No: CN-0003 Reference: IN-0014

Attention: [Redacted] Theme: Word Template Amounts are: Tax Exclusive

Email: 7 LEEDON HEIGHTS D'LEEDON SINGAPORE 267953Singapore Singapore 267953

Edit Billing Address

Items	Description*	Return ?	Qty*	Unit price*	Unit Cost Price	Account*	Tax Rate*	Tax	Amount SGD
ITEM 1	ITEM 1	<input checked="" type="checkbox"/>	1.00	200.00	0.00	Sales	2024 Standard-Rated Supplies	18.00	200.00

Sub Total: 200.00
 Total Tax Amount: 18.00
Total: SGD 218.00
 Less Credit to Invoice 06 Feb 2026: 218.00
Total Credit: SGD 0.00

After sending the E-Credit Note, the user can get the Peppol and IRAS status by clicking the 'Get E-Invoice Status' button.

Home / Sales / Credit Notes / View Credit Note

Credit Notes - Paid

Peppol: In process IRAS: In process

To: [Receiver Organization](#) Date: 06 Feb 2026 Credit Note No: CN-0004 Reference: IN-0014

Attention: [Redacted] Theme: Word Template Amounts are: Tax Exclusive

Email: 7 LEEDON HEIGHTS D'LEEDON SINGAPORE 267953Singapore Singapore 267953

Edit Billing Address

Items	Description*	Return ?	Qty*	Unit price*	Unit Cost Price	Account*	Tax Rate*	Tax	Amount SGD
ITEM 1	ITEM 1	<input checked="" type="checkbox"/>	1.00	200.00	0.00	Sales	2024 Standard-Rated Supplies	18.00	200.00

Sub Total: 200.00
 Total Tax Amount: 18.00
Total: SGD 218.00
 Less Credit to Invoice 06 Feb 2026: 218.00
Total Credit: SGD 0.00

Once the IRAS validated the invoice, the system will show the status as **Successful**.

Home / Sales / Credit Notes / View Credit Note

Credit Notes - Paid

Peppol: Sent IRAS: Successful

To: [Receiver Organization](#) Date: 06 Feb 2026 Credit Note No: CN-0004 Reference: IN-0014

Attention: [Redacted] Theme: Word Template Amounts are: Tax Exclusive

Email: 7 LEEDON HEIGHTS D'LEEDON SINGAPORE 267953Singapore Singapore 267953

Edit Billing Address

Items	Description*	Return ?	Qty*	Unit price*	Unit Cost Price	Account*	Tax Rate*	Tax	Amount SGD
ITEM 1	ITEM 1	<input checked="" type="checkbox"/>	1.00	200.00	0.00	Sales	2024 Standard-Rated Supplies	18.00	200.00

Sub Total: 200.00
 Total Tax Amount: 18.00
Total: SGD 218.00
 Less Credit to Invoice 06 Feb 2026: 218.00
Total Credit: SGD 0.00

Step 12: Receive Purchase E-Credit Note

Info-Tech Accounting software will download the purchase E-Credit Note automatically every 20 minutes once and create a draft credit note. This button will be visible only for customers who have Peppol ID or UEN updated in their contact details.

The screenshot shows the 'View Credit Notes' interface. At the top right, there are buttons for '+ New Credit Notes', 'Receive E-Invoice', 'Import', and 'Export'. Below these are filter tabs: 'All', 'Draft (0)', 'Awaiting Approval (0)', 'Awaiting Payment (0)', and 'Paid (2)'. A search bar is present with fields for 'Search For', 'Start Date', and 'End Date'. Below the search bar is a table with 2 items:

Reference	From	Date	Paid	Due	Status	IRAS Status
Bill3	NP Organization	06 Feb 2026	(545.00)	0.00	Paid	Successful
SN_7	Receiver Organization	06 Feb 2026	(436.00)	0.00	Paid	Successful

At the bottom, there is a 'Page Size' dropdown set to 10 and pagination information: '1 to 2 of 2'.

Also, there is option to download the E-Credit Note manually in the Credit Note screen by clicking the **Receive E-Invoice** button.

The screenshot shows the 'View Bills' interface. At the top right, there is a green success message: 'Successful E-Invoice received successfully'. Below it are buttons for '+ New Bill', 'Receive E-Invoice', 'Import', and 'Export'. Filter tabs include 'All', 'Draft (1)', 'Awaiting Approval (0)', 'Awaiting Payment (1)', 'Paid (0)', and 'Recurring Bills (0)'. A search bar has fields for 'Search For', 'Filter', 'Start Date', 'End Date', and 'Options'. Below the search bar is a table with 1 item:

Reference	From	Date	Due Date	Due
IN-001	ABC Pvt LTD - 2	05 May 2025	05 May 2025	26.44

At the bottom, there is a 'Page Size' dropdown set to 10 and pagination information: '1 to 1 of 1'.

If there are no purchase invoices to receive then the system will show the below message.

The screenshot shows the 'View Bills' interface. At the top right, there is a blue information message: 'Information! There are no Purchases'. Below it are buttons for '+ New Bill', 'Receive E-Invoice', 'Import', and 'Export'. Filter tabs include 'All', 'Draft (1)', 'Awaiting Approval (0)', 'Awaiting Payment (1)', 'Paid (0)', and 'Recurring Bills (0)'. A search bar has fields for 'Search For', 'Filter', 'Start Date', 'End Date', and 'Options'. Below the search bar is a table with 1 item:

Reference	From	Date	Due Date	Due
IN-001	ABC Pvt LTD - 2	05 May 2025	05 May 2025	26.44

At the bottom, there is a 'Page Size' dropdown set to 10 and pagination information: '1 to 1 of 1'.

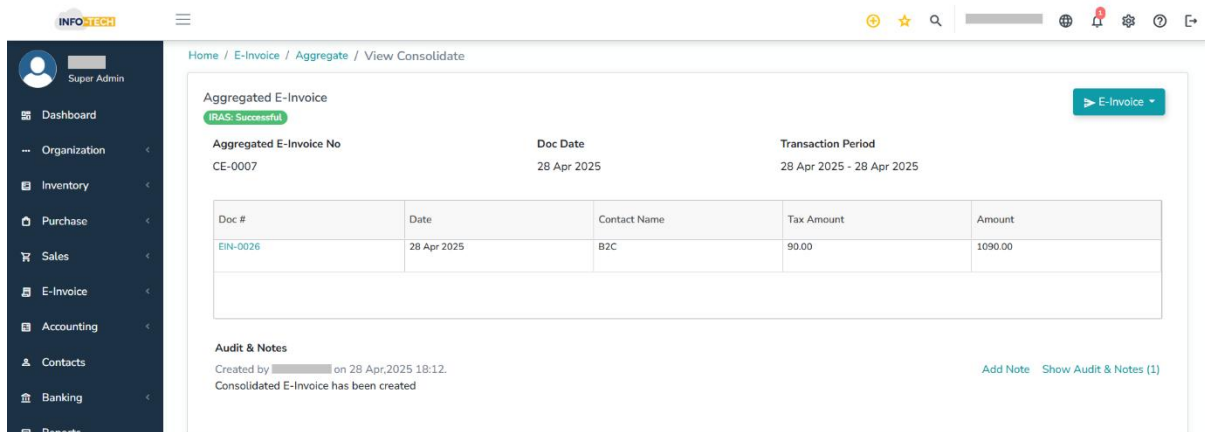
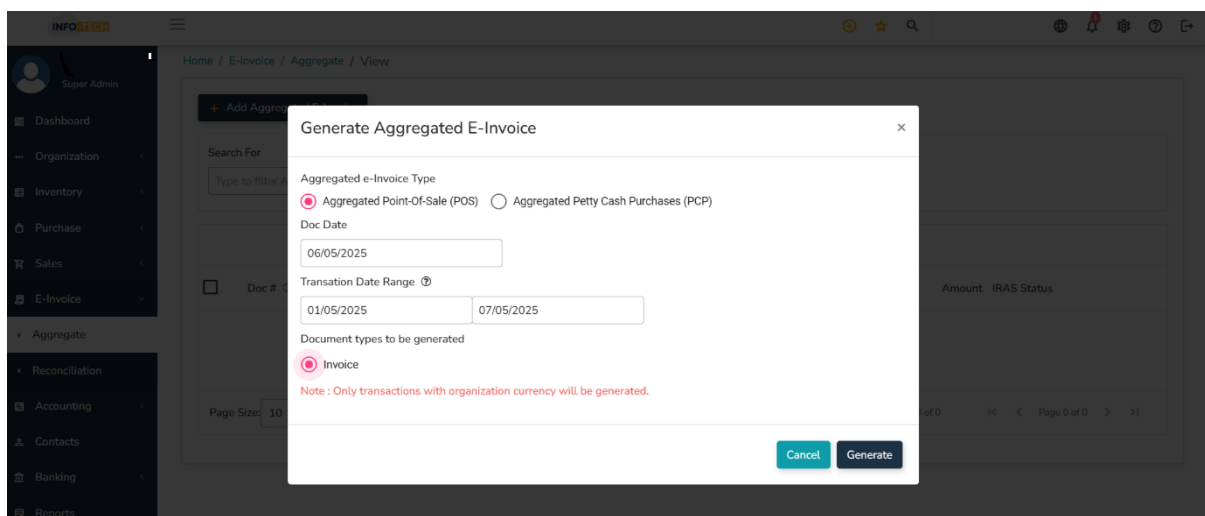
Aggregated E-Invoice:

Aggregated e-invoice involves two types of transactions:

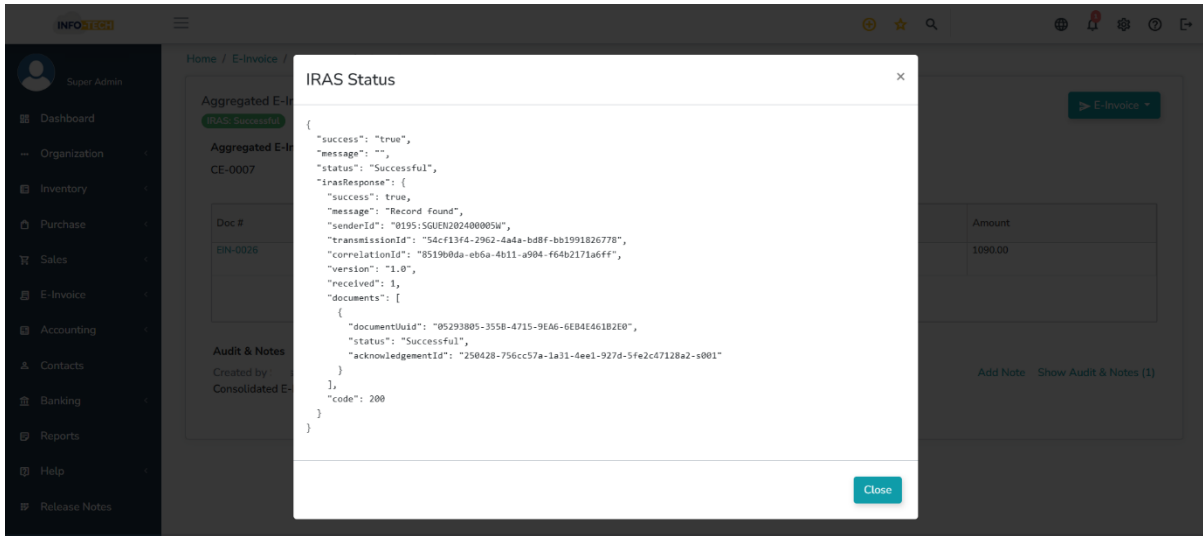
- Aggregated Point-Of-Sale (POS) - Invoice
- Aggregated Petty Cash Purchases (PCP) – Bill, Spend money

To generate the aggregate invoices, the user must select the transaction date range and the document type, which should be either Invoice or Purchase Order as needed, and then click Generate. The list of transactions (which have not been sent to IRAS previously) within the date range will be displayed. Once generated, the user can send the invoices to IRAS by clicking the 'Send E-Invoice', and the respective IRAS status will be updated by clicking the 'Get E-Invoice Status' button.

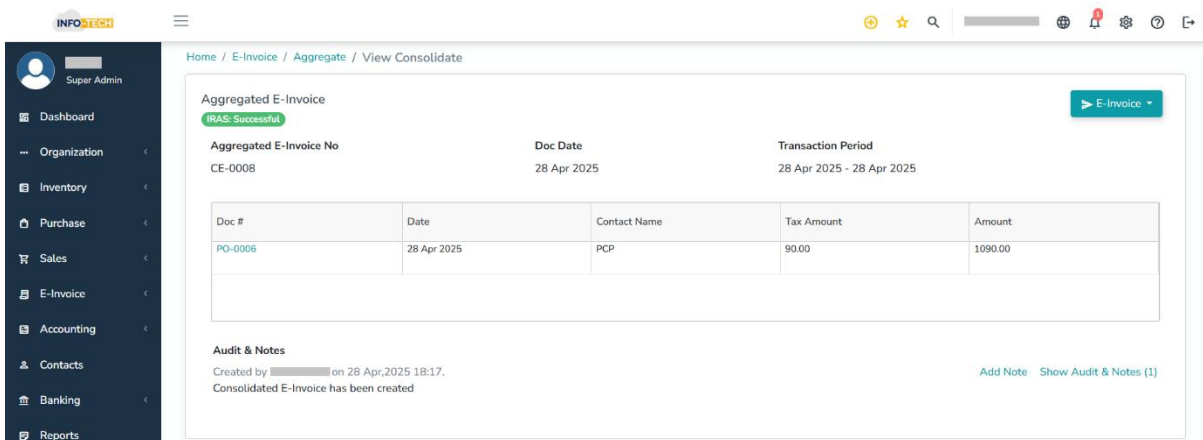
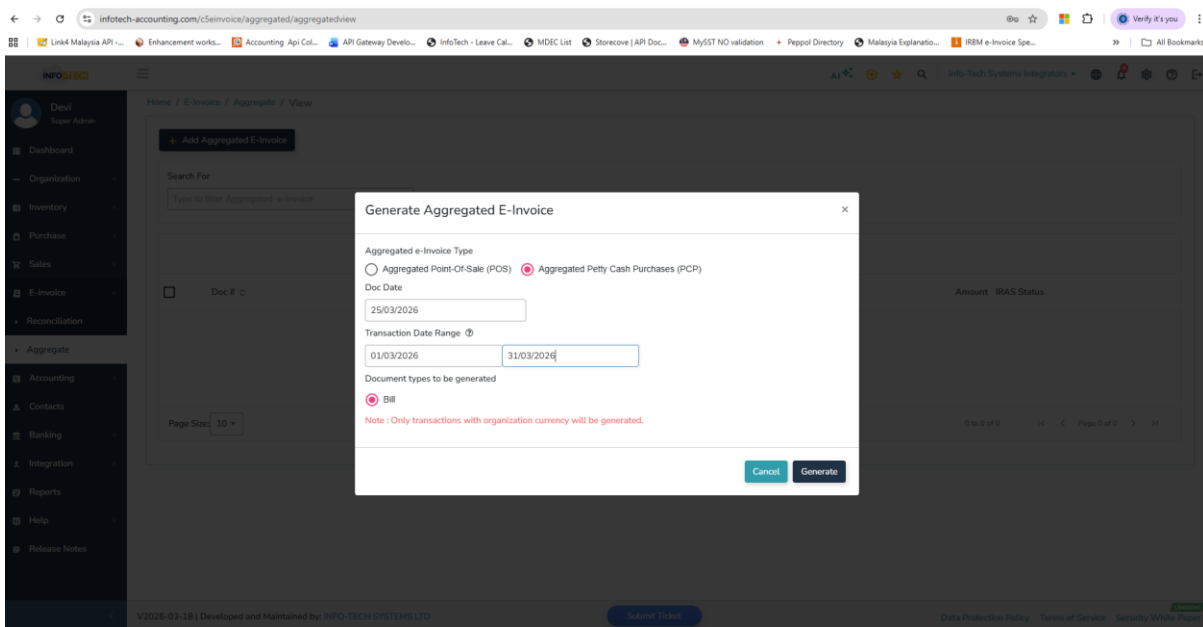
Invoices:



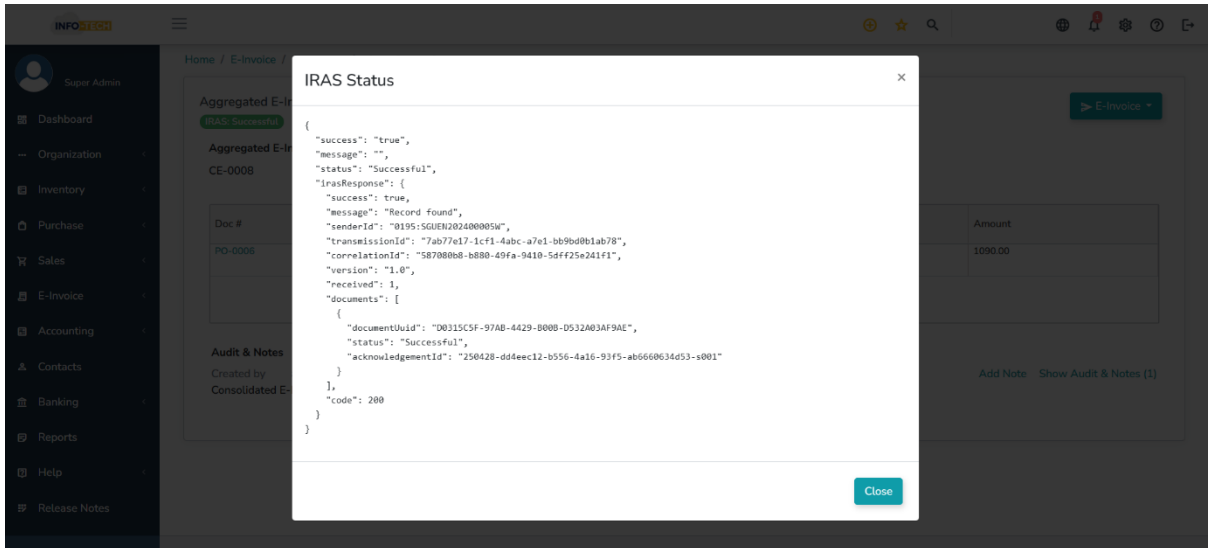
By clicking the status, the IRAS status and response will be shown.



Bills:

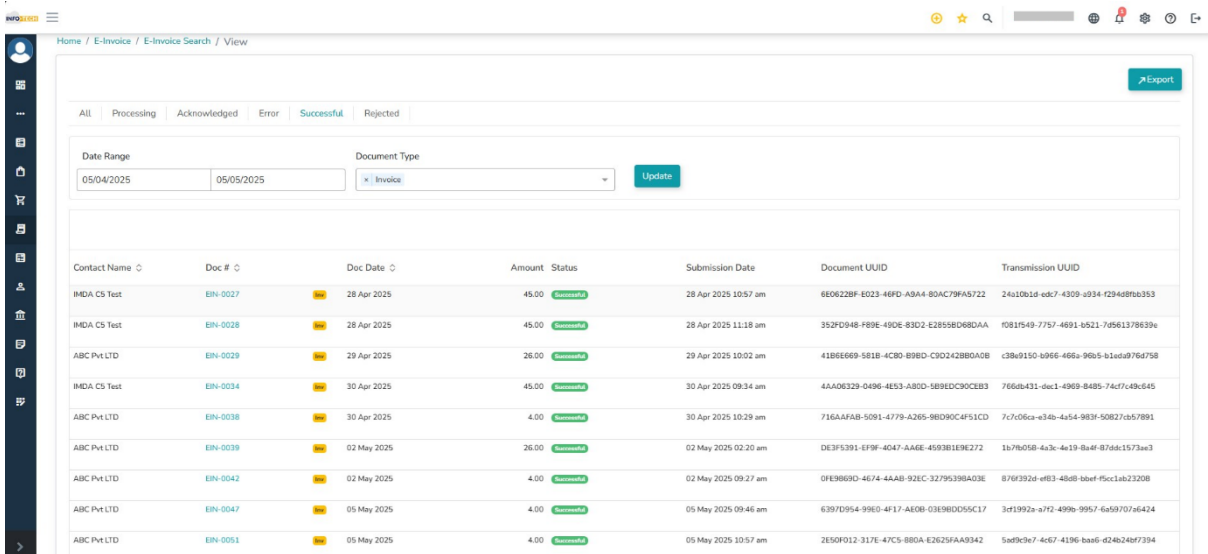


By clicking the status, the IRAS status and response will be shown:

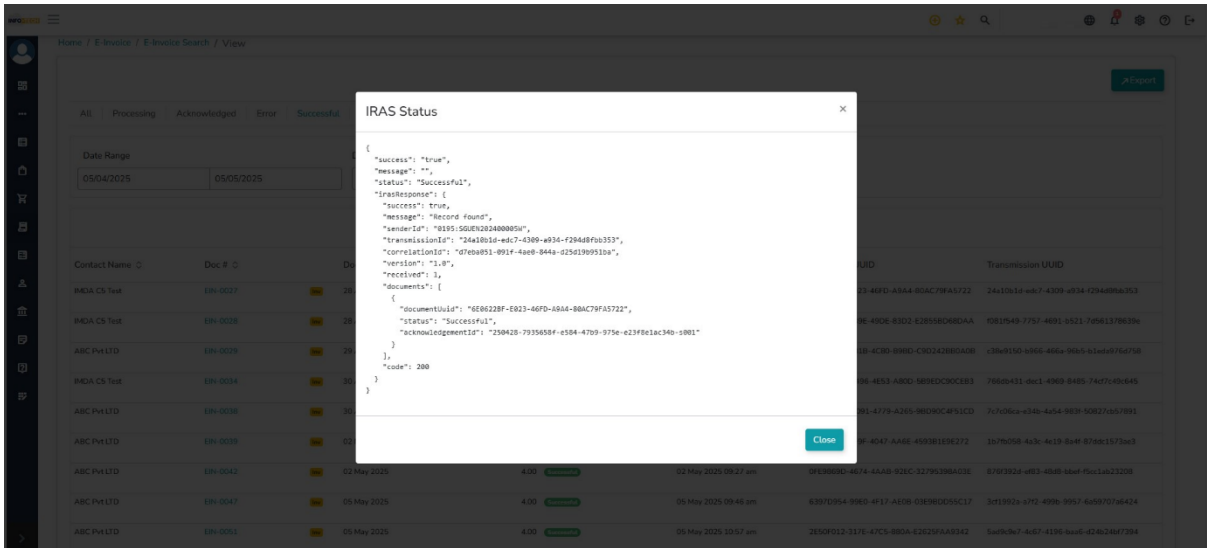


E-Invoice Reconciliation:

The reconciliation page contains a list of E-Invoice transactions that have already been sent to IRAS. This page will list transactions under the categories: All, Processing, Acknowledged, Error, Successful, and Rejected.



By clicking the status, the IRAS status and response will be shown.

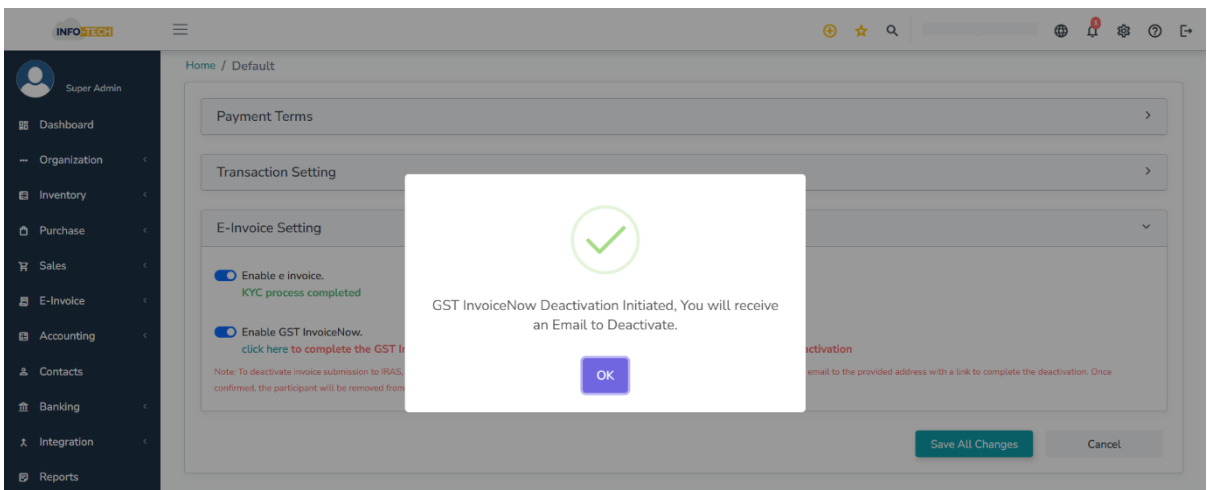


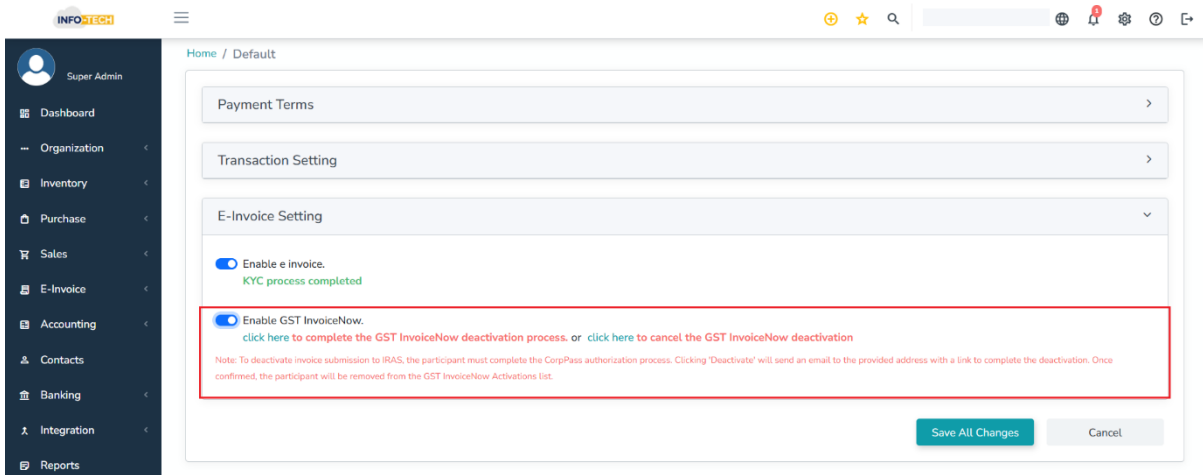
Export:

Contact Name	Doc Date	Doc #	Doc Type	Amount	Status	Submission Date	Document UUID	Transmission UUID
IMDA C5 Test	2025-04-28T00:00:00	EIN-0027	Invoice	45.00	Successful	2025-04-28T10:57:34.43	6E06228F-E023-46FD-A9A4-80AC79FA5722	24a10b1d-edc7-4309-a934-f294d8fb353
IMDA C5 Test	2025-04-28T00:00:00	EIN-0028	Invoice	45.00	Successful	2025-04-28T11:18:57.39	352FD948-F89E-49DE-83D2-E2855BD680AA	f081f549-7757-4691-b521-7d561378639e
ABC Pvt LTD	2025-04-29T00:00:00	EIN-0029	Invoice	26.00	Successful	2025-04-29T10:02:02.173	4196E669-581B-4C80-B9BD-C9D2428B0A08	c38e9150-b966-466a-96b5-b1eda976d758
IMDA C5 Test	2025-04-30T00:00:00	EIN-0034	Invoice	45.00	Successful	2025-04-30T09:34:16.14	4AA06329-0496-4E53-A80D-589EDC90CEB3	766db431-dec1-4969-8485-74c17c49c645
ABC Pvt LTD	2025-04-30T00:00:00	EIN-0038	Invoice	4.00	Successful	2025-04-30T10:29:20.727	716AAAFAB-5091-4779-A265-98D90C4F51CD	7c7c06ca-e34b-4a54-983f-50827cb57891
ABC Pvt LTD	2025-05-02T00:00:00	EIN-0039	Invoice	26.00	Successful	2025-05-02T02:20:54.337	DE3F5391-EF9F-4047-AA6E-459381E9E272	1b77fb058-4a3c-4e19-8a4f-87ddc1573ae3
ABC Pvt LTD	2025-05-02T00:00:00	EIN-0042	Invoice	4.00	Successful	2025-05-02T09:27:11.147	0FE9869D-4674-4AAB-92EC-32795398A03E	876f392d-ef83-48d8-bbef-f5cc1ab23208
ABC Pvt LTD	2025-05-05T00:00:00	EIN-0047	Invoice	4.00	Successful	2025-05-05T09:46:32.857	6397D954-99E0-4F17-AE08-03E9BDD55C17	3cf1992a-a7f2-499b-9957-6a59707a6424
ABC Pvt LTD	2025-05-05T00:00:00	EIN-0051	Invoice	4.00	Successful	2025-05-05T10:57:25.02	2E50F012-317E-47C5-880A-E2625FAA9342	5ad9c9e7-4c67-4196-baa6-d24b24bf7394
ABC Pvt LTD	2025-05-05T00:00:00	EIN-0052	Invoice	4.00	Successful	2025-05-05T11:17:40.837	7BA6B16F-6CA7-481C-843C-00EF13424846	14b18e5e-a6a2-4e7c-951f-6222d8b803d4
IMDA C5 Test	2025-05-05T00:00:00	EIN-0054	Invoice	45.00	Successful	2025-05-05T11:46:41.64	1CD535E9-7C96-472D-8013-13C57886D05B	2a51b58d-1a76-484a-a784-1ec1959c1056
IMDA C5 Test	2025-05-05T00:00:00	EIN-0055	Invoice	45.00	Successful	2025-05-05T12:03:24.78	E2327507-DC14-490A-B373-86980658D3BE	158a7ae6-cd62-4d33-aabd-4f5a41e2b2b6

Deactivating the GST InvoiceNow:

To deactivate the GST InvoiceNow, the user should turn off the 'Enable GST InvoiceNow' toggle in the settings. The user will receive an email to deactivate invoice data submission to IRAS, which includes a link directing them to the CorpPass page. The deactivation can also be done by clicking the 'Click here' link in the e-invoice setting page.





Once logged in to CorpPass, the user must authorize the service provider for deactivation.



GST InvoiceNow Submission Deactivation

Authorise your Service Provider via CorpPass

Thank you for your application to deactivate GST InvoiceNow submission with

In order to complete the deactivation process, we will require your CorpPass Administrator to authorise the deactivation to cease transmitting invoice data 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](#).



After this is done, the system will display 'Your GST InvoiceNow submission deactivation is successfully completed.' The user will also receive a confirmation email regarding the same.



SUCCESSFUL DEACTIVATION

Your GST InvoiceNow submission deactivation is successfully completed.

You have successfully deactivated GST InvoiceNow submission with

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

