



## How to setup Invoice Now in Info-Tech Accounting Software

### Step 1: E-Invoice User Registration

Enable E-Invoice from Settings -> Default settings

E-Invoice Setting

Enable E-Invoice

[Register For E-Invoice](#)

Save Changes

Click on **Register for E-Invoice** link for user registration with access point provider (LinkFor). Fill your organization information in below screen with password which you required to access to LinkFor access point and submit.

### Register E-Invoice

Country*	Company Name*	Identifier/UEN Number *
Singapore	Babu Demo Sales	UEN
Frist Name*	Last Name *	Email*
SuperAdmin	Last Name	Email
Company Address Line 1*	Company Address Line 2	Phone No*
Address	Address	Phone No
City*	Postal Code *	State *
City	Postal Code	State
Password*		
Password		
<input type="checkbox"/> I agree to the Terms and Conditions Your invoice data will be transmitted over the global Peppol e-Invoice Network by our partner <b>LinkFor</b> .Your suppliers and customers may use third parties to enable there connections to this Network.		
<input type="checkbox"/> I agree that my invoice data can be transmitted over the Peppol Network by Infotech.		

Register Cancel



## Step 2: Send E-Invoice to through Info-Tech Accounting software

When your invoice is approved and ready to send, click on below Send E-Invoice button to send invoice to customer. This button will be visible only for customer who has PeppolID or UEN updated in contact details.

The screenshot shows the 'Invoice - Waiting for Payment' screen. The 'Send E-Invoice' button is highlighted with a yellow box. A green notification banner at the top right says 'Success! E-Invoice Send Successfully'. The invoice details are as follows:

From	Date	Due Date
IMDA Peppol Test	13 Oct 2021	16 Oct 2021

Attention:  
Email: einvoice@imda.gov.sg

Amounts are: Tax Exclusive

Item	Description	Quantity	Unit Price	Disc %	Account	Tax Rate	Amount SGD
BIOV	Bio Finger V	1	240		Sales	Standard-Rated S...	240

Sub Total: SGD 240.00  
Total Local supply of goods and services 7%: 16.80  
**Total: SGD 256.8**  
**Amount Due: SGD 256.8**

## Step 3: Receive Purchase E-Invoice from Suppliers

Info-Tech accounting software download the purchase invoice automatically every 20 min once and create as draft bill. Also there is option to download manually (**Receive E-Invoice**) like below in bills screen.

The screenshot shows the 'Bills' screen. The 'Receive E-Invoice' button is highlighted with a yellow box. The screen displays a list of bills with columns for Reference, From, Date, Due Date, Paid, Due, and Status.

Reference	From	Date	Due Date	Paid	Due	Status
LNKFOR-0020	Info-tech Systems	21 Oct 2021	21 Oct 2021		314.00	Draft
LNKFOR-0019	Info-tech Systems	21 Oct 2021	21 Oct 2021		5.14	Awaiting Payment



#### Step 4: How to manage your customer / supplier peppol ID's

You can record your customer/supplier peppol id and UEN information in contact detail page as like as below.

Home / Contacts / Edit Contact

### Contact Details

Contact Name*	IMDA Peppol Test	Account Number	
Primary Person	Name	Email	Phone No
		einvoice@imda.gov.sg	
<a href="#">+ Add Primary Person</a>			

In Contact page under Financial Detail section:

### Financial Details

Sales Setting		Registration Number	
Sales Account		Peppol ID	0195:SGTSTIMDADEMO01
Purchase Setting		Credit Limit Amount	
Purchase Account		Credit Limit Block	<input type="checkbox"/>
Tax ID		Sale Discount %	0
Default Sales Tax			