

EPB Ordering and Invoicing For Peppol Network and IRAS User Guide

Version 2.5
22 July 2026

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Introduction

The Infocomm Media Development Authority (IMDA) of Singapore has localized the Peppol network to enable electronic document exchange between businesses entities. IMDA also requires companies registered for Goods and Services Tax (GST) to use the Peppol transmission standard to send invoices to the Inland Revenue Authority of Singapore (IRAS). As a business solutions provider, EPB is ready to support GST InvoiceNow and electronic document exchange between businesses already supporting Peppol.

Besides the normal business operation flow in EPB, when turning on the Peppol Access, the system is able to conduct the electronic data transmission over the Peppol network.

The system setting and operation procedure of the document transmission on Peppol network are described in this document.

Peppol Network and IRAS Work Flow

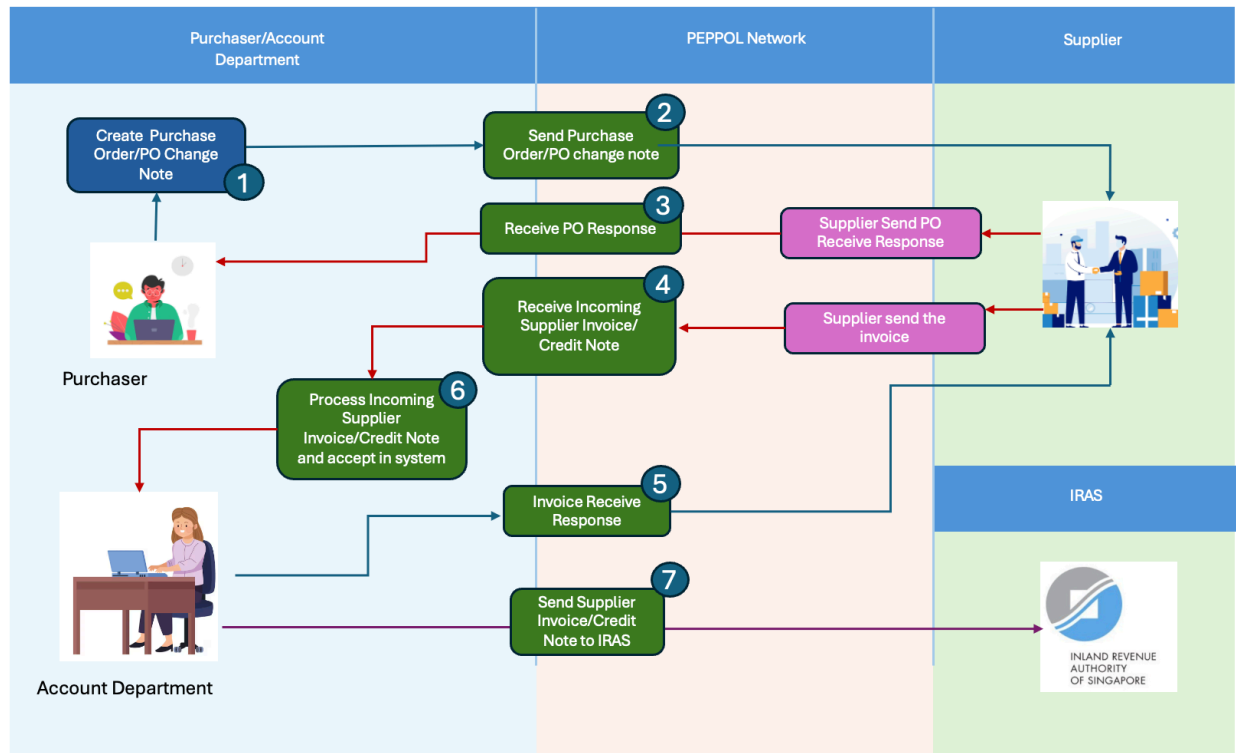
There are three roles in document exchange work flow in Peppol Network and IRAS.

- a. Purchase: The organization purchase the service and goods from its supplier.
- b. Sales: The organization sell the service and goods to its customer
- c. IRAS: Inland Revenue Authority of Singapore to receive the sales invoice/credit note from the Seller and purchase invoice/credit note from the Buyer.

As a business entity, you play both purchase and sales roles to complete the full business cycle.

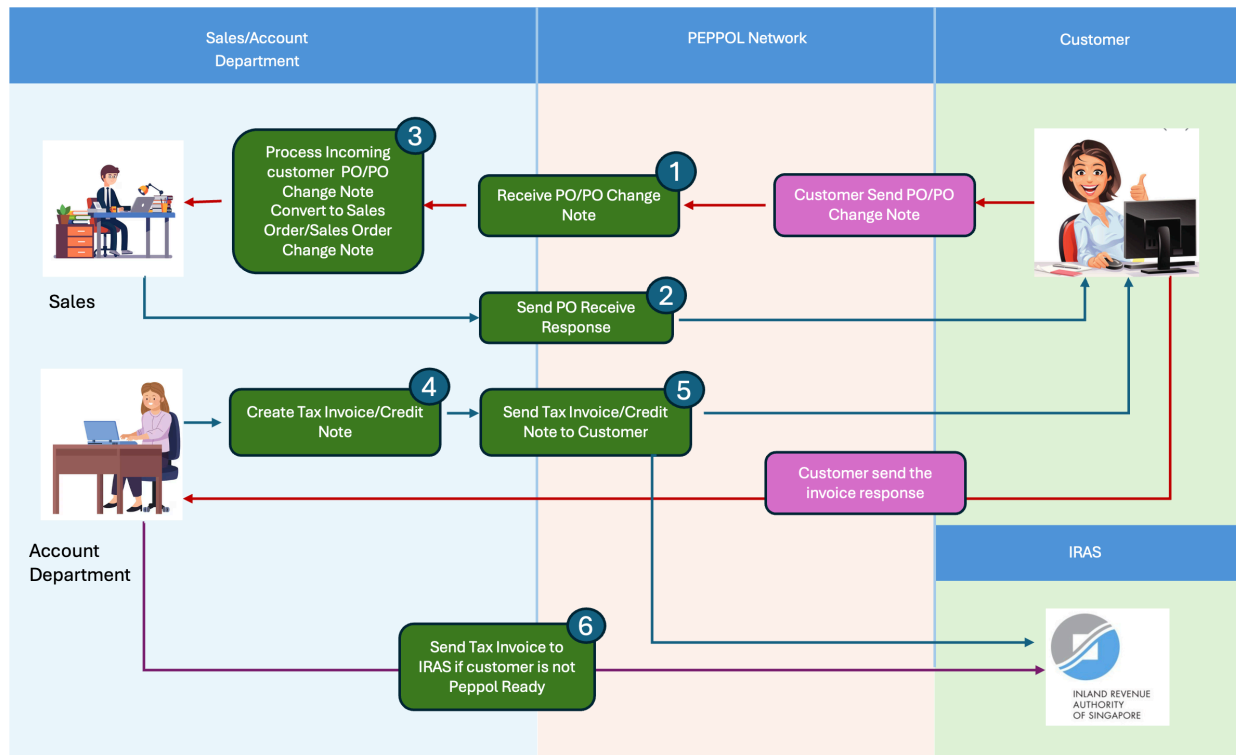
Purchase and Account Payable Flow with Peppol Network

The purchase and accounting payable flow with the data exchange in Peppol Network and IRAS is showing below



Sales and Account Receivable Flow with Peppol Network

Below diagram shows the sales and accounting receivable flow with data transmission in Peppol Network



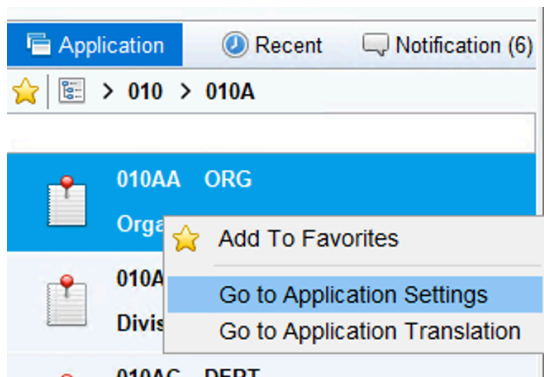
1. The customer sends PO/PO Change Note to the company. The sales department receives the PO/PO Change Note in Peppol Network.
2. The sales checks and verifies the incoming document and sends the response with accepted or rejected.
3. If accept the incoming document, the sales staff do the items stock code mapping and convert the incoming PO/PO Change Note to Sales Order/Sales Order Change Note.
4. The account department creates tax invoice/credit note.
5. The account department sends tax invoice/credit note to customer. If the customer is GST InvoiceNow ready, the tax invoice/credit note sends to IRAS at the same time.
6. The account department sends the tax invoice/credit note to IRAS if the customer is not Peppol Ready but is GST InvoiceNow ready.

System Setup

In order to sending and receiving the documents over the Peppol Network, including submitting the invoice to IRAS, the necessary system set up in EPB system must be done. Below are the steps of the system setting.

Organization Peppol Enable Setting

You must enable the Peppol settings in organization. Go to Organization's Application Settings



#	Setting Name	Se
54	Enable LHDN Digital Cert	N
55	EPBAP Service Entry	http
56	EPBAP Client Secret	2E6
57	EPBAP Client UUID	7e2
58	Attachment URL	http
59	Enable [Y] Not in Use [M] elnvoice(MY) [E] Peppol EPB [N] Nil	E

EPBAP Service Entry	EPB Access Point receive URL
EPBAP Client Secret	EPB AP access passkey (Get from EPB AP when register as a user of EPB AP)
EPBAP Client UUID	Unique Identity of the user in EPB AP platform (Get from EPB AP when register as a user of EPB AP)
Enable [Y] Not in Use [M]	E To enable the Peppol access for the organization
Attachment URL	For live: https://peppol.epbrowser.com/gateway/epbm/api/attachment

	For test: https://www.epbrowser.com/gateway/epbm/api/attachment
--	--

Organization Peppol ID registration

When user completed the registration in SMP as Peppol Network user, the system administrator needs to define the organization Peppol ID in EPB organization master file

Go to **Organization** [010AA.ORG] module and input the Peppol ID as below

Organization [Admin @ Abby Seller] [010AA.ORG]

Search - EpOrg

Generic Mode

Search

EpOrg

Table Form Duplicate Add

Input Organization Peppol ID

#	peppolid	* Org ID	Org Name
1	0195:SGUEN202400018D	170	(0018D)ABBY Buyer(IMDA TEST)
2	0195:SGUEN98267470L	160	(7470L)EPB Seller

peppolid: 0195:SGUEN200904669W

c5Flg: Yes

Basic

Org ID: 170

Input the UEN

Org Name: (0018D) ABBY Buyer

Input the UEN

Tax Reg No.: 200904669W

Co Reg No.: 200904669W

Must input UEN in Tax Reg No and Co Reg No.

Register the organization Peppol ID in Access Point SMP

In previous screen (Organization), find the org record and right click the row.

Organization [Admin @ ENTERPRISE BROWSER PTE LTD] [010AA.ORG]

Search - EpOrg

Generic Mode Ocean

Search

EpOrg

Table Form Duplicate Add Edit Remove Save Revert Functions

#	peppolStatus	Peppol Id	* Org ID	* Name	C5 Flg	Phone	Co Reg No.
1	Verified	0195:SGUEN202400021Z	22	OceanTrans Pte Ltd	Yes	64547444	202400021Z

Update GST InvoiceNow Status

Register Participant

Architecture

Delete

Click on Register Participant.

You will receive an email about the Peppol Registration. Follow the instruction to use your Corpass to complete the registration.

After the Peppol ID registration successful, you will see the 'Verified' status in the Poppol Status on the organization record line.

Your organization is InvoiceNow Ready

Mapping Currency to Peppol Standard

Go to **Currency Module** [020BA.CURR] Fill in the Peppol currency code in the currency master file.

Currency [Admin @ ABBY Buyer] [020BA.CURR]

Search - EpCurr

Generic Mode [] Search

EpCurr

Table Form Duplicate + Add Find Tools

#	peppolCurrId	* Curr ID	Name	* Curr Rate	Rounding Decimals	* Org ID	Org Name
1	CNY	RMB	Home Doller	0.18	2 170	(0018D)ABE	
2	SGD	SGD		1.00	2 170	(0018D)ABE	

Mapping Tax Code to Peppol Standard

In **Tax module** [020BB.TAX] , input the Peppol Tax code

Tax [Admin @ Abby Seller] [020BB.TAX]

Search - Tax

Generic Mode [] Search

Tax

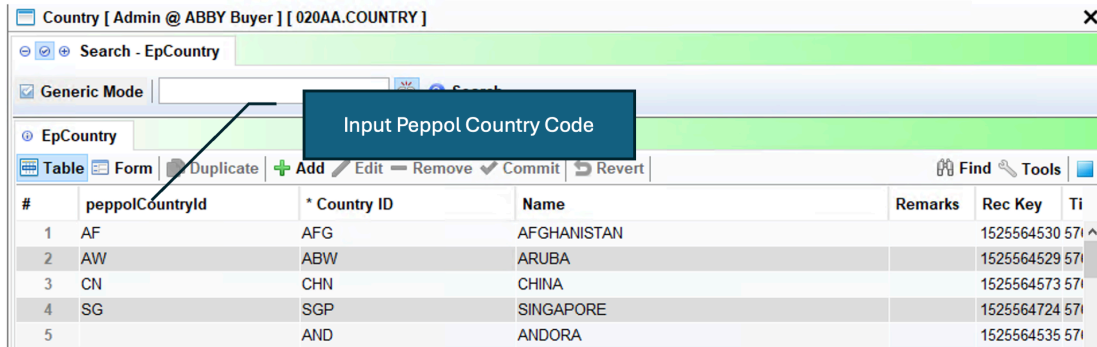
Table Form Duplicate + Add Edit Remove Commit Revert

#	peppolTaxId	* Tax ID	Name
1	SR	OUTTAX8	OUTTAX8
2	ZR	OUTTAX0	OUTTAX0

Mapping Country Code to Peppol Standard

Go to Country Module [020AA.COUNTRY]

Add Peppol Country Code to the existing country master file



#	peppolCountryId	* Country ID	Name	Remarks	Rec Key	Ti
1	AF	AFG	AFGHANISTAN		1525564530 571	^
2	AW	ABW	ARUBA		1525564529 571	
3	CN	CHN	CHINA		1525564573 571	
4	SG	SGP	SINGAPORE		1525564724 571	
5		AND	ANDORA		1525564535 571	

Document Setting

Setting			
Setting Filter pepp 			
#		Setting Name	Setting Value
1		Default	
2		eInvoice(TW)	
3		Flow Control	
4		Function	
5		Peppol Invoice Now	
6		Enable Peppol Invoice Now	Y
7		Project Costing	

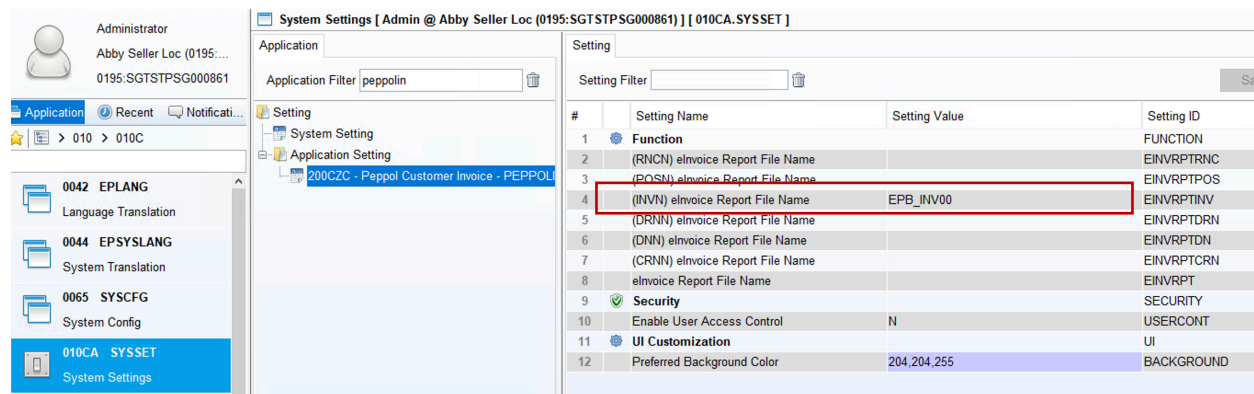
Go to settings of the module Invoice, Credit Note, Sales Order. Set 'Y' to **Enable Peppol Invoice Now**. See above screenshot

Go to **Purchase Order** setting, set 'Y' to Enable Peppol IRSP

10		Peppol IRSP		F
11		Enable Peppol IRSP	Y	F

eInvoice Report Setting

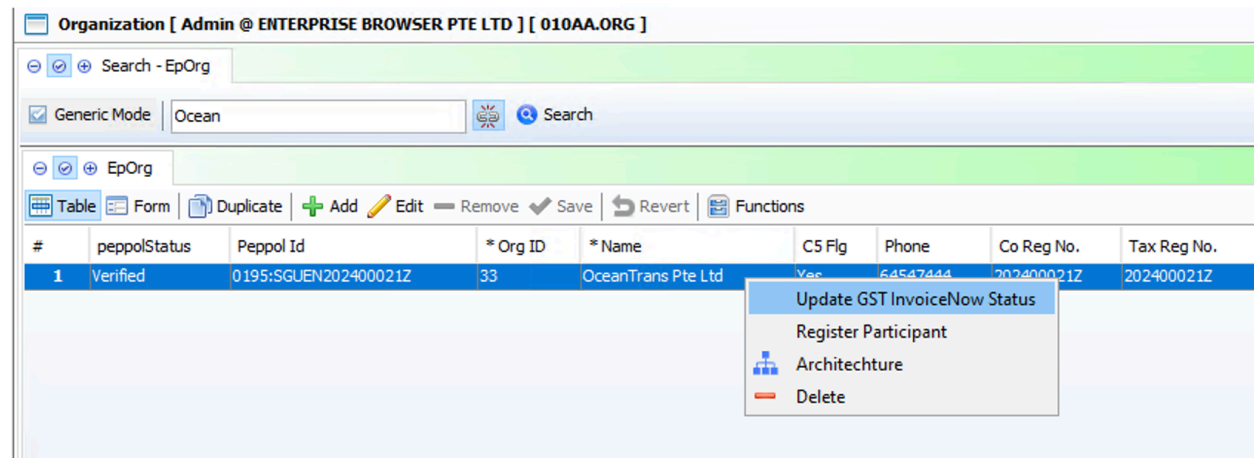
Go to System Setting module and search ‘peppolinv’. Select 200CZC – Peppol Customer Invoice.



Add **EPB_INV00** in Setting Value for (INVN) elInvoice Report File Name.

GST InvoiceNow Activation and Deactivation

Go to **Organization** [010AA.ORG] module. Find the organization record. Right click on the row. A popup dialog shows



Click ‘Update GST InvoiceNow Status’. The system will send you an email. Follow the email instruction to use your Corppass to complete the GST InvoiceNow activation process. Once the activation is done, you will have the ‘Yes’ in C5 Flg column

Organization [Admin @ ENTERPRISE BROWSER PTE LTD] [010AA.ORG]

Search - EpOrg

Generic Mode Ocean Search

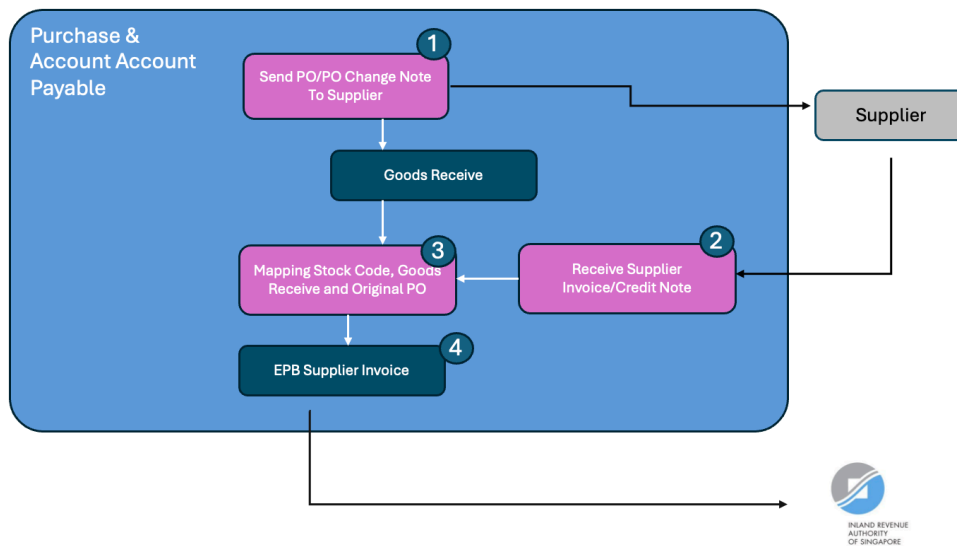
EpOrg

Table Form Duplicate Add Edit Remove Save Revert Functions

#	peppolStatus	Peppol Id	* Org ID	* Name	C5 Flg	Phone	Co Reg No.	Tax Reg No.	* Curr ID
1	Verified	0195:SGUEN202400021Z	33	OceanTrans Pte Ltd	Yes	64547444	202400021Z	202400021Z	SGD

Your organization is GST InvoiceNow Ready.

Purchase and Account Payable operations in Peppol Network



Refer to Purchase and Accounting Payable Flow with Peppol Network section. The document exchange operation procedures at purchase and accounting payable includes

1. Purchase Order/PO change note sending
2. Supplier Invoice/Credit Note Receiving
3. Incoming supplier invoice mapping and conversion
4. Supplier Invoice Send to IRAS

Below are the steps to operate the system to fulfill the document exchange in Peppol Network

Supplier Peppol Ready Register

In order to send the purchase order/purchase order change note and receive the supplier invoice, the creditor peppol ready must be defined in EPB system.

The steps of the supplier peppol registration are described below

Peppol Supplier Registration

Go to module **Supplier** [020BI.SUPPLIER]

#	* Supp ID	* Name	Address1	Address2
1	BS001	ABBY BUYER	60 Woodlands Terrace Singapo...	
2	BS002	Lighting Hub	Shun Li Industrial Park #05-34, ...	
3	BS003	ABC PTE LTD	10 Tuas Ave 4, Singapore 564709	
4	BS004	EE PTE LTD	120 Gul Circle Road, Singapore ...	

Click the Form in the menu and click Add icon in the Form mode

1. Click Add icon. Set Peppol Flag to 'Yes'. Input Peppol ID for the supplier. You can search the supplier Peppol ID in the web site <https://www.peppoldirectory.sg/>
2. Input the Peppol ID to C5 Receiver ID filed.
3. Get the supplier ID in EPB and fill in 'Supp ID' field
4. Input the supplier company registration number in 'Co Reg No' field
5. Input the Tax Registration Number in 'Tax Reg No' field
6. Input City, Country, phone, email, term ID
7. Click Save icon

Non-Peppol Supplier Registration

Go to module **Supplier** [020BI.SUPPLIER]

In Supplier Form, set Peppol Flag to 'No'. The Non-peppol ID format is
0195: + C5 + UID + UEN

For example, the company UEM is 200915649G,
the Non-peppol ID is **0195:C5UID200915649G**
Input the 0195:C5UID200915649G to Peppol ID.
Input 'IRAS' to C5 receiver ID.

The rest follow the Peppol Supplier registration steps.

CS Receiver Id: IRAS	Peppol Flg: No
Peppol Id: 0195:CSUID200915649G	Peppol Status Flg: Connected
peppolurl:	

Basic

Supp ID: BS002	Curr ID: SGD
Name: Lighting Hub	Co Reg No.: 200915649G
Name Lang:	Tax ID: IN1 Taxable Purchases
Price Ind Tax: No	Tax Ref: 200915649G
Payment Mode:	Ctrl Acc:
Status Flg: Active	Terms ID: 30 30 Days
Partial Dly Flg: Yes	Credit Limit:
Attn: Mr. Kim	Consignment Flg: No
Remarks:	

Address

Address1: Shun Li Industrial Park #05-34, 61 Kaki Bukit Avenue 1, (S)417943	Address2:
Phone2:	Address4:
Fax:	PostalCode: 417943
Phone: +65 8588 5555	Email Addr: lim@abc.com
URL Addr:	

Account

Connect Supplier to Peppol

Go back to table mode. You need to connect the both Peppol and Non Peppol supplier to Peppol

Supplier [Admin @ OceanTrans Pte Ltd] [020BLSUPPLIER]

Search - Supplier

☒ Generic Mode

Search

Supplier

Table Form Duplicate Add Edit Remove Save Revert Print Function

#	* Supp ID	* Name	Address1	Address2
1	BS001	ABBY BUYER	60 Woodlands Terrace Singapo...	
2	BS002	Lighting Hub	Shun Li Industrial Park #05-34, ...	
3	BS003	ABC PTE LTD	0 Tuas Ave 4, Singapore 564709	
4	BS004	EE PTE LTD	20 Gul Circle Road, Singapore ...	

Print

Generate Supp ID

Attachments

View AP Ageing

Special Note

☒ Peppol Connect

☒ Peppol Disconnect

Right click on the row and click on Peppol Connect. Once the connection finished, the peppol status will be 'connected'

Supplier					
Table Form Duplicate Add Edit Remove Save Revert Print Functions					
#	Peppol Status Flg	* Supp ID	* Name	Address1	Ac
1	Active	BS001	ABBY BUYER	60 Woodlands Terrace Singapo...	
2	Connected	BS002	Lighting Hub	Shun Li Industrial Park #05-34, ...	
3	Active	BS003	ABC PTE LTD	10 Tuas Ave 4, Singapore 564709	
4	Connected	BS004	EE PTE LTD	120 Gul Circle Road, Singapore ...	

Purchase Order Sending to Supplier

Create the Purchase Order and post it.

Purchase Order [Admin @ ABBY Buyer] [070CCa.PON]

Action

Function

Batch

Quick Access: Post

Pomas

Add

Edit

Commit

Revert

Refresh

Print

Functions

Previous

2 / 2

Next

Tools

Doc ID: PO2511130001

Supp ID: 170_S001 EPB AP TEST

Attn: Mr. Ahda

Tax ID: IN9 9.00

Price Incl Tax: No

Curr ID: SGD 1.00

Remarks: Rewuest two weeks for delivery

Supp Ref: QUOT-002202

Our Ref: HK030303

Consignment Flg: No

Doc Date: 2025-11-13

Status Flg: Posted

User ID: Admin Administrator

Emp ID: AA AA

Proj ID:

Dept ID:

Terms ID: 30 30 Days

Dly Date: 2025-11-13

Disc Char: 0.000000% 0.00

LumpSum Disc: 0.00

Line

Ref

Pochg

PomasPayment

DocumentTrace

DocComment

EpAttach

Table

Form

Duplicate

Add

Remove

Functions

Find

Tools

#	Batch ID1	Line No.	Line Type	Stk ID	* Name	* UOM Qty	U
1			1.00 Stock Item	001H0004H	2.5" External Hard Drive 320GB - White		1.00 PC

Go to module **Peppol Purchase Order** [200DZE.PEPPOLPO]. Query the waiting PO

Peppol Purchase Order [Admin @ ABBY Buyer] [200DZE.PEPPOLPO]

Search - PeppolPo

Search

Tools

Supp ID: =

Name: Like

ackStatus: =

Status Flg: = Active

Src Doc Date: =

Src Doc ID: =

PeppolPo

Functions

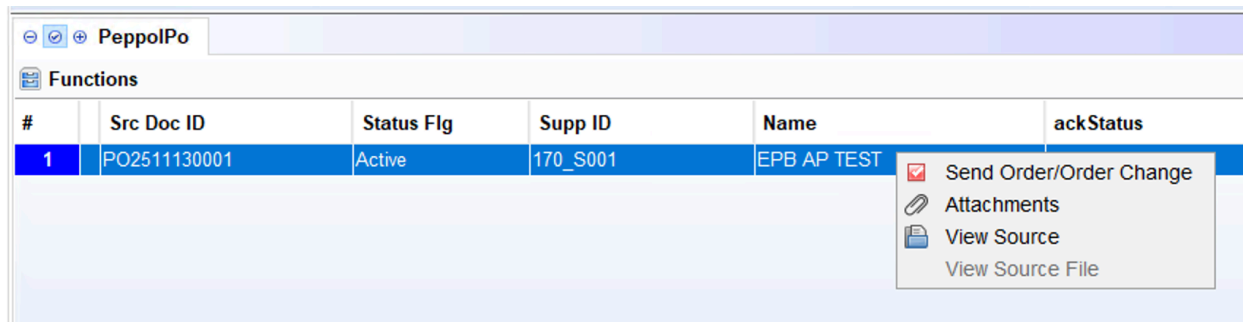
Multi-select

Find

Tools

#	Src Doc ID	Status Flg	Supp ID	Name	ackStatus	Src Code Name	Src Code
1	PO2511130001	Active	170_S001	EPB AP TEST		Purchase Order	PON

Right click the record and choose Send Order/Order Change



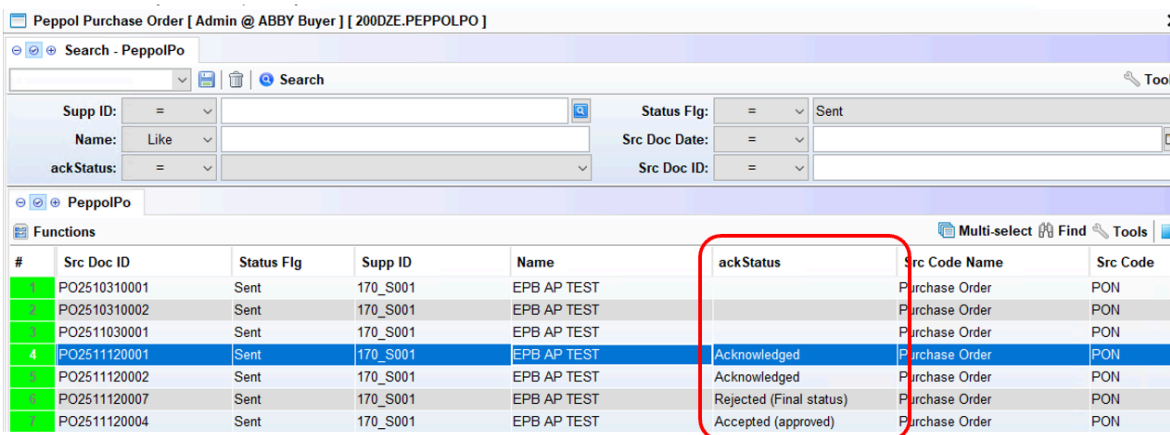
The status flag becomes 'Sent'.

The ackStatus indicates

Acknowledged: The receiver acknowledged

Accepted: The receiver accepted the document

Rejected: The receiver rejected the document



Purchase Order Change Note Sending to Supplier

Follow the EPB procedure to create PO Change Note and post it.

You should find the PO Change Note in **Peppol Purchase Order** [200DZE.PEPPOLPO]

Peppol Purchase Order [Admin @ ABBY Buyer] [200DZE.PEPPOLPO]

Search - PeppolPo

Supp ID: = Name: Like ackStatus: = Status Flg: = Src Doc Date: >= 2025-12-08 Src Doc ID: =

PeppolPo

Functions Multi-select Find Tools

#	Src Doc ID	Status Flg	Supp ID	Src Code Name	Name	Src Code	Supp Ref
1	PO2512090001	Sent	170_S001	Purchase Order	EPB AP TEST	PON	HK030303
2	PO2512090002	Sent	170_S001	Purchase Order	EPB AP TEST	PON	C9393930
3	PO2512090001/V1	Sent	170_S001	Purchase Order Change Note	EPB AP TEST	POCHGN	PO2512090001

Right click the line and choose **Send Order/Order Change** to supplier

Peppol Purchase Order [Admin @ ABBY Buyer] [200DZE.PEPPOLPO]

Search - PeppolPo

Supp ID: = Name: Like ackStatus: = Status Flg: = Src Doc Date: >= 2025-12-08 Src Doc ID: =

PeppolPo

Functions

#	Src Doc ID	Status Flg	Supp ID	Src Code Name	Name	S
1	PO2512090001	Sent	170_S001	Purchase Order	EPB AP TEST	PO
2	PO2512090002	Sent	170_S001	Purchase Order	EPB AP TEST	PO
3	PO2512090001/V1	Sent	170_S001	Purchase Order Change Note	EPB AP TEST	PO

Send Order/Order Change
Attachments
View Source
View Source File

The status flag will be 'Sent' if the sending is successful.

When supplier received the order document and response to it, you will see the acknowledgement status and response code. See below screenshot

Peppol Purchase Order [Admin @ ABBY Buyer] [200DZE.PEPPOLPO]

Search - PeppolPo

Supp ID: = Search

Name: Like

ackStatus: =

PeppolPo

Functions

#	ackStatus	Rec Key	Src Doc ID	Status Flg	Supp I
3		1719708115	PO2510310002	Sent	170_SC
4		1720210763	PO2511030001	Sent	170_SC
5	Acknowledged	1722047306	PO2511120001	Sent	170_SC
6	Acknowledged	1722047358	PO2511120002	Sent	170_SC
7	Acknowledged	1722047529	PO2511120003	Sent	170_SC
8	Accepted (appr...	1722049623	PO2511120004	Sent	170_SC
9	Acknowledged	1722049793	PO2511120005	Sent	170_SC
10	Accepted (appr...	1722049965	PO2511120006	Sent	170_SC
11	Rejected (Final ...	1722066800	PO2511120007	Sent	170_SC
12	Acknowledged	1722268299	PO2511130001	Sent	170_SC
13	Accepted (appr...	1722279911	PO2511130002	Sent	170_SC

Total Net:

PeppolPoline EpAttach DocumentTrace PpPoAddition **ReceiveResponse**

Functions

#	localName	responseCode	channelId	Fi
1	OrderResponse	AB	EPB	ear

The ackStatus becomes 'Acknowledged'. In **ReceiveResponse** tag, the response code is 'AB'.

Supplier Invoice/Credit Note Receiving

Receiving the invoice/credit note are always from peppol supplier. You need to register the supplier as peppol creditor in **Peppol Creditor Setup**. Refer to **Creditor Peppol Ready Register** section.

Check the incoming supplier invoice/credit note

When your supplier sent invoice/credit to you over Peppol Network, you should receive the document in the module **Peppol Supplier Invoice**

Go there to find the incoming supplier invoice/credit note.

#	Supp ID	Src Code	ackStatus	Status Flg	Our Ref	Supp Ref	Err Msg
1	170_S001	Supplier Invoice	Accepted (approved)	Active	PO-5363333-2	250110	Related PO not fo
2	170_S001	Supplier Credit Note	Accepted (approved)	Active	PO-39933	160CN20250017	

Acknowledge the receiving supplier invoice/credit note

You can acknowledge the receiving by right click the record to choose either reject or accept the document. The response with your choice will send back to the supplier.

#	Supp ID	Src Code	ackStatus	Status Flg
1	170_S001	Supplier Invoice	Accepted (approved)	Active
2	170_S001	Supplier Credit Note	Accepted (approved)	Active
3	170_S001	Supplier Invoice	Accepted (approved)	Active
4	170_S001	Supplier Invoice	Accepted (approved)	Active
5	170_S001	Supplier Invoice		
6	170_S001	Supplier Invoice		
7	170_S001	Supplier Invoice		
8	170_S001	Supplier Invoice		
9	170_S001	Supplier Invoice	Accepted (appr	
10	170_S001	Supplier Invoice		
11	170_S001	Supplier Invoice		Active

Convert the incoming invoice to supplier invoice in EPB system

After accepted the incoming document in previous step, double click the record to go to incoming supplier invoice detail

The screenshot shows the 'Supplier Invoice' form for 'Admin @ ABBY Buyer [200DA.SINVN]'. The form is divided into several sections:

- Header Section:** Includes 'Doc ID: 202511030001', 'Supp ID: 170_S001', 'Attn:', 'Tax ID: IN9', 'Price Incl Tax: No', 'Curr ID: SGD', 'Supp Ref: 250120', 'Our Ref: PO2511030001', 'Transaction Flg:', 'Tax INV No: 250120', 'Ref Date: 2025-11-03', 'Doc Date: 2025-11-03', 'Status Flg: Posted', 'User ID: Admin', 'Emp ID: AA', 'Proj ID:', 'Dept ID:', 'Terms ID: 30', 'Dly Date: 2025-12-03', 'Disc Char: 0.000000%', 'LumpSum Disc: 0.00', 'Ctrl Acc ID: 800', and 'Accounts Payable'.
- Line Item Section:** A table with columns: #, Line No., Stk ID, Name, Unit Price, Tax ID, Tax Rate, Line Type. It contains three items:

#	Line No.	Stk ID	Name	Unit Price	Tax ID	Tax Rate	Line Type
1	1.00	01H0006H	1.5" External Hard Drive	610.00			Stock Item
2	2.00	002H0004H	Moshi NanoPouch Mobile White	3.00 PCS	90.00		Stock Item
3	3.00	0007100020001	qqqq	2.00 PCS	0.00		Stock Item
- Summary Section:** Grand Total: 1,633.91, Total Net: 1,499.00, Total Tax: 134.91, Total Qty: 8.00.

Numbered callouts indicate the steps: 1. Click Edit (on the Edit button), 2. Map the stock code (on the Stk ID field), 3. Click Commit (on the Commit button), and 4. Click Post (on the Post button).

Click Edit to map the stock code in line item. Then click commit and post. The incoming supplier invoice is created in EPB system.

The status of the incoming supplier invoice record becomes 'Converted'.

Peppol Supplier Invoice [Admin @ ABBY Buyer] [200DZC.PEPPOLSINV]

Search - PeppolApView

Supp ID: = Org ID: = 170 (0018D)ABBY Buyer(IMDA TEST) Src Code: = Name: = Status Flg: = Src Doc Date: =

PeppolApView

Functions

#	Src Code	Supp ID	ackStatus	Status Flg	Our Ref	Supp Ref
6	Supplier Invoice	170_S001		Active	PO-5363333-2	250118
7	Supplier Invoice	170_S001		Active	PO-5363333-2	250119
8	Supplier Invoice	170_S001		Converted	PO2511030001	250120

Choose the **Document Trace** tag to track the document flow path. You will find the SINV record there.

Peppol Supplier Invoice [Admin @ ABBY Buyer] [200DZC.PEPPOLSINV]

Search - PeppolApView

Supp ID: = Org ID: = 170 (0018D)ABBY Buyer(IMDA TEST) Name: = Status Flg: = Src Doc Date: =

PeppolApView

Functions

#	Src Code	Supp ID	ackStatus	Status Flg	Our Ref	Supp Ref	Err Msg
6	Supplier Invoice	170_S001		Active	PO-5363333-2	250118	Related PO not fou
7	Supplier Invoice	170_S001		Active	PO-5363333-2	250119	Related PO not fou
8	Supplier Invoice	170_S001		Converted	PO2511030001	250120	
9	Supplier Invoice	170_S001		Active	2025110310021702693246	250124	Related PO not fou
10	Supplier Invoice	170_S001	Accepted (approved)	Active	2025110310021702693246	250124	Related PO not fou

Total Net: 122,010.00 Total Tax: 10,980.90 Grand Total: 132,990.90

PeppolApline EpAttach DocumentTrace PpSinvAddition Response

Functions

#	Src App Code	Src App Name	Src Loc ID	Src Doc ID	Status Flg	Action Date
1	PON	Purchase Order	70	PO2511030001	Inactive	2025/11/03 09:14:
2	GRN	Goods Receive	70	202511030001	Inactive	2025/11/03 09:22:
3	SINVN	Supplier Invoice	70	202511030001	Posted	2025/11/03 09:24:

Double click it and view the supplier invoice you just converted.

Supplier Invoice [Admin @ ABBY Buyer] [200DAa.SINVN]

Action Function Batch Quick Access: Post

Sinvmas

Add Edit Commit Revert Refresh Print Functions

Doc ID: 202511030001 Doc Date: 2025-11-03

Supp ID: 170_S001 EPB AP TEST Status Flg: Posted

Attn: User ID: Admin Administrator

Tax ID: IN9 9.00 Emp ID: AA AA

Price Incl Tax: No Proj ID: Dept ID: Terms ID: 30 30 Days

Curr ID: SGD 1.00 Dly Date: 2025-12-03

Supp Ref: 250120 Disc Char: 0.000000% 0.00

Our Ref: PO2511030001 LumpSum Disc: 0.00

Transaction Flg: Ref Date: 2025-11-03 Ctrl Acc ID: 800 Accounts Payable

Line Ref Sinvgr Tax Other Transactions Sinvclr DocumentTrace DocComment EpAttach

Table Form Duplicate Add Remove Functions

#	Line No.	Stk ID	* Name	* UOM Qty	UOM	* List Price	Tax ID	Tax Rate	Line Type
1	1.00	001H0006H	2.5" External Hard Drive 500G...	2.00	PCS	610.00			Stock Item
2	2.00	002H0004H	Moshi NanoPouch Mobile White	3.00	PCS	90.00			Stock Item
3	3.00	0007100020001	qqqq	2.00	PCS	0.00			Stock Item

Grand Total: 1,633.91 Total Net: 1,499.00 Total Tax: 134.91 Total Qty: 8.00

Follow the same steps to convert the incoming credit note to supplier credit note in EPB system.

Supplier Invoice/Credit Note Send to IRAS

According to the IRAS request, as the GST register company, you should send the supplier invoice/credit note to IRAS regardless the supplier is peppol registered or not. You can send the supplier invoice or supplier credit note as a batch.

Make sure to register the supplier as IRAS sending creditor in **Peppol Creditor Setup** module. Turn GST InvoiceNow flag to 'yes'.

Once you post the supplier invoice (the supplier must be registered in **Peppol Creditor Setup**), you will find the invoice record in module **IRAS Input Tax Submission** [200DZD.IRASAP]

Query the supplier's invoice waiting for sending to IRAS

Go to module **IRAS Input Tax Submission**, query the document with 'Active' condition

The screenshot shows the 'IRAS Input Tax Submission' module interface. At the top, there's a search bar with 'Search - IrasAp' and a 'Tools' button. Below the search bar, there are several filter fields: 'Supp ID' with a dropdown menu, 'Name' with a 'Like' dropdown, 'Src Code' with a dropdown, 'Status Flg' with a dropdown set to 'Active', 'Src Doc Date' with a dropdown set to '2025-11-15', and 'Src Doc ID' with a 'Like' dropdown set to '2511180005'. Below the filters, there's a 'Functions' section with a 'Multi-select' button and a 'Find' button. The main part of the interface is a table with the following columns: '#', 'Src Code Name', 'Supp ID', 'Src Doc ID', 'Src Doc Date', 'Status Flg', 'IRAS Sending Status', and 'IRAS Msg'. The table contains one row with the following data: '# 1', 'Src Code Name Supplier Invoice', 'Supp ID SUP0803-1', 'Src Doc ID 202511180005', 'Src Doc Date 2025-11-18', 'Status Flg Active', 'IRAS Sending Status', and 'IRAS Msg'.

#	Src Code Name	Supp ID	Src Doc ID	Src Doc Date	Status Flg	IRAS Sending Status	IRAS Msg
1	Supplier Invoice	SUP0803-1	202511180005	2025-11-18	Active		

The list of supplier invoice with 'Active' status are waiting for sending to IRAS

Send supplier invoice to IRAS

Right click the line and click Send Document in popup

IRAS Input Tax Submission [Admin @ ABBY Buyer] [200DZD.IRASAP]

Search - IrasAp

Search

Supp ID: = [] Status Flg: = Active

Name: Like [] Src Doc Date: >= 2025-11-15

Src Code: = [] Src Doc ID: Like 2511180005

Functions Multi-select

#	Src Code Name	Supp ID	Src Doc ID	Src Doc Date	Status Flg	IRAS Sending Status	IRAS Msg
1	Supplier Invoice	SUP0803-1	202511180005	2025-11-18	Active		

Send Document
Attachments
View Source
View Source File

The sending status becomes 'Sent' and got the IRAS status and IRAS message with acknowledgement ID.

IRAS Input Tax Submission [Admin @ ABBY Buyer] [200DZD.IRASAP]

Search - IrasAp

Search

Supp ID: = [] Status Flg: = Sent

Name: Like [] Src Doc Date: >= 2025-11-15

Src Code: = [] Src Doc ID: Like []

Functions Multi-select Find Tools

#	Src Code Name	Supp ID	Src Doc ID	Src Doc Date	Status Flg	IRAS Sending Status	IRAS Msg
2	Supplier Invoice	SUP0803-1	202511190010	2025-11-19	Sent	Success	acknowledgementId: 251119-ca9e344e-dc20-43f9-adb...
3	Supplier Invoice	SUP019	202511200001	2025-11-20	Sent	Success	acknowledgementId: 251120-597970dd-4039-4b42-be...
4	Supplier Credit Note	SUP021	202511200001	2025-11-20	Sent	Success	acknowledgementId: 251120-d500fc5f-60cc-4df2-b919...
5	Supplier Invoice	170_S001	202511200002	2025-11-20	Sent	Success	acknowledgementId: 251120-29493510-821b-4ee7-9ff...
6	Supplier Credit Note	SUP020	202511200002	2025-11-20	Sent	Success	acknowledgementId: 251120-7d3aa14b-a446-4c95-h0...

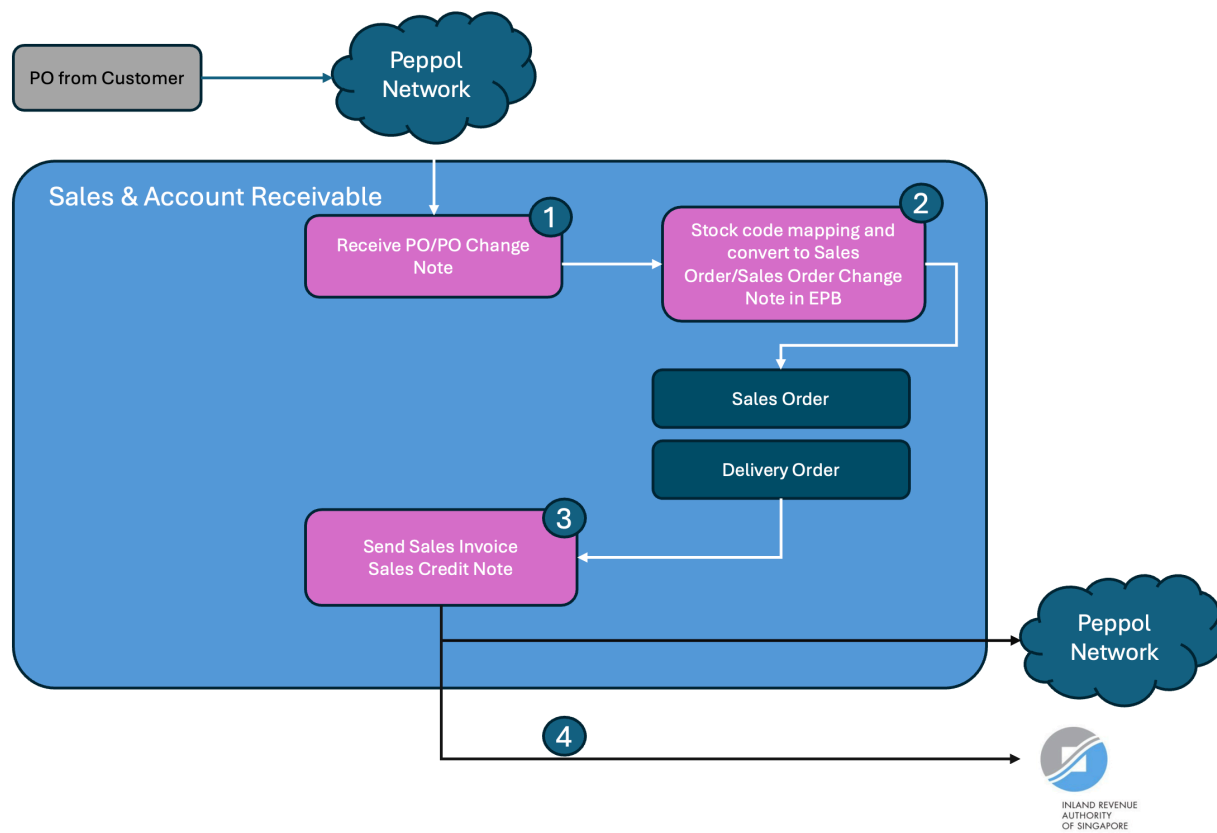
Send supplier credit note to IRAS

Create supplier credit note and post.

You should see the record in **IRAS Input Tax Submission**. Follow the same steps as sending supplier invoice to IRAS.

Sales and Account Receivable operations in Peppol Network

Refer to Peppol Network and IRAS Work Flow, the document exchange procedures at sales and account receivable (AR) site includes



1. Receiving PO/PO Change Note from customer
2. Incoming PO/PO Change Note conversion
3. Send Sales Invoice/Sales Credit Note to customer through Peppol Network
4. Send Sales Invoice/Credit Note to IRAS

Customer Peppol Ready Register

If the debtor requests to receive the invoice in Peppol Network from you, the admin should register the debtor as Peppol ready. The steps of registration of debtor Peppol ready are described below

Peppol Customer Registration

Go to module **Customer** [020BF.CUSTOMER]

Customer [Admin @ OceanTrans Pte Ltd] [020BF.CUSTOMER]

Search - Customer

Generic Mode

Customer

Table Form Duplicate Add Edit Remove Save Revert Print Functions

#	* Cust ID	* Name	Address1
1	BC001	EE PTE LTD	120 Gul Circle Road, Singapore 483098
2	BC002	GREEN MARINE PTE LTD	39 Jurong East Ave 2, Singapore 939333

Go to Form mode by clicking the Form.

Customer

Table Form Duplicate Add Edit Remove Save Revert Print Functions

Previous 1 / 3 Next Tools

Dist Rate: 100.00

Peppol Id: 0195:SGUEN200904628A

C5 Receiver Id: 0195:SGUEN200904628A

Peppol Flag: Yes

Peppol Status Flag: Connected

Debtor ID (Ref16): 53201802A

Basic

Cust ID: BC001

Name: HDB Headquarter

Curr ID: SGD

Tax ID: OUT1

Tax Ref: 200904628A

CustomerGroup ID:

Payment Mode:

Credit Limit:

Def Disc Chr: 0%

Dly Ratio: 0.00

Term Grace Period: 0

Org ID: 33

Name Lang: OceanTrans Pte Ltd

Co Reg No.: 200904628A

Price Ind Tax: No

Parent Cust ID:

CustomerCat ID:

Terms ID: 30

Status Flag: Active

Def Disc Num: 0.00

Store ID:

Address

Address1: 120 Gul Circle Road, Singapore 483098

Address2:

Address3:

Address4:

City ID:

Country ID: SG

Zone ID:

PostalCode: 483098

Phone: +65 84840987

Email Addr: kenchin@eepte.com

Account

1. Click Add icon. Set Peppol Flag to 'Yes'.

If the customer is registered in Peppol network, you set the Peppol Flag to 'Yes'. To further verify the customer whether peppol redy, you can search the debtor's Peppol ID in the web site <https://www.peppoldirectory.sg/> to get the peppol ID. Input Peppol ID for the customer if the peppol ID is found in peppol directory. Input same Peppol ID in C5 Receiver ID

If the customer is a government agency, you should have a vendor code assigned by government. Fill in the vendor code in **Debtor ID (Ref16)** field. See the blue box in above screenshot. Leave the blank for normal customers.

2. Get the customer ID in EPB and fill in 'Cust ID' field
3. Input the debtor's company registration number in 'Co Reg No' field
4. Input the Tax Registration Number in 'Tax Reg No' field
5. Fill in Term ID, City, Country, address, postal code, phone number and email address
6. Click Save

Non Peppol Customer Registration

Go Go to module **Customer** [020BF.CUSTOMER]

Follow the same steps in Peppol Customer Registration. The only different is to set the Peppol Flag to 'No' and input the Peppol ID follow the 0195: C5 + UID + Company UEN.

For example, the company UEN is 20110123B, the peppol id is 0195:C5UID20110123B

The C5 receiver ID is 'IRAS'

You can see the Peppol settings in the blue box for non-peppol customer.

Connect Customer to Peppol

Go back table mode. Right click the row of the customer, choose Peppol Connect in the pop window. It verifies the customer's peppol id again.

Customer [Admin @ OceanTrans Pte Ltd] [020BF.CUSTOMER]

Search - Customer

Generic Mode [] Search

Customer

Table Form Duplicate Add Edit Remove Save Revert Print Functions

#	Peppol Flg	Peppol Id	Peppol Status Flg	* Cust ID	* Name	Address1
1	Yes	0195:SGUEN200904628A	Connected		TE LTD	120 Gul Circle Road, Singapore 483098
2	No	0195:C5UID201101234B	Connected		EN MARINE PTE LTD	39 Jurong East Ave 2, Singapore 939333
3	No	0195:POS	Connected		POS	

Print
Generate CUST ID
Attachments
View AR Ageing
Special Note
☒ Peppol Connect
☒ Peppol Disconnect

The Peppol Status Flg will be 'Connected' if pass the verification.

#	Peppol Flg	Peppol Id	Peppol Status Flg	* Cust ID	* Name	Address1
1	Yes	0195:SGUEN200904628A	Connected	BC001	EE PTE LTD	120 Gul Circle Road, Singapore 483098

Purchase Order Receiving

When customer sending the purchase order over the peppol network, you will receive the document in the module **Peppol Sales Order** [200CZE.PEPPOLSO]. Show as below

View the incoming document

Peppol Sales Order [Admin @ Abby Seller] [200CZE.PEPPOLSO]

Search - PeppolSo

Cust ID: = Name: Like typeCode: = Remarks: Like

Status Flg: = Src Doc Date: >= 2025-12-08 localName: =

Original Doc ID

Functions

#	ackStatus	Cust ID	Ori Doc Id	Src Code	typeCode	Name	Remarks
1	Accepted (approved)	C-H0001	PO2512090001	XDOCN	Order	(0018D)ABBY Buyer(IMDA TEST)	Rewuest two week
	Accepted (approved)	C-H0001	PO2512090002	XDOCN	Order	(0018D)ABBY Buyer(IMDA TEST)	
	Accepted (approved)	C-H0001	PO2512090001	XDOCN	OrderChange	(0018D)ABBY Buyer(IMDA TEST)	Rewuest two week

Total Net: Total Tax: grantTotal:

PeppolSoline EpAttach DocumentTrace PpSoAddition Response

#	lineNo	stkId	name	model	stkQty	uomId	netPrice
1	1		2.5" External Hard Drive 320GB - White	WDBAAA3200AWT-PESN	3	H87	490

You can select the line and double click to view the document details.

Incoming Document [Admin @ Abby Seller] [600Zx.XDOCN]

Action Function | Quick Access: Post

Xdocmas

+ Add | Edit | Commit | Revert | Refresh | Print | Functions

Doc ID: 202512090001 | Doc Date: 2025-12-09
 Acc ID: C-H0001 | (0018D)ABBY Buyer(IMDA TEST) | Status Flg: Posted
 Attn: | User ID: Admin | Administrator
 Email Addr: | Dept ID: |
 CC: | Emp ID: |
 Curr ID: SGD | 1.00 | Terms ID: 30 | 30
 Price Incl Tax: No | Proj ID: |
 Tax ID: OUTTAX8 | 9.00 | Vsl ID: |
 Your Ref: PO2512090001 | Marking: |
 Our Ref: | Disc Char: 0% | 0.00
 Dly Date: 2025-12-09 | LumpSum Disc: 0.00

Xdocline | DocComment | DocumentTrace | EpAttach

Table | Form | Duplicate | Add | Remove | Functions | Find | Tools

#	Line No.	Name	UOM Qty	UOM	List Price	PLU ID	Stk ID	Ref Stk ID	Model
1	1.00	2.5" External Hard Drive 320...	3.00	PCS	490.00		001H0004H		WDBAAA3200AWT-PESN

Accept or reject the document

You need to convert the incoming order to your sales order. Select the line record and right click the mouse, you should see the popup dialogue. You can reject or accept. Once you accept, the incoming document will be converted to sales order.

Peppol Sales Order [Admin @ Abby Seller] [200CZE.PEPPOLSO]

Search - PeppolSo

Cust ID: = | Name: Like | typeCode: = | Remarks: Like | Status Flg: = | Src Doc Date: >= 2025-12-08 | localName: = | Src Doc ID: =

PeppolSo

Functions | Multi-select | Find

#	ackStatus	Cust ID	Ori Doc Id	Src Code	typeCode	Name	F
1	Accepted (approved)	C-H0001	PO2512090001	XDOCN	Order	(0018D)ABBY Buyer(IMDA TEST)	R
2	Accepted (approved)	C-H0001	PO2512090002		Order	(0018D)ABBY Buyer(IMDA TEST)	R
3	Accepted (approved)	C-H0001	PO2512090001		OrderChange	(0018D)ABBY Buyer(IMDA TEST)	R

Total Net: | Total Tax: | grantTotal:

Click Accept. Then the acknowledge status is changed to Accepted (approved) .

Mapping stock code in line item

In above screen, click Edit

Incoming Document [Admin @ Abby Seller] [600ZXa.XDOCN]

Action Function | Quick Access: Post

Xdocmas

+ Add **Edit** Commit Revert Refresh Print Functions

Doc ID: 202512090001

Acc ID: C-H0001 (0018D)ABBY Buyer(IMDA TEST)

Attn:

Email Addr:

CC:

Go to stock code to input your own stock code for the purchase item

Incoming Document [Admin @ Abby Seller] [600ZXa.XDOCN]

Action Function | Quick Access: Post

Xdocmas

+ Add Edit Commit Revert Refresh Print Functions

Doc ID: 202512090001

Acc ID: C-H0001 (0018D)ABBY Buyer(IMDA TEST)

Attn:

Email Addr:

CC:

Curr ID: SGD 1.00

Price Incl Tax: No

Tax ID: OUTTAX8 9.00

Your Ref: PO2512090001

Our Ref:

Dly Date: 2025-12-09

Remarks: Rewuest two weeks for delivery

chgSeqNo:

orderTypeCode: Order

Doc Date: 2025-12-09

Status Flg: Active

User ID: Admin Administrator

Dept ID:

Emp ID:

Terms ID: 30 30

Proj ID: HK030303 HK030303

Vsl ID:

Marking:

Disc Char: 0% 0.00

LumpSum Disc: 0.00

localName: Order

Xdocline DocComment DocumentTrace EpAttach

Table Form Duplicate Add Remove Functions

#	Line No.	PLU ID	Stk ID	Ref Stk ID	Name	Model	UC
1	1.00				2.5" External Hard Drive 320GB - White	WDBAAA3200AWT-PESN	

After mapping the stock code, the final result like

Incoming Document [Admin @ Abby Seller] [600ZXa.XDOCN]

Action Function Quick Access **Post**

Xdocmas

Add Edit **Commit** Revert Refresh Print Functions

Doc ID: 202512090001 Doc Date: 2025-12-09

Acc ID: C-H0001 (0018D)ABBY Buyer(IMDA TEST) Status Flg: Active

Attn: User ID: Admin Administrator

Email Addr: Dept ID:

CC: Emp ID:

Curr ID: SGD 1.00 Terms ID: 30 30

Price Incl Tax: No Proj ID: HK030303 HK030303

Tax ID: OUTTAX8 9.00 Vsl ID:

Your Ref: PO2512090001 Marking:

Our Ref: Disc Char: 0% 0.00

Xdocline DocComment DocumentTrace EpAttach

#	Line No.	PLU ID	Stk ID	Ref Stk ID	Name	Model
1	1.00		001H0004H		2.5" External Hard Drive 320GB - White	WDBAAA3200AWT-PESN

Convert the incoming document to sales order

Click **Commit**, then click **Post** in above screenshot

Choose DocumentTrace Tag (below screenshot)

Incoming Document [Admin @ Abby Seller] [600ZXa.XDOCN]

Action Function Quick Access: Post

Xdocmas

Add Edit Commit Revert Refresh Print Functions

Doc ID: 202512090001 Doc Date: 2025-12-09

Acc ID: C-H0001 (0018D)ABBY Buyer(IMDA TEST) Status Flg: Posted

Attn: User ID: Admin Administrator

Email Addr: Dept ID:

CC: Emp ID:

Curr ID: SGD 1.00 Terms ID: 30 30

Price Incl Tax: No Proj ID: Vsl ID:

Tax ID: OUTTAX8 9.00 Marking:

Your Ref: PO2512090001 Disc Char: 0% 0.00

Our Ref:

Xdocline DocComment **DocumentTrace** EpAttach

#	Action Date	Src App Name	Src App Code	Src Doc Date	Bad Qty	Due Date	Finished ...	Grand To...	Planned ..
1	2025/12/09 15:43:58	Incoming Document	XDOCN	2025-12-09				1,602.30	
2	2025/12/09 15:43:56	Picklist	PICKLISTN	2025-12-09				0.00	
3	2025/12/09 15:43:56	Sales Order	SON	2025-12-09				1,602.30	

View the Sales Order

The document conversion path is showing. The sales order is created. Double click on Sales Order line to view it.

Sales Order [Admin @ Abby Seller] [060CBa.SON]

Action Function Batch B2B Quick Access: Post

Somas

Add Edit Commit Revert Refresh Print Functions
 Previous 1 / 1 Next Tools

Doc ID: So2512090001	Doc Date: 2025-12-09
Cust ID: C-H0001 (0018D)ABBY Buyer(IMDA TEST)	Status Flg: Posted
Attn:	User ID: Admin Administrator
Email Addr:	Dept ID:
Tax ID: OUTTAX8 9.00	Emp ID:
Curr ID: SGD 1.00	Terms ID: 30 30
Price Incl Tax: No	Proj ID:
Cust Ref: PO2512090001	Disc Char: 0% 0.00
Our Ref:	LumpSum Disc: 0.00
Dly Date: 2025-12-09	Amt Write Out: Dollars one thousand six hundred and two and cents thirty only
Remarks: Rewuest two weeks for delivery	

Line Ref SomasPayment DocumentTrace DocComment EpAttach

Table Form Duplicate Add Remove Functions Find Tools

#	Store ID	Line No.	Line Type	Stk ID	* Name	UOM ID	* UOM Qty	UOM Ratio	* Stk Qty	UOM
1	EP	1.00	Stock Item	001H0004H	2.5" External Hard ...	PCS	3.00	1.00	3.00	PCS

Grand Total: 1,602.30 Total Net: 1,470.00 Total Tax: 132.30 Total Qty: 3.00

The sales order is posted automated when post the incoming PO.

Follow the EPB operation flow to create Delivery Order and Sales Invoice. Assume you have created DO and Tax Invoice based on SO.

Purchase Order Change Note Receiving (from buyer)

When customer sending the purchase order change note over the peppol network, you will receive the document in the module **Peppol Sales Order** [200CZE.PEPPOLSO]. Show as below

View the incoming document

Peppol Sales Order [Admin @ Abby Seller] [200CZE.PEPPOLSO]

Search - PeppolSo

Cust ID: = [] Status Flg: = [Converted]
 Name: Like [] Src Doc Date: = [2025-12-09]
 typeCode: = [OrderChange] localName: = []
 Remarks: Like [] Src Doc ID: = []

PeppolSo

Functions

#	typeCode	Ori Doc Id	Cust ID	Name	Src Doc ID	localName	Src Code
1	OrderChange	PO2512090001	C-H0001	(0018D)ABBY Buyer(IMDA TEST)	202512090003	OrderChange	XDOCN

Total Net: [] grantTotal: []

PeppolSoline EpAttach DocumentTrace PpSo

#	lineNo	stkId	name	model	stkQty	uomId	netPrice
1	1		2.5" External Hard Drive 320GB - White	WDBAAA3200AWT-PESN	5	H87	490

Original Document ID

Changed Qty

Accept or reject the document

Highlight the record and right click, choose Accept or Reject in popup.

Peppol Sales Order [Admin @ Abby Seller] [200CZE.PEPPOLSO]

Search - PeppolSo

Cust ID: = [] Status Flg: = [Converted]
 Name: Like [] Src Doc Date: = [2025-12-09]
 typeCode: = [OrderChange] localName: = []
 Remarks: Like [] Src Doc ID: = []

PeppolSo

Functions

#	ackStatus	typeCode	Ori Doc Id	Cust ID	Name
1	Accepted (approved)	OrderChange	PO2512090001	C-H0001	(0018D)ABBY Buyer(IMDA TEST)

Total Net: [] grantTotal: []

PeppolSoline EpAttach DocumentTrace PpSoAddition Response

Reject Order
Accept Order
View Source File
Convert

Convert the document to Sales Order Change Note in EPB

Double click the record line. You will have the document details like
 Click the Edit and Mapping the stock ID to the item line

Incoming Document [Admin @ Abby Seller] [6002Xa.XDOCN]

Action Function Quick Access Post

Xdocmas

Add Edit Commit Revert Refresh Print Functions

Doc ID: 202512090003 Doc Date: 2025-12-09

Acc ID: C-H0001 (0018D)ABBY Buyer(IMDA TEST) Status Flg: Posted

Attn: User ID: Admin Administrator

Email Addr: Dept ID:

CC: Emp ID:

Curr ID: SGD 1.00 Terms ID: 30 30

Price Incl Tax: No Proj ID:

Tax ID: OUTTAX8 9.00 Vsl ID:

Your Ref: PO2512090001/V1 Marking:

Our Ref: So2512090001 Disc Char: 0% 0.00

Dly Date: 2025-12-09 LumpSum Disc: 0.00

Xdocline DocComment DocumentTrace EpAttach

Table Form Duplicate Add Remove Functions Find Tools

#	Line No.	PLU ID	Stk ID	Ref Stk ID	Name	Model	UON
1	1.00		001H0004H		2.5" External Hard Drive 320GB - White	WDBAAA3200AWT-PESN	

Map the stock code in the line. The Our Ref must be the Sales Order Number of the previous document conversion from incoming PO.

Click **Commit** and then **Post** it to convert the document to Sales Order Change Note. Then follow the normal Sales Order process in EPB.

View the Sales Order Change Note after conversion

In **Peppol Sales Order** incoming document, highlight the incoming record. Choose **DocumentTrace** tag to see the document conversion path.

Peppol Sales Order [Admin @ Abby Seller] [200CZE.PEPPOLSO]

Search - PeppolSo

Tools

Cust ID: = Status Flg: = Converted

Name: Like Src Doc Date: = 2025-12-09

typeCode: = localName: =

Remarks: Like Src Doc ID: =

PeppolSo

Functions Multi-select Find Tools

#	ackStatus	typeCode	Ori Doc ID	Cust ID	Name	Src Doc ID
1		Order	PO2512090001	C-H0001	(0018D)ABBY Buyer(IMDA TEST)	202512090001
2		Order	PO2512090002	C-H0001	(0018D)ABBY Buyer(IMDA TEST)	202512090002
3	Accepted (approved)	OrderChange	PO2512090001	C-H0001	(0018D)ABBY Buyer(IMDA TEST)	202512090003

Total Net: Total Tax: grantTotal:

PeppolSoline EpAttach **DocumentTrace** PpSoAddition Response

Functions Find Tools

#	Src App Code	Src App Name	Src Loc ID	Src Doc ID	Status Flg	Action Date
1	XDOCN	Incoming Document	160	202512090003	Posted	2025/12/09 17:45
2	SOCHGN	Sales Order Change Note	160	So2512090001/V1	Posted	2025/12/09 17:45

Double click the line in the DocumentTrace to see the Sales Order Change Note in below screenshot.

Sales Order Change Note [Admin @ Abby Seller] [060CCa.SOCHGN]

Action Function Batch Quick Access: ☐ Post

Sochgm

Add Edit Commit Revert Refresh Print Functions

Previous 1 / 1 Next Tools

Doc ID: So2512090001/V1 Doc Date: 2025-12-09

Cust ID: C-H0001 (0018D)ABBY Buyer(IMDA TEST) Status Flg: Posted

Attn: User ID: Admin Administrator

Email Addr: Emp ID:

Curr ID: SGD 1.00 Dept ID:

Tax ID: OUTTAX8 9.00 Terms ID: 30

Price Incl Tax: No Proj ID:

Cust Ref: PO2512090001 Disc Char: 0% 0.00

Our Ref: PO2512090001/V1 LumpSum Disc: 0.00

Dly Date: 2025-12-09 Remarks: Rewuest two weeks for delivery

chgSeqNo: 1

Additional

Line Ref DocumentTrace DocComment EpAttach

Table Form Duplicate Add Remove Functions Find Tools

#	Line No.	Stk ID	* Name	* UOM Qty	UOM	* List Price	Exp Dly Date	Remarks
1	1.00	001H0004H	2.5" External Hard Drive 320GB - White	5.00	PCS	490.00	2025-12-09	

Total Net: 2,450.00 Total Tax: 220.50 Grand Total: 2,670.50

Back to Sales Order So2512090001 which is generated from incoming PO, you will get the new qty of the item from the incoming PO Change Note.

Sales Order [Admin @ Abby Seller] [060CBa.SON]

Action Function Batch B2B Quick Access: Post

Somas

Add Edit Commit Revert Refresh Print Functions
 Previous 1 / 1 Next Tools

Doc ID: So2512090001	Doc Date: 2025-12-09
Cust ID: C-H0001 (0018D)ABBY Buyer(IMDA TEST)	Status Flg: Posted
Attn:	User ID: Admin Administrator
Email Addr:	Dept ID:
Tax ID: OUTTAX8 9.00	Emp ID:
Curr ID: SGD 1.00	Terms ID: 30 30
Price Incl Tax: No	Proj ID:
Cust Ref: PO2512090001	Disc Char: 0% 0.00
Our Ref: PO2512090001/V1	LumpSum Disc: 0.00
Dly Date: 2025-12-09	Amt Write Out: Dollars two thousand six hundred and seventy and cents fifty only
Remarks: Rewuest two weeks for delivery	

Line Ref SomasPayment DocumentTrace DocComment EpAttach

Table Form Duplicate Add Remove Functions Find Tools

#	Store ID	Line No.	Line Type	Stk ID	* Name	UOM ID	UOM Qty	UOM Ratio	* Stk Qty
1	EP	1.00	Stock Item	001H0004H	2.5" External Hard ...	PCS	5.00	1.00	5.00

By choose DocumentTrace, the document conversion path shows the entire document evolution path. It indicates the

1. incoming Document (Buyer's PO)
2. Sales Order
3. Sales Order Change Note

Sales Order [Admin @ Abby Seller] [060CBa.SON]

Action Function Batch B2B Quick Access: Post

Somas

Add Edit Commit Revert Refresh Print Functions
 Previous 1 / 1 Next

Doc ID: So2512090001	Doc Date: 2025-12-09
Cust ID: C-H0001 (0018D)ABBY Buyer(IMDA TEST)	Status Flg: Posted
Attn:	User ID: Admin Administrator
Email Addr:	Dept ID:
Tax ID: OUTTAX8 9.00	Emp ID:
Curr ID: SGD 1.00	Terms ID: 30 30
Price Incl Tax: No	Proj ID:
Cust Ref: PO2512090001	Disc Char: 0%
Our Ref: PO2512090001/V1	LumpSum Disc: 0.00
Dly Date: 2025-12-09	Amt Write Out: Dollars two thousand six hundred and seventy and cents fifty on
Remarks: Rewuest two weeks for delivery	

Line Ref SomasPayment DocumentTrace DocComment EpAttach

Table Form Duplicate Add Remove Functions Find

#	Src App Code	Src App Name	Src Doc ID	Src Doc Date	Src Loc ID	Src Loc Name	Src Rec Key
1	XDOCN	Incoming Document	202512090001	2025-12-09 160	Abby Seller	1727993293	
2	PICKLISTN	Picklist	So2512090001	2025-12-09 160	Abby Seller	1728016893	
3	SON	Sales Order	So2512090001	2025-12-09 160	Abby Seller	1728016893	
4	SOCHGN	Sales Order Change Note	So2512090001/V1	2025-12-09 160	Abby Seller	1728025486	
5	PICKLISTN	Picklist	So2512090001/V1	2025-12-09 160	Abby Seller	1728025490	

Invoice sending

Invoice sending to customer and IRAS

Go to **Invoice** module [200CA.INV]

The following is an invoice copied from DO, which originated from SO.

The invoice screenshot is

Invoice [Admin @ Abby Seller] [200CAa.INVN]

Action Function Batch | Quick Access: Post

Invmas

Add Edit Commit Revert Refresh Print Functions

Doc ID: 250138 Doc Date: 2025-11-12

Cust ID: 160CUST Jurong Town Corporation Status Flg: Posted

Curr ID: SGD 1.00 User ID: Admin Administrator

Tax ID: OUTTAX0 0.00 Emp ID: Dept ID:

Price Incl Tax: No Proj ID: JTC42 JTC42 - Biomedical & Electronics

Attn: Ahmad Terms ID: 30 30

Email Addr: einvoice@imda.gov.sg Dly Date: 2025-12-12

Our Ref: KTXDO125 Disc Char: 0% 0.00

Cust Ref: JTC000EPO24000003 LumpSum Disc: 0.00

Remarks: SP_AO_01.01 2083d8cb-1622-4d71-be64-221697b25140 Einv Code3:

Tax INV No: Einv Code2:

Ref Date: 2025-11-12

Line Ref Invclr Tax Invthor Invpay DocumentTrace DocComment EpAttach

Table Form Duplicate Add Remove Functions Find Tools

#	Line Ref	Line No.	* Name	* UOM Qty	UOM	* List Price	Model	Tax ID	Tax Rate	Remarks
1	JTC000EPO24000003	1.00	Machinery parts	1.00	EA	50.00	Machinery parts			Delivery Addr

Grand Total: 50.00 Total Net: 50.00 Total Tax: 0.00 Total Qty: 1.00

Post the invoice

Go to module **Peppol Customer Invoice** [200CZC.PEPPOLINV]

Enterprise Browser - Version 9.53 (953) [Site: 5763] [Administrator @ (7470L)EPB Seller | Abby Seller]

Peppol Customer Invoice [Admin @ Abby Seller] [200CZC.PEPPOLINV]

Search - PeppolArView

Cust ID: = Src Doc ID:

Src Doc Date: >= 2025-11-11 Status Flg:

PeppolArView

Print Functions

#	Peppol Enable	GST InvoiceNow Enable	Src Code	Src Doc ID	Cust ID	Status Flg	IRAS Send Status
1	Yes	Yes	Invoice	250138	160CUST	Sent	Success

The issued invoice will be displayed here. On this screen, you can see that this invoice will be sent to the customer via Peppol (**Peppol Enable** is 'Yes'), and send to IRAS since **GST InvoiceNow** is Enabled.

Highlight the invoice and right click, Click **Send Sales Invoice**. The system will send the invoice to customer and IRAS.

Peppol Customer Invoice [Admin @ Abby Seller] [200CZC.PEPPOLINV]

Search - PeppolArView

Cust ID: = Src Doc ID: = 250138

Src Doc Date: >= 2025-11-11 Status Flg: = Sent

PeppolArView

Print Functions

#	Peppol Enable	GST InvoiceNow Enable	Src Code	Src Doc ID	Cust ID	Status Flg	IRAS Send Status
1	Yes	Yes	Invoice	250138	160CUST	Sent	

- Attachments
- View Source
- Refresh Status
- Resend IRAS
- View Source File
- Send Sales Invoice

Response from customer and IRAS

After sending the invoice to customer (Peppol Ready) and IRAS, you should get the response from them. Below are the customer's and the IRAS response to the invoice being sent.

Enterprise Browser - Version 9.53 (953) [Site: 5763] [Administrator @ (7470)EPB Seller | Abby Seller]

Peppol Customer Invoice [Admin @ Abby Seller] [200CZC.PEPPOLINV]

Search - PeppolArView

Cust ID: = Src Doc ID: = 250138

Src Doc Date: =

PeppolArView

Print Functions

#	Peppol Enable	GST InvoiceNow Enable	Src Code	Src Doc ID	Cust ID	Status Flg	IRAS Send Status	ackStatus	IRAS Msg
1	Yes	Yes	Invoice	250138	160CUST	Sent	Success	In-Process	acknowledgementid: 251113-581931aa-9c8c-44d4-9ebc-483ba1be67fe-s

Total Net: 50.00 Total Tax: 0.00 Grand Total: 50.00

PeppolArline EpAttach DocumentTrace PeppolArAttach ReceiveResponse

Functions

#	localName	File Name	responseCode	fileUrl	channelId
1	ApplicationResponse	4ea6ec0e-af5-4047-8139-...	AB	https://download.epbrowser.com/backup/0195_sguen98267470/0195_sgtst08gb0025a/4ea6ec0e-af5-4047-8139-cfbcca61a377_uatw...	EPB
2	ApplicationResponse	8e34c01c-74ac-4136-83cd-...	AB	https://download.epbrowser.com/backup/0195_sguen98267470/0195_sgtst08gb0025a/8e34c01c-74ac-4136-83cd-88dc62263a11_uat...	EPB
3	ApplicationResponse	c7bcefe0-929-4887-aea3-a...	IP	https://download.epbrowser.com/backup/0195_sguen98267470/0195_sgtst08gb0025a/c7bcefe0-929-4887-aea3-a7a0333b9604_UAT...	EPB

Customer Acknowledge Status

IRAS Acknowledgement

Customer Response History

The IRAS return the status showing in IRAS Send Status and the acknowledgment ID in IRAS Msg field.

In **ReceiveResponse** tag, the customer response historic data is showing.

The status code **AB** means Acknowledged, **IP** means In Process

In the **ackStatus** field, it shows the **In Process** as the current status

Invoice sending to customer (Peppol only)

Create the invoice in Invoice Module and post it

The screenshot shows the 'Invoice [Admin @ Abby Seller] [200CAa.INVN]' window. The 'Doc ID' is 250139. The 'Cust ID' is TEST01, with the customer name 'National Parks Board'. The 'Curr ID' is SGD, and the 'Tax ID' is OUTTAX8. The 'Price Incl Tax' is set to 'No'. The 'Attn' is Ahmad, and the 'Email Addr' is einvoice@abc.com. The 'Our Ref' is DO 92929, and the 'Cust Ref' is PO 929292. The 'Ref Date' is 2025-11-13, and the 'Transaction Flg' is 'No'. On the right, the 'Doc Date' is 2025-11-13, 'Status Flg' is 'Posted', 'User ID' is Admin, 'Emp ID' is empty, 'Dept ID' is empty, 'Proj ID' is empty, 'Terms ID' is 30, 'Dly Date' is 2025-12-13, 'Disc Char' is 0%, 'LumpSum Disc' is 0.00, 'Einv Code3' is empty, 'Einv Code2' is empty, and 'SalesCat1 ID' is empty. Below the header, there is a table with one line item:

#	Line Ref	Line No.	* Name	Model	* UOM Qty	UOM	* List Price	Remarks
1		1.00	2.5" External Hard Drive 320...	WDBAAA3200AB...	1.00	PCS	610.00	

Since the customer TEST01 is registered in **Peppol Debtor Setup** module, you should find a record in module **Peppol Sales Invoice** waiting for sending.

Go to module **Peppol Sales Invoice** and find the record (invoice 250139).

The screenshot shows the 'Peppol Customer Invoice [Admin @ Abby Seller] [200CZC.PEPPOLINV]' window. The 'Cust ID' is TEST01, 'Src Doc ID' is 250215, and 'Status Flg' is Active. The 'Src Doc Date' is 2025-12-05. A 'No Access to IRAS' message is displayed. Below the header, there is a table with one record:

#	Peppol Enable	GST InvoiceNow Enable	Src Code	Src Doc ID	Cust ID	Status Flg	IRAS Send Status	IRAS Msg
1	Yes	No	Invoice	250215	TEST01	Active	No Access	

Annotations in the image include a box labeled 'Peppol Only, No IRAS' pointing to the 'GST InvoiceNow Enable' column, and a box labeled 'Send Status Active: waiting for send' pointing to the 'Status Flg' column. A 'No Access to IRAS' message is also present.

Highlight the record and right click it, a popup shows

Peppol Customer Invoice [Admin @ Abby Seller] [200CZC.PEPPOLINV]

Search - PeppolArView

Cust ID: = Src Doc ID: = 250215
 Src Doc Date: = 2025-12-05 Status Flg: = Active

PeppolArView

Print Functions

#	Peppol Enable	GST InvoiceNow Enable	Src Code	Src Doc ID	Cust ID	Status Flg	IRAS Send Status
1	Yes	No	Invoice	250215	TEST01	Active	No Access

Attachments
 View Source
 Refresh Status
 Resend IRAS
 View Source File
 Send Sales Invoice

Total N \$10.00 Total Tax: 54.90 Gra

PeppolArline EpAttach DocumentTrace PeppolArAttach ReceiveResponse

Click **Send Sales Invoice**. Then the status becomes 'Sending'. It takes a while to complete the sending.

Peppol Customer Invoice [Admin @ Abby Seller] [200CZC.PEPPOLINV]

Search - PeppolArView

Cust ID: = Src Doc ID: = 250215
 Src Doc Date: = 2025-12-05 Status Flg: = Active

PeppolArView

Print Functions

#	Peppol Enable	GST InvoiceNow Enable	Src Code	Src Doc ID	Cust ID	Status Flg	IRAS Send Status
1	Yes	No	Invoice	250215	TEST01	Sending	No Access

Status become 'Sending'

After successfully sent to customer, the status will change to 'Sent'

Peppol Customer Invoice [Admin @ Abby Seller] [200CZC.PEPPOLINV]

Search - PeppolArView

Search

Cust ID: = Src Doc ID: = 250215

Src Doc Date: = 2025-12-05 Status Flg: =

PeppolArView

Print Functions

#	Peppol Enable	GST InvoiceNow Enable	Src Code	Src Doc ID	Cust ID	Status Flg	IRAS Send Status
1	Yes	No	Invoice	250215	TEST01	Sent	No Access

Once the customer received the document, you will get the '**Acknowledged**' in ackStaus field.

Peppol Customer Invoice [Admin @ Abby Seller] [200CZC.PEPPOLINV]

Search - PeppolArView

Search

Cust ID: = Src Doc ID: Like

Src Doc Date: >= 2025-11-01 Status Flg: =

PeppolArView

Print Functions

#	ackStatus	Peppol Enable	GST InvoiceNow Enable	Src Code	Src Doc ID	Cust ID
1	Acknowledged	Yes	No	Invoice	250200	C-H0001
2	Acknowledged	Yes	Yes	Invoice	250128	C-H0001
3	Acknowledged	Yes	Yes	Invoice	250129	C-H0001
4	Acknowledged	Yes	Yes	Invoice	250130	C-H0001
5	Acknowledged	Yes	Yes	Invoice	250136	C-H0001

Invoice sending to IRAS (IRAS Only)

The customer is not peppol ready but need to send the invoice to IRAS. Make sure the customer is registered in **Peppol Debtor Setup** with **GST InvoiceNow** flag turning to 'Yes'.

Create the invoice and post it. If the customer is registered as IRAS only in **Peppol Debtor Setup**, you should see the invoice in **Peppol Sales Invoice** module. Highlight the record and right click, then click '**Send Sales Invoice**'.

The screenshot shows the 'PeppolArView' window with a table of invoice statuses. The table has columns: #, Peppol Enable, GST InvoiceNow Enable, Src Code, Src Doc ID, Cust ID, Status Flg, IRAS Send Status, and IRAS Msg. Two rows are visible: one with Status Flg 'Sent' and IRAS Send Status 'Success', and another with Status Flg 'Sending' and IRAS Send Status 'Fail'. Callouts point to specific elements: 'Sent Completed' points to the 'Sent' status; 'IRAS return success status' points to the 'Success' status; 'IRAS return acknowledgement ID' points to the 'acknowledgementId:251119-a7555884' message; 'GST InvoiceNow (IRAS) 'Yes' Peppol 'No'' points to the 'GST InvoiceNow Enable' column; 'IRAS return failure status' points to the 'Fail' status; and 'IRAS return failure message' points to the 'Error Code:400Message:Error found w' message.

#	Peppol Enable	GST InvoiceNow Enable	Src Code	Src Doc ID	Cust ID	Status Flg	IRAS Send Status	IRAS Msg
109	No	Yes	Credit Note	160CN20250027	TC0021	Sent	Success	acknowledgementId:251119-a7555884 ^
110	No	Yes	Credit Note	160CN20250026	TC0021	Sending	Fail	Error Code:400Message:Error found w

Once the sending success, you will see the success status and message from IRAS. Then the Status Flg become 'Sent'.

If the sending is failed, you will see the Fail status and error message in IRAS Send Status and IRAS Msg respectively. The Status Flg becomes 'Sending' which means sending is not success.

Invoice with large attachment file (greater than 10MB) sending

Sending the invoice with a large file attachment (greater than 10MB) to Peppole and IRAS must consider bellowing facts

1. The peppol receiver can receive the invoice with the large attachment
2. The IRAS reject the invoice due to large file attachment (greater than 10MB)

Below is the steps to handle the invoice sending with a large file size attachment to Peppol and IRAS.

Create an invoice with attachment follow the EPB invoice creation steps

Enterprise Browser - Version 9.52 (952) [Site: 5763] [Administrator @ (7470L)EPB Seller | Abby Seller]

Invoice [Admin @ Abby Seller] [200CAa.INVN]

Action Function Batch Quick Access: Post

Invmas

Add Edit Commit Revert Refresh Print Functions

Doc ID: 250185

Cust ID: T0019 IMDA C5 TEST (PINT)

Curr ID: SGD 1.00

Tax ID: OUTTAX8 9.00

Price Incl Tax: No

Attn: MR GOH

Email Addr:

Our Ref: DO-938223

Cust Ref: PO-232344

Remarks:

Tax INV No:

Ref Date:

Transaction Flg:

Doc Date: 2025-11-20

Status Flg: Posted

User ID: Admin Administrator

Emp ID:

Dept ID:

Proj ID:

Terms ID: 30 30

Dly Date: 2025-12-20

Disc Cl:

Lump Sum D:

Einv Code3:

Einv Code2:

SalesCat1 ID:

Choose EPAttach

Attachment here

DocumentTrace DocComment EpAttach

#	Name	Src App Code	Src App Name	Src Rec Key	Ftp File Name	File ID
1	NetSuite.pdf	INV	Invoice	1723753387	1723754111	NetSuite.pdf

After post the invoice, go to the module **Peppol Sales Invoice**

Follow the document sending in previous section. You got the status of the sending like below screenshot

Peppol Customer Invoice [Admin @ Abby Seller] [200CZC.PEPPOLINV]

Search - PeppolArView

Cust ID: = 250208

Sent to Peppol success

Sent to IRAS failed

#	le	Src Code	Src Doc ID	Cust ID	Status Flg	IRAS Send Status	IRAS Msg
1	Invoice	250208	T0019	Sent AS4	Fail	The attached file size is too large. Please click Resend C5 to ignore the attached file	

IRAS Msg

The attached file size is too large. Please click Resend C5 to ignore the attached file

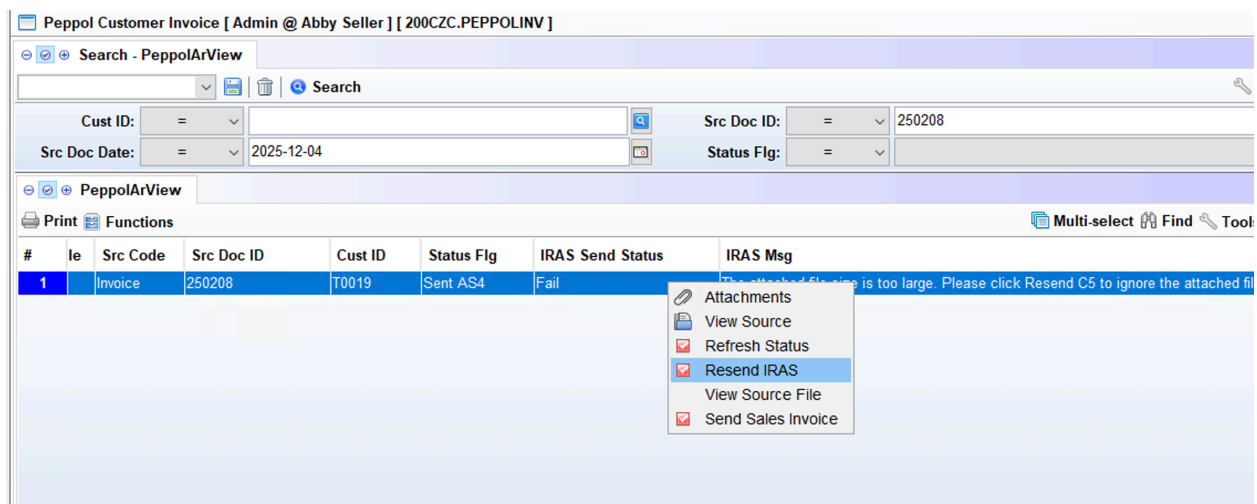
Message shows to use the reason and next step

1.80 Grand Total: 44.80

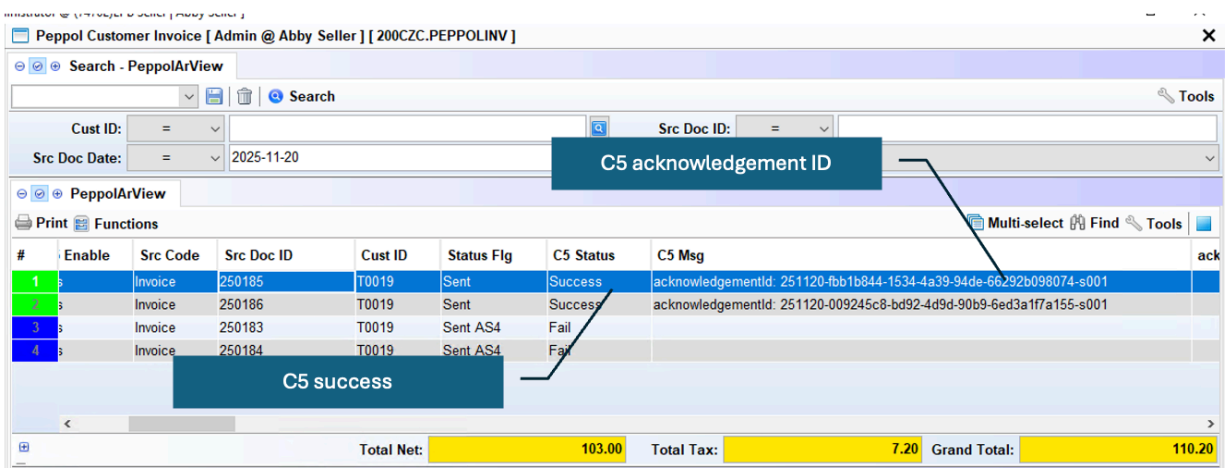
PeppolArline EpAttach

It shows that sending to Peppol success (Status flag is 'Sent AS4' means successfully sent to Peppol). But the IRAS status shows 'Fail' with the error message.

Resend the invoice to IRAS without attachment.
By right click on the record and choose 'Resend IRAS'.



The sending result is showing below



The IRAS status shows Success with acknowledgement ID

Credit Note sending

Credit Note can be sent to customer and IRAS. Follow the same steps as the invoice sending.

Please take note that you must input information in 'Remark' field in Credit Note creation. See the screenshot

Credit Note [Admin @ Abby Seller] [200CBa.CRNN]

Action Function Batch Quick Access: Post

Crnmas

Add Edit Commit Revert Refresh Print Functions

Previous 1 / 1 Next Tools

Doc ID: 160CN20250041

Cust ID: T0019 IMDA C5 TEST (PINT)

Attn: MR. Chee

CC:

Tax ID: OUTTAX0 0.00

Curr ID: SGD 1.00

Price Incl Tax: No

CRN Type: Return

Return ID:

Our Ref: INV-20250144

Cust Ref: PO-9393993

Tax INV No:

Remarks: GOODS RETURN

Doc Date: 2025-12-04

Status Flg: Posted

User ID: Admin Administrator

Emp ID:

Dept ID:

Proj ID:

Terms ID: 30 30

Dly Date: 2026-01-03

Ctrl Acc ID: 112203 应收账款-往来款

Disc Char: 0% 0.00

LumpSum Disc: 0.00

Transaction Flg: No

Additional

Line Ref Crnclr Tax Crnother Document Trace

Table Form Duplicate Add Remove Functions

Find Tools

#	Line No.	Stk ID	* Name	* UOM	Model
1	1.00		Red Pen	8.00 EA	2.00 OUTTAX8
2	2.00		Orange Pen	3.00 EA	3.00 OS
3	3.00		Green Pen	1.00 EA	4.00 OUTText

Total Net: 29.00 Total Tax: 1.44 Grand Total: 30.44

Input something in Remarks field

Once you create the credit note and post, you should see the record in **Peppol Sales Invoice** module

Peppol Customer Invoice [Admin @ Abby Seller] [200CZC.PEPPOLINV]

Search - PeppolArView

Cust ID: = Src Doc ID: Like 20250041

Src Doc Date: >= 2025-11-01 Status Flg: =

PeppolArView

Print Functions Multi-select Find Tools

#	Peppol Enable	GST InvoiceNow Enable	Src Code	Src Doc ID	Cust ID	Status Flg	IRAS Send Status	IRAS Msg
1	Yes	Yes	Credit Note	160CN20250041	T0019	Sent	Success	acknowledgementId:251204-824d1165-878

Follow the same way as the invoice sending, send the Credit Note. You will get the IRAS status and message from IRAS.

If the credit note sent to customer, you should get the 'Acknowledged' in ackStatus field.

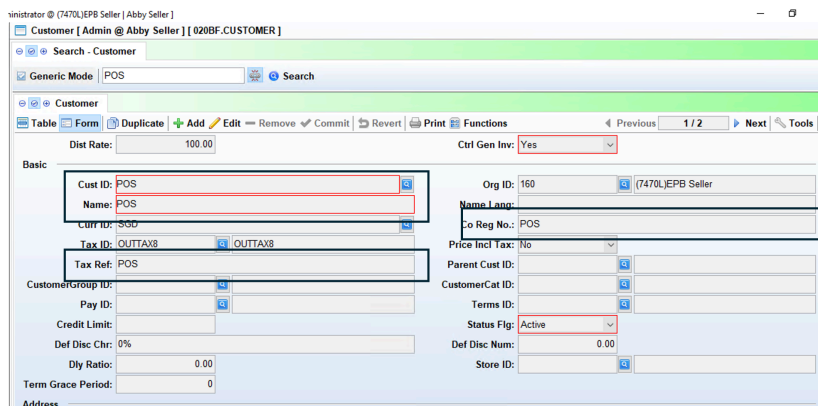
Aggregated Sales (POS or STI) Send to IRAS

For those sales transaction like Point of Sales (POS) and Simplified Tax Invoice (STI), the user should consolidate the daily transactions into one invoice at regular basis and send it to IRAS.

Create and register POS or STI virtual customer

Before doing the consolidation, the user must create POS or STI as virtual debtor. The steps of register 'POS' or 'STI' are described below

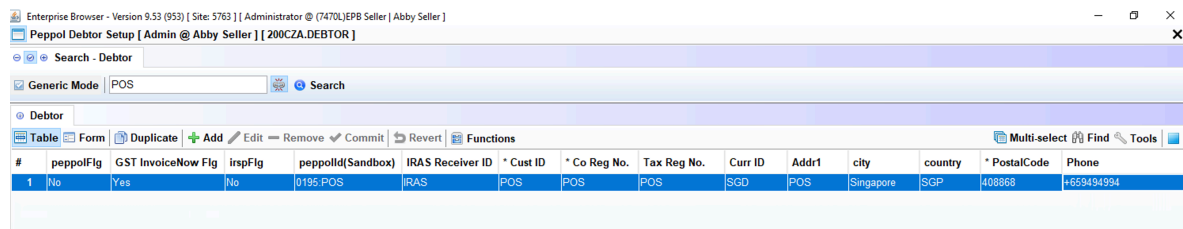
1. Go to module Customer [020BF.CUSTOMER]



Input 'POS' as Customer ID, Name, Co Reg No and Tax Ref. (As showing in above screenshot)

Same as create 'STI' in customer module

2. Go to module **Peppol Debtor Setup** [200CZA.DEBTOR]. Add 'POS' or 'STI' into Peppol Debtor list



#	peppolFlg	GST InvoiceNow Flg	irspFlg	peppolId(Sandbox)	IRAS Receiver ID	* Cust ID	* Co Reg No.	Tax Reg No.	Curr ID	Addr1	city	country	* PostalCode	Phone
1	No	Yes	No	0195.POS	IRAS	POS	POS	POS	SGO	POS	Singapore	SGP	408868	+659494994

Follow the above screenshot, click 'Add' icon to fill in the information.

For POS

peppolFlg	No
GST InvoiceNow Flg	Yes
IRSP Flg	No
Peppol ID	0195:POS
IRAS Receiver ID	IRAS
Cust ID	POS (Retrieve it from customer dataset. Created in first step)
Co Reg No	POS
Tax Reg No	POS
Curr ID	SGD
Addr1	POS
City	Singapore
Country	SGP
PostalCode	123456 (Any number)
Phone	+658282822 (Any number)

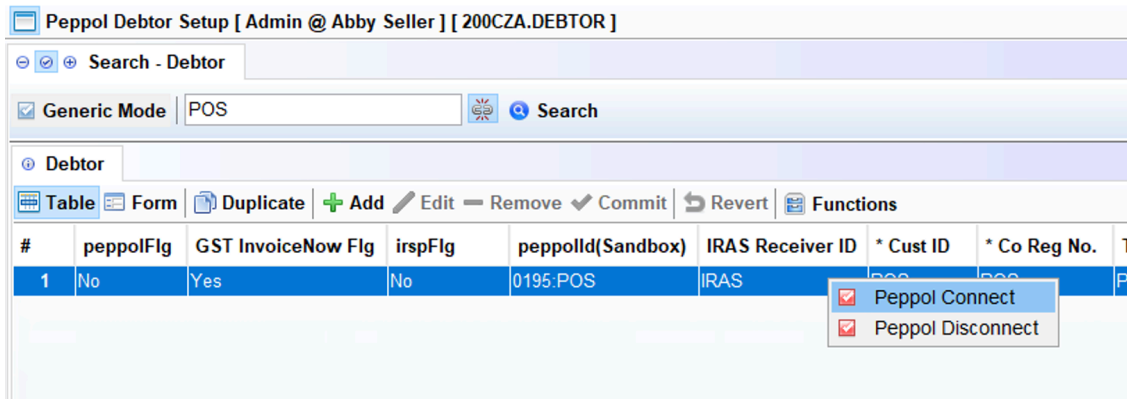
Save the record.

For STI

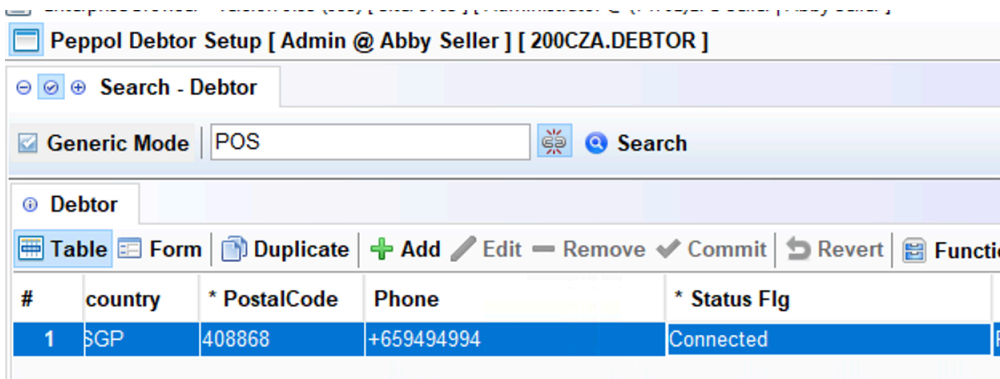
peppolFlg	No
GST InvoiceNow Flg	Yes
IRSP Flg	No
Peppol ID	0195:STI
IRAS Receiver ID	IRAS
Cust ID	STI (Retrieve it from customer dataset. Created in first step)
Co Reg No	STI
Tax Reg No	STI
Curr ID	SGD
Addr1	STI
City	Singapore
Country	SGP

PostalCode	123456 (Any number)
Phone	+658282822 (Any number)

- Right click the record and connect to EPB AP Peppol platform.



After successfully connected, the status of the record becomes 'Connected'.



Create aggregated sales invoice and send to IRAS

You can summarize your monthly point-of-sale transactions into a single sales invoice with the customer ID 'POS'.

Go to the module **Invoice** [200CA.INV]. Add an invoice with customer ID POS

Invoice [Admin @ Abby Seller] [200CAa.INVN]

Action Function Batch Quick Access: Post

Invmas

Doc ID: 250213 Doc Date: 2025-12-04

Cust ID: POS Status Flg: Posted

Curr ID: SGD User ID: Admin Administrator

Tax ID: OUTTAX8 9.00 Emp ID:

Price Incl Tax: No Dept ID:

Attn: Proj ID:

Email Addr: Terms ID: 30

Our Ref: POS Dly Date: 2026-01-03

Cust Ref: POS Disc Char: 0% 0.00

Remarks: LumpSum Disc: 0.00

Tax INV No: Einv Code3:

Ref Date: Einv Code2:

Add Lum sum amount

#	Line Ref	Line No.	* Name	* UOM Qty	UOM	* List Price	Model	Tax ID	Tax Rate	Remarks
1		1.00	POS	1.00	EA	1,000.00				

Grand Total: 1,090.00 Total Net: 1,000.00 Total Tax: 90.00 Total Qty: 1.00

Click Post

Go to module **Peppol Customer Invoice** [200CZC.PEPPOLINV] to send the POS invoice to IRAS

Peppol Customer Invoice [Admin @ Abby Seller] [200CZC.PEPPOLINV]

Search - PeppolArView

Cust ID: = POS

Src Doc Date: =

Src Doc ID: =

Status Flg: =

PeppolArView

Print Functions

#	Peppol Enable	GST InvoiceNow Enable	Src Code	Src Doc ID	Cust ID	Status Flg	IRAS Send Status
1	No	Yes	Invoice	250213	POS	Sent	Success
2	No	Yes	Invoice	250213	POS	Sent	Success

Attachments

View Source

Refresh Status

Resend IRAS

View Source File

Send Sales Invoice

Total Net: Total Tax: 180.00

Search POS as customer ID. Right click Send Sales Invoice. When transmission is successful, the IRAS Send status is 'Success' and the IRAS message shows the IRAS acknowledgement ID.

Aggregated Purchase (PCP) Send to IRAS

The company's pretty cash purchase will be consolidated into one purchase invoice as a aggregated single purchase invoice and submit to IRAS on a regular interval.

Create and register PCP virtual supplier

1. Go to Supplier [020BI.SUPPLIER]

Add a supplier with ID 'PCP'. Fill in the PCP in the fields of Name, Co Reg No, Tax Ref as well. See the screenshot below

Supplier [Admin @ ABBY Buyer] [020BI.SUPPLIER]

Search - Supplier

Generic Mode: PCP

Supplier

Table Form Duplicate Add Edit Remove Commit Revert Print Functions

Previous 1 / 1 Next Tools

Basic

Supp ID: PCP

Name: PCP

Name Lang:

Price Incl Tax: No

Pay ID:

Status Flg: Active

Partial Dly Flg: Yes

Attn:

Remarks:

Address

Addr1: Victoria Street 8

Addr2:

Addr3:

Fax:

Phone:

URL Addr:

Curr ID: SGD

Co Reg No.: PCP

Tax ID: IN9

Tax Ref: PCP

Ctrl Acc:

Terms ID: 30

Credit Limit:

Consignment Flg: No

2. Go to Peppol Creditor Setup [200DZA.CREDITOR] module

Enterprise Browser - Version 9.53 (953) [Site: 5763] [Administrator @ (00180)ABBY Buyer(MDA TEST) | ABBY Buyer]

Peppol Creditor Setup [Admin @ ABBY Buyer] [200DZA.CREDITOR]

Search - Creditor

Generic Mode: PCP

Creditor

Table Form Duplicate Add Edit Remove Commit Revert Functions

Multi-select Find Tools

#	peppolFlg	GST InvoiceNow Flg	inspFlg	peppolId	IRAS Receiver ID	* Supp ID	Curr ID	country	Addr1	* Status Flg	PostalCode	Phone
1	No	Yes	No	0195: PCP	IRAS	PCP	SGD	SGP	vertex	Connected	126824	+6596959

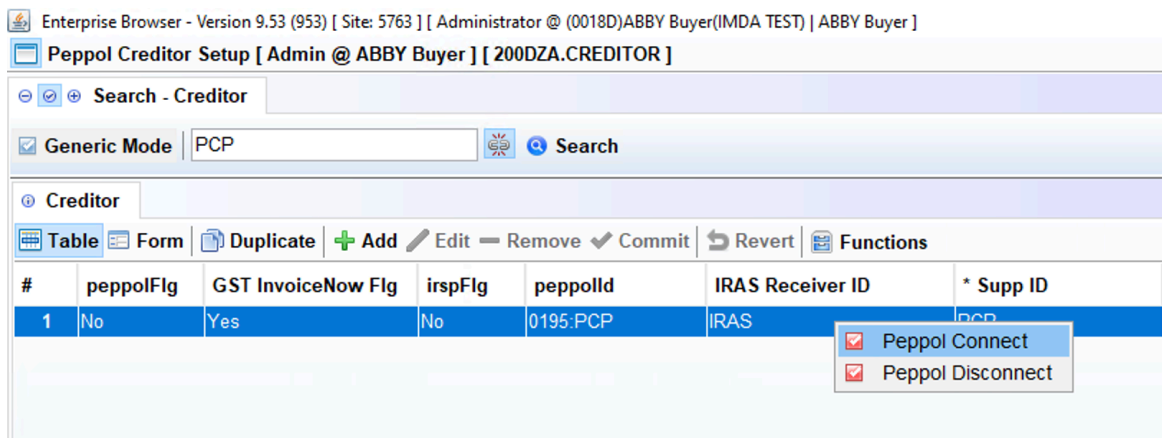
Click Add icon to fill in the fields below

peppolFlg	No
GST InvoiceNow Flg	Yes

IRSP Flg	No
Peppol ID	0195:PCP
IRAS Receiver ID	IRAS
Supp ID	PCP (Retrieve it from supplier dataset. Created in first step)
Co Reg No	PCP
Tax Reg No	PCP
Curr ID	SGD
Addr1	PCP
City	Singapore
Country	SGP
PostalCode	123456 (Any number)
Phone	+658282822 (Any number)

3. Connect the PCP to EPB AP platform

Right click the PCP record. Click Peppol Connect



The status becomes 'Connected' once successfully connect in EPB AP platform

Create aggregated purchase invoice and send to IRAS

1. Go to Supplier Invoice module to add an supplier invoice for PCP

Supplier Invoice [Admin @ ABBY Buyer] [200DAa.SINVN]

Action Function Batch | Quick Access: Post

Sinvmas

Doc ID: 202512040003

Supp ID: PCP

Attn:

Tax ID: IN9 9.00

Price Incl Tax: No

Curr ID: SGD 1.00

Supp Ref: PURCHASE SUM

Our Ref: PURCHASE SUM

Transaction Flg: No

Tax INV No:

Ref Date:

Doc Date: 2025-12-04

Status Flg: Posted

User ID: Admin Administrator

Emp ID:

Proj ID:

Dept ID:

Terms ID: 30 30 Days

Dly Date: 2026-01-03

Disc Char: 0.000000% 0.00

LumpSum Disc: 0.00

Ctrl Acc ID:

Line Ref Sinvgr Tax Other Transactions Sinvclr DocumentTrace DocComment EpAttach

Table Form Duplicate Add Remove Functions Find Tools

#	Line No.	* Name	* UOM Qty	UOM	* List Price	Tax ID	Tax Rate	Line Type	Ref Stk ID
1	1.00	PCP	1.00	EA	1,000.00			Non-Stock Item	

Post the invoice

2. Go to module IRAS Input Tax Submission

Query PCP supplier invoice. Right click the line. Click Send Document

IRAS Input Tax Submission [Admin @ ABBY Buyer] [200DZD.IRASAP]

Search - IrasAp

Supp ID: = PCP

Name: Like

Src Code: =

Status Flg: =

Src Doc Date: =

Src Doc ID: Like

IrasAp

Functions

#	Src Code Name	Supp ID	Src Doc ID	Src Doc Date	Status Flg	IRAS Sendin
1	Supplier Invoice	PCP	202510290004	2025-10-29	Sent	Success
2	Supplier Invoice	PCP	202511200003	2025-11-20	Sent	
3	Supplier Invoice	PCP	202511270002	2025-11-27	Sent	
4	Supplier Invoice	PCP	202512040003	2025-12-04	Sent	

Send Document

Attachments

View Source

View Source File

3. IRAS acknowledgement

Once successfully sent to IRAS, you will have IRAS status success and IRAS acknowledgement ID.

IRAS Input Tax Submission [Admin @ ABBY Buyer] [200DZD.IRASAP]

Search - IrasAp

Supp ID: = PCP Status Flg: =

Name: Like Src Doc Date: =

Src Code: = Src Doc ID: Like

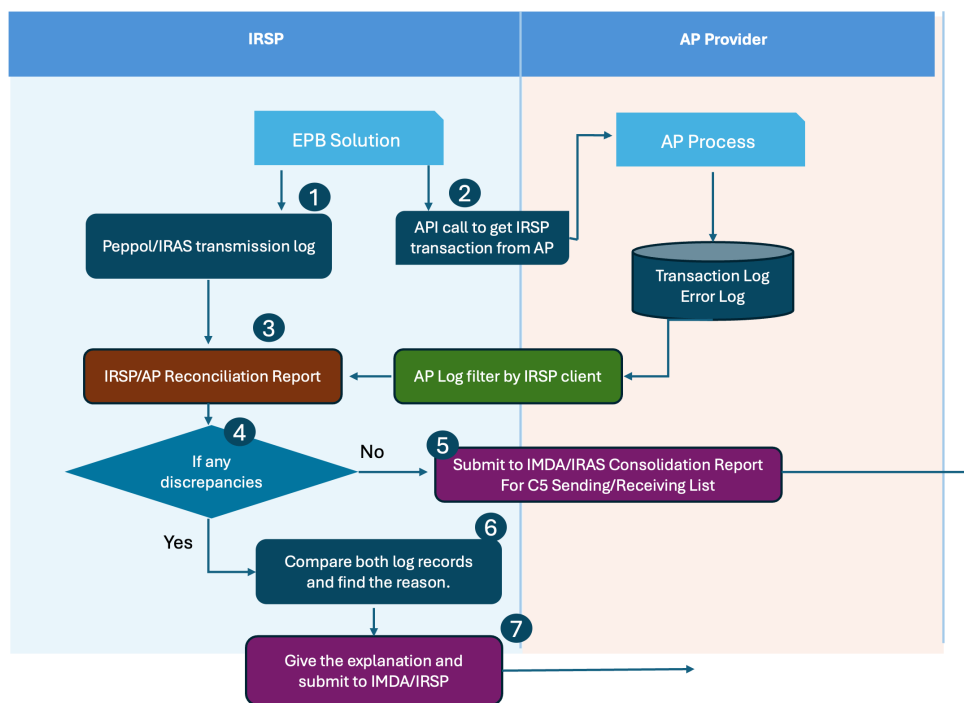
Functions Multi-select Find Tools

#	Src Code Name	Supp ID	Src Doc ID	Src Doc Date	Status Flg	IRAS Sending Status	IRAS Msg
1	Supplier Invoice	PCP	202510290004	2025-10-29	Sent	Success	acknowledgementId: 251029-e01ce90b-1b75-4159-904c-698f68dc5f4
2	Supplier Invoice	PCP	202511200003	2025-11-20	Sent	Success	acknowledgementId: 251120-0bfb8615-6245-41df-8ee8-1d81e60c61
3	Supplier Invoice	PCP	202511270002	2025-11-27	Sent	Success	acknowledgementId: 251127-89b370f7-57f8-4dfa-98fa-1aacfe1648c4
4	Supplier Invoice	PCP	202512040003	2025-12-04	Sent	Success	acknowledgementId: 251204-c2022812-ce64-475a-b8c1-2c6e1503c

Log Reporting & Reconciliation

In order to make sure the success of data transmission through Access Point platform, the monthly reporting for reconciliation between the system log and AP transaction log is necessary.

The diagram of the log reporting and reconciliation is showing below



1. IRSP extracts the Peppol/IRAS transmission logs
2. IRSP calls API to get the AP transaction log of the client
3. IRSP reconciles the IRSP log and AP log to output the Reconciliation Report

4. Check the report if there are any discrepancies.
5. If no discrepancies between the logs, send the IRSP reconciliation report to IMDA/IRAS
6. If there are discrepancies, further compare the log files and find the reason
7. Give the explanation of the discrepancies and submit the final report to IMDA/IRAS

Local Data Transmission Log Retrieving

Go to module **Peppol Log** [200CZX.PEPPOLLOG]

The screenshot shows the 'Peppol Log' interface for user 'Admin @ Abby Seller'. The search criteria are set to 'peppolId: Like 0195:SGUEN98267470L' and 'transactionDate: Between 2025-12-01 / 2025-12-17'. A table of transaction data is displayed below the search bar. Two callout boxes provide instructions: 'Input Peppol ID and date range for the query' pointing to the search fields, and 'Click Tool to export to Excel' pointing to the 'Tools' button in the top right corner.

#	peppolType...	peppolId	refPeppolId	g	uuid
1	242	0195:SGUEN98267470L	0195:SGUEN202400018D	Order	5d68b71d-089c-44a5-8206-185a27292138
2	242	0195:SGUEN98267470L	0195:SGUEN202400018D	OrderChange	5bd09f5f-fd0e-4dec-9dfd-42fcc777646e
3	242	0195:SGUEN98267470L	0195:SGUEN202400018D	Order	3684fb1f-27a1-40ee-a8d0-57a3ae008557
4	242	0195:SGUEN98267470L	0195:SGUEN202400018D	Order	5a91b0e
5	242	0195:SGUEN98267470L	0195:SGUEN202400018D	OrderChange	706c914
6	242	0195:SGUEN98267470L	0195:SGUEN202400018D	OrderChange	94df0bd
7	242	0195:SGUEN98267470L	0195:SGUEN202400018D	Order	5a87d3a
8	242	0195:SGUEN98267470L	0195:SGUEN202400018D	Order	a55e59bb-28b1-49a1-9a38-b1ecf672bae8
9	220	0195:SGUEN98267470L	0195:SGUEN202400018D	Order	58f0bb8a-d50b-4724-abe1-fbcbcb260a184
10	OrderChange	0195:SGUEN98267470L	0195:SGUEN202400018D	OrderChange	6d6e4b13-df8a-414d-afb4-fb8b12aca0f3

Input the date range and main peppol ID as search criteria. Click Search icon. All the transaction data is showing.

You can choose Tools to export the data into MS Excel file for further checking.

The excel data like

B	C	D	E	F
peppolid	refPeppolid	localName	Move Flg	uuid
0195:SGUEN98267470L	0195:SGUEN202400018D	Order	Send	5d68b71d-089c-44a5-8206-185a
0195:SGUEN98267470L	0195:SGUEN202400018D	OrderChange	Send	5bd09f5f-fd0e-4dec-9dfd-42fcc7
0195:SGUEN98267470L	0195:SGUEN202400018D	Order	Send	3684fb1f-27a1-40ee-a8d0-57a3a
0195:SGUEN98267470L	0195:SGUEN202400018D	Order	Send	64052675-08ac-4b3d-a181-2b49
0195:SGUEN98267470L	0195:SGUEN202400018D	OrderChange	Send	62a97281-72a9-4e0a-8b09-113c
0195:SGUEN98267470L	0195:SGUEN202400018D	OrderChange	Send	63940116-9c8b-4660-b2b1-8e4f
0195:SGUEN98267470L	0195:SGUEN202400018D	Order	Send	44c4ad23-e879-48a1-ab01-a64f
0195:SGUEN98267470L	0195:SGUEN202400018D	Order	Send	a55e59bb-2861-49a1-9a38-61ec
0195:SGUEN98267470L	0195:SGUEN202400018D	Order	Receive	58f0bb8a-d50b-4724-abe1-fbbct
0195:SGUEN98267470L	0195:SGUEN202400018D	OrderChange	Receive	6d6e4b13-df8a-414d-afb4-fb8b1
0195:SGUEN98267470L	0195:SGTSTC5TESTS01	INVN	Send	b1ab0a38-91a3-4daa-bab6-6be4
0195:SGUEN98267470L	0195:SGTSTC5TESTS01	INVN	Send	cb4315bc-0f69-4f20-8d0d-6573
0195:SGUEN98267470L	0195:C5UID201312345A	INVN	Send	46791468-5886-4253-9e6a-23fb
0195:SGUEN98267470L	0195:SGTSTC5TESTS01	INVN	Send	fdf4233a-8c70-49b1-9013-d3aa
0195:SGUEN98267470L	0195:SGTSTC5TESTS01	INVN	Send	b66d1f41-d0e8-4213-8d12-4577
0195:SGUEN98267470L	0195:SGTSTC5TESTS01	INVN	Send	d66f8235-eef2-46be-bb28-79a8
0195:SGUEN98267470L	0195:SGTSTC5TESTS01	INVN	Send	ce93c519-724a-4238-95c0-1c9
0195:SGUEN98267470L	0195:SGTSTC5TESTS01	INVN	Send	007372ef-06a3-4816-a16e-803c
0195:SGUEN98267470L	0195:SGTSTC5TESTS01	INVN	Send	50603723-f229-42fc-a9aa-8b81
0195:SGUEN98267470L	0195:SGTSTC5TESTS01	CRNN	Send	7564afed-01c5-4c28-b109-a1df
0195:SGUEN98267470L	0195:SGTSTC5TESTS01	INVN	Send	1a3e7c81-f27b-46a7-ac6c-9ca8
0195:SGUEN98267470L	0195:C5UID201312345A	INVN	Send	81824d88-11b9-4883-af1b-988f
0195:SGUEN98267470L	0195:C5UID201312345A	CRNN	Send	9ac94ec3-c735-40bc-9b50-2fac
0195:SGUEN98267470L	0195:POS	INVN	Send	1a12d5f1-14b1-426b-952b-bee0
0195:SGUEN98267470L	0195:SGTSTC5TESTS02	INVN	Send	4e1ef675-076c-4469-b0d5-146e
0195:SGUEN98267470L	0195:SGTSTC5TESTS02	CRNN	Send	611f7845-1c52-424b-98f8-9af1c
0195:SGUEN98267470L	0195:SGTSTT08GB0038E	INVN	Send	d80c7bb2-06ae-41a3-b2b9-a6c9
0195:SGUEN98267470L	0195:SGTSTT08GB0038E	ApplicationResponse	Receive	98d2fa24-8804-46e7-b25d-bc6d
0195:SGUEN98267470L	0195:SGTSTT08GB0038E	ApplicationResponse	Receive	4a0a8b3d-e066-4087-b351-e1b8
0195:SGUEN98267470L	0195:SGUEN202400018D	Order	Receive	58ceef6c-fde8-452b-a377-3e20f
0195:SGUEN98267470L	0195:SGUEN202400018D	Order	Receive	eebe26f5-d561-45d8-af0b-3275f
0195:SGUEN98267470L	0195:SGUEN202400018D	OrderChange	Receive	ebbf6630-cba3-42b8-b023-695c
0195:SGUEN98267470L	0195:C5UID201312345A	CRNN	Send	8c28d280-cc16-43c9-a119-0f39
0195:SGUEN98267470L	0195:C5UID201312345A	Invoice	Send	8f2a4f73-ea95-453e-9dc3-0823
0195:SGUEN98267470L	0195:C5UID201312345A	CreditNote	Send	673ba4f5-225f-4767-a819-541ee
0195:SGUEN98267470L	0195:SGUEN201312345A	Invoice	Send	f996dc18-1238-4572-ab1e-70b7
0195:SGUEN98267470L	0195:SGUEN201312345A	CreditNote	Send	52b20d78-9352-40b3-a2d8-a65t
0195:SGUEN98267470L	0195:PCP	Invoice	Send	062fb5e0-ba7d-4178-94f4-0f40a
0195:SGUEN98267470L	0195:C5UID200904669W	INVN	Send	9d95512d-0592-4df9-b550-377f
0195:SGUEN98267470L	0195:C5UID200904669W	INVN	Send	3b3737ac-f9b1-4eb6-8ed0-bb48
0195:SGUEN98267470L	0195:SGUEN201312345A	Invoice	Send	40d8e896-fae8-4c62-af5f-85b60

By clicking BI icon (as showed in above screenshot), you can consolidate the detail data into pivot table to get the summary figure.

Please see the screenshot below

Move Flag	Local Name	Count
Receive	ApplicationResponse	2.00
	Order	3.00
	OrderChange	2.00
Send	CreditNote	10.00
	Invoice	32.00
	OrderResponse	8.00
Σ		57.00

AP Data Transmission Log Retrieving

Go to module **Peppol Log** [200CZX.PEPPOLLOG]

Peppol Log [Admin @ Abby Seller] [200CZX.PEPPOLLOG]

Search - PeppolLog

peppolId: Like 0195:SGUEN98267470L

transactionDate: Between 2025-12-01 / 2025-12-17

Click Function to retrieve the AP log and export to Excel

Functions

#	peppolType...	peppolId	View Source	View Source File	Export Peppol AP Log
1	242	0195:SGUEN98267470L	202400018D		
2	242	0195:SGUEN98267470L	202400018D		
3	242	0195:SGUEN98267470L	0195:SGUEN202400018D		
4	242	0195:SGUEN98267470L	0195:SGUEN202400018D		

Input the same criteria (Peppol ID and date range). Click Functions and Export Peppol AP log to Excel file.

The data in Excel file is

A	B	C	D	E	F	G	H	I
moveFig	uuid	localName	peppolid	refPeppolid	transactionDate	createDate	fileUrl	statusFlag
Receive	58f0bb8a-d50b-4724-abe1-fbcb260a184	Order	0195:SGUEN98267470L	0195:SGUEN202400018D	2025-12-01T16:00:00.000+00:00	2025-12-02T08:19:21.000+00	97c19e6d-f725-48b0-be5f D	
Send	5d68b71d-089c-44a5-8206-185a27292138	OrderResponse	0195:SGUEN98267470L	0195:SGUEN202400018D	2025-12-01T16:00:00.000+00:00	2025-12-02T08:19:21.000+00	https://peppol.epbrowsei D	
Receive	6d6e4b13-df8a-414d-afb4-fb8b12aca0f3	OrderChange	0195:SGUEN98267470L	0195:SGUEN202400018D	2025-12-03T16:00:00.000+00:00	2025-12-04T01:56:05.000+00	105eb558-e2cb-4dfe-8dtd D	
Send	5bd09f5f-fd0e-4dec-9dfd-42fcc777646e	OrderResponse	0195:SGUEN98267470L	0195:SGUEN202400018D	2025-12-03T16:00:00.000+00:00	2025-12-04T01:56:05.000+00	https://peppol.epbrowsei D	
Send	b1ab0a38-91a3-4daa-bab6-6be43b8d36b4	Invoice	0195:SGUEN98267470L	0195:SGTSTC5TESTS01	2025-12-03T16:00:00.000+00:00	2025-12-04T09:35:25.000+00	https://peppol.epbrowsei D	
Send	cb4315bc-0f69-4f20-8d0d-65732e41a9e5	Invoice	0195:SGUEN98267470L	0195:SGTSTC5TESTS01	2025-12-03T16:00:00.000+00:00	2025-12-04T10:01:42.000+00	https://peppol.epbrowsei D	
Send	46791468-5886-4253-9e6a-23fb6cd35581	Invoice	0195:SGUEN98267470L	0195:CSUID201312345A	2025-12-03T16:00:00.000+00:00	2025-12-04T10:02:57.000+00	https://peppol.epbrowsei D	
Send	fdf4233a-8c70-49b1-9013-d3aa8d7c2457	Invoice	0195:SGUEN98267470L	0195:SGTSTC5TESTS01	2025-12-03T16:00:00.000+00:00	2025-12-04T10:12:31.000+00	https://peppol.epbrowsei D	
Send	b66d1141-d0e8-4213-8d12-457762359102	Invoice	0195:SGUEN98267470L	0195:SGTSTC5TESTS01	2025-12-03T16:00:00.000+00:00	2025-12-04T10:17:57.000+00	https://peppol.epbrowsei D	
Send	d66d8235-ee2f-46be-bb28-79a8d2ebe676	Invoice	0195:SGUEN98267470L	0195:SGTSTC5TESTS01	2025-12-03T16:00:00.000+00:00	2025-12-04T10:36:47.000+00	https://peppol.epbrowsei D	
Send	ce93c519-724a-4238-95c0-1c97c686eabf	Invoice	0195:SGUEN98267470L	0195:SGTSTC5TESTS01	2025-12-03T16:00:00.000+00:00	2025-12-04T10:43:45.000+00	https://peppol.epbrowsei D	
Send	007372ef-06a3-4816-a16e-803ca25a97a7	Invoice	0195:SGUEN98267470L	0195:SGTSTC5TESTS01	2025-12-03T16:00:00.000+00:00	2025-12-04T12:04:17.000+00	https://peppol.epbrowsei D	
Send	50603723-f229-42fc-a9aa-8b816462f559	Invoice	0195:SGUEN98267470L	0195:SGTSTC5TESTS01	2025-12-03T16:00:00.000+00:00	2025-12-04T12:19:59.000+00	https://peppol.epbrowsei D	
Send	7564afed-01c5-4c28-b109-a1fdcf5c6259	CreditNote	0195:SGUEN98267470L	0195:SGTSTC5TESTS01	2025-12-03T16:00:00.000+00:00	2025-12-04T12:36:39.000+00	https://peppol.epbrowsei D	
Send	1a3e7c81-127b-46a7-ac8c-9ca8c7be083c	Invoice	0195:SGUEN98267470L	0195:SGTSTC5TESTS01	2025-12-03T16:00:00.000+00:00	2025-12-04T12:52:39.000+00	https://peppol.epbrowsei D	
Send	81624d88-11b9-4883-af1b-988fa7247caf	Invoice	0195:SGUEN98267470L	0195:CSUID201312345A	2025-12-03T16:00:00.000+00:00	2025-12-04T13:08:16.000+00	https://peppol.epbrowsei D	
Send	9ac94ec3-c735-400c-9050-21acfa42c7f00	CreditNote	0195:SGUEN98267470L	0195:CSUID201312345A	2025-12-03T16:00:00.000+00:00	2025-12-04T13:17:03.000+00	https://peppol.epbrowsei D	
Send	1a12d5f1-14b1-42b1-952b-bee956beebca	Invoice	0195:SGUEN98267470L	0195:POS	2025-12-03T16:00:00.000+00:00	2025-12-04T14:00:52.000+00	https://peppol.epbrowsei D	
Send	480c7bb2-06ae-41a3-b2b9-afcc991e6b98a	Invoice	0195:SGUEN98267470L	0195:SGTSTT08080038E	2025-12-04T16:00:00.000+00:00	2025-12-05T06:04:25.000+00	https://peppol.epbrowsei D	
Send	611f7845-1c52-424b-98f8-9af1c8362fa5	CreditNote	0195:SGUEN98267470L	0195:SGTSTC5TESTS02	2025-12-04T16:00:00.000+00:00	2025-12-05T06:13:28.000+00	https://peppol.epbrowsei D	
Send	4e1ef675-076c-4469-b0d5-14fe7680fc56	Invoice	0195:SGUEN98267470L	0195:SGTSTC5TESTS02	2025-12-04T16:00:00.000+00:00	2025-12-05T06:13:37.000+00	https://peppol.epbrowsei D	

With the IRSP log and AP log, we can reconcile the result and finalize the report which will be submitted to IMDA.

The consolidate report from AP log in Excel file is

Row Labels	Count of uuid
Receive	7
ApplicationResponse	2
Order	3
OrderChange	2
Send	50
CreditNote	10
Invoice	32
OrderResponse	8
Grand Total	57

Data Reconciliation

Comparing the summary data between the both logs below

A	B	C	D	E
IRSP log Consolidate Report			AP log Consolidate Report	
1-Dec-2026 ~ 31-Dec-2026			1-Dec-2026 ~ 31-Dec-2026	
Row Labels	Count of uuid		Row Labels	Count of uuid
Receive	7		Receive	7
ApplicationResponse	2		ApplicationResponse	2
Order	3		Order	3
OrderChange	2		OrderChange	2
Send	50		Send	50
CreditNote	10		CreditNote	10
Invoice	32		Invoice	32
OrderResponse	8		OrderResponse	8
Grand Total	57		Grand Total	57

If any discrepancies exist, we will delve into the original data of both logs to find out the cause.