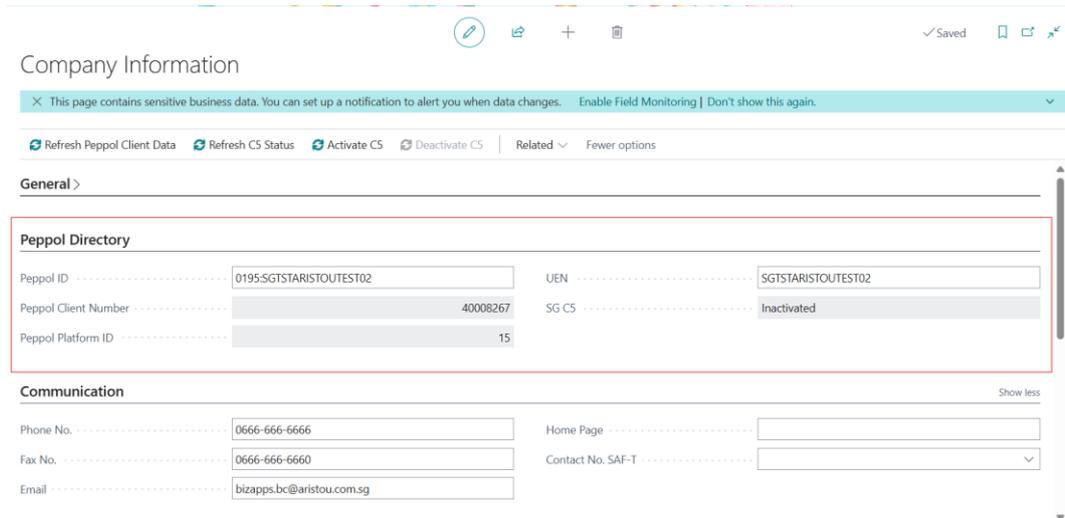


# INVOICENOW FULL PDF USER GUIDE

## Step 1: Activation/Deactivation of C5 Submission

- A. Open Company Information page and make sure fields in Peppol Directory part is filled up.



Company Information

✕ This page contains sensitive business data. You can set up a notification to alert you when data changes. [Enable Field Monitoring](#) | [Don't show this again.](#)

[Refresh Peppol Client Data](#)
[Refresh C5 Status](#)
[Activate C5](#)
[Deactivate C5](#)
 Related ▾ Fewer options

General >

**Peppol Directory**

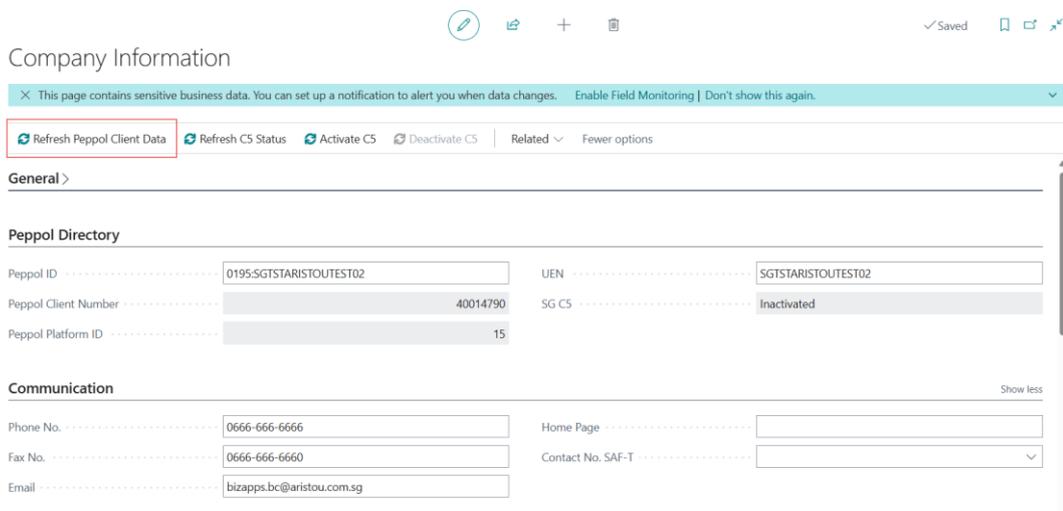
|                      |                         |       |                    |
|----------------------|-------------------------|-------|--------------------|
| Peppol ID            | 0195:SGTSTARISTOUTEST02 | UEN   | SGTSTARISTOUTEST02 |
| Peppol Client Number | 40008267                | SG C5 | Inactivated        |
| Peppol Platform ID   | 15                      |       |                    |

**Communication** Show less

|           |                           |                   |                |
|-----------|---------------------------|-------------------|----------------|
| Phone No. | 0666-666-6666             | Home Page         |                |
| Fax No.   | 0666-666-6660             | Contact No. SAF-T | <span>▾</span> |
| Email     | bizapps.bc@aristou.com.sg |                   |                |

- B. If some fields in Peppol Directory part are blank, click on “Refresh Peppol Client Data”.

- C. If the UEN filled in Business Central is different with the one filled on Banqup Company Information, it will show up confirmation message



Company Information

✕ This page contains sensitive business data. You can set up a notification to alert you when data changes. [Enable Field Monitoring](#) | [Don't show this again.](#)

[Refresh Peppol Client Data](#)
[Refresh C5 Status](#)
[Activate C5](#)
[Deactivate C5](#)
 Related ▾ Fewer options

General >

**Peppol Directory**

|                      |                         |       |                    |
|----------------------|-------------------------|-------|--------------------|
| Peppol ID            | 0195:SGTSTARISTOUTEST02 | UEN   | SGTSTARISTOUTEST02 |
| Peppol Client Number | 40014790                | SG C5 | Inactivated        |
| Peppol Platform ID   | 15                      |       |                    |

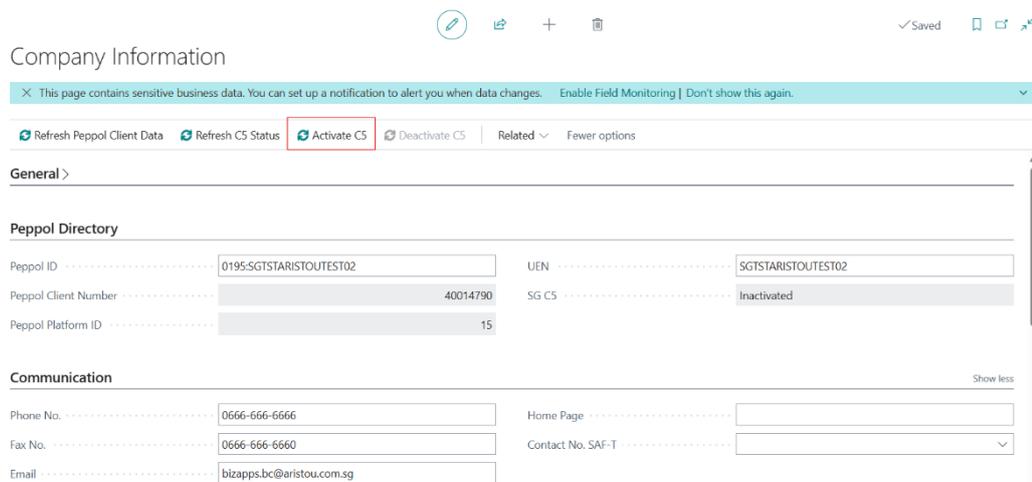
**Communication** Show less

|           |                           |                   |                |
|-----------|---------------------------|-------------------|----------------|
| Phone No. | 0666-666-6666             | Home Page         |                |
| Fax No.   | 0666-666-6660             | Contact No. SAF-T | <span>▾</span> |
| Email     | bizapps.bc@aristou.com.sg |                   |                |

that user can decide to replace the UEN with the one from Banqup Company Information or not change it.

 Current UEN (SGTSTARISTOUTEST02) is different with the one registered in Peppol (SGTSTIRORIRIR), did you want to update it?

D. After all fields have been filled up, click on Activate C5 to start C5 activation process.



Company Information

✕ This page contains sensitive business data. You can set up a notification to alert you when data changes. Enable Field Monitoring | Don't show this again.

Related Fewer options

General >

Peppol Directory

|                      |                         |       |                    |
|----------------------|-------------------------|-------|--------------------|
| Peppol ID            | 0195:SGTSTARISTOUTEST02 | UEN   | SGTSTARISTOUTEST02 |
| Peppol Client Number | 40014790                | SG C5 | Inactivated        |
| Peppol Platform ID   | 15                      |       |                    |

Communication Show less

|           |                           |                   |  |
|-----------|---------------------------|-------------------|--|
| Phone No. | 0666-666-6666             | Home Page         |  |
| Fax No.   | 0666-666-6660             | Contact No. SAF-T |  |
| Email     | bizapps.bc@aristou.com.sg |                   |  |

E. Next stage, it will pop up a question "Did you have Singpass access?", if current user who trigger C5 activation process have the Singpass access then go to point F, if not have then go to point G.

F. If user have Singpass access, it will directly open the C5 activation link which need Singpass authentication.

 Did you have Singpass access?



## IRAS INVOICE DATA SUBMISSION ACTIVATION

Authorise your Service Provider via CorpPass

Thank you for your application to activate invoice data submission to IRAS with  
[Unifedpost Pte Ltd](#)

In order to complete the activation process, we will require your CorpPass Administrator to authorise  
[Unifedpost Pte Ltd](#)  
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



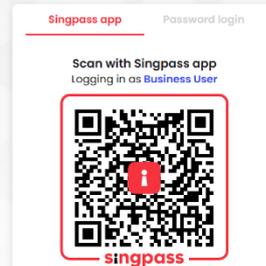
A Singapore Government Agency Website [How to identify](#)

**singpass**

### Beware of account takeovers ^

Scammers may manipulate victims to change their Singpass contact details, e.g. email and mobile number. This allows the scammers to receive the victim's One-Time Passwords or take over the Singpass account to commit crimes. If you suspect your account has been compromised, call the Singpass hotline.

 **Log in with Singpass**  
Your trusted digital identity



- G. If user do not have Singpass access, it will pop up message which user can filled up email address from person who have Singpass access, and system will send an email for the activation link.

Sent Email to SingPass user



Email Address .....

OK

Cancel

Customer Card



✓ Saved

C00360 · Aristou Test C5

[Home](#) | [Request Approval](#) | [New Document](#) | [Prices & Discounts](#) | [Customer](#) | [Report](#) | [Actions](#) ▾ | [Related](#) ▾ | [Reports](#) ▾ | [Automate](#) ▾ | [Fewer options](#) ⓘ

[Contact](#) | [Merge With...](#) | [Register to Peppol](#) | [Activate PINT](#) | [Refresh C5 Status](#) | [Deactivate C5](#)

[Apply Template](#) | [Send Email](#) | [Refresh PINT Status](#) | [Deactivate PINT](#) | [Activate C5](#)

**General** Show less

|                               |  |     |                                 |  |
|-------------------------------|--|-----|---------------------------------|--|
| No. ....                      | <input type="text" value="C00360"/>          | ... | Responsibility Center .....     | <input type="text"/>                   |
| Name .....                    | <input type="text" value="Aristou Test C5"/> |     | Service Zone Code .....         | <input type="text"/>                   |
| IC Partner Code .....         | <input type="text"/>                         |     | Document Sending Profile .....  | <input type="text"/>                   |
| Balance (LCY) .....           | <input type="text" value="899.60"/>          |     | Total Sales - Fiscal Year ..... | <input type="text" value="899.60"/>    |
| Balance (LCY) As Vendor ..... | <input type="text" value="0.00"/>            |     | Costs (LCY) .....               | <input type="text" value="701.60"/>    |
| Balance Due (LCY) .....       | <input type="text" value="0.00"/>            |     | Profit (LCY) .....              | <input type="text" value="198.00"/>    |
| Credit Limit (LCY) .....      | <input type="text" value="0.00"/>            |     | Profit % .....                  | <input type="text" value="22.0"/>      |
| Blocked .....                 | <input type="text"/>                         |     | Last Date Modified .....        | <input type="text" value="2/24/2025"/> |
| Privacy Blocked .....         | <input type="checkbox"/>                     |     | Disable Search by Name .....    | <input type="checkbox"/>               |

- H. After the person who receives the email clicks on the activation link, it will open the activation link the point F.
- I. After the Singpass authentication is done, user can back to BC and click on "Refresh C5 Status" to reflect latest C5 status.

- *Notes: The C5 Activation/Deactivation feature available on Company Information page, Customer Card page, and Vendor Card page.*

**Step 2: Registering New Customer/Vendor to Banqap Customer / Supplier List**

- A. Select the customer which want to register to Banqap Customer List and click on "Register to Peppol".

Customer Card ✓ Saved

C00360 · Aristou Test C5

[Home](#) | [Request Approval](#) | [New Document](#) | [Prices & Discounts](#) | [Customer](#) | [Report](#) | [Actions](#) ▾ | [Related](#) ▾ | [Reports](#) ▾ | [Automate](#) ▾ | [Fewer options](#) ⓘ

[Contact](#) | [Merge With...](#) | [Register to Peppol](#) | [Activate PINT](#) | [Refresh C5 Status](#) | [Deactivate C5](#)

[Apply Template](#) | [Send Email](#) | [Refresh PINT Status](#) | [Deactivate PINT](#) | [Activate C5](#)

**General** Show less

|                               |  |     |                                 |  |
|-------------------------------|--|-----|---------------------------------|--|
| No. ....                      | <input type="text" value="C00360"/>          | ... | Responsibility Center .....     | <input type="text"/>                   |
| Name .....                    | <input type="text" value="Aristou Test C5"/> |     | Service Zone Code .....         | <input type="text"/>                   |
| IC Partner Code .....         | <input type="text"/>                         |     | Document Sending Profile .....  | <input type="text"/>                   |
| Balance (LCY) .....           | <input type="text" value="899.60"/>          |     | Total Sales - Fiscal Year ..... | <input type="text" value="899.60"/>    |
| Balance (LCY) As Vendor ..... | <input type="text" value="0.00"/>            |     | Costs (LCY) .....               | <input type="text" value="701.60"/>    |
| Balance Due (LCY) .....       | <input type="text" value="0.00"/>            |     | Profit (LCY) .....              | <input type="text" value="198.00"/>    |
| Credit Limit (LCY) .....      | <input type="text" value="0.00"/>            |     | Profit % .....                  | <input type="text" value="22.0"/>      |
| Blocked .....                 | <input type="text"/>                         |     | Last Date Modified .....        | <input type="text" value="2/24/2025"/> |
| Privacy Blocked .....         | <input type="checkbox"/>                     |     | Disable Search by Name .....    | <input type="checkbox"/>               |

- B. If success, it will show message "Customer [Customer Name] has been registered to Peppol".



Customer Aristou Test C5 has been register to Peppol.

OK

C. It will be shown on Banqup Customer List.

| Client Type           | ID       | Name                | UEN              | Channel            | Email               | Network |
|-----------------------|----------|---------------------|------------------|--------------------|---------------------|---------|
| Business Client (B2B) | CUST-010 | Aristou Customer    | UEN-SGTSTARISTOU | OpenPeppol/Invoice | rs.guntoro@arist... |         |
| Business Client (B2B) | CUST-013 | Aristou Test C5     | UEN-202400014Z   | OpenPeppol/Invoice | rs.guntoro@arist... |         |
| Government Client (I) | CUST-001 | TEST AGD - Accou... |                  | Email              |                     |         |
| Business Client (B2B) | CUST-003 | Test Customer A     | UEN-SGTSTCUSTOMI | OpenPeppol/Invoice | rs.guntoro@arist... |         |
| Business Client (B2B) | CUST-002 | Test Customer B2B   | UEN-20251601S    | Email              | rs.guntoro@arist... |         |

- Notes: These feature available on Customer Card and Vendor Card page.

### Step 3: Create a New Sales Invoice and Sent to Peppol

A. Create new Sales Invoice document, then click on Post and Send to Peppol.

| Item   | Description              | Project No. | Project Task No. | Location Code | Quantity | Unit of Measure Code | Gen. Prod. Posting Group | VAT Prod. Posting Group | VAT Bus. Posting |
|--------|--------------------------|-------------|------------------|---------------|----------|----------------------|--------------------------|-------------------------|------------------|
| 1896-S | ATHENS Desk              |             |                  | MAIN          | 4        | PCS                  | RETAIL                   | SR                      | SALES            |
| 1900-S | PARIS Guest Chair, black |             |                  | MAIN          | 3        | PCS                  | RETAIL                   | SR                      | SALES            |

|                                      |          |                       |          |
|--------------------------------------|----------|-----------------------|----------|
| Subtotal Excl. VAT (SGD)             | 2,972.90 | Total Excl. VAT (SGD) | 2,972.90 |
| Inv. Discount Amount Excl. VAT (SGD) | 0.00     | Total VAT (SGD)       | 267.56   |
| Invoice Discount %                   | 0        | Total Incl. VAT (SGD) | 3,240.46 |

B. It will pop up message "Do you want to post and send this invoice to Peppol Network?".

 Do you want to post and send this invoice to Peppol Network?

Yes No

C. Next it will post that Sales Invoice and if no error is found it will throw a successful message.

 Status: 201 Created  
Invoice 103016 has been sent to Peppol.

OK

D. On the Posted Sales Invoice created in BC, the field "Sent to Peppol" will be ticked to indicate that Sales Invoice already sent to Peppol Network.

Posted Sales Invoice

103016 · Aristou Test C5

Home Print/Send Invoice Incoming Document Related Automate Fewer options

Update Document Correct Find entries Track Package Change Payment Service Send Invoice to Peppol Export Package

**General** Show less

|                          |                                     |                       |          |
|--------------------------|-------------------------------------|-----------------------|----------|
| No.                      | 103016                              | Posting Date          | 4/5/2023 |
| Customer                 | Aristou Test C5                     | VAT Date              | 4/5/2023 |
| Valid for Sending Peppol | Yes                                 | Due Date              | 5/5/2023 |
| Sent to Peppol           | <input checked="" type="checkbox"/> | Promised Pay Date     |          |
| Peppol Directory Id      | 248987                              | Quote No.             |          |
| Sell-to                  |                                     | Order No.             |          |
| Address                  | 420 North Bridge Road               | Pre-Assigned No.      | 102226   |
| Address 2                | # 05-38 North Bridge Centre         | External Document No. |          |

E. It will show in the Banqup Account Receivables with status draft.

**banqUp** | Invite your business partners to BanqUp and InvoiceNow

**Accounts Receivable** ☆

SGD 0.00 Total outstanding

SGD 0.00 Overdue

SGD 0.00 Due in < 30 days

SGD 0.00 Due in > 30 days

In Progress | Go to Archive

Upload Documents | Create new invoice/credit note

Search

| INVO...                  | CLIENT  | CLIE...             | CHAN...         | TOTAL    | CREA...         | DUE...       | INVO...          | STATUS     |            |       |
|--------------------------|---------|---------------------|-----------------|----------|-----------------|--------------|------------------|------------|------------|-------|
| <input type="checkbox"/> | INVO... | Aristou Pte. Ltd... | Aristou Test C5 | CUST-013 | OpenPeppol/Invo | SGD 3,240.46 | 24-02-2023 22:37 | 05-05-2023 | 05-04-2023 | Draft |

**banqUp** | Invite your business partners to BanqUp and InvoiceNow

**Details**

Edit | Save | Send | Clone | Archive | Delete

Details | Invoice lines | Attachments | Comments | Events | Page 1 / 1

You can now select, copy and paste text, from the PDF previewer to the form below.

File name: udr-be65724203e94b2795577706397b459.pdf

Customer: Aristou Test C5

Channel: OpenPeppol/InvoiceNow

Document type: Invoice

**TAX INVOICE**

Supplier: Simplr Solutions, 420 North Bridge Road, # 05-38 North Bridge Centre, Singapore 180777

Customer: Aristou Test C5, 420 North Bridge Road, # 05-38 North Bridge Centre, Singapore 180777

Payment details: 3,240.46 SGD

## Step 4: Sent Posted Sales Invoice to Peppol Network

- Select Posted Sales Invoice which want to send to Peppol Network and click on "Send Invoice to Peppol".

Posted Sales Invoice

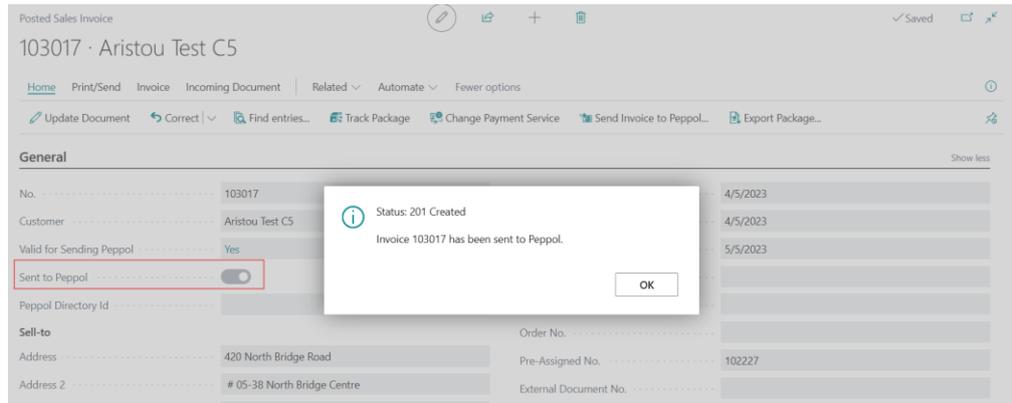
103017 · Aristou Test C5

Update Document | Correct | Find entries... | Track Package | Change Payment Service | **Send Invoice to Peppol...** | Export Package...

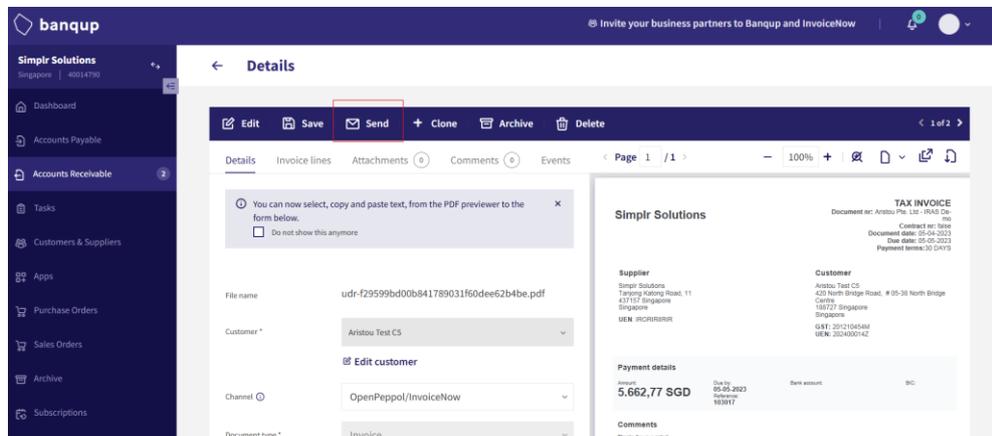
**General**

|                          |                             |                       |          |
|--------------------------|-----------------------------|-----------------------|----------|
| No.                      | 103017                      | Posting Date          | 4/5/2023 |
| Customer                 | Aristou Test C5             | VAT Date              | 4/5/2023 |
| Valid for Sending Peppol | Yes                         | Due Date              | 5/5/2023 |
| Sent to Peppol           | <input type="radio"/>       | Promised Pay Date     |          |
| Peppol Directory Id      | 0                           | Quote No.             |          |
| <b>Sell-to</b>           |                             | Order No.             |          |
| Address                  | 420 North Bridge Road       | Pre-Assigned No.      | 102227   |
| Address 2                | # 05-38 North Bridge Centre | External Document No. |          |
| City                     | Singapore                   | Salesperson Code      | JO       |

B. If successful, it will show success message and the “Sent to Peppol” will be ticked.

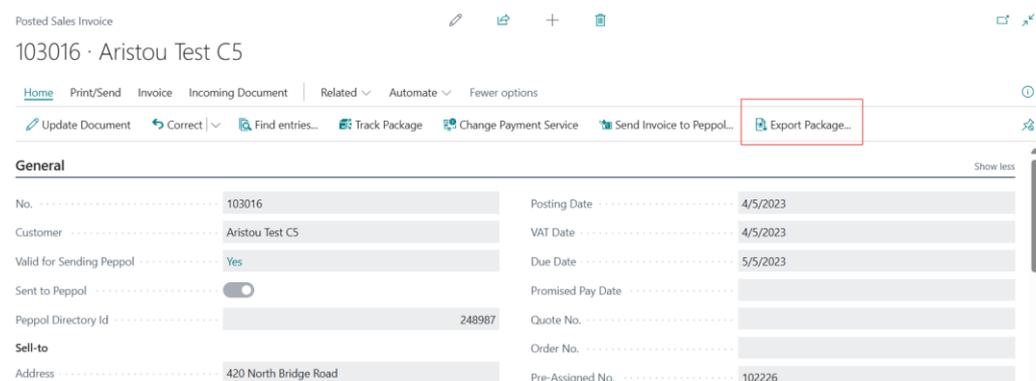


C. It will show in the Banqup Account Receivables with status Draft and user can click on “Send” to send the Invoice.

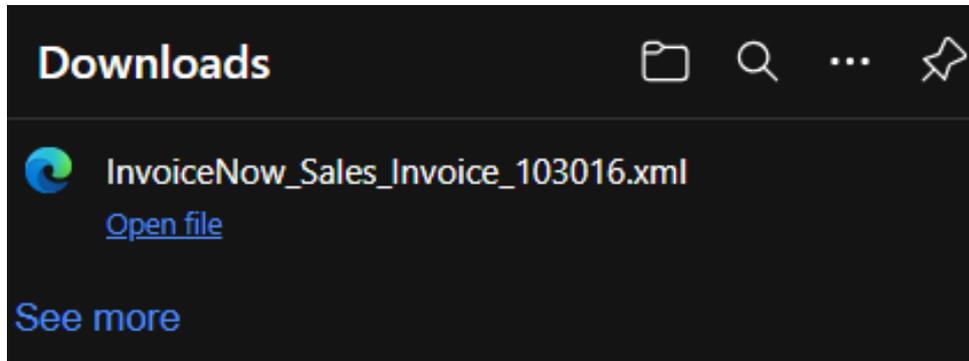


## Step 5: Export Invoice Data Package

A. Select Posted Sales Invoice which want to export data package and click on “Export Package”.



B. It will download the XML file of that invoice.



C. Can check the format use Validex tools (<https://singapore.validex.net>).

