



InvoiceNow User Guideline

Solution: WebERP SalesAdmin Master

1. How to Sending e-Invoice

1.1. Submit Invoice to Peppol

Back To Master WMC-SADM

Invoice
update print sales receipt print invoice (with letterhead) print invoice (without letterhead)

Veh No **PML0543S**

Pur GST Method NEW
Sale GST Method NEW
Sale Transaction Type New Vehicle
Non-taxable print format Sum Amount (Print Invoice)
Invoice No INV00001

Submit Invoice to Peppol

DA No
Sales Receipt Date 22-AUG-2019
Invoice Date 22-AUG-2019
Buyer IC/ID 201610577C
Buyer Name Pte Ltd
Address 224 CHOA CHU KANG CENTRAL,
#09-267
SINGAPORE 680224

Total Selling Price 49000.00
Selling Price 49000
Taxable Supplies 35035.51
Non-taxable supply 11512.00
Body Price 0.00
ETS Vehicle no

1.2. Invoice submitted for validating, and click on check status of submission

Submit Invoice to Peppol WMC-SADM

Invoice has been submitted to validate, please check peppol submission status. [check status now](#)

ap_ref	aabf7c56fdd14be49a66cf96dce2e67d
server_ref	57f381eb-6353-463c-8e50-9af2495e90d4
status	Pending
invoice_no	INV00001
invoice_sender	0195:SGUEN199802145E
invoice_receiver	0195:SGTST199404610D
invoice_amount	SGD 49526.80
invoice_status	Pending
invoice_status_message	
invoice_invalidated	

1.3. Status of submission

Submit Invoice to Peppol

Status of Peppol Submission:

Send Success

2. How to Receiving e-Invoice

2.1. Query by the date range and submit to retrieve invoices from Peppol

Peppol Download Invoice

Download Invoice from Peppol

Date From

Date To

2.2. Download the invoice

Peppol Download Invoice

Download Invoice from Peppol

Date From

Date To

Total 1 invoice record(s) found at Peppol

Document No	Upload Date	Seller	Buyer	Amount	Status	Valid	Actions
WEB MASTER_TEST	2020-02-28 16:26:09	0195:SGTST199404610D	0195:SGUEN199802145E	SGD 11050.00	Receive Success	Yes	<input type="button" value="Download"/>

2.3. Retrieved invoice data will be populate accordingly into supplier invoice (VCOS)

WMC-SAC

Vehicle Costing Detail

Back To Price Tranx

System ID

Company

Reg. No Broker1: 0001 - bobyeo

Seller ID#

Make & Model

Vendor No.

Cost Code

Description

Supplier Inv. No.

AP Post Date

Value

Cost [Y / N] (Include As Cost - Marginal Scheme)

Put To Cost

GST Type

GST pct

GST Amount

Total Amt.

3. How to Lookup your customer and supplier Peppol ID

3.1. Lookup your existing customer's Peppol ID by UEN

WMC

Hirers / Companies

update refresh search new previous next delete label all

System ID: 8

Local: Pte Ltd

ID/IC No.: 199802145E

Name: Web Master Consultancy Pte Ltd

Co. Short Name: WMC

Peppol ID: 0195:sguen199802145e

Postal Code: []

Address: []

C/O: []

Billing Address: []

Active YN: Y

3.2. Lookup your existing supplier's Peppol ID by UEN

WMC

Supplier

update refresh search new previous next delete

System ID: 45

Code: DP01

IC No.: 199404610D

Name: Data Post Pte Ltd (Supplier)

Peppol ID: 0195:SGTST199404610D

Postal Code: []

Address: []

Contact No.: []

Fax No.: []

3.3. Lookup directory search result from Peppol Directory

WMC-SADM

Lookup Peppol EU Directory

Search Result from Peppol Directory

Scheme	Peppol ID	Name	Ad
iso6523-actorid-upis	0195:sguen199404610d	DATAPOST PTE LTD	10 Eunos Road 8, #02-36, Singap
iso6523-actorid-upis	0195:sgtst199404610d	DATAPOST AP TEST	