

FACT ERP.NG

GST InvoiceNow Submission User Guide

Configure your FACT ERP.NG for GST InvoiceNow Submission

- Go to InvoiceNow (PEPPOL) Configuration
- Enter your Company's GST InvoiceNow Submission credentials.
- Make sure you have registered with BillBay.
- Activate for C5 Submission by clicking on "Activate C5" button.
- You can Deactivate C5 Submission by clicking on "Deactivate C5" button as well.
- **Note:** Please read the Important Information in the InvoiceNow (PEPPOL) Configuration window.

- Go to Customer Master
- Enter following fields :
 - UEN
 - PEPPOL ID
 - GST Registration Number (If GST is Registered)
- **Note:** When you enter the Customer's Company Name, FACT will check online against **SGNIC SMP** (InvoiceNow Registration database) and update the PEPPOL ID automatically, if the customer's record is found

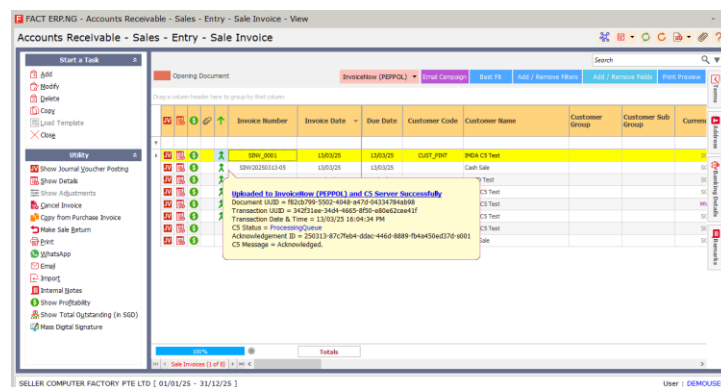
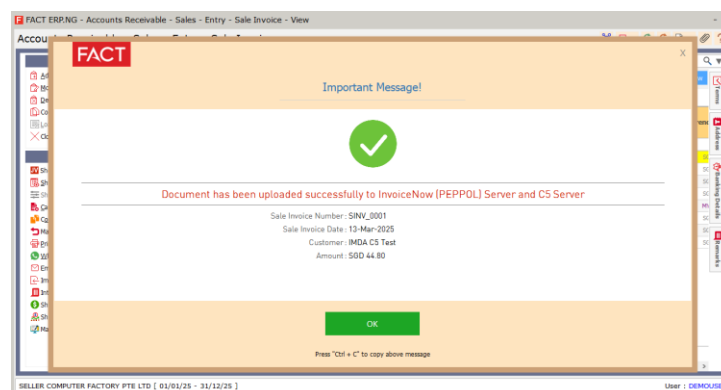
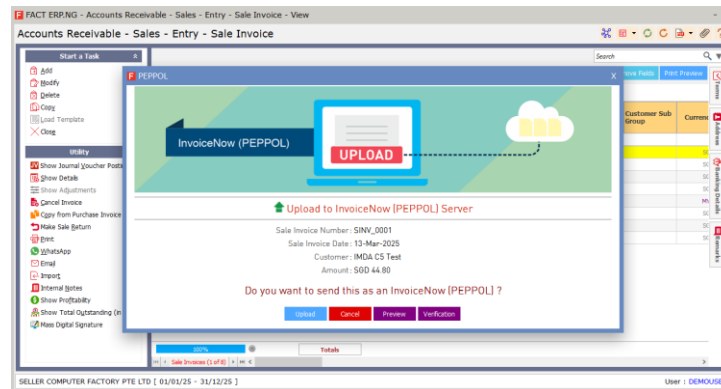
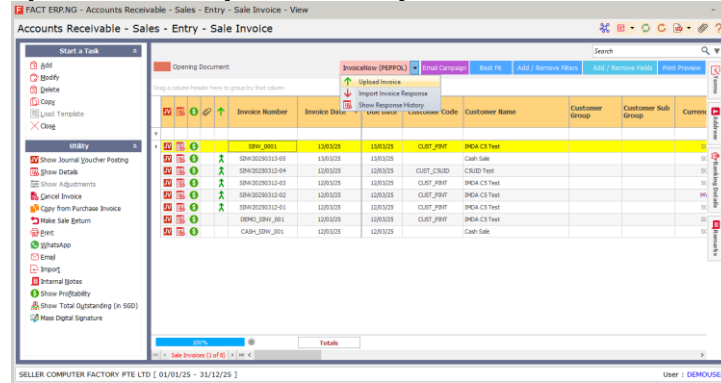
- Similarly, go to Vendor Master
- Enter the Vendor's UEN, PEPPOL ID and GST Registration Number (If GST Registered)
- **Note:** When you enter the Vendor's Company Name, FACT will check online against **SGNIC SMP** (InvoiceNow Registration database) and update the PEPPOL ID automatically, if the vendor's record is found

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Accounts Receivable (Customers)



Upload Invoice (Sale Invoice)



- Go to Sales Invoice module
- Click on "Upload Invoice" for GST InvoiceNow Submission

- Click on "Upload" to send the e-Invoice to the IRAS

- You will get a message to confirm the successful Upload / Send

- Uploaded Invoices will be flagged with a  icon to differentiate them from manually entered Invoices
- Also a tooltip message box will appear with C5 Transaction Status and Acknowledgement ID while mouse over on the  icon

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Accounts Receivable (Customers)

Upload Credit Note (Sale Return)

The first screenshot shows the 'Accounts Receivable - Sales - Entry - Sale Return' window. It contains a table with the following data:

Sale Return Number	Sale Return Date	Reference Invoice Number	Reference Invoice Date	Customer Code	Customer Name
SRET_0001	13/03/25	SNW_0001	13/03/25	CLMT_0001	IMDA CS Test
CASH_SRET_001	13/03/25	CASH_SRET_001	13/03/25		Cash Sale

The second screenshot shows a dialog box titled 'InvoiceNow (PEPPOL)' with an 'UPLOAD' button. It asks: 'Do you want to send this as an InvoiceNow (PEPPOL) ?' with 'Upload', 'Cancel', 'Previous', and 'Verification' buttons.

The third screenshot shows an 'Important Message!' dialog box with a green checkmark. It states: 'Document has been uploaded successfully to InvoiceNow (PEPPOL) Server and CS Server'. It also displays the same sale return details as the first screenshot.

The fourth screenshot shows the updated table with a green flag icon next to the first row. A tooltip message box appears over the green flag icon, stating: 'Uploaded to InvoiceNow (PEPPOL) and CS Server Successfully. Document UUID = 6781862-aeed-493c-8955-7055876c28e. Transaction UUID = 23047eeb-d896-4358-Bed-30c328480513. Transaction Date & Time = 14/03/25 15:47:45 PM. CS Status = Processing. Acknowledgement ID = 250314-7ac40bae-4560-4987-b0de-8130320a9990-0001. CS Message = Acknowledged.'

- Go to Sales Return module
- Click on "Upload Credit Note" for GST InvoiceNow Submission
- Click on "Upload" to send the Credit Note to the IRAS
- You will get a message to confirm the successful Upload / Send
- Uploaded Sale Return will be flagged with a icon to differentiate them from manually entered Sale Return
- Also a tooltip message box will appear with C5 Transaction Status and Acknowledgement ID while mouse over on the icon

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Accounts Payable (Vendors / Suppliers)

Upload Invoice (Purchase Invoice)



The screenshots illustrate the following steps:

- Initial View:** The 'Purchase Invoice' entry screen shows a table with columns: Invoice Number, Invoice Date, Due Date, Vendor Group, Vendor Sub Group, and Currency Code. A sample entry is visible: Invoice Number: PPNV_0001, Invoice Date: 13/03/2025, Due Date: 13/03/2025, Vendor Group: NEW CSUD, Vendor Sub Group: CSUD Test, Currency Code: SGD.
- Upload Modal:** A modal window titled 'InvoiceNow (PEPPOL)' appears with an 'UPLOAD' button. It displays the invoice details: Purchase Invoice Number: PPNV_0001, Purchase Invoice Date: 13-Mar-2025, Vendor: CSUD Test, Amount: SGD 36.80. It asks: 'Do you want to send this as an InvoiceNow (PEPPOL)?' with buttons for 'Upload', 'Cancel', and 'Verification'.
- Success Message:** An 'Important Message' dialog box with a green checkmark icon states: 'Document has been uploaded successfully to CS Server'. It repeats the invoice details and includes an 'OK' button and a note: 'Press "Ctrl + C" to copy above message'.
- Updated Table:** The main table now shows the invoice with a green upward arrow icon in the 'Invoice Number' column. A tooltip message box appears over the icon, stating: 'Uploaded to CS Server Successfully', 'Document UUID = 706b946-6f99-4840-95ad-c6f86137762', 'Transaction UUID = 3f56a660-1116-4646-8226-933351ca0362', 'Transaction Date & Time = 14/03/25 16:43:15 PM', 'CS Status = ProcessingQueue', 'Acknowledgement ID = 2303144321837e-c05f-43cd-a6f0-96a742920908-s001', and 'CS Message = Acknowledged'.

- Go to Purchase Invoice module
- Click on "Upload Invoice" for GST InvoiceNow Submission

- Click on "Upload" to send the e-Invoice to the IRAS

- You will get a message to confirm the successful Upload / Send

- Uploaded Invoices will be flagged with a  icon to differentiate them from manually entered Invoices
- Also a tooltip message box will be appear with C5 Transaction Status and Acknowledgement ID while mouse over on the 

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Accounts Payable (Vendors / Suppliers)

Upload Credit Note (Purchase Return)

The first screenshot shows the 'Purchase Return' module with a table of returns. The second screenshot shows the 'Upload' dialog box with a confirmation message. The third screenshot shows a success message: 'Document has been uploaded successfully to C5 Server'. The fourth screenshot shows the table with an upward arrow icon next to the first row, indicating successful upload.

Purchase Return Number	Purchase Return Date	Vendor Code	Vendor Name	Currency Code	Amount
PRRT_0002	17/03/2025	VND_2500	CSUD Test	SGD	26.44
PRRT_0001	17/03/25	VND_2500	CSUD Test	SGD	36.80

Upload to InvoiceNow [PEPPOL] Server

Purchase Return Number: PRRT_0002
Purchase Return Date: 17-Mar-2025
Vendor: CSUD Test
Amount: SGD 26.44

Do you want to send this as an InvoiceNow [PEPPOL] ?

OK

Important Message!

Document has been uploaded successfully to C5 Server

Purchase Return Number: PRRT_0002
Purchase Return Date: 17-Mar-2025
Vendor: CSUD Test
Amount: SGD 26.44

OK

Press "Ctrl + C" to copy above message

Uploaded to C5 Server Successfully

Document GUID = c798058-433c-433c-8c3c-7d6d0d0d0d3
Transaction UUID = 2515a009-360b-4a7b-8c3c-a556d753883
Transaction Date & Time = 17/03/25 20:20:09 PM
C5 Status = Processing/Queue
Acknowledgement ID = 250337-90f108b-9340-4805-8d0c-630350f7665-001
C5 Message = Acknowledged.

- Go to Purchase Return module
- Click on "Upload Credit Note" for GST InvoiceNow Submission
- Click on "Upload" to send the Credit Note to the IRAS
- You will get a message to confirm the successful Upload / Send
- Uploaded Purchase Return will be flagged with a icon to differentiate them from manually entered Purchase Return
- Also a tooltip message box will be appear with C5 Transaction Status and Acknowledgement ID while mouse over on the icon

Statutory – Reports - GST InvoiceNow Submission Log

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- Click on "Generate" to view GST InvoiceNow Submission Log Report
- You can find the Document UUID, Transaction UUID, C5 Status, C5 Acknowledgement ID along with C5 Message or C5 Error Message for each C5 Submission

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