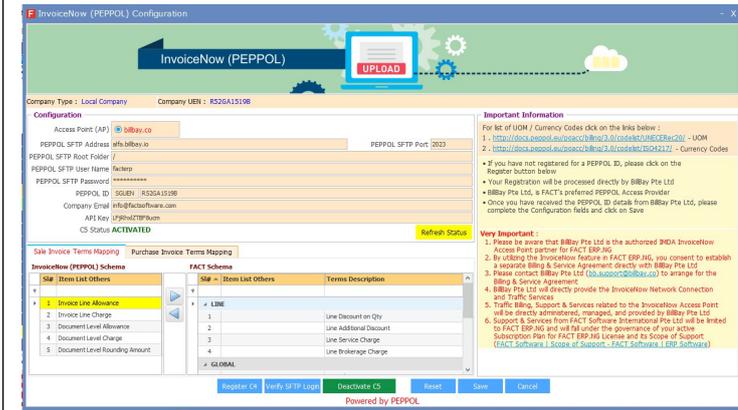
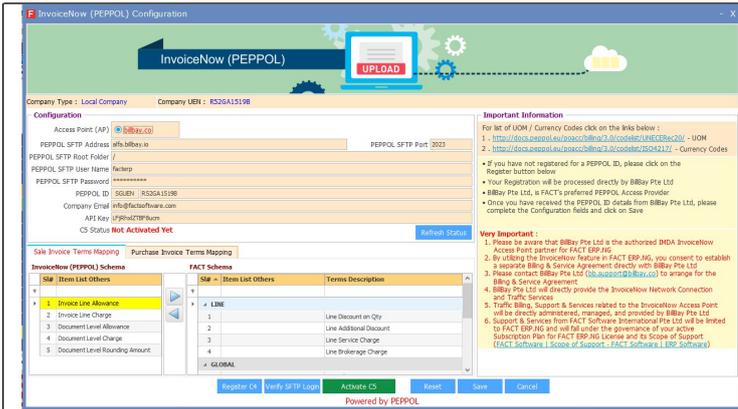
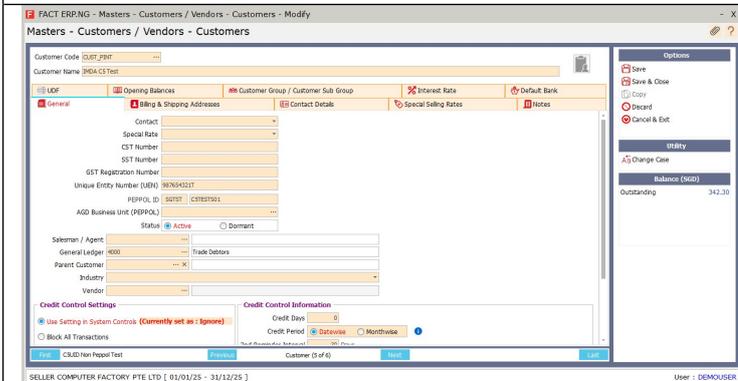


FACT ERP.NG for Advance Ordering GST InvoiceNow Submission

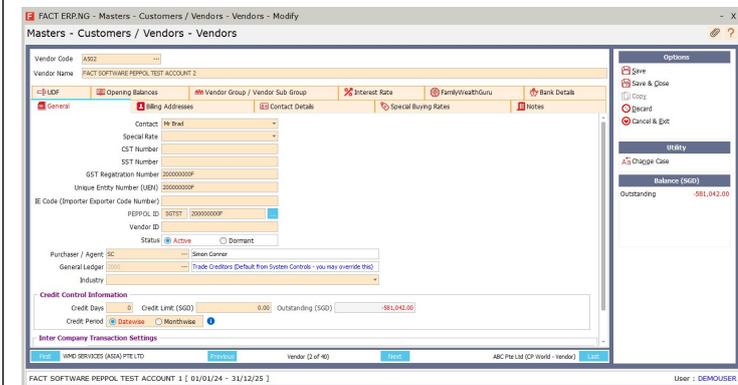
Configure your FACT ERP.NG for Advance Ordering GST InvoiceNow Submission



- Go to System - Preferences - System Controls.
- Activate Purchase Order Amendment under Purchases tab.
- Activate Sale Order Amendment under Sales tab.
- Go to InvoiceNow(PEPPOL) Configuration
- Enter your Company's GST InvoiceNow Submission credentials.
- Make sure you have registered with BillBay.
- Enter the respective field's values received from BillBay.
- Click on Save Button
- **Note:** Please read the Important Information in the InvoiceNow(PEPPOL) Configuration window.



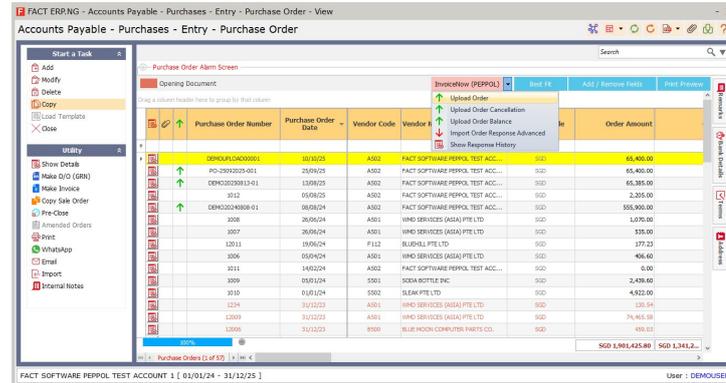
- Go to Customer Master
- Enter following fields:
 - UEN
 - PEPPOL ID
 - GST Registration Number (If GST is Registered)
- **Note:** When you enter the Customer's Company Name, FACT will check online against **SGNIC SMP** (InvoiceNow Registration database) and update the PEPPOL ID automatically, if the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



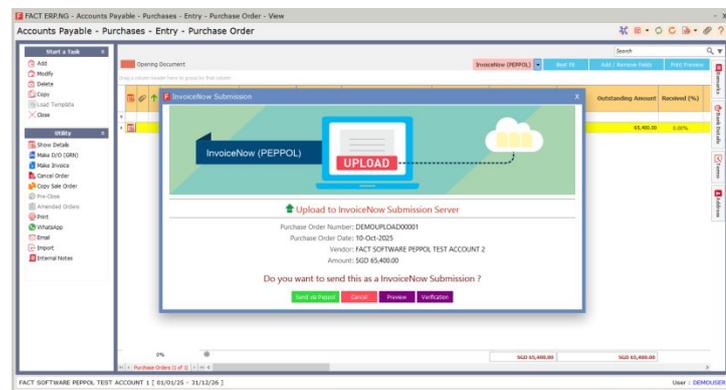
- Similarly, go to Vendor Master
- Enter the Vendor's UEN, PEPPOL ID, GST Registration Number (If GST Registered) and Vendor ID (If Created and Approved at Vendors@Gov).
- **Note:** When you enter the Vendor's Company Name, FACT will check online against **SGNIC SMP** (InvoiceNow Registration database)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

Accounts Payable (Vendors / Buyers)

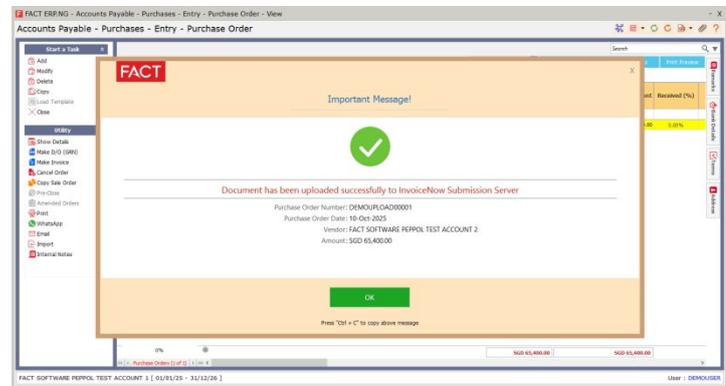
Upload Order and Order Change(Purchase Order / Amended Purchase Order)



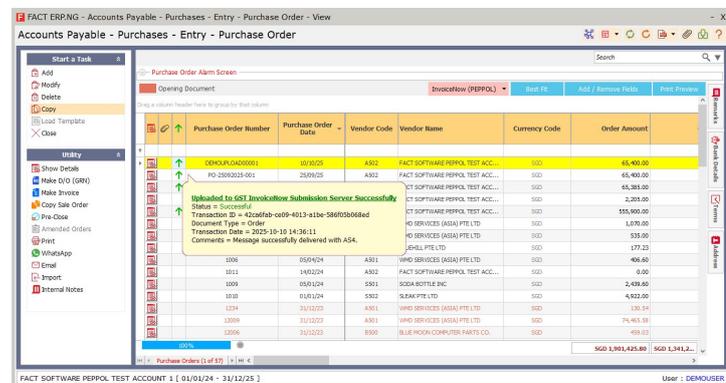
- Go to Purchase Order module
- Click on "Upload Order" for InvoiceNow Submission



- Click on "Send via Peppol" to send the Purchase Order to the Recipient



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



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

FACT ERP.NG

FACT ERP.NG for Advance Ordering GST InvoiceNow Submission

Upload Order Balance (Purchase Order Balance Quantity)

FACT ERP.NG - Accounts Payable - Purchases - Entry - Purchase Order - View

Accounts Payable - Purchases - Entry - Purchase Order

Opening Document

InvoiceNow (PEPPOL)

Purchase Order Number	Purchase Order Date	Vendor Code	Vendor	Order Amount
DEMOPLOAD00001	31/12/25	AS02	FACT SOFTWARE PEPPOL TEST ACC...	65,400.00
PO-25012025-001	25/01/25	AS02	FACT SOFTWARE PEPPOL TEST ACC...	65,400.00
DEM020202513-01	13/08/25	AS02	FACT SOFTWARE PEPPOL TEST ACC...	2,200.00
0122	03/03/25	AS02	FACT SOFTWARE PEPPOL TEST ACC...	105,900.00
DEM02024008-01	08/08/24	AS02	FACT SOFTWARE PEPPOL TEST ACC...	1,070.00
3008	26/06/24	AS01	WMO SERVICES (ASIA) PTE LTD	\$35.00
3007	26/06/24	AS01	WMO SERVICES (ASIA) PTE LTD	\$35.00
12011	03/06/24	F112	BURUNDI PTE LTD	\$77.22
3006	05/04/24	AS01	WMO SERVICES (ASIA) PTE LTD	\$46.60
3011	14/02/24	AS02	FACT SOFTWARE PEPPOL TEST ACC...	0.00
3009	05/01/24	SS01	SODA BOTTLE INC	\$2,439.60
3010	02/01/24	SS02	SLEAM PTE LTD	\$4,922.00
12018	31/12/23	AS01	WMO SERVICES (ASIA) PTE LTD	\$36.34
12009	31/12/23	AS01	WMO SERVICES (ASIA) PTE LTD	\$74,465.56
12008	31/12/23	BS00	BLUE MOON COMPUTER PARTS CO.	\$19.03
				SGD 1,961,425.80
				SGD 1,341,2...

FACT SOFTWARE PEPPOL TEST ACCOUNT 1 [01/01/24 - 31/12/25] User : DEMOUSER

- Go to Purchase Order module
- Click on "Upload Order Balance" for InvoiceNow Submission

FACT ERP.NG - Accounts Payable - Send InvoiceNow (PEPPOL) Order Balance

InvoiceNow (PEPPOL)

Order Balance

Order Balance ID: DEMOPLOAD00001

Order Line Status

SL#	Product Code	Product Name	Quantity	UOM	Price	Amount	Rate
1	PROD000	Assthen	6,540.000	EA	10.00	65,400.00	10.0000

Send via Peppol

- Enter following fields :
 - Order Balance ID
 - Note
 - Line Level Note (If Needed)
- Click on "Send via Peppol" to Upload the Order Balance

FACT ERP.NG - Accounts Payable - Send InvoiceNow (PEPPOL) Order Balance

InvoiceNow (PEPPOL)

InvoiceNow Submission

Upload to InvoiceNow Submission Server

Purchase Order Number: DEMOPLOAD00001

Purchase Order Date: 31-Dec-2025

Vendor: FACT SOFTWARE PEPPOL TEST ACCOUNT 2

Amount: SGD 65,400.00

Do you want to send this as an InvoiceNow Submission?

Send via Peppol

- Click on "Send via Peppol" to send the Order Balance to the Recipient

FACT ERP.NG - Accounts Payable - Send InvoiceNow (PEPPOL) Order Balance

FACT

Important Message!

Response has been uploaded successfully to InvoiceNow Submission Server

Purchase Order Number: DEMOPLOAD00001

Purchase Order Date: 31-Dec-2025

Vendor: FACT SOFTWARE PEPPOL TEST ACCOUNT 2

Amount: SGD 65,400.00

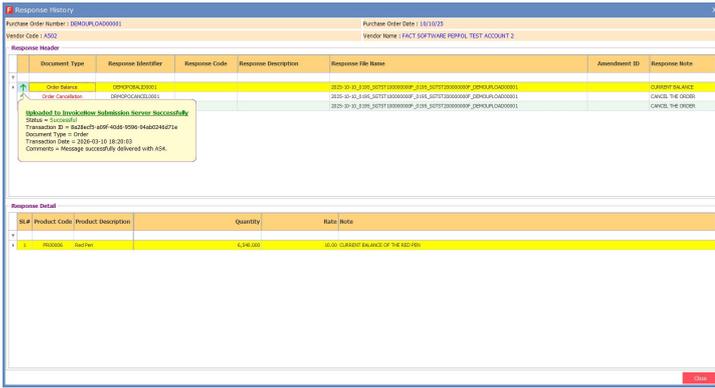
OK

Press 'Ctrl + C' to copy above message

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

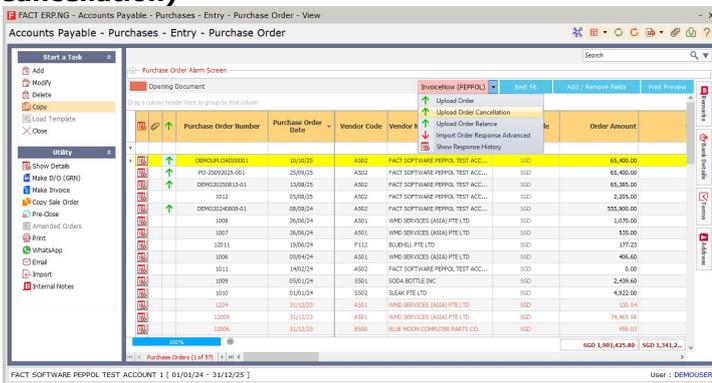
FACT ERP.NG

FACT ERP.NG for Advance Ordering GST InvoiceNow Submission

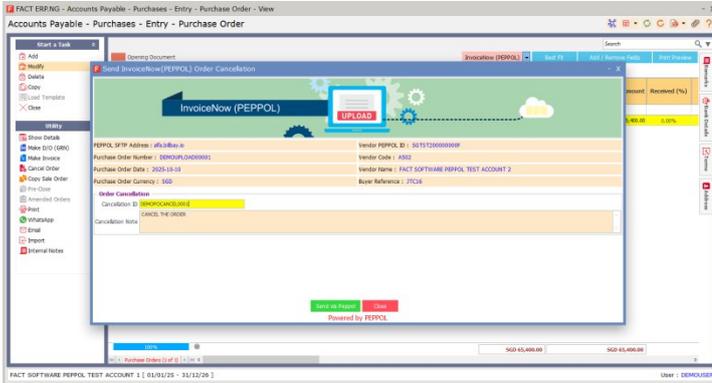


- Under Response History window, uploaded Order Balance will be flagged with ↑ icon
- Also a tooltip message box will be appear with Status and Transaction ID while mouse over on the ↑ icon

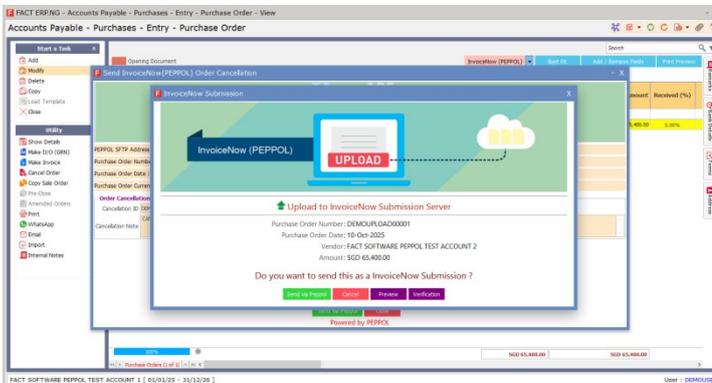
Upload Order Cancellation (Purchase Order Cancellation)



- Go to Purchase Order module
- Click on "Upload Order Cancellation" for InvoiceNow Submission



- Enter following fields :
 - Cancellation ID
 - Cancellation Note
- Click on "Send via Peppol" to Upload the Order Cancellation

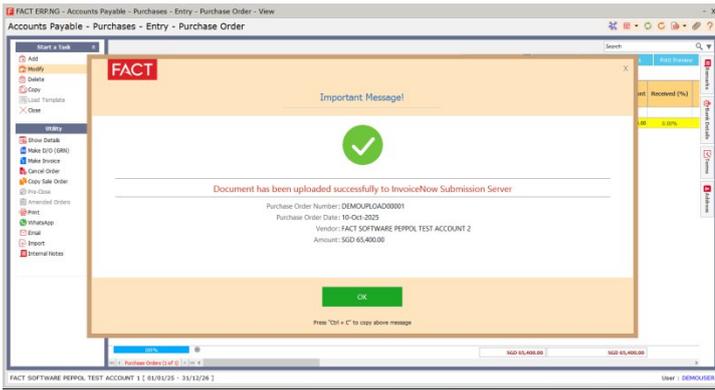


- Click on "Send via Peppol" to send the Order Cancellation to the Recipient

FACT ERP.NG

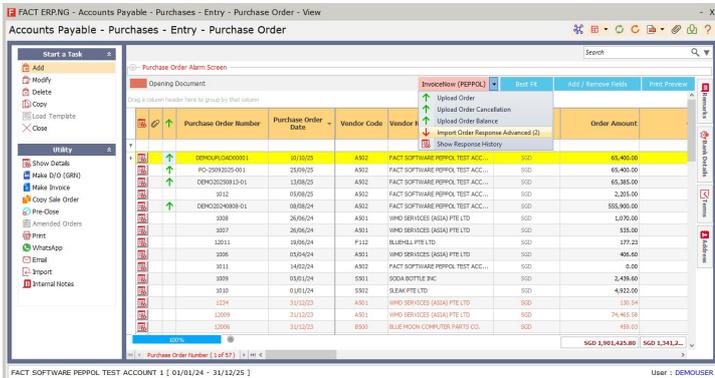
FACT ERP.NG for Advance Ordering GST InvoiceNow Submission

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

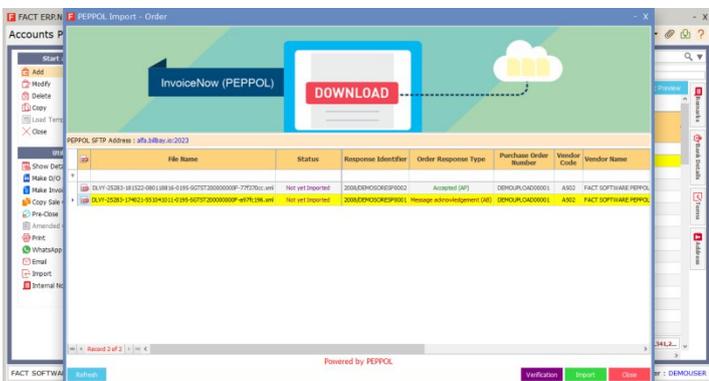


- Under Response History window, uploaded Order Cancellation will be flagged with ↑ icon
- Also a tooltip message box will be appear with Status and Transaction ID while mouse over on the ↑ icon

Import Order Response Advanced



- Go to Purchase Order module
- Click on "Import Order Response Advanced"

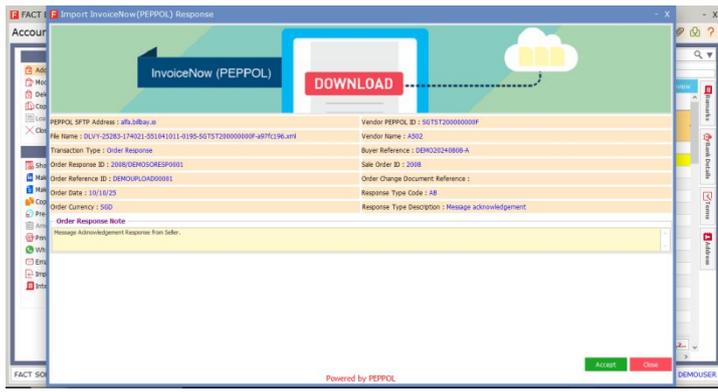


- Click on "Import" to receive the Selected Order Response Advanced

FACT ERP.NG

FACT ERP.NG for Advance Ordering GST InvoiceNow Submission

- You will get the details view of the Selected Order Response Advanced. You need to Click on "Accept" to import it.
- You will get Success in Status Column for the Selected Initial Order Response Advanced to confirm the successful Import.
- Under Response History window, imported Order Response Advanced will be flagged with 
- Also a tooltip message box will be appear with Imported Successfully message while mouse over on the 



Import InvoiceNow (PEPPOL) Response

PEPPOL SFTP Address : sfa.bill@v.ae

Vendor PEPPOL ID : 50TST20000000P

File Name : DLVY-25283-174021-551641011-9195-50TST20000000P-a9761136.xml

Vendor Name : AS02

Transaction Type : Order Response

Buyer Reference : DEMO02048809-A

Order Response ID : 2006DEMO03RESP001

Sale Order ID : 2006

Order Reference ID : 15DKOUR-04000001

Order Change Document Reference :

Order Date : 19/10/25

Response Type Code : AS

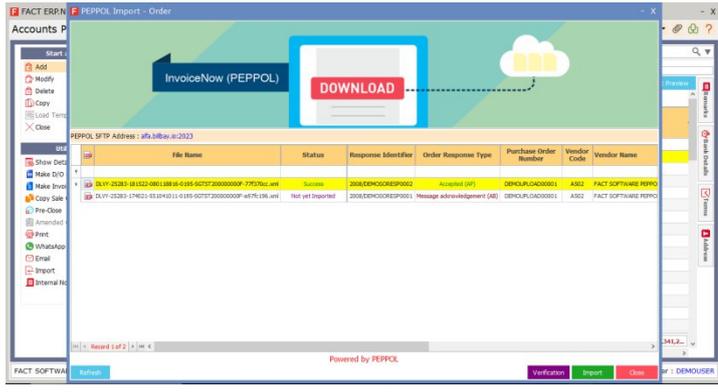
Order Currency : SGD

Response Type Description : Message acknowledgement

Order Response Note

Message Acknowledgement Response From Seller.

Buttons: Accept, Close



Accounts Payable - Import - Order

File Name	Status	Response Identifier	Order Response Type	Purchase Order Number	Vendor Code	Vendor Name
DLVY-25283-174021-551641011-9195-50TST20000000P-a9761136.xml	Success	2006DEMO03RESP002	Accepted (AS)	DEMO040400001	AS02	FACT SOFTWARE PEPO
DLVY-25283-174021-551641011-9195-50TST20000000P-a9761136.xml	Not yet Imported	2006DEMO03RESP001	Message acknowledgement (AS)	DEMO040400001	AS02	FACT SOFTWARE PEPO

Buttons: Refresh, Import, Close



Response History

Purchase Order Number : DEMO040400001

Vendor Code : AS02

Purchase Order Date : 10/10/25

Vendor Name : FACT SOFTWARE PEPPOL TEST ACCOUNT 2

Document Type	Response Identifier	Response Code	Response Description	Response File Name	Amendment ID	Response Note
Order Balance	DEMO04BAL00001			2025-10-10_9195_50TST20000000P_9195_50TST20000000P_DEMO040400001		Current Balance Status of Buyer
Order Cancellation	DEMO04CANCE0001			2025-10-10_9195_50TST20000000P_9195_50TST20000000P_DEMO040400001		Order Cancellation Note From Buyer
Order Response	2006DEMO03RESP002	AS	Accepted	DLVY-25283-174021-551641011-9195-50TST20000000P-a9761136.xml		Order has been accepted by Seller.

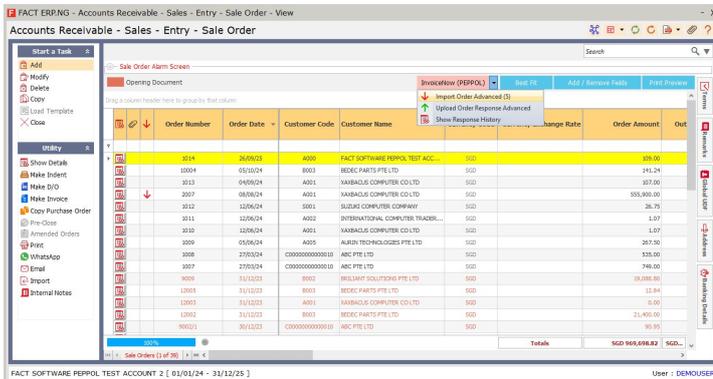
Imported from GST InvoiceNow Submission Successfully

SL#	Product Code	Product Description	Response Code	Response Description	Substituted Product Code	Substituted Product Description	Promised Quantity	Promised Rate	Promised Expected Delivery Date
1	TEST	TEST Product					0.000	0.00	
2	TEST	INSURANCE					0.000	0.00	

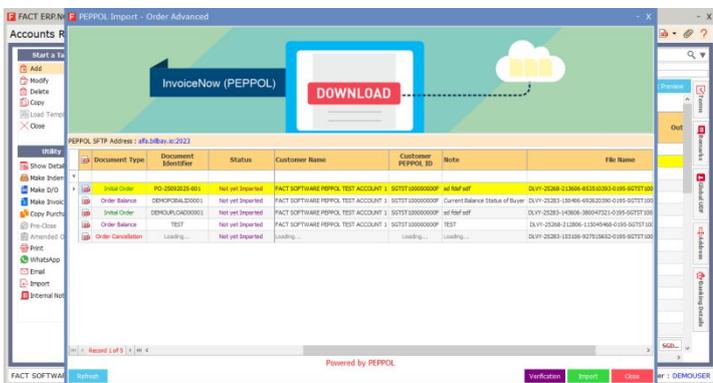
Buttons: Close

Accounts Receivable (Customers / Suppliers)

Import Order Advanced (Initial Order, Order Balance, Order Change, Order Cancellation and Order Response Advanced)



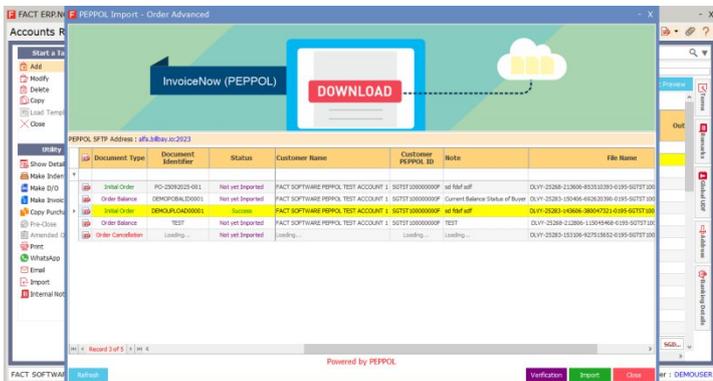
- Go to Sale Order module
- Click on "Import Order Advanced"



- Click on "Import" to receive the Selected Initial Order / Order Balance / Order Change / Order Cancellation / Order Response Advanced



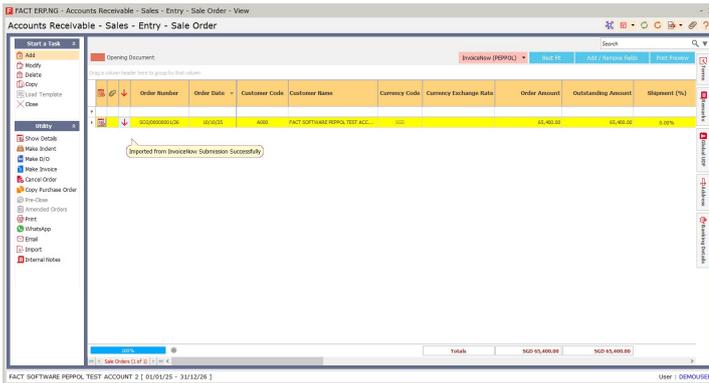
- You will get the details view of the Selected Initial Order / Order Balance / Order Change / Order Cancellation / Order Response Advanced. You need to Click on "Acknowledge" to import it.
- **Note:** You can send Message Acknowledgement (AB) Order Response Advanced as well while clicking on "Acknowledge". Please see "Upload Order Response Advanced" for details.



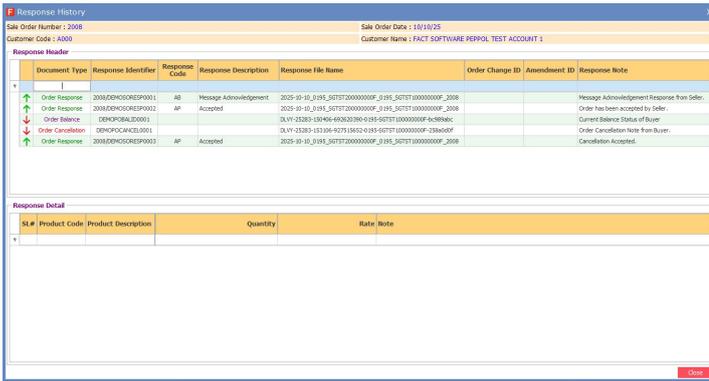
- You will get Success in Status Column for the Selected Initial Order / Order Balance / Order Change / Order Cancellation / Order Response Advanced to confirm the successful Import.

FACT ERP.NG

FACT ERP.NG for Advance Ordering GST InvoiceNow Submission

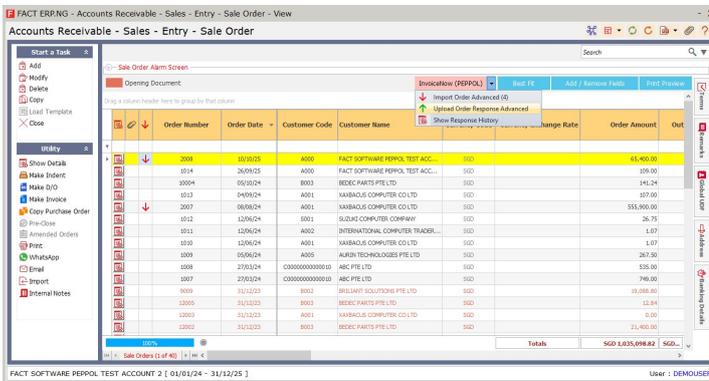


- Imported Order will be flagged with ↓ icon to differentiate them from manually entered Orders.
- Also a tooltip message box will appear with Imported Successfully message while mouse over on the ↓ icon.

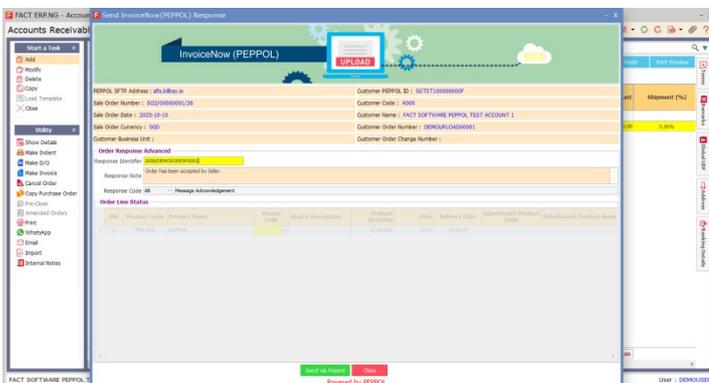


- Under Response History window, Imported Order Balance / Order Cancellation will be flagged with ↓ icon and Uploaded Order Response Advanced will be flagged with ↑ icon
- Also a tooltip message box will appear with Imported /Uploaded Successfully message while mouse over on the ↓ / ↑ icon respectively

Upload Order Response Advanced



- Go to Sale Order module
- Click on "Upload Order Response Advanced"

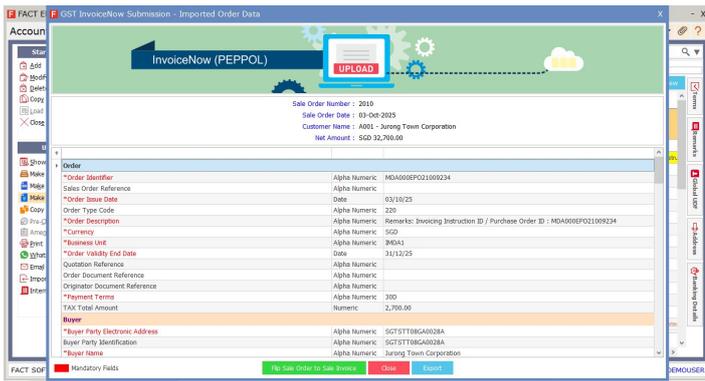


- Click on "Send via Peppol" to Upload Order Response Advanced

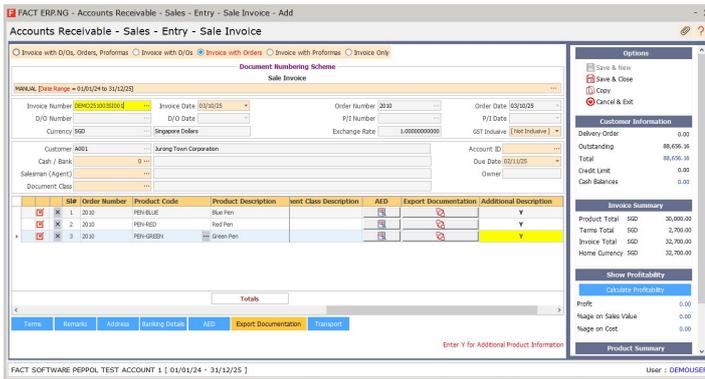
FACT ERP.NG

FACT ERP.NG for Advance Ordering GST InvoiceNow Submission

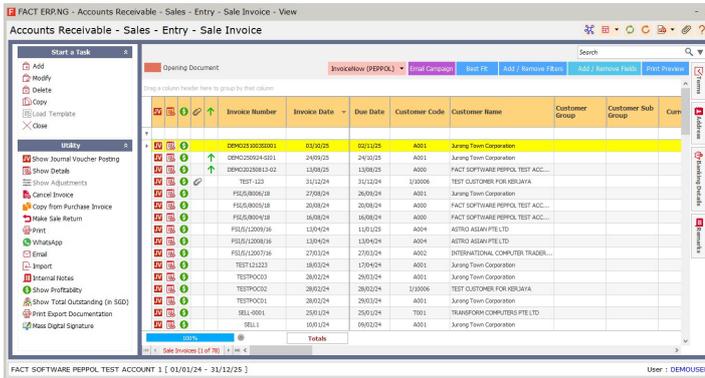
- Click on "Flip Sale order to Sale Invoice"
- It will open the Order with Sale Invoice module's Add window



- Make required changes to Save the Invoice
- Click on "Save & Close" to save the Invoice
- It will redirect to you in Sale Order module again after successfully save the Invoice

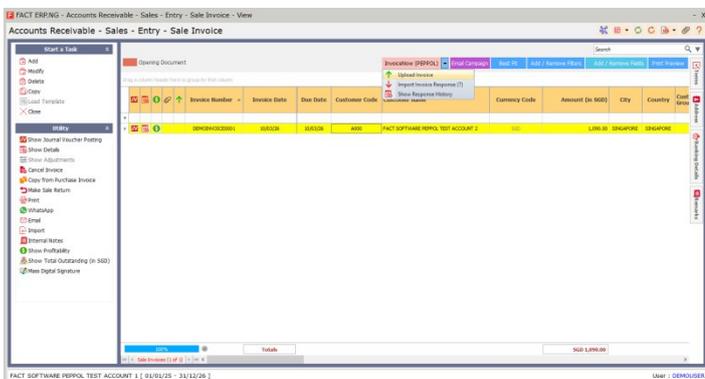


- Go to Sale Invoice module
- You will find the newly saved Sale Invoice here



Upload Invoice

- Go to Sale Invoice module
- Select an Invoice and Click on "Upload Invoice"



Statutory- Reports - GST InvoiceNow Advance Ordering Submission Log

GST InvoiceNow Advance Ordering Submission Log



- Go to CXO Control Tower - Statutory – Reports - GST InvoiceNow Advance Ordering Submission Log

FACT SOFTWARE PEPPOL TEST ACCOUNT 1 [01/01/24 - 31/12/25] A1 A1 Instant Global Search DEMOUSER

GST InvoiceNow Advance Ordering Submission Log

From Date: 01/01/25 To Date: 31/12/25 Generate

Drag a column header here to group by that column

Document ID	Log Date	Customer / Vendor Code	Document Type	Transaction UUID	Company Endpoint ID	Customer / Vendor ID
1003	05/08/25		Sale Return		SC1ST000000000F	
DEMO02020818-01	18/08/25	A302	Purchase Order		SC1ST000000000F	SC1ST200000000F
DEMO02020818-02	18/08/25	A302	Purchase Order		SC1ST000000000F	SC1ST200000000F
DEMO02020818-01	25/08/25	A302	Purchase Order Balance	7e1a8ac4-2a68-4590-8353-9ac7b07508a	SC1ST000000000F	SC1ST200000000F
PO 20192025-001	25/08/25	A302	Purchase Order	b9a29088-9f77-4da9-8c7c-e06fbac3303	SC1ST000000000F	SC1ST200000000F
DEMO02020818-001	26/08/25	A001	Sale Invoice	07a25819-03c2-4b60-8ac4-48a601855994	SC1ST000000000F	SC1ST100000000F
DEMO02020818-001	26/08/25	A001	Sale Invoice	07a25819-03c2-4b60-8ac4-48a601855994	SC1ST000000000F	SC1ST100000000F
DEMO02020818-001	08/07/25	A001	Sale Invoice	5559e1ad-2f8f-45ef-a8a5-75deca9729b	SC1ST000000000F	SC1ST100000000F
DEMO02020818-002	07/07/25	A001	Sale Invoice	4f75c7f9-f93f-4300-a2a1-99aedf238ab6	SC1ST000000000F	SC1ST100000000F
2002	08/07/25	A000	Order Response Advanced	54822028-9638-4a93-932f-b06b7616a677	SC1ST000000000F	SC1ST200000000F
2002	08/07/25	A000	Order Response Advanced	8d8e1ca1-a5f8-4a02-bb84-0a6387f1c015	SC1ST000000000F	SC1ST200000000F
DEMO02020818-003	08/07/25	A001	Sale Invoice	a8205899-5505-482a-a5af-aedf59f04b62	SC1ST000000000F	SC1ST100000000F
DEMO02020818-003	10/07/25	A302	Purchase Order	42ca2fab-0a09-4078-afbe-588029036aed	SC1ST000000000F	SC1ST200000000F
DEMO02020818-003	10/07/25	A302	Purchase Order Balance	28f735de-a269-40c7-9203-781a4321944	SC1ST000000000F	SC1ST200000000F

Time Taken : 0.2 Seconds Total Number of Rows : 17

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

FACT SOFTWARE PEPPOL TEST ACCOUNT 1 [01/01/24 - 31/12/25] A1 A1 Instant Global Search DEMOUSER

GST InvoiceNow Advance Ordering Submission Log

From Date: 01/01/25 To Date: 31/12/25 Generate

Drag a column header here to group by that column

Company Endpoint ID	Customer / Vendor Endpoint ID	Transaction Date	Status	Error Message	Upload From Node
SC1ST000000000F		05/08/25	Fail	PEPPOL ID is not defined for Customer. Cannot proceed	192.168.11.62
SC1ST000000000F		05/08/25	Fail	PEPPOL ID is not defined for Customer. Cannot proceed	192.168.11.62
SC1ST000000000F	SC1ST200000000F	18/08/25	Fail	Shipping Address Country is not defined. Cannot proceed	192.168.11.62
SC1ST000000000F	SC1ST200000000F	18/08/25	Submitted		192.168.11.62
SC1ST000000000F	SC1ST200000000F	18/08/25	Submitted		192.168.11.62
SC1ST000000000F	SC1ST200000000F	25/08/25	Successful		192.168.11.21
SC1ST000000000F	SC1ST200000000F	25/08/25	Successful		192.168.11.21
SC1ST000000000F	SC1ST100000000F	26/08/25	Successful		192.168.11.62
SC1ST000000000F	SC1ST200000000F	26/08/25	Successful		192.168.11.62
SC1ST000000000F	SC1ST100000000F	08/07/25	Successful		192.168.11.62
SC1ST000000000F	SC1ST100000000F	07/07/25	Successful		192.168.11.62
SC1ST000000000F	SC1ST200000000F	08/07/25	Successful		192.168.11.62
SC1ST000000000F	SC1ST200000000F	08/07/25	Successful		192.168.11.62
SC1ST000000000F	SC1ST100000000F	08/07/25	Successful		192.168.11.62
SC1ST000000000F	SC1ST100000000F	08/07/25	Successful		192.168.11.62
SC1ST000000000F	SC1ST200000000F	10/07/25	Successful		192.168.11.62
SC1ST000000000F	SC1ST200000000F	10/07/25	Successful		192.168.11.62

Time Taken : 0.2 Seconds Total Number of Rows : 17

FACT ERP.NG

FACT ERP.NG for Advance Ordering GST InvoiceNow Submission

AGD Requirement – Required fields for Singapore Govt Invoice

Govt Invoice Field	Requirements	Mandatory (Y/N)	FACT ERP.NG Fields
Business Unit	The Business Unit, which is a maximum 5-character code, must be based on List of Ministries / Statutory Boards. https://www.vendors.gov.sg/UsefulReferences/MinStatutoryBoards.aspx	Y	1. AGD Business Unit (PEPPOL) field under Customer Master - General Tab. 2. PEPPOL Buyer Reference field in Remarks Window under following Entry Modules – <ul style="list-style-type: none"> • Purchase Order • Sale Order • Sale Invoice • Purchase Invoice Note : Available in Popup Window
Attention To	Maximum 20 characters acceptable.	Y	First Name and Last Name fields under Customer Master - Contact Details Tab.
Invoice Number	Maximum 27 characters. Cannot contain space. Limited set of acceptable characters.	Y	Invoice Number field under Sale Invoice module.
Invoice Date	Cannot be backdated by more than 7 calendar days or forward-dated.	Y	Invoice Date field under Sale Invoice module.
Vendor ID	Based on the vendor record created at Vendors@Gov. Vendor status must be "Approved". If you have multiple Vendor IDs, they must be tagged to your CorpPass Entity ID.	Y	1. Vendor ID field under Company Master - InvoiceNow (PEPPOL) Tab. 2. Vendor ID field under Vendor Master - General Tab.
Email Address	If you do not have a registered vendor record, your e-invoice will be rejected and a notification will be sent to this email.	Y	1. Email field under Company Master - General Tab. 2. Email field under Customer Master - Contact Details Tab. Note : Follow standard email format
Payment Terms	Based on the agreed payment terms with your client agency. Refer to this list of acceptable payment terms.	Y	1. Credit Days field under Vendor Master - General Tab. 2. Credit Days field under Customer Master - General Tab. Note : Available in Popup Window
Currency	Refer to this list of acceptable currencies.	Y	Currency field under Sale Invoice module.
Invoice Description	Maximum 254 characters.	Y	Remarks field in Remarks Window under following Entry Modules – <ul style="list-style-type: none"> • Purchase Order • Sale Order • Sale Invoice • Purchase Invoice
Related Invoice ID	*Mandatory for credit notes – To indicate which credit note is meant to offset. Maximum 30 characters. Cannot contain space. Limited set of acceptable characters.	N*	Reference Invoice Number field under following Entry Modules - <ul style="list-style-type: none"> • Sale Invoice • Purchase Invoice
Remit To Vendor ID *Mutually exclusive with Factoring	Applicable only to vendors with multiple vendor IDs who wish to receive payment in the bank account registered with another Vendor ID. To indicate the Vendor ID for the receiving bank	N	Remit To fields under Sale Invoice – Banking Details window.

FACT ERP.NG
FACT ERP.NG for Advance Ordering GST InvoiceNow Submission

Company	account. Your Remit To Vendor ID must also be tagged to your Invoicing Vendor ID		
Factoring Company *Mutually exclusive with Remit To Vendor ID	To indicate the Vendor ID of your Factoring Company. To find out the Vendor ID of your Factoring Company, please enquire with your Factoring Company. If you wish to add a Factoring Company to the list, please submit a ticket at AGD Helpdesk, before you submit the factored invoice. Before submitting an e-invoice with a factoring arrangement, please inform your client agency. If your e-invoice is factored, do indicate the invoice code as "393" in cbc:InvoiceTypeCode.	N	Remit To fields under Sale Invoice - Banking Details window.
Sub Total (Excluding GST)	Gross amount should be equal to the sum of the invoice line amounts. Prepaid amount and payable rounding amount are not acceptable.	Y	Total of Amount field of Product Lines under Sale Invoice Product Line Grid.
Total GST Amount	If the e-invoice contains GST Amount, the GST registration of your vendor record created at Vendors@Gov should be "Yes".	Y	Total GST Amount of Terms under Sale Invoice.
Invoice Line Number	For e-invoices billed against Invoicing Instruction(II) / Purchase Order(PO), the Line Number of the II/PO should be captured in the e-invoice and sent using the OrderLineReference field. Maximum 5 characters.	Y	Sl# field of Product Lines under Sale Invoice Product Line Grid.
Invoice Line Description	For e-invoices billed against Invoicing Instruction(II) / Purchase Order(PO), the Invoice Line Description should match the line description of the II/PO. Maximum 254 characters.	Y	Product Description field of Product Lines under Sale Invoice Product Line Grid.
Unit Price for Invoice Line	Unit Price	Y	Rate field of Product Lines under Sale Invoice Product Line Grid.
Quantity for Invoice Line	Quantity	Y	Quantity field of Product Lines under Sale Invoice Product Line Grid.
Invoice Line Amount (Excludes GST)	Sum of Invoice Line Amounts must be equal to Invoice Total Amount. All Invoice Line Amounts must be of the same currency.	Y	Calculated value ((Amount field + Term Amount) - GST Amount) of Product Lines under Sale Invoice Product Line Grid.

FACT ERP.NG

FACT ERP.NG for Advance Ordering GST InvoiceNow Submission

Invoice Line GST Treatment	For customer accounting, all invoice lines must have the same treatment. Invoices for items subject to customer accounting should be separately submitted from invoices for standard-rated and zero-rated items.	Y	GST Codes of Terms Window under Sale Invoice.
-------------------------------	--	---	---

>> End of Document <<