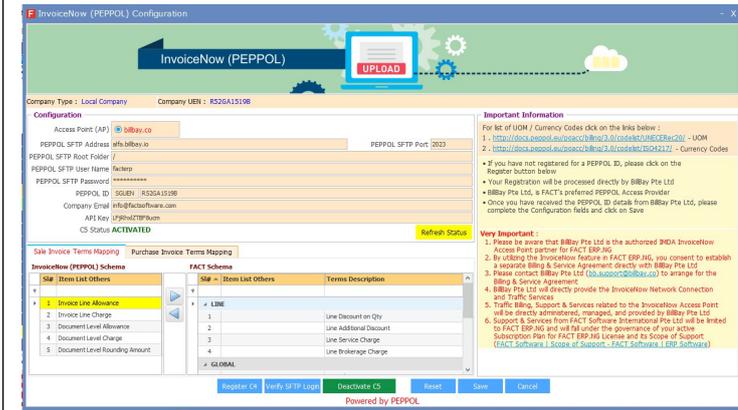## Configure your FACT ERP.NG for Advance Ordering GST InvoiceNow Submission
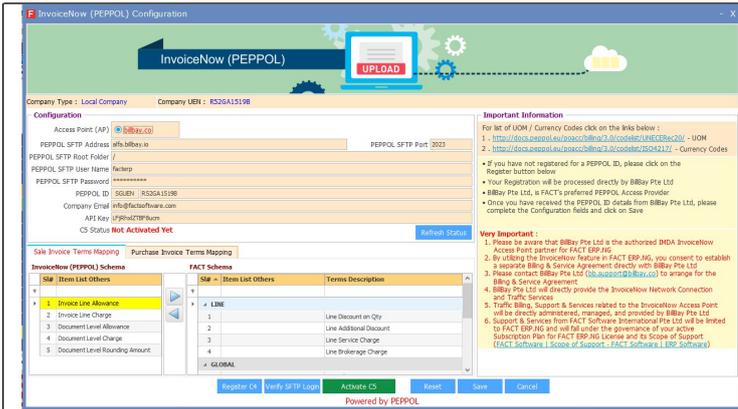
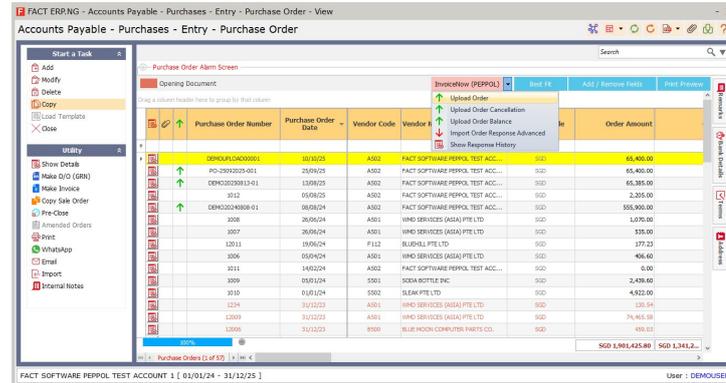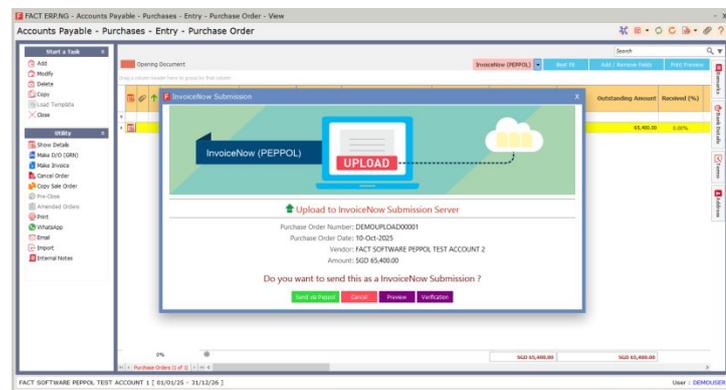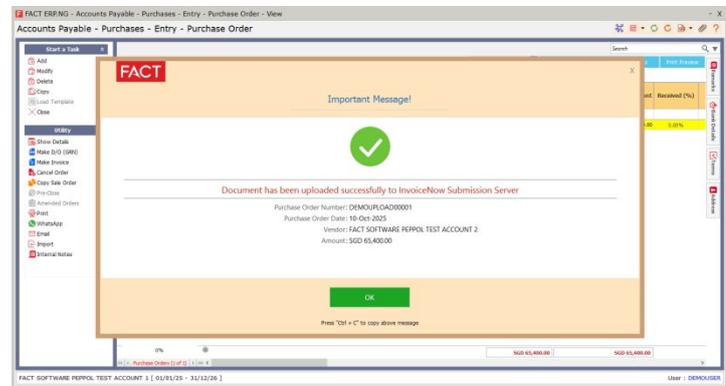|	
	• Go to System - Preferences - System Controls. • Activate Purchase Order Amendment under Purchases tab. • Activate Sale Order Amendment under Sales tab. • Go to InvoiceNow(PEPPOL) Configuration • Enter your Company's GST InvoiceNow Submission credentials. • Make sure you have registered with BillBay. • 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.
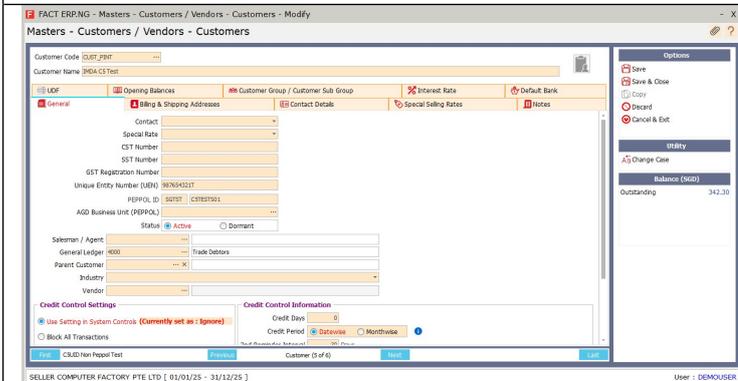
	• Go to Customer Master
	• Enter following fields:
	  • UEN
	  • PEPPOL ID
	  • GST Registration Number (If GST is Registered)
	
	• **Note**: When you enter the Customer's Company Name, FACT will check online against **SGNIC SMP** (InvoiceNow Registration database) and update the PEPPOL ID automatically, if the customer's record is found
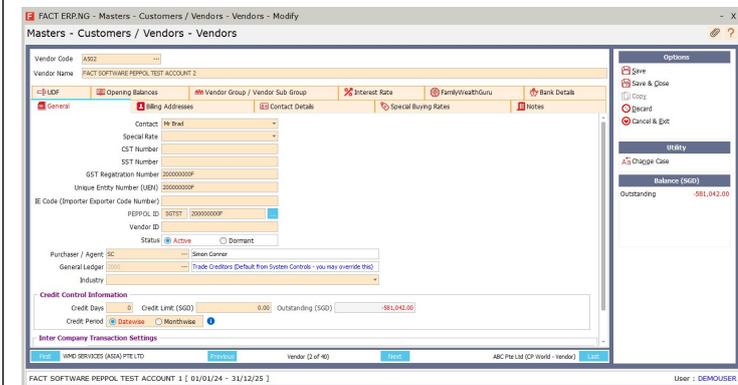	
	• Similarly, go to Vendor Master
	• Enter the Vendor's UEN, PEPPOL ID, GST Registration Number (If GST Registered) and Vendor ID (If Created and Approved at Vendors@Gov).
	
	• **Note**: When you enter the Vendor's Company Name, FACT will check online against **SGNIC SMP** (InvoiceNow Registration database) and update the PEPPOL ID automatically, if the vendor's record is found

Accounts Payable (Vendors / Buyers)

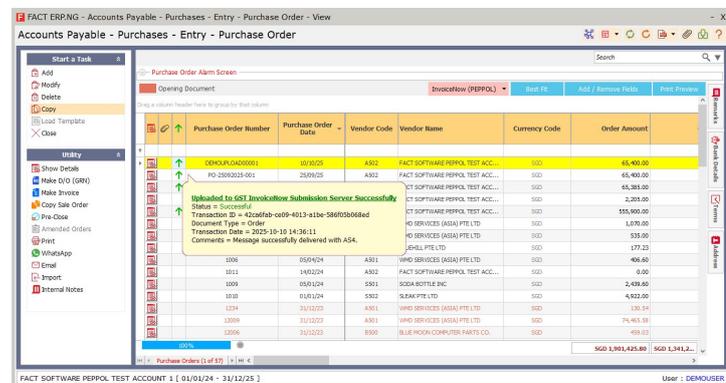| Upload Order and Order Change(Purchase Order / Amended Purchase Order)	
	• Go to Purchase Order module • Click on "Upload Order" for InvoiceNow Submission
	• Click on "Send via Peppol" to send the Purchase Order to the Recipient
	• You will get a message to confirm the successful Upload / Send
	• Uploaded 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

Upload Order Balance (Purchase Order Balance Quantity)

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

- Enter following fields :
  - Order Balance ID
  - Note
  - Line Level Note (If Needed)

- Click on "Send via Peppol" to Upload the Order Balance

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

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

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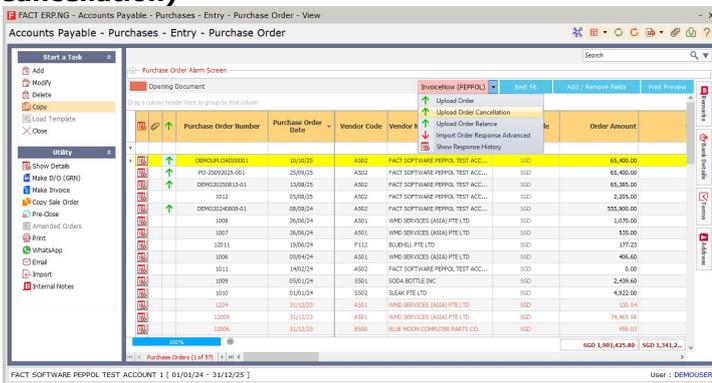
- Go to Purchase Order module
- Click on "Upload Order Cancellation" for InvoiceNow Submission

- 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

- You will get a message to confirm the successful Upload / Send
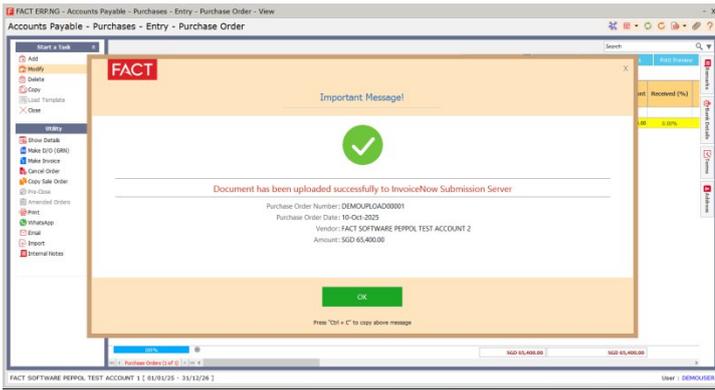
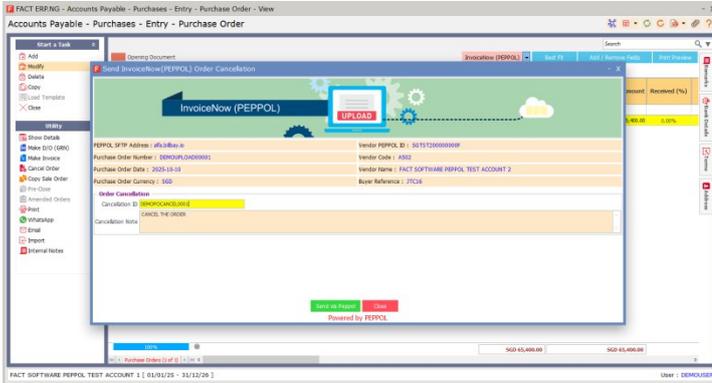- Under Response History window, uploaded Order Cancellation will be flagged with ↑ icon
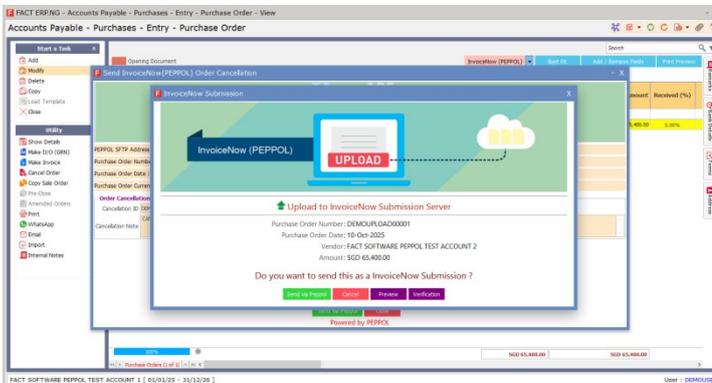- Also a tooltip message box will be appear with Status and Transaction ID while mouse over on the ↑icon

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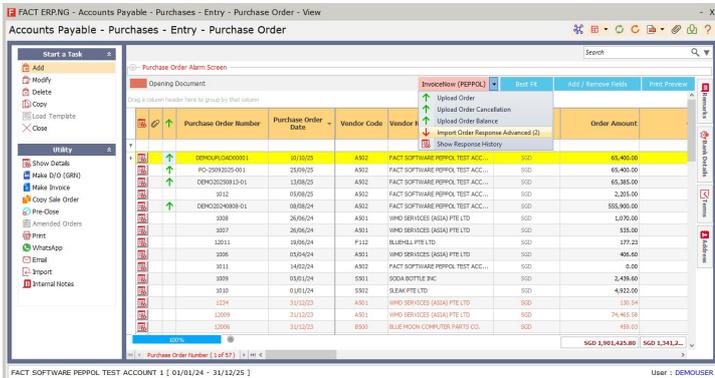
- Go to Purchase Order module
- Click on "Import Order Response Advanced"
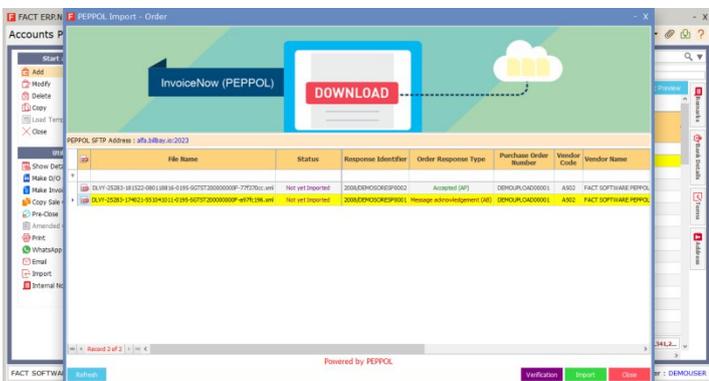
- Click on "Import" to receive the Selected Order Response Advanced

- 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 ↓icon
- Also a tooltip message box will be appear with Imported Successfully message while mouse over on the ↓icon

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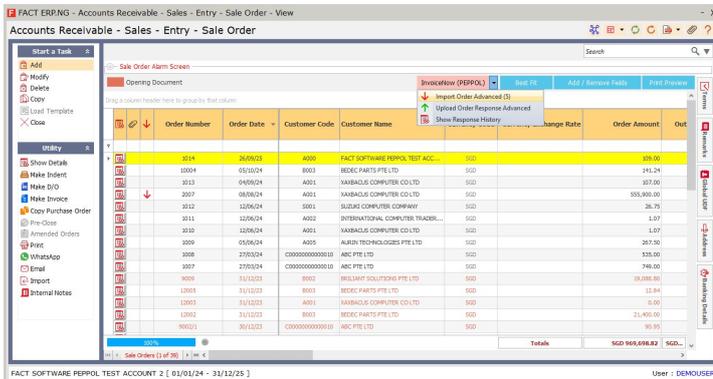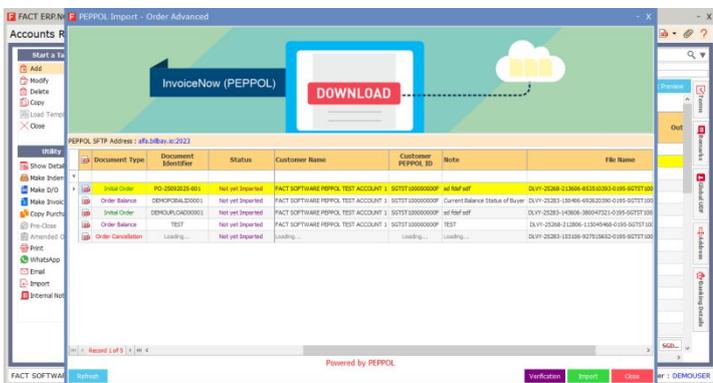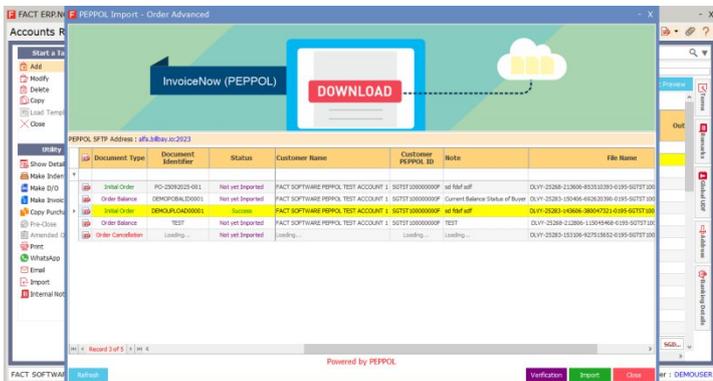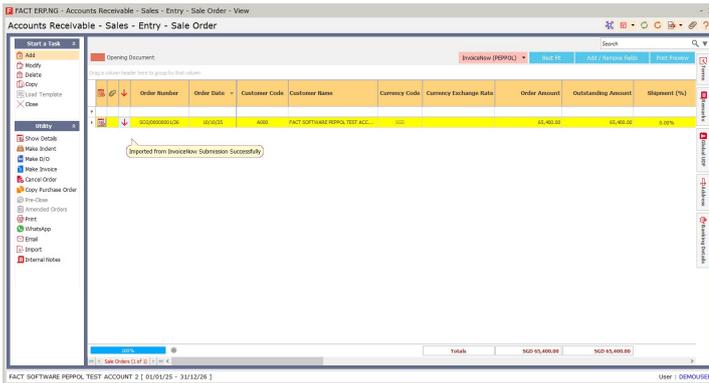
- Imported Order will be flagged with ↓icon to differentiate them from manually entered Orders.
- Also a tooltip message box will be appear with Imported Successfully message while mouse over on the ↓icon.
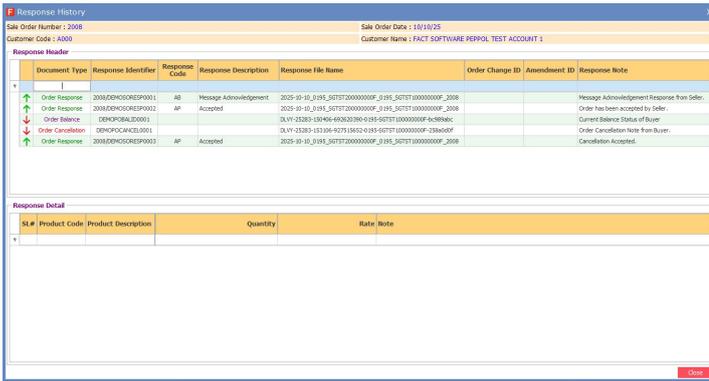
- Under Response History window, Imported Order Balance / Order Cancellation will be flagged with ↓icon and Uploaded Order Response Advanced will be flagged with ↑icon
- Also a tooltip message box will be appear with Imported /Uploaded Successfully message while mouse over on the ↓/ ↑icon respectively

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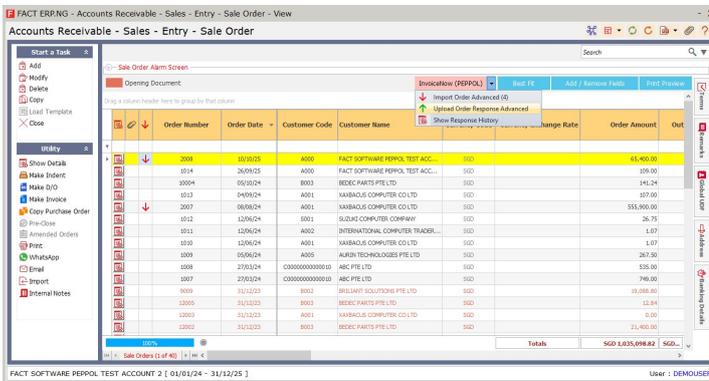
- Go to Sale Order module
- Click on "Upload Order Response Advanced"
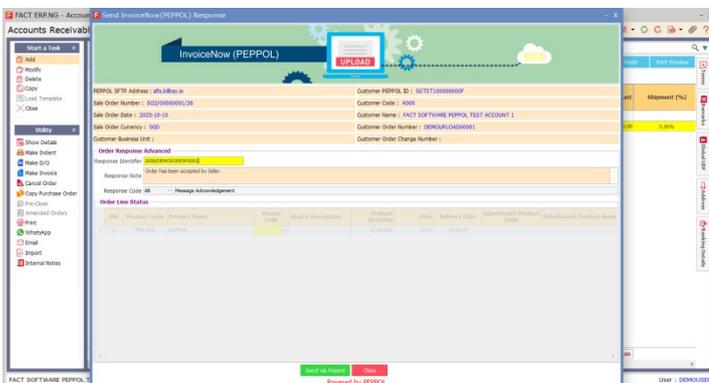
- Click on "Send via Peppol" to Upload Order Response Advanced

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

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

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

Flip Sale Order to Sale Invoice

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

- Click on "Flip Sale order to Sale Invoice"
- It will open the Order with Sale Invoice module's Add window
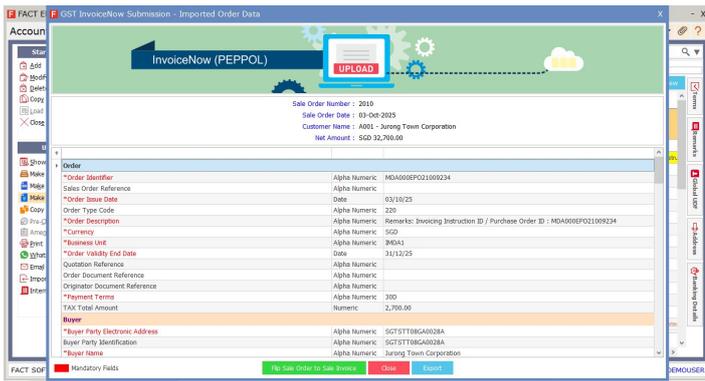
- Make required changes to Save the Invoice
- Click on "Save & Close" to save the Invoice
- It will redirect to you in Sale Order module again after successfully save the Invoice
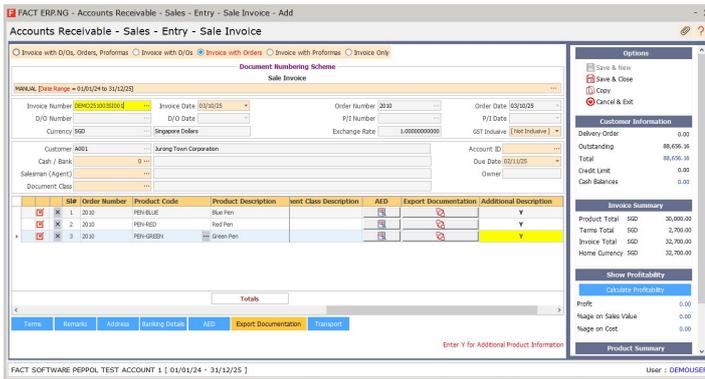
- Go to Sale Invoice module
- You will find the newly saved Sale Invoice here
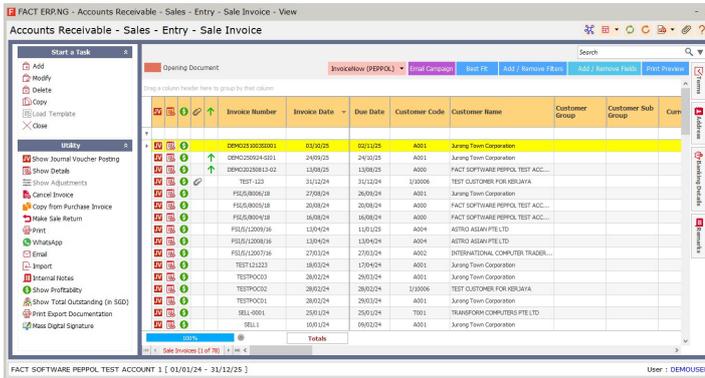
Upload Invoice

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

- Click on "Submit to IRAS" or "Send via Peppol" to Upload Sale Invoice

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

- Under Sale Invoice View window, uploaded Invoice will be flagged with 🏃 icon

- Also a tooltip message box will be appear with Status, Transaction ID and Acknowledgement ID while mouse over on the 🏃 icon
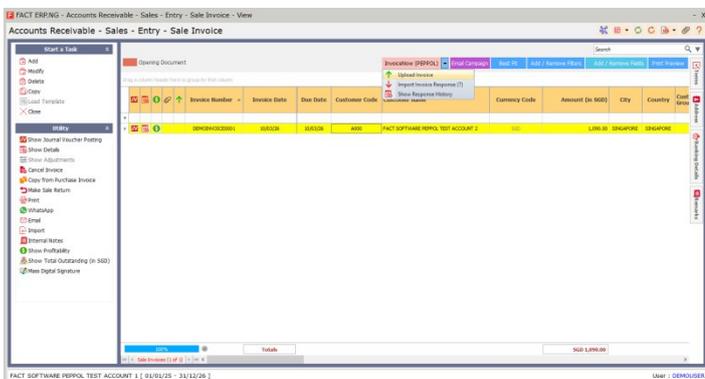
Statutory– Reports - GST InvoiceNow Advance Ordering Submission Log

GST InvoiceNow Advance Ordering Submission Log	
	• Go to CXO Control Tower - Statutory – Reports - GST InvoiceNow Advance Ordering Submission Log
	• Click on "Generate" to view GST InvoiceNow Advance Ordering Submission Log Report • You can find the Document ID, Document Type, Transaction UUID, Statusalong with Error Message for each Advance OrderingSubmission

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/MinStatuaryBoards.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 – • 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. Emailfield 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 – • 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 - • 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.

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.

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 <<