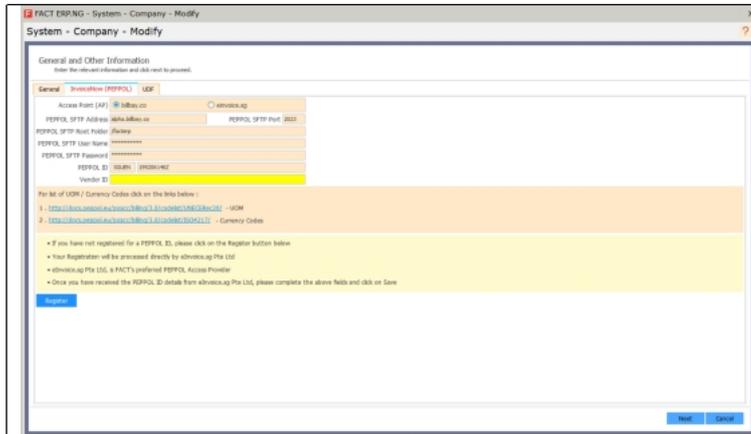
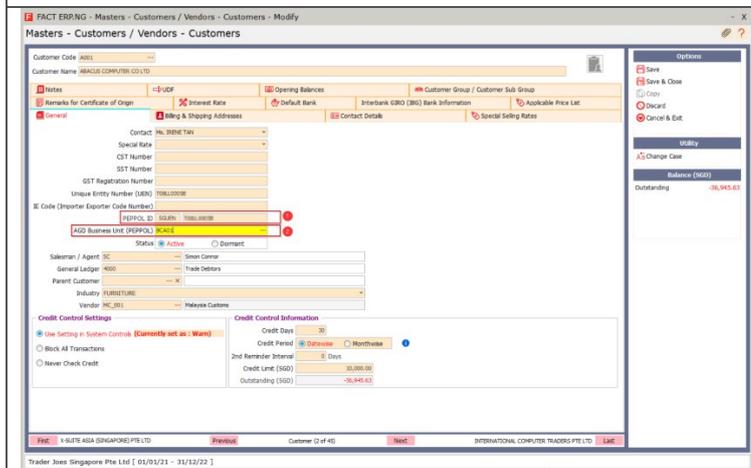


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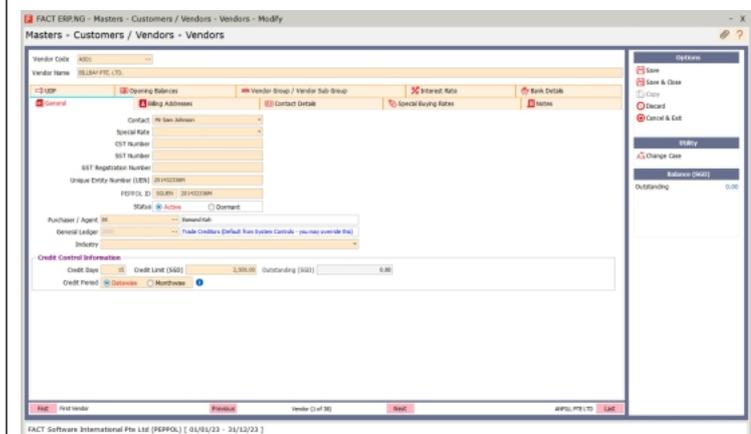
Configure your FACT ERP.NG for InvoiceNow / PEPPOL



- Go to Company Setup
- Enter your Company's InvoiceNow credentials.
- Select BillBay, if you have registered with BillBay
- Select eInvoice.sg, if you have registered with eInvoice.sg
- **Note: If You Are an AGD Registered Vendor,** you must enter your AGD Vendor ID, based on the vendor record created at Vendors@Gov. Your Vendor Status at Vendors@Gov must be "Approved".



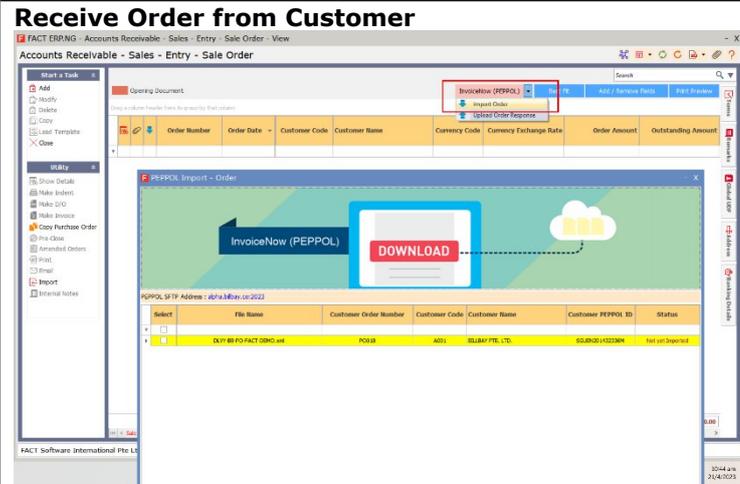
- Go to Customer Master
- Update the Customer's PEPPOL ID
- **Note:** When you enter the Customer's Company Name, FACT will check online against **SGNIC SMP** (InvoiceNow Registration database) and update the PEPPOL ID automatically, if the customer's record is found
- **If You Are an AGD Registered Vendor:** When submitting e-invoices to Singapore Government Agencies via the network, please send the e-invoices to the Endpoint ID of the Accountant-General's Department.
- **If You Are an AGD Registered Vendor:** When submitting e-invoices to Singapore Government Agencies via the network, make sure you select the correct AGD Business Unit for the Agency, use the Pop-Up Window for help. To know which Business Unit to indicate, please enquire directly with the Singapore Government Agency.



- Similarly, go to Vendor Master
- Update the Vendor's PEPPOL ID
- **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

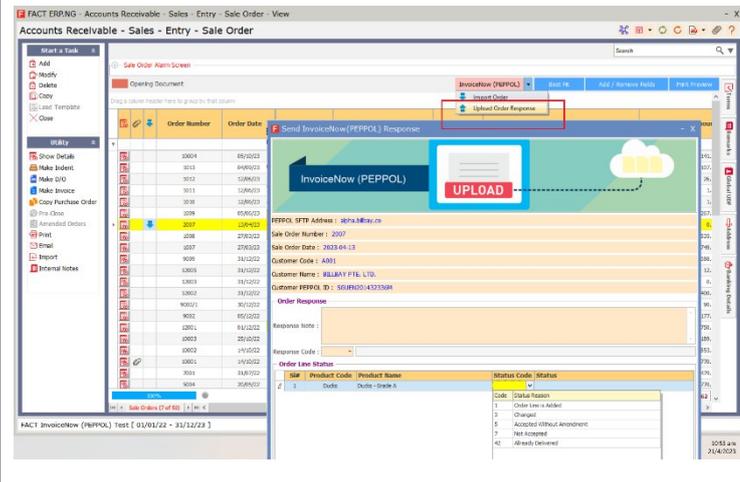
FACT ERP.ING InvoiceNow (PEPPOL) User Guide

Accounts Receivable (Customers)



- **Note:** A Purchase Order from your Customer, becomes a Sales Order in your system
- Go to Sales Order module
- Select "Import Order"
- System will display a list of all inbound POs received from your Customers
- Tag / Select the inbound POs that you want to import
- Click on the Import button
- Imported SOs will be flagged with a  icon to differentiate them from manually entered SOs

Send Sale Order Response

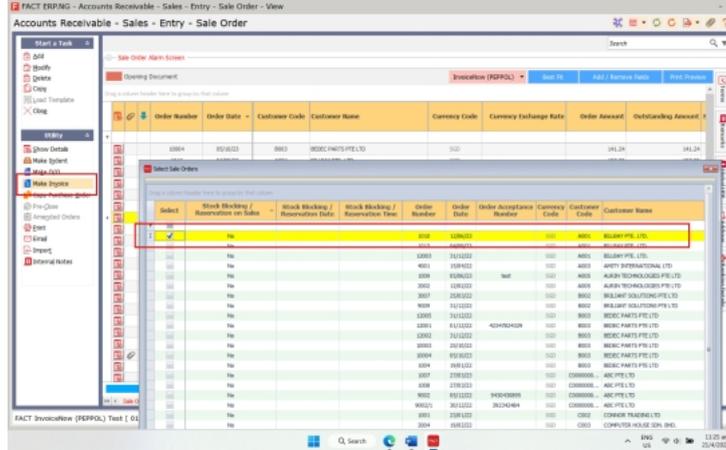


- Go to Sales Order module
- Highlight the SO that you want to Send an Order Response for
- Click on "Upload Order Response"
- Enter the Response details that you wish to Send – Response Note (free text), Response Code & Status Code
- Click on the "Send" button
- **Note:** Response Code and Status Code are pre-defined as per InvoiceNow specification and cannot be changed by the User

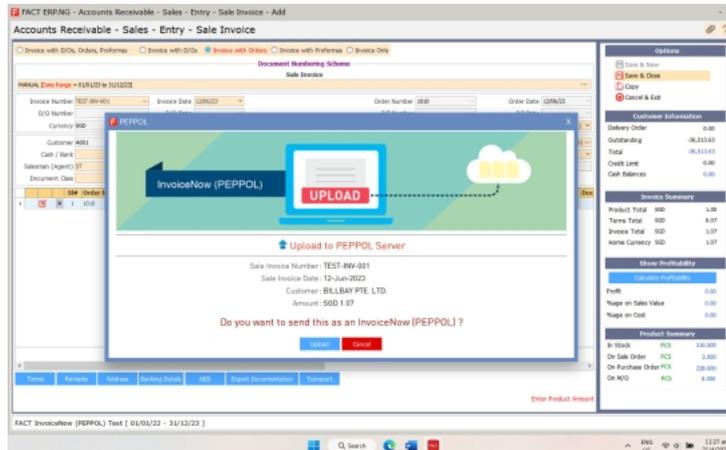
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Accounts Receivable (Customers)

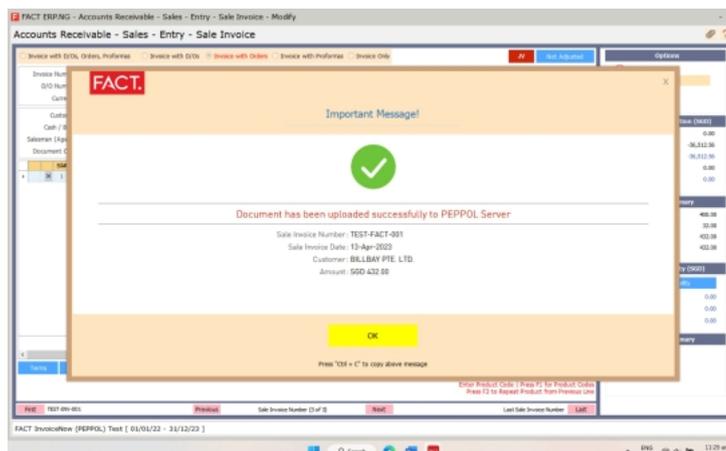
Flip Sale Order (SO) to Invoice



- Go to Sales Order module
- Click on "Make Invoice"
- Select the SO that you wish to create an Invoice for and click Ok



- Once you Save the Invoice, Click on "Upload" to send the e-Invoice to the Customer

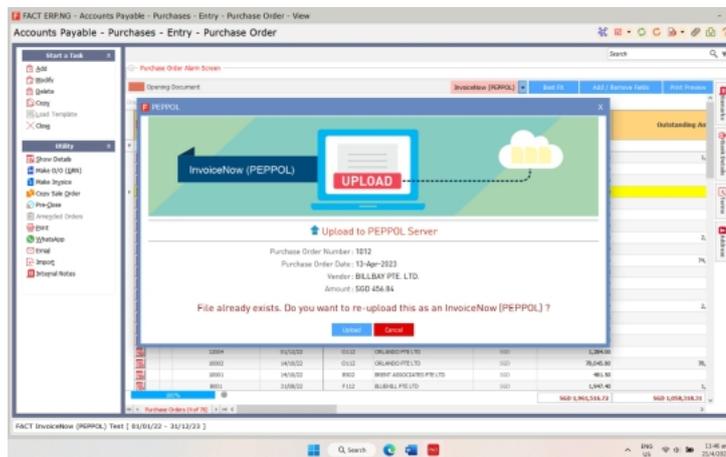


- You will get a message to confirm the successful Upload / Send
- Uploaded Invoices will be flagged with a  icon to differentiate them from manually entered Invoices

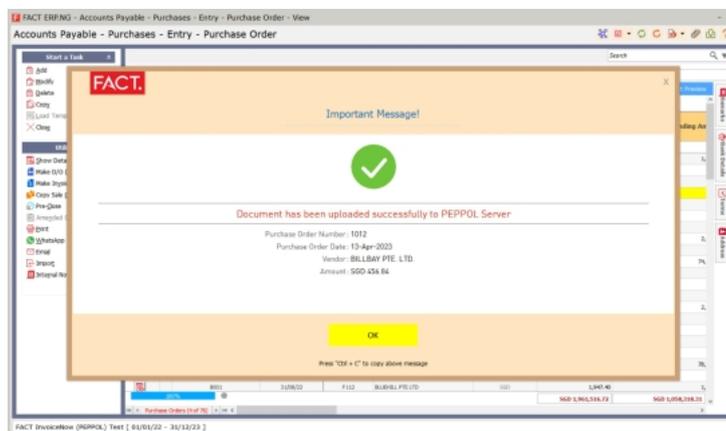
FACT ERP.NG InvoiceNow (PEPPOL) User Guide

Accounts Payable (Vendors / Suppliers)

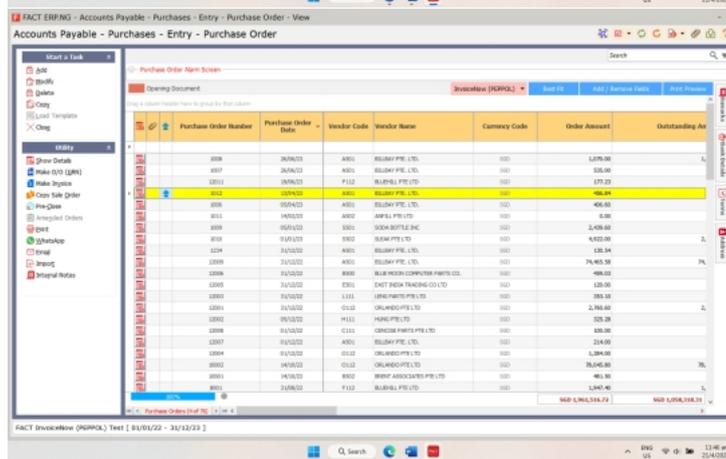
Send Purchase Order to Vendor



- Go to Purchase Order module
- Enter your PO
- Once you Save the PO, Click on "Upload" to send the e-Invoice to the Customer



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

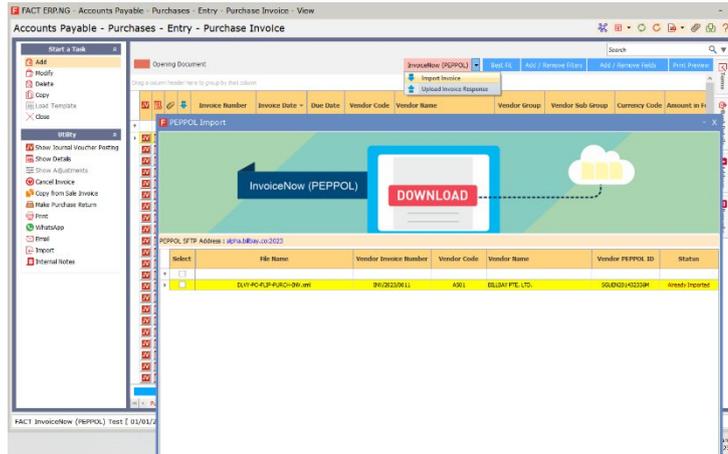


- Uploaded POs will be flagged with a icon to differentiate them from regular POs

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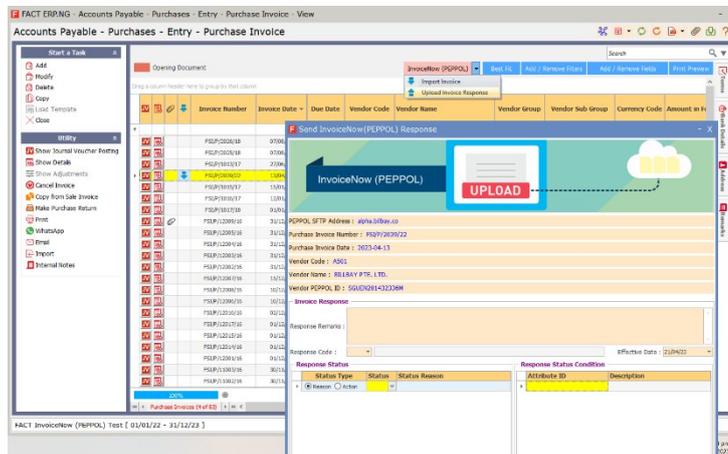
Accounts Payable (Vendors / Suppliers)

Receive Invoice from Vendor



- Go to Purchase Invoice module
- Select "Import Invoice"
- System will display a list of all inbound Purchase Invoices received from your Vendors
- Tag / Select the inbound Invoices that you want to import
- Click on the Import button
- Imported Invoices will be flagged with a  icon to differentiate them from manually entered Invoices

Send Invoice Response

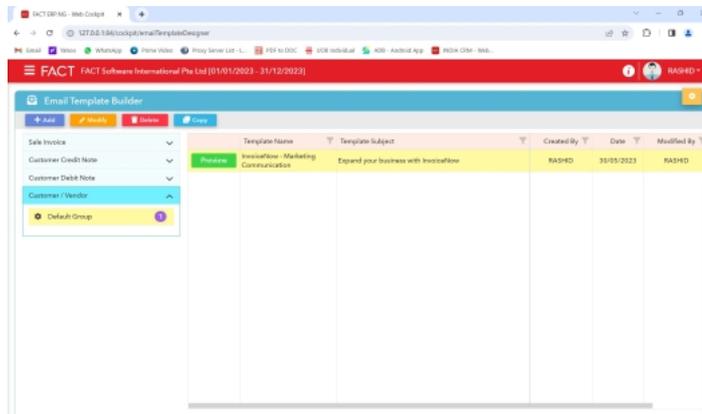


- Go to Purchase Invoice module
- Highlight the Invoice that you want to Send a Response for
- Click on "Upload Invoice Response"
- Enter the Response details that you wish to Send – Response Remarks (free text), Response Code, Effective Date, Status Code etc
- Click on the "Send" button
- **Note:** Response Code and Status Code are pre-defined as per InvoiceNow specification and cannot be changed by the User

FACT ERP.NG InvoiceNow (PEPPOL) User Guide

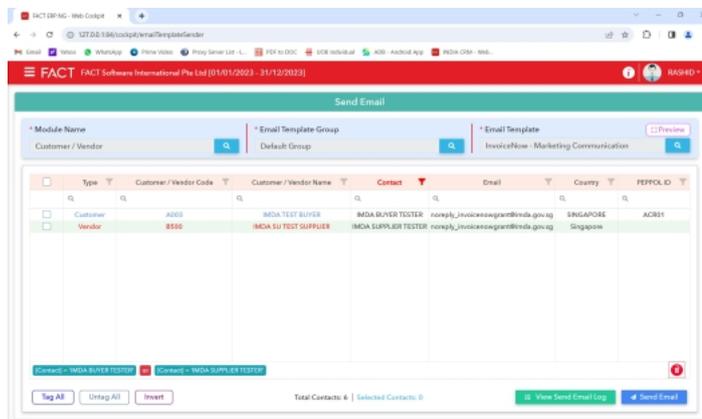
Marketing Communication

Create Email Template



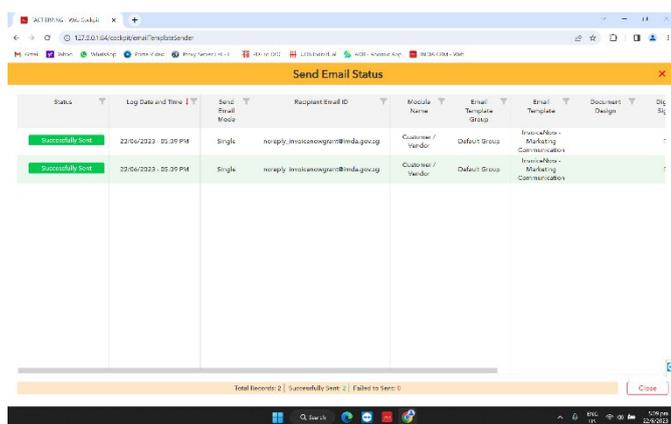
- Launch FACT Web Cockpit
- Go to Email > Email Template Builder
- Select Customer / Vendor
- Select Add to create a new Template
- Select Modify to change an existing Template
- Select Delete to delete an existing Template

Send Marketing Email



- Launch FACT Web Cockpit
- Go to Email > Send Email
- Module Name: Select Customer / Vendor
- Email Template: Select the Template that you have designed in the previous step
- System will automatically list down all Customers / Suppliers with email addresses
- Tag the Customers / Suppliers whom you wish to send the Marketing Communication to
- Finally, click on "Send Email"

View Sent Email Log



- Click on "View Send Email Log" to review the sent status of the Marketing Communication