SESAMi World Connect Portal InvoiceNow (PEPPOL)

User Guide V2.0

Supporting IMDA's Nationwide E-Invoicing Framework

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AGENDA

1. Logging in & Profile Management
2. Creating Non-Govt InvoiceNow
3. Creating Govt InvoiceNow
4. Uploading InvoiceNow
5. GST InvoiceNow Activation and Submission

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Logging in & Profile Management

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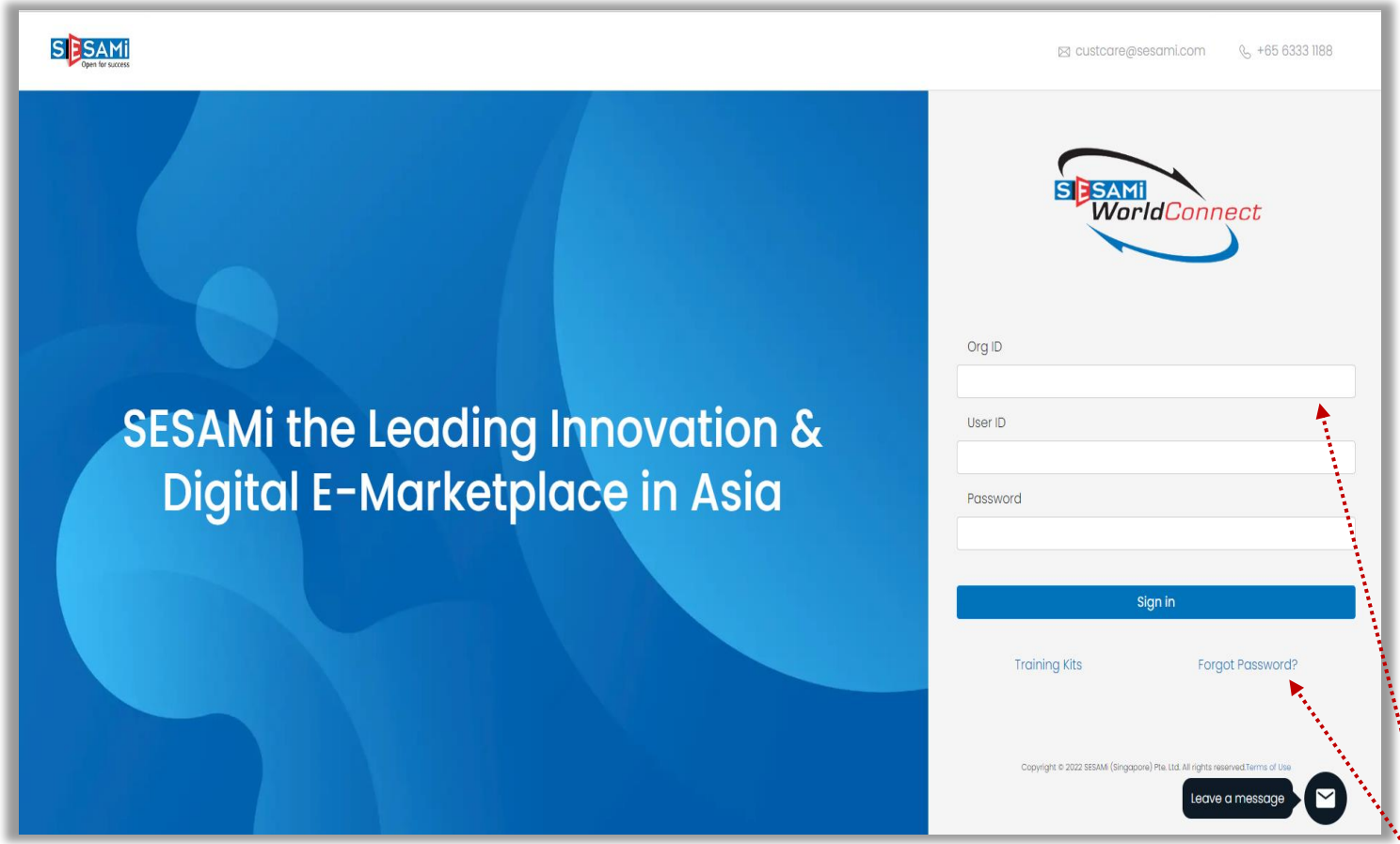
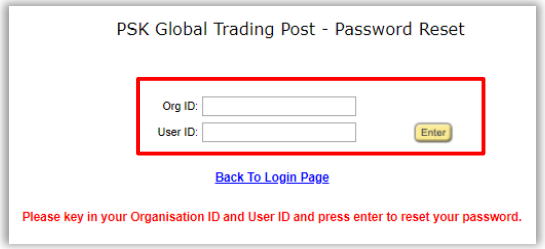
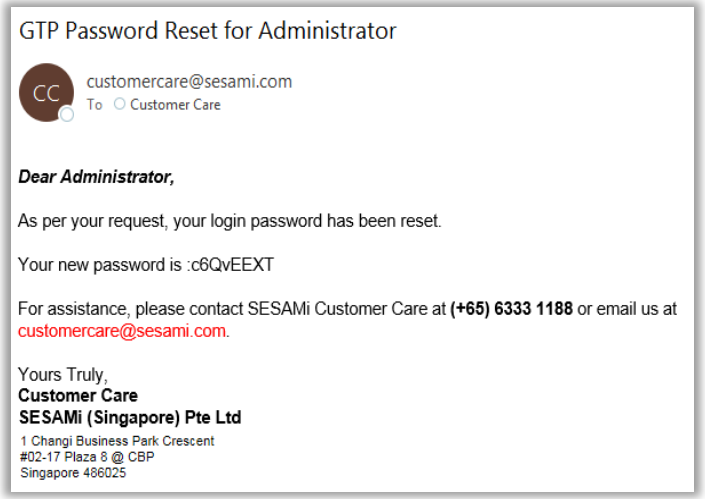
Portal Logging-in

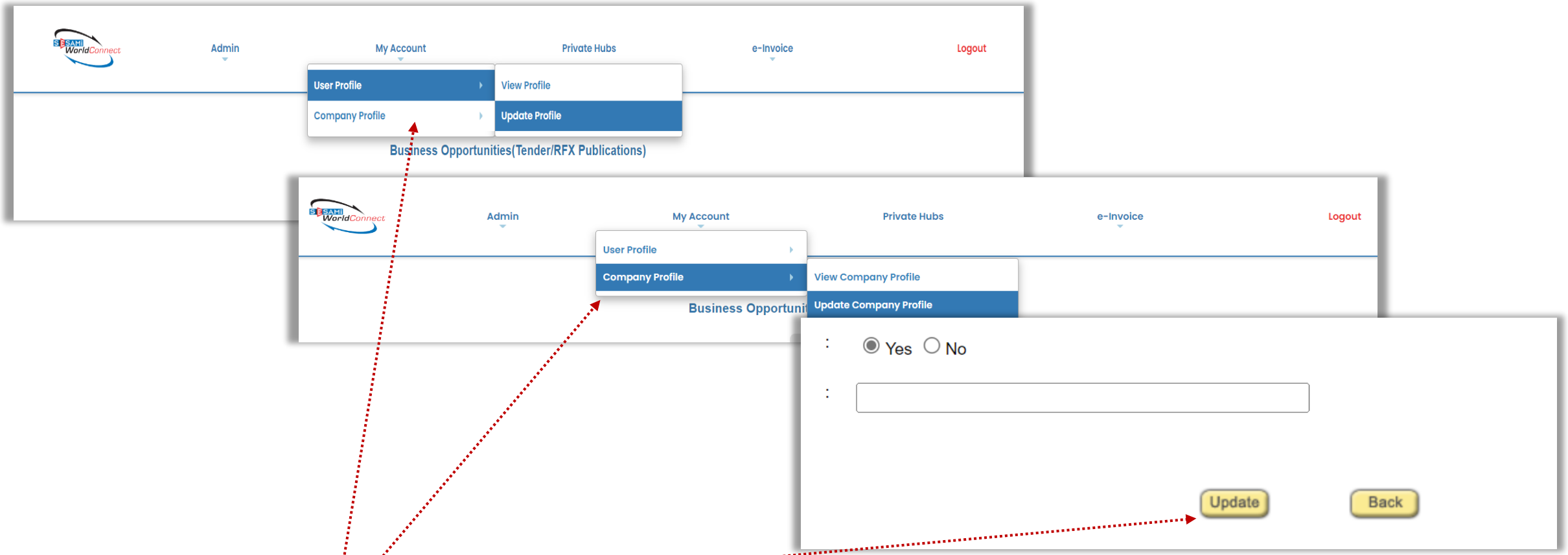






Login with the Org ID, User ID and Password. Click ‘’Sign In’’ to proceed. You can reset the password by clicking ‘’ forgot password’’.

Updating User Profile



To update the User & Company Profile, click Profile to update. Click the '' Update'' button to save changes

Creating Non-Govt InvoiceNo

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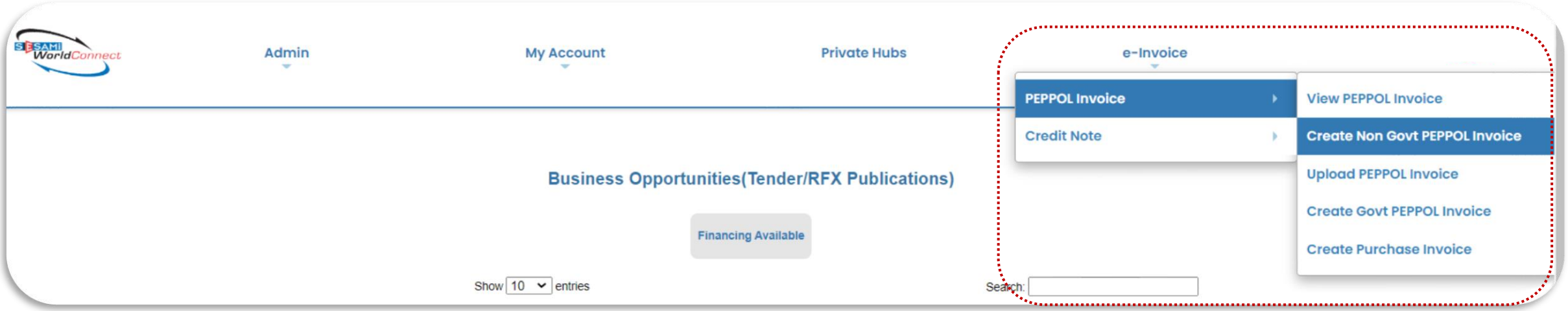
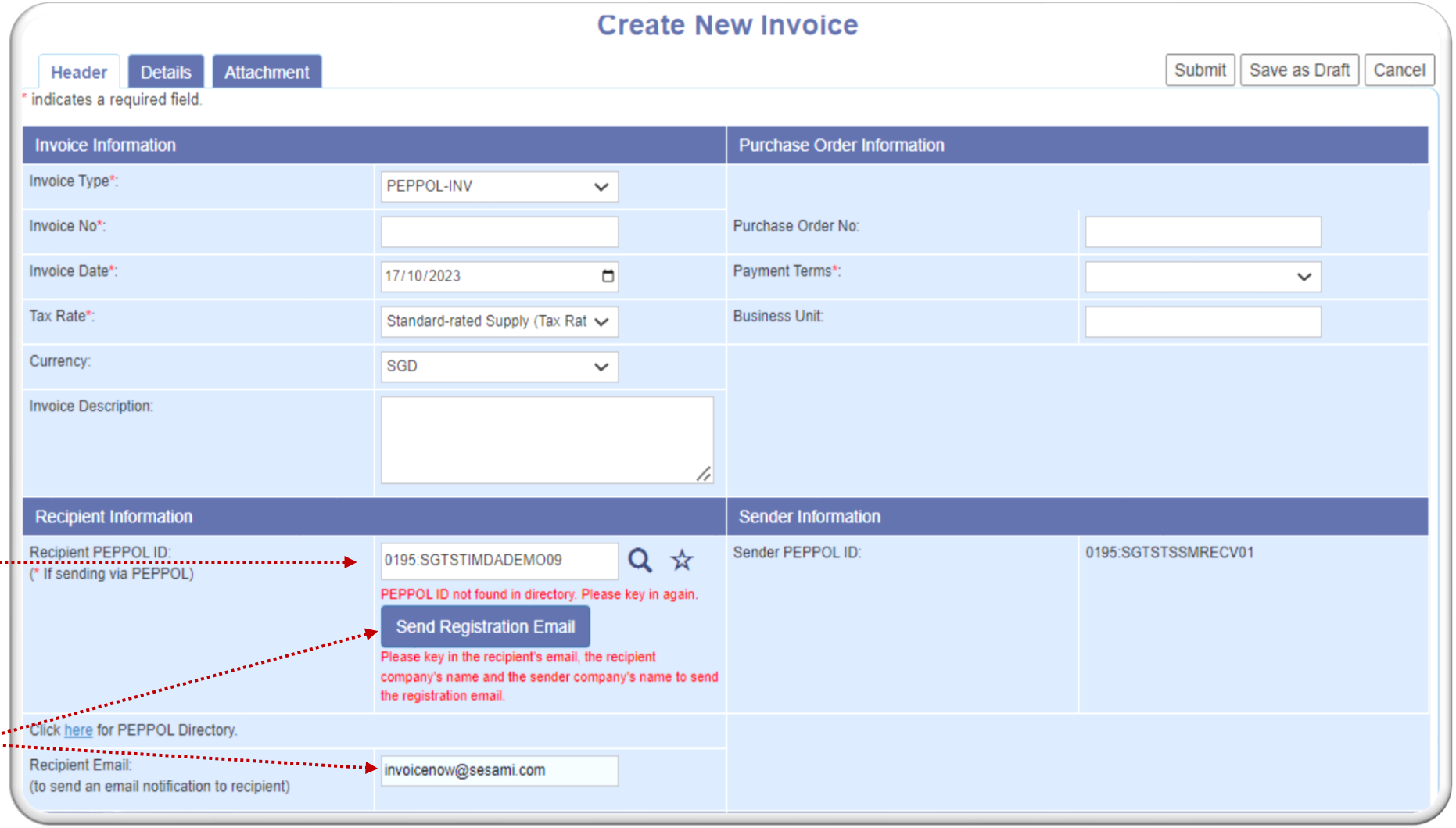
Creating Non-Govt InvoiceNow



To create InvoiceNow invoice, please click e-Invoice > Create Non Govt PEPPOL Invoice

Creating Non-Govt InvoiceNow



Key in the PEPPOL ID or UEN numbers to search for ID

If the UEN or PEPPOL ID is not found in the directory, kindly key the recipient email address and invite the company onboard with InvoiceNow Network

Creating Non-Govt InvoiceNow

Subject: PEPPOL REGISTRATION NOTIFICATION FOR PEPPOL ID Register

Dear SESAMi,

InvoiceNow, a nationwide initiative for e-invoicing, is the future of efficient and seamless invoicing. We invite you to jump on board and join the InvoiceNow network to streamline your invoicing process.

Below are the simple steps for you to register:

Step 1: Register with SESAMi
Please click on this link to register: SWC Registration (sesami.online)

Step 2: Appoint SESAMi as your PEPPOL Access Point.

Step 3: Start InvoiceNow (PEPPOL e-invoicing).

By registering with SESAMi and utilizing the SESAMi World Connect (SWC) portal, you'll gain access to send and receive InvoiceNow invoices effortlessly. Best of all, there are no charges until March 2025!

To view your invoices and enjoy the benefits of e-invoicing, please visit the SESAMi World Connect Portal -
https://sesami.online/psk/Login.jsp

For any inquiries or assistance, feel free to contact us at invoicenow@sesami.com We are here to provide you with the support and clarification you need.

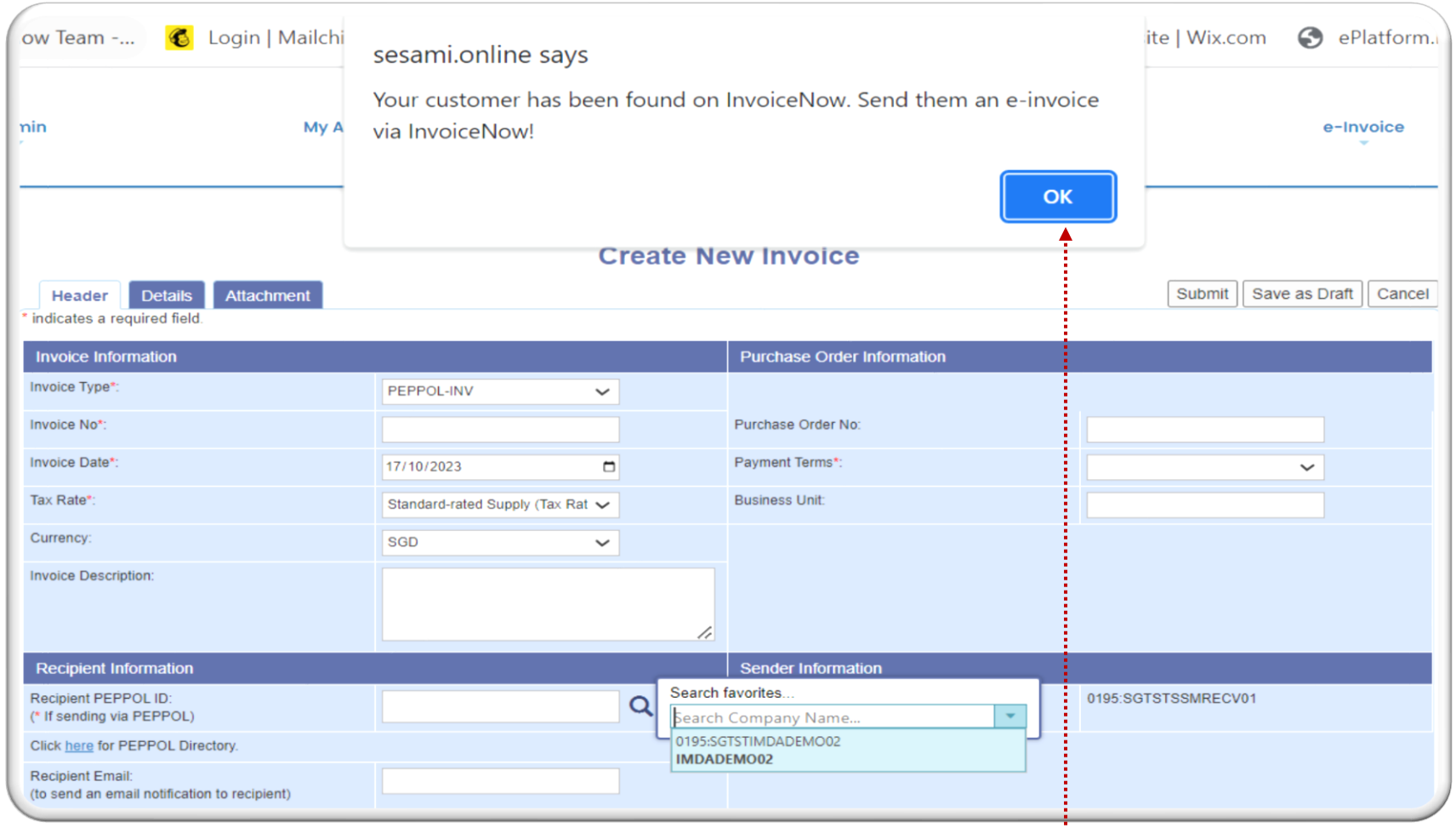
Don't miss out on this opportunity to simplify your invoicing process and embrace the future of invoicing with InvoiceNow.

To know more about InvoiceNow click here.

Yours Truly,
InvoiceNow Team
SESAMi (Singapore) Pte Ltd

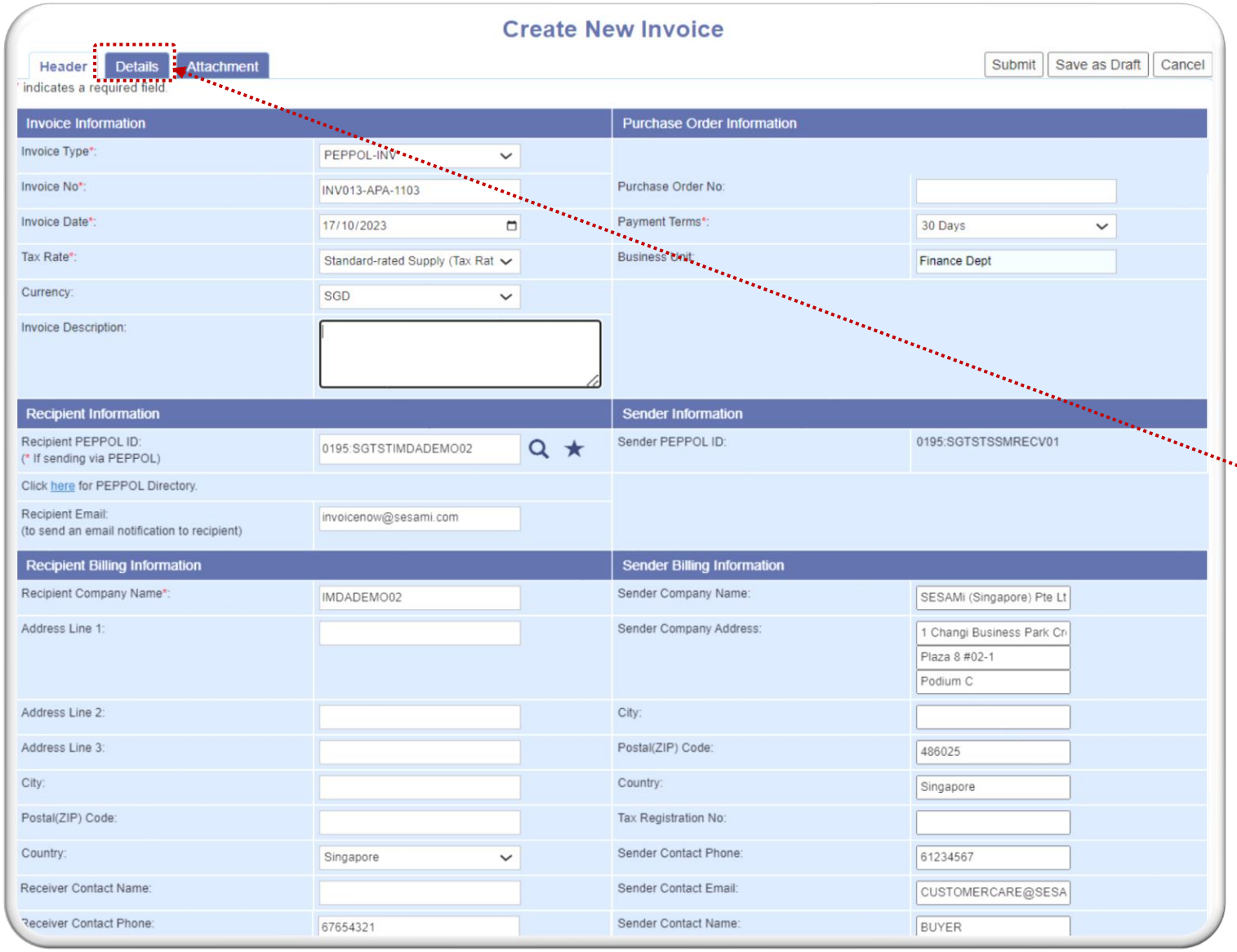
Invitation sent, and companies not in InvoiceNow Network, may click the register link to receive PEPPOL ID. For any queries, please click here to learn more information from IMDA

Creating Non-Govt InvoiceNow



Key in the PEPPOL ID or UEN, and a box will prompt to inform that the company is under InvoiceNow Network. You may bookmark the PEPPOL ID for future billing purposes.

Creating Non-Govt InvoiceNow



First, on the Header Tab, please key in the details and click the Details tab to input pricing

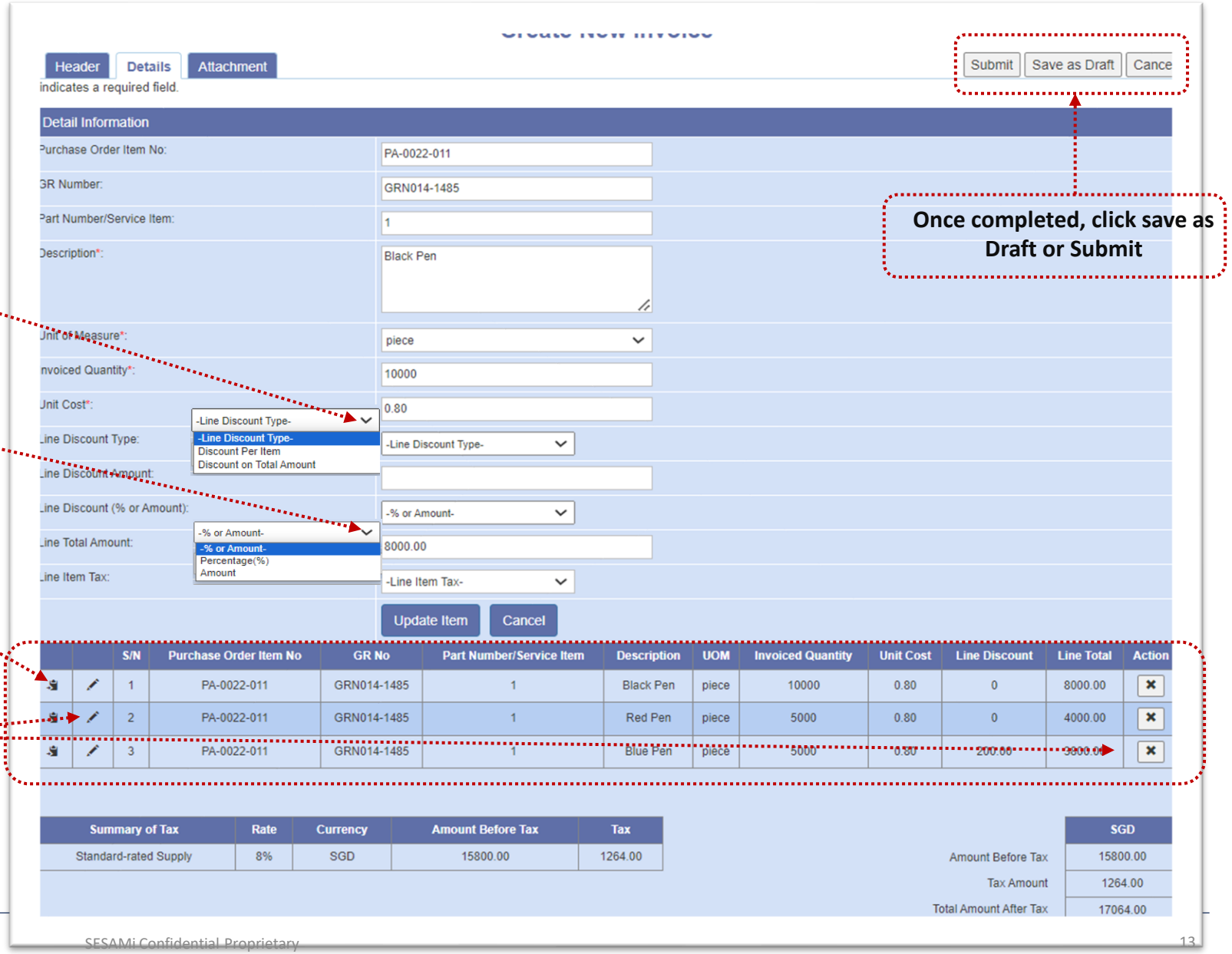
Creating Non-Govt InvoiceNow

Click the line discount type to select discount per item or total amount (if any)

Click the line discount type to select the percentage or amount (if any)

To duplicate the item, click on the dashboard icon

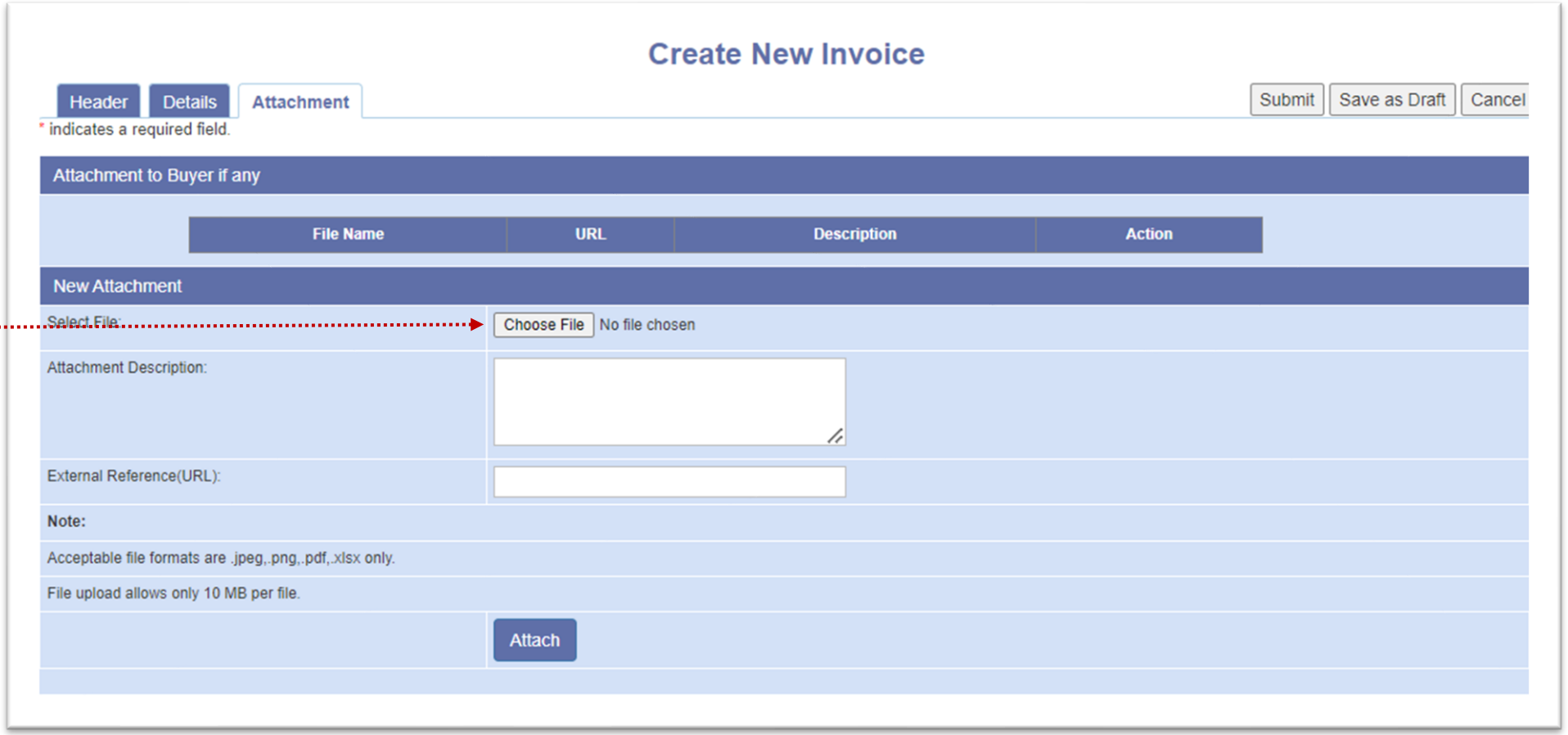
To edit the line item, click on the pencil icon; to delete the line item, click on the 'X' button



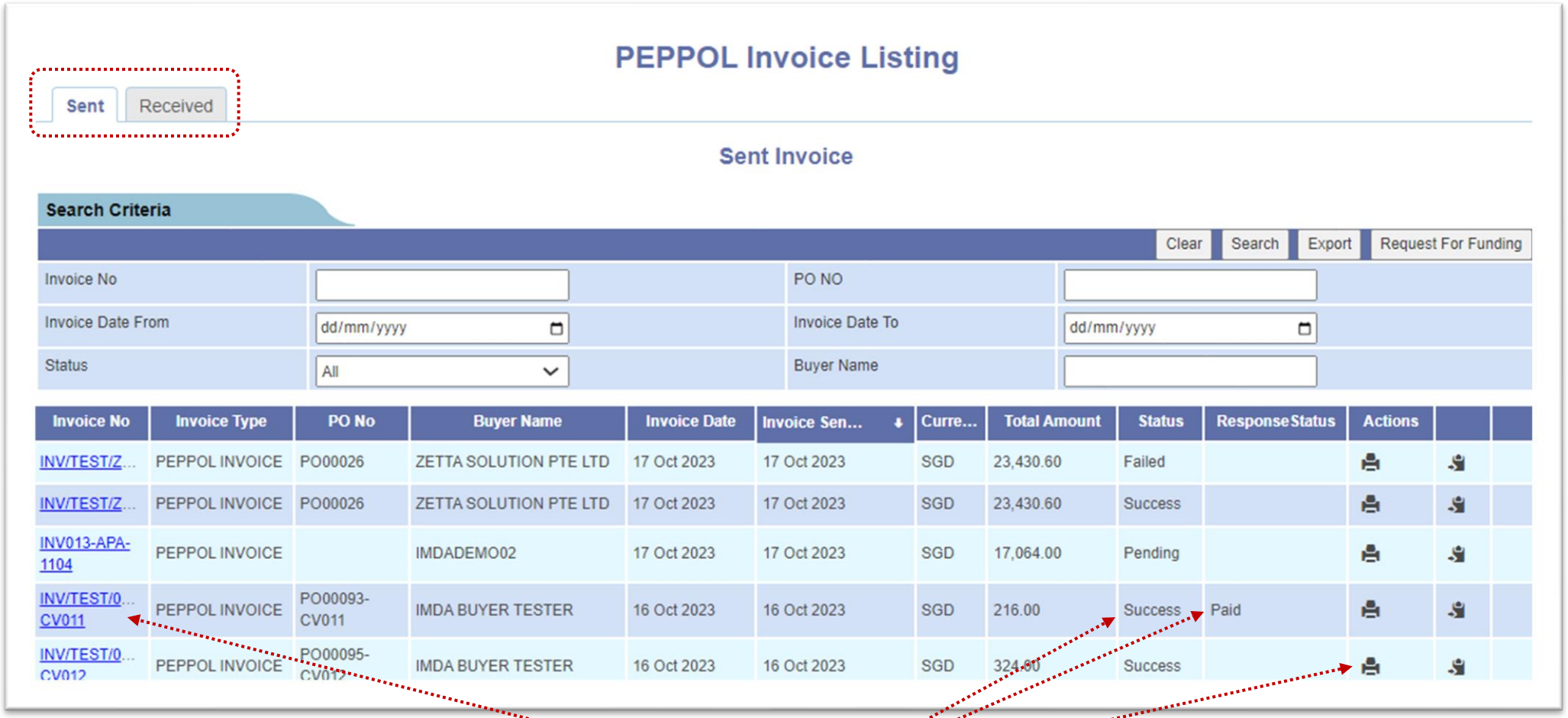
Once completed, click save as Draft or Submit

Creating Non-Govt InvoiceNow

If any file is uploaded, please note that only a specific format and up to 10MB per file are acceptable. Once done, click submit to complete the submission



Creating Non-Govt InvoiceNow



You may view your invoice [SENT/RECEIVED tab] by clicking the invoice no. Alternatively, you may click the printer button to store your PDF invoices. You may also view the invoice submission status and response status from the buyer

Creating Govt InvoiceNow

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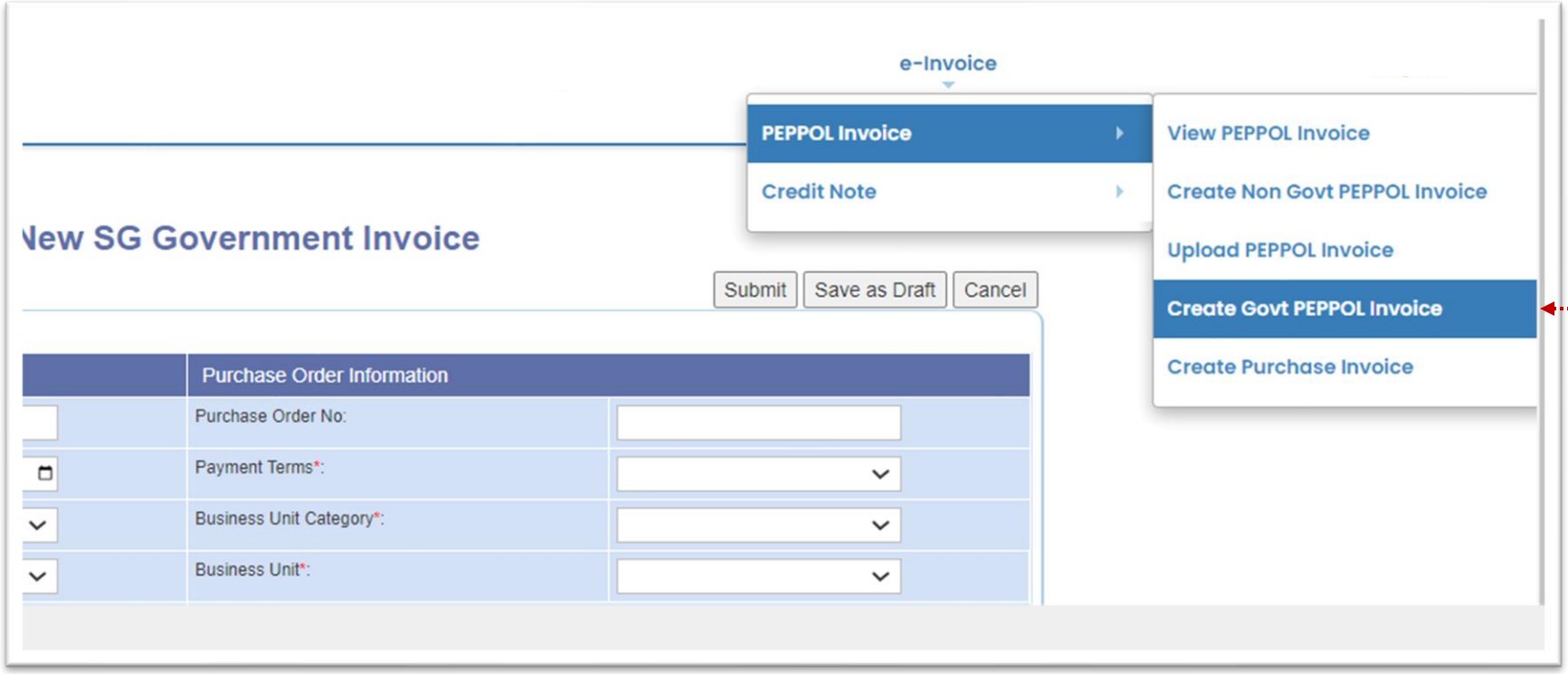
Creating Govt InvoiceNow



To create Gov PEPPOL Invoice, click e-Invoice > PEPPOL Invoice > Create Govt PEPPOL Invoice

Creating Govt InvoiceNow

To input the Purchase Order No under the PO based Invoice

Select the business unit category (gov entities) and business unit (cost center)

When submitting e-invoices to Singapore Government Agencies, please send the e-invoices to the Peppol ID (0195:SGUENT08GA0028A) of the Accountant General Department.

The Accountant General's Department will send the e-invoices to the respective Singapore Government Agencies for processing.

Alternatively, you may input the Peppol ID of the specific government agency that you are invoicing by checking the Peppol Directory.

Creating Govt InvoiceNow

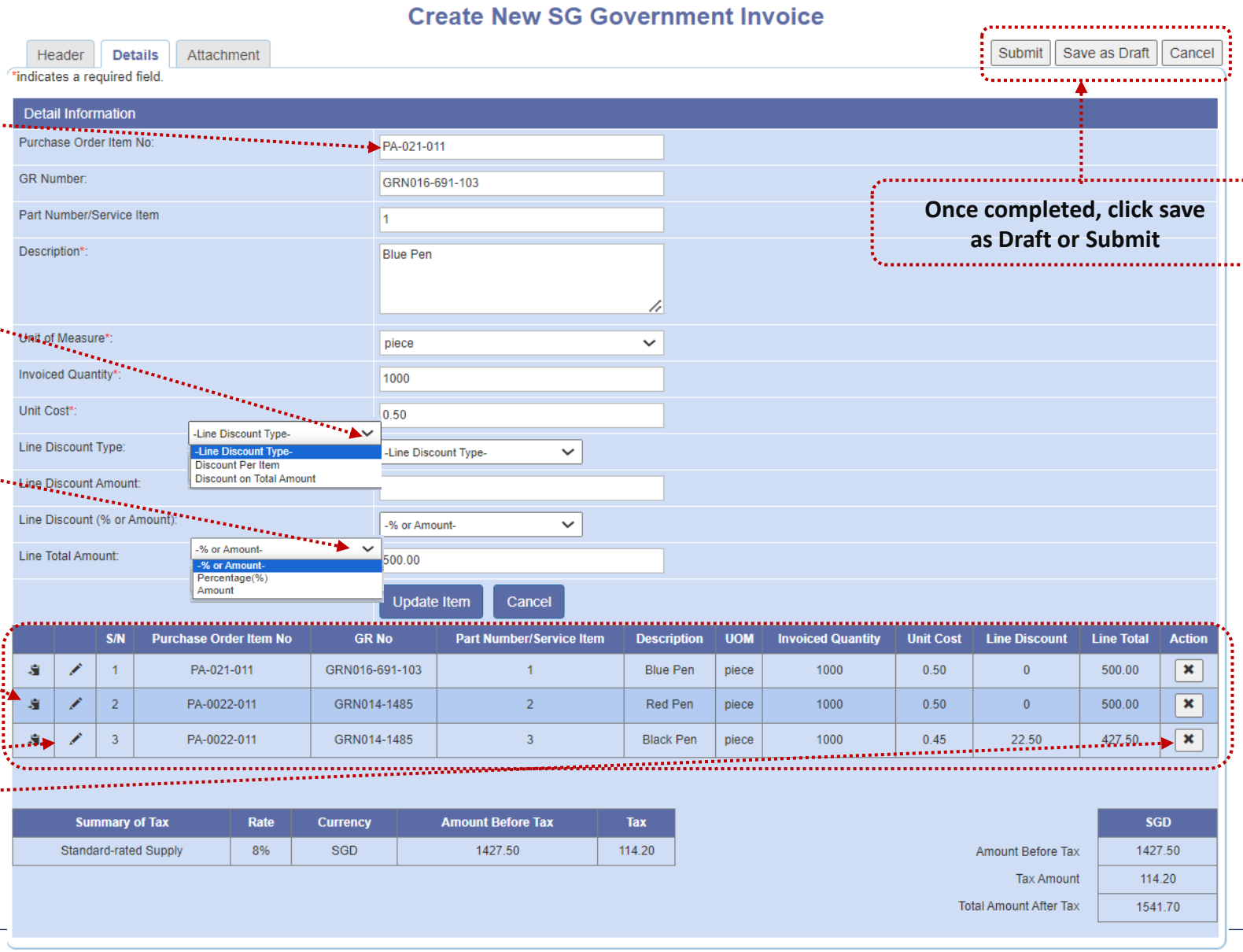
Refers to the line item of the PO issued by the Agency.

Click the line discount type to select discount per item or total amount (if any)

Click the line discount type to select the percentage or amount (if any)

To duplicate the item, click on the dashboard icon

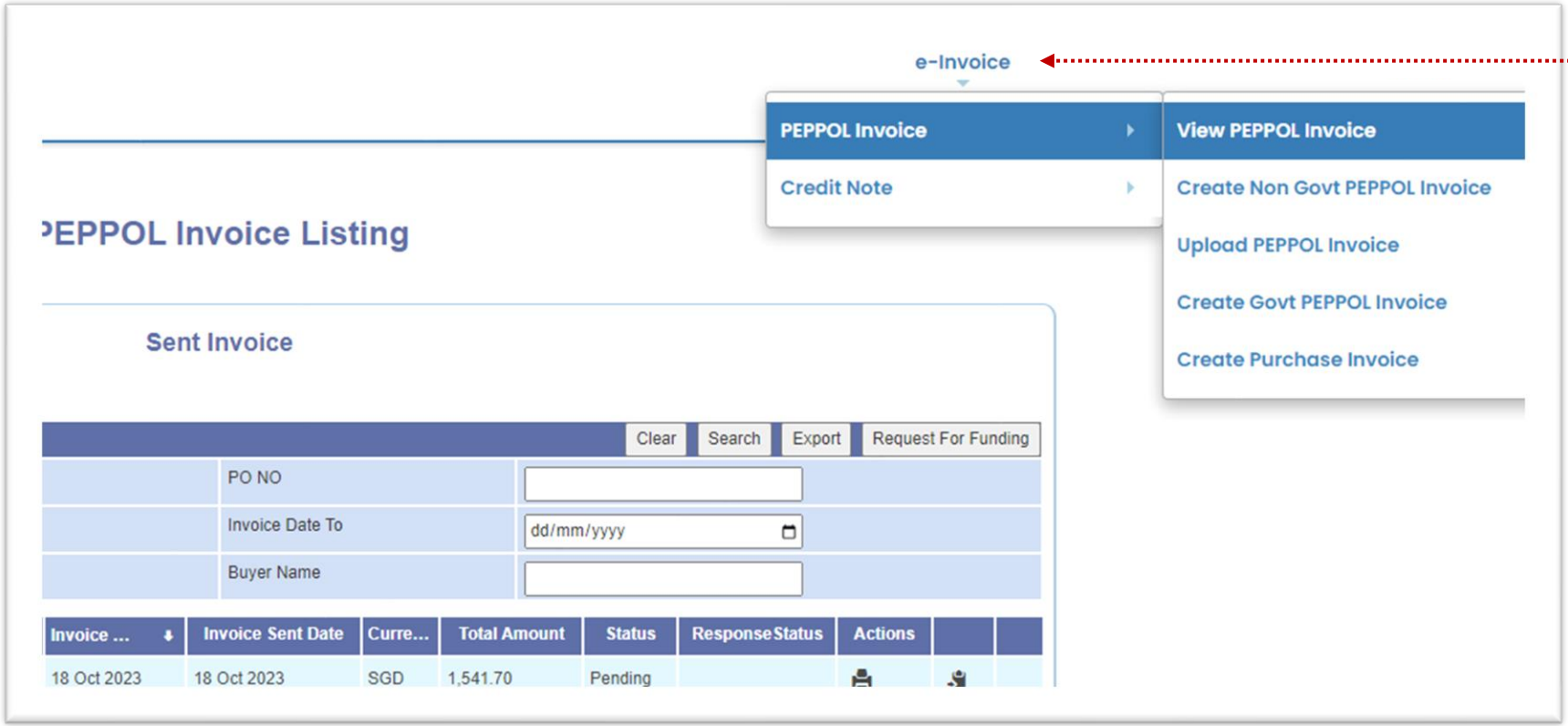
To edit the line item, click on the pencil icon; to delete the line item, click on the 'X' button



Creating Govt InvoiceNow

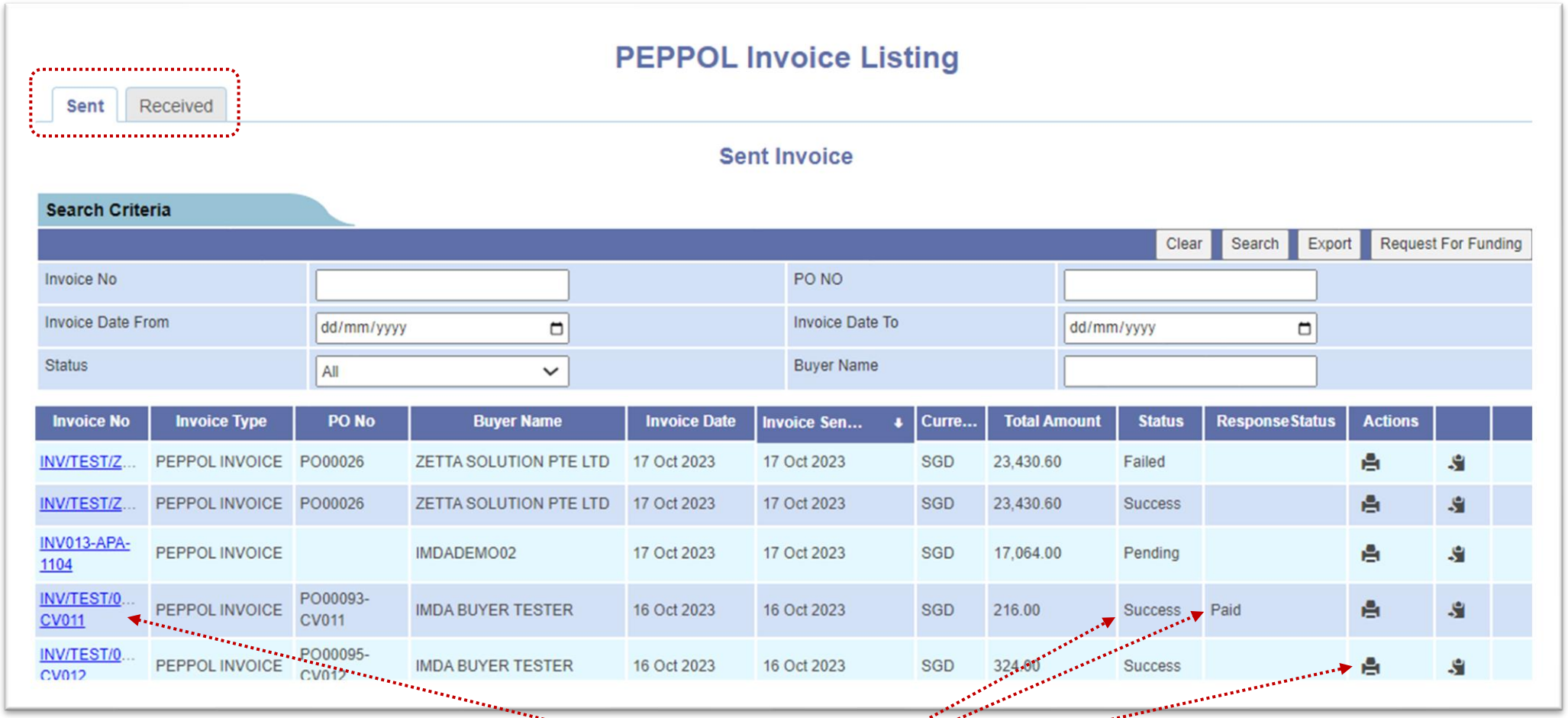
If any file is uploaded, please note that only a specific format and up to 1MB per file are acceptable. Once done, click submit to complete the submission

Creating Govt InvoiceNow



To view the submitted invoices, click e-invoice > PEPPOL Invoice > View PEPPOL Invoice

Creating Govt InvoiceNow



You may view your invoice [SENT/RECEIVED tab] by clicking the invoice no. Alternatively, you may click the printer button to store your PDF invoices. You may also view the invoice submission status and response status from the buyer

Uploading InvoiceNow

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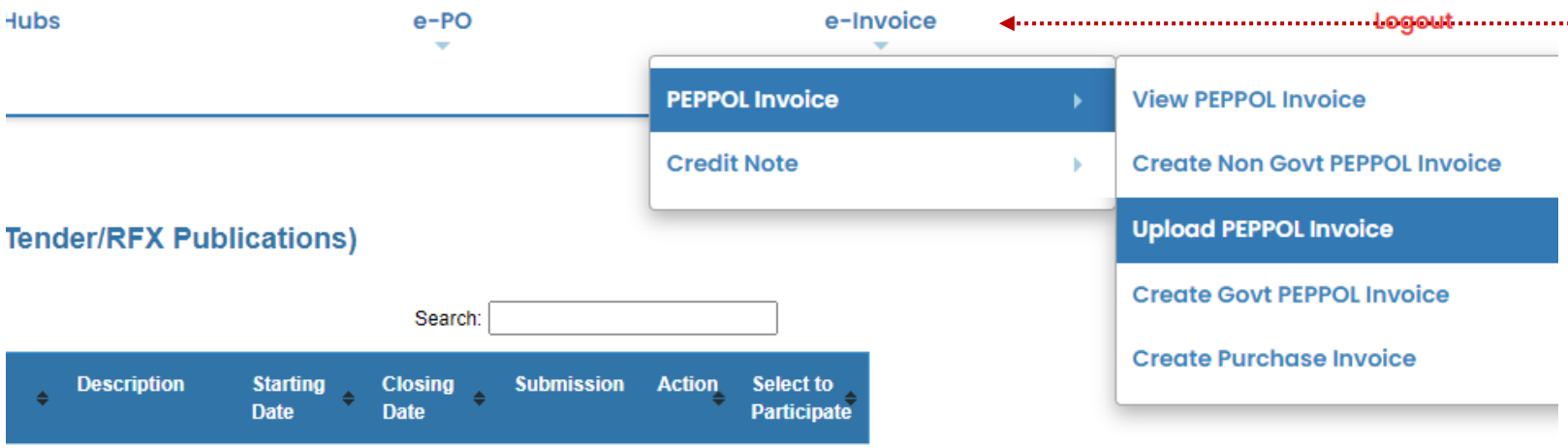
Invoice Batch Upload InvoiceNow



To view the submitted invoices, click e-invoice > PEPPOL Invoice > View PEPPOL Invoice

Invoice Batch Upload InvoiceNow

Upload Invoice

Back

*indicates a required field.

Download Invoice Template

Click here to download the invoice template.

Upload New Invoice

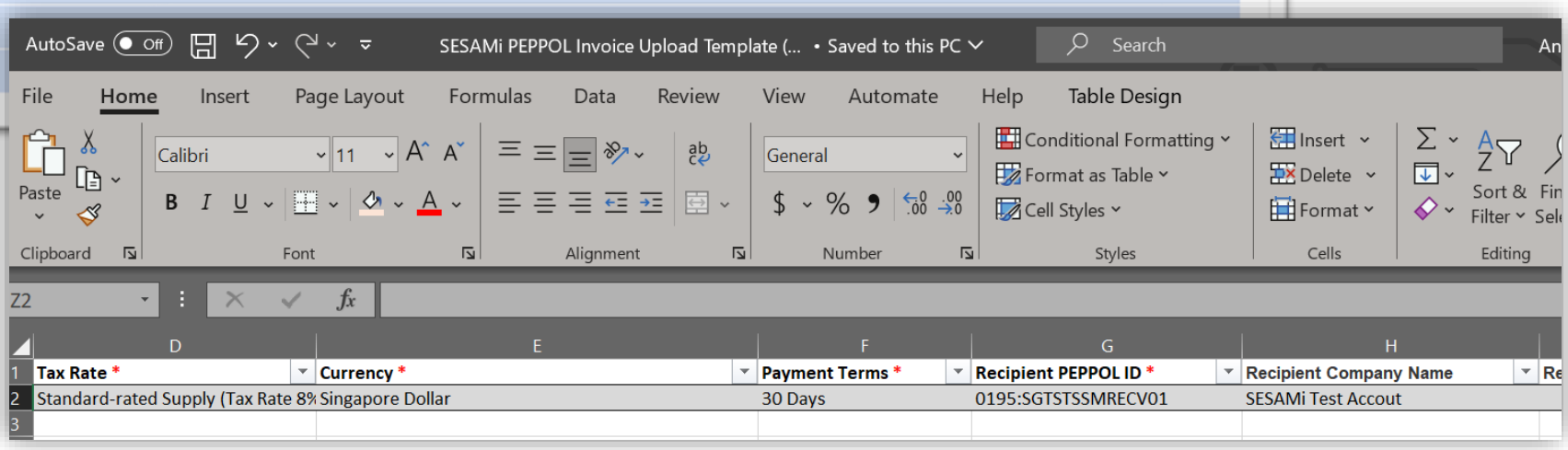
Select File to upload:* Choose File No file chosen

Upload

Note:

Acceptable file formats are .xlsx,.xls only.

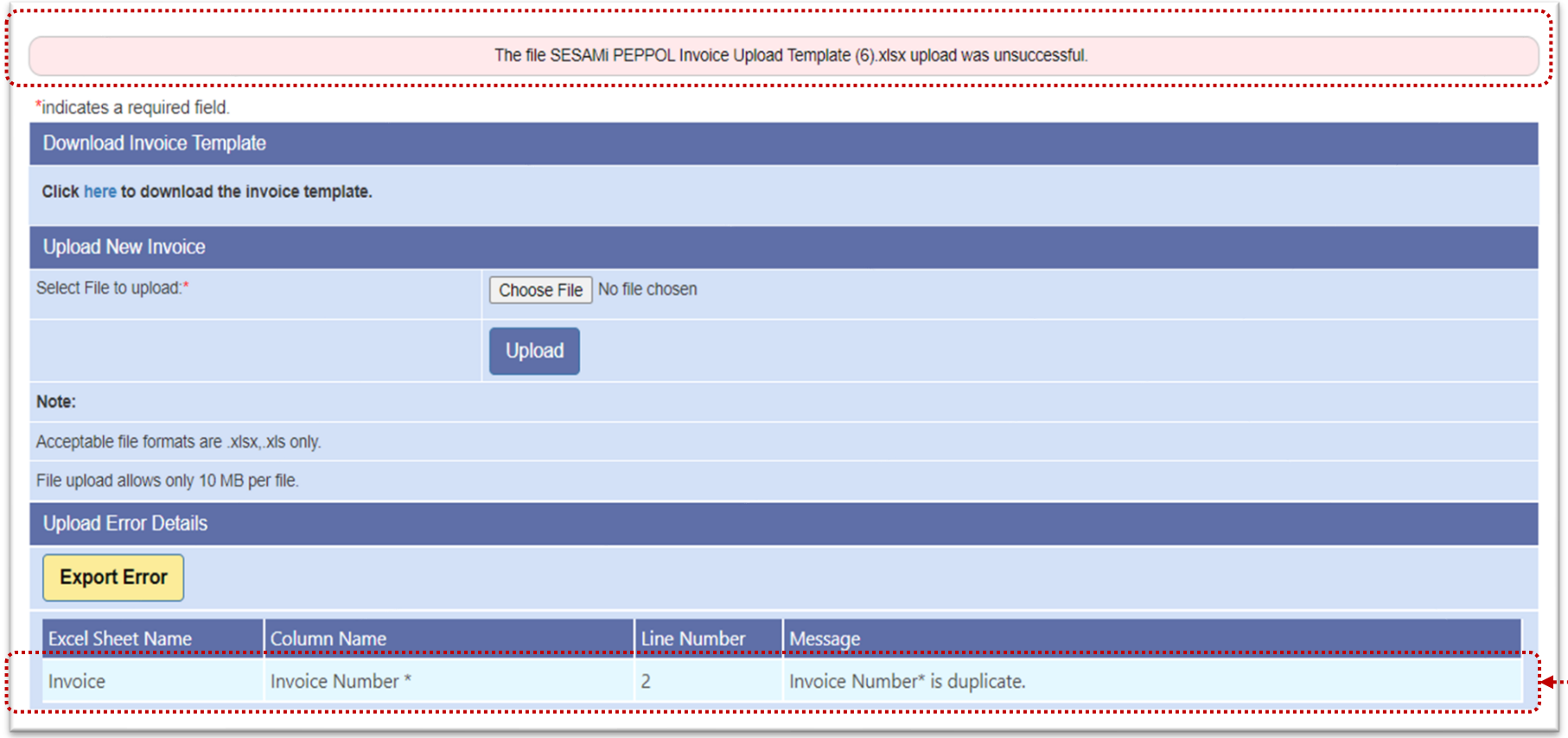
File upload allows only 10 MB per file.



Click to download the Excel template and key in the details.

Once completed, click ''Choose File'' to upload

Invoice Batch Upload InvoiceNow



If there is an error with the uploaded invoice template, the error details will be shown below.

The error details can be exported into an Excel file.

Invoice Batch Upload InvoiceNow

Upload Invoice

Back

The file SESAMi PEPPOL Invoice Upload Template (6).xlsx has been uploaded successfully.

*indicates a required field.

Download Invoice Template

Click here to download the invoice template.

Upload New Invoice

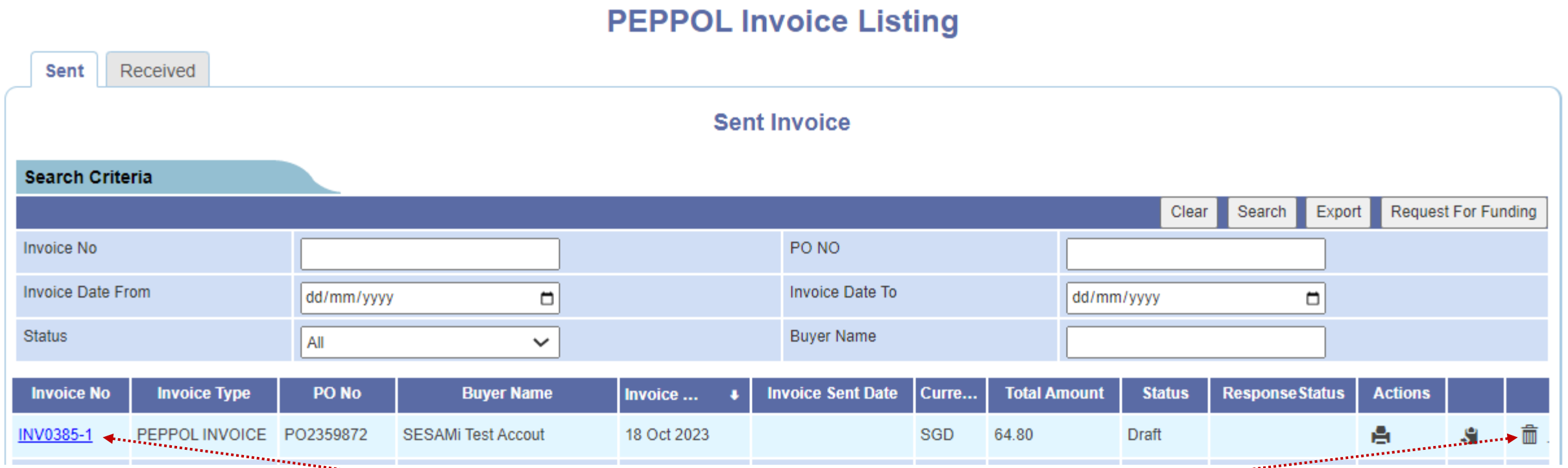
Select File to upload:*	Choose File No file chosen
	Upload

Note:

Acceptable file formats are .xlsx,.xls only.

File upload allows only 10 MB per file.

Invoice Batch Upload InvoiceNow



Invoice save as draft, click the Invoice No to edit. You can also delete the draft invoice by clicking the trash bin

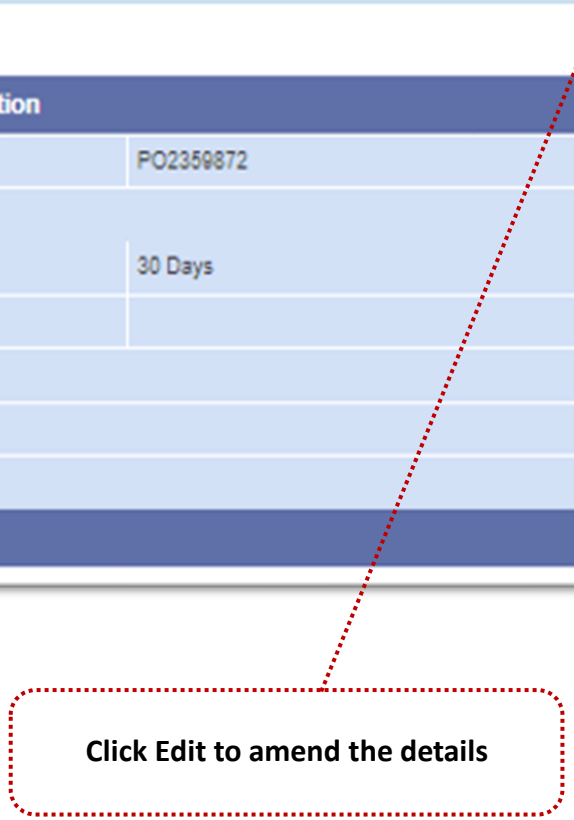
Invoice Batch Upload InvoiceNow

View Invoice (Draft)

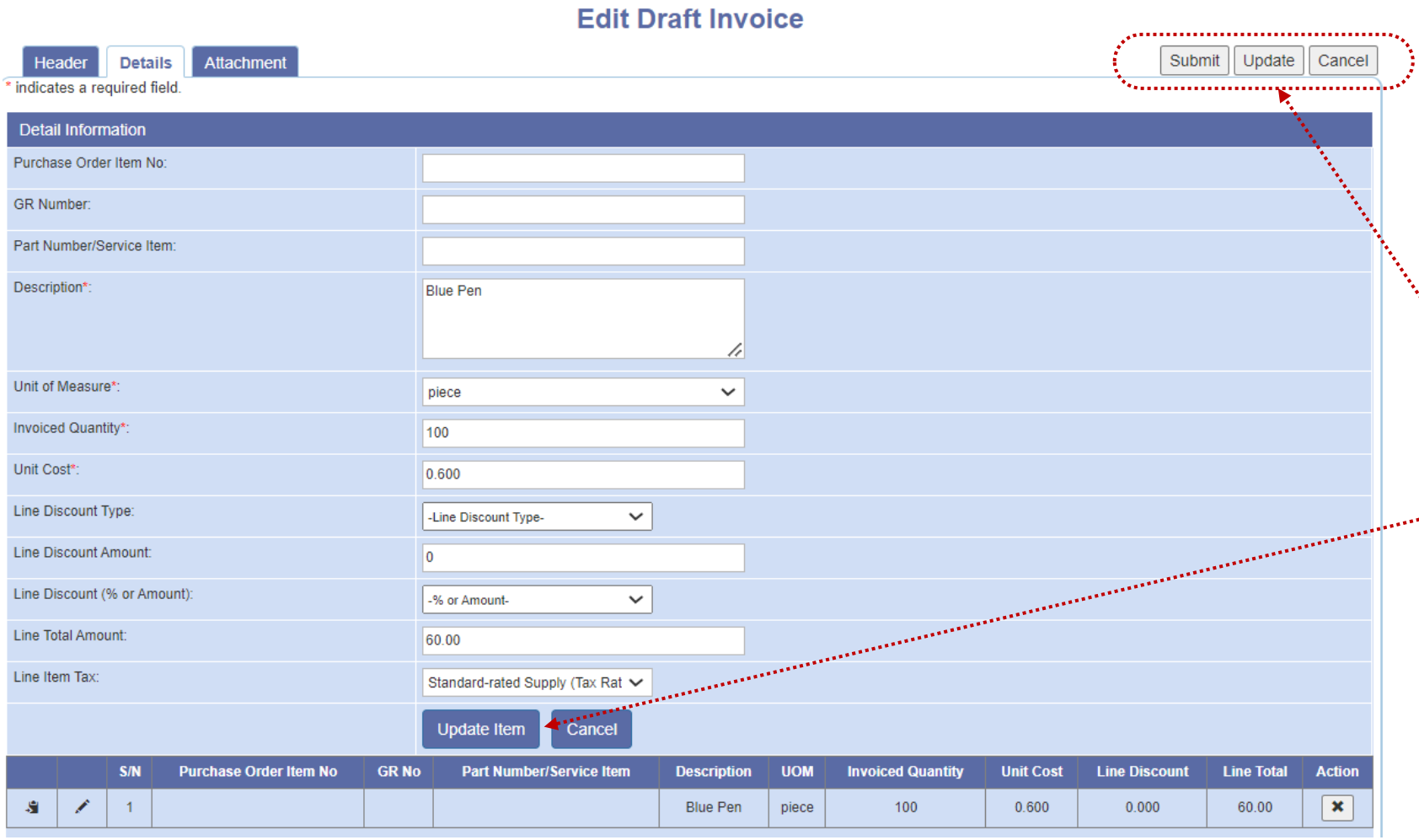
Edit Close

Header

Invoice Information		Purchase Order Information	
Invoice No:	INV0385-1	Purchase Order No:	PO2359872
Invoice Type:	PEPPOL Invoice		
Invoice Date:	18 Oct 2023	Payment Terms:	30 Days
Tax Rate:	Standard-rated Supply (Tax Rate 8%)	Business Unit:	
Currency:	SGD		
Invoice Description:			
Invoice Status:	Draft		
Recipient Information		**Sender Information**	

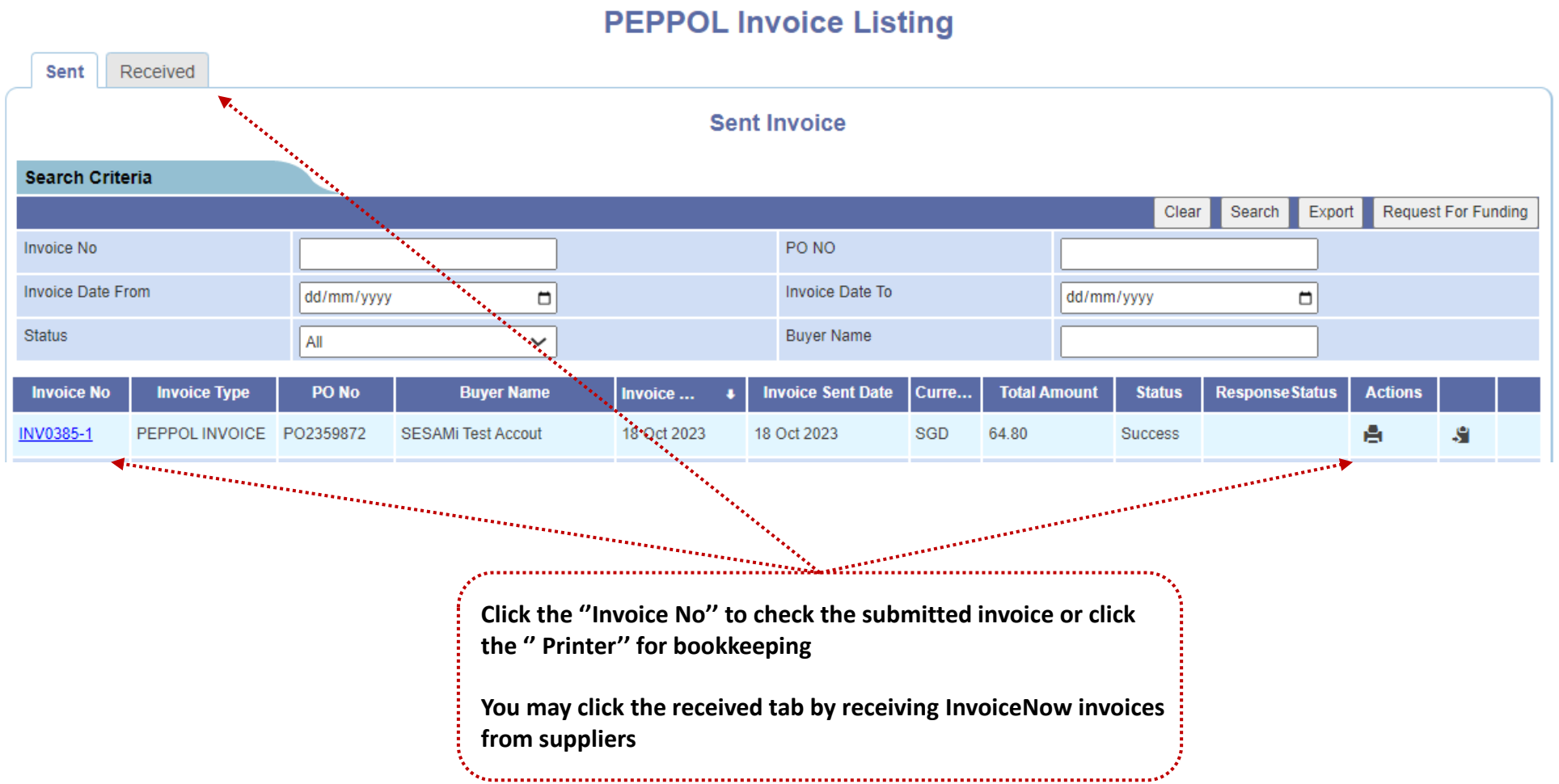


Invoice Batch Upload InvoiceNow



To enter the amended details and click ''Update Item'' to submit (if there are few items to amend) or ''Update'' to submit.

Invoice Batch Upload InvoiceNow



Click the ''Invoice No'' to check the submitted invoice or click the '' Printer'' for bookkeeping

You may click the received tab by receiving InvoiceNow invoices from suppliers

GST InvoiceNow Activation

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What is GST InvoiceNow?
The Requirement from IRAS

GST-Registered Businesses will be required to use InvoiceNow Solutions to send invoice data to IRAS for tax administration purposes (in phases).

From 1 May 2025

Soft launch for **non-mandatory participation** for all businesses that wish to come onboard early.

From 1 Nov 2025

Mandatory participation for newly incorporated companies (incorporated within 6 months from the time they submit their application for GST registration) that apply for voluntary GST registration.

From 1 Apr 2026

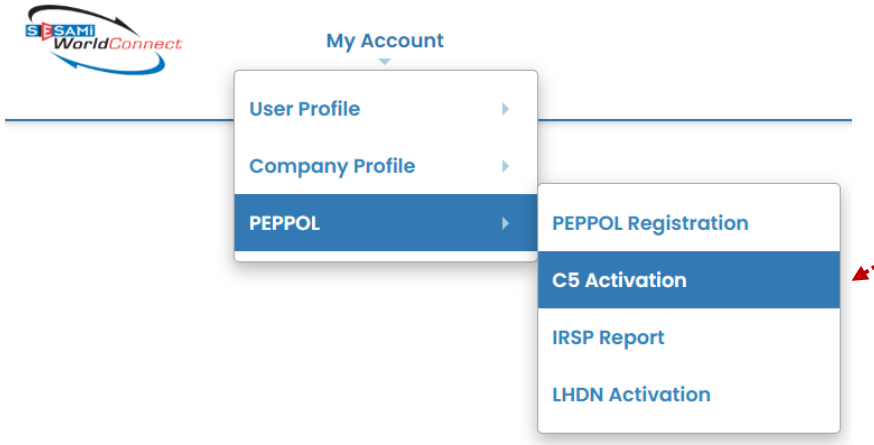
Mandatory participation for all businesses that apply for voluntary GST registration, regardless of incorporation date or business constitution.

Future plans

There are plans to **progressively extend mandatory participation to new compulsory GST registrants and existing GST-registered businesses.**

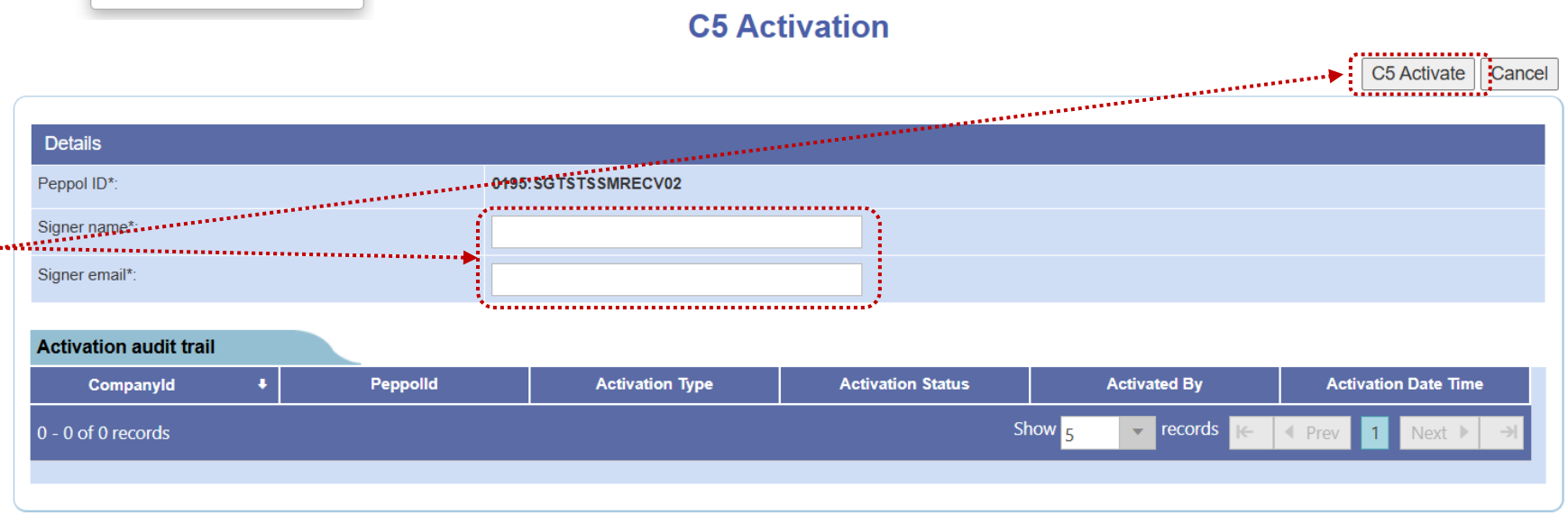
More information will be shared at later date.

GST InvoiceNow Activation by Users



Users may activate the GST InvoiceNow connectivity for their business within the web portal following these steps:

My Account> PEPPOL> C5 Activation



After the "Signer name" and "Signer email" is entered, click on the "C5 Activate" button.

A CorpPass authorisation email will be sent to the Signer email address. Once the CorpPass authorisation is complete, the business is GST InvoiceNow Activated.

GST InvoiceNow Activation Audit Log

C5 Activation

C5 DeActivate | Cancel

Details

Date of Activated:	04 Jul 2025
Participant ID:	199905189M
GST registration no:	199905189M
Signer name:	Isabel S.
Signer email:	InvoiceNow@sesami.com
Status:	ACTIVATED

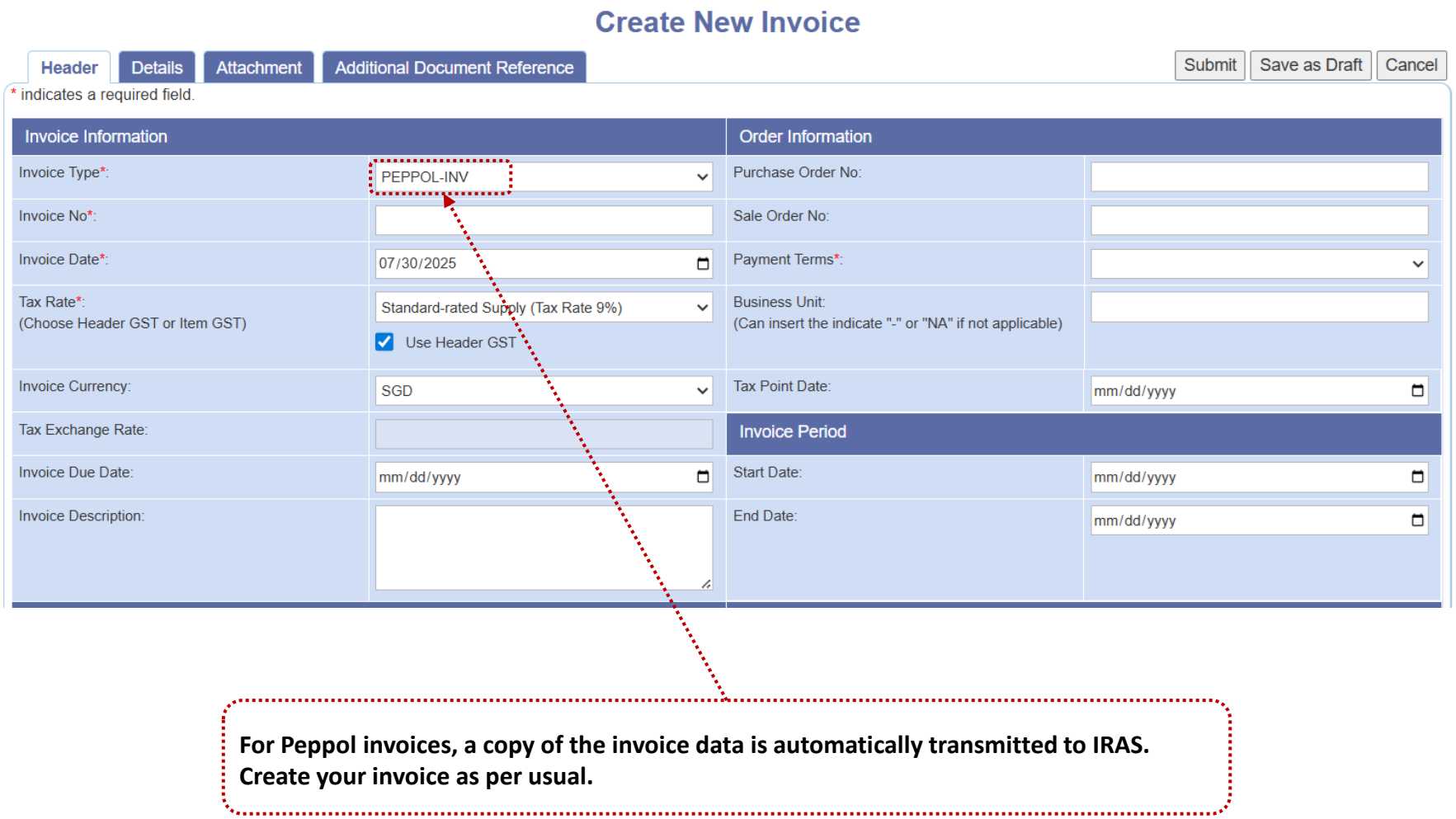
Activation audit trail

CompanyId	PeppolId	Activation Type	Activation Status	Activated By	Activation Date Time
199905189M	0195:199905189M	INITIATED_ACTIVATION	INITIATED_ACTIVATION	SUPPLIER	04-Jul-2025 04:38:19 PM
199905189M	0195:199905189M	ACTIVATED	ACTIVATED	ADMIN	07-Jul-2025 09:26:13 AM

1 - 2 of 2 records Show 5 records Prev 1 Next

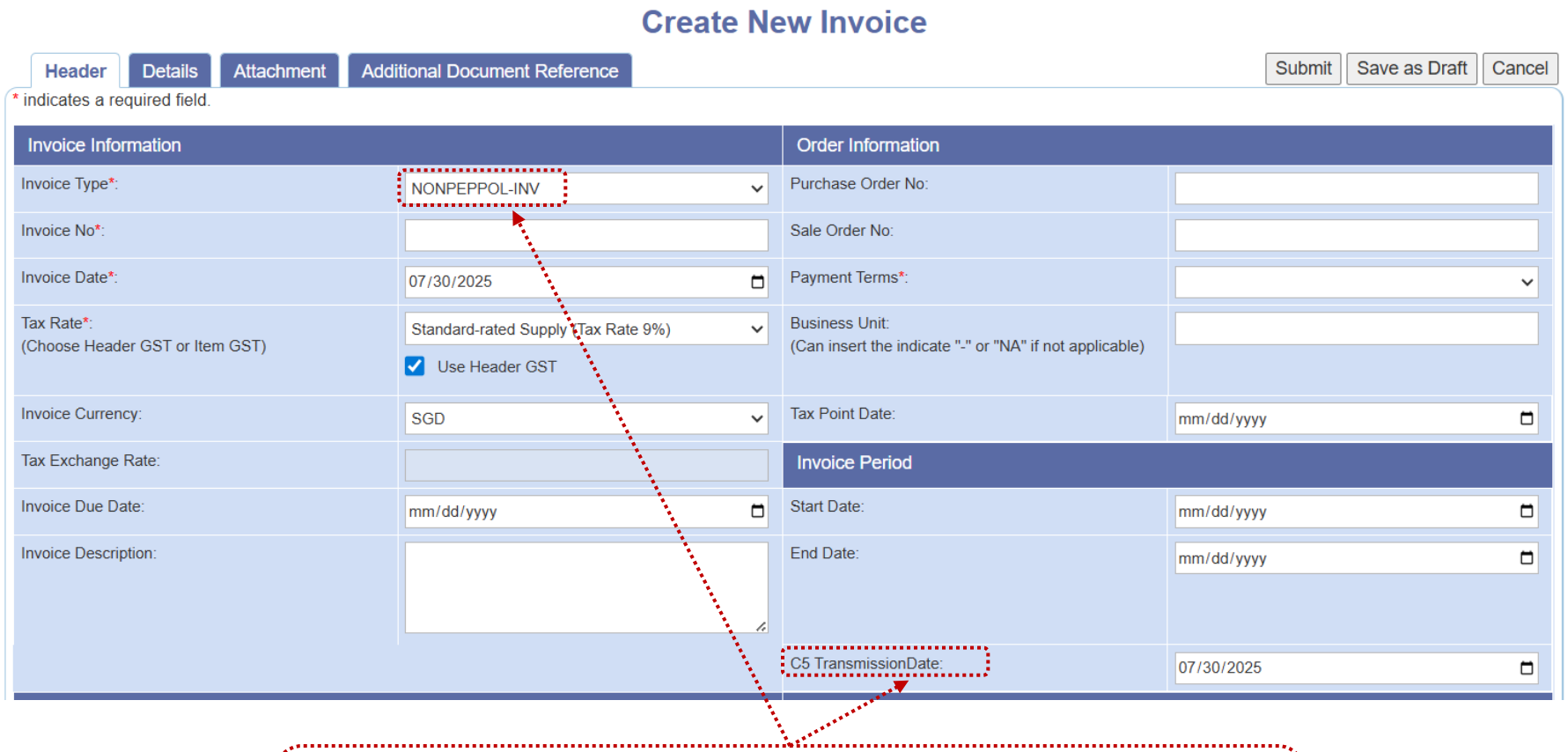
An "Activation Audit Trail" is created upon GST InvoiceNow activation. This audit trail also records any future deactivations and reactivations for tracking purposes.

Submission of Peppol Invoices to IRAS



For Peppol invoices, a copy of the invoice data is automatically transmitted to IRAS. Create your invoice as per usual.

Submission of Non-Peppol Invoices to IRAS



For non-Peppol invoices, the "GST InvoiceNow Transmission Date" field is required. You may select the date in which you would like the invoice to be transmitted to IRAS. Create your invoice as per usual.

Viewing the GST InvoiceNow Status

After invoice submission, you may check the GST InvoiceNow Status on the Invoice Listing page.

Submission of B2C/ PCP Invoices to IRAS

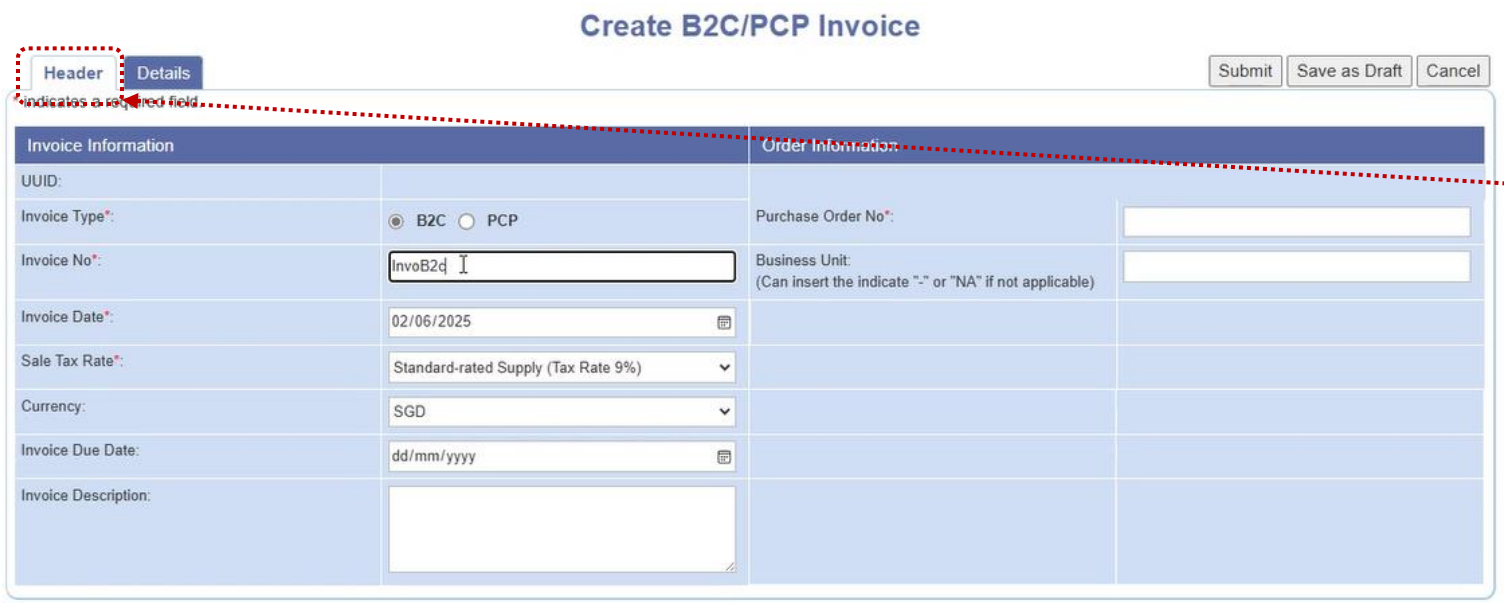
Submission of Invoice Data on an Aggregated Basis:

1. Supplies made via point-of-sale ("POS") systems e.g. cash registers;
2. Supplies where simplified tax invoices ("STI") are issued. Serially numbered receipts are considered as STI transactions; or
3. Petty cash purchases ("PCP") e.g. staff claims and purchases using corporate cards

You may create an aggregated invoice by following these steps:

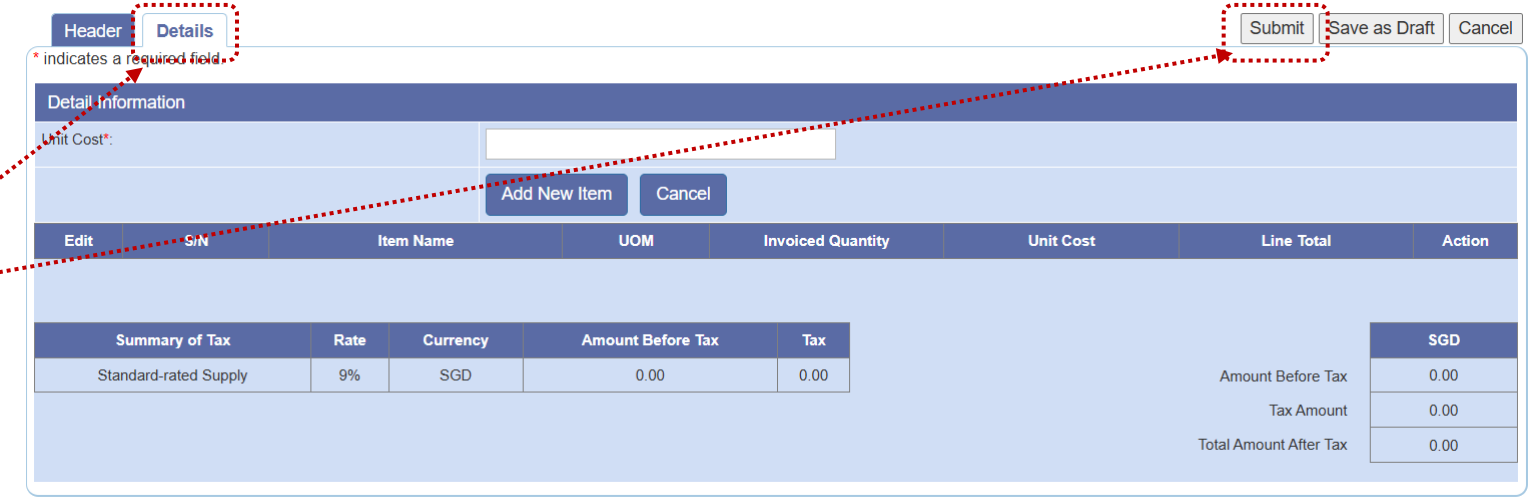
e-Invoice> B2C/PCP> Create B2C/PCP

Submission of B2C/ PCP Invoices to IRAS



Create a B2C/ PCP invoice by completing the mandatory "Header" fields.

Fill in the aggregated amount under the "Details" tab. Once completed, click on "Submit".



Thank you!

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