

# SESAMi World Connect Portal InvoiceNow (PEPPOL)

*User Guide V2.0*

Supporting IMDA's Nationwide E-Invoicing Framework






# AGENDA

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

# Logging in & Profile Management





Org ID

User ID

Password

[Sign in](#)

[Training Kits](#) [Forgot Password?](#)

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[Leave a message](#)

PSK Global Trading Post - Password Reset


Org ID:

User ID:  [Enter](#)

[Back To Login Page](#)

Please key in your Organisation ID and User ID and press enter to reset your password.

GTP Password Reset for Administrator

 customercare@sesami.com  
To: ☒ Customer Care

**Dear Administrator,**

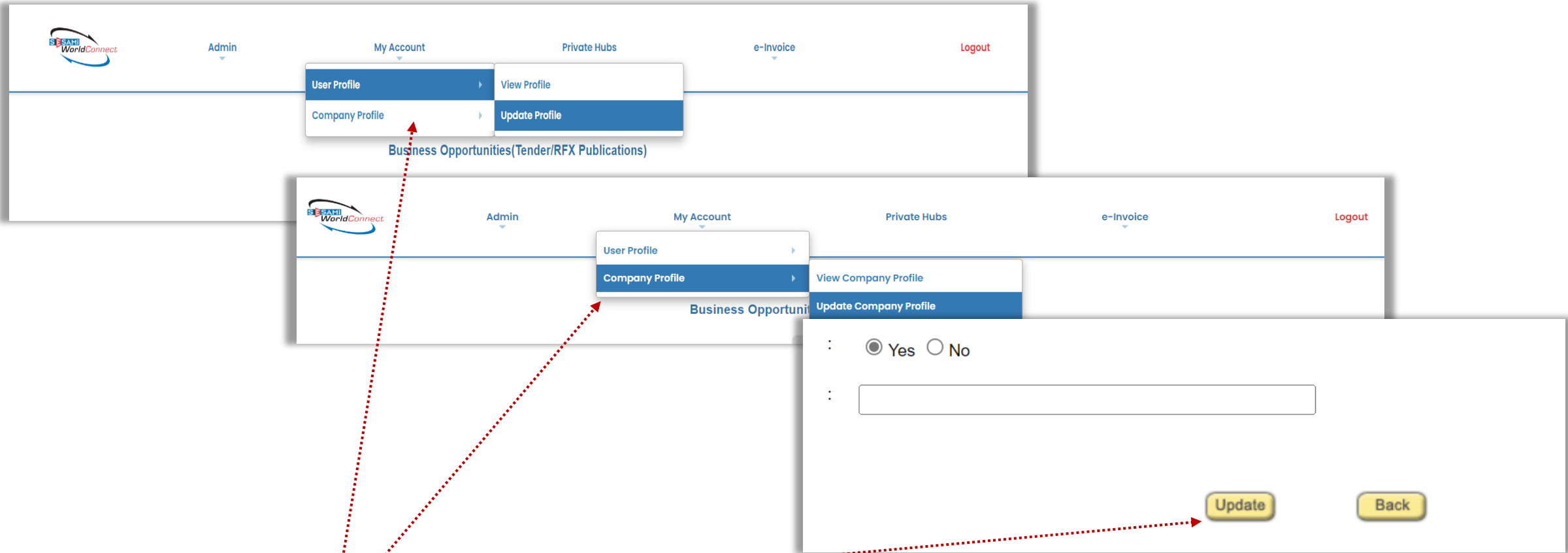
As per your request, your login password has been reset.

Your new password is :c6QvEEXT

For assistance, please contact SESAMi Customer Care at **(+65) 6333 1188** or email us at [customercare@sesami.com](mailto:customercare@sesami.com).

Yours Truly,  
**Customer Care**  
**SESAMi (Singapore) Pte Ltd**  
1 Changi Business Park Crescent  
#02-17 Plaza 8 @ CBP  
Singapore 486025

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




The screenshot illustrates the steps to update a user profile in the SESAMi WorldConnect system. The top navigation bar includes links for Admin, My Account, Private Hubs, e-Invoice, and Logout. The My Account dropdown menu is open, showing options for User Profile and Company Profile. The Company Profile dropdown menu is also open, showing options for View Company Profile and Update Company Profile. A red dotted arrow points from the 'Update Company Profile' button to a modal dialog box. The modal dialog box contains a 'Yes' radio button, a 'No' radio button, a text input field, and 'Update' and 'Back' buttons.

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

# Creating Non-Govt InvoiceNo





Admin

My Account

Private Hubs

e-Invoice

Business Opportunities(Tender/RFX Publications)

Financing Available

Show 10 entries

Search:

PEPPOL Invoice

Credit Note

View PEPPOL Invoice

Create Non Govt PEPPOL Invoice

Upload PEPPOL Invoice

Create Govt PEPPOL Invoice

Create Purchase Invoice

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

## Create New Invoice

Submit
Save as Draft
Cancel

Header
Details
Attachment

\* indicates a required field.

Invoice Information		Purchase Order Information	
Invoice Type*:	PEPPOL-INV ▼	Purchase Order No:	<input type="text"/>
Invoice No*:	<input type="text"/>	Payment Terms*:	<input type="text" value="▼"/>
Invoice Date*:	17/10/2023 📅	Business Unit:	<input type="text"/>
Tax Rate*:	Standard-rated Supply (Tax Rat ▼)		
Currency:	SGD ▼		
Invoice Description:	<div style="border: 1px solid #ccc; height: 40px;"></div>		

Recipient Information		Sender Information	
Recipient PEPPOL ID: <small>(* If sending via PEPPOL)</small>	<input type="text" value="0195.SGTSTIMDAEMO09"/> 🔍 ☆ <small>PEPPOL ID not found in directory. Please key in again.</small> <div style="background-color: #2c3e50; color: white; padding: 5px; text-align: center; margin: 5px 0;">Send Registration Email</div> <small>Please key in the recipient's email, the recipient company's name and the sender company's name to send the registration email.</small>	Sender PEPPOL ID:	0195.SGTSTSSMREC01
<small>Click <a href="#">here</a> for PEPPOL Directory.</small> Recipient Email: <small>(to send an email notification to recipient)</small>	<input type="text" value="invoicenow@sesami.com"/>		

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



**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 \(sesami.online\)](https://sesami.online/swc-registration)

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](mailto: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

ow Team - ...

Login | Mailchi

sesami.online says

Your customer has been found on InvoiceNow. Send them an e-invoice via InvoiceNow!

OK

ite | Wix.com

ePlatform..

My A

e-Invoice

Create New Invoice

HeaderDetailsAttachment

\* indicates a required field.

Invoice Information

Invoice Type\*:

PEPPOL-INV

Invoice No\*:

Invoice Date\*:

17/10/2023

Tax Rate\*:

Standard-rated Supply (Tax Rat

Currency\*:

SGD

Invoice Description:

Purchase Order Information

Purchase Order No:

Payment Terms\*:

Business Unit:

Recipient Information

Recipient PEPPOL ID:

(\* If sending via PEPPOL)

Click [here](#) for PEPPOL Directory.

Recipient Email:

(to send an email notification to recipient)

Sender Information

0195:SGTSTSSMRECV01

Search favorites...

Search Company Name...

0195:SGTSTIMDADEMO02

IMDADEMO02

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.

SESAMi Confidential Proprietary

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## Create New Invoice

Header
Details
Attachment

Submit
Save as Draft
Cancel

\* Indicates a required field.

Invoice Information		Purchase Order Information	
Invoice Type*:	PEPPOL-INV	Purchase Order No:	
Invoice No*:	INV013-APA-1103	Payment Terms*:	30 Days
Invoice Date*:	17/10/2023	Business Unit:	Finance Dept
Tax Rate*:	Standard-rated Supply (Tax Rat		
Currency:	SGD		
Invoice Description:			

Recipient Information		Sender Information	
Recipient PEPPOL ID: (* If sending via PEPPOL)	0195.SGTSTIMDAEMO02	Sender PEPPOL ID:	0195.SGTSTSSMRECV01
Click <a href="#">here</a> for PEPPOL Directory.			
Recipient Email: (to send an email notification to recipient)	invoicenow@sesami.com		

Recipient Billing Information		Sender Billing Information	
Recipient Company Name*:	IMDAEMO02	Sender Company Name:	SESAMi (Singapore) Pte Lt
Address Line 1:		Sender Company Address:	1 Changi Business Park Cr Plaza 8 #02-1 Podium C
Address Line 2:		City:	
Address Line 3:		Postal(ZIP) Code:	486025
City:		Country:	Singapore
Postal(ZIP) Code:		Tax Registration No:	
Country:	Singapore	Sender Contact Phone:	61234567
Receiver Contact Name:		Sender Contact Email:	CUSTOMERCARE@SESA
Receiver Contact Phone:	67654321	Sender Contact Name:	BUYER

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

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

SubmitSave as DraftCancel

indicates a required field.

Detail Information

Purchase Order Item No:PA-0022-011

GR Number:GRN014-1485

Part Number/Service Item:1

Description\*:Black Pen

Unit of Measure\*:piece

Invoiced Quantity\*:10000

Unit Cost\*:0.80

-Line Discount Type-

-Line Discount Type-Discount Per ItemDiscount on Total Amount

Line Discount Amount:

Line Discount (% or Amount):-% or Amount-

Line Total Amount:-% or Amount-8000.00

Line Item Tax:-Line Item Tax-

Update ItemCancel

		S/N	Purchase Order Item No	GR No	Part Number/Service Item	Description	UOM	Invoiced Quantity	Unit Cost	Line Discount	Line Total	Action
		1	PA-0022-011	GRN014-1485	1	Black Pen	piece	10000	0.80	0	8000.00	
		2	PA-0022-011	GRN014-1485	1	Red Pen	piece	5000	0.80	0	4000.00	
		3	PA-0022-011	GRN014-1485	1	Blue Pen	piece	5000	0.80	200.00	3800.00	

Summary of Tax	Rate	Currency	Amount Before Tax	Tax
Standard-rated Supply	8%	SGD	15800.00	1264.00

Amount Before Tax15800.00

Tax Amount1264.00

Total Amount After Tax17064.00

Once completed, click save as Draft or Submit

Create New Invoice

Header Details Attachment

Submit Save as Draft Cancel

\* indicates a required field.

Attachment to Buyer if any

File Name	URL	Description	Action
-----------	-----	-------------	--------

New Attachment

Select File: Choose File No file chosen

Attachment Description:

External Reference(URL):

Note:

Acceptable file formats are .jpeg,.png,.pdf,.xlsx only.

File upload allows only 10 MB per file.

Attach

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

PEPPOL Invoice Listing

Sent

Received

Sent Invoice

Search Criteria

Clear

Search

Export

Request For Funding

Invoice No	<input type="text"/>	PO NO	<input type="text"/>
Invoice Date From	<input type="text" value="dd/mm/yyyy"/>	Invoice Date To	<input type="text" value="dd/mm/yyyy"/>
Status	<div>All</div>	Buyer Name	<input type="text"/>

Invoice No	Invoice Type	PO No	Buyer Name	Invoice Date	Invoice Sen... ↓	Curre...	Total Amount	Status	ResponseStatus	Actions		
<a href="#">INV/TEST/Z...</a>	PEPPOL INVOICE	PO00026	ZETTA SOLUTION PTE LTD	17 Oct 2023	17 Oct 2023	SGD	23,430.60	Failed				
<a href="#">INV/TEST/Z...</a>	PEPPOL INVOICE	PO00026	ZETTA SOLUTION PTE LTD	17 Oct 2023	17 Oct 2023	SGD	23,430.60	Success				
<a href="#">INV013-APA-1104</a>	PEPPOL INVOICE		IMDADEMO02	17 Oct 2023	17 Oct 2023	SGD	17,064.00	Pending				
<a href="#">INV/TEST/0...CV011</a>	PEPPOL INVOICE	PO00093-CV011	IMDA BUYER TESTER	16 Oct 2023	16 Oct 2023	SGD	216.00	Success	Paid			
<a href="#">INV/TEST/0...CV012</a>	PEPPOL INVOICE	PO00095-CV012	IMDA BUYER TESTER	16 Oct 2023	16 Oct 2023	SGD	324.00	Success				

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



e-Invoice

PEPPOL Invoice

Credit Note

View PEPPOL Invoice

Create Non Govt PEPPOL Invoice

Upload PEPPOL Invoice

Create Govt PEPPOL Invoice

Create Purchase Invoice

New SG Government Invoice

Submit

Save as Draft

Cancel

Purchase Order Information		
<input type="text"/>	Purchase Order No:	<input type="text"/>
<input type="text"/>	Payment Terms*:	<input type="text"/>
<input type="text"/>	Business Unit Category*:	<input type="text"/>
<input type="text"/>	Business Unit*:	<input type="text"/>

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



## Create New SG Government Invoice

Header
Details
Attachment

Submit
Save as Draft
Cancel

indicates a required field.

Invoice Information		Purchase Order Information	
Invoice No*:	<input type="text" value="185-738-1839/01"/>	Purchase Order No:	<input type="text" value="PYX13875EPOYQ01"/>
Invoice Date*:	<input type="text" value="18/10/2023"/>	Payment Terms*:	<input type="text" value="30 Days"/>
Tax Rate*:	<input type="text" value="Standard-rated Supply (Tax Rate)"/>	Business Unit Category*:	<input type="text" value="SDC - Sentosa Devt Corporatio"/>
Currency:	<input type="text" value="SGD"/>	Business Unit*:	<input type="text" value="CC103 - Finance"/>
Invoice Description*:	<input type="text" value="Supply Consultancy Services"/>		

Recipient Information		Sender Information	
Recipient PEPPOL ID*:	<input type="text" value="0195:SGUENT08GA0028A"/>	Sender PEPPOL ID:	<input type="text" value="0195:SGTSTSSMREC01"/>
<a href="#">Click here</a> for PEPPOL Directory.			
Recipient Email:	<input type="text"/>		

Recipient Billing Information		Sender Billing Information	
Recipient Company Name*:	<input type="text" value="Finance"/>	Sender Company Name:	<input type="text" value="Creative Consultancy Pte Ltd"/>
Address Line 1:	<input type="text"/>	Sender Company Address:	<input type="text"/>
Address Line 2:	<input type="text"/>	City:	<input type="text"/>
Address Line 3:	<input type="text"/>	Postal(ZIP) Code:	<input type="text"/>
City:	<input type="text"/>	Country:	<input type="text" value="Singapore"/>
Postal(ZIP) Code:	<input type="text"/>	Tax Registration No:	<input type="text"/>
Country:	<input type="text" value="Singapore"/>	Sender Contact Phone:	<input type="text"/>
Contact Name*:	<input type="text"/>	Sender Contact Email:	<input type="text" value="CUSTOMERCARE@SESAMI.COM"/>

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](#).

Submit Save as Draft Cancel

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

Header
Details
Attachment

Submit Save as Draft Cancel

\*Indicates a required field.

Detail Information

Purchase Order Item No:	PA-021-011
GR Number:	GRN016-691-103
Part Number/Service Item	1
Description*:	Blue Pen
Unit of Measure*:	piece
Invoiced Quantity*:	1000
Unit Cost*:	0.50
Line Discount Type:	<div style="border: 1px solid #ccc; padding: 2px;">             -Line Discount Type-              -Line Discount Type-              Discount Per Item              Discount on Total Amount           </div>
Line Discount Amount:	
Line Discount (% or Amount):	-% or Amount-
Line Total Amount:	<div style="border: 1px solid #ccc; padding: 2px;">             -% or Amount-              -% or Amount-              Percentage(%)              Amount           </div>

Update Item Cancel

		S/N	Purchase Order Item No	GR No	Part Number/Service Item	Description	UOM	Invoiced Quantity	Unit Cost	Line Discount	Line Total	Action
		1	PA-021-011	GRN016-691-103	1	Blue Pen	piece	1000	0.50	0	500.00	
		2	PA-0022-011	GRN014-1485	2	Red Pen	piece	1000	0.50	0	500.00	
		3	PA-0022-011	GRN014-1485	3	Black Pen	piece	1000	0.45	22.50	427.50	

Summary of Tax	Rate	Currency	Amount Before Tax	Tax
Standard-rated Supply	8%	SGD	1427.50	114.20

	SGD
Amount Before Tax	1427.50
Tax Amount	114.20
<b>Total Amount After Tax</b>	<b>1541.70</b>

### Create New SG Government Invoice

Header

Details

Attachment

Submit

Save as Draft

Cancel

\*indicates a required field.

Attachment to Buyer if any

File Name	URL	Description	Action
-----------	-----	-------------	--------

New Attachment

Select File:

Choose File

No file chosen

Attachment Description:

External Reference(URL):

Note:

Acceptable file formats are .jpeg,.png,.pdf only.

File upload allows only 1 MB per file.

Attach

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

e-Invoice

PEPPOL Invoice

Credit Note

View PEPPOL Invoice

Create Non Govt PEPPOL Invoice

Upload PEPPOL Invoice

Create Govt PEPPOL Invoice

Create Purchase Invoice

PEPPOL Invoice Listing

Sent Invoice

Clear

Search

Export

Request For Funding

PO NO

Invoice Date To

Buyer Name

dd/mm/yyyy

Invoice ...	Invoice Sent Date	Curre...	Total Amount	Status	ResponseStatus	Actions
18 Oct 2023	18 Oct 2023	SGD	1,541.70	Pending		

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

PEPPOL Invoice Listing

Sent

Received

Sent Invoice

Search Criteria

Clear

Search

Export

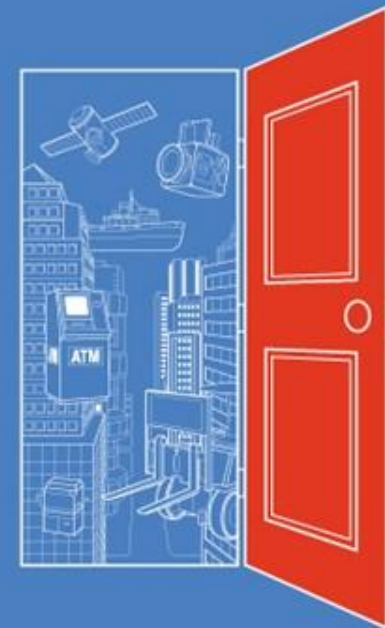
Request For Funding

Invoice No	<input type="text"/>	PO NO	<input type="text"/>
Invoice Date From	<input type="text" value="dd/mm/yyyy"/>	Invoice Date To	<input type="text" value="dd/mm/yyyy"/>
Status	<div>All</div>	Buyer Name	<input type="text"/>

Invoice No	Invoice Type	PO No	Buyer Name	Invoice Date	Invoice Sen... ↓	Curre...	Total Amount	Status	ResponseStatus	Actions		
<a href="#">INV/TEST/Z...</a>	PEPPOL INVOICE	PO00026	ZETTA SOLUTION PTE LTD	17 Oct 2023	17 Oct 2023	SGD	23,430.60	Failed				
<a href="#">INV/TEST/Z...</a>	PEPPOL INVOICE	PO00026	ZETTA SOLUTION PTE LTD	17 Oct 2023	17 Oct 2023	SGD	23,430.60	Success				
<a href="#">INV013-APA-1104</a>	PEPPOL INVOICE		IMDADEMO02	17 Oct 2023	17 Oct 2023	SGD	17,064.00	Pending				
<a href="#">INV/TEST/0...CV011</a>	PEPPOL INVOICE	PO00093-CV011	IMDA BUYER TESTER	16 Oct 2023	16 Oct 2023	SGD	216.00	Success	Paid			
<a href="#">INV/TEST/0...CV012</a>	PEPPOL INVOICE	PO00095-CV012	IMDA BUYER TESTER	16 Oct 2023	16 Oct 2023	SGD	324.00	Success				

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



Hubs

e-PO

e-Invoice

Logout

PEPPOL Invoice

Credit Note

View PEPPOL Invoice

Create Non Govt PEPPOL Invoice

Upload PEPPOL Invoice

Create Govt PEPPOL Invoice

Create Purchase Invoice

Tender/RFX Publications)

Search:

Description	Starting Date	Closing Date	Submission	Action	Select to Participate
-------------	---------------	--------------	------------	--------	-----------------------

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

# 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

AutoSave Off

SESAMi PEPPOL Invoice Upload Template (... Saved to this PC)

File Home Insert Page Layout Formulas Data Review View Automate Help Table Design

1	Tax Rate *	Currency *	Payment Terms *	Recipient PEPPOL ID *	Recipient Company Name	Re
2	Standard-rated Supply (Tax Rate 8% Singapore Dollar		30 Days	0195:SGTSTSSMRECV01	SESAMi Test Account	
3						



The file SESAMi PEPPOL Invoice Upload Template (6).xlsx upload was unsuccessful.

\*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.

Upload Error Details

Export Error

Excel Sheet Name	Column Name	Line Number	Message
Invoice	Invoice Number *	2	Invoice Number* is duplicate.

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.

# 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.

PEPPOL Invoice Listing

Sent Received

Sent Invoice

Search Criteria

Clear Search Export Request For Funding

Invoice No	<input type="text"/>	PO NO	<input type="text"/>
Invoice Date From	<input type="text" value="dd/mm/yyyy"/>	Invoice Date To	<input type="text" value="dd/mm/yyyy"/>
Status	<input type="text" value="All"/>	Buyer Name	<input type="text"/>

Invoice No	Invoice Type	PO No	Buyer Name	Invoice ...	Invoice Sent Date	Curre...	Total Amount	Status	Response Status	Actions		
<a href="#">INV0385-1</a>	PEPPOL INVOICE	PO2359872	SESAMi Test Accout	18 Oct 2023		SGD	64.80	Draft				

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

View Invoice (Draft)

EditClose

Header

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

Click Edit to amend the details

Edit Draft Invoice

HeaderDetailsAttachment

SubmitUpdateCancel

\* indicates a required field.

Detail Information

Purchase Order Item No:

GR Number:

Part Number/Service Item:

Description\*:

Blue Pen

Unit of Measure\*:

piece

Invoiced Quantity\*:

100

Unit Cost\*:

0.600

Line Discount Type:

-Line Discount Type-

Line Discount Amount:

0

Line Discount (% or Amount):

-% or Amount-

Line Total Amount:

60.00

Line Item Tax:

Standard-rated Supply (Tax Rat

Update ItemCancel

		S/N	Purchase Order Item No	GR No	Part Number/Service Item	Description	UOM	Invoiced Quantity	Unit Cost	Line Discount	Line Total	Action
		1				Blue Pen	piece	100	0.600	0.000	60.00	

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

PEPPOL Invoice Listing

SentReceived

Sent Invoice

Search Criteria

ClearSearchExportRequest For Funding

Invoice No

PO NO

Invoice Date From

dd/mm/yyyy

Invoice Date To

dd/mm/yyyy

Status

All

Buyer Name

Invoice No	Invoice Type	PO No	Buyer Name	Invoice ...	Invoice Sent Date	Curre...	Total Amount	Status	Response Status	Actions		
<a href="#">INV0385-1</a>	PEPPOL INVOICE	PO2359872	SESAMi Test Account	18 Oct 2023	18 Oct 2023	SGD	64.80	Success				

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

SESAMi Confidential Proprietary

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# GST InvoiceNow Activation



**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.

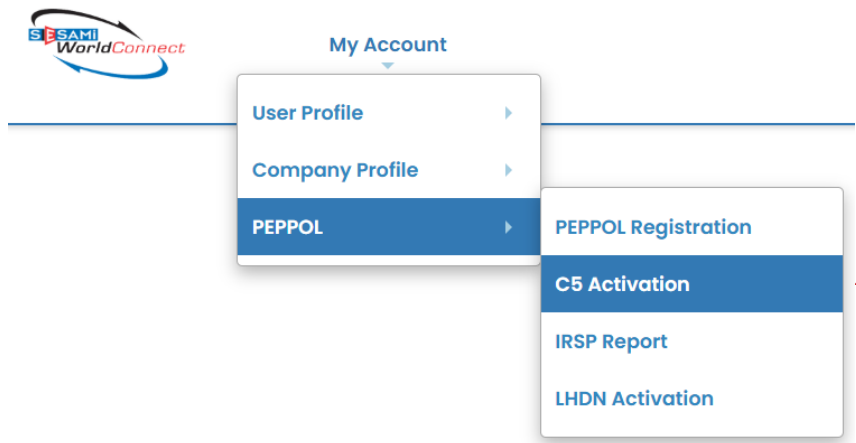


### Future plans

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.





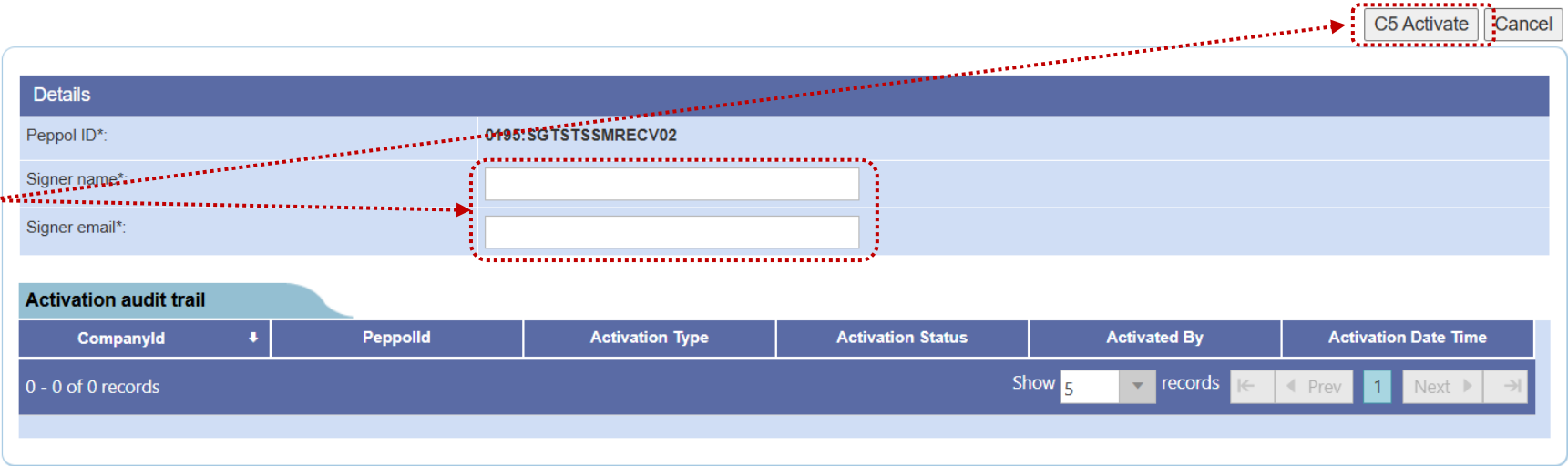
Users may activate the GST InvoiceNow connectivity for their business within the web portal following these steps:

**My Account> PEPPOL> C5 Activation**

### 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.



CompanyId	PeppolId	Activation Type	Activation Status	Activated By	Activation Date Time
0 - 0 of 0 records					

Show 5 records Prev 1 Next

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.

Create New Invoice

Header

Details

Attachment

Additional Document Reference

Submit

Save as Draft

Cancel

\* indicates a required field.

Invoice Information		Order Information	
Invoice Type*	PEPPOL-INV	Purchase Order No:	
Invoice No*		Sale Order No:	
Invoice Date*	07/30/2025	Payment Terms*	
Tax Rate* (Choose Header GST or Item GST)	Standard-rated Supply (Tax Rate 9%) <input checked="" type="checkbox"/> Use Header GST	Business Unit: (Can insert the indicate "-" or "NA" if not applicable)	
Invoice Currency:	SGD	Tax Point Date:	mm/dd/yyyy
Tax Exchange Rate:		Invoice Period	
Invoice Due Date:	mm/dd/yyyy	Start Date:	mm/dd/yyyy
Invoice Description:		End Date:	mm/dd/yyyy

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

Create New Invoice

HeaderDetailsAttachmentAdditional Document Reference

SubmitSave as DraftCancel

\* indicates a required field.

Invoice Information		Order Information	
Invoice Type*:	NONPEPPOL-INV	Purchase Order No:	
Invoice No*:		Sale Order No:	
Invoice Date*:	07/30/2025	Payment Terms*:	
Tax Rate*: (Choose Header GST or Item GST)	Standard-rated Supply (Tax Rate 9%) <input checked="" type="checkbox"/> Use Header GST	Business Unit: (Can insert the indicate "-" or "NA" if not applicable)	
Invoice Currency:	SGD	Tax Point Date:	mm/dd/yyyy
Tax Exchange Rate:		Invoice Period	
Invoice Due Date:	mm/dd/yyyy	Start Date:	mm/dd/yyyy
Invoice Description:		End Date:	mm/dd/yyyy
		C5 TransmissionDate:	07/30/2025

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.

PEPPOL Invoice Listing

Sent

Received

Sent Invoice

Search Criteria

Clear

Search

Export

Request For Funding

Invoice No

PO NO

Invoice Date From

mm/dd/yyyy

Invoice Date To

mm/dd/yyyy

Status

All

Buyer Name

Invoice No	Invoice Type	PO No	Buyer Name	Invoice...	Invoice Sent Date	Curr...	Total Amount	Status	ResponseStatus	C5Status		Copy	
<a href="#">123456434...</a>	PEPPOL INVOICE		SESAMI TEST PEPPOL INVOICE RECEIVER	15 Jul 2025	15 Jul 2025	SGD	348.80	Success		Success			
<a href="#">123456436...</a>	PEPPOL INVOICE		SESAMI TEST PEPPOL INVOICE RECEIVER	14 Jul 2025	14 Jul 2025	SGD	43.60	Success		Success			
<a href="#">123456433...</a>	PEPPOL INVOICE		SESAMI TEST PEPPOL INVOICE RECEIVER	04 Jul 2025	04 Jul 2025	SGD	261.60	Success		Success			
<a href="#">1234</a>	PEPPOL INVOICE		SESAMI TEST PEPPOL INVOICE RECEIVER	26 Jun 2025	26 Jun 2025	SGD	35.97	Draft		Success			
<a href="#">1234</a>	PEPPOL INVOICE		SESAMI TEST PEPPOL INVOICE RECEIVER	26 Jun 2025	26 Jun 2025	SGD	35.97	Success		Success			
<a href="#">123456436...</a>	PEPPOL INVOICE	7364	SESAMI TEST PEPPOL INVOICE RECEIVER	26 Jun 2025	26 Jun 2025	SGD	654.00	Success		Failed			
<a href="#">123456432...</a>	PEPPOL INVOICE		SESAMI TEST PEPPOL INVOICE RECEIVER	23 Jun 2025	23 Jun 2025	SGD	38.15	Success		Success			

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

### 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

e-Invoice

PEPPOL Invoice

Credit Note

B2C/PCP

Create B2C/PCP

You may create an aggregated invoice by following these steps:

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

Create B2C/PCP Invoice

Header

Details

Submit

Save as Draft

Cancel

Invoice Information

Order Information

UUID:

Invoice Type\*: ☒ B2C ☐ PCP

Invoice No\*: InvoB2d

Invoice Date\*: 02/06/2025

Sale Tax Rate\*: Standard-rated Supply (Tax Rate 9%)

Currency: SGD

Invoice Due Date: dd/mm/yyyy

Invoice Description:

Purchase Order No\*:

Business Unit:  
(Can insert the indicate "-" or "NA" if not applicable)

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

Header

Details

Submit

Save as Draft

Cancel

Detail Information

Unit Cost\*:

Add New Item

Cancel

Edit

S/N

Item Name

UOM

Invoiced Quantity

Unit Cost

Line Total

Action

Summary of Tax

Rate

Currency

Amount Before Tax

Tax

Standard-rated Supply

9%

SGD

0.00

0.00

Amount Before Tax

Tax Amount

Total Amount After Tax

SGD

0.00

0.00

0.00

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

# Thank you!

