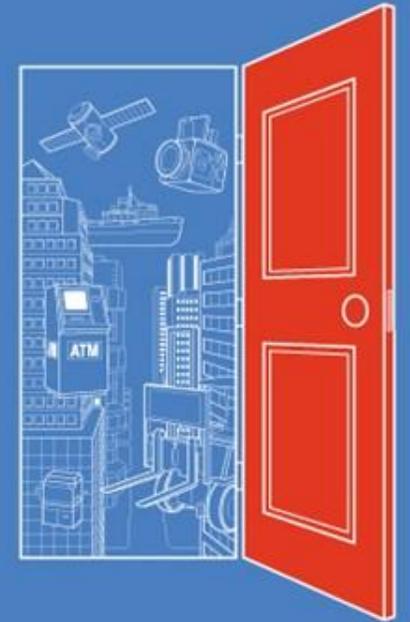# SESAMi World Connect Portal InvoiceNow (PEPPOL)

User Guide V3

Supporting IMDA's Nationwide E-Invoicing Framework
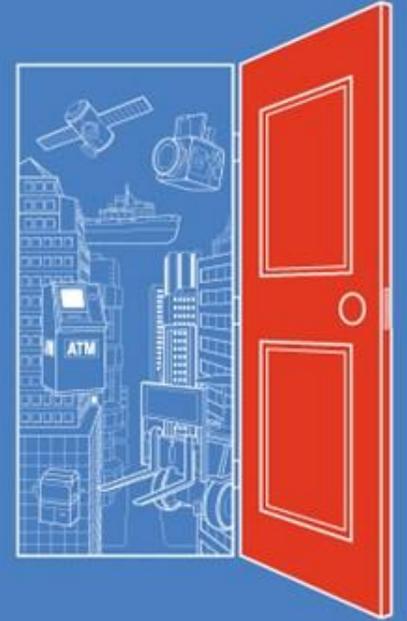
SESAMi
Open for success

AGENDA

SESAMi
Open for success

Customer Support

Customer Support for Web Portal Users

SESAMi
Open for success

Email:
CustomerCare@sesami.com

Telephone:
Tel: +65 6302 5300
Hotline: +65 6333 1188

Opening Hours:
Monday - Friday
9 AM - 6 PM

Ticket Level	Description	Resource	Response Time	Resolution Time	Example
Level 1	General inquiries, administrative updates	Customer care office	2 hours	1 working day	Inquiries on how to create invoice; request to setup new user accounts
Level 2	Data and document process issues requires backend actions	Technical support officer	8 hours	3 working days	Document status and details patching. Retrigger payload file to ERP
Level 3	Program defects require coding fix	Software developer	8 hours	5 working days	Bug fix

InvoiceNow Registration with SESAMi

SESAMi
Open for success

Registration Link:

https://sesami.online/SWCRegistration/Supplier?Key=TEx2jeGh&Plan=OneHub&BuyerOrgId=PSK199905189M

SESAMi WorldConnect

✉ customercare@sesami.com
☎ +65 6333 1188 option 2

Supplier Sign Up

SESAMI (SINGAPORE) PTE LTD ▾

*Business Reg No.

*Company Name

*Block No. & Street/Road Name

*Floor & Unit No.

Building Name

*Postal Code

Singapore ▾

*Full Name

*Email

*Contact Number

ERP/Accounting System if

Choose Product Category ▾

One Hub Subscription ($0) ▾

☑ DECLARATION
I have read and agree to the Terms and Conditions and Privacy Policy for the use of SESAMi.net/online and I agree to appoint SESAMi as my PEPPOL Receiver and Sender Access Point Provider.

I have also read and acknowledge the Recommendations on Cyber Security best practices to protect my data.

Submit

From: supplieronboarding@sesami.com <supplieronboarding@sesami.com>
Sent: Tuesday, 28 May 2024 1:39 pm
To: ███████████████████████████████████
Cc: Customer Care <customercare@sesami.com>
Subject: Supplier Registration Completed --- PSK,24288,SWC1,Corporate ██████████████████████

Dear ████████

Thank you for submitting/authorizing below registering .

RegCode: PSK-24288

Hub: PSK
Registration Id: 24288
Business Type: C
Company Name: ███████████████████
Company Registration No.: █████████████
Plan Type: SWC1

Country: SG
Block No. & Street/Road Name: █████████████
Floor & Unit No.: ████████
Building Name: ████████
Postal Code: ████████

We will process the registration further and send login details to the point-of-contact email address within 1-3 working days.

Yours Sincerely,

SESAMi Supplier Management Team

From: supplieronboarding@sesami.com <supplieronboarding@sesami.com>
Sent: Wednesday, 29 May 2024 11:09 am
To: ███████████████████████████████████████
Subject: SWC OptIN Email Confirmation - Your login details for InvoiceNow Portal

Dear ███████████████

Welcome OnBoard!

Thank you for registering as a SESAMi trading partner to use InvoiceNow through our InvoiceNow system.

Here are a few steps you can follow:

1. Please find below the login details you need to start using InvoiceNow. Please wait at least one hour after receiving this email before logging in:

Portal URL: https://sesami.online/psk/Login.jsp

Org Id: ███████████████████
User Id: supplier
Password: ████████████████

2. You can refer to the training video link at https://www.sesami.com/swc-invoicenow
3. You can receive or send invoices through InvoiceNow using SESAMi InvoiceNow portal. You can check whether you customers or suppliers are activated in InvoiceNow via the following link: https://www.peppoldirectory.sg/.
4. Feel free to share the registration link below with your customers/suppliers for them to register NOW!
https://sesami.online/SWCRegistration/Supplier?Key=TEx2jeGh&Plan=OneHub
5. To find more about the InvoiceNow news or grants, you may visit IMDA website https://www.imda.gov.sg/How-We-Can-Help/nationwide-e-invoicing-framework/InvoiceNow/Grants

Once again, thank you for your registration and please feel free to email to customercare@sesami.com for enquiries or assistance.

Yours Sincerely,

SESAMi Supplier Management Team
stephanie.goh

From: SGNIC Support <donotreply@peppolsmp.sg>

Sent: Wednesday, 5 June 2024 3:54 pm

To: ███████████████████████████████

Cc: Karthik <karthik@sesami.com>; Customer Care <customercare@sesami.com>

Subject: Registration of █████████████████████████ on InvoiceNow

Dear Sir/Madam,

Thank you for your application for an InvoiceNow account with **SESAMi (Singapore) Pte Ltd** through **SESAMi (Singapore) Pte Ltd** as your Access Point provider. Your application was initiated by ████████████████████████ as the business representative for ██████████████████████.

We understand that your organisation may not have registered for a CorpPass account. A CorpPass account is required to proceed with the application process. Kindly, register for a CorpPass ID for your company HERE.

After registering your CorpPass ID, you may proceed to use the CorpPass Administrator ID from ███████████████████████ to log into CorpPass and authorise **SESAMi (Singapore) Pte Ltd** through **SESAMi (Singapore) Pte Ltd** as the access provider to connect your company to the InvoiceNow network. You have 28 days from the date of this application to complete this authorisation process.

Please proceed with the authorisation HERE.

You may approach your business representative ████████████████████████ or your Service Provider **SESAMi (Singapore) Pte Ltd** for any clarification.

InvoiceNow Administrator

INVOICE NOW

INVOICENOW REGISTRATION
Authorise your Service Provider via CorpPass

Thank you for your application for an InvoiceNow account with
SESAMi (Singapore) Pte Ltd

In order to complete the registration process, we will require your CorpPass Administrator to authorise
SESAMi (Singapore) Pte Ltd (through SESAMi (Singapore) Pte Ltd as the Access Point Provider)
to connect your company to the InvoiceNow network.

If you are the CorpPass Administration please proceed with the authorisation below:

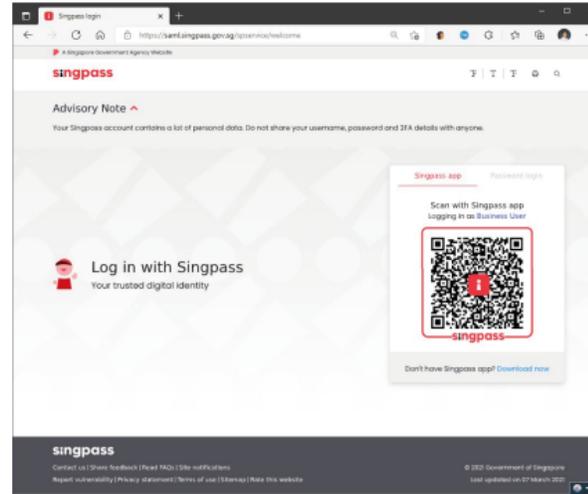**corppass** Business Authorisation with CorpPass

If your company does not have a CorpPass Account, kindly register **here**.

InvoiceNow Administrator

FAQ   Terms & Conditions   Privacy
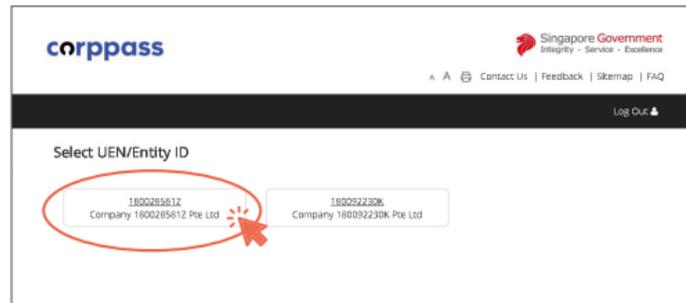
sgnic

2 LOGIN TO YOUR CORPPASS ACCOUNT

Use your SingPass credentials associated to your CorpPass account.

3 SELECT THE CORRECT COMPANY UEN

If there are more than one company reflected, select the correct company you are registering on InvoiceNow.

From: SGNIC Support <donotreply@peppolsmp.sg>
Sent: Thursday, 27 June 2024 2:45 pm
To: █████████████████████████████
Cc: Karthik <karthik@sesami.com>; Customer Care <customercare@sesami.com>
Subject: [Successful] Registration of ████████████ on InvoiceNow

Dear Sir/Madam,

Congratulations! You have successfully authorised **SESAMi (Singapore) Pte Ltd** through **SESAMi (Singapore) Pte Ltd** as the access point provider to connect your company on the InvoiceNow network. Please find the following details below for your retention.

Company Details:

Company Name: ████████████████

Company Peppol ID: ████████████████

Business Representative: ██████████████

Business Representative Email: ██████████████

Service Provider Details:
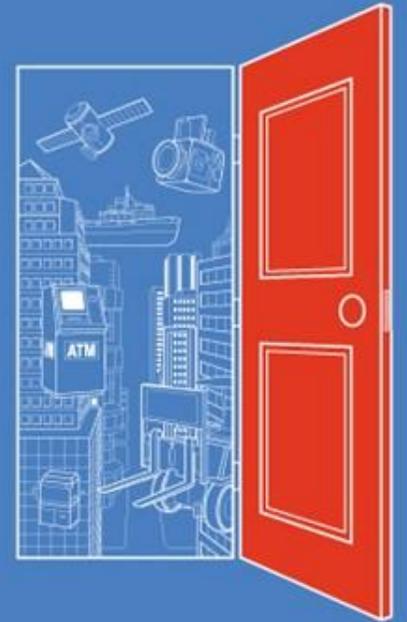
Company Name: SESAMi (Singapore) Pte Ltd

Email Contact: customercare@sesami.com

Phone Contact: 6563331188

InvoiceNow Administrator

Logging in & Profile Management
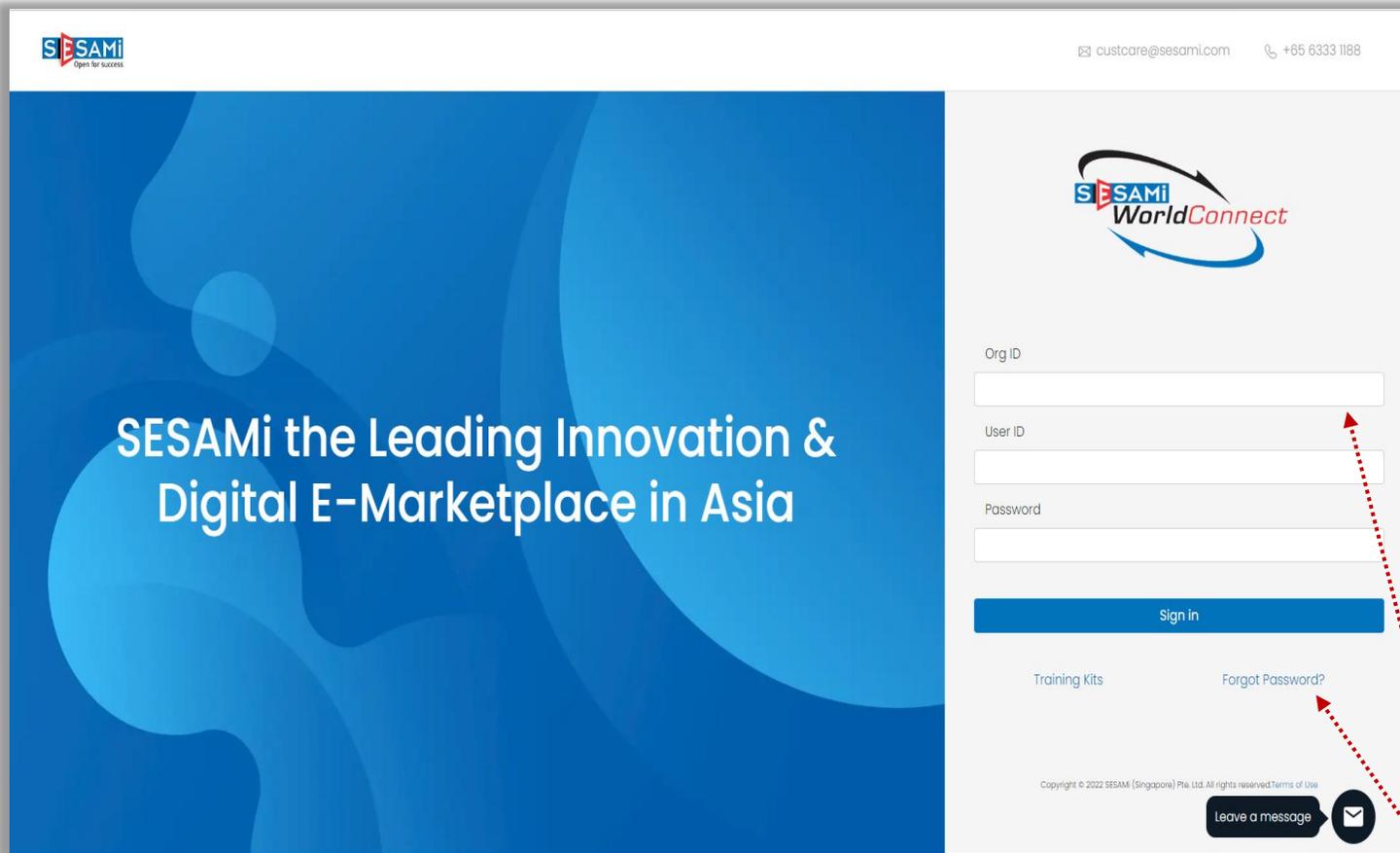
SESAMi
Open for success

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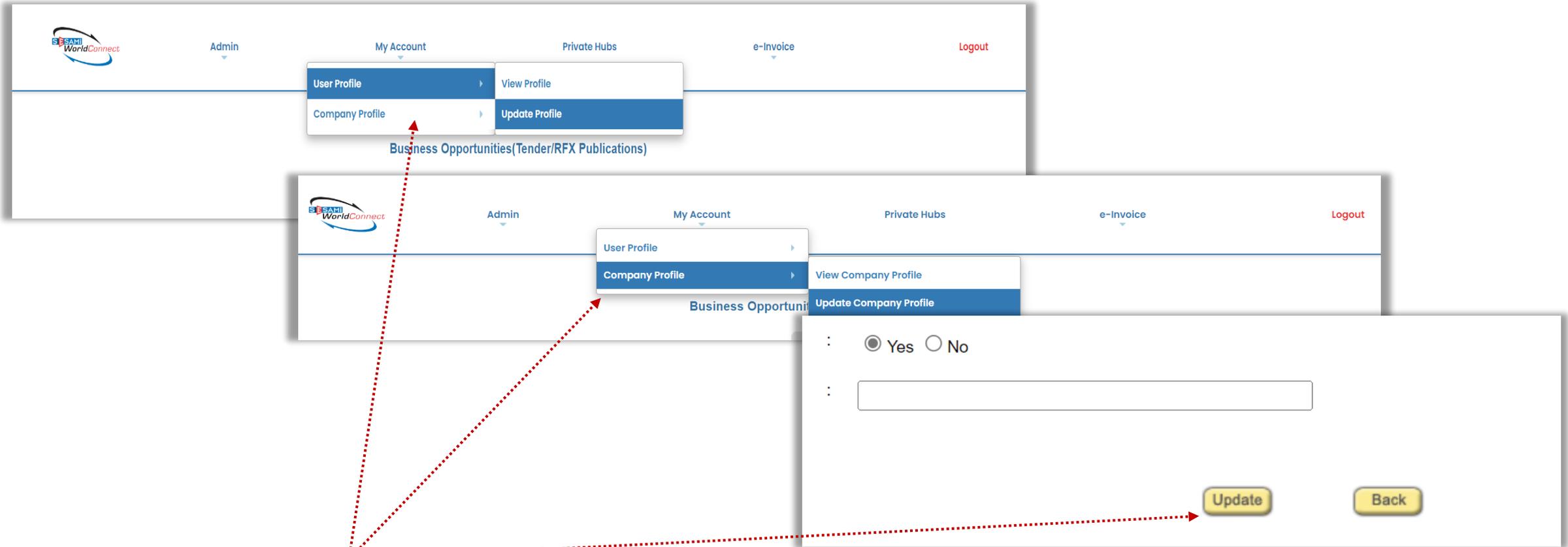
To update the User & Company Profile, click Profile to update. Click the '' Update'' button to save changes.

No further changes or set-up are required to start using InvoiceNow.

Creating Non-Govt InvoiceNow
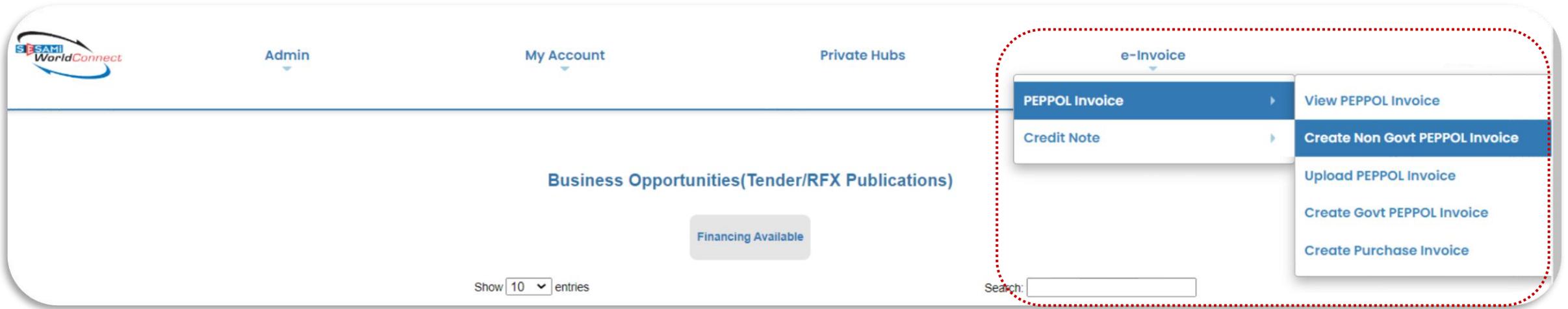
SESAMi
Open for success

Creating Non-Govt InvoiceNow

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

Creating Non-Govt InvoiceNow

Create New Invoice

Header | Details | Attachment | Submit | Save as Draft | Cancel
* 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

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

Recipient PEPPOL ID:
(* If sending via PEPPOL)
0195:SGTSTIMDADEMO09
PEPPOL ID not found in directory. Please key in again.
Send Registration Email
Please key in the recipient's email, the recipient company's name and the sender company's name to send the registration email.

Click here for PEPPOL Directory.

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

Recipient Email:
(to send an email notification to recipient)
invoicenow@sesami.com

Sender Information

Sender PEPPOL ID: 0195:SGTSTSSMRECV01

SESAMi Confidential Proprietary

18

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

Create New Invoice

| Header | Details | Attachment |

Submit | Save as Draft | Cancel

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-
Line Discount Amount:	
Line Discount (% or Amount):	-% or Amount-
Line Total Amount:	8000.00
Line Item Tax:	-Line Item Tax-

-Line Discount Type-
-Line Discount Type-
Discount Per Item
Discount on Total Amount

-% or Amount-
-% or Amount-
Percentage(%)
Amount

Update Item | Cancel

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

		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

	SGD
Amount Before Tax	15800.00
Tax Amount	1264.00
Total Amount After Tax	17064.00

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

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

SESAMi
Open for success

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

SESAMi Open for success

Create New SG Government Invoice

| 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:	-Line Discount Type-
Line Discount Amount:	
Line Discount (% or Amount):	-% or Amount-
Line Total Amount:	500.00

-Line Discount Type- dropdown:
- -Line Discount Type-
- Discount Per Item
- Discount on Total Amount

-% or Amount- dropdown:
- -% or Amount-
- Percentage(%)
- Amount

Update Item | Cancel

Callout boxes (left):

- 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

Callout box (right):

- Once completed, click save as Draft or Submit

		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
Total Amount After Tax	1541.70

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

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]

Creating Govt InvoiceNow

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

Creating Govt InvoiceNow

PEPPOL Invoice Listing

Sent | Received

Sent Invoice

Search Criteria

Clear | Search | Export | Request 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 Date	Invoice Sen...	Curre...	Total Amount	Status	Response Status	Actions	
INV/TEST/Z...	PEPPOL INVOICE	PO00026	ZETTA SOLUTION PTE LTD	17 Oct 2023	17 Oct 2023	SGD	23,430.60	Failed		🖨	📇
INV/TEST/Z...	PEPPOL INVOICE	PO00026	ZETTA SOLUTION PTE LTD	17 Oct 2023	17 Oct 2023	SGD	23,430.60	Success		🖨	📇
INV013-APA-1104	PEPPOL INVOICE		IMDADEMO02	17 Oct 2023	17 Oct 2023	SGD	17,064.00	Pending		🖨	📇
INV/TEST/0...CV011	PEPPOL INVOICE	PO00093-CV011	IMDA BUYER TESTER	16 Oct 2023	16 Oct 2023	SGD	216.00	Success	Paid	🖨	📇
INV/TEST/0...CV012	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

Invoice Batch Upload InvoiceNow

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

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

Once completed, click "Choose File" to upload

Invoice Batch Upload InvoiceNow

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.

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.

PEPPOL Invoice Listing

Sent | Received

Sent Invoice

Search Criteria

	Clear	Search	Export	Request 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	
INV0385-1	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

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**	

Click Edit to amend the details

Invoice Batch Upload InvoiceNow

Edit Draft Invoice

| Header | **Details** | Attachment |

Submit | Update | Cancel

* indicates a required field.

Detail Information

Field	Value
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 Item | Cancel

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

		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	✖

Invoice Batch Upload InvoiceNow

PEPPOL Invoice Listing

Sent | Received

Sent Invoice

Search Criteria

Clear | Search | Export | Request 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	
INV0385-1	PEPPOL INVOICE	PO2359872	SESAMi Test Accout	18 Oct 2023	18 Oct 2023	SGD	64.80	Success		🖨	📤

Click the "Invoice No" to check the submitted invoice or click the "Printer" to download a PDF copy for bookkeeping.

You may click the "Received" tab to view InvoiceNow invoices from suppliers.

Creating Credit Notes
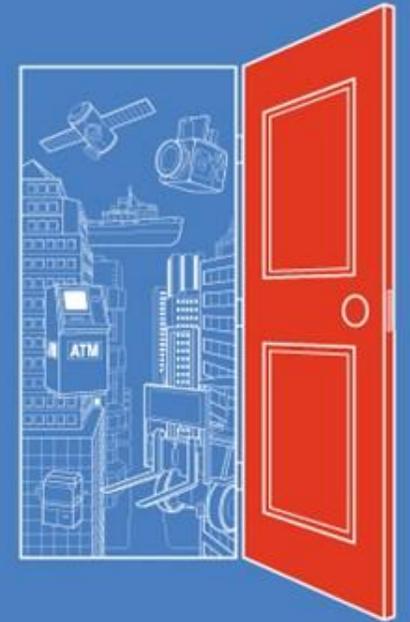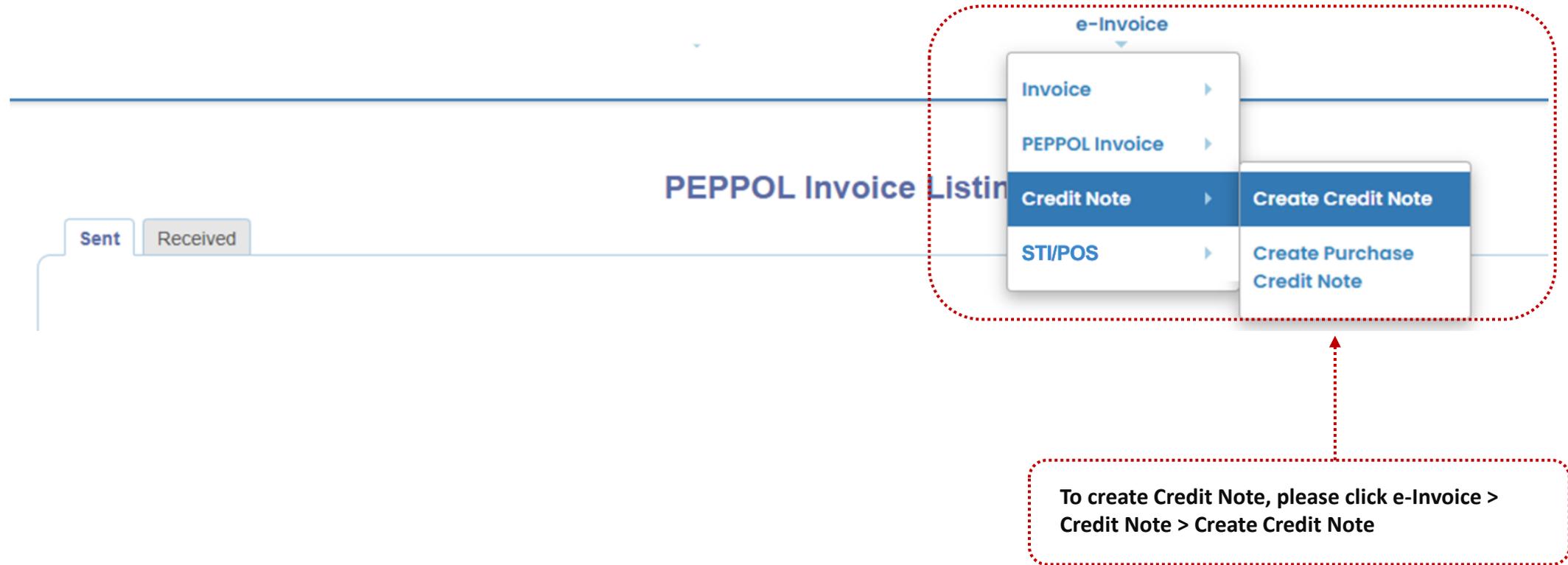
Creating Credit Note

e-Invoice

Invoice	▶
PEPPOL Invoice	▶
Credit Note	▶
STI/POS	▶

Create Credit Note

Create Purchase Credit Note

PEPPOL Invoice Listin

Sent | Received

To create Credit Note, please click e-Invoice > Credit Note > Create Credit Note

Creating Credit Note

Create Credit Note

| Header | Details | Attachment | | Submit | Save as Draft | Cancel |

* indicates a required field.

Credit Note Information

Field	Value
CreditNote Type*:	PEPPOL-CN
Credit Note No*:	CN-369852
Invoice Date*:	10/01/2025
Tax Rate*: (Choose Header GST or Item GST)	Standard-rated Supply (Tax Rate 9%)
	☑ Use Header GST
CreditNote Currency:	SGD
Tax Exchange Rate:	
Invoice Description*:	Credit Note due to wrong amount

Purchase Order Information

Field	Value
Purchase Order No:	
Invoice Reference No:	INV013-APA-1103
Invoice Reference IssueDate:	mm/dd/yyyy
Payment Terms*:	30 Days
Business Unit: (Can insert the indicate "-" or "NA" if not applicable)	
Tax Point Date:	mm/dd/yyyy

Recipient Information

Field	Value
Recipient PEPPOL ID: (* If sending via PEPPOL)	0195:SGTSTSSMRECV01 🔍 ★
Click here for PEPPOL Directory.	
Recipient Email: (to send an email notification to recipient)	invoicenow@sesami.com

Sender Information

Field	Value
Sender PEPPOL ID:	0195:SGTSTSSMRECV02
Send Notification Mail To Recipient:	**Send Notification**

Recipient Billing Information

Field	Value
Recipient Company Name*:	SESAMI TEST PEPPOL INVOICE RECEIVER
Address Line 1*:	SESAMI Building

Sender Billing Information

Field	Value
Sender Company Name*:	SESAMI (SINGAPORE) PTE LTD
Sender Company Address*:	51 Tai Seng Avenue
	#05-2A
	Pixel Red

Key in the Invoice Number that the Credit Note is referencing.

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

Creating Credit Note

sesami.online says

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

OK

| Header | Details | Attachment |

Submit | Save as Draft | Cancel

* indicates a required field.

Credit Note Information

CreditNote Type*: `PEPPOL-CN`

Purchase Order No:

Credit Note No*:

Invoice Reference No:

Invoice Date*: `10/01/2025`

Invoice Reference IssueDate: `mm/dd/yyyy`

Tax Rate*:
(Choose Header GST or Item GST) `Standard-rated Supply (Tax Rate 9%)`
☑ Use Header GST

Payment Terms*:

CreditNote Currency: `SGD`

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

Tax Exchange Rate:

Tax Point Date: `mm/dd/yyyy`

Invoice Description*:

Recipient Information

Recipient PEPPOL ID:
(* If sending via PEPPOL) `0195:SGTSTSSMRECV01` 🔍 ★

Sender Information

Sender PEPPOL ID: `0195:SGTSTSSMRECV02`

Click here for PEPPOL Directory.

Recipient Email:
(to send an email notification to recipient) `invoicenow@sesami.com`

Send Notification Mail To Recipient:

Send Notification

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 Credit Note

Create Credit Note

Header | **Details** | **Attachment**

Submit | Save as Draft | Cancel

* indicates a required field.

Credit Note Information

CreditNote Type*:	PEPPOL-CN
Credit Note No*:	CN-369852
Invoice Date*:	10/01/2025
Tax Rate*: (Choose Header GST or Item GST)	Standard-rated Supply (Tax Rate 9%)
	☑ Use Header GST
CreditNote Currency:	SGD
Tax Exchange Rate:	
Invoice Description*:	Credit Note due to wrong amount

Purchase Order Information

Purchase Order No:	
Invoice Reference No:	INV013-APA-1103
Invoice Reference IssueDate:	mm/dd/yyyy
Payment Terms*:	30 Days
Business Unit: (Can insert the indicate "-" or "NA" if not applicable)	NA
Tax Point Date:	mm/dd/yyyy

Recipient Information

Recipient PEPPOL ID: (* If sending via PEPPOL)	0195:SGTSTSSMRECV01 🔍 ★

Click here for PEPPOL Directory.

Recipient Email: (to send an email notification to recipient)	invoicenow@sesami.com

Sender Information

Sender PEPPOL ID:	0195:SGTSTSSMRECV02
Send Notification Mail To Recipient:	**Send Notification**

Recipient Billing Information

Recipient Company Name*:	SESAMI TEST PEPPOL INVOICE RECEIVER
Address Line 1*:	SESAMI Builiding
Address Line 2:	
Address Line 3:	
City:	SG
Postal(ZIP) Code*:	987453

Sender Billing Information

Sender Company Name*:	SESAMI (SINGAPORE) PTE LTD
Sender Company Address*:	51 Tai Seng Avenue
	#05-2A
	Pixel Red
City:	SG
Postal(ZIP) Code*:	533941
Country:	Singapore
Tax Registration No*:	199905189M

First, on the Header Tab, please key in the details and input the Invoice Reference No. Then click the Details tab to input pricing.

Creating Credit Note

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

Create Credit Note

Header | Details | Attachment

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-
Line Discount Amount:	
Line Discount (% or Amount):	-% or Amount-
Line Total Amount:	8000.00
Line Item Tax:	-Line Item Tax-

Line Discount Type dropdown:
- -Line Discount Type-
- Discount Per Item
- Discount on Total Amount

% or Amount dropdown:
- -% or Amount-
- Percentage(%)
- Amount

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-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		SGD
Standard-rated Supply	8%	SGD	15800.00	1264.00	Amount Before Tax	15800.00
					Tax Amount	1264.00
					Total Amount After Tax	17064.00

Creating Credit Note

Create Credit Note

| 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		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	Invoic...	Invoice Sent Date	Curr...	Total Amount	Status	Response Status	GST InvoiceNow Status		Copy	
123456434...	PEPPOL INVOICE		SESAMI TEST PEPPOL INVOICE RECEIVER	15 Jul 2025	15 Jul 2025	SGD	348.80	Success		Success	🖨	🖐	
123456436...	PEPPOL INVOICE		SESAMI TEST PEPPOL INVOICE RECEIVER	14 Jul 2025	14 Jul 2025	SGD	43.60	Success		Success	🖨	🖐	
123456433...	PEPPOL		SESAMI TEST PEPPOL	04 Jul 2025	04 Jul 2025	SGD	261.60	Success		Success	🖨	🖐	

You may view your Credit Note [SENT tab] by clicking the invoice no. Alternatively, you may click the printer button to download a PDF copy. You may also view the invoice submission status and response status from the buyer.

GST InvoiceNow

1. Peppol Activation of GST InvoiceNow
2. Submission of Peppol invoices
3. Submission of non-Peppol invoices
4. Submission of Peppol/non-Peppol purchase invoices
5. Submission of STI/PCP and POS invoices
6. Tracking Submissions to IRAS

SESAMi
Open for success
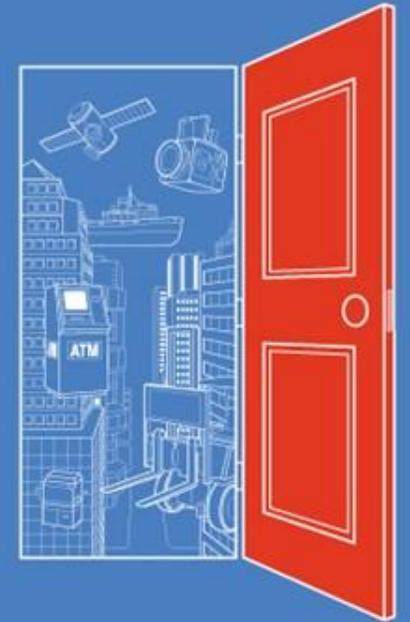
What is GST InvoiceNow?
The Requirement from IRAS

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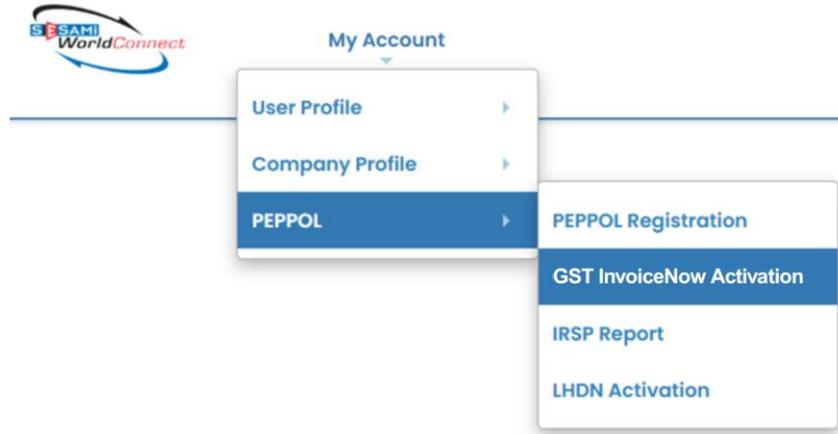
Users may activate the GST InvoiceNow connectivity for their business within the web portal following these steps:

My Account> PEPPOL> GST InvoiceNow Activation

After the "Signer name" and "Signer email" is entered, click on the "GST InvoiceNow 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

GST InvoiceNow Activation

GST InvoiceNow 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.

GST InvoiceNow Activation

GST InvoiceNow 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 ► ►|

Once your business is activated for GST InvoiceNow, you may choose to deactivate it by clicking on the "GST InvoiceNow Deactivate" button. This action will also be captured in the Audit Trail. Upon deactivation, invoices will no longer be sent to IRAS.

Create New Invoice

| Header | Details | Attachment | Additional Document Reference |

Submit | Save as Draft | Cancel

* indicates a required field.

Invoice Information

Invoice Type*:	PEPPOL-INV
Invoice No*:	
Invoice Date*:	07/30/2025
Tax Rate*: (Choose Header GST or Item GST)	Standard-rated Supply (Tax Rate 9%) ☑ Use Header GST
Invoice Currency:	SGD
Tax Exchange Rate:	
Invoice Due Date:	mm/dd/yyyy
Invoice Description:	

Order Information

Purchase Order No:	
Sale Order No:	
Payment Terms*:	
Business Unit: (Can insert the indicate "-" or "NA" if not applicable)	
Tax Point Date:	mm/dd/yyyy

Invoice Period

| Start Date: | mm/dd/yyyy |
| 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.

Submission of Non-Peppol Invoices to IRAS

Create New Invoice

| Header | Details | Attachment | Additional Document Reference | | Submit | Save as Draft | Cancel |

* 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%) ☑ 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
		GST InvoiceNow Transmission Date:	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.

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

Submitting Peppol Purchase Invoices Received from Suppliers

PEPPOL Invoice Listing

Sent | **Received**

Received Invoice

Search Criteria

Clear | Search | Export

Invoice No		PO NO	
Invoice Date From	mm/dd/yyyy	Invoice Date To	mm/dd/yyyy
Supplier Name			

Invoice No	Invoice Type	PO No	Supplier Name	Invoi...	Invoice Receive...	Curr...	Total Amo...	Response Status	C5 Status		
CNTST202412...001	PEPPOL CN		ST Electronics (e-Services) Pte Ltd	28 Nov 2024	30 Mar 2025	SGD	948.30			🖨	⊕
INV20241106-01	PEPPOL INVOICE	PO20241106-01	PEPPOL Test Sender	07 Nov 2024	30 Mar 2025	SGD	152.60			🖨	⊕
INV20241106-02	PEPPOL INVOICE	PO20241106-02	PEPPOL Test Sender	07 Nov 2024	30 Mar 2025	SGD	152.60			🖨	⊕

Details

S/N	PO Item No	Item Name	Part Number/Service Item	Description	UOM	Quantity	Unit Cost	Line Discount	Line Total	Purchase Tax	
1	1		1	1, CHANGI BUSINESS PARK CRESCENT, #02-17, PLAZA 8 @ CBP, SINGAPORE 486025	each	1.0000	10.00000	0.00	10.00	Out of ⌄	UpdateTax
										Standard-rated purchases (TX)	
										Standard-rated purchase (TXCA)	
2	2		2	2, CHANGI BUSINESS PARK CRESCENT, #02-17, PLAZA 8 @ CBP, SINGAPORE 486025	lot	2.0000	20.00000	0.00	40.00	Out of scope purchases (OP)	
										Zero-rated purchases (ZP)	
3	3		3	3, CHANGI BUSINESS PARK CRESCENT, #02-17, PLAZA 8 @ CBP, SINGAPORE 486025	activity	3.0000	30.00000	0.00	90.00	Stand⌄	UpdateTax

Out of ⌄ | **UpdateTax**

Standard-rated purchases (TX)

Standard-rated purchase (TXCA)

Out of scope purchases (OP)

Zero-rated purchases (ZP)

Click on the "Received" tab under the Invoice Listing page.

Click on the invoice number to open the invoice.

Update the Purchase Tax Rate of the line items as necessary using the dropdown menu.

Click on the Update Tax button to confirm.

Submitting Peppol Purchase Invoices Received from Suppliers

View Invoice

GST InvoiceNow Submit | Close

Header

Invoice Information		Purchase Order Information	
Invoice No:	1021	Purchase Order No:	AR INV 1021
Invoice Type:	PEPPOL Invoice		
Invoice Date:	20 Mar 2025	Payment Terms:	30 Days
Tax Rate:	Standard-rated Supply (Tax Rate 7%)	Business Unit:	AR INV 1021
Invoice Currency:	SGD	DocumentID (UUID)	c93e5bec-f86f-4af4-a2cd-960f12aceb25
Invoice Description:	TEST		
Invoice Status:	Received		

Recipient Information		Sender Information	
Recipient PEPPOL ID:	0195:SGUEN202400003R	Sender PEPPOL ID:	0195:SGUEN202400008K
Recipient Email:	Noemail@y.com		

Click on "GST InvoiceNow Submit" to submit the Purchase Invoice to IRAS.

Submission of STI/POS Invoices to IRAS

Legend:
STI: Simplified Tax Invoices
POS: Point-of-Sale system

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	▶
STI/POS	▶	**Create STI/POS**
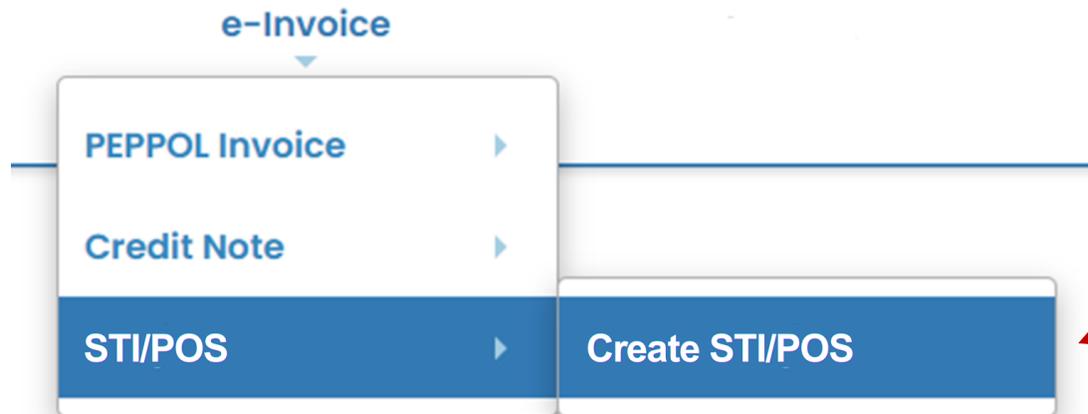
You may create an aggregated invoice by following these steps:

e-Invoice> STI/POS> Create STI/POS

Create STI/POS Invoice

Header	Details		Submit	Save as Draft	Cancel

* indicates a required field.

Invoice Information

		Order Information	
UUID:			
Invoice Type*:	⦿ STI ○ POS	Purchase Order No*:	
Invoice No*:	InvoB2d	Business Unit: (Can insert the indicate "-" or "NA" if not applicable)	
Invoice Date*:	02/06/2025		
Sale Tax Rate*:	Standard-rated Supply (Tax Rate 9%)		
Currency:	SGD		
Invoice Due Date:	dd/mm/yyyy		
Invoice Description:			

Create a STI/POS invoice by completing the mandatory "Header" fields.

Header	Details		Submit	Save as Draft	Cancel

* indicates a required field.

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		SGD
Standard-rated Supply	9%	SGD	0.00	0.00	Amount Before Tax	0.00
					Tax Amount	0.00
					Total Amount After Tax	0.00

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

Viewing STI/POS Invoices Submissions to IRAS

PEPPOL Invoice Listing

Sent | **Received**

Received Invoice

Search Criteria

			Clear Search Export
Invoice No		PO NO	
Invoice Date From	mm/dd/yyyy	Invoice Date To	mm/dd/yyyy
Supplier Name			

Invoice No	Invoice Type	PO No	Supplier Name	Invoi... ↓	Invoice Receive...	Curr...	Total Amo...	Response Status	C5 Status		
PCP-2301-sa-001	PCP INVOICE		PCP	23 Jan 2026	23 Jan 2026	SGD	185.30		Success		
PCP-0302-sa-001	PCP INVOICE		PCP	23 Jan 2026	03 Feb 2026	SGD	185.30		Success		

> After the invoice is submitted, users may view the invoice on the Peppol Invoice Listing page.

View Invoice

Close

Header

Invoice Information		Purchase Order Information	
Invoice No:	PCP-2301-sa-001	Purchase Order No:	
Invoice Type:	Petty Cash Invoice		
Invoice Date:	23 Jan 2026	Payment Terms:	30 Days
Invoice Currency:	SGD	DocumentID (UUID)	bd1c8ce7-abef-48ce-8551-52741sat
Invoice Status:	Received	IRAS Status (C5):	Success
Invoice Description:		IRAS Message (C5):	The invoice has been successfully submitted to C5.

> After the invoice is submitted, users may view the invoice and the IRAS status and message as shown here. No further action is required by the user.

IRAS Log

S/N	TransmissionID	AcknowledgementId	Status	ErrorCode	Error Reponse	Message	Invoice Submission Date
1	cc443870-aafd-44ca-8525-c509b29290ae	260123-dffa0144-e8e2-45c8-9593-7ca306157db7-s001	ProcessingQueue			Acknowledged.	23 Jan 2026

Viewing the GST InvoiceNow Status

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	Invoic... ↓	Invoice Sent Date	Curr...	Total Amount	Status	Response Status	GST InvoiceNow Status		Copy	
123456434...	PEPPOL INVOICE		SESAMI TEST PEPPOL INVOICE RECEIVER	15 Jul 2025	15 Jul 2025	SGD	348.80	Success		Success	🖨	🗐	
123456436...	PEPPOL INVOICE		SESAMI TEST PEPPOL INVOICE RECEIVER	14 Jul 2025	14 Jul 2025	SGD	43.60	Success		Success	🖨	🗐	
123456433...	PEPPOL INVOICE		SESAMI TEST PEPPOL INVOICE RECEIVER	04 Jul 2025	04 Jul 2025	SGD	261.60	Success		Success	🖨	🗐	
1234	PEPPOL INVOICE		SESAMI TEST PEPPOL INVOICE RECEIVER	26 Jun 2025	26 Jun 2025	SGD	35.97	Draft		Success	🖨	🗐	🗑
1234	PEPPOL INVOICE		SESAMI TEST PEPPOL INVOICE RECEIVER	26 Jun 2025	26 Jun 2025	SGD	35.97	Success		Success	🖨	🗐	
123456436...	PEPPOL INVOICE	7364	SESAMI TEST PEPPOL INVOICE RECEIVER	26 Jun 2025	26 Jun 2025	SGD	654.00	Success		Failed	🖨	🗐	
123456432...	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.
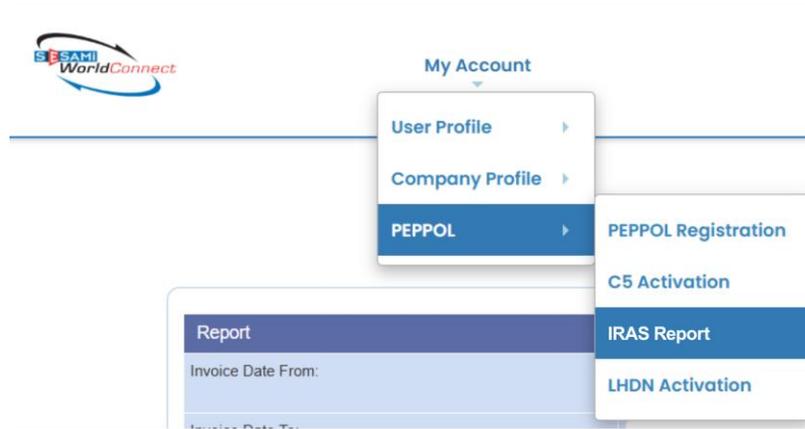
After invoice submission, you may check the "GST InvoiceNow Status" on the Invoice Listing page.

Advanced Ordering & Order Balance

1. Order Receiving
2. Order Balance Receiving
3. Conversion of Order to Invoice
4. Order Variation
5. Order Cancellation
6. Order Response Sending

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Open for success

Viewing Received Orders
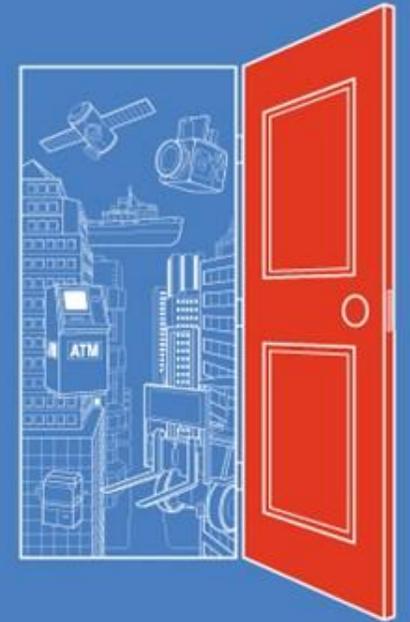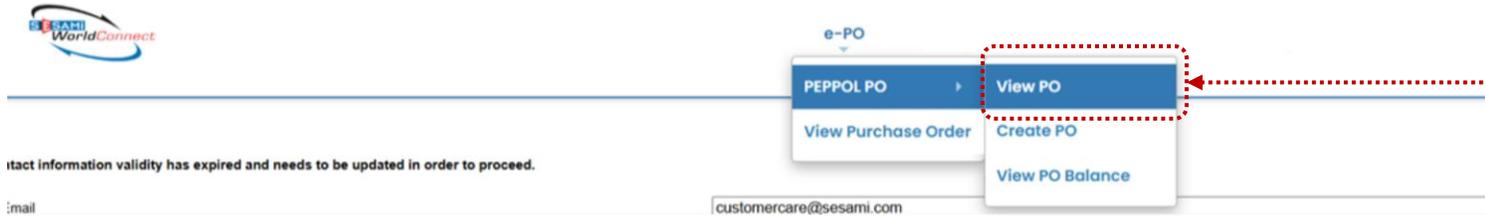
To view Purchase Orders, click on "e-PO" in the main menu, "PEPPOL PO", and then "View PO".

To view Purchase Orders from your customers, click on the "Received" tab.

From this tab, you will be able to perform the following actions:
1. View orders
2. View order balance
3. Flip the order to an invoice
4. View order variations- changes/ cancellations
5. Send order responses

PEPPOL Purchase Order Listing

Sent | **Received**

Received Purchase Order

Search Criteria

Clear | Search | Export

PO ID		PO Status	ALL
PO Date From	mm/dd/yyyy	PO Date To	mm/dd/yyyy
Customer Name			

PO ID	Sale Order...	Customer Name	PO Date	PO Receive...	Curre...	Total Amount	PO Status	Status	Response Status			
LTestSSM00102		IMD Info-communications Media Development Authority	19 Feb 2026	19 Feb 2026		0.00	CANCEL	Received		🖨	💬	
LTestSSM00101		IMD Info-communications Media Development Authority	19 Feb 2026	19 Feb 2026	SGD	111.18	CHANGE	Failed		🖨	💬	
LTestSSM202602...		IMD Info-communications Media Development Authority	04 Feb 2026	04 Feb 2026	SGD	43.60	NEW	Received		🖨	💬	⊕
POIMDADemo20...		IMD Info-communications Media Development Authority	29 Jan 2026	29 Jan 2026	SGD	900.00	CHANGE	Received		🖨	💬	⊕
POIMDADemo20...		IMD Info-communications Media Development Authority	29 Jan 2026	29 Jan 2026	SGD	545.00	CHANGE	Received		🖨	💬	⊕
POIMDADemo20...		IMD Info-communications Media Development Authority	28 Jan 2026	28 Jan 2026		0.00	CANCEL	Received		🖨	💬	
LTestSSM00126		IMD Info-communications Media Development Authority	28 Jan 2026	28 Jan 2026	SGD	61.04	NEW	Failed		🖨	💬	

Viewing Received Order Balance

PEPPOL Purchase Order Listing

| Sent | **Received** |

Received Purchase Order

Search Criteria

			Clear	Search	Export
PO ID		PO Status	ALL	
PO Date From	mm/dd/yyyy	PO Date To	mm/dd/yyyy	
Customer Name				

PO ID	Sale Order...	Customer Name	PO Date ↓	PO Receive...	Curre...	Total Amount	PO Status	Status	Response Status			
LTestSSM00102		IMD Info-communications Media Development Authority	19 Feb 2026	19 Feb 2026		0.00	CANCEL	Received		🖨	💬	
LTestSSM00101		IMD Info-communications Media Development Authority	19 Feb 2026	19 Feb 2026	SGD	111.18	CHANGE	Failed		🖨	💬	
LTestSSM202602...		IMD Info-communications Media Development Authority	04 Feb 2026	04 Feb 2026	SGD	43.60	NEW	Received		🖨	💬	⊕
POIMDADemo20...		IMD Info-communications Media Development Authority	29 Jan 2026	29 Jan 2026	SGD	900.00	CHANGE	Received		🖨	💬	⊕
POIMDADemo20...		IMD Info-communications Media Development Authority	29 Jan 2026	29 Jan 2026	SGD	545.00	CHANGE	Received		🖨	💬	⊕
POIMDADemo20...		IMD Info-communications Media Development Authority	28 Jan 2026	28 Jan 2026		0.00	CANCEL	Received		🖨	💬	
LTestSSM00126		IMD Info-communications Media Development Authority	28 Jan 2026	28 Jan 2026	SGD	61.04	NEW	Failed		🖨	💬	

Details

S/N	Item Status	PO Item Name	Description	UOM	Delivery Date	PO Quantity	Order Balance Quantity	Unit Cost	Line Discount	Line Total
1	NEW	Item1	Description1	each		8.0000	8.0000	5.0000	0.00	40.00

Summary of Tax	Rate	Currency	Amount Before Tax	Tax	Purchase Tax		SGD
Standard-rated Supply	9%	SGD	40.00	3.60			
						Amount Before Tax	40.00
						Tax Amount	3.60
						Total Amount After Tax	43.60

To view Purchase Orders from your customers, click on the "Received" tab.

Click on the Purchase Order number to view the details.

Scroll to the end of the invoice to view the line items under the "Details" section.

You are able to view the Order Balance in this section. The "Order Balance Quantity" displays the amount that has yet to be invoiced.

Flipping an Order to an Invoice

SESAMi Open for success

View Purchase Order

Print   Create Invoice   Close

Header

Purchase Order Information

Purchase Order No:	LTestSSM20260204001	Sale Order No:	
Document Status:	NEW	Order Balance Status:	
Order Type:	Purchase Order	PO End Date:	04 Feb 2026
Order Date:	04 Feb 2026	Payment Terms:	
Order Time:	00:00:00	Business Unit:	
Tax Rate:	Standard-rated Supply (Tax Rate 9%)	Currency:	SGD
Order Description:	SESAMi Test PO - Please Ignore		
PO Status:	Received		

Recipient Information / Sender Information

Recipient PEPPOL ID:	0195:SGTST198601460K	Sender PEPPOL ID:	0195:SGTSTT16GB0004K

> **Users are able to easily convert a Purchase Order into an Invoice with this function.**
>
> **After clicking on the Purchase Order number from the Viewing page, click on the "Create Invoice" button.**

Create New SG Government Invoice

Header   Details   Attachment

Submit   Save as Draft   Cancel

* indicates a required field.

Invoice Information / Purchase Order Information

Invoice No*:		Purchase Order No*:	LTestSSM20260204001
Invoice Date*:	03/11/2026	Payment Terms*:	
Tax Rate*: (Choose Header GST or Item GST)	Standard-rated Supply (Tax Rate 9%) ☑ Use Header GST	Business Unit Category*:	
Currency:	SGD	Business Unit*:	
Tax Exchange Rate*:			
Invoice Description*:	SESAMi Test PO - Please Ignore		

Recipient Information / Sender Information

Recipient PEPPOL ID: (* If sending via PEPPOL)	0195:SGTSTT16GB0004K 🔍 ☆	Sender PEPPOL ID:	0195:SGTST198601460K

> **The details in the Purchase Order are automatically populated into the invoice template.**
>
> **Fill in the remaining mandatory fields as marked with a red asterisk.**

SESAMi
Open for success

PEPPOL Purchase Order Listing

Sent | **Received**

Received Purchase Order

Search Criteria

Clear | Search | Export

PO ID		PO Status	ALL
PO Date From	mm/dd/yyyy	PO Date To	mm/dd/yyyy
Customer Name			

PO ID	Sale Order...	Customer Name	PO Date ↓	PO Receive...	Curre...	Total Amount	PO Status	Status	Response Status			
LTestSSM00102		IMD Info-communications Media Development Authority	19 Feb 2026	19 Feb 2026		0.00	CANCEL	Received		🖨	💬	
LTestSSM00101		IMD Info-communications Media Development Authority	19 Feb 2026	19 Feb 2026	SGD	111.18	CHANGE	Failed		🖨	💬	
LTestSSM202602...		IMD Info-communications Media Development Authority	04 Feb 2026	04 Feb 2026	SGD	43.60	NEW	Received		🖨	💬	⊕
POIMDADemo20...		IMD Info-communications Media Development Authority	29 Jan 2026	29 Jan 2026	SGD	900.00	CHANGE	Received		🖨	💬	⊕

Details

S/N	Item Status	PO Item Name	Description	UOM	Delivery Date	PO Quantity	Order Balance Quantity	Unit Cost	Line Discount	Line Total
1	NoAction	Machinery Parts 1	Item Delivery Destination 1	cartridge	31 Dec 2025	10.0000	10.0000	50.0000	0.00	500.00
2	CANCEL	Machinery Parts 2	Item Delivery Destination 2	cartridge	31 Dec 2025	10.0000	10.0000	40.0000	0.00	400.00

Summary of Tax	Rate	Currency	Amount Before Tax	Tax	Purchase Tax		SGD
			500.00	0.00			
						Amount Before Tax	500.00
						Tax Amount	0.00
						Total Amount After Tax	500.00

Users are able to view the Purchase Order Status from the listing page, and click on the Purchase Order number to view the details of the order variation.

In the "Details" tab, the "Item Status" displays the status for each line item.

Eg: in the case that one of the line items is cancelled, the total amount reflects the updated amount after cancellation.

Order Cancellation

PEPPOL Purchase Order Listing

| Sent | Received |

Received Purchase Order

Search Criteria

| Clear | Search | Export |

PO ID			PO Status	ALL ▾
PO Date From	mm/dd/yyyy		PO Date To	mm/dd/yyyy
Customer Name				

PO ID	Sale Order...	Customer Name	PO Date ↓	PO Receive...	Curre...	Total Amount	PO Status	Status	Response Status			
LTestSSM00102		IMD Info-communications Media Development Authority	19 Feb 2026	19 Feb 2026		0.00	CANCEL	Received		🖶	💬	
LTestSSM00101		IMD Info-communications Media Development Authority	19 Feb 2026	19 Feb 2026	SGD	111.18	CHANGE	Failed		🖶	💬	
LTestSSM202602...		IMD Info-communications Media Development Authority	04 Feb 2026	04 Feb 2026	SGD	43.60	NEW	Received		🖶	💬	⊕
POIMDADemo20...		IMD Info-communications Media Development Authority	29 Jan 2026	29 Jan 2026	SGD	900.00	CHANGE	Received		🖶	💬	⊕

Details

S/N	Item Status	PO Item Name	Description	UOM	Delivery Date	PO Quantity	Order Balance Quantity	Unit Cost	Line Discount	Line Total

Summary of Tax	Rate	Currency	Amount Before Tax	Tax	Purchase Tax			
			0.00	0.00		Amount Before Tax	0.00
						Tax Amount	0.00
						Total Amount After Tax	0.00

Users are able to view the Purchase Order Status from the listing page, and click on the Purchase Order number to view the details of the order variation.

If the order has been cancelled by the buyer, the line items will be removed from the "Details" section. The "Total Amounts" also reflect zero.

Users are therefore unable to convert a cancelled order into an invoice.

Sending an Order Response

SESAMi — Open for success

PEPPOL Purchase Order Listing

| Sent | **Received** |

Received Purchase Order

Search Criteria

Clear | Search | Export

PO ID		PO Status	ALL
PO Date From	mm/dd/yyyy	PO Date To	mm/dd/yyyy
Customer Name			

PO ID	Sale Order...	Customer Name	PO Date	PO Receive...	Curre...	Total Amount	PO Status	Status	Response Status			
LTestSSM00102		IMD Info-communications Media Development Authority	19 Feb 2026	19 Feb 2026		0.00	CANCEL	Received		🖨	💬	
LTestSSM00101		IMD Info-communications Media Development Authority	19 Feb 2026	19 Feb 2026	SGD	111.18	CHANGE	Failed		🖨	💬	
LTestSSM202602...		IMD Info-communications Media Development Authority	04 Feb 2026	04 Feb 2026	SGD	43.60	NEW	Received		🖨	💬	➕

> **Users are able to send Order Responses to their customer, to update them on the status of the Purchase Order.**
>
> **To create an Order Response, click on the speech icon corresponding with the Purchase Order.**

Create Purchase Order Response

| Header | Details | Attachment |

Submit | Cancel

* indicates a required field.

Purchase Order Information

PO No*:	LTestSSM20260204001	Sales Order No:	
PO Status:	NEW	Order Balance Status:	
PO Date*:	02/04/2026	PO End Date*:	02/04/2026
Tax Rate:	Standard-rated Supply (Tax Rate 9%)	Payment Terms:	
Currency:	SGD	Business Unit: (Can insert the indicate "-" or "NA" if not applicable)	
PO Description:	SESAMi Test PO - Please Ignore		

Response Information

PO Response No*:		Response Code*:	⌄
Response Date*:	03/11/2026	Response Description:	
			Acknowledged (AB)
			Conditionally accepted (CA)
			Rejected (RE)
Delivery Start Date:	03/11/2026	Delivery End Date:	Accepted (AP)

> **When creating the Order Response, enter the mandatory fields marked with the red asterisk.**
>
> **Select a Response Code from the dropdown list.**
>
> **Please note that the PO Response Number needs to be different from the PO Number.**

How to Handle Errors

Error Handling
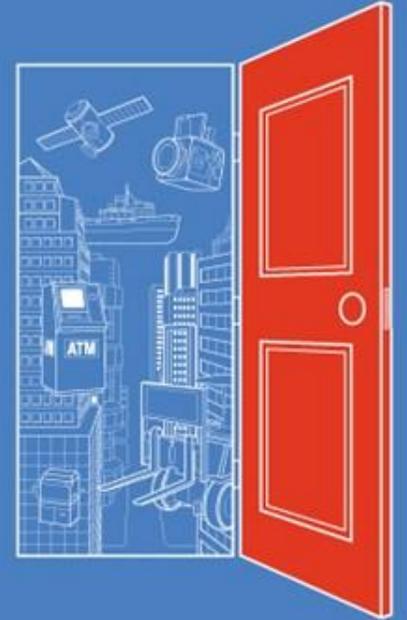
Error	Next Steps	Rectification
Clear the cache.	-	Clear the browser cache. After logging in again, the portal should be functioning.
Party Endpoint Error	Send a screenshot of this error, together with your business name and UEN to customercare@sesami.com.	SESAMi will link your Peppol ID to your account.
Customer not on InvoiceNow The Customer does not have a Peppol ID.	Change the invoice type to a Non-Peppol Invoice. Scroll up to the invoice information in the "Header" tab> Click on the dropdown list for Invoice Type> Select NONPEPPOL-INV.	Enter the customer's email address instead of Peppol ID
Invoice Rejection The invoice was rejected by the customer.	Check the invoice response log from the customer: View Invoice> Click on the invoice number to open it> Scroll down to the "Response" section for the rejection reason. If further clarification is needed, please reach out to the customer directly.	• Submit a new Invoice, or • Submit a Credit Note *Note: Peppol Invoices cannot be edited or deleted after submission.*
Failed Invoices The Invoice status is "Failed".	Check the failed status message: View Invoice> Click on the invoice number to open it> See the message under the "Header" section. If further clarification is needed, please reach out to customercare@sesami.com.	Submit a new Invoice with the amended details.

Thank you!
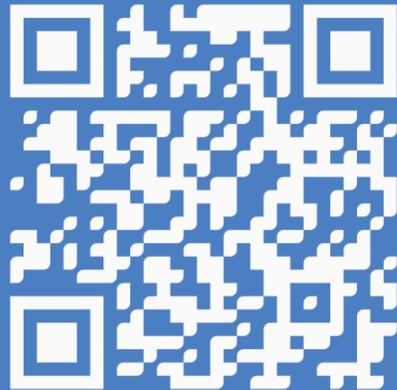
Email
CustomerCare@sesami.com
for any web portal-related
enquiries.

Reach out to
InvoiceNow@sesami.com for
interest in API integration for
InvoiceNow

SESAMi
Open for success