

# Technical Details for Government Invoicing through InvoiceNow

(This guide covers in greater detail on the technical requirements for Government InvoiceNow invoices. Vendors are advised to go through this guide in consultation with their Peppol solution provider or access point, if necessary.)

Learn how to submit e-invoices to Singapore government agencies via InvoiceNow

#### **Background**



- Infocomm Media Development Authority (IMDA) launched the Nationwide E-invoicing Network, now called InvoiceNow, in Singapore in January 2019 to digitalise the economy and attain the benefits that e-invoicing brings to enterprises, including efficiency improvement.
- The network is an extension of the Peppol Network. Enterprises connected to the network can transact internationally with other connected enterprises, enabling business process interoperability where business documents can be exchanged automatically without manual intervention.
- To find out more about InvoiceNow or how to connect to the network, you may visit IMDA's website at www.imda.gov.sg/invoicenow.
  - Note: This network is only applicable for enterprises registered with a Unique Entity Number (UEN).
- This guide sets out the requirements for e-invoice submission to Singapore Government agencies via InvoiceNow, which is the Government's preferred channel for receiving invoices.

#### Requirements



To submit e-invoices to Singapore government agencies via InvoiceNow, vendors would have to comply with the following requirements:

- 1) Have a CorpPass account at CorpPass portal (Corppass.gov.sg)
  - To find out how to register for a CorpPass account and set up the Vendors@Gov e-service at the CorpPass portal, please refer to this <u>guide</u>.
- 2) Have an "Approved" vendor record at Vendors@Gov (vendors.gov.sg)
  - 1. Before submitting e-invoices to Singapore government agencies via the network, vendors would first need to create a vendor record at Vendors@Gov. Vendors can log into Vendors@Gov using CorpPass.
  - 2. The vendor record has to be of "Approved" status before e-invoice submission.
  - 3. Payment will be made based on the bank details provided in the vendor record
  - 4. To find out how to login at Vendors@Gov, please refer to this guide.
  - 5. To find out how to create a vendor record, please refer to this guide.
- 3) Ensure that e-invoices are submitted based on the e-invoice requirements of Singapore government agencies, as stated in Pages 4 to 12.

Note: If you have submitted an e-invoice via InvoiceNow, there is no need to submit the e-invoice again via Vendors@Gov.

If there is non-compliance with the above requirements, the e-invoice will be rejected and you will be notified via email based on the email address in your vendor record or provided in your InvoiceNow invoice.

#### Government's InvoiceNow Endpoint ID



#### **Peppol Network Endpoint ID**

When submitting e-invoices to Singapore Government Agencies via InvoiceNow, the e-invoices need to be sent to an agency's registered PEPPOL ID. You may find the agency's Peppol ID <a href="here">here</a>.

If the agency has not registered a PEPPOL ID, you may still submit the einvoice to the endpoint ID of the Accountant-General's department:

#### 0195:SGUENT08GA0028A

Invoices submitted to the Accountant-General's Department will be subsequently sent to the respective Singapore Government Agencies for processing. Vendors will receive responses from AGD endpoint ID.

AGD will send invoice status updates to vendors registered on InvoiceNow via an Invoice Response document.

This section details the corresponding Peppol e-invoice field for each Singapore government invoice field, as well as their requirements. For an overview of a standard Singapore government tax invoice, please refer <a href="here">here</a>.

Peppol is a common standard for general use. To meet specific needs of the Singapore government, additional requirements are necessary to smoothen e-invoice and payment processing, as stated out in Pages 5 to 12.

Mapping of the fields captured in your system against the Peppol e-invoice fields will be handled by the Access Point provider that you or your solution providers engage. All Access Point providers have been advised on the requirements.

**Acceptable characters:** American Standard Code for Information Interchange ("ASCII") table, Codes 32 – 127, unless otherwise stated.

■ If otherwise stated, it would be the following **limited set of acceptable characters**: Codes 33, 36, 40 – 42, 44 – 59, 61, and 64 – 126.

Singapore Govt Invoice Field	Peppol E-Invoice Field	Requirements	Mandatory for Govt? (Y/N)	Mandatory in Peppol? (Y/N)
Business Unit	cbc:BuyerReference	The Business Unit, which is a maximum 5-character code, must be based on this <u>list</u> . To know which Business Unit to indicate, please enquire with your client agency.	Υ	N
Attention To	cac:AccountingCustome rParty\cac:Party\cac:Co ntact\cbc:Name	Maximum 20 characters. Limited set of acceptable characters.	Υ	N
Invoice Number	cbc:ID	Maximum 27 characters. Cannot contain space. Limited set of acceptable characters.	Υ	Υ

Singapore Govt Invoice Field	Peppol E-Invoice Field	Requirements	Mandatory for Govt? (Y/N)	Mandatory in Peppol? (Y/N)
Invoice Date	cbc:IssueDate	Cannot be backdated by more than 7 calendar days or forward-dated.	Υ	Υ
Vendor ID	cac:AccountingSupplierP arty/cac:Party/cac:Partyl dentification/cbc:ID	Based on the vendor record created at Vendors@Gov. Vendor status must be "Approved". If you have multiple Vendor IDs, they must be tagged to your CorpPass Entity ID1.	Υ	Z
Email Address	cac:AccountingSupplierP arty\cac:Party\cac:Conta ct\cbc:ElectronicMail	If you do not have a registered vendor record, your e-invoice will be rejected and a notification will be sent to this email.	Υ	N
Invoicing Instruction ID/Purchase Order ID	cac:OrderReference\cbc:	To find out whether you need to bill against an Invoicing Instruction(II) / Purchase Order(PO), please enquire with your client agency. If there is no II/PO, please omit this field in the invoice.	N	N
Payment Terms	cac:PaymentTerms\cbc:N ote	Based on the agreed payment terms with your client agency. Refer to this <u>list</u> of acceptable payment terms.	Υ	N

<sup>&</sup>lt;sup>1</sup>Please submit a ticket at <u>AGD Helpdesk</u> for tagging to be done.

Singapore Govt Invoice Field	Peppol E-Invoice Field	Requirements	Mandatory for Govt? (Y/N)	Mandatory in Peppol? (Y/N)
Currency	cbc:DocumentCurrency Code	Refer to this <u>list</u> of acceptable currencies.	Υ	Υ
Invoice Description	cbc:Note	Maximum 254 characters.	Υ	N
Related Invoice ID	cac:BillingReference \cac:InvoiceDocument Reference\cbc:ID	*Mandatory for credit notes – To indicate which credit note is meant to offset.  Maximum 30 characters. Cannot contain space. Limited set of acceptable characters.	N*	N
Remit To Vendor ID  *Mutually exclusive with Factoring Company	cac:PayeeParty \cac:PartyIdentification \cbc:ID	Applicable only to vendors with multiple vendor IDs who wish to receive payment in the bank account registered with another Vendor ID. To indicate the Vendor ID for the receiving bank account.  Your Remit To Vendor ID must also be tagged to your Invoicing Vendor ID <sup>1</sup> .  For reference, please see Annex 1.	N	N

<sup>&</sup>lt;sup>1</sup>Please submit a ticket at <u>AGD Helpdesk</u> for tagging to be done.

Singapore Govt Invoice Field	Peppol E-Invoice Field	Requirements	Mandatory for Govt? (Y/N)	Mandatory in Peppol? (Y/N)
*Mutually exclusive with Remit To Vendor ID	cac:PayeeParty \cac:PartyIdentification\c bc:ID	To indicate the Vendor ID of your Factoring Company. To find out the Vendor ID of your Factoring Company, please enquire with your Factoring Company. If you wish to add a Factoring Company to the list, please submit a ticket at AGD Helpdesk, before you submit the factored invoice.  Before submitting an e-invoice with a factoring arrangement, please inform your client agency.  If your e-invoice is factored, do indicate the invoice code as "393" in cbc:InvoiceTypeCode.	N	N
Sub Total (Excluding GST)	cac:LegalMonetaryTotal\c bc:TaxExclusiveAmount	Gross amount should be equal to the sum of the invoice line amounts. Prepaid amount and payable rounding amount are not acceptable.	Υ	Υ

Singapore Govt Invoice Field	Peppol E-Invoice Field	Requirements	Mandatory for Govt? (Y/N)	Mandatory in Peppol? (Y/N)
Total GST Amount	cac:TaxTotal\cbc:TaxAmo unt	If the e-invoice contains GST Amount, the GST registration of your vendor record created at Vendors@Gov should be "Yes".	Υ	Υ
Total Freight Amount	cac:AllowanceCharge\cbc :Amount	The only allowable charge is Freight. If you need to bill for other charges/allowances, please indicate them as individual e-invoice line items instead of under the charge/allowance segment of the Peppol e-invoice.  Freight can only be billed as a charge at the invoice header level, and not the invoice line level.  Note:  cac:AllowanceCharge\cbc:ChargeIndicator: "True" cac:AllowanceCharge\cbc:AllowanceChargeR easonCode: "FC"	N	N

Singapore Govt Invoice Field	Peppol E-Invoice Field	Requirements	Mandatory for Govt? (Y/N)	Mandatory in Peppol? (Y/N)
Invoice Line Number	For e-invoices not billed against Invoicing Instruction/ Purchase Order: cac:InvoiceLine\cbc:ID OR cac:CreditNoteLine\cbc:ID (for credit notes)  If e-invoices billed against Invoicing Instruction/ Purchase Order: cac:OrderLineReference\cbc:LineID	For e-invoices billed against Invoicing Instruction(II) / Purchase Order(PO), the Line Number of the II/PO should be captured in the e-invoice and sent using the OrderLineReference field.  Maximum 5 characters.	Υ	Y- cac:InvoiceL ine\cbc:ID OR cac:CreditN oteLine\cbc :ID N- cac:InvoiceL ine\cac:Ord erLineRefer ence\ cbc:LineID
Invoice Line Description	cac:InvoiceLine\cac:Item\c bc:Name	For e-invoices billed against Invoicing Instruction(II) / Purchase Order(PO), the Invoice Line Description should match the line description of the II/PO.  Maximum 254 characters.	Υ	Υ

Singapore Govt Invoice Field	Peppol E-Invoice Field	Requirements	Mandatory for Govt? (Y/N)	Mandatory in Peppol? (Y/N)
Unit Price for Invoice Line	cac:InvoiceLine\cac:Price\cbc :PriceAmount	For e-invoices billed against Invoicing Instruction(II) / Purchase Order(PO) and	Υ	Υ
Quantity for Invoice Line	cac:InvoiceLine\cbc:Invoiced Quantity OR cac:InvoiceLine\cbc:Credited Quantity	are billing for services, the Unit Price and Quantity should swop.  What This Means: Unit Price: Set the Unit Price to 1. Quantity: Set the Quantity to the value that was originally intended for the Unit Price.  This rule is designed to standardize the invoicing process for services, ensuring clarity and consistency in billing.	Υ	Υ
Invoice Line Amount (Excludes GST)	cac:InvoiceLine\ cbc:LineExtensionAmount	Sum of Invoice Line Amounts must be equal to Invoice Total Amount.  All Invoice Line Amounts must be of the same currency.	Υ	Υ

Singapore Govt Invoice Field	Peppol E-Invoice Field	Requirements	Mandatory for Govt? (Y/N)	Mandatory in Peppol? (Y/N)
Invoice Line GST Treatment	cac:InvoiceLine\cac:Item\c ac:ClassifiedTaxCategory\c bc:ID	For customer accounting, all invoice lines must have the same treatment. Invoices for items subject to customer accounting should be separately submitted from invoices for standard-rated and zero-rated items.  For details on customer accounting, you may refer <a href="here">here</a> .	Υ	Υ
Attachment File Name	cac:AdditionalDocumentRe ference\cac:Attachment\@ filename	-	N	N
Attachment Document	cbc:EmbeddedDocumentBi naryObject	Only 1 attachment is allowed per e-invoice. Acceptable formats: BMP, GIF, JPEG, JPG, PDF, PNG Maximum file size: 1MB per attachment	N	N

#### **Invoice Response Document/Fields**

This section explains which Peppol e-invoice fields match the details in the response interface file. The Invoice Response (IR) is available for e-invoices sent to AGD's Peppol ID (0195:SGUENT08GA0028A) or respective agencies' Peppol IDs. Vendors who are registered with Invoice Response document will be able to receive the invoice status in their solution, without the need to monitor the e-invoice status on Vendors@Gov portal.

#### **Response Timing**

• Excluding weekends and public holidays, payable invoices and test invoices will receive Invoice Responses the following day at 6:00am and 12:15pm, respectively.

The fields/information expected to received, would be as follows:

Singapore Govt Invoice Field	Peppol E-Invoice Field	Description	Mandatory for Govt? (Y/N)	Mandatory in Peppol? (Y/N)
Response Identifier	cbc:ID	Invoice ID	Υ	N
Payment reference number & Payment date	cbc:Note	If invoice status is Paid E.g. Payment reference: 5000831786; Payment date: 2023/10/26	N	Ζ
Sub-Business Unit	cac:SenderParty/cac:Partyl dentification/cbc:ID	Sub-BU	Υ	Υ

#### **Invoice Response Document/Fields**

Singapore Govt Invoice Field	Peppol E-Invoice Field	Requirements	Mandatory for Govt? (Y/N)	Mandatory in Peppol? (Y/N)
Vendor ID	cac:ReceiverParty/cac:PartyIde ntification/cbc:ID	Vendor ID	Υ	N
Invoice Status	cac:DocumentResponse/cac:R esponse/cbc:ResponseCode	Invoice Status e.g. AB, IP, RE, PD  AB: Invoice received and pending AGD's Access Point validation check. IP: Invoice is undergoing processing and pending agency review. RE: Rejected due to incorrect submission. Please refer to the reason description. PD: Paid	Υ	Υ

#### **Invoice Response Document/Fields**

Singapore Govt Invoice Field	Peppol E-Invoice Field	Requirements	Mandatory for Govt? (Y/N)	Mandatory in Peppol? (Y/N)
Status code	cac:DocumentResponse/cac:Response/			
Status List ID	cac:Status/cbc:StatusReasonCode @listID	Yes, if invoice status is RE	Υ	Y
Rejection Reason	cac:DocumentResponse/cac:Response/cac:Status/cbc:StatusReason	If invoice status is Rejected (RE)	Υ	Υ
Invoice/ credit note number	cac:DocumentReasponse/cac:Documen tReference/cbc:ID	Invoice Number e.g. INV-0001	Υ	Υ
Invoice date	cac:DocumentReasponse/cac:Documen tReference/cbc:IssueDate	Invoice Date e.g. 2023/10/20	Υ	N

#### **Optional Testing with AGD**

- As there are additional requirements (on top of the Peppol requirements) when sending invoices to Government agencies via InvoiceNow, AGD provides a testing service for vendors who wish to test that their InvoiceNow invoices are compliant with the Government requirements.
- Please refer to Pages 16 to 20 for the specific field requirements for test invoices

#### Important Notes:

- Testing is completely optional
- There is no need to notify AGD or your client agency that you are sending test invoices
- The process takes 7 to 10 working days
- The test invoices are only validated against additional Government requirements and you will need to separately ensure that invoices are compliant with Peppol requirements
- Test invoices are not distributed to agencies
- Test invoices are processed in AGD's Testing Environment, which is inaccessible to the public
- Test invoices cannot be found on Vendors@Gov and results of the testing will be provided via email based on the email address indicated in the test invoice
- If you do not receive the test results after 7 working days, please confirm with your Access Point or Solution Provider. Alternatively, there should be a Invoice Response Document (with invoice status "IP" or "RE" for invoices, to inform whether invoice has passed or failed validation respectively) before submitting a ticket at AGD Helpdesk
- Do not use real, confidential, or sensitive information in the test invoices (e.g. in Invoice Descriptions, Line Item Descriptions etc.)
- The Endpoint ID for sending test invoices to Accountant-General's Department (AGD) is:

0195:SGTSTT08GA0028A

## Optional Testing with AGD: Specific field requirements

Singapore Govt Invoice Field	Peppol E-Invoice Field	Requirements
Business Unit	cbc:BuyerReference	'IMDA1' <u>or</u> 'MOE01' <u>or</u> 'MOF03'
Vendor ID	cac:AccountingSupplierParty/cac:Party/cac:Partyldentification/cbc:ID	'53201802A' Do not use your actual Vendor ID
Email Address	cac:AccountingSupplierParty\cac:Party\ cac:Contact\cbc:ElectronicMail	Email address which the results of the testing should be sent to
Invoicing Instruction ID / Purchase Order ID	cac:OrderReference\cbc:ID	'MDA000EPO21009234' For testing invoices tagged to Invoicing Instruction(II) / Purchase Order(PO). If there is no II/PO, please omit this field in the invoice
Payment Terms	cac:PaymentTerms\cbc:Note	When testing for invoices with Invoicing Instruction(II) / Purchase Order(PO), please ensure the details in the
Currency	cbc:DocumentCurrencyCode	test invoices match exactly with the details in the <u>Test II</u> <u>provided on Page 20</u> .
Invoice Description	cbc:Note	

## Optional Testing with AGD: Specific field requirements

Singapore Govt Invoice Field	Peppol E-Invoice Field	Requirements
Related Invoice ID	cac:BillingReference \cac:InvoiceDocumentReference\cbc:ID	Mandatory field for testing credit notes  Please ensure that you have submitted a test invoice for the related invoice before submitting the test credit note
Remit To Vendor ID  *Mutually exclusive with Factoring Company	cac:PayeeParty \cac:PartyIdentification\cbc:ID	'53201801A' For testing by vendors with multiple Vendor IDs and when invoice is to be paid to the bank account registered under a different Vendor ID If you only have one Vendor ID or when invoice is to be paid to the bank account registered under the Vendor ID used to submit the invoice, please omit this field in the invoice.
*Mutually exclusive with Remit To Vendor ID	cac:PayeeParty \cac:PartyIdentification\cbc:ID	'123456789A' For testing of factored invoices, if necessary. Otherwise, please omit this field in the invoice.

## Optional Testing with AGD: Specific field requirements

Singapore Govt Invoice Field	Peppol E-Invoice Field	Requirements
Invoice Line Number	For e-invoices not billed against Invoicing Instruction/ Purchase Order: cac:InvoiceLine\cbc:ID OR cac:CreditNoteLine\cbc:ID (for credit notes)  If e-invoices billed against Invoicing Instruction/ Purchase Order: cac:OrderLineReference\ cbc:LineID	When testing for invoices with Invoicing Instruction(II) / Purchase Order(PO), please ensure the details in the test invoices match exactly with the details in the Test II provided.  Quantity billed should not exceed the maximum quantity provided in the Test II provided on Page 20.
Invoice Line Description	cac:InvoiceLine\cac:Item\cbc:Name	
Unit Price for Invoice Line	cac:InvoiceLine\cac:Price\cbc:PriceAmo unt	
Quantity for Invoice Line	cac:InvoiceLine\cbc:InvoicedQuantity OR cac:InvoiceLine\cbc:CreditedQuantity	

## Optional Testing with AGD: Sample Test Invoicing Instruction Details

Field	Specific field requirements		
Invoicing Instruction ID	MDA000EPO21009234		
Business Unit	IMDA1		
Invoicing Instruction  Description	NOTE: 1) Max 254 Characters for Invoice Remarks. 2) The AGD II/PO field uses the Peppol field "cac:OrderReference/cbc:ID". Ensure your customer enquires with their client agency to determine whether they need to bill against an II/PO		
Currency	SGD		
Payment Terms	30D		
Line Item Details			
Order Reference ID	Line Item Description	Maximum Billable Quantity	Unit Price
1	Blue Pen [Max 254 characters]	100	100.00
2	Red Pen [Max 254 characters]	100	100.00
3	Green Pen [Max 254 characters]	100	100.00

### Annex 1: A Standard Singapore Government Invoice

Tax Invoice Business Unit, ABC Business BLK 123 ABC BUILDING Used for routing of e-XYZ STREET 99 #10-100 invoices to your client Singapore 100123 agencies GST Reg No: ID of your vendor AGC01 - Attorney-General's Chambers record at Vendors@Gov GST Reg No: MG-8400000-5 Vendor ID : 53201802A Attention To Standard invoice Invoice Date : 12/12/2019 Credit Term : 30 Days Invoice No : caye-121219-04 Related Invoice No identifiers Invoice Status : Submitted Remit To : 53201801A Invoicing Instuction ID Reference number of Description : iOS, sole prop, nric, non factoring 4 the Invoicing Instruction/Purchase GST @ 0% Gross Ant (Inc. Gross Amt Description Quantity Unit Price rated/GST-Order issued to you by (Ex. GST) exempt) your client agency, if 250,000.0000 1.0000 250,000,00 0.00 250,000.00 line1 any Invoice Amount Summary Singapore Dollar Sub Total (Excluding GST) 250.000.00 0.00 Total GST Payable Freight Amount Total Invoice Amount 250.000.00

Name of the liaison officer at your client agency

Invoice credit term

For credit notes,
Reference number of the einvoice that the credit note is
offsetting against

Only for vendors with more than 1 registered bank account/vendor record with Vendors@Gov,
To direct payments to other bank accounts
For vendors with multiple registered bank account/vendor records with Vendors@Gov.

To use "Remit To" field if the invoice is to be paid to the bank account registered under a different Vendor ID.

\*Not applicable if e-invoice is assigned to a factoring company 21

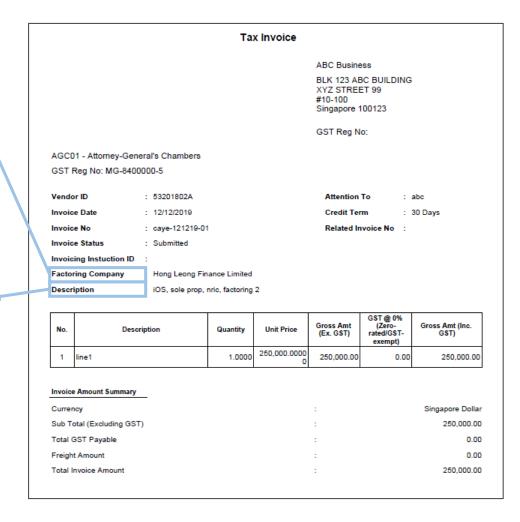
## **Annex 2: A Standard Singapore Government Invoice**

For e-invoices assigned to factoring companies, Identity of the factoring company

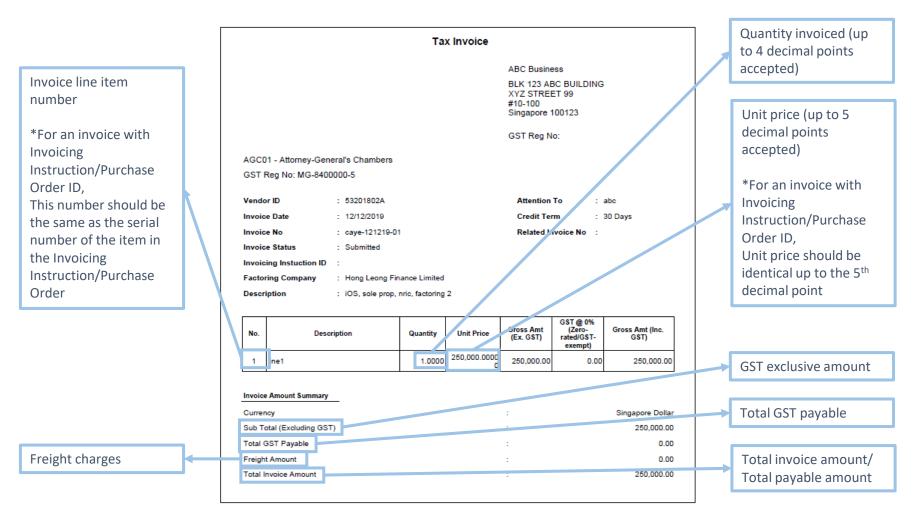
\*The factoring company must be registered at Vendors@Gov \*Not applicable for invoices with "Remit

Description of the goods or services provided

To"



## Annex 3: A Standard Singapore Government Invoice



### **Acceptable Payment Terms**

Payment Terms	Description
00	Due Immediately
7D	7 Days
8D	8 Days
10D	10 Days
14D	14 Days
15D	15 Days
16D	16 Days
21D	21 Days
28D	28 Days
30D	30 Days
40D	40 Days
45D	45 Days
50D	50 Days
60D	60 Days
90D	90 Days

### **Acceptable Currencies**

Currency	Description
AED	United Arab Emirates Dirham
AUD	Australian Dollar
BND	Brunei Dollar
CAD	Canadian Dollar
CHF	Swiss Franc
CNH	Chinese Renminbi
DKK	Danish Krone
EUR	Euro
GBP	Sterling Pound
HKD	Hong Kong Dollar
IDR	Indonesian Rupiah
ILS	Israel Shekel
INR	Indian Rupee
JPY	Japanese Yen
KRW	Korean Won
LKR	Sri Lanka Rupee
MYR	Malaysian Ringgit
NOK	Norwegian Krone
NZD	New Zealand Dollar

Currency	Description
PHP	Philippine Peso
PKR	Pakistan Rupee
SAR	Saudi Riyal
SEK	Swedish Krona
SGD	Singapore Dollar
THB	Thai Baht
TWD	Taiwan Dollar
USD	US Dollar
ZAR	South African Rand



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