



# CALENDARONE CRM SOLUTION

INVOICENOW USER GUIDE

VERSION 1.0

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# Peppol E-Invoicing

In line with IMDA nationwide E-Invoicing initiative (now known as **InvoiceNow**), **CalendarOne CRM Solution** is now certified and supports **Peppol E-Invoicing** network.

**InvoiceNow** allows direct transmission of invoices in structured digital format from one finance system to another resulting in faster payment.

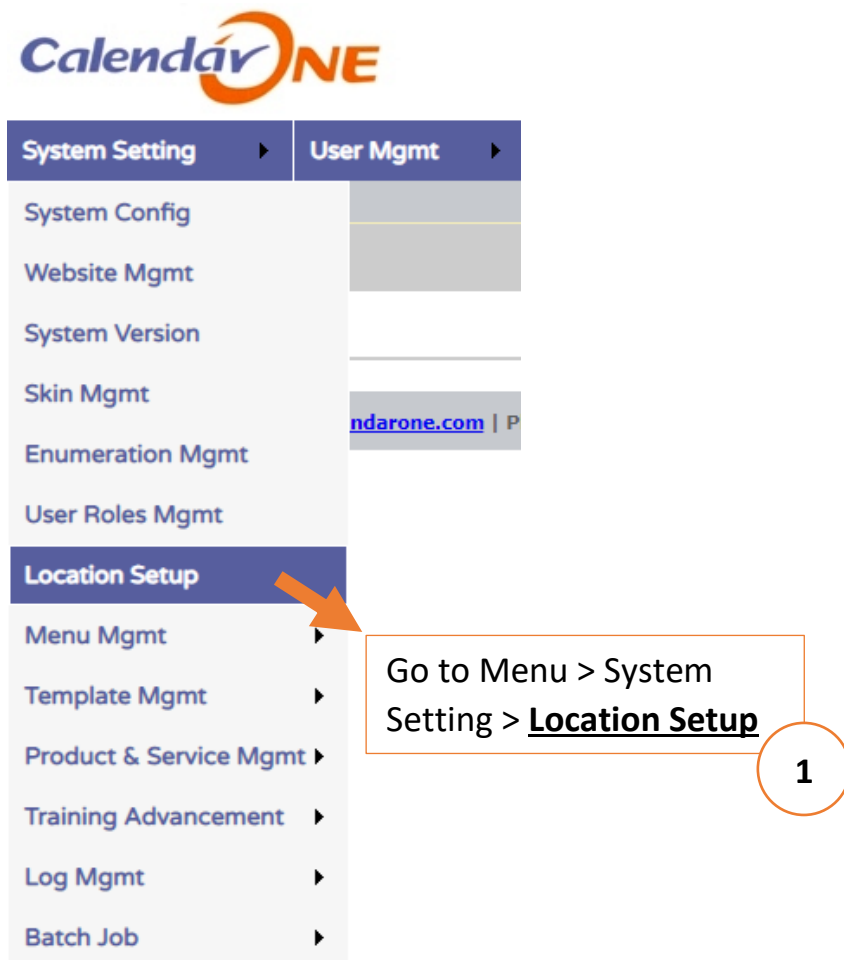
Clients that adopt our **CalendarOne CRM solution** will now be able to enjoy the benefits of **InvoiceNow** capability in delivering and receiving electronic invoices with their clients and suppliers, in a seamless, secure, and convenient manner.



# Register for InvoiceNow

1. To register\*\* for InvoiceNow via CalendarOne main website, please [click here](#).
2. Alternatively, to register\*\* InvoiceNow via the **CalendarOne CRM Solution**, client will need to access to their respective CRM system (Web-based portal).

\*\*Only **Singapore registered entities** are eligible to register



No	Name	Registration No	Logo	Status	GST	Invoice	Receipt	Deposit	Credit Note	Payment Slip	Edit	Delete
1	CalendarOne Pte Ltd	198800014D		Active								

Click **Edit**

2

Company Invoice Quotation DeliveryNote Receipt Deposit Credit Note Payment Slip GIRO Info **PEPPOL Info**

**PEPPOL Details**

PEPPOL ID

PEPPOL LOA Form (Template Download)

PEPPOL LOA Form (Upload) \*PDF\*  No file chosen

ACRA Biz File \*PDF\*  No file chosen

Click **Download** to download the LOA Form, then fill in the details.

3

Company Invoice Quotation DeliveryNote Receipt Deposit Credit Note Payment Slip GIRO Info **PEPPOL Info**

**PEPPOL Details**

PEPPOL ID

PEPPOL LOA Form (Template Download)

PEPPOL LOA Form (Upload) \*PDF\*  No file chosen

ACRA Biz File \*PDF\*  No file chosen

Click **Choose File**, upload the LOA Form once filled, you may download the uploaded file to review by clicking Download File once uploaded.

4

Click **Choose File**, upload your ACRA Biz File, you may download the uploaded file to review by clicking Download File once uploaded.

5

**Success**  
 • Email sent to [einvoice@datapost.com.sg](mailto:einvoice@datapost.com.sg) successfully.

[Back to Company List](#)

Company Invoice Quotation DeliveryNote Receipt Deposit Credit Note Payment Slip GIRO Info **PEPPOL Info**

**PEPPOL Details**

PEPPOL ID	<input type="text"/>
PEPPOL LOA Form (Template Download)	<input type="button" value="Download"/>
PEPPOL LOA Form (Upload) *PDF*	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Download File"/>
ACRA Biz File *PDF*	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Download File"/>
<input type="button" value="Create PEPPOL Account"/>	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

A success message will appear once done **Step 6**. 7

Click **Create PEPPOL Account**, your application will then be sent to **DataPost** to be processed\*\*. 6

\*\*You shall be notified once the application is successful; then you will get your company PEPPOL ID in the format of **0195:SGUEN<your entity's UEN>**.

Company Invoice Quotation DeliveryNote Receipt Deposit Credit Note Payment Slip GIRO Info **PEPPOL Info**

**PEPPOL Details**

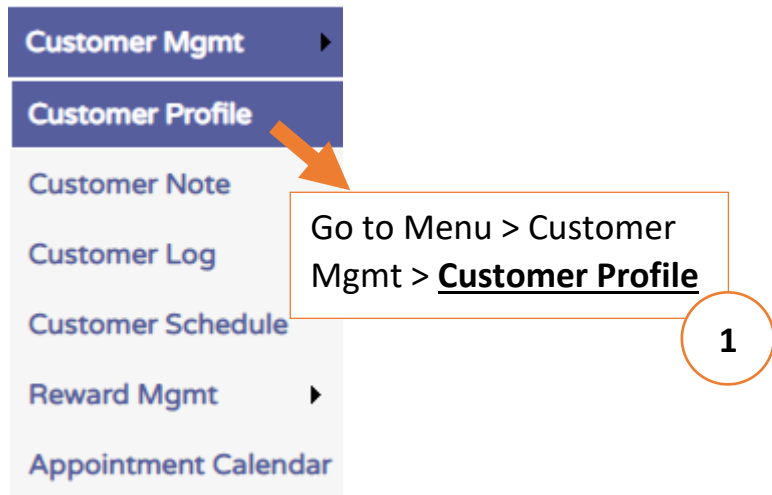
PEPPOL ID	<input type="text" value="0195:SGUEN123400012D"/>
PEPPOL LOA Form (Template Download)	<input type="button" value="Download"/>
PEPPOL LOA Form (Upload) *PDF*	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Download File"/>
ACRA Biz File *PDF*	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Download File"/>
<input type="button" value="Create PEPPOL Account"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Fill in your **PEPPOL ID**. 8

Click **Submit** to save. 9

# Maintain User's PEPPOL ID

## 1. Customer's PEPPOL ID



Contact Person	Company	Contact	First	Registration	Total Invoice Amount (USD)	Total Paid Amount (USD)	Total Outstanding Amount (USD)	Action
1 Eric ABC DOB: 25 Oct 2004	ABC pte Ltd Email ID: jackel@gmail.com Handphone: 12312332 Tracy Lim Relationship: Guardian Email ID: tracylim@xyz.com Handphone: 96542718	Email: eric@abc.com Tel: 62456839 HP:		Registration: 24 May 2018 Company: Active YES	\$8,020.00	\$1,430.00	\$6,590.00	Menu View Invoice Delete Resend Password
2 Customer ABC123 DOB:		Email: Tel: HP:		Registration: 28 Mar 2022 Company: Active YES			\$6,000.00	Menu View Invoice Delete Resend Password

Click **Menu**

2


YOU ARE HERE > Customer Mgmt > Customer Profile

Customer Profile

List Contact Company Family Sibling Account

Invoice Delivery Order Deposit Credit Note GIRO Info

Field marked with '[C]' is display in Customer portal and '[S]' is displayed in Supplier portal.

Barcode :   
5tM3wQnHr0GP1zM9zURNLA==

Alternative Barcode :


Profile Image :

No file chosen

PEPPOL ID :

[C][S] Full Name : Customer ABC123

Date of Birth :  (eg. 1985)

Fill in customer's UEN\*\*, then click  to validate if the customer is already on PEPPOL network, it will return the **PEPPOL ID** if successful, then click **Update** at the end of the page.

3

## 2. Supplier's PEPPOL ID

Go to Menu > Supplier Mgmt > **Supplier Profile**

1

No	Full Name	Email	Phone	Fax	Handphone	Is Active	EDIT	DELETE
1	Cameron	cam@abc.com	91111555		91111555	True		

Click **Edit**

2

Supplier Info | Manage Password | Contract | Peppol File

Registration No :

Company Name :

Email :

Tel (Office) :

Industry Category :

PEPPOL ID :

Fill in supplier's UEN\*\*, then click to validate if the supplier is already on PEPPOL network, it will return the **PEPPOL ID** if successful, then click **Update** at the end of the page.

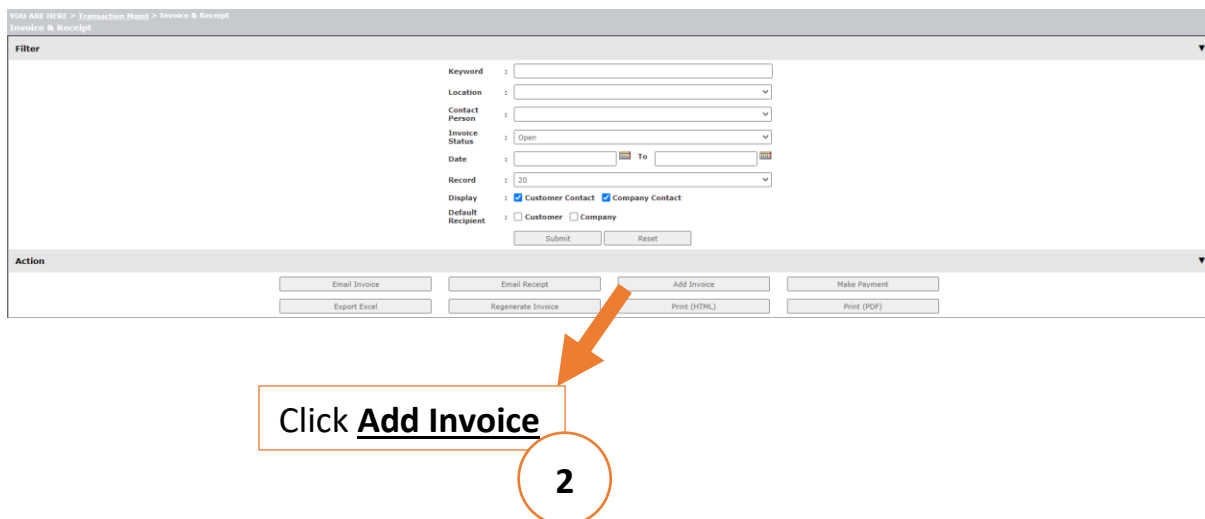
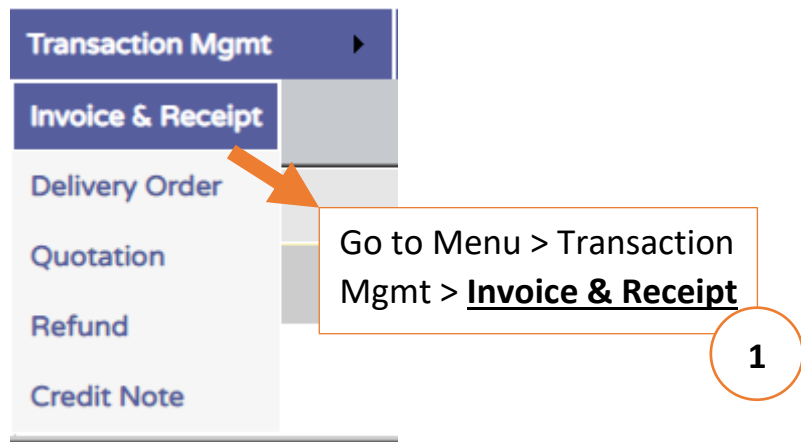
3

\*\*Alternatively, if you do have the client's exact **PEPPOL ID** already, you may fill in the **PEPPOL ID** instead of UEN, then click **Update** at the end of the page to save the record.



# Send an Invoice with E-Invoicing

1. Entities that are already registered on the PEPPOL network will be able to **send an Invoice with E-Invoicing**.
2. To send an Invoice for E-invoicing through CalendarOne CRM Solution, you need to **create an Invoice**.



Fill in and select all the mandatory fields (in **red**):

**Invoice Information**

- **Location** - Select the client's company
- **Customer** - Choose/Tick the receiver for this Invoice
- **Date** - The date period for this Invoice

**Invoice Item**

- **Type** - Select the item type
- **Item** - Select the item from the 1<sup>st</sup> box or fill in the description on the 2<sup>nd</sup> box manually, fill in the remarks on 3<sup>rd</sup> box if any
- **Qty** - Fill in the quantity of the item
- **Unit Price** - Fill in the unit price of the item
- **Amount** - This will be auto-calculated (*Qty \* Unit Price*)

3



Successfully submit invoice (INV-202204-000264)

Click Invoice No **link** to view Invoice

Invoice Information	
Invoice	<a href="#">INV-202204-000264</a>
Receipt	
Type	ONE-OFF (AD Hoc)
Status	Open
Source	Manual
Contact Person	EC John
	CalendarOne Pte Ltd
	01 Apr 2022 To 01 Apr 2022

Invoice Item					
No	Type	Item	Qty	Unit Price	Amount
1	Item	ITEM A Remark: ABC	1	20	20



## Invoice

Company Registration: 198800014D  
 Blk 334 , Kreta Ayer Road #03-10, Singapore 080334  
 T: (65) 6887 4554 F: (65) 6887 4664  
 Email: support@calendarone.com

Bill To : Customer A

Tax Invoice No. : INV-202204-000264  
 Date : 01 Apr 2022  
 Period : 01 Apr 2022 - 01 Apr 2022

Description	Amount (SGD)
ITEM A	20.00
Total Amount	20.00
Paid Amount	0.00
<b>Outstanding Amount</b>	<b>20.00</b>

Term & Conditions

1. Payment mode
  - o Cash
  - o Cheque should be crossed and made payable to **CalendarOne Pte Ltd**
2. Admin charge of \$20 will be payable for payments made after 7th of every month (excluding June, November and December).

*This is a computer generated document, no signature is required.*

Blk 334 , Kreta Ayer Road #03-10, Singapore 080334  
 T: (65) 6887 4554 F: (65) 6887 4664 www.calendarone.com support@calendarone.com



Click **Print** to print out the Invoice or to PDF (optional)

Invoice No	Location	Student	Company & Family	Course Period	Invoice Details	Invoice Status	Invoice Amount	Paid Amount	Outstanding Amount	Action	
INV-202204-000264	CalendarOne Pte Ltd	EC John	Mén Zhang Email ID zhang@abc.com Handphone 92365401	01 Apr 2022 - 01 Apr 2022	ITEM A	20.00	Open	20.00	0.00	20.00	Reset Status Edit Invoice DeliveryNote Make Payment Print (HTML) Print (PDF) Email Invoice Peppol Invoice ADD Invoice <input type="checkbox"/> Email Student <input type="checkbox"/> Email Parent

Click **PEPPOL Invoice**

6

**Invoice - Peppol Status**

<b>Invoice No</b>	:	<b>INV-202204-000264</b>
<b>Peppol Upload Status</b>	:	

Click **Upload** to send the Invoice

7

**Invoice - Peppol Status**

Upload Invoice successfully!

<b>Invoice No</b>	:	<b>INV-202204-000264</b>
<b>Peppol Upload Status</b>	:	

Once successfully uploaded, success message will appear

Click **Query Status** to check the Invoice Status

8

# Send an Invoice to Government Agency

1. Entities that are already registered on the PEPPOL network will be able to **send an Invoice to Government Agency**.
2. To send an Invoice for E-invoicing through CalendarOne CRM Solution, you need to **create an Invoice** (\*\*refer to Page 8, follow through the steps to create the Invoice accordingly).

Invoice No	Location	Student	Company & Family	Course Period	Invoice Details	Invoice Status	Invoice Amount	Paid Amount	Outstanding Amount	Action	
INV-202204-000264	CalendarOne Pte Ltd	KC John	<b>Admin Zhang</b> Email ID: zhang@abc.com Handphone: 92365401	01 Apr 2022 - 01 Apr 2022	ITEM A	20.00	Open	20.00	0.00	20.00	<a href="#">Reset Status</a> <a href="#">Edit Invoice</a> <a href="#">Delivery Note</a> <a href="#">Make Payment</a> <a href="#">Print (HTML)</a> <a href="#">Print (PDF)</a> <a href="#">Email Invoice</a> <a href="#">Peppol Invoice</a> <a href="#">AGD Invoice</a> <a href="#">Email Student</a> <a href="#">Email Parent</a>

Click **AGD Invoice**

1



Upload Invoice successfully!

Once successfully uploaded, success message will appear

# Receive Invoice sent with E-Invoicing

1. Client's supplier that is already registered on PEPPOL network can send Invoices directly (either from PEPPOL Gateway Provider manually or their own software/solution).
2. Do provide the supplier with your **PEPPOL ID** in the format of **0195:SGUEN<your entity's UEN>** (\*\*if you are still not registered on PEPPOL network yet, refer to Page 3, follow through the steps on how to register).
3. Once the supplier has successfully sent the Invoice to your **PEPPOL ID**, you can either access to the **DataPost PEPPOL Gateway** (\*\*once you are registered on the PEPPOL network, you will also receive an email stating the access details to the DataPost PEPPOL Gateway portal) to view the Invoice or you can download/save the Invoice via **CalendarOne CRM Solution**.



No	Full Name	Email	Phone	Fax	Handphone	Is Active	EDIT	DELETE
1	Cameron	cam@abc.com	91111555		91111555	True		

Click **Edit**

2

