

Sage 300 2025

eInvoicing for Singapore 7.2A (EC72A) Guide

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Using eInvoicing for Singapore

Sage 300 eInvoicing for Singapore makes it easy for businesses to send and receive invoices through the InvoiceNow network and automatically submit invoice data to the Inland Revenue Authority of Singapore (IRAS) for tax reporting.

This service uses SESAMi as the Access Point Provider.

Install and Activate eInvoicing for Singapore

The eInvoicing for Singapore program works with Sage 300 2025 PU2 or later, but it must be installed separately.

It also requires Accounts Receivable 7.2 or later, and Singapore Tax Reports 7.2 or later to be installed and activated.

If you are using Sage 300 2026, you must install and activate Singapore Tax Reports 7.3.

Note: Always back up your database before installing and activating eInvoicing for Singapore 7.2A.

Note: When setting up the database in SQL Server, use a binary collation method, such as Latin1_General_BIN.

Install eInvoicing for Singapore

To install eInvoicing for Singapore:

1. Run the eInvoicing for Singapore installation program and follow the steps in the installation wizard until installation is complete.
2. Copy the EC72A.LIC file to your Sage 300 SharedData folder.

Workstation Setup

There is a separate installer for the eInvoicing Workstation Setup.

After running Sage 300 workstation setup on the client machine, install the ECWS72A.exe.

Note: You need to run ECWS72A.exe on each client machine that uses eInvoicing Singapore.

Activate eInvoicing for Singapore

1. Log in to Sage 300 as ADMIN.
2. Go to **Administrative Services**, and double click **Data Activation**.
3. Select the check box to confirm that the company database has been backed up.
4. Click **Proceed** to open the Data Activation window.
5. Select the **eInvoicing for Singapore 7.2A** check box and click **Next**.

Note: eInvoicing for Singapore requires Singapore Tax Reports to be activated.

6. Click **Activate**.

Activation creates an eInvoicing for Singapore folder in the Sage 300 Desktop which contains shortcuts to its programs.

After activating, you can proceed to register your company with SESAMi and IRAS in the Options screen. See Set Up eInvoicing for Singapore section.

Set Up eInvoicing for Singapore

Options

The E/C Options screen is where you register your company for eInvoicing with SESAMi and IRAS, configure AGD options (if you transact with government agencies), and define default distribution codes for processing incoming invoices.

1. Go to **eInvoicing for Singapore > E/C Setup > Options**.
2. In the Company tab, the following fields will appear:
 - **Company Profile**, where the Company Name, Business Reg. No. and Address fields will be defaulted from the Common Services - Company Profile screen. If fields are missing, return to CS Company Profile screen and complete them.

Note: Enter your full and accurate address, including Country and Postal Code. These fields are mandatory for registration.

- **Country and Industry** drop-down lists, where you can select your Country and Industry.
 - **Contact information**, where you enter the contact person's name, designation, phone number and email.
3. Go to the Registration tab to register with the Access Point Provider, and to activate your IRAS Invoice Data Submission.
 4. Click on the **Register with Access Point** button.

A confirmation will appear asking if you want your Peppol ID registered in the Peppol Directory. Select Yes. It will show a message saying that the registration has been successfully submitted to the Access Point Provider, and you will receive an email with instructions on how to complete your setup in Sage 300. This may take up to 48 hours.

5. To activate the transmission feature so that the invoice data is sent to IRAS, click on the **Activate IRAS Invoice Data Submission** button.

Note: Make sure you have successfully registered for Peppol through your Access Point Provider before proceeding to activate the IRAS Invoice Data Submission feature.

6. Follow the instructions in the Activating IRAS Invoice Data Submission section below.

Note: You must have a valid Corppass account.

Once activated successfully, the IRAS Status will display Activated.

7. To turn off the IRAS transmission feature, see the Deactivating IRAS Invoice Data Submission section below.
8. Go to the Transactions tab.
9. If your company transacts with Singapore government agencies, enter your AGD Vendor@Gov details, including **Vendor ID** and **Email Address**. See the AGD Options section for full details.
10. Set **Default Distribution Codes** for Item, Allowance and Charge for your Incoming Invoices. These will be used by Accounts Payable when processing the incoming transactions. See Incoming Invoices section below, for more details.
11. If you have GST-registered transactions posted before activating the eInvoicing for Singapore module, specify an **InvoiceNow Adoption Date**. See the Configuration for InvoiceNow Adoption Date section for instructions.
12. Click **Save**.
13. Click **Close** to exit the form.

Activating IRAS Invoice Data Submission

To activate the transmission feature so that the invoice data is sent to IRAS, follow the steps below.

Note: Make sure you have successfully registered for Peppol through your Access Point Provider before proceeding to activate the IRAS Invoice Data Submission feature.

1. Go to **E/C Options > Registration tab**.

The IRAS status will initially show as Inactive.

2. Click **Activate IRAS Invoice Data Submission** button.

This will launch the InvoiceNow screen.

3. In the InvoiceNow browser, click on **Corppass Business Authorisation** with Corppass.

This will redirect to the Singpass log in.

4. User can choose to click on the Singpass App to scan the QR code to login, or use the Password Login tab.
5. If using the Password Login tab, enter the Singpass ID and password.

Upon successful login, a message will appear indicating the activation is successfully completed.

6. Close the screen.

Sage 300 E/C Setup will also popup a confirmation message. The IRAS status will show Activated.

Deactivating IRAS Invoice Data Submission

To turn off the IRAS Invoice Data Submission feature, follow the steps below:

1. Go to **E/C Options > Registration tab**.

The IRAS status will initially show as Activated.

2. Click **Deactivate IRAS Invoice Data Submission** button.

This will launch the InvoiceNow screen.

3. When the Invoice Now appears, click on **Corppass Business Authorisation** with Corppass.

It will redirect you to the SingPass login.

4. You can choose to click on the Singpass App to scan the QR code to login, or use the Password Login tab.
5. If using the Password Login tab, enter the Singpass ID and password.
6. Click on the Password login tab.
7. Enter the Singpass ID and password.

It will then say Successful Deactivation.

8. Close the screen.

Sage 300 E/C Setup will also pop-up a confirmation message. The IRAS status is updated to Inactive.

AGD Options

If your company is doing business with Singapore Government agencies or statutory boards, these Accountant-General Department (AGD) fields are mandatory.

Vendor ID. Enter the Vendor ID registered with Vendors@Gov.

Email. Enter the email address associated with your Vendors@Gov registration. Government agencies will use this email to notify you of any issues related to your InvoiceNow submissions.

Freight Charge. Select a miscellaneous charge to use when sending documents to AGD. The selected miscellaneous charge code must be mapped to the Peppol Miscellaneous Charge called Freight Service ("FC"). Please refer to the E/C Miscellaneous Charges Code Mapping section of this guide for more information.

Incoming Invoices

In this section you may specify distribution codes that Accounts Payable will use when processing incoming invoices that may include the following types:

- Item
- Allowance
- Charge

Last Retrieval Date. This is a read-only field that displays the date when the documents were last retrieved.

Incoming Purchase Orders

This is a read-only field that displays the date when the Purchase Orders were last retrieved.

Configuration for the GST InvoiceNow Adoption Date

GST InvoiceNow Adoption Date. If you have GST-registered transactions that were posted before activating the eInvoicing for Singapore module, you can specify a GST

InvoiceNow Adoption Date.

This date determines when the system should begin extracting transactions for E/C Outgoing Document Processing.

- The system will include only transactions on or after the Adoption Date you enter.
- Any transactions posted before this date will not be included in the E/C Outgoing Document Processing list.

After entering the Adoption Date, you must click Save before proceeding with transaction extraction.

Extract Historic Transactions. This function will extract all transactions starting from the Adoption Date onward. Transactions may come from Accounts Payable, Accounts Receivable, Order Entry. Extracted transactions will appear in the E/C Outgoing Document Processing screen, ready for submission.

Important: This extraction can only be performed once. Once extraction is complete, you will not be able to change the adoption date. It is strongly recommended that you back up your data before running the extraction.

Currency Code Mapping

Your currency code for outgoing documents must comply with the Peppol standard currency codes.

Refer to the Peppol website for the currency code list.

You must map every currency that you use in your Sage 300 invoices to the associated Peppol currency; even if they appear to be the same currency.

Example: If you use 'SGD' in your Sage 300 invoices, you must map your Sage 300 currency 'SGD' to the Peppol currency 'SGD'.

To map your currency codes, follow these steps:

1. Go to **eInvoicing for Singapore > E/C Setup > Currency Code Mapping**.
2. When mapping for the first time, click the **Currency Code** column and select the **Sage 300 currency code** from the Currency Code finder.

3. Click the **Peppol Currency Code column** and select the corresponding **Peppol currency code** from the Peppol Currency Code finder.
4. Use the Insert key to add more mapping rows.
5. Use the **Delete** key to remove incorrectly mapped rows.
6. Click **Close** to exit the form.

Customer Mapping

The E/C Customers screen allows you to set up each customer's Peppol ID for invoicing purposes.

To configure a Customer for eInvoicing:

1. Go to **eInvoicing for Singapore > E/C Setup > Customer Mapping**.
2. You can first limit the number of Customers displayed in the grid by entering or selecting customer numbers in the **From/To** fields at the top of the screen, and then clicking the **Go button**.
3. Select the row of the customer you want to update.

Ensure the Customer has the following details filled in:

- Business Registration Number (BRN)
- Full address, including Postal Code and Country
- Contact Email

Note: If any fields are missing, double click the customer row to drill down to the A/R Customers screen. Enter the missing details, click Save and return to the Customer Mapping screen.

4. Enter the Customer's Peppol ID.

Note: You can only enter a Peppol ID if the customer was set up with an address, postal code and country in A/R Customers.

5. Set AGD Information:
 - Set AGD Customer to Yes if the customer is a Singapore Government Agency
 - Enter the AGD Business Unit.

Note: You can only designate a customer as AGD if the customer was set up with contact name in A/R Customers.

6. Select the Billing Specification.
7. Select the Customer's Country.
8. The Notified column shows whether a PEPPOL notification has already been sent to this customer.
9. Click **Send Peppol Notification** to email customers your Peppol information. For full email instructions, see the Send Peppol Notification section
10. Click **Close** to exit the form.

Note: The Peppol ID field is mandatory for eInvoicing submissions. You will have to obtain the Peppol ID directly from your customers and enter it manually.

Standard Format

The format of the Peppol ID should follow this structure: **XXXX: YYYYYY....** where:

- **XXXX** is the Scheme ID (e.g. 0195 for Singapore),
- **YYYYYY....** is the Endpoint ID.

Special Cases

Depending on the transaction type, the following alternative Customer Peppol IDs can also be used:

- **0195:C5UIDYYYYYYYYYYY** - for sales invoices for non-Peppol customers
- **0195:POS** or **0195:STI** - for point-of-sale, or simplified tax invoice

Note: For questions about Peppol ID formats, please refer to the guides provided by Infocomm Media Development Authority (IMDA).

Unit of Measure Mapping

You must map every Unit of Measure (UOM) that you use in your Sage 300 invoices to an associated Peppol UOM, even if they appear the same.

To map your UOM, follow these steps:

1. Go to **eInvoicing for Singapore > E/C Setup > Unit of Measure Mapping**.
2. If you are mapping for the first time, click on a new row or click Insert, to create subsequent new mapping row.
3. Click the **finder icon** and select a **Sage 300 UOM** from the finder list, or manually type the Unit of Measure.

If you are using AR Items, enter the Unit of Measure for all the AR Items as well.

4. Click the finder icon in the Peppol Unit of Measure column and select a UOM from the list of UOMs.
5. Use the **Insert key** to add more mapping rows.
6. Use the **Delete key** to remove incorrectly mapped rows.
7. Click **Close** to exit the form.

Miscellaneous Charges Code Mapping

If you have miscellaneous charges that are included in the Order Entry transactions, map them to a valid Peppol Allowance or Charge Code.

To map your miscellaneous charges, follow these steps:

1. Go to **eInvoicing for Singapore > E/C Setup > Miscellaneous Charges Code Mapping**.
2. If you are mapping for the first time, click on a new row or click Insert, to create subsequent new mapping row.
3. Click the **Sage 300 Miscellaneous Charge Code** finder and select the **Miscellaneous Code** that you want to map.
4. Select Allowance or Charge Code type.

Click the **Peppol Miscellaneous Charge Code finder** and select the Peppol Allowance or Charge Code from the list.

Note: If Allowance Code Type is selected, the finder shows Peppol Allowance codes.

Note: If Charge Code Type is selected, the finder shows Peppol Charge codes.

5. Use the **Insert key** to add more mapping rows.

6. Use the **Delete key** to remove incorrectly mapped rows.
7. Click **Close** to exit the form.

Terms Mapping

When submitting e-invoices to Singapore Government Agencies via the PEPPOL network, it is mandatory to include a payment terms code that is recognized and accepted by AGD (Accountant-General's Department).

To ensure compliance, you must map your Sage 300 Terms Codes to the appropriate AGD-approved Payment Terms Codes.

To map the payment terms, follow these steps:

1. Go to **eInvoicing for Singapore > E/C Setup > Terms Mapping**.
2. When mapping for the first time, click the Sage 300 Terms column and select the Terms Code from the Sage 300 Terms finder.
3. Click the AGD Terms column and select the corresponding AGD Terms from the finder.
4. Use the **Insert key** to add more mapping rows.
5. Use the **Delete key** to remove incorrectly mapped rows.
6. Click **Close** to exit the form.

Vendor Mapping

The E/C Vendors Mapping screen allows you to set up each vendor's Peppol ID and assign default distribution codes for vendors from whom you receive eInvoices.

To configure a vendor for eInvoicing:

1. Go to **eInvoicing for Singapore > E/C Setup > Vendor Mapping**.

You can first limit the number of Vendors displayed in the grid by entering or selecting Vendor numbers in the **From/To** fields at the top of the screen and then clicking the **Go button**.

2. Select the row of the vendor you want to update.

Ensure the Vendor has the following details filled in:

- Business Registration Number (BRN)
- Full address, including Postal Code and Country
- Contact Email

If any fields are missing, double click the vendor row to drill down to the A/P Vendors screen. Enter the missing details, save and return to the Vendor Mapping screen.

3. Enter the Vendor's Peppol ID.
4. Set GST Registered:
 - Yes: Send transactions to IRAS.
 - No: Do not send transaction to IRAS.
5. Select the AP Vendor Type:
 - If AP Vendor is selected, eInvoicing will allow import of transactions coming from SESAMi.
 - If PO Vendor is selected, eInvoicing will not allow import of transactions coming from SESAMi because PO would have already generated the corresponding AP invoices for orders, thus avoiding duplicates.
6. Enter the Vendor's Currency.
7. Select the Vendor's Country.
8. Assign Default Distribution Codes for:
 - Item
 - Allowance
 - Charges
9. The Notified column shows whether a PEPPOL notification has already been sent to this vendor.
10. Click the **Send Peppol Notification** button if you want to send a Peppol notification to the vendor. See Send Peppol Notification section.
11. Click **Close** to exit the form.

Note: The Peppol ID field is mandatory for all eInvoicing submissions. You must obtain the Peppol ID directly from your vendor and enter it manually.

Standard Format

The Peppol ID must follow this structure: **XXXX: YYYY**, where:

- **XXXX** = Scheme ID (e.g. 0195 for Singapore)
- **YYYY** = Endpoint ID

Special Cases

Depending on the transaction type, the following alternative Vendor Peppol IDs can also be used:

- **0195:C5UIDYYYYYYYYYY** - for purchase invoices for non-Peppol vendors
- **0195:PCP** - for petty cash purchases

Note: For questions about Peppol ID formats, please refer to the guides provided by Infocomm Media Development Authority (IMDA).

Distribution Code Mapping

Distribution Codes are used for incoming transactions.

These are essential when processing documents in Accounts Payable.

To map distribution codes, follow these steps:

1. Go to **eInvoicing for Singapore > E/C Setup > Distribution Code Mapping**.
2. Select the Vendor Number by clicking on the arrows or selecting the vendor from the finder.
3. In the grid, select the Type: Item, Allowance or Charge.
 - If you select item type, enter the Item Identifier. Seller Item Numbers will appear in the finder, but you can also enter the Buyer Item Number and Seller Item Description. The Allowance or Charge Code field will be disabled.
 - If you select Allowance or Charge type, select the Peppol Allowance or Charge Code from the finder. The Item Identifier field will be disabled.
4. Select the AP Distribution Code from the Distribution Code finder.
5. Use the Delete key to remove rows and the Insert key to add more rows.
6. Click **Close** to exit the form.

When importing transactions, Sage 300 determines the Distribution Codes to use in the following order:

1. Distribution Codes mapped to the item in E/C Distribution Code Mapping.
2. Default Item Distribution Code mapped to the Vendor in E/C Vendor Mapping.
3. Default Distribution Code for Item specified in E/C Options.

Email Messages

Use the E/C E-mail Messages screen to create email templates to send your organization's PEPPOL information to your customers and vendors.

To create new message IDs, follow these steps:

1. Go to **eInvoicing for Singapore > E/C Setup > E-mail Messages**.
2. Select the Recipient Type: Customer or Vendor.
3. Click on the **+** icon to create a new Message ID.
4. Enter the following details:
 - Message ID (up to 12 characters)
 - Description
 - Email Subject
 - Email Body
5. Click **Save**.
6. Click **Close** to exit the form.

Note: The system comes with a DEFAULT Message ID template for Customer and Vendor. This template can be edited but cannot be deleted. You can use it as a base for creating new Message IDs.

Tip: You can use variables (field names) from your company database so that the e-mailed messages will include recipient- or company-specific information.

When you are ready to send PEPPOL notifications, you have two options:

- Use the **E/C Periodic Processing > Send Peppol Notifications** screen.
- From the Customer Mapping and Vendor Mapping screens, click the **Send Peppol Notifications** button.

E-mail Message Variables

A variable is a string of characters in an e-mail message that is replaced with a specific term or value when the message is sent.

You can use the following variables in E/C E-mail messages:

Value to Insert	E-mail Message Variable
Recipient Contact	\$RECIPIENT_CONTACT
Recipient ID	\$RECIPIENT_ID
Recipient Name	\$RECIPIENT_NAME
Recipient Peppol ID	\$RECIPIENT_PEPPOLID
Company Phone	\$COMPANY_PHONE
Company Fax	\$COMPANY_FAX
Company Contact	\$COMPANY_CONTACT
Company Name	\$COMPANY_NAME
Company Peppol ID	\$COMPANY_PEPPOLID
Company Business Registration Number (BRN)	\$COMPANY_BRN

Outgoing Document Processing

Sage 300 supports sending documents posted in Accounts Receivable, Order Entry and Accounts Payable .

For documents to appear in the Outgoing Document Processing screen,

- Accounts Receivable invoice, debit note, credit note and interest must be posted.
- Order Entry invoice, debit note, and credit note must be posted and Day End Processing done.
- Accounts Payable invoice, debit note, credit note and interest must be posted for IRAS Reporting purposes and IRAS Reporting in Vendor Mapping must be set to Yes.

To send documents, follow these steps:

1. Go to **eInvoicing for Singapore > E/C Transactions > Outgoing Document Processing**,
2. You will see all the documents that have been posted and where day end processing was done.

To limit the list of documents displayed, use the available filters. Please refer to Filtering Options for more information.

3. Documents which are set to Yes in the Selected column will be sent when you click the Send button.

Tip: You can use the spacebar key to toggle between **Yes/No**, or the **Select/Deselect All** box to manage multiple selections.

4. Click **Send Selected** button.

Note: Sending will take a few minutes.

5. To update the Status of your documents, click **Refresh Statuses**.

Documents will take a few minutes to be fully transmitted from Sage 300 and then processed through SESAMi and then IRAS, if applicable .

6. Once the document is fully sent, it will have a status of Transmitted. There are also other statuses and responses worth noting:
 - Buyer Response Date indicates the date of the latest response from the Buyer.
 - Buyer Response indicates the action of the buyer for the invoice they received.
 - Buyer Response Message shows any message the buyer added for the invoice they received.

The following buyer responses may appear for each document sent.

- Acknowledged
- Accepted
- Under Query
- Conditionally Accepted
- Rejected
- Accepted
- Partially Paid/Fully Paid

Note: Responses like Under Query, Conditionally Accepted and Rejected may come with details including messages that the buyer may want to convey to the seller. Users can click on the info button on the Buyer Response column to view the details.

IRAS Status, IRAS Acknowledgment ID, IRAS Submission Date and IRAS Message.

- Status of documents sent to IRAS will appear on these columns.
 - When a status shows “Rejected”, read the IRAS message that comes with it. Other statuses include Sent, Processing and Successful.
7. You can drill down to the document by clicking on the Details... button.
 8. If an error occurs during submission -- whether from Peppol, IRAS, or Sage 300 -- the **Detail Messages** column will display **Yes**.

To view the errors, click on the Detail Messages column header, and the program will display the corresponding error details.

9. Click **Close** to exit the form.

Filtering Options

You can select different filters to limit the documents displayed. The following are the available options:

1. Select By Document Date - enter the From and To document date
2. Select By Customer/Vendor Number - enter the From and To Customer/Vendor Number
3. Select by Document Number - enter the From and To Document Number
4. Check the different Peppol status that you want to be displayed. These are the Peppol statuses that you can filter.
 - Not Sent - document is not sent yet
 - In Process - document is sent and is pending response from the Access Point Provider .
 - Error - there is an error in sending the document. Usually, the Peppol Message will show the error.
 - Failed to transmit - Peppol failed due to some issues.
 - Transmitted - document has been successfully transmitted to the Access Point Provider .
 - Received - document has been received for processing.
5. Check the relevant Source Application from the following options:
 - Accounts Receivable
 - Order Entry
 - Accounts Payable
6. Check the different Document Types that you want to be displayed. The Document Types are:
 - Invoice
 - Debit Note
 - Credit Note
 - Interest

7. Check the 'Only show documents created by the current user' if you only want documents you have created to be displayed. If this option is not selected, all documents will be displayed.
8. Response Status - this is the buyer response which indicates their action towards the document they received.
 - Acknowledged
 - In Process
 - Rejected
 - Accepted
 - Partially Paid
 - Paid
9. IRAS Status - Response received from IRAS filing of the document.
 - In Process
 - Successful
 - Rejected
10. Click the Go button to see the filtered results.

Sending Invoices to AGD customers

To ensure a successful submission of documents for an AGD customer, verify all the setup requirements have been established.

Refer to AGD topics in E/C Setup Options, Customer Mapping and Terms mapping.

IMPORTANT:

- Follow the AGD rules and requirements when sending documents to Singapore Government Agencies. Non-compliance may result in rejection by AGD.
- When preparing invoices for AGD customers, ensure all line items use the same tax code and tax rate. Mixed tax codes or rates will cause the invoice to be rejected.
- Invoices for AGD customers must be submitted within 7 days of the invoice date and cannot be forward-dated. Submissions after this period will be ineligible for processing by both the buyer and IRAS.

Incoming Document Processing

This screen displays documents retrieved from the access provider (SESAMi) that were sent to your company's Peppol ID. These may include Purchase Orders from your buyer and Invoices (including Debit Notes and Credit Notes) sent to your company. You can review and import these documents into Sage 300.

To retrieve documents:

1. Go to eInvoicing for Singapore > E/C Transactions > Incoming Document Processing
2. Click the Retrieve/Update button to download all available documents from the access provider.

Note: Download times may increase when retrieving a large number of documents.

3. To filter the retrieved documents, you can:

- Enter a From/To Document Date
- Enter a From/To Document Number
- Select the Import Status
- Select the Response Status
- Select the Document Type

Note: You must select at least one option from the Import Status, Response Status, and Document Type to apply the filter.

4. Select a document from the list.
5. Click the Details... button to preview the selected document.
6. After reviewing the document, you can choose whether to accept or reject it.
7. To reject a document:
 - Toggle the selected document from No to Yes.
 - Click on Reject Selected... button.

- In the pop-up, enter the Rejection Reason and Rejection Details.
- Click Send to notify the Seller.
- The Response Status will display Rejected.

Note: Purchase orders cannot be rejected.

8. To import documents into Sage 300:

- Toggle the selected documents from No to Yes.

Tip: You can use the spacebar key to toggle between Yes/No, or the Select/Deselect All box to manage multiple selections.

- Click Accept/Import Selected.
- Purchase orders will be imported into Order Entry.
- Invoice, Debit Note and Credit Note will be imported into Accounts Payable.

9. After import:

- The Import Status will display Imported.
- The Response Status will display Accepted.

10. If the import fails:

- The Import Status will show Failed.
- An Import Message will provide the reason for failure.
- Correct the issue and reattempt the import.

11. To view imported transactions, click the Details... button:

- For Purchase Orders, this opens the Order Entry screen, where you can verify, ship and invoice the order.
- For Invoices, Debit Notes and Credit Notes, this opens the Accounts Payable Invoice Entry screen.

Importing Documents into Sage

After documents are retrieved, they can be imported to Sage 300 for processing.

- Purchase Orders (POs) are imported into OE Order Entry.
- Invoices, Debit Notes and Credit Notes are imported into AP Invoice Entry.

Importing Purchase Orders into OE Order Entry

When importing POs, it will look at the following fields from the XML in order of priority:

1. Sellers Item Identification
2. Buyers Item Identification
3. Standard Item Identification
4. Name

Any of these fields must be mapped to one of the following fields in Sage 300:

- IC Customer Item Number
- IC Manufacturer's Item Number
- IC Item Number

Item prices, discounts and miscellaneous charge amounts are determined by the seller or supplier. To ensure correct pricing, make sure that a Price List Code is assigned to the customer, and a Price List is assigned to each item.

Note: If the customer has a Primary Ship-To Location, a Price List Code must also be assigned to that Ship-To Location.

Once the PO is successfully imported into OE Order Entry, the Imported Document Total is updated. This total is based on Sage 300 pricing, including applicable taxes.

Importing Documents into AP Invoice Entry

When importing invoices, debit notes, or credit notes into AP Invoice Entry, the system determines which tax class to apply using the following process:

1. Vendor Identification
 - The system checks the E/C Vendor Mapping for a vendor with the same Peppol ID.
 - If found, the vendor number and its tax setup are used.
2. Distribution Code Mapping

The system determines the Distribution Code in this order of priority:

- The Distribution Code mapped to the Item, Allowance, or Charge in E/C Distribution Code Mapping.
 - The Default Distribution Code for the Item, Allowance, or Charge in E/C Vendor Mapping.
 - The Default Distribution Code for the Item, Allowance, or Charge in E/C Options.
3. Tax Class Determination
- The system uses the vendor's Tax Authority and Vendor Tax Class.
 - It then compares the transaction tax rate against available purchase item tax classes.

Example:

- Vendor uses Tax Authority SGST with Vendor Tax Class 2.
- The detail line has a 9% tax rate.
- The system checks the SGST tax authority (Purchases type), looks under Vendor Tax Class 2, and finds an item tax class with 9%.
- The first matching tax class is applied. If a match is found, the system assigns the appropriate Item Tax Class. If no match is found, the import fails.

4. Final Validation

- Once the document is imported, you can drill down into AP Invoice Entry to review the transaction details before posting.

Printing Reports for eInvoicing Transactions

There are two screens which display printable reports for eInvoicing Transaction Processing screens.

- Outgoing Document List
- Incoming Document List

Outgoing Document List

To print reports for Outgoing Document Processing transactions:

1. Go to the **eInvoicing for Singapore > E/C Reports > Outgoing Document List**.
2. Add the **From/To Document Dates**.
3. Click the **Customer/Vendor Number finder**. A pop up will appear prompting you to choose between the Customer Finder or Vendor Finder.
4. Select the Customer or Vendor from the finder.
5. Select the Source Application:
 - A/R
 - O/E
 - A/P
6. Select the Document Type:
 - Invoice
 - Debit Note
 - Credit Note
 - Interest
7. Select the Peppol Status:
 - Not Sent
 - In Process

- Transmitted
 - Received
 - Error
 - Failed to Transmit
8. Select the IRAS Status:
 - Not Applicable/Not Sent
 - In Process
 - Successful
 - Rejected
 9. Select the Response Status:
 - None
 - Acknowledged
 - In Process
 - Rejected
 - Accepted
 - Paid
 10. Click **Print** to generate the report based on your filters.
 11. Click **Close** to exit the form.

Incoming Document List

To print reports for Incoming Document Processing transactions:

1. Go to the **eInvoicing > E/C Reports > Incoming Document List**.
2. Add the **From/To Document Dates**.
3. Click the **Customer/Vendor Numbers finder**. A pop up will appear prompting you to choose between the Customer Finder or Vendor Finder.
4. Select the Customer or Vendor from the finder.
5. Select the Document Type:

- Invoices
 - Debit Notes
 - Credit Notes
 - Purchase Orders
6. Select the Import Status:
- Not Imported
 - Imported
 - Failed
 - Not Applicable
7. Select Response Status
- Acknowledged
 - Rejected
 - Accepted
8. Click **Print** to generate the report based on your filters.
9. Click **Close** to exit the form.

Periodic Processing

Send Peppol Notifications

Use the Send Peppol Notifications screen to email your organization's PEPPOL information to your customers and vendors.

To send notifications, follow these steps:

1. Go to **eInvoicing for Singapore > E/C Periodic Processing > Send Peppol Notifications**
2. Select the **Recipient Type**: Customer or Vendor
3. Enter the **From and To** values.
4. Choose a Message ID. You can use the DEFAULT Message ID or select one from the finder. You can also create a new one by clicking the Zoom button.
5. Select a **Resend Option**.
 - Send to Unnotified Recipients Only - Sends to those who have never received a PEPPOL notification
 - Resend to Notified Recipients Only - Sends only to those who have already received a PEPPOL notification
 - Send to All Recipients - Sends to all recipients, regardless of past email status

Note:

- For customers, the system uses the email specified from the AR Customers - Contact tab.
- For vendors, it uses the email from the AP Vendors - Contact tab.

In the Customer Mapping and Vendor Mapping screens, the Notified column shows whether a PEPPOL email has been sent to a recipient.

To save time, you can save your notification settings as defaults:

- To save current settings, go to **Settings > Save Settings As Defaults**.
- To clear saved settings, go to **Settings > Clear Saved Settings**.

Before you begin, ensure your email settings are configured in Common Services - Company Profile. See [Setting Up Email](#)

Additional Information

- Db Dumping and Db Loading to a different installation which has different shared data will not work due to encrypted IDs. Instead, you should use SQL backup and restore for all your SQL databases.
- Sage 300 eInvoicing for Singapore 7.2A only supports Report Tax on Retainage Document 'At time of Retainage Document'. To set this up, go to Tax Authorities and retrieve the tax authority that will have retainage. For the Report Tax on Retainage Document, select 'At Time of Retainage Document'. Then, go to A/R Options - Retainage tab. Set Report Tax to 'As Per Tax Authority'.
- When submitting documents for AGD, GST must not be applied to freight charges.
- To avoid issues when previewing the retrieved documents in the Incoming Document Processing, ensure Microsoft Edge WebView2 Runtime is installed in the Windows Control Panel. For more information, see Knowledgebase article: [250916152956493](#).