

Peppol Invoicing

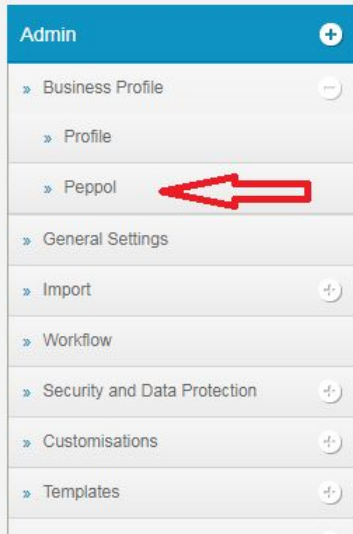
Setting up Peppol



Step - 1

- Go to the Admin Tab under Setting page.
- Under Business Profile select Peppol

Welcome MOIBOO, Logged in for Home Branch - 2020



The screenshot shows a vertical sidebar menu under the 'Admin' header. The menu items are: Business Profile, Profile, Peppol, General Settings, Import, Workflow, Security and Data Protection, Customisations, and Templates. A red arrow points to the 'Peppol' item.

Business settings

Home / Settings / Business Settings


Please use this page to customize your account and keep it ready for later data entries. You will save a lot of time and efforts by pre customizing your account.





Here is what you should do

- 1 Add your [Business Details](#) and get ready to start
- 2 Auto-Import your leads from your [website](#) and [e-mail](#)

Step - 2


- Click on the Pen mark(Arrow shown) to fill in all the details for Peppol registration

Admin 

- » Business Profile 
- » General Settings
- » Import 
- » Customisations 
- » Templates 
- » Users & Access Restriction 
- » Mobile App

Income 

Expense 


Agreement 

Inventory 

Accounting 

Details of Peppol Registration

Home / Settings / Details of Peppol Registration



Country : **Company Address Line 1 :**

First Name : **Company Address Line 2 :**

Last Name : **City :**

Email : **Postal Code :**

Company Name : **No I agree to the [Terms & Conditions](#)**

Company UEN : **Your invoice data will be transmitted over the Singapore Nationwide e-Invoice Network, a part of the global PEPPOL e-Invoice Network. Your suppliers and customers may use third parties to enable their connections to this Network.**

PEPPOL ID: **No I agree that my invoice data can be transmitted over the PEPPOL Network**

Step - 3

- Enter all the required Information
- Select Submit button for Peppol registration

Admin +

- » Business Profile -
- » Profile
- » **Peppol**
- » General Settings
- » Import +
- » Workflow
- » Security and Data Protection +
- » Customisations +
- » Templates +
- » Users & Access Restriction +
- » Mobile App

Income +

Expense +


Inventory +

Accounting +

Details of Peppol Registration

Home / Settings / Details of Peppol Registration

Country :	Singapore ▼	Company Address Line 1 : *	600 Sin Ming
First Name : *	Reach	Company Address Line 2 :	
Last Name : *	Process	City : *	Singapore
Email : *	sender@moiboo.com	Postal Code : *	576770
Company Name : *	Reach Process	<input checked="" type="checkbox"/> I agree to the Terms & Conditions	
Company UEN : *	201712345A <small>PEPPOL ID: SGUEN201712345A</small>	Your invoice data will be transmitted over the Singapore Nationwide e-Invoice Network, a part of the global PEPOL e-Invoice Network. Your suppliers and customers may use third parties to enable their connections to this Network.	
		<input checked="" type="checkbox"/> I agree that my invoice data can be transmitted over the PEPOL Network	



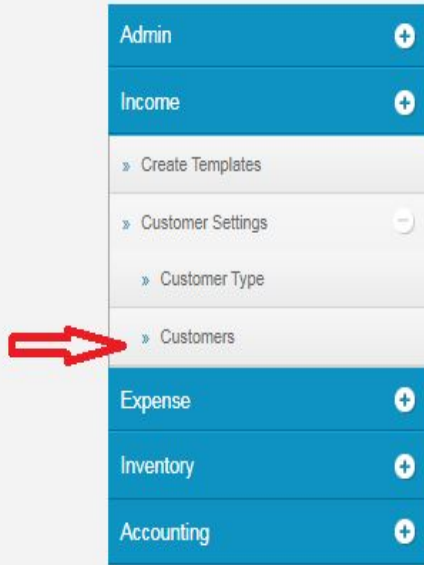
Create Customer



Step - 1

- Go to the Income tab under Setting page.
- Create Customer under customer setting

Welcome MOIBOO, Logged in for Home Branch - 2020



Business settings

Home / Settings / Business Settings

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Here is what you should do

- 1 Add your [Business Details](#) and get ready to start
- 2 Auto-Import your leads from your [website](#) and [e-mail](#)
- 3 Add your [products](#)

Step - 2

- Enter customer Peppol id in identification tab
- Fill the required details and create the customer into Moiboo



Add a Customer

Home / Settings / Add a Customer

Business Name *

Mobile (HP)

Primary

Address

Accounting

Identifications

Contact

GST

Customer IC

Customer BRN

IC Type

NRIC - Pink



UEN No

Peppol ID

[- less details](#)

[Privacy](#)

✓ Create

⊗ Cancel

Sending e-Invoices



Step - 1

- Choose the customer in the dropdown list
- Moiboo will show you customer Peppol ID for your reference

Create Invoice

Customer Name * Moiboo -- 123	PO Number 10	Invoice # Prefix # Ex:RA Invoice # * Last#-1 Suffix # Ex:RT A 10 R
PEPPOL ID: SGUEN202012345B	PO Dated 24/08/2020	Date * 24/08/2020
Address Singapore, Singapore, Singapore - 51000. Phone no: 123,	Pricelist Default Sale Price	Due Date 24/08/2020
Customer Reference	Income Terms Terms	Terms of Payment Due upon receipt
Notes Notes		

Product *	Description	Qty	Units	Price	Discount	Tax	Incl Tax	Amount
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Step - 2

- Fill the product information and amount
- Click send to Peppol button to send invoice to peppol network

Customer Reference

Notes

Income Terms

Terms of Payment

Product *	Description	Qty	Units	Price	Discount	Tax	Incl Tax	Amount
<input type="text" value="Service Charges -"/>	Charges	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value="100"/>	<input style="width: 50px;" type="text" value="%"/>	<input type="text" value="GST 7% :7%"/>	<input type="checkbox"/>	107.00
<input type="text" value="Product A -"/>	Tools	<input type="text" value="2"/>	<input type="text" value=""/>	<input type="text" value="50"/>	<input style="width: 50px;" type="text" value="%"/>	<input type="text" value="GST 7% :7%"/>	<input type="checkbox"/>	107.00
Subtotal:								200.00
GST 7% (7%):								7.00
Total (SGD):								214.00

Add Receipt Match Receipt Match Credit Note None

Step - 3

- E-Invoice submitted to the peppol network

Invoice

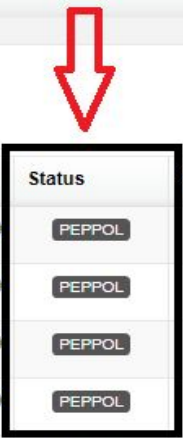
Home / Income / Invoice

[Import Invoice](#) [Add Invoice](#)

Invoice Id [Search](#) [Advance Search](#) [Detailed Excel](#) [Print](#) [Excel](#) [Pdf](#)

[Delete](#)
Displaying 1-10 of 10 results. ⚙️

<input type="checkbox"/>	Invoice #	Customer	Date	Amount	Paid	Pending	Status	Shipment	Action
<input type="checkbox"/>	A 10 R	Moiboo	August 24, 2020	214.00	0.00	214.00	PEPPOL	DELIVERED	Action
<input type="checkbox"/>	A 9 R	Moiboo	August 24, 2020	535.00	0.00	535.00	PEPPOL	DELIVERED	Action
<input type="checkbox"/>	A 8 R	Moiboo	August 24, 2020	535.00	0.00	535.00	PEPPOL	DELIVERED	Action
<input type="checkbox"/>	A 7 R	Moiboo	August 7, 2020	535.00	0.00	535.00	PEPPOL	DELIVERED	Action
<input type="checkbox"/>	A 6 R	Moiboo	August 24, 2020	394.00	0.00	394.00	PEPPOL	DELIVERED	Action
<input type="checkbox"/>	A 5 R	Moiboo	August 1, 2020	708.25	0.00	708.25	PEPPOL	DELIVERED	Action
<input type="checkbox"/>	A 4 R	Customer A	August 24, 2020	200.00	0.00	200.00	DRAFT	DELIVERED	Action
<input type="checkbox"/>	A 3 R	POS Customer	August 24, 2020	107.00	0.00	107.00	DRAFT	DELIVERED	Action



Receiving e-Invoices



Step - 1

- If you receive a bill via the e-invoicing network, the bill will be showing under Purchase Invoice Pending
- Click Action Button and Convert as Purchase Invoice

Home / Expense / Pending

Add Pending

Name/Email/Mobile/City/Subject

Search

Advance Search

Delete

Convert To Purchase Order

Convert To Expense

<input type="checkbox"/>	Subject	Amount	Date	Convert To	Source	Action
<input checked="" type="checkbox"/>	Remark :	214	August 24, 2020	Expense	PEPPOL	Action ▾
<input type="checkbox"/>	Remark :	214	August 24, 2020	Debit Note	PEPPOL	
<input type="checkbox"/>	Remark :	535	August 24, 2020	Expense	PEPPOL	
<input type="checkbox"/>	Remark :	394	August 24, 2020	Expense	PEPPOL	
<input type="checkbox"/>	Remark :	708.25	August 1, 2020	Expense	PEPPOL	Action ▾


Delete
Convert to Purchase Order
Convert to Purchase Invoice
Payment



Step - 2

- Assign an appropriate Product name and Save

Notes



Product *	Description	Qty	Units	Price	Discount	Tax	Incl Tax	Amount
<input type="text" value="Product X"/>	Service Charges Charges	<input type="text" value="1"/>	<input type="text" value="-"/>	<input type="text" value="100"/>	<input type="text" value="0 %"/>	<input type="text" value="GST 7% :7%"/>	<input type="checkbox"/>	107.00
<input type="text" value="Product Z -"/>	Product A Tools	<input type="text" value="2"/>	<input type="text" value="-"/>	<input type="text" value="50"/>	<input type="text" value="0 %"/>	<input type="text" value="GST 7% :7%"/>	<input type="checkbox"/>	107.00
Subtotal:								200.00
GST 7% (7%):								14.00
Total (SGD):								214.00

+ Add a line (F4)

Add payment Match payment Match Debit Note None





Thank You!