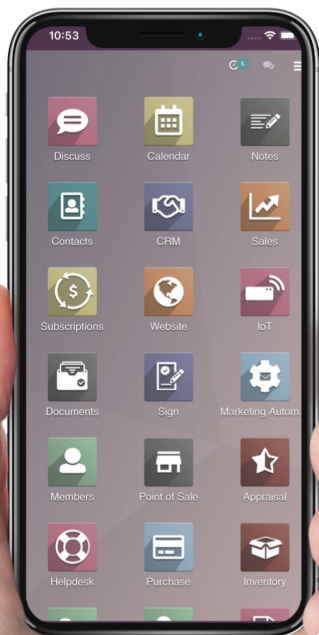




**Peppol Integration
User Guide**

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Peppol Integration User Guide

Powered by Odoo Enterprise edition

Context

Odoo provides a feature for the user to handle the process integration with the Peppol system. Here are several steps to ease your understanding about the integration process of Odoo and PEPPOL.

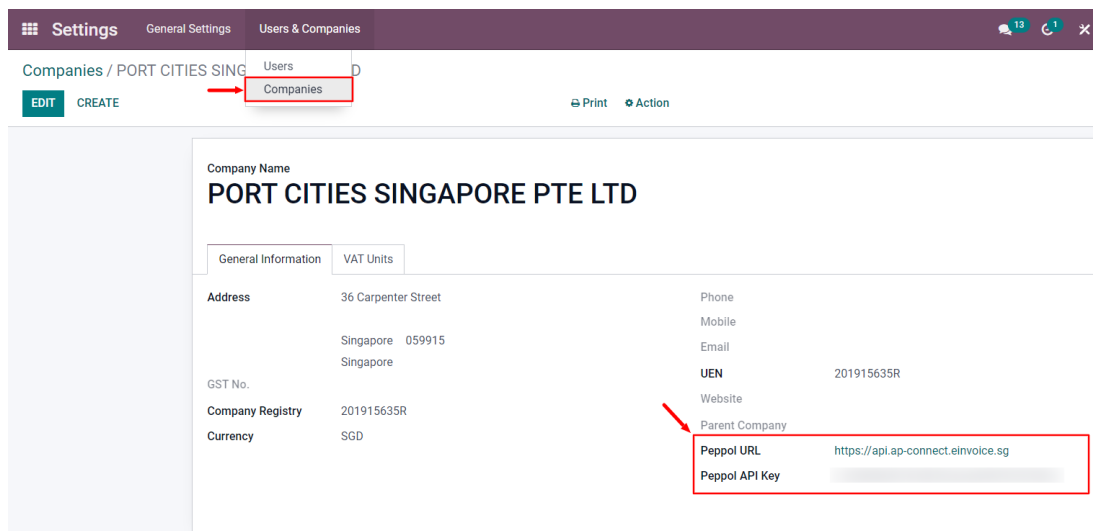
Configuration

1. Companies Configuration

The Account creation is done directly on the IMDA Certified Access Point elnvoice.sg website: <https://portal.elnvoice.sg/signup>. Once the Account is created, elnvoice.sg will provide the PEPPOL URL and an API key to be updated into Odoo.

User admin should connect to Odoo and configure the company id (Unique Entity Number) to connect and integrate with the PEPPOL network.

Go to menu **Settings > User and Companies > Companies**



The screenshot shows the Odoo interface for configuring a company. The breadcrumb trail is **Settings > Users & Companies > Companies**. The company selected is **PORT CITIES SINGAPORE PTE LTD**. The **General Information** tab is active, showing fields for Address, GST No., Company Registry, and Currency. The **Peppol URL** and **Peppol API Key** fields are highlighted with a red box, indicating where the integration details should be entered. The **Peppol URL** is currently set to <https://api.ap-connect.elnvoice.sg>.

General Information		VAT Units	
Company Name	PORT CITIES SINGAPORE PTE LTD		
Address	36 Carpenter Street Singapore 059915 Singapore		
GST No.	201915635R		
Company Registry	SGD		
Phone			
Mobile			
Email			
UEN	201915635R		
Website			
Parent Company			
Peppol URL	https://api.ap-connect.elnvoice.sg		
Peppol API Key			

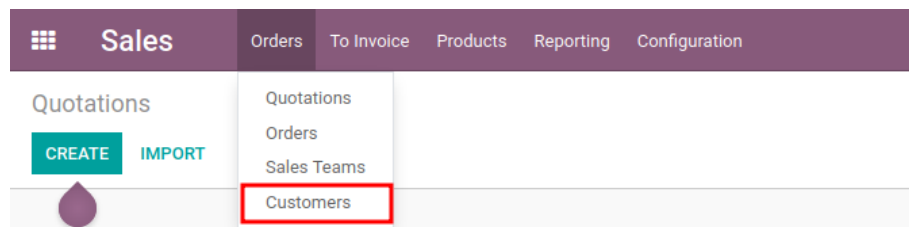
- a. Address : Company Address
- b. Phone : Company number phone (if any)
- c. Email : Company email address
- d. UEN : Unique Entity Number
- e. Website : Company websites address
- f. GST No : Goods and Service taxes
- g. Company registry : Company registration number
- h. Currency : Main functional currency
- i. **Peppol URL : API URL eInvoice**
- j. **Peppol API key : eInvoice API Key**

Click Save to Save this Configuration

2. Data Customer Configuration

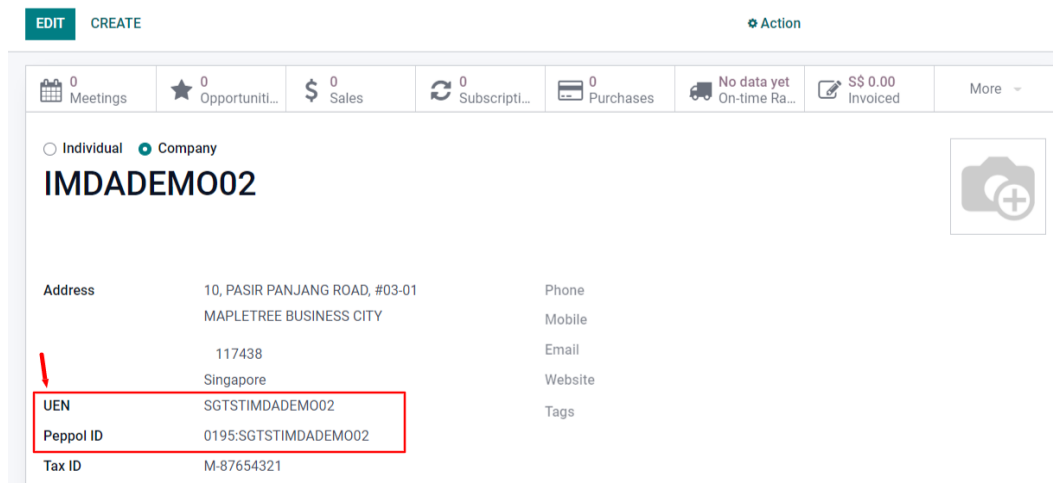
To Configure customer data, similarly the Configuration is as follows :

Go to menu Sales > Orders > Customer



It will show a kanban view of customers then click one of the customer data to set the UEN of its customer.

Contacts / IMDADEM002



EDIT **CREATE** • Action

0 Meetings 0 Opportunit... \$ 0 Sales 0 Subscripti... 0 Purchases No data yet On-time Ra... S\$ 0.00 Invoiced More

☐ Individual ☒ Company

IMDADEM002

Address 10, PASIR PANJANG ROAD, #03-01
MAPLETREE BUSINESS CITY
117438
Singapore

UEN SGTSTIMDADEM002
Peppol ID 0195:SGTSTIMDADEM002
Tax ID M-87654321

Phone
Mobile
Email
Website
Tags

- a. Company Address : Address of company.
- b. UEN : Customer's Unique Entity number
- c. Tax ID : Customer's tax id
- d. Phone : Customer's number phone
- e. Mobile : Customer's mobile phone number
- f. Email : Customer's email address
- g. Website link : Customer's websites link (if any)
- h. Tags : Customer tags

Basically, the UEN information should be filled to ease the system doing the integration of peppol. If UEN is not set, the integration can fail.

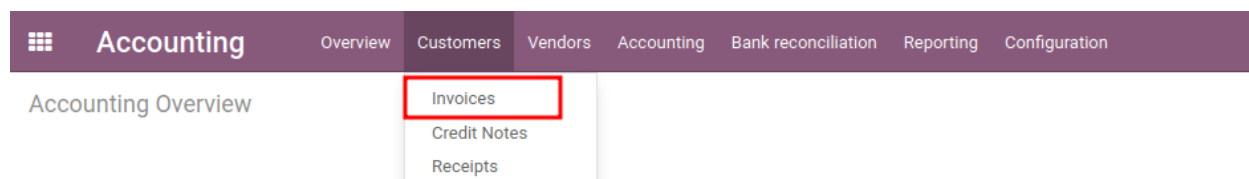
Click Save to save your changes.

Process

1. Outbound Process for Customer Invoices

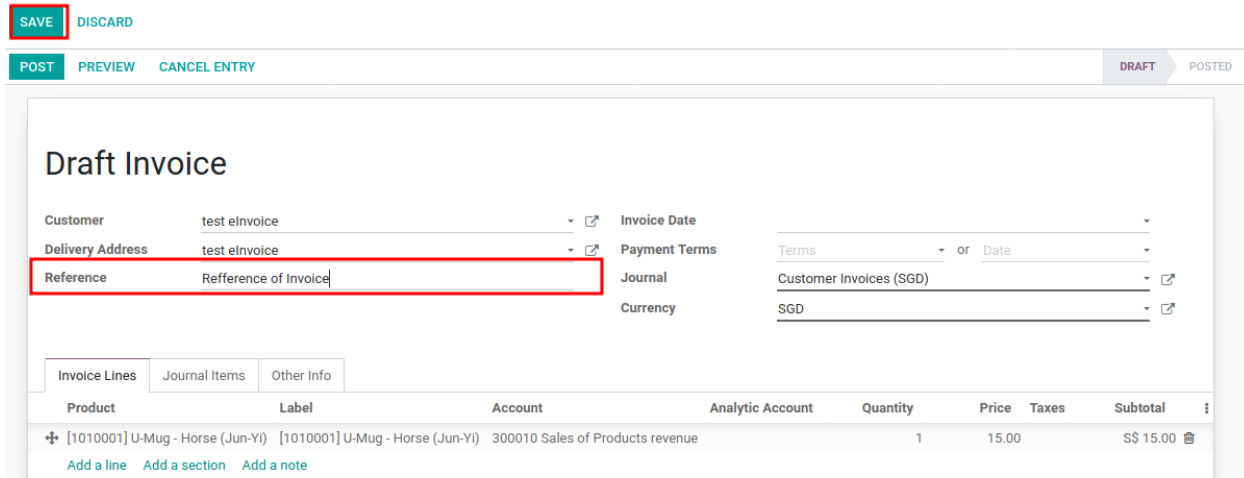
To send customer invoices through PEPPOL Network from Odoo, here are the steps:

Go to **Accounting > Customer > Invoices**



For creating a new customer invoice, Click button **Create**, then fill the data

Invoices / Draft Invoice (* 82)



- Customer : Name of the customer
- Delivery address : Delivery address of customer (from customer master data)
- Reference : Invoice reference (should be filled to ease the integration process)
- Invoice date : Date of invoice (today's date by default)
- Payment term : Payment term of invoice
- Journal : Journal that used to store information of customer invoice
- Currency : Used currency
- Invoice lines : Detail of product, qty, unit price, and total amount of invoice

Then click the button **Save**, you can check once more to ensure the data is completely correct.

After that, **click the button POST**

After the invoice status is changed to posted, it will show you a new button named **Generate Peppol XML** and new tab named **PEPPOL**

Invoices / INV/2020/0014 (Reference of Invoice)

EDIT CREATE Print Action

SEND & PRINT REGISTER PAYMENT PREVIEW ADD CREDIT NOTE RESET TO DRAFT **GENERATE PEPPOL XML** DRAFT POSTED

You have **outstanding payments** for this customer. You can allocate them to mark this invoice as paid.

Customer Invoice

INV/2020/0014

Customer	test elnvoice Perum Permata Trias 14330 Singapore	Invoice Date	09/14/2020
Delivery Address	test elnvoice	Payment Terms	09/14/2020
Reference	Reference of Invoice	Journal	Customer Invoices (SGD)
		Currency	SGD

Then take a look the result at **tab PEPPOL**

Invoice Lines Journal Items Other Info **PEPPOL**

Peppol docId FqMfjk4Jdfqf26GsVP4L

Peppol status Accepted

Peppol lastAttemptTime

Peppol message

Peppol transmissionTime

Peppol errorCode

UPDATE STATUS

The next step is to click the button **Update Status**, then the peppol status will change as follows:

- **Accepted** : means the PEPPOL Invoice is successfully accepted by elnvoice.
- **Transmission - Success** : PEPPOL Invoice is successfully sent to the customer's PEPPOL ID
- **Transmission - Error** : error in transmission

Invoice Lines Journal Items Other Info **PEPPOL**

Peppol docId doifytK559vDMtwWMpoW

Peppol status Transmission-Success

Peppol lastAttemptTime

Peppol message

Peppol transmissionTime Mon, 14 Sep 2020 02:00:56 GMT

Peppol errorCode

UPDATE STATUS

If the integration fails, the system will show the following status with a detail about the error.

Invoice Lines	Journal Items	Other Info	PEPPOL
Peppol docid			
FqMfjk4Jdfqf26GsVP4L			
Peppol status			
Transmission-Error			
Peppol lastAttemptTime			
Peppol message			
Invalid_Document BR-CO-15-GST-SG: Invoice total amount with GST (BT-112-GST) = Invoice total amount without GST (BT-109-GST) + Invoice total GST amount (BT-110-GST). (/ubl:Invoice[1]) BR-CO-18-GST-SG: An Invoice shall at least have one GST Breakdown group (BG-23-GST). (/ubl:Invoice[1]) BR-CO-04-GST-SG: Each Invoice line (BG-25) shall be categorized with an Invoiced item GST category code (BT-151-GST). (/ubl:Invoice[1]/cac:InvoiceLine[1]) PEPPOL-EN16931-R053: Only one tax total with tax subtotals MUST be provided. (/ubl-invoice:Invoice[1])			
Peppol transmissionTime			
Mon, 14 Sep 2020 06:58:28 GMT			
Peppol errorCode			
Invalid_Document			
UPDATE STATUS			

2. Outbound Process for Customer Credit Note

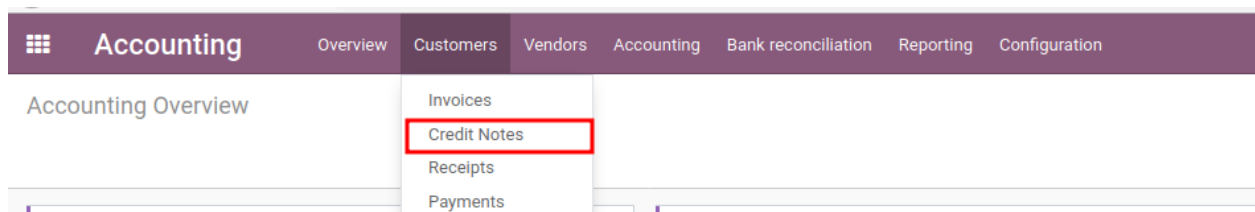
A **credit note**, or **credit memo**, is a document issued to a customer that notifies them that they have been credited a certain amount.

There are several reasons that can lead to a credit note, such as:

- a mistake in the invoice
- a return of the goods, or a rejection of the services
- the goods delivered are damaged

Basically, the steps to integrate customer credit notes are similar to the Customer Invoice.

Go to menu **Accounting > Customer > Credit Note**



Then, open the existing document credit notes.

Credit Notes					
CREATE IMPORT UPLOAD Download					
Filters Group By Favorites					
<input type="checkbox"/>	Number	Customer	Invoice Date	Source Document	Due Date
<input type="checkbox"/>	RINV/2020/0002	test elnvoice	09/14/2020		09/14/2020
<input type="checkbox"/>	RINV/2020/0001	test elnvoice	09/11/2020		09/11/2020

Click button **Generate Peppol XML** and refer to **tab PEPPOL** :

Credit Notes / RINV/2020/0002 (Reversal of: INV/2020/0015, wrong product)

[EDIT](#) [CREATE](#) [Print](#) [Action](#)

[SEND & PRINT](#) [PREVIEW](#) [RESET TO DRAFT](#) [GENERATE PEPPOL XML](#) [DRAFT](#) [POSTED](#)

Customer Credit Note

RINV/2020/0002

Customer: test elnvoice
Perum Permata Trias
14330
Singapore

Delivery Address: test elnvoice

Reference: Reversal of: INV/2020/0015, wrong product

Invoice Date: 09/14/2020

Payment Terms: 09/14/2020

Journal: Customer Invoices (SGD)

Currency: SGD

PAID

The next step is to click the button **Update Status**, then the peppol status will change as follows:

- **Accepted** : means, the PEPPOL Invoice is successfully accepted by eInvoice
- **Transmission - Success** : the PEPPOL Invoice is successfully sent to customer PEPPOL ID
- **Transmission - Error** : error in transmission

Invoice Lines	Journal Items	Other Info	PEPPOL
Peppol docId		7C5RnEBYZsPUWpTFWWUp	
Peppol status		Transmission-Success	
Peppol lastAttemptTime			
Peppol message			
Peppol transmissionTime		Fri, 11 Sep 2020 06:11:12 GMT	
Peppol errorCode			
UPDATE STATUS			

If the integration fails, the system will show the following status with a detail about the error.

Invoice Lines	Journal Items	Other Info	PEPPOL
Peppol docId		DD1tye9kWgq0bZNnhAYm	
Peppol status		Transmission-Error	
Peppol lastAttemptTime			
Peppol message		Invalid_Document BR-CO-16-GST-SG: Amount due for payment (BT-115) = Invoice total amount with GST (BT-112- GST-SG) -Paid amount (BT-113) +Rounding amount (BT-114). /cn:CreditNote[1] /cac:LegalMonetaryTotal[1])	
Peppol transmissionTime		Mon, 14 Sep 2020 07:48:39 GMT	
Peppol errorCode		Invalid_Document	
UPDATE STATUS			

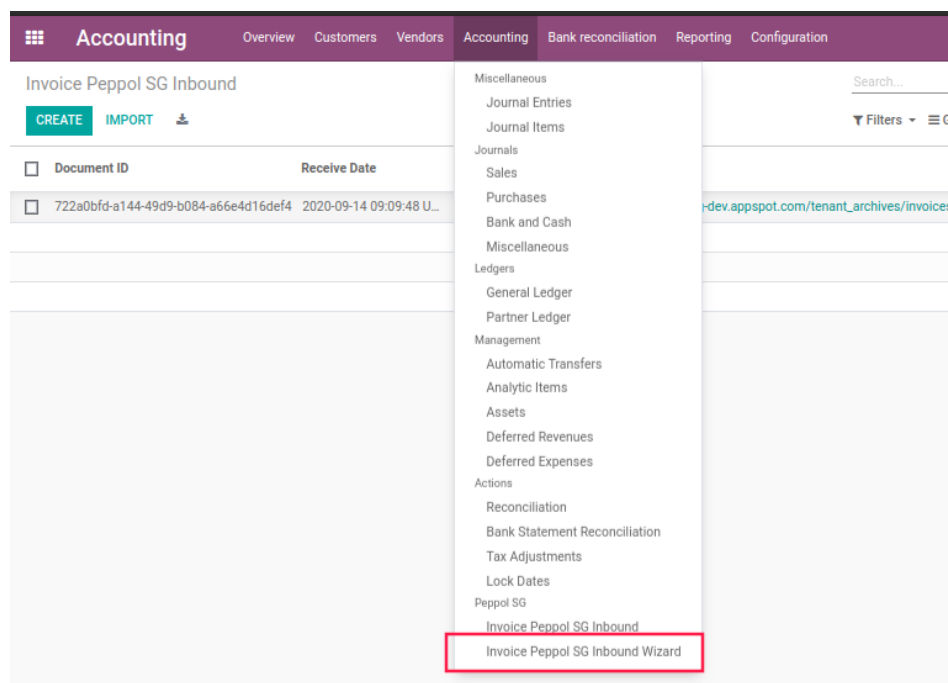
3. Inbound Invoice

For Inbound invoices, there is a scheduled job which will periodically (every 2 hours) request to elnvoice if there is any invoice sent to the customer's PEPPOL ID.

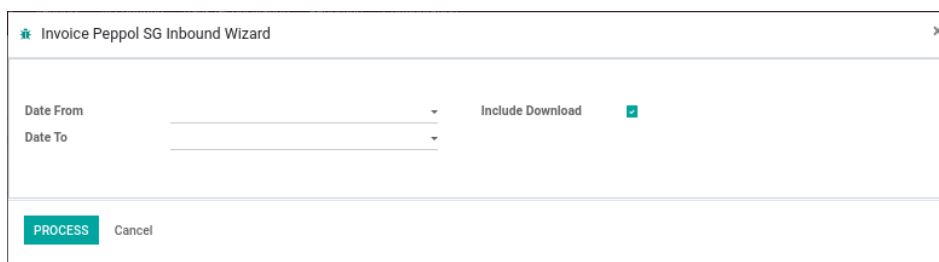
There is also a manual way of requesting to elnvoice if there is any invoice sent to the customer PEPPOL ID.

Below are steps to trigger manually the request to elnvoice :

1. Open menu **Accounting > Accounting > Invoice Peppol SG Inbound Wizard**



2. A new wizard will appear :



The screenshot shows the 'Invoice Peppol SG Inbound Wizard' dialog box. It has a title bar with a star icon and a close button. The main area contains two date fields: 'Date From' and 'Date To', each with a dropdown arrow. To the right of these fields is a checkbox labeled 'Include Download' which is checked. At the bottom left, there are two buttons: 'PROCESS' (in green) and 'Cancel'.

- Date From : to set request parameter date from inbound
- Date To : to set request parameter date to inbound
- Include Download : flag to include already downloaded file on request

To see a list of inbound invoices, open Accounting - Accounting - Invoice Peppol SG Inbound

Accounting

Overview

Customers

Vendors

Accounting

Bank reconciliation

Reporting

Configuration

Habib (theanimalproject)

Invoice Peppol SG Inbound

Search...

CREATE

IMPORT

Filters

Group By

Favorites

1-1 / 1

Document ID

Receive Date

Invoice file URL

Evidence file URL

Expired Date

722a0bfd-a144-49d9-b084-a66e4d16def4

2020-09-14 09:09:48 UTC

https://storage.googleapis.com/einvoice-sg-dev.appspot.com...

https://storage.googleapis.com/einvoice-sg-dev.appspot.com...

2020-09-15 03:09:32 UTC

- To open a detailed inbound invoice and also download the attached link, click on the inbound invoice. Then click on generate to create the associated vendor bill.

Accounting

Dashboard

Customers

Vendors

Accounting

Reporting

Configuration

Invoice Peppol SG Inbound / 96871380-eaea-453b-b2e4-6d8679cf6d12

EDIT

CREATE

GENERATE

Action

3 / 4

Document ID	96871380-eaea-453b-b2e4-6d8679cf6d12	Invoice file URL	https://storage.googleapis.com/invoicenow-pr-
Receive Date	2022-03-22T03:25:31.826Z	Evidence file URL	https://storage.googleapis.com/invoicenow-pr-
Expired Date	2022-04-08 08:04:01 UTC		

Send message

Log note

Schedule activity

2

Follow

1

April 8, 2022

OdooBot

- 24 days ago

</>

Evidence File 96871380-eaea-453b-b2e4-6d8679cf6d12.xml

XML

</>

Invoice File 96871380-eaea-453b-b2e4-6d8679cf6d12.xml

XML

If you try to generate twice the same invoice, the following error message will appear

Validation Error

Duplicated vendor reference detected. You probably encoded twice the same vendor bill/credit note:
SGUEN201904946H - [] - 22/03/2022

OK

- Once the vendor bill is created, the reference will be update on the same screen

Invoice Peppol SG Inbound / 722a0bfd-a144-49d9-b084-a66e4d16def4														
EDIT CREATE					Action					1 / 4				
Document ID	722a0bfd-a144-49d9-b084-a66e4d16def4	Invoice file URL	https://storage.googleapis.com/einvoice-sg-de...											
Receive Date	{ "_seconds": 160076928, "_nanoseconds": 317000000 }	Evidence file URL	https://storage.googleapis.com/einvoice-sg-de...											
Expired Date	2022-03-25 10:03:38 UTC	Vendor Bill	BILL/2020/09/0001 (45001231512)											

- Once the vendor bill is created as DRAFT, the accountant can double check the information, setup the desired accounts and click CONFIRM to post it.

Contact Us



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Why Port Cities Singapore



Best Odoo partner
in APAC (2019,
2020, 2021)



Local certified
consultants in
Singapore



More than 200
Odoo Experts



Familiar with
security
requirements (SG
MINDEF)



500+ successful
implementations