# Port Cities

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 eInvoice.sg website: https://portal.einvoice.sg/signup. Once the Account is created, eInvoice.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**

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**
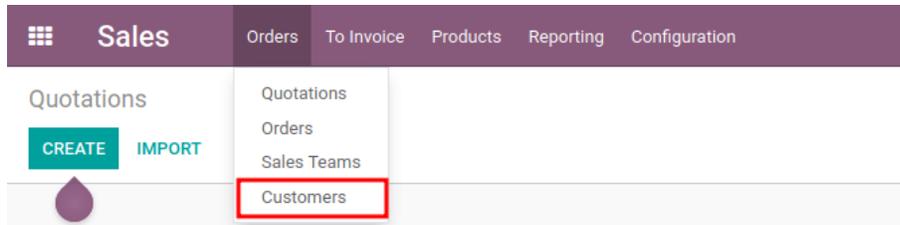


It will show a kanban view of customers then click one of the customer data to set the UEN of its customer.
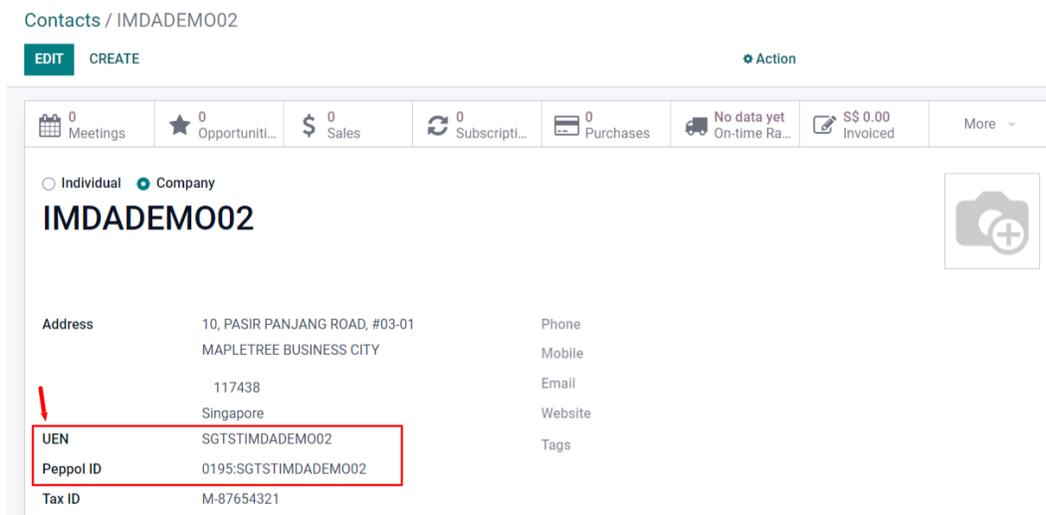


a.  Company Address        : Address of company.
b.  UEN                    : Customer's Unique Entity number
c.  Tax ID                 : Customer's tax id
d.  Phone                  : Customer's number phone
e.  Mobile                 : Customer's mobile phone number
f.  Email                  : Customer's 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**
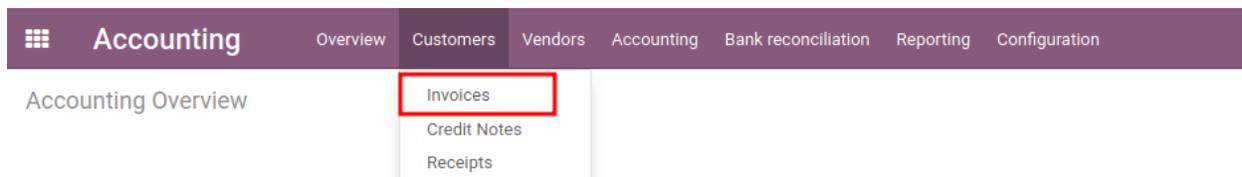


For creating a new customer invoice, Click button **Create,** then fill the data
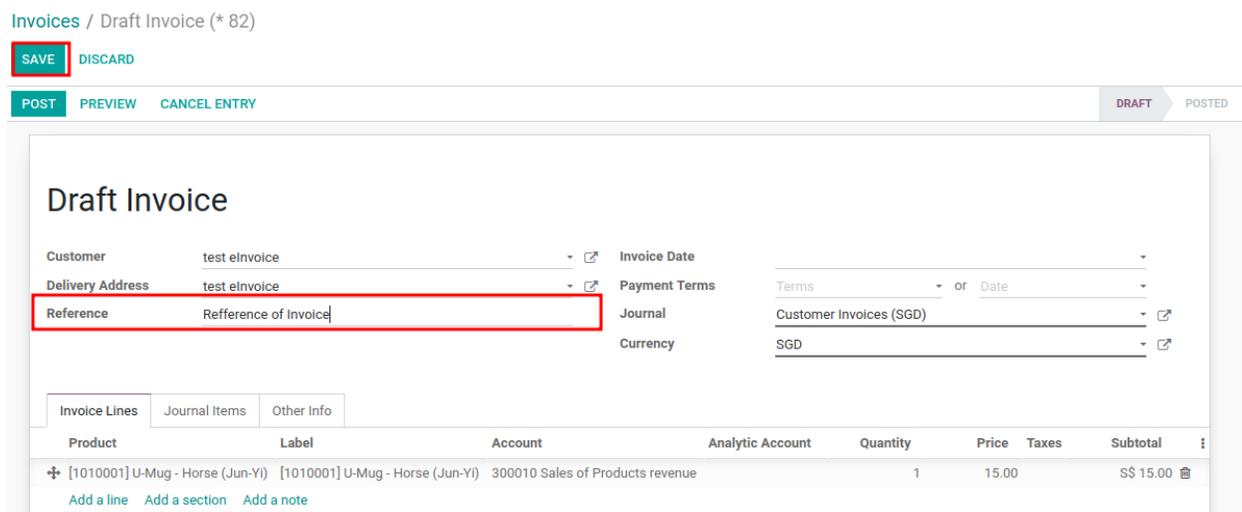


a. Customer : Name of the customer

b. Delivery address : Delivery address of customer (from customer master data)

c. Reference : Invoice reference (should be filled to ease the integration process)

d. Invoice date : Date of invoice (today's date by default)

e. Payment term : Payment term of invoice

f. Journal : Journal that used to store information of customer invoice

g. Currency : Used currency

h. 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**



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



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 :** PEPPOL Invoice is successfully sent to the customer's PEPPOL ID
- **Transmission - Error :** error in transmission

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 lastAttempTime | |
| **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**
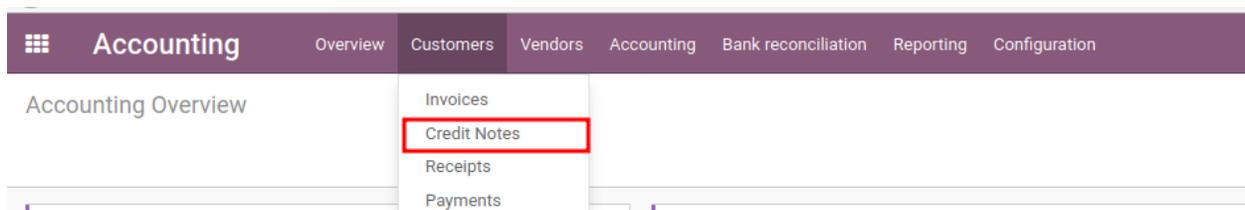


Then, open the existing document credit notes.



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

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 lastAttempTime | |
| 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 lastAttempTime | |
| **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 eInvoice if there is any invoice sent to the customer's PEPPOL ID.

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

Below are steps to trigger manually the request to eInvoice :

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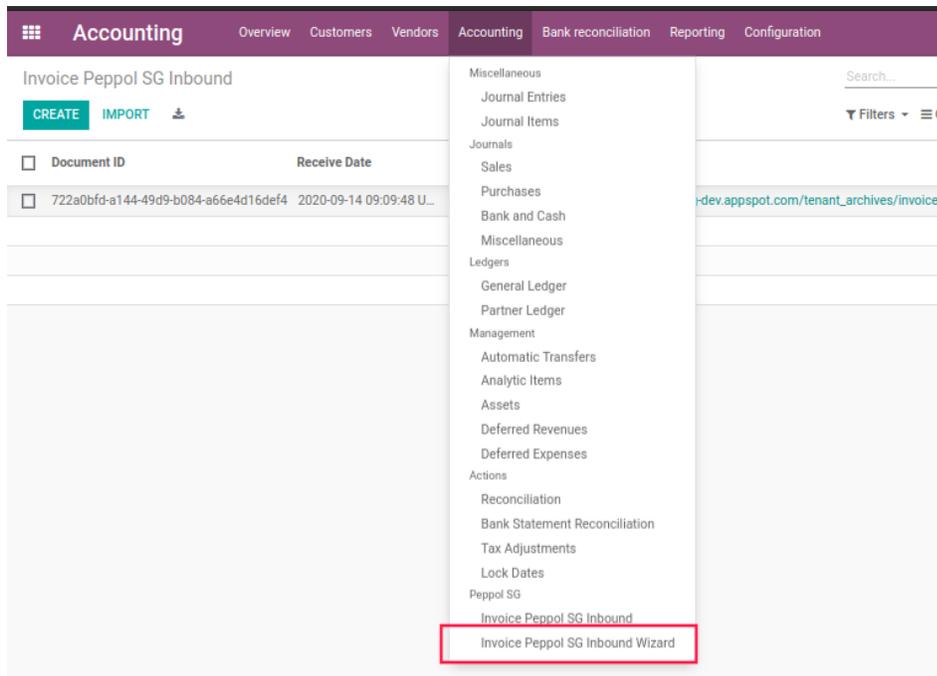


2. A new wizard will appear :
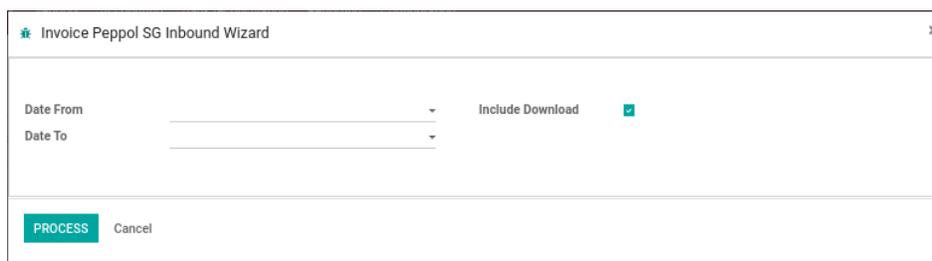


- Date From : to set request parameter date from inbound
- Date To : to set request parameter date to inbound
- Include Download : flag to include already downloaded file on request

To see a list of inbound invoices, open Accounting - Accounting - Invoice Peppol SG Inbound
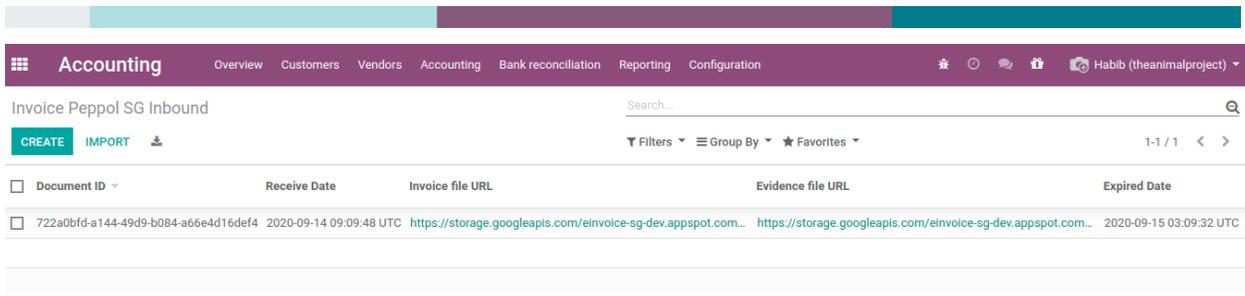
3. To open a detailed inbound invoice and also download the attached link, click on the inbound invoice. Then click on generate to create the associated vendor bill.
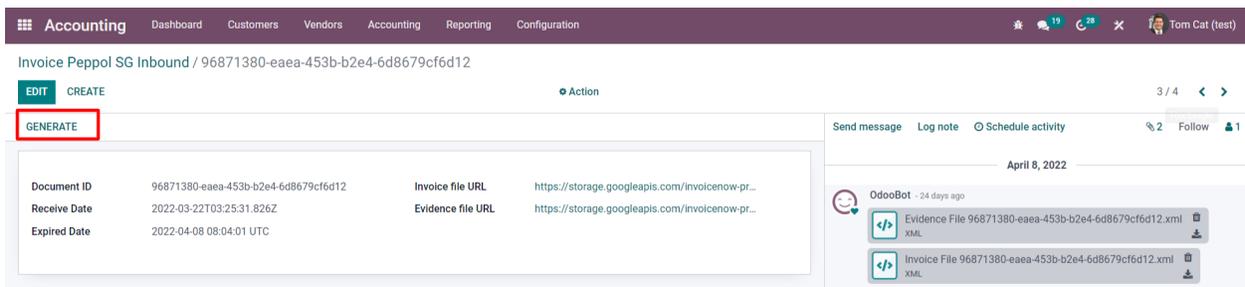


If you try to generate twice the same invoice, the following error message will appear
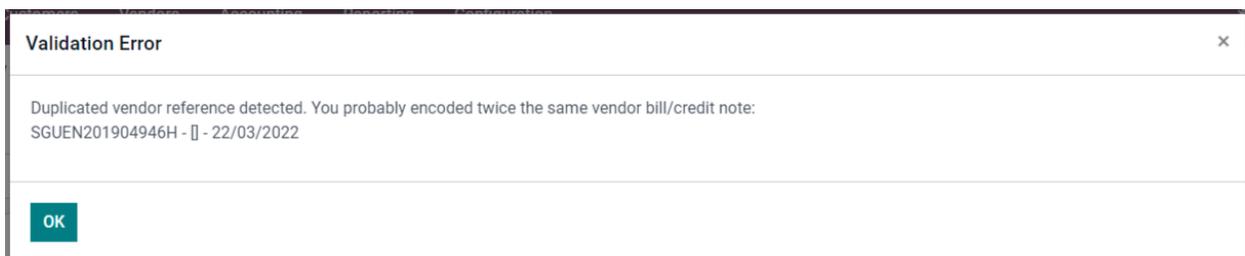


4. Once the vendor bill is created, the reference will be update on the same screen
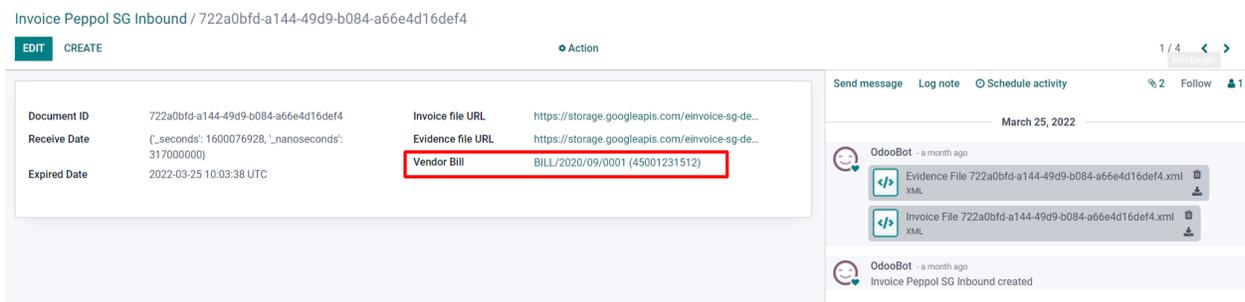


5. Once the vendor bill is created as DRAFT, the accountant can double check the information, setup the desired accounts and click CONFIRM to post it.

# 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