



Seamlessly exchange Peppol E-Docs
(Invoices, Orders & Responses)

User Guide

BB01 Sending E-Invoices

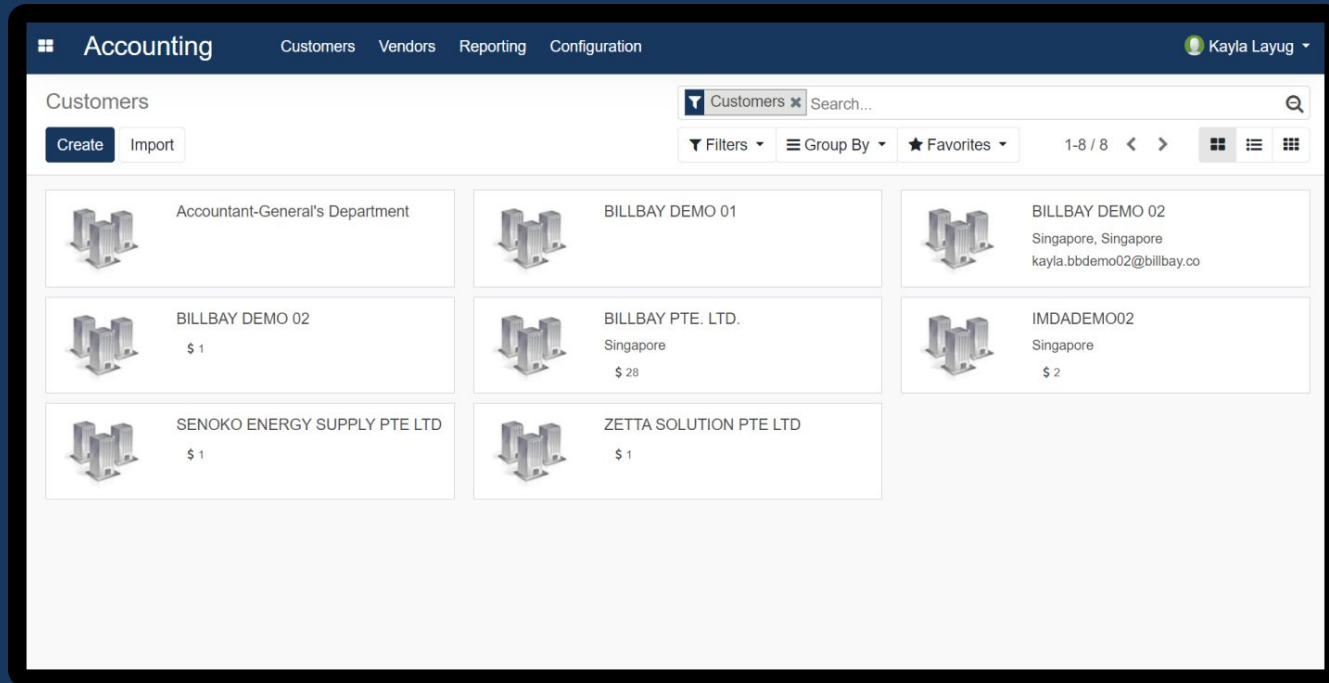
Login to our Peppol-Ready Solution:
invoice-now.billbay.co/

Sign-up:
billbay.io/signup

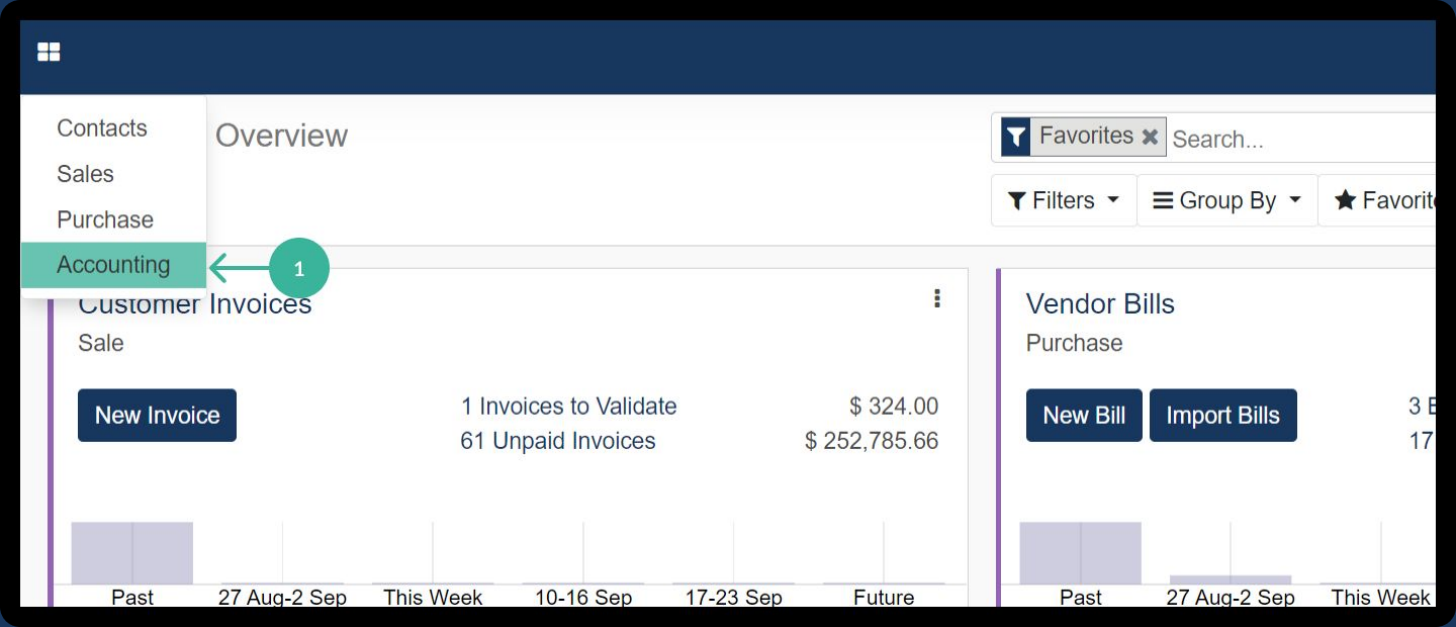
Enquiry:
invoicenow@billbay.co

BILLBAY INVOICENOW GUIDEBOOK | Creating Customers

Before you can transact with any partner, it is advisable to create a Partner Record via the Customer Master Data.



STEP 1: Access the Accounting Module.



BILLBAY INVOICENOW GUIDEBOOK | Creating Customers

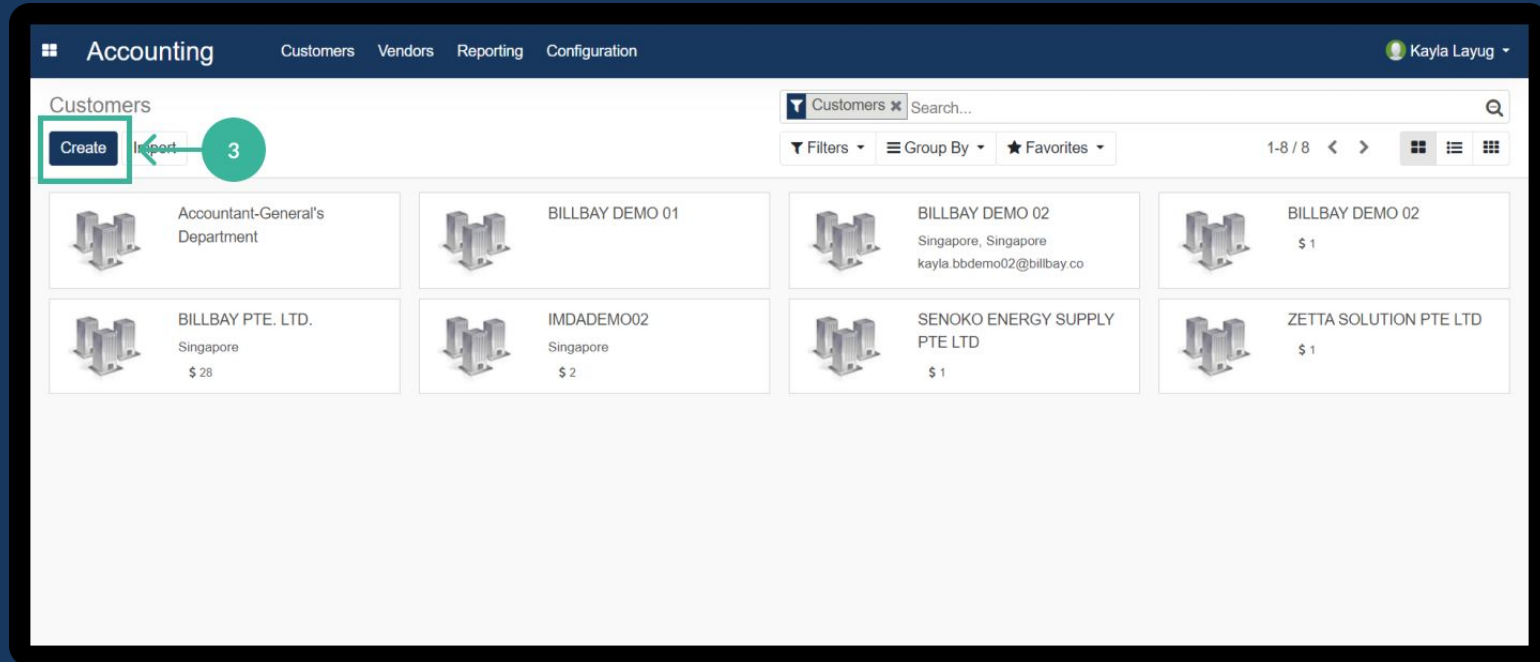
STEP 2: Click on the 'Customers' option in the top bar and click on the 'Customers' on the dropdown menu to proceed.

The screenshot displays the 'Accounting' module interface. The top navigation bar includes 'Customers', 'Vendors', 'Reporting', and 'Configuration'. The 'Customers' menu is open, showing options: 'Invoices', 'Credit Notes', 'Payments', 'Products', and 'Customers'. A green circle with the number '2' and an arrow points to the 'Customers' option in the dropdown menu. Below the menu, a table lists customer records.

Customer	Invoice Date	Number	Company	Salesperson	Due Date	Source Doc (SO)	Tax Excluded	Tax	Total
☐ ZETTA SOLUTION PTE LTD			BILLBAY DEMO 02	OdooBot		SO037	\$ 17,000.00	\$ 1,360.00	\$ 18,360.00
☐ IMDADEMO02			BILLBAY DEMO 02	OdooBot	19/07/2023	EPO/SO035	\$ 300.00	\$ 24.00	\$ 324.00
☐ BB InvoiceNow Partner			BILLBAY DEMO 02	OdooBot		EPO/SO022	\$ 300.00	\$ 24.00	\$ 324.00
☐ BILLBAY DEMO 02			BILLBAY DEMO 02	Administrator			\$ 0.00	\$ 0.00	\$ 0.00

BILLBAY INVOICENOW GUIDEBOOK | Creating Customers

STEP 3: Once in the 'Customers' section, look for the button 'Create'.



BILLBAY INVOICENOW GUIDEBOOK | Creating Customers

STEP 4: When entering a customer's name, an active lookup quickly displays potential matches, making it easy to select the customer as you type.

The screenshot displays the 'Customers / New' form in the BILLBAY INVOICENOW system. The form is titled 'Customers / New' and includes a 'Save' button and a 'Discard' button. A dropdown menu is open for the 'Name' field, showing a list of potential customer matches. A green box highlights the dropdown, and a callout bubble with the number '4' points to it, stating 'Fill in the customer's name'. The dropdown list includes the following entries:

- BILLBAY DEMO 01
0195.SGTSTBBDEMO01
- BILLBAY DEMO 02
0195.SGTSTBBDEMO02
- BILLBAY TEST 01
0195.SGTSTBILLBAY01
- BILLBAY TEST 02
0195.SGTSTBILLBAY02
- Billy House International Pte Ltd
0195.SGUEN200505437K
- BILL-KEY HOLDING PTE LTD
0195.SGUEN200510391D
- BILLY SERVICES PTE. LTD.
0195.SGUEN201216651H
- Eastern Billy International Pte. Ltd
0195.SGUEN201226302K
- BILLON GROUP PTE LTD
0195.SGUEN201303978K
- BILLBAY PTE. LTD.
0195.SGUEN201432336M
- BILLIGENCE ASIA PTE. LTD.

The form also includes fields for 'Address', 'UEN', 'Peppol ID', 'Peppol Active', 'AGD Validation', 'Contacts & Friends', 'Phone', 'Mobile', 'Email', 'Website', 'Language', 'Tags', and 'E-delivery Networks'. The 'Website' field is pre-filled with 'https://billbay.io'. The 'Language' field is set to 'English'. The 'Tags' field is set to 'Tags...'. The 'E-delivery Networks' field is empty. The form is titled 'Customers / New' and includes a 'Save' button and a 'Discard' button. The user 'Kayla Layug' is logged in.

BILLBAY INVOICENOW GUIDEBOOK | Creating Customers

Customer's Peppol ID filled in automatically, and the Peppol Active flag is set to Yes by default. This default setting plays a crucial role in deciding when to send E-Invoices. If a partner doesn't want to receive E-Invoices, you can easily change this. Just click the Peppol Active checkbox to turn off.

Accounting Customers Vendors Reporting Configuration Kayla Layug

Customers / New

Save Discard

Individual Company

BILLBAY PTE. LTD.

\$ 0 Sales 0.00 Invoiced 0 Analytic Acco... Active

Address

Street... Street 2... City State ZIP Country

Phone Mobile Email Website Language Tags

UEN

Peppol ID 0195:SGUEN201432336M

Peppol Active ☒

AGD Validation ☐

Contacts & Addresses Internal Notes Sales & Purchases Invoicing E-Delivery Networks

Add

BILLBAY INVOICENOW GUIDEBOOK | Creating Customers

STEP 5: After double-checking that all details are correctly entered, locate the 'Save' button. Your Customer data is now ready to be used in a transaction.

Accounting Customers Vendors Reporting Configuration Kayla Layug

Customers / New

Save Discard 5

Individual Company

BILLBAY PTE. LTD.

\$ 0 Sales 0.00 Invoiced 0 Analytic Acco... Active

Address 10 Winstedt Road Street 2... Singapore State 277977 Country

Phone +65 66864060

Mobile

Email hello@billbay.co

Website https://billbay.co/

Language English

Tags...

UEN

Peppol ID 0195:SGUEN201432336M

Peppol Active ☒

AGD Validation ☐

BILLBAY INVOICENOW GUIDEBOOK | Sending Non-PO Based Invoices

Sending Non-PO Based Invoices

STEP 1: Click the 'New Invoice' button to create a new invoice.

The screenshot displays the 'Accounting Overview' dashboard for Kayla Layug. The interface is divided into four main sections: Customer Invoices, Vendor Bills, Bank, and Cash. Each section has a 'New' button and a 'Balance in General Ledger'.

- Customer Invoices:** Features a 'New Invoice' button (highlighted with a green box and a green circle with the number 1). It shows '1 Invoices to Validate' and '62 Unpaid Invoices' with a total balance of \$ 324.00 and \$ 253,109.66.
- Vendor Bills:** Features 'New Bill' and 'Import Bills' buttons. It shows '3 Bills to Validate' and '17 Bills to Pay' with a total balance of \$ 1,531.44 and \$ 7,477.48.
- Bank:** Features a 'Configure' button. It shows a 'Balance in General Ledger' of \$ 0.00.
- Cash:** Features a 'New Transactions' button. It shows a 'Balance in General Ledger' of \$ 0.00.

The dashboard includes a top navigation bar with a search bar and filters, and a bottom section with a 'Bank: Balance 0.00' summary.

BILLBAY INVCENOW GUIDEBOOK | Sending Non-PO Based Invoices

STEP 2A: Select a customer, and if the customer doesn't already exist, begin creating a new one by entering their name. **STEP 2B:** Input the invoice date or leave it as blank. The system will then default it to the current date.

Note: It is advisable to create a customer record via the Customer Master Data module. Follow the steps on page 2 to create

Accounting Overview / New

Save Discard

Validate Cancel Draft Open Paid

Draft Invoice

2A

Customer: BI
Payment Terms: BILLBAY DEMO 01
Invoice Note: BILLBAY DEMO 02
Payment Note: BILLBAY DEMO 02, Kayla Layug
BILLBAY PTE. LTD.
Create and Edit...

2B

Invoice Date:
Due Date:
Salesperson: Kayla Layug
Currency: SGD

Invoice Lines Order Info E-Delivery

Product	Description	Quantity	Price	Discount Amount	Taxes	Subtotal
Add a line	Add a section	Add a note				

BILLBAY INVOICENOW GUIDEBOOK | Sending Non-PO Based Invoices

STEP 3: Choose a payment term (create a new one by typing it if it's not already in the system), and based on the chosen payment term, the due date will be automatically calculated when the invoice is finalized.

The screenshot shows the 'Draft Invoice' form in the BILLBAY INVOICENOW system. The form is titled 'Accounting Overview / New' and includes buttons for 'Save', 'Discard', 'Validate', and 'Cancel'. A progress bar at the top right shows 'Draft', 'Open', and 'Paid' stages. The 'Draft Invoice' section contains the following fields:

- Customer:** BILLBAY PTE. LTD.
- Payment Terms:** A dropdown menu is open, showing options: '30D' (selected), 'Immediate Payment', '00', '7D', '8D', '10D', and '14D'. Below these are links for 'Search More...' and 'Create and Edit...'.
- Invoice Note:**
- Payment Note:**
- Invoice Date:**
- Due Date:**
- Salesperson:** Kayla Layug
- Currency:** SGD

At the bottom, there is a table with columns: Product, Price, Discount Amount, Taxes, and Subtotal. Below the table are links for 'Add a line', 'Add a section', and 'Add a note'.

BILLBAY INVOICENOW GUIDEBOOK | Sending Non-PO Based Invoices

STEP 4: Enter the Invoice note and Payment Note. (Optional)

Accounting Overview / New

Save Discard

Validate Cancel

Draft Open Paid

Draft Invoice

Customer: BILLBAY PTE. LTD.

Payment Terms: 30D

Invoice Note: Payment is due within 30 days from the invoice date. Thank you for your business.

Payment Note: This is a friendly reminder that payment for the invoice is due in full within 30 days.

Invoice Date: [Dropdown]

Due Date: 06/10/2023

Salesperson: Kayla Layug

Currency: SGD

Invoice Lines Order Info E-Delivery

Product	Description	Quantity	Price	Discount Amount	Taxes	Subtotal
Add a line	Add a section	Add a note				

BILLBAY INVOICENOW GUIDEBOOK | Sending Non-PO Based Invoices

STEP 5, 6 & 7: Choose the generic product, enter the full description of the item or service you want to charge, and ensure the correct taxes are applied.

You may alternatively create a new product with appropriate product master data. Take note that only what is typed in the Product Description will be sent across to the Customer.

The screenshot displays the 'Invoice Lines' tab in the Billbay Invoicenow system. The interface includes a table for adding new invoice items. The table has the following columns: Product, Description, Quantity, Price, Discount Amount, Taxes, and Subtotal. The 'Add a line' button is highlighted with a green box and labeled with a green circle containing the number 5. The 'Description' field is highlighted with a green circle containing the number 6. The 'Taxes' dropdown menu is highlighted with a green circle containing the number 7. A dropdown menu for 'Generic Product' is open, showing 'Generic Product' and 'Create and Edit...'. The 'Taxes' dropdown menu shows 'SR x'.

Product	Description	Quantity	Price	Discount Amount	Taxes	Subtotal
Generic Product		1.000	0.00	0.00	SR x	0.00

BILLBAY INVCENOW GUIDEBOOK | Sending Non-PO Based Invoices

STEP 7: Once all data is entered finalize by clicking the 'Validate' button

Accounting Overview / New

Save Discard

Validate Cancel

7

Draft Invoice

Customer: BILLBAY PTE. LTD. Invoice Date: 11/09/2023

Payment Terms: 30D Due Date: 11/10/2023

Invoice Note: Payment will be due within 30 days from the invoice date. Thank you for your Business.

Payment Note: This is a friendly reminder that payment for the invoice is due in full within 30 days.

Salesperson: Kayla Layug

Currency: SGD

Invoice Lines Order Info E-Delivery

Product	Description	Quantity	Price	Discount Amount	Taxes	Subtotal
Generic Product	Generic Product Description	1,000	300.00	0.00	SR	\$ 300.00

Add a line Add a section Add a note

Untaxed Amount: \$ 300.00

Tax: \$ 24.00

Total: \$ 324.00

BILLBAY INVOICENOW GUIDEBOOK | Sending Non-PO Based Invoices

STEP 8: Once the invoice is validated and a matching Peppol ID is found, the invoice will be queued for transmission via InvoiceNow. Within a few minutes the E-Delivery Status changes.

Accounting Overview / INV/2023/0065

Save Discard 8

1/1 < >

INV/2023/0065

Customer	BILLBAY PTE. LTD. 10 Winstedt Road #01-08 Singapore 227977	Invoice Date	06/09/2023
Payment Terms	30D	Due Date	06/10/2023
Invoice Note	Payment is due within 30 days from the invoice date. Thank you for your business.	Salesperson	Kayla Layug
Payment Note	This is a friendly reminder that payment for the invoice is due in full within 30 days.	Currency	SGD

Invoice Lines Order Info E-Delivery

E-Delivery Network	PEPPOL	Response Status	
E-Delivery Status	C1: Queued	Response Note	
Txn ID		Issued On	
Sender ID	0195:SGTSTBDEMO02		
Receiver ID			
File Name			

BILLBAY INVOICENOW GUIDEBOOK | Sending Non-PO Based Invoices

Upon successful delivery of the invoice, the E-Delivery Status will be updated to "C3: Delivered Successfully."

The screenshot displays the 'Accounting' module interface. At the top, there are navigation tabs: 'Accounting', 'Customers', 'Vendors', 'Reporting', and 'Configuration'. The user 'Kayla Layug' is logged in. The main header shows 'Invoices / INV/2023/0065'. Below this, there are buttons for 'Edit', 'Create', 'Print', and 'Action'. A secondary row of buttons includes 'Send & Print', 'Register Payment', 'Add Credit Note', 'Cancel', 'Draft', 'Open', and 'Paid'. The central panel is titled 'INV/2023/0065' and contains a form with the following details:

Customer	BILLBAY PTE. LTD. 10 Winstedt Road #01-08 Singapore 227977	Invoice Date	06/09/2023
Payment Terms	30D	Due Date	06/10/2023
Invoice Note	Payment is due within 30 days from the invoice date. Thank you for your business.	Salesperson	Kayla Layug
Payment Note	This is a friendly reminder that payment for the invoice is due in full within 30 days.	Currency	SGD

Below the main form, there are tabs for 'Invoice Lines', 'Order Info', and 'E-Delivery'. The 'E-Delivery' tab is active, showing the following information:

E-Delivery Network	DEDDCN	Response Status	
E-Delivery Status	C3: Delivered Successfully (AP)	Response Note	
Txn ID	bb460-016-5743-3465-1350-8736-025d163f5b1	Issued On	
Sender ID	0195:SGTSTBDEMO02		
Receiver ID	0195:SGUEN201432336M		
File Name	bb_20230906_173208.xml		

THANK YOU

BILLBAY

Digital solutions that powers your business