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(Invoices, Orders & Responses)

User Guide

BB03 Receiving E-Invoices & Sending Invoice Responses

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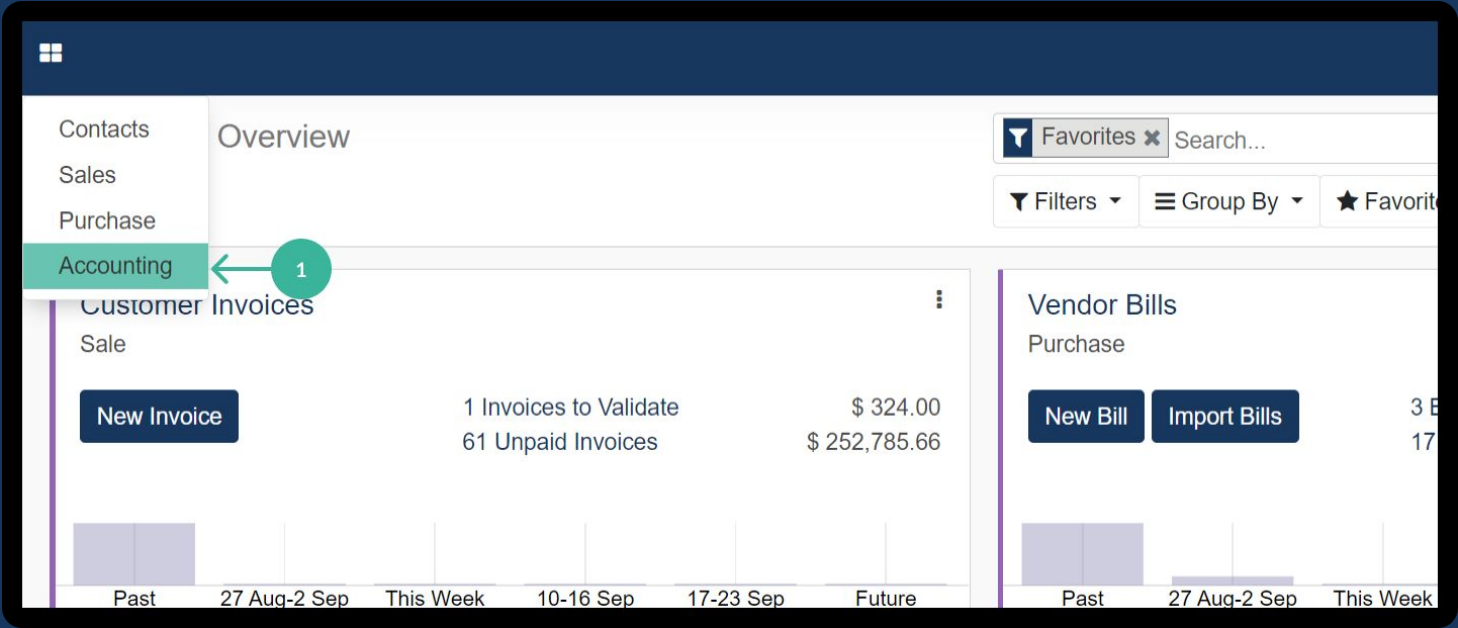
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BILLBAY INVOICENOW GUIDEBOOK | Receiving Invoices

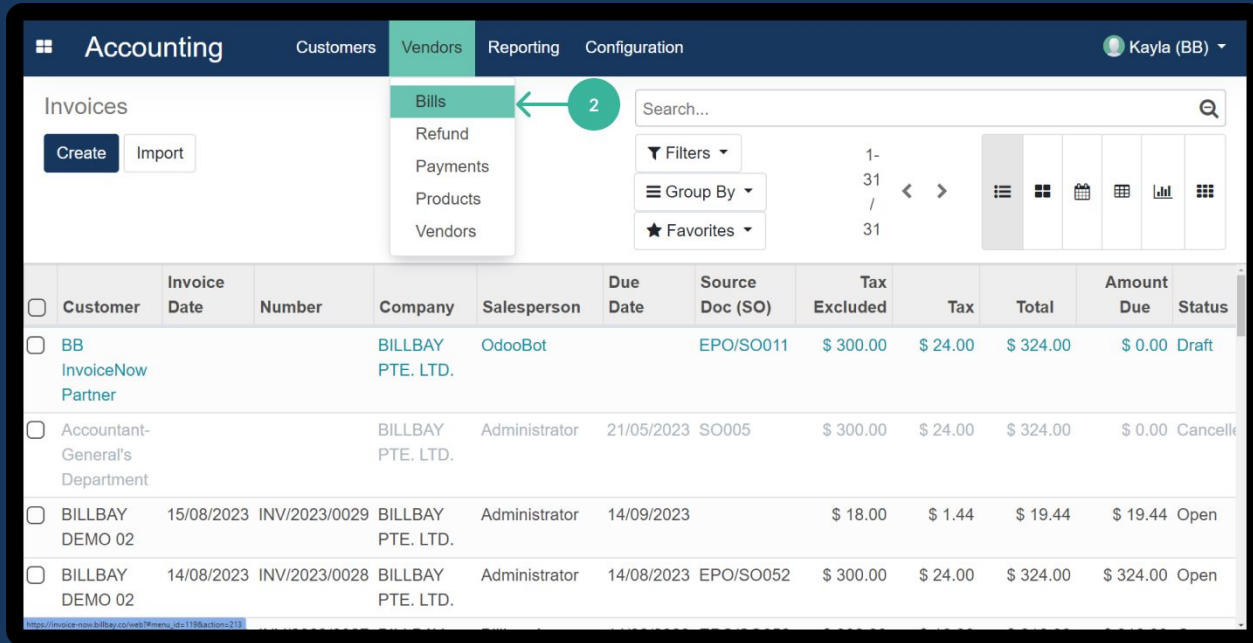
Receiving Invoices

STEP 1: Access the Accounting Module.



BILLBAY INVOICENOW GUIDEBOOK | Receiving Invoices

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



The screenshot shows the BILLBAY INVOICENOW web application interface. The top navigation bar includes 'Accounting', 'Customers', 'Vendors', 'Reporting', and 'Configuration'. The 'Vendors' menu is open, showing options: 'Bills', 'Refund', 'Payments', 'Products', and 'Vendors'. A green circle with the number '2' and an arrow points to the 'Bills' option. Below the menu, there is a search bar, filters, and a table of invoices.

	Customer	Invoice Date	Number	Company	Salesperson	Due Date	Source Doc (SO)	Tax Excluded	Tax	Total	Amount Due	Status
☐	BB InvoiceNow Partner			BILLBAY PTE. LTD.	OdooBot		EPO/SO011	\$ 300.00	\$ 24.00	\$ 324.00	\$ 0.00	Draft
☐	Accountant-General's Department			BILLBAY PTE. LTD.	Administrator	21/05/2023	SO005	\$ 300.00	\$ 24.00	\$ 324.00	\$ 0.00	Canceled
☐	BILLBAY DEMO 02	15/08/2023	INV/2023/0029	BILLBAY PTE. LTD.	Administrator	14/09/2023		\$ 18.00	\$ 1.44	\$ 19.44	\$ 19.44	Open
☐	BILLBAY DEMO 02	14/08/2023	INV/2023/0028	BILLBAY PTE. LTD.	Administrator	14/08/2023	EPO/SO052	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open

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STEP 3: Click the 'Import E-Invoices' button to view the new invoices.

The screenshot displays the 'Vendor Bills' section of the Billbay Invoicenow application. The top navigation bar includes 'Accounting', 'Customers', 'Vendors', 'Reporting', and 'Configuration'. The user 'Kayla (BB)' is logged in. The 'Vendor Bills' header has a search bar and a 'Create' button. The 'Import E-Invoices' button is highlighted with a green box and a red circle with the number 3. An arrow points from the circle to the button. Below the header is a table of vendor bills.

	Vendor	Bill Date	Number	Payment Ref.	Company	Due Date	Source Doc (SO)	Tax Excluded	Tax	Total	To Pay	Status
☐	BILLBAY DEMO 02	03/09/2023	BILL/2023/0027	INV/2023/0063	BILLBAY PTE. LTD.	03/10/2023	EPO/SO075	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
☐	BILLBAY DEMO 02	25/08/2023		INV/2023/0057	BILLBAY PTE. LTD.	25/08/2023		\$ 10.00	\$ 0.80	\$ 10.80	\$ 0.00	Draft
☐	BILLBAY DEMO 02	25/08/2023	BILL/2023/0026	INV/2023/0055	BILLBAY PTE. LTD.	24/09/2023	EPO/SO069	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
☐	BILLBAY DEMO 02	25/08/2023	BILL/2023/0025	INV/2023/0062	BILLBAY PTE. LTD.	24/09/2023	EPO/SO073	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
☐	BILLBAY DEMO 02	25/08/2023	BILL/2023/0024	INV/2023/0061	BILLBAY PTE. LTD.	24/09/2023	EPO/SO072	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
☐	BILLBAY DEMO 02	25/08/2023	BILL/2023/0023	INV/2023/0060	BILLBAY PTE. LTD.	24/09/2023	EPO/SO071	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
☐	BILLBAY DEMO 02	25/08/2023	BILL/2023/0022	INV/2023/0059	BILLBAY PTE. LTD.	24/09/2023	EPO/SO070	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
☐	BILLBAY DEMO 02	25/08/2023	BILL/2023/0021	INV/2023/0058	BILLBAY PTE. LTD.	25/08/2023		\$ 1,000.00	\$ 80.00	\$ 1,080.00	\$ 1,080.00	Open

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STEP 4: Validate the invoice. Once the vendor bill is validated, its status will shift from "draft" to "open."

The screenshot displays the 'Accounting' module in BILLBAY INVOICENOW, specifically the 'Vendor Bills / Vendor Bill PO-A001 (B2G)' page. A red circle with the number '4' highlights the 'Validate' button in the top left navigation bar. The page shows a 'Draft Bill' for 'BILLBAY DEMO 02' with a 'Bill No.' of 'INV/2023/0064'. The 'Bill Date' is '05/09/2023' and the 'Due Date' is '05/10/2023'. The 'Currency' is 'SGD'. The 'Payment Note' is '30D' and the 'Invoice Note' is '-'. The 'Auto-Complete' checkbox is checked. Below the bill details, there is a table with columns: Product, Description, Asset Category, Quantity, Unit Price, Taxes, and Amount. The table lists three items: 'Generic Product' (Apples, 1.000, 100.00, SR, \$ 100.00), 'Generic Product' (Beetroots, 1.000, 100.00, SR, \$ 100.00), and 'Generic Product' (Carrots, 1.000, 100.00, SR, \$ 100.00). At the bottom, there is a 'Tax Description' table with columns: Tax Description, Tax Amount, and Total. The 'Tax Description' table shows 'SR' with a 'Tax Amount' of '\$ 24.00'. The 'Total' is '\$ 324.00'. The 'Status' is 'Draft'.

Accounting Customers Vendors Reporting Configuration Kayla (BB)

Vendor Bills / Vendor Bill PO-A001 (B2G)

Edit Create Print Action 2 / 33

Validate Cancel Response Draft Open Paid

Draft Bill

Vendor BILLBAY DEMO 02 Bill Date 05/09/2023
Bill No. INV/2023/0064 Due Date 05/10/2023
Payment Note 30D Currency SGD
Invoice Note -
Auto-Complete

Bill Other Info E-Delivery

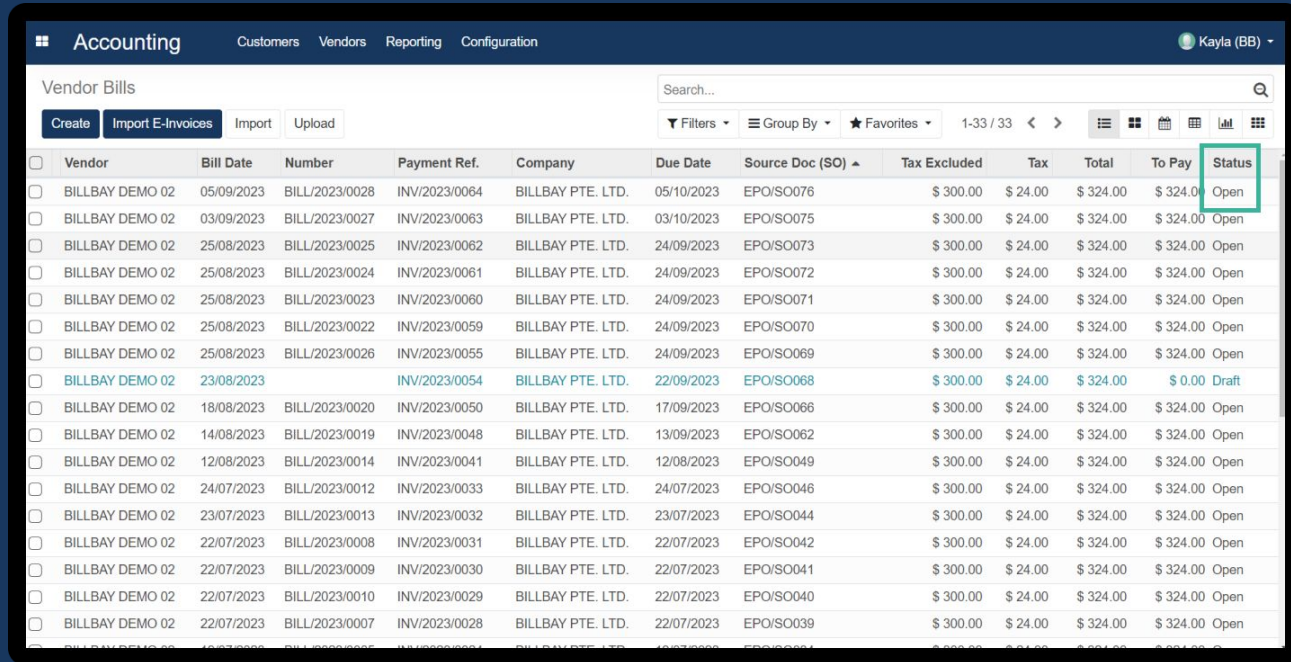
Product	Description	Asset Category	Quantity	Unit Price	Taxes	Amount
Generic Product	Apples		1.000	100.00	SR	\$ 100.00
Generic Product	Beetroots		1.000	100.00	SR	\$ 100.00
Generic Product	Carrots		1.000	100.00	SR	\$ 100.00

Tax Description	Tax Amount
SR	\$ 24.00

Untaxed Amount: \$ 300.00
Tax: \$ 24.00
Total: \$ 324.00

BILLBAY INVOICENOW GUIDEBOOK | Receiving Invoices

Once the vendor bill is validated, its status will shift from "draft" to "open."



The screenshot displays the 'Accounting' module in Billbay, specifically the 'Vendor Bills' section. The interface includes a top navigation bar with 'Accounting', 'Customers', 'Vendors', 'Reporting', and 'Configuration'. A user profile 'Kayla (BB)' is in the top right. Below the navigation bar, there's a 'Vendor Bills' header with a search bar and buttons for 'Create', 'Import E-Invoices', 'Import', and 'Upload'. A toolbar shows 'Filters', 'Group By', 'Favorites', and pagination '1-33 / 33'. The main table lists vendor bills with columns: Vendor, Bill Date, Number, Payment Ref., Company, Due Date, Source Doc (SO), Tax Excluded, Tax, Total, To Pay, and Status. The 'Status' column is highlighted with a green box. The table shows 16 bills, with the 15th bill (BILLBAY DEMO 02, 23/08/2023, INV/2023/0054, BILLBAY PTE. LTD., 22/09/2023, EPO/SO068) having a status of 'Draft' and a 'To Pay' amount of '\$ 0.00'. All other bills have a status of 'Open' and a 'To Pay' amount of '\$ 324.00'.

Vendor	Bill Date	Number	Payment Ref.	Company	Due Date	Source Doc (SO)	Tax Excluded	Tax	Total	To Pay	Status
BILLBAY DEMO 02	05/09/2023	BILL/2023/0028	INV/2023/0064	BILLBAY PTE. LTD.	05/10/2023	EPO/SO076	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
BILLBAY DEMO 02	03/09/2023	BILL/2023/0027	INV/2023/0063	BILLBAY PTE. LTD.	03/10/2023	EPO/SO075	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
BILLBAY DEMO 02	25/08/2023	BILL/2023/0025	INV/2023/0062	BILLBAY PTE. LTD.	24/09/2023	EPO/SO073	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
BILLBAY DEMO 02	25/08/2023	BILL/2023/0024	INV/2023/0061	BILLBAY PTE. LTD.	24/09/2023	EPO/SO072	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
BILLBAY DEMO 02	25/08/2023	BILL/2023/0023	INV/2023/0060	BILLBAY PTE. LTD.	24/09/2023	EPO/SO071	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
BILLBAY DEMO 02	25/08/2023	BILL/2023/0022	INV/2023/0059	BILLBAY PTE. LTD.	24/09/2023	EPO/SO070	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
BILLBAY DEMO 02	25/08/2023	BILL/2023/0026	INV/2023/0055	BILLBAY PTE. LTD.	24/09/2023	EPO/SO069	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
BILLBAY DEMO 02	23/08/2023	INV/2023/0054	BILLBAY PTE. LTD.	22/09/2023	EPO/SO068	\$ 300.00	\$ 24.00	\$ 324.00	\$ 0.00	Draft	
BILLBAY DEMO 02	18/08/2023	BILL/2023/0020	INV/2023/0050	BILLBAY PTE. LTD.	17/09/2023	EPO/SO066	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
BILLBAY DEMO 02	14/08/2023	BILL/2023/0019	INV/2023/0048	BILLBAY PTE. LTD.	13/09/2023	EPO/SO062	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
BILLBAY DEMO 02	12/08/2023	BILL/2023/0014	INV/2023/0041	BILLBAY PTE. LTD.	12/08/2023	EPO/SO049	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
BILLBAY DEMO 02	24/07/2023	BILL/2023/0012	INV/2023/0033	BILLBAY PTE. LTD.	24/07/2023	EPO/SO046	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
BILLBAY DEMO 02	23/07/2023	BILL/2023/0013	INV/2023/0032	BILLBAY PTE. LTD.	23/07/2023	EPO/SO044	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
BILLBAY DEMO 02	22/07/2023	BILL/2023/0008	INV/2023/0031	BILLBAY PTE. LTD.	22/07/2023	EPO/SO042	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
BILLBAY DEMO 02	22/07/2023	BILL/2023/0009	INV/2023/0030	BILLBAY PTE. LTD.	22/07/2023	EPO/SO041	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
BILLBAY DEMO 02	22/07/2023	BILL/2023/0010	INV/2023/0029	BILLBAY PTE. LTD.	22/07/2023	EPO/SO040	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open
BILLBAY DEMO 02	22/07/2023	BILL/2023/0007	INV/2023/0028	BILLBAY PTE. LTD.	22/07/2023	EPO/SO039	\$ 300.00	\$ 24.00	\$ 324.00	\$ 324.00	Open

BILLBAY INVOICENOW GUIDEBOOK | Sending Invoice Responses

Sending Invoice Responses

STEP 1: Click the 'Send Invoice Response' button to initiate the sending of the invoice.

The screenshot displays the BILLBAY INVOICENOW software interface. At the top, the navigation bar includes 'Accounting', 'Customers', 'Vendors', 'Reporting', and 'Configuration'. The user 'Kayla (BB)' is logged in. The main header shows 'Vendor Bills / BILL/2023/0028 PO-A001 (B2G)'. Below this, there are buttons for 'Edit', 'Create', 'Print', and 'Action'. A red circle with the number '1' and a red arrow points to the 'Send Invoice Response' button, which is highlighted with a red box. Other buttons include 'Register Payment', 'Ask for a Credit Note', 'Cancel', 'Draft', 'Open', and 'Paid'. The main content area shows the details for 'BILL/2023/0028'. It includes fields for 'Vendor' (BILLBAY DEMO 02), 'Bill No.' (INV/2023/0064), 'Payment Note' (30D), 'Invoice Note' (-), 'Bill Date' (05/09/2023), 'Due Date' (05/10/2023), and 'Currency' (SGD). Below these fields, there are tabs for 'Bill', 'Other Info', and 'E-Delivery'. The 'Bill' tab is selected, showing a table with columns: Product, Description, Asset Category, Quantity, Unit Price, Taxes, and Amount. The table lists three items: Generic Product (Apples), Generic Product (Beetroots), and Generic Product (Carrots), each with a quantity of 1,000, a unit price of 100.00, and a tax amount of 100.00. Below the table, there is a section for 'Tax Description' and 'Tax Amount'. It shows a tax description 'SR' with a tax amount of \$ 24.00. To the right of this section, there is a summary of amounts: 'Untaxed Amount: \$ 300.00', 'Tax: \$ 24.00', 'Total: \$ 324.00', and 'Amount Due: \$ 324.00'.

Accounting Customers Vendors Reporting Configuration Kayla (BB)

Vendor Bills / BILL/2023/0028 PO-A001 (B2G)

Edit Create Print Action 2 / 33

Register Payment Ask for a Credit Note Cancel Send Invoice Response Draft Open Paid

Bill

BILL/2023/0028

Vendor BILLBAY DEMO 02 Bill Date 05/09/2023
Bill No. INV/2023/0064 Due Date 05/10/2023
Payment Note 30D Currency SGD
Invoice Note -

Bill Other Info E-Delivery

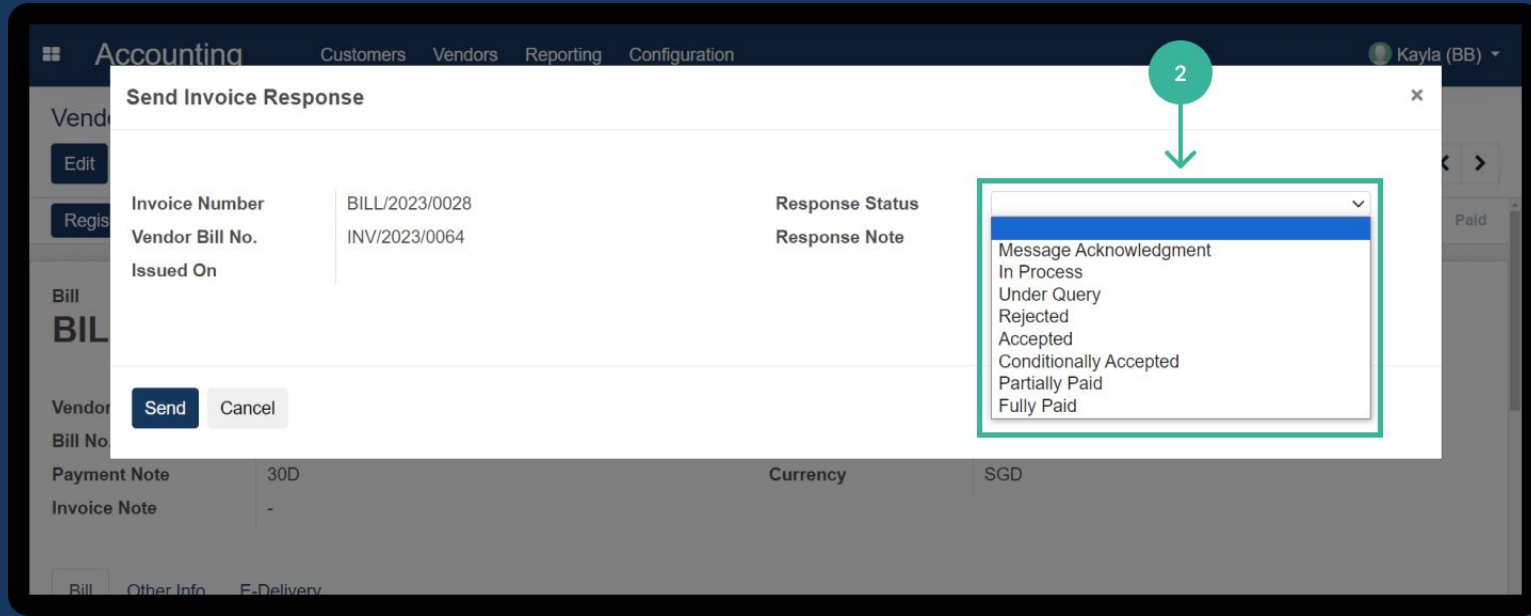
Product	Description	Asset Category	Quantity	Unit Price	Taxes	Amount
Generic Product	Apples		1,000	100.00	SR	\$ 100.00
Generic Product	Beetroots		1,000	100.00	SR	\$ 100.00
Generic Product	Carrots		1,000	100.00	SR	\$ 100.00

Tax Description	Tax Amount
SR	\$ 24.00

Untaxed Amount: \$ 300.00
Tax: \$ 24.00
Total: \$ 324.00
Amount Due: \$ 324.00

BILLBAY INVOICENOW GUIDEBOOK | Sending Invoice Responses

STEP 2: Specify the response status.



The screenshot shows the 'Send Invoice Response' dialog box in the Accounting software. The dialog box has a title bar with 'Accounting' and navigation tabs: 'Customers', 'Vendors', 'Reporting', and 'Configuration'. The user 'Kayla (BB)' is logged in. The dialog box contains the following information:

Invoice Number	Response Status
BILL/2023/0028	

Vendor Bill No.	Response Note
INV/2023/0064	

Issued On

Buttons: Send, Cancel

The 'Response Status' dropdown menu is open, showing the following options:

- Message Acknowledgment
- In Process
- Under Query
- Rejected
- Accepted
- Conditionally Accepted
- Partially Paid
- Fully Paid

BILLBAY INVOICENOW GUIDEBOOK | Sending Invoice Responses

STEP 3: Enter the response note. (Optional)

STEP 4: Click the 'Send' button to send the invoice response.

The screenshot shows the 'Send Invoice Response' dialog box in the Accounting software. The dialog has a title bar with a close button (X). Inside, there are two columns of information. The left column contains 'Invoice Number' (BILL/2023/0028) and 'Vendor Bill No.' (INV/2023/0064). The right column contains 'Response Status' (Accepted) and 'Response Note' (Payment will be issued shortly.). A green circle with the number 3 points to the 'Response Note' field. At the bottom left, there are two buttons: 'Send' and 'Cancel'. A green circle with the number 4 points to the 'Send' button. The background shows the Accounting software interface with a sidebar and a top navigation bar.

Field	Value
Invoice Number	BILL/2023/0028
Vendor Bill No.	INV/2023/0064
Response Status	Accepted
Response Note	Payment will be issued shortly.

Buttons: Send, Cancel

BILLBAY INVOICENOW GUIDEBOOK | Sending Invoice Responses

Once you've sent the invoice response, you can also view the details on the E-Delivery tab.

The screenshot displays the 'Accounting' module interface. The main header shows 'Vendor Bills / BILL/2023/0028 PO-A001 (B2G)'. Below this, there are buttons for 'Edit', 'Create', 'Print', and 'Action'. A secondary bar contains 'Register Payment', 'Ask for a Credit Note', 'Cancel', and 'Send Invoice Response'. On the right, there are 'Draft', 'Open', and 'Paid' status buttons. The central area is titled 'BILL/2023/0028' and contains two main sections. The top section lists bill details: Vendor (BILLBAY DEMO 02), Bill No. (INV/2023/0064), Payment Note (30D), Invoice Note (-), Bill Date (05/09/2023), Due Date (05/10/2023), and Currency (SGD). The bottom section, under the 'E-Delivery' tab, lists delivery details: E-Delivery Network (PEPPOL), E-Delivery Status (C4: Delivered Successfully), Txn ID (bb167-a76045ff-311d-43d3-b4c8-c0ebae3de2e7), Sender ID (0195-SGTSTBBDemo02), Receiver ID (0195-SGUEN201432336M), File Name (DLVY-23248-165116-798600719-0195-SGTSTBBDemo02-50de9d80.xml), Buyer Ref (PO) (PO-A001 (B2G)), Buyer Ref (BU) (BB InvoiceNow BU (B2G)), and Buyer Name (BB DEMO02 Buyer (B2G)). A red box highlights the 'Response Status' (AP), 'Response Note' (Payment will be issued shortly), and 'Issued On' (11/09/2023 18:04:15) fields.

Bill BILL/2023/0028	
Vendor	BILLBAY DEMO 02
Bill No.	INV/2023/0064
Payment Note	30D
Invoice Note	-
Bill Date	05/09/2023
Due Date	05/10/2023
Currency	SGD

E-Delivery Network	PEPPOL
E-Delivery Status	C4: Delivered Successfully
Txn ID	bb167-a76045ff-311d-43d3-b4c8-c0ebae3de2e7
Sender ID	0195-SGTSTBBDemo02
Receiver ID	0195-SGUEN201432336M
File Name	DLVY-23248-165116-798600719-0195-SGTSTBBDemo02-50de9d80.xml
Response Status	AP
Response Note	Payment will be issued shortly
Issued On	11/09/2023 18:04:15

Buyer Ref (PO)	PO-A001 (B2G)
Buyer Ref (BU)	BB InvoiceNow BU (B2G)
Buyer Name	BB DEMO02 Buyer (B2G)

THANK YOU

BILLBAY

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