BILLBAY

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

User Guide

BB03 Receiving E-Invoices & Sending Invoice Responses

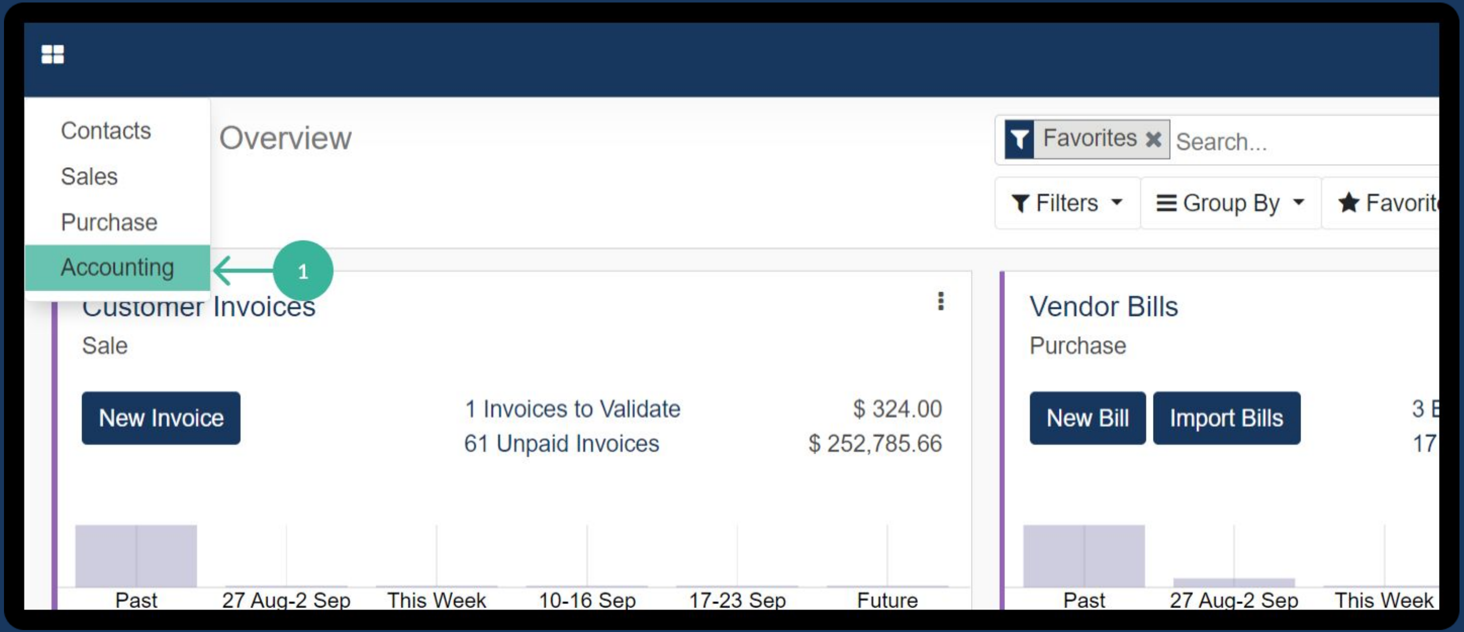
Login to our Peppol-Ready Solution:
invoice-now.billbay.co/

Sign-up:
billbay.io/signup

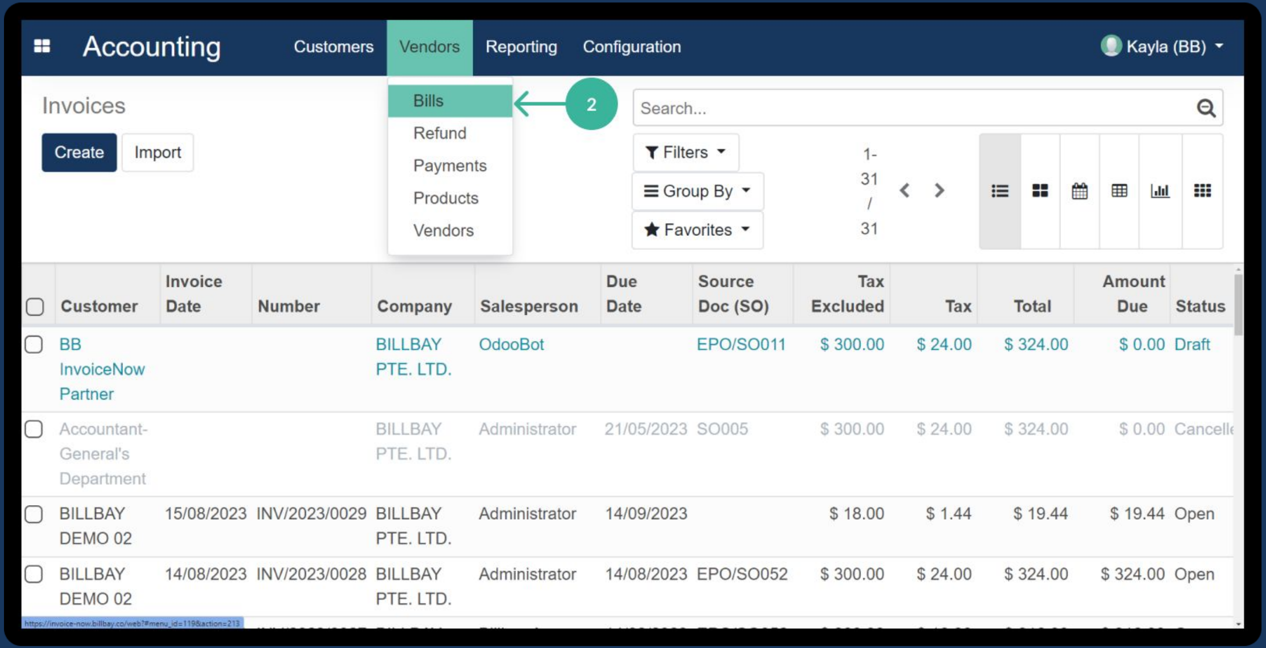
Enquiry:
invoicenow@billbay.co

Receiving Invoices

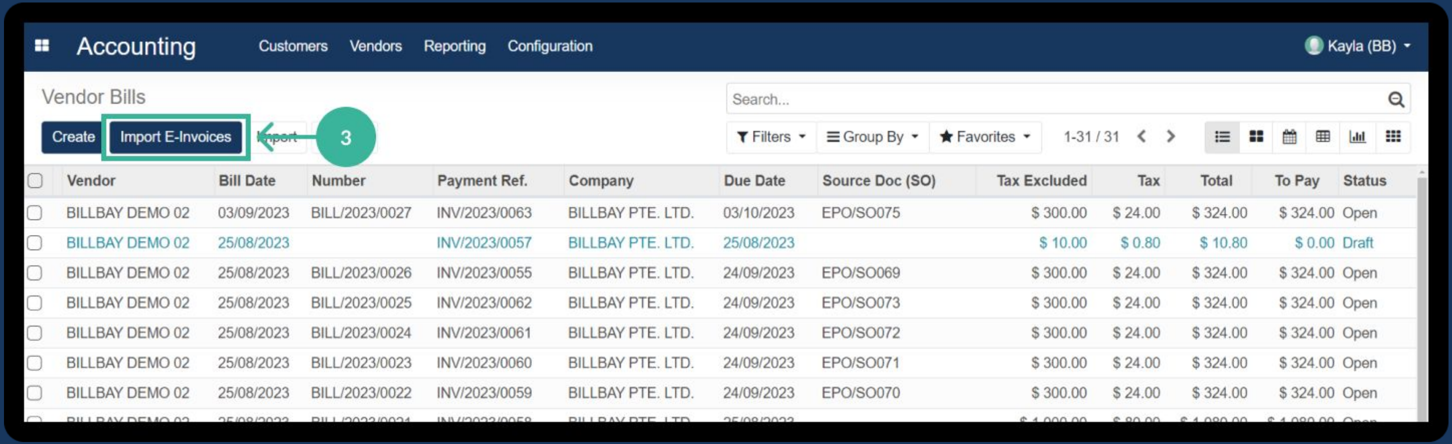
STEP 1: Access the Accounting Module.



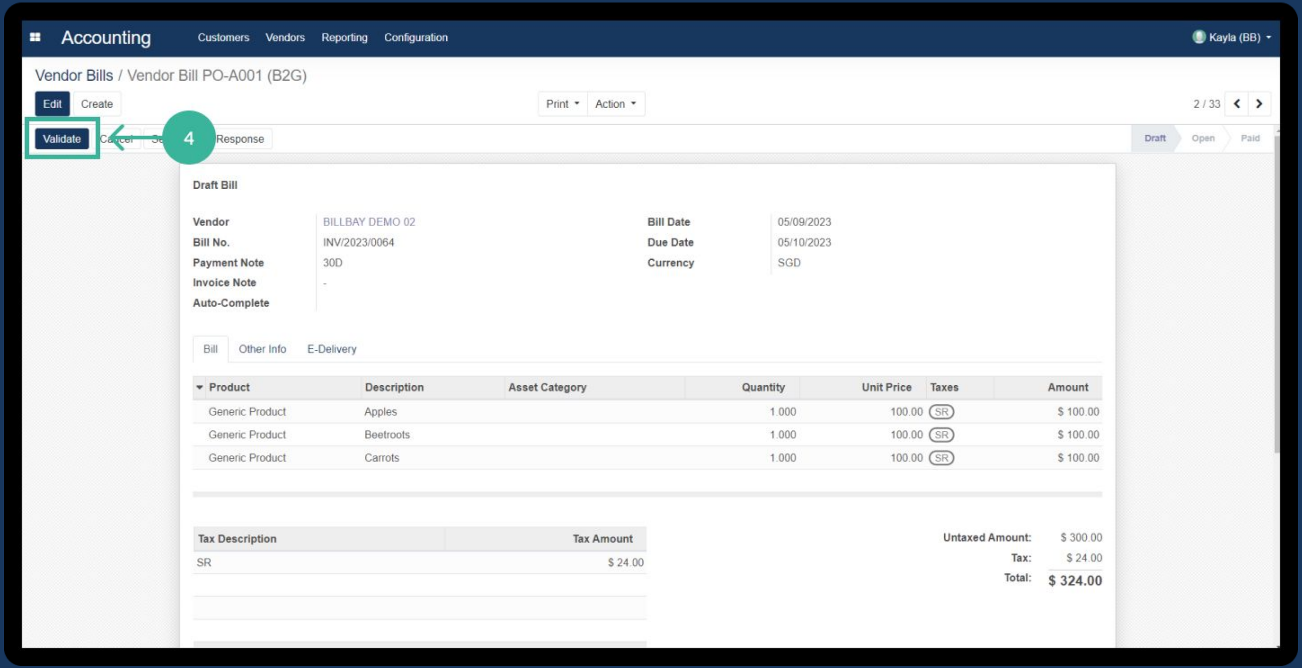
STEP 2: Click on the 'Vendors' option in the top bar and click on the ‘Bills’ on the dropdown menu to proceed.



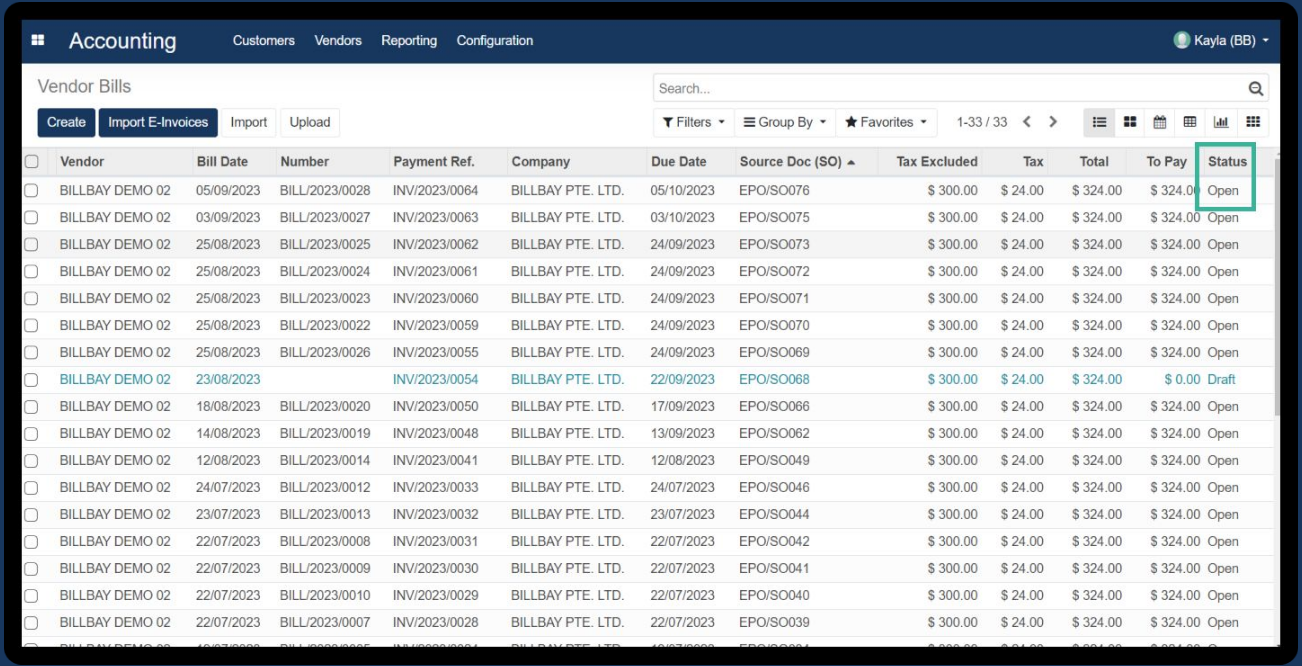
STEP 3: Click the 'Import E-Invoices' button to view the new invoices.



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



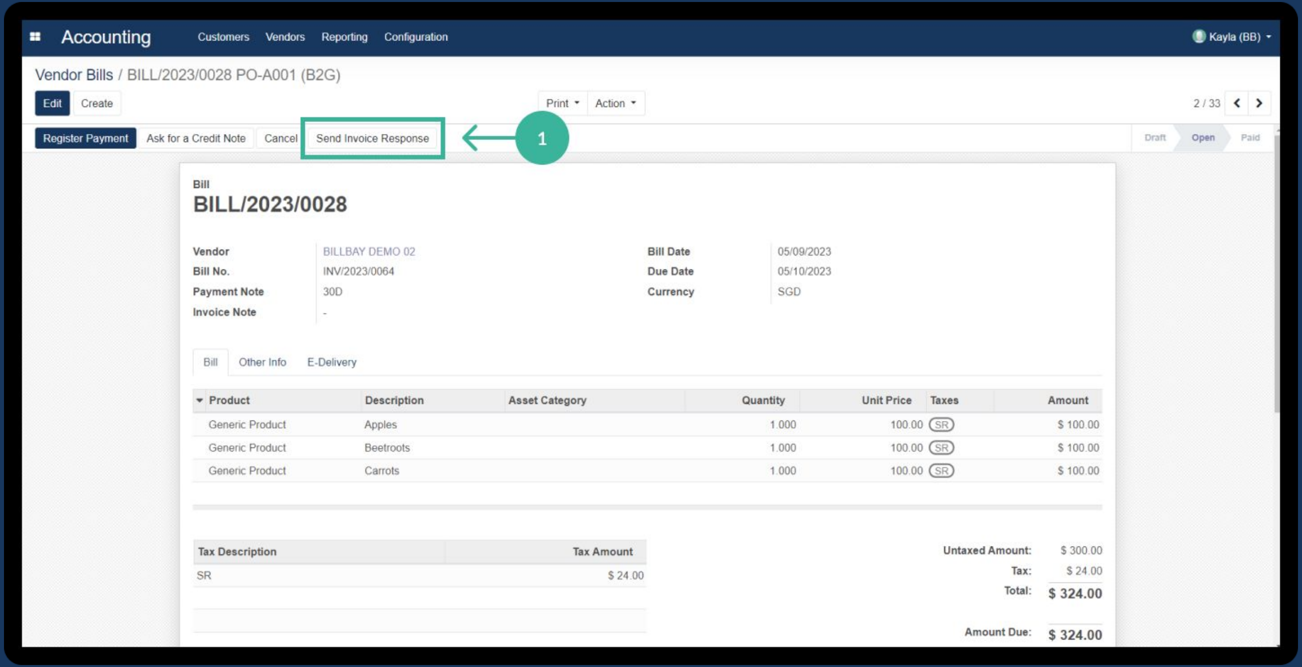
Once the vendor bill is validated, its status will shift from "draft" to "open."



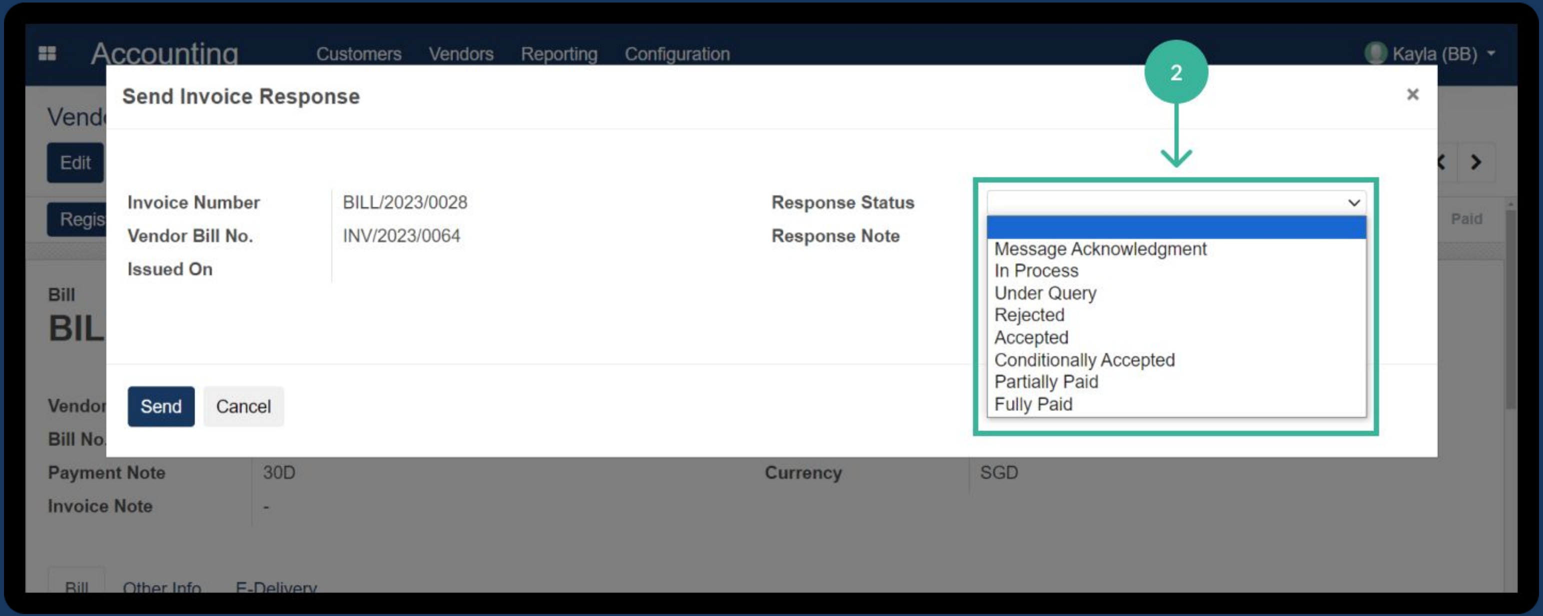
Vendor	Bill Date	Number	Payment Ref.	Company	Due Date	Source Doc (SO)	Tax Excluded	Tax	Total	To Pay	Status
BILLBAY DEMO 02	05/09/2023	BILL/2023/0028	INV/2023/0064	BILLBAY PTE. LTD.	05/10/2023	EPO/SO076	$ 300.00	$ 24.00	$ 324.00	$ 324.00	Open
BILLBAY DEMO 02	03/09/2023	BILL/2023/0027	INV/2023/0063	BILLBAY 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

Sending Invoice Responses

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

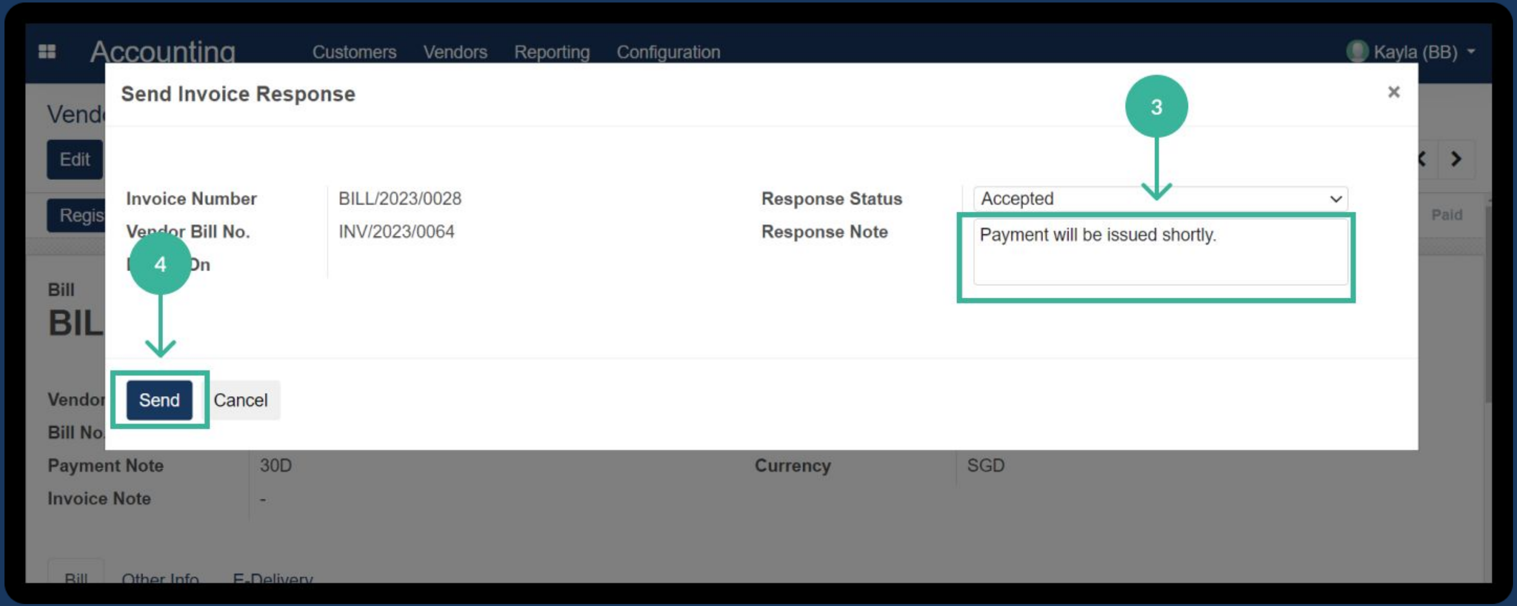


STEP 2: Specify the response status.

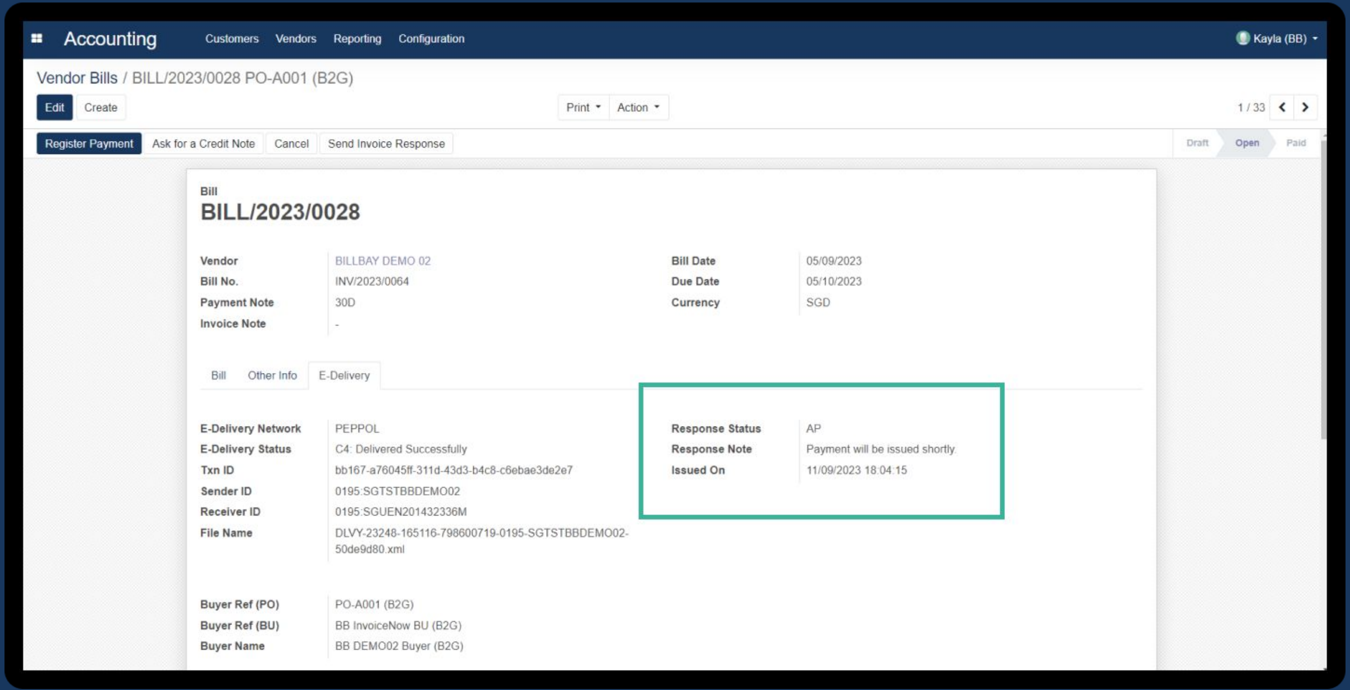


STEP 3: Enter the response note. (Optional)

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



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



THANK YOU

BILLBAY

Digital solutions that powers your business