



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.

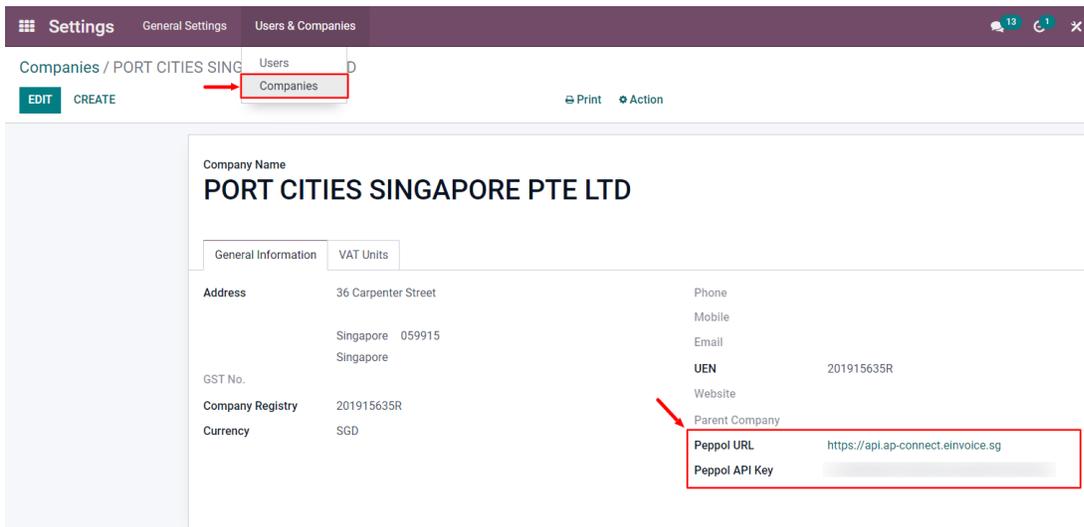
Configuration

1. Companies Configuration

The Account creation is done directly on the IMDA Certified Access Point 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 name is **PORT CITIES SINGAPORE PTE LTD**. The configuration is divided into two tabs: **General Information** and **VAT Units**. The **General Information** tab is active, showing the following details:

Address	36 Carpenter Street Singapore 059915 Singapore	Phone	
GST No.	201915635R	Mobile	
Company Registry	201915635R	Email	
Currency	SGD	UEN	201915635R
		Website	
		Parent Company	
		Peppol URL	https://api.ap-connect.elnvoice.sg
		Peppol API Key	

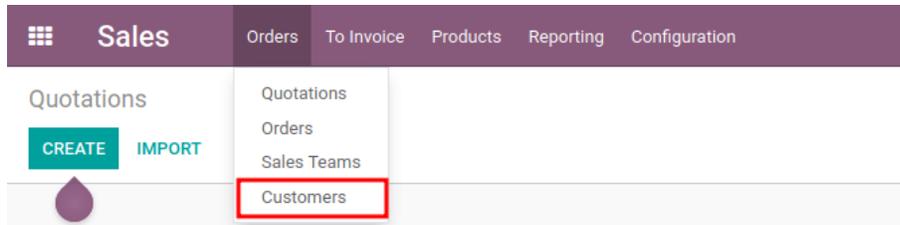
- a. Address : Company Address
- b. Phone : Company number phone (if any)
- c. Email : Company email address
- d. UEN : Unique Entity Number
- e. Website : Company websites address
- f. GST No : Goods and Service taxes
- g. Company registry : Company registration number
- h. Currency : Main functional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

Click Save to Save this Configuration

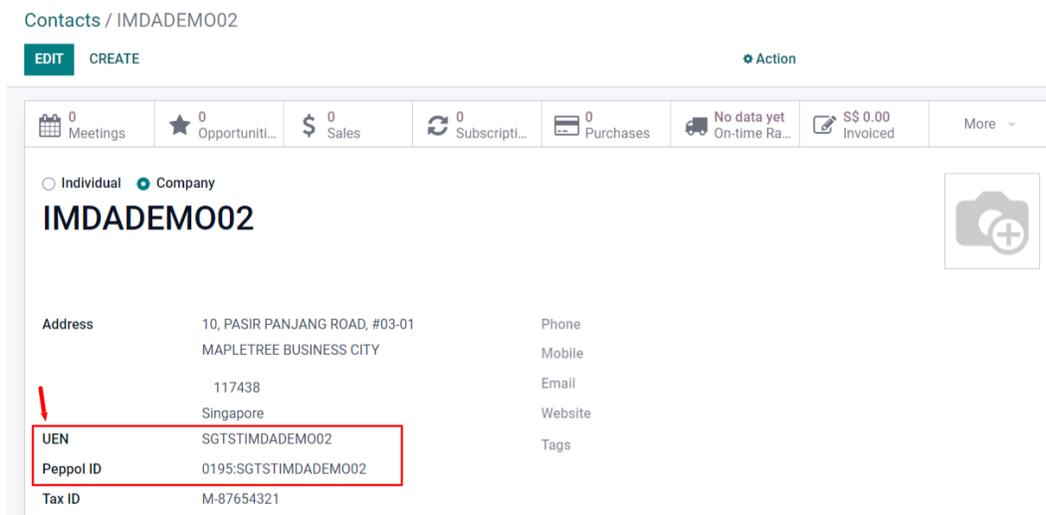
2. Data Customer Configuration

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.



- Company Address : Address of company.
- UEN : Customer's Unique Entity number
- Tax ID : Customer's tax id
- Phone : Customer's number phone
- Mobile : Customer's mobile phone number
- Email : Customer's email address
- Website link : Customer's websites link (if any)
- 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.

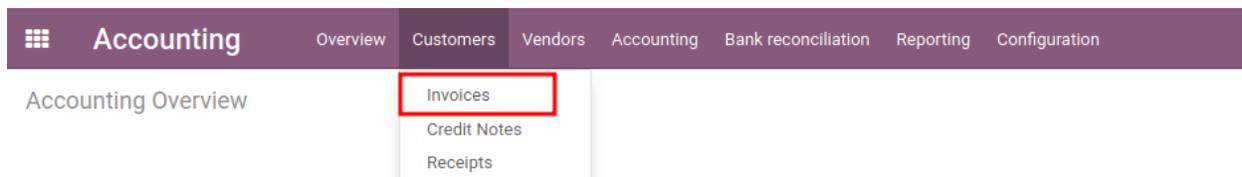
Click Save to save your changes.

Process

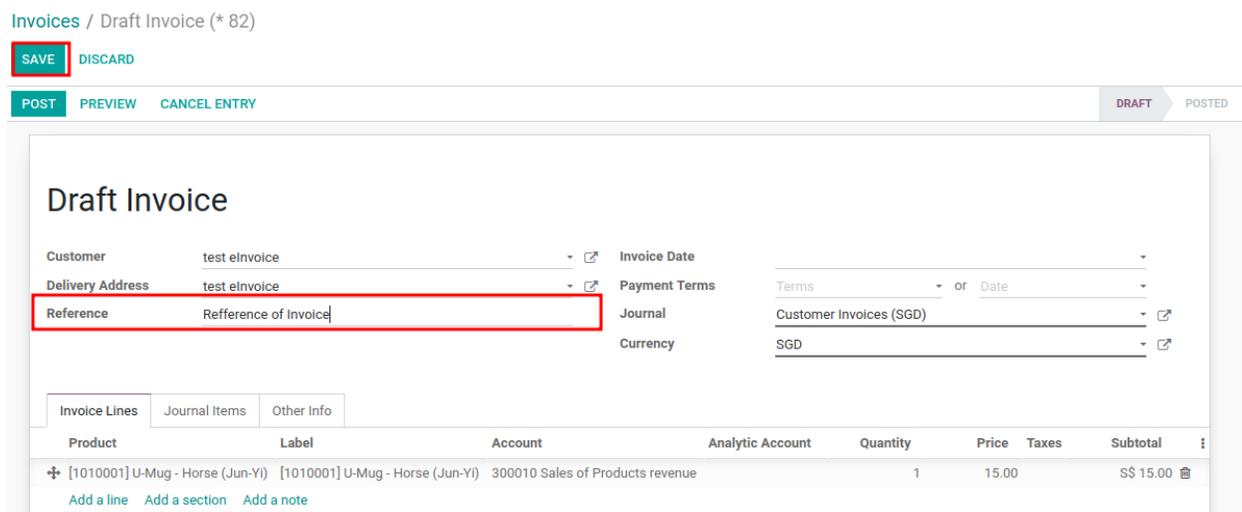
1. Outbound Process for Customer Invoices

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



- 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

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

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 doifyk559vDMtwWMpoW

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

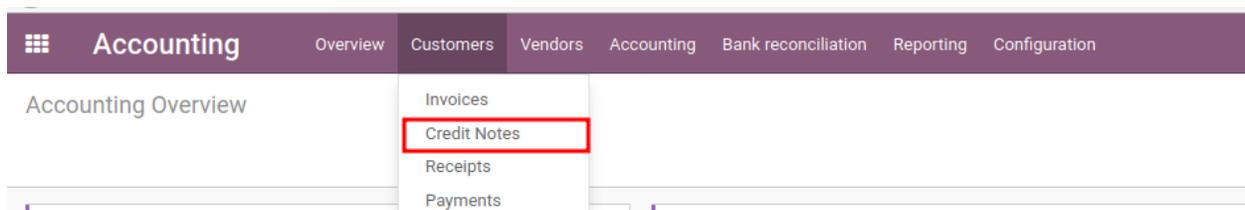
A **credit note**, or **credit memo**, is a document issued to a customer that notifies them that they have been credited a certain amount.

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**



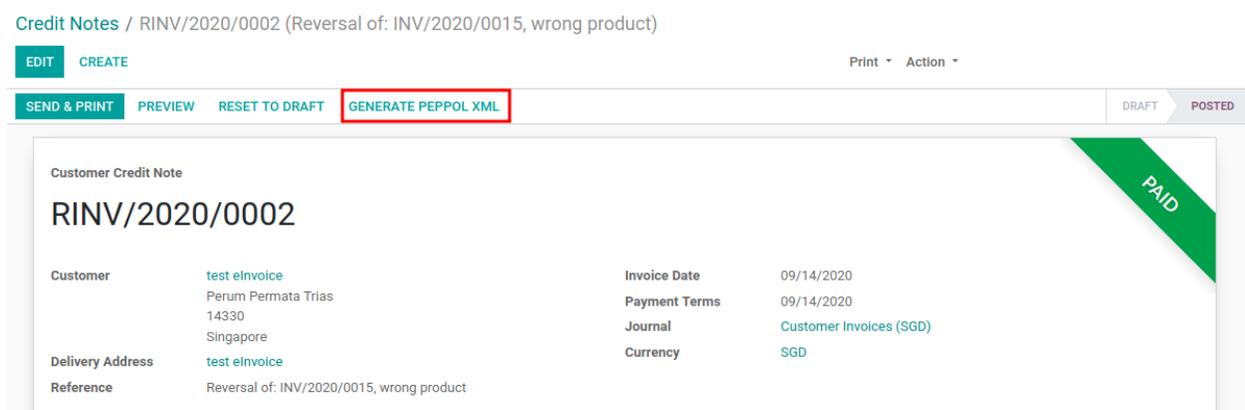
Then, open the existing document credit notes.



The screenshot shows a list of credit notes with the following columns: Number, Customer, Invoice Date, Source Document, Sales Person, and Due Date. The first two rows are highlighted with a red border.

Number	Customer	Invoice Date	Source Document	Sales Person	Due Date
<input type="checkbox"/> RINV/2020/0002	test eInvoice	09/14/2020		Habib	09/14/2020
<input type="checkbox"/> RINV/2020/0001	test eInvoice	09/11/2020		Habib	09/11/2020

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



The screenshot shows the details of a credit note for RINV/2020/0002. The 'GENERATE PEPPOL XML' button is highlighted with a red box. A green 'PAID' banner is visible in the top right corner.

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

Customer Credit Note
RINV/2020/0002

Customer	test eInvoice Perum Permata Trias 14330 Singapore	Invoice Date	09/14/2020
Delivery Address	test eInvoice	Payment Terms	09/14/2020
Reference	Reversal of: INV/2020/0015, wrong product	Journal	Customer Invoices (SGD)
		Currency	SGD

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			

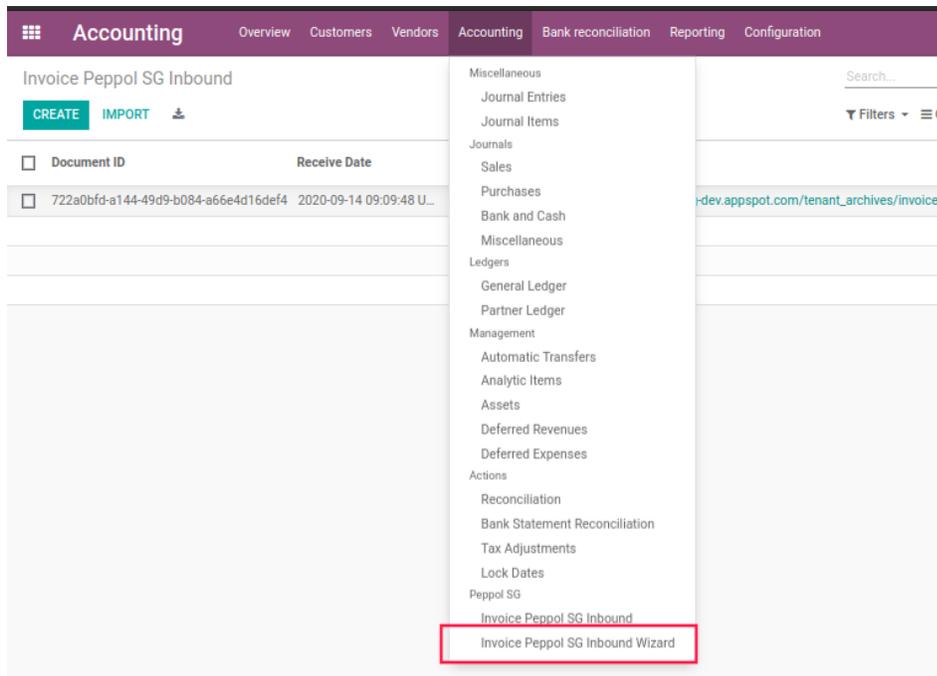
3. Inbound Invoice

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.

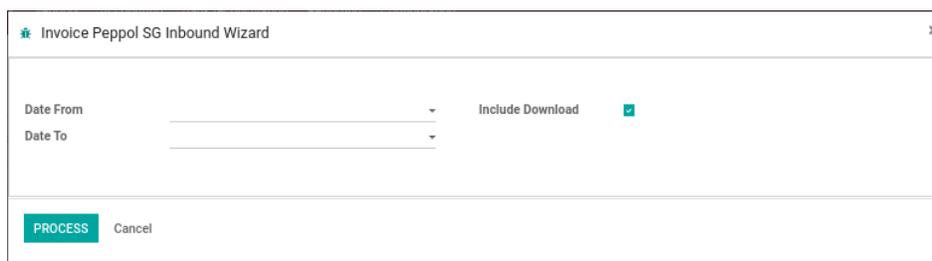
There is also a manual way of requesting to elnvoice if there is any invoice sent to the customer PEPPOL ID.

Below are steps to trigger manually the request to elnvoice :

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

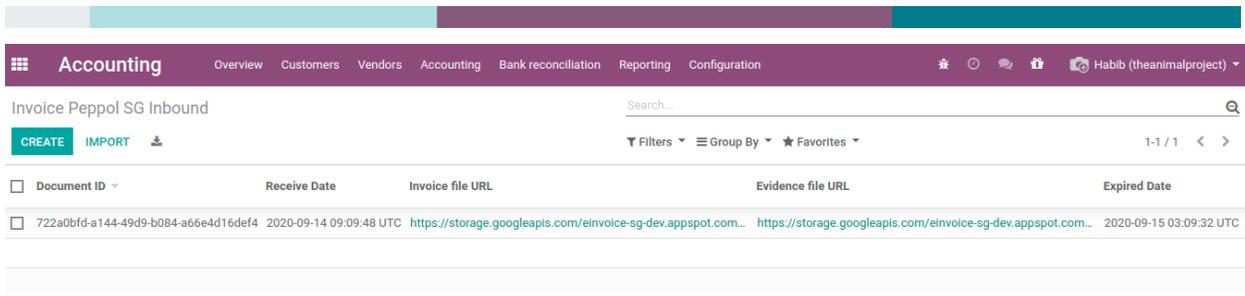


2. A new wizard will appear :

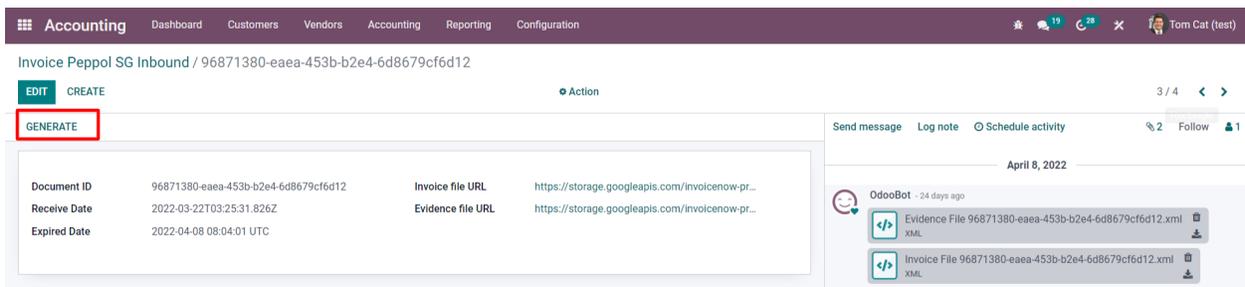


- Date From : to set request parameter date from inbound
- Date To : to set request parameter date to inbound
- Include Download : flag to include already downloaded file on request

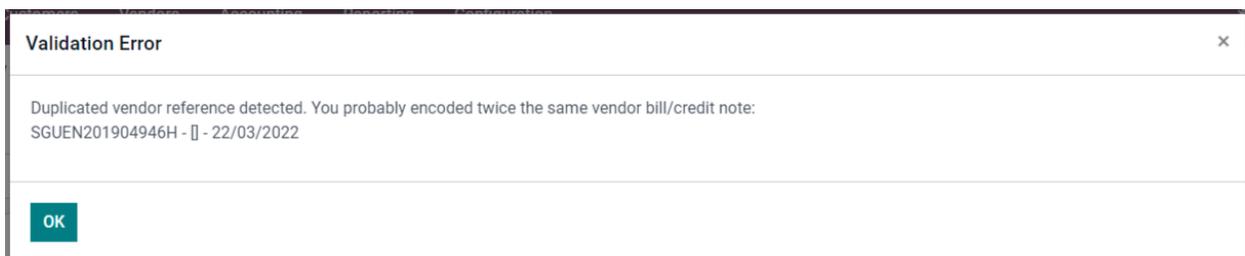
To see a list of inbound invoices, open Accounting - Accounting - Invoice Peppol SG Inbound



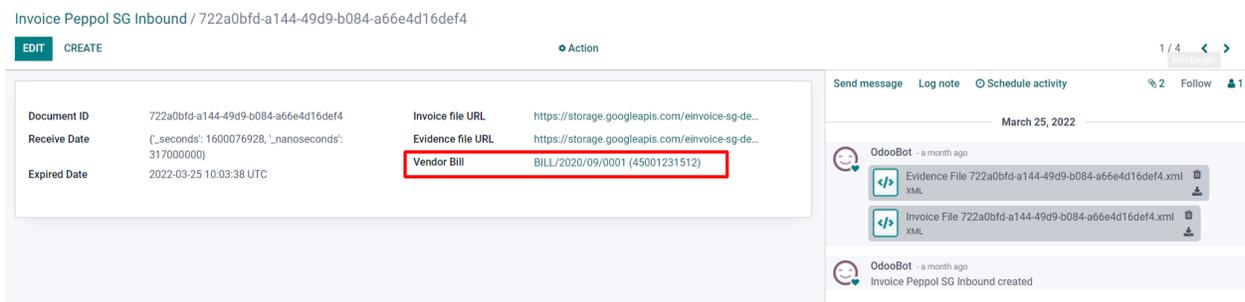
- To open a detailed inbound invoice and also download the attached link, click on the inbound invoice. Then click on generate to create the associated vendor bill.



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



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



- 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.

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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