

C5 User Guide

for YONYOU NCC 2111

27 Mar 2025

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1.1 Activation of C5 Submission

1) Users have to follow below screenshots for C5 activation process

Home / E-Invoice Platform / E-Invoice Register / Org E-Invoice Register / Org E-Invoice Register

App Please enter App

06-03-2025

Org E-Invoice Register

INVOICE NOW

Add Edit Delete Print Attachment Register C5 Activation C5 Deactivation Check Status Refresh

Default Query Organization

Name

Q

...

...

	SN	Create Time	Group	Organization	UEN	Client ID	Peppol ID	Token ID	Platform ID	C5 Status	
☐	1	13-07-2024 14:20:11	YONYOU GLOBAL	BIP Pte Ltd	SGTSTYONYOU1	81422	0195-SGTSTYONYOU1	92c58755-5e1e-4500-bd27-1e3d8e0d450a	15		
☐	2	19-08-2024 15:59:45	YONYOU GLOBAL	YonYou_test2	SGTSTYONYOU2	81423	0195-SGTSTYONYOU2	200933a1-06cd-4935-9e85-a203bad7d852	15		
☒	3	27-02-2025 10:58:05	YONYOU GLOBAL	YonYou C5_test	68470617B	15091	0195-SGUEN68470617B	4bd095e1-7953-4a42-a0c9-331d8a704036			

Selected 1 Pieces

Total 3 Pieces < 1 > 100 items Goto Page

Home / E-Invoice Platform / E-Invoice Register / Org E-Invoice Register / Org E-Invoice Register

App Please enter App

06-03-2025

Org E-Invoice Register

INVOICE NOW

Add Edit Delete Print Attachment Register C5 Activation C5 Deactivation Check Status Refresh

Default Query Organization

Name

Q

...

...

	SN	Create Time	Group	Organization	UEN	Client ID	Peppol ID	Token ID	Platform ID	C5 Status	
☐	1	13-07-2024 14:20:11	YONYOU GLOBAL	BIP Pte Ltd	SGTSTYONYOU1	81422	0195-SGTSTYONYOU1	92c58755-5e1e-4500-bd27-1e3d8e0d450a	15		
☐	2	19-08-2024 15:59:45	YONYOU GLOBAL	YonYou_test2	SGTSTYONYOU2	81423	0195-SGTSTYONYOU2	200933a1-06cd-4935-9e85-a203bad7d852	15		
☒	3	27-02-2025 10:58:05	YONYOU GLOBAL	YonYou C5_test	68470617B	15091	0195-SGUEN68470617B	4bd095e1-7953-4a42-a0c9-331d8a704036		PROCESSING	

Selected 1 Pieces

Total 3 Pieces < 1 > 100 items Goto Page



IRAS INVOICE DATA SUBMISSION ACTIVATION

Authorise your Service Provider via CorpPass

Thank you for your application to activate invoice data submission to IRAS with
[Unifiedpost Pte Ltd](#)

In order to complete the activation process, we will require your CorpPass Administrator to authorise
[Unifiedpost Pte Ltd](#)
to submit invoice data on your company's behalf to IRAS.

If you are the CorpPass Administrator please proceed with the authorisation below:

corppass Business Authorisation
with CorpPass

If your company does not have a CorpPass Account, kindly register [here](#).

InvoiceNow Administrator

[FAQ](#) [Terms & Conditions](#) [Privacy](#)



A Singapore Government Agency Website [How to identify](#)

singpass

Beware of account takeovers ^

Scammers may manipulate victims to change their Singpass contact details, e.g. email and mobile number. This allows the scammers to receive the victim's One-Time Passwords or take over the Singpass account to commit crimes. If you suspect your account has been compromised, call the Singpass hotline.



Log in with Singpass

Your trusted digital identity

Singpass app Password login

Scan with Singpass app
Logging in as **Business User**



[Register for Singpass](#)

[Download Singpass app](#)



CONGRATULATIONS

Your activation is successfully completed

You have successfully authorised

[Unifiedpost Pte Ltd](#)
to activate invoice data submission to IRAS.

A copy of the following details will be emailed to your business representative.

Company Details

Company Name: **YONYOU C5 TEST**
Company Peppol ID: **0195:SGUEN68470617B**

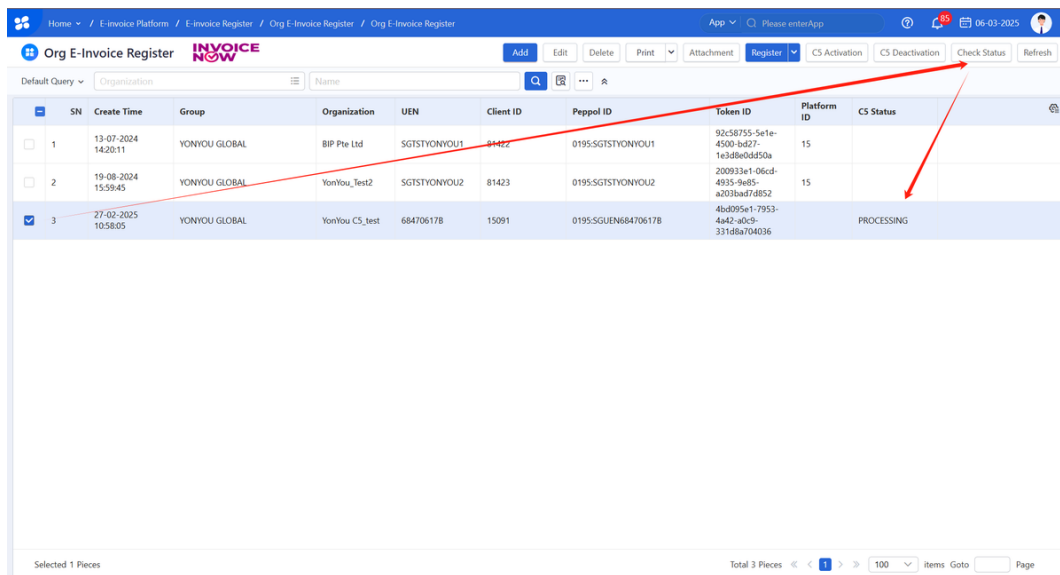
Service Provider Details

Company Name: **Unifiedpost Pte Ltd**
Email Contact: **huyhq14@unifiedpost.com**
Phone Contact: **60000000**

[FAQ](#) [Terms & Conditions](#) [Privacy](#)



2) Users have to follow below screenshots to check C5 activation status

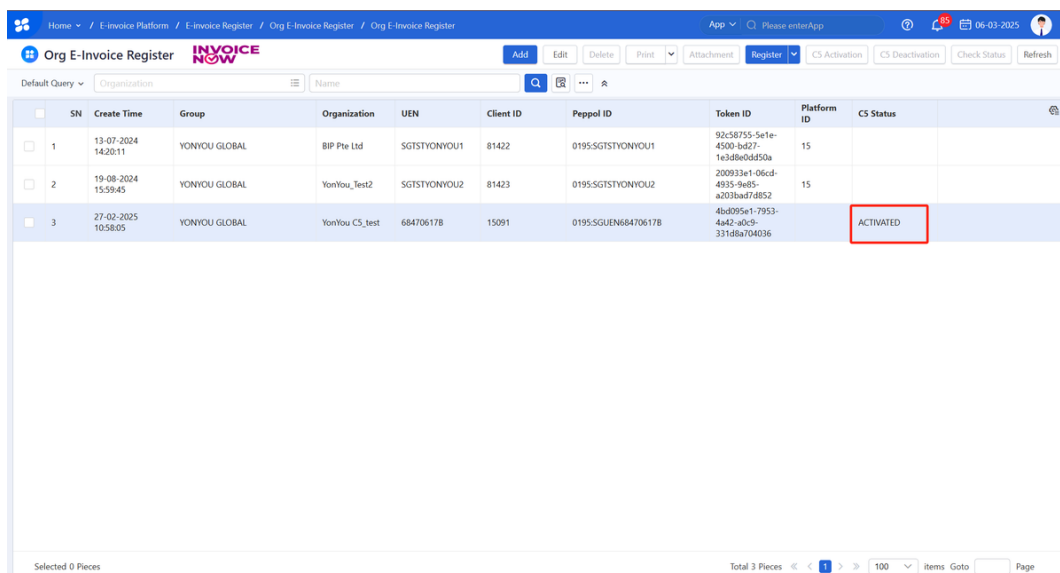


Org E-Invoice Register

	SN	Create Time	Group	Organization	UEN	Client ID	Peppol ID	Token ID	Platform ID	C5 Status
☐	1	13-07-2024 14:20:11	YONYOU GLOBAL	BIP Pte Ltd	SGTSTYONYOU1	81422	0195-SGTSTYONYOU1	92c58755-5e1e-4500-bd27-1e3d8e0dd50a	15	
☐	2	19-08-2024 15:59:45	YONYOU GLOBAL	YonYou_test2	SGTSTYONYOU2	81423	0195-SGTSTYONYOU2	200933e1-06cd-4935-9e85-a203bae7d852	15	
☒	3	27-02-2025 10:58:05	YONYOU GLOBAL	YonYou C5_test	68470617B	15091	0195-SGUEN68470617B	4bd095e1-7953-4a42-a0c9-331d8a704036		PROCESSING

Selected 1 Pieces

Total 3 Pieces < 1 > 100 items Goto Page



Org E-Invoice Register

	SN	Create Time	Group	Organization	UEN	Client ID	Peppol ID	Token ID	Platform ID	C5 Status
☐	1	13-07-2024 14:20:11	YONYOU GLOBAL	BIP Pte Ltd	SGTSTYONYOU1	81422	0195-SGTSTYONYOU1	92c58755-5e1e-4500-bd27-1e3d8e0dd50a	15	
☐	2	19-08-2024 15:59:45	YONYOU GLOBAL	YonYou_test2	SGTSTYONYOU2	81423	0195-SGTSTYONYOU2	200933e1-06cd-4935-9e85-a203bae7d852	15	
☐	3	27-02-2025 10:58:05	YONYOU GLOBAL	YonYou C5_test	68470617B	15091	0195-SGUEN68470617B	4bd095e1-7953-4a42-a0c9-331d8a704036		ACTIVATED

Selected 0 Pieces

Total 3 Pieces < 1 > 100 items Goto Page

1.2 Deactivation of C5 Submission

1) Users have to follow below screenshots for C5 deactivation process

Home

E-Invoice Platform

E-Invoice Register

Org E-Invoice Register

Org E-Invoice Register

App

Please enter App

06-03-2025

Org E-Invoice Register

INVOICE NOW

Add

Edit

Delete

Print

Attachment

Register

CS Activation

CS Deactivation

Check Status

Refresh

Default Query

Organization

Name

	SN	Create Time	Group	Organization	UEN	Client ID	Peppol ID	Token ID	Platform ID	CS Status
☐	1	13-07-2024 14:20:11	YONYOU GLOBAL	BIP Pte Ltd	SGTSTYONYOU1	81422	0195-SGTSTYONYOU1	92c58755-5e1e-4500-bd27-1e3d8eddd50a	15	
☐	2	19-08-2024 15:59:45	YONYOU GLOBAL	YonYou_test2	SGTSTYONYOU2	81423	0195-SGTSTYONYOU2	200933e1-06cd-4935-9e85-a203bad7d852	15	
☒	3	27-02-2025 10:58:05	YONYOU GLOBAL	YonYou CS_test	68470617B	15091	0195-SGUEN68470617B	4bd095e1-7953-4a42-a0c9-331d8a704036		ACTIVATED

Message

Deactivation Confirmation

Are you sure you want to deactivate CS?

Confirm

Cancel

Selected 1 Pieces

Total 3 Pieces

1

100

Items

Goto

Page

Home

E-Invoice Platform

E-Invoice Register

Org E-Invoice Register

Org E-Invoice Register

App

Please enter App

06-03-2025

Org E-Invoice Register

INVOICE NOW

Add

Edit

Delete

Print

Attachment

Register

CS Activation

CS Deactivation

Check Status

Refresh

Default Query

Organization

Name

	SN	Create Time	Group	Organization	UEN	Client ID	Peppol ID	Token ID	Platform ID	CS Status
☐	1	13-07-2024 14:20:11	YONYOU GLOBAL	BIP Pte Ltd	SGTSTYONYOU1	81422	0195-SGTSTYONYOU1	92c58755-5e1e-4500-bd27-1e3d8eddd50a	15	
☐	2	19-08-2024 15:59:45	YONYOU GLOBAL	YonYou_test2	SGTSTYONYOU2	81423	0195-SGTSTYONYOU2	200933e1-06cd-4935-9e85-a203bad7d852	15	
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Selected 1 Pieces

Total 3 Pieces

1

100

Items

Goto

Page



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Thank you for your application to activate invoice data submission to IRAS with
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In order to complete the activation process, we will require your CorpPass Administrator to authorise
[Unifiedpost Pte Ltd](#)
 to submit invoice data on your company's behalf to IRAS.

If you are the CorpPass Administrator please proceed with the authorisation below:



If your company does not have a CorpPass Account, kindly register [here](#).

[InvoiceNow Administrator](#)

← → ↻ stg-auth.singpass.gov.sg/main ☆ 📄 👤 Finish update

A Singapore Government Agency Website [How to identify](#)

singpass

Beware of account takeovers ^

Scammers may manipulate victims to change their Singpass contact details, e.g. email and mobile number. This allows the scammers to receive the victim's One-Time Passwords or take over the Singpass account to commit crimes. If you suspect your account has been compromised, call the Singpass hotline.



Log in with Singpass
Your trusted digital identity

Singpass app **Password login**

Log in

Singpass ID

Password

Log in

[Retrieve Singpass ID](#) [Reset password](#)

[Register For Singpass](#)



CONGRATULATIONS

Your deactivation is successfully completed

You have successfully **deactivated** invoice data submission to IRAS with [Unifiedpost Pte Ltd](#).
A copy of the following details will be emailed to your business representative.

Company Details

Company Name: **YONYOU C5 TEST**
Company Peppol ID: **0195:SGUEN68470617B**

Service Provider Details

Company Name: **Unifiedpost Pte Ltd**
Email Contact: **huyhq14@unifiedpost.com**
Phone Contact: **60000000**

2) Users have to follow below screenshots to check C5 deactivation status

Home / E-Invoice Platform / E-Invoice Register / Org E-Invoice Register / Org E-Invoice Register

App Please enter App

Org E-Invoice Register

Add Edit Delete Print Attachment Register CS Activation CS Deactivation Check Status Refresh

Default Query Organization

	SN	Create Time	Group	Organization	UEN	Client ID	Peppol ID	Token ID	Platform ID	CS Status
☐	1	13-07-2024 14:20:11	YONYOU GLOBAL	BIP Pte Ltd	SGTSTYONYOU1	81422	0195-SGTSTYONYOU1	92c58755-5e1e-4500-9a27-1e3d8e0d450a	15	
☐	2	19-08-2024 15:59:45	YONYOU GLOBAL	YonYou_test2	SGTSTYONYOU2	81423	0195-SGTSTYONYOU2	200933e1-0ecd-4935-9e85-a203baa7d852	15	
☒	3	27-02-2025 10:58:05	YONYOU GLOBAL	YonYou_CS_test	684706178	15091	0195-SGUEN684706178	4ba095e1-7953-4a42-a0c5-331d8a704036		INACTIVATED

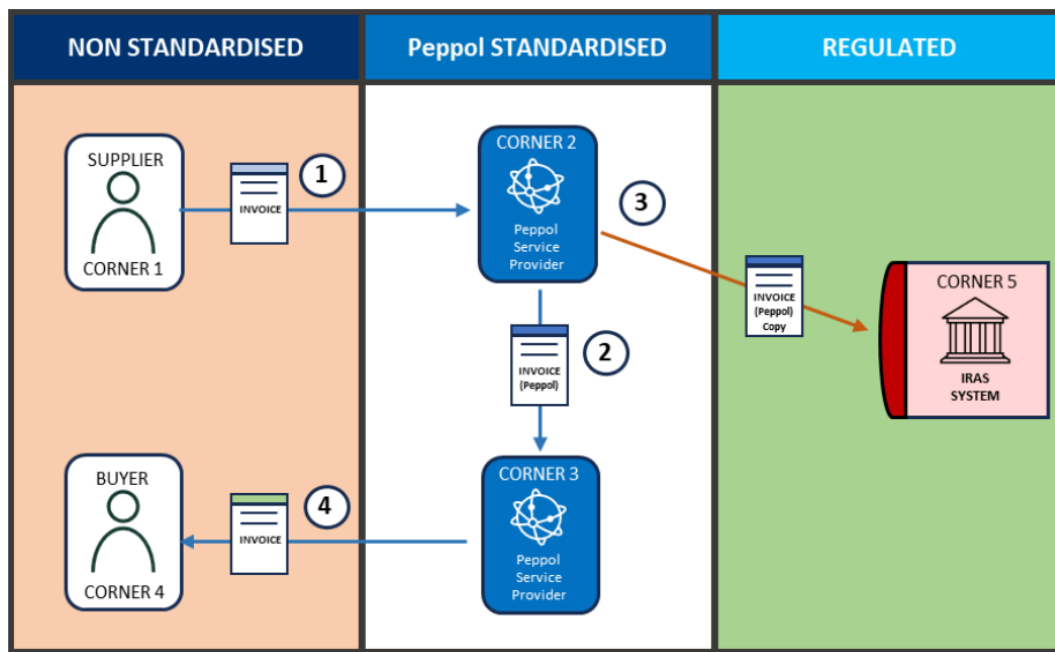
Selected 1 Pieces

Total 3 Pieces < 100 Items Goto Page

2.1 C5 submission Type A

For customers who are PEPPOL registered, Just Proceed as normal AR invoice / CN submission.

For Type A (Standard Peppol)



Home - / Financial Accounting / Accounts Receivable / Daily AR Operation / AR Doc Mgmt

App | Please enterApp | 27-03-2025

AR Doc Mgmt | Saved

Transaction Type: 新增 | 修改 | 删除 | 复制 | 提交 | 更多

Customer: IMDA C5 Test | Doc Date: 04-03-2025 | Amt in OC: 44.80 | Approval Status: Saved

Doc No: AR-2503-00006 | Doc Date: 04-03-2025 | Invoice Date: 04-03-2025 | Reference No.: BIS_SP_TC02.3

IRAS ACK ID: | Doc ID: | Invoice Nature: BIS | google: |

Transa. Object Info: Customer: IMDA C5 Test

Amount Info: Currency: SGD | Ex. Rate: 1.00 | Amt in OC: 44.80 | Amt in FC: 44.80

Voucher No.: | Sett. Batch No.:

+Audit Info

SN	Description	Amt Excl. Tax (OC)	Qty	Unit Pk	Tax Code	Tax Rate	Tax Amt	Amt in OC	Amt in FC	Operation
1	Red Pen	20.00	10.00	2.00	Sales Standard Rate	9.00	1.80	21.80	21.80	
2	Orange Pen	15.00	5.00	3.00	OS1	0.00	0.00	15.00	15.00	
3	Green Pen	8.00	2.00	4.00	NA	0.00	0.00	8.00	8.00	
Total		43.00	17.00			1.80		44.80	44.80	

insert attachment if needed.

Home - / E-Invoice Platform / Manage Documents / Sales Invoice / Sales Invoice Query

App | Please enterApp | 27-03-2025

Sales Invoice Query

Invoice Info: PINT_SP_TC04.2 | Customer: IMDA C5 Test | Invoice Date: 04-03-2025 | 付款期限: | Amount: 44.80 SGD

Doc ID: einvoice202502 | Total Amount: 44.80 | Amount Paid: 0.00 | Attachment: 0(0)

Customer Info: Customer Code: CUST-002 | Status Info: | Sending Status: | Creator & Modifier: |

Invoice Lines (3) | Selected 0 Pieces

SN	Material Name	Material Description
1	Red Pen	Red Pen
2	Orange Pen	Orange Pen

Attachment: New Group | High-speed Camera | Upload URL | Download All | Print All | Total 0 Item(s)

Click to upload Or drag the file into the pop-up window | Max supported 10MB

Batch Download | Browser Preview

名称	文件大小	上传状态	上传人	上传时间	Operation
No data yet					

click on send to send to peppol and C5 in one go.

Home - / E-Invoice Platform / Manage Documents / Sales Invoice / Sales Invoice

App | Please enterApp | 25-03-2025

Sales Invoice | INVOICE NOW | Send | Check Response | Edit | Linked Query | Send To C5 | Check C5 Status

Default Query: BIP Pte Ltd | Invoice No. | E-Invoice UUID | Invoice Type

SN	Created At	Invoice Org	Customer Name	Customer Code	Invoice Date	Total Amt	Invoice No.	Currency	Status	Acknowledgment ID	C5 Status
1	27-03-2025 13:55:38	BIP Pte Ltd	IMDA C5 Test	CUST-002	04-03-2025	44.80	PINT_SP_TC02.1	SGD			Im
2	27-03-2025 13:49:59	BIP Pte Ltd	IMDA C5 Test	CUST-002	04-03-2025	-30.44	PINT_SP_TC02.4	SGD			Im
3	27-03-2025 13:47:18	BIP Pte Ltd	IMDA C5 Test	CUST-002	04-03-2025	44.80	BIS_SP_TC02.3	SGD			Im
4	27-03-2025 13:43:38	BIP Pte Ltd	IMDA C5 Test	CUST-002	04-03-2025	21.80	PINT_SP_TC02.2	MYR			Im
5	24-03-2025 17:56:15	BIP Pte Ltd	IMDA C5 Test	CUST-002	04-03-2025	44.80	PINT_SP_TC04.1	SGD			Im
6	24-03-2025 16:36:16	BIP Pte Ltd	C5 role (D) Non Peppol	CUST-007	24-03-2025	44.80	AR-2503-00022	SGD			Im

2.2 C5 submission Type B

For customers who are non-PEPPOL registered, Just Proceed as normal AR invoice / CN submission. The steps are the same as Type A in 2.1

For Type B (Data Package I)

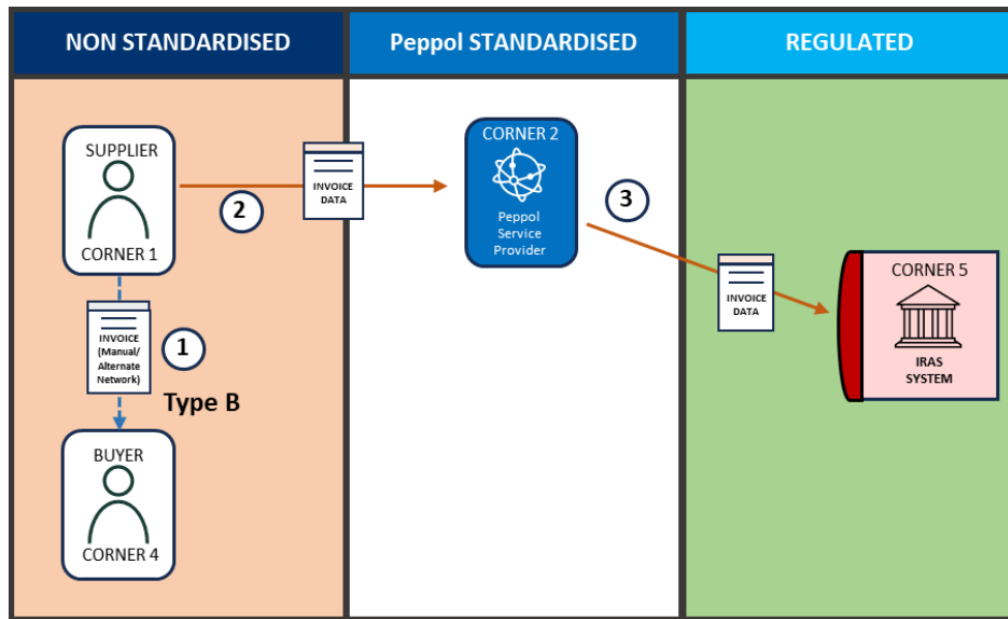


Figure 4

2.3 C5 submission Type C

For customers who are generic customers (non-PEPPOL registered), Just Proceed as normal AR invoice / CN submission. The steps are the same as Type A in 2.1. The customer has to be B2C.

For Type C (Data Package II)

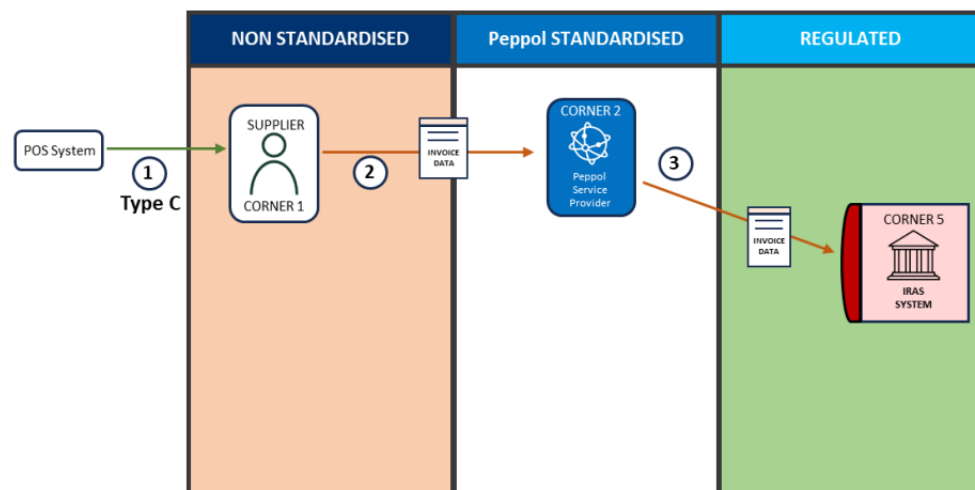
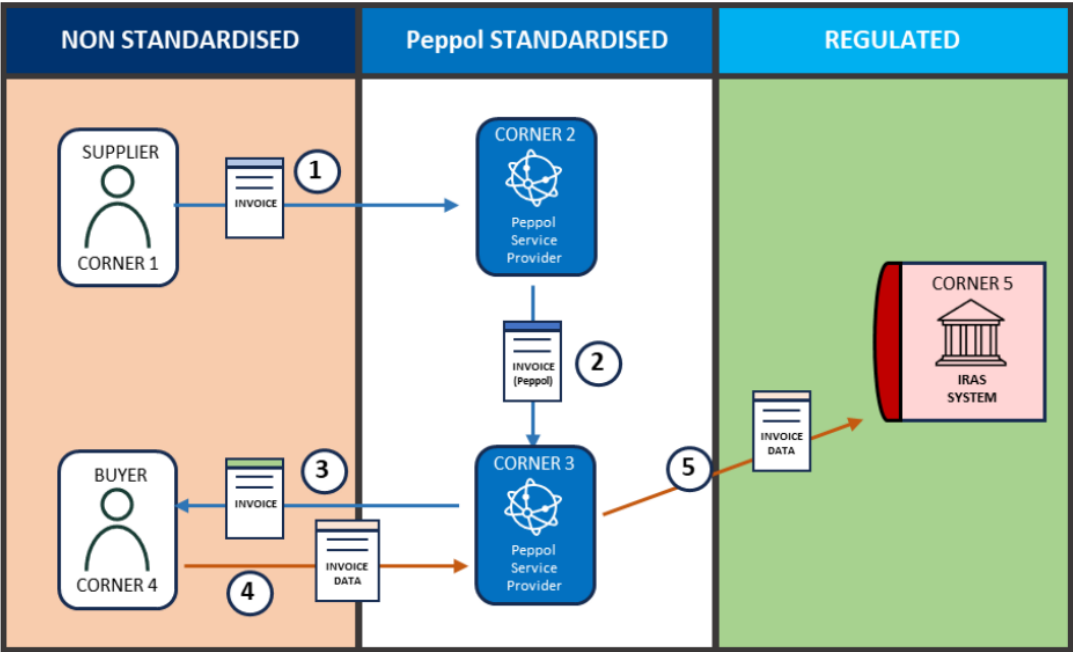


Figure 5

2.4 C5 submission Type D

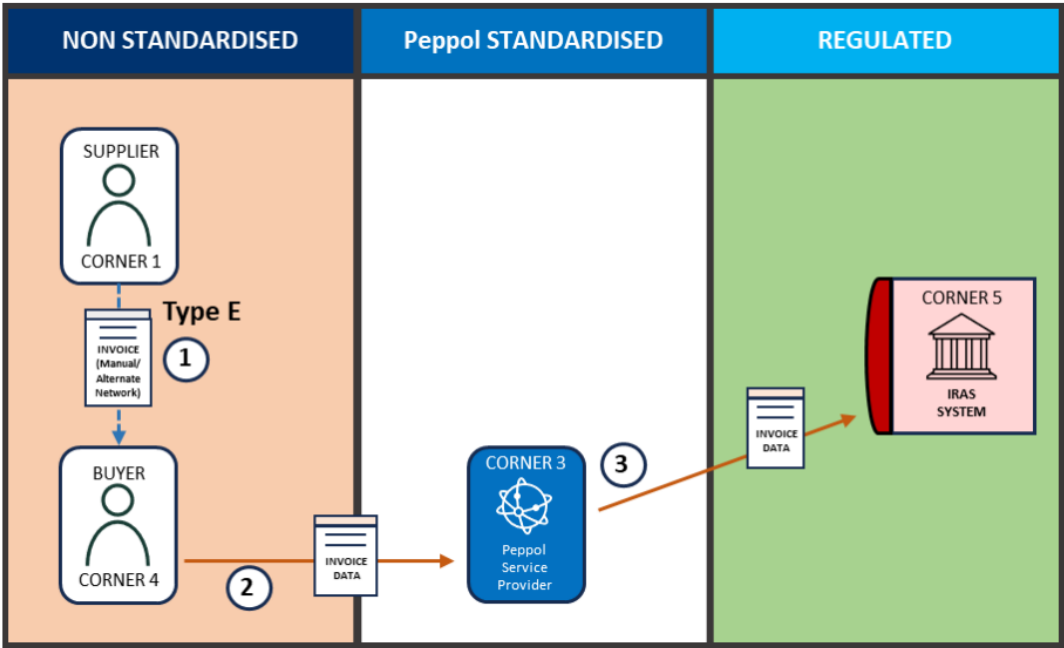
For suppliers who are PEPPOL registered, system will auto detect the approved invoices and submit to C5 with a daily scheduler. No further action

required from users.



2.5 C5 submission Type E

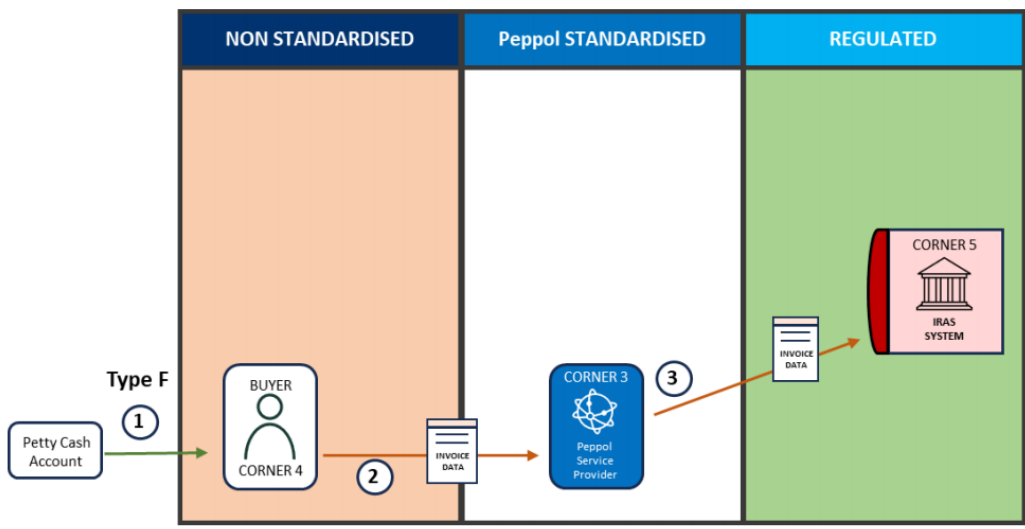
For suppliers who are non-PEPPOL registered, system will auto detect the approved invoices and submit to C5 with a daily scheduler. No further action required from users.



2.6 C5 submission Type F

For suppliers who are generic suppliers (non-PEPPOL registered), system will

auto detect the approved invoices and submit to C5 with a daily scheduler. No further action required from users. The supplier has to be selected as PCP.



3.1 Reports Available

1) Screenshot of IRAS submission log

The screenshot shows the 'Invoice C5 Log' interface with a table of submission logs. The table has columns for B (UUID), C (Invoice #), D (Ack ID), E (URL), F (STATUS), G (MESSAGE), H (REQUEST_TIME), I (RESPONSE_TIME), and J (RESPONSE_CONTENT).

B	C	D	E	F	G	H	I	J
UUID	Invoice #	Ack ID	URL	STATUS	MESSAGE	REQUEST_TIME	RESPONSE_TIME	RESPONSE_CONTENT
aca3e041459644f8a8ba...	udr-f7fabf9254124ecc878941e5332f6176	250319-6a739dac-f3db-470e-a0ef-6e6dbaf37a77-s001	https://v4-api...	C--SUCCESS	Status checked suc...	2025-03-19 13:...	2025-03-19 13:...	["data": {"total": 6, "size": ...

2) Screenshot of Reconciliation UI

The screenshot shows the 'Reconciliation UI' interface with a table of reconciliation data. The table has columns for DOC ID, C5 submit Time, C5 submit status, VOUCHERNUM, Remarks, Data from AP (ACK ID), Transmission ID, and Doc ID.

DOC ID	C5 submit Time	C5 submit status	VOUCHERNUM	Remarks	Data from AP (ACK ID)	Transmission ID	Doc ID
124ecd878941e5332f6176	2025-03-19 13:44:34	SUCCESS			250319-6a739dac-f3db-470e-a0ef-6e6dbaf37a77-s001	84f383c1c06e473282173f0c70e1cda8thu0346	udr-f7fabf9254124ecc
124ecd878941e5332f6176	2025-03-19 13:44:34	SUCCESS			250319-6a739dac-f3db-470e-a0ef-6e6dbaf37a77-s001	84f383c1c06e473282173f0c70e1cda8thu0346	udr-f7fabf9254124ecc
124ecd878941e5332f6176	2025-03-19 13:44:34	SUCCESS			250319-6a739dac-f3db-470e-a0ef-6e6dbaf37a77-s001	84f383c1c06e473282173f0c70e1cda8thu0346	udr-f7fabf9254124ecc

3) Exported report in human-readable format from system

Home / Financial Accounting / Accounts Receivable / Search / GST ARMONTH

App

Please enter app

20-03-2025

GST ARMONTH

Sort

Filter

Freeze

打印

分享

Data View

More

Default Query

BU

Month

Q

...

A

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
	TAXCODE	R	BILLNO	BILLDATE	C..R	REMARK	MONTH	C..	CUSTOMER	P..I	CURR	BEFOREGST	TAXAMOU	AFTERGST	E..ENTITNAME	ACK ID	transmission ID	DOC ID	CS submit Time	CS submit status	VOUC			
1	NA	29 AR-2503-00018	2025-03-11	2...	Package 1	2025-03	C...	C5 role (D) Non Peppol	L	SGD	8.00	0.00	8.00	8.00	BIP Pte Ltd	250319-6a739da...	84c383c1c09e47...	ub-e77fab9254...	2025-03-19 13:...	SUCCESS				
2	OS	30 AR-2503-00018	2025-03-11	2...	Package 1	2025-03	C...	C5 role (D) Non Peppol	L	SGD	8.00	0.00	8.00	8.00	BIP Pte Ltd	250319-6a739da...	84c383c1c09e47...	ub-e77fab9254...	2025-03-19 13:...	SUCCESS				
3	NA	30 AR-2503-00018	2025-03-11	2...	Package 1	2025-03	C...	C5 role (D) Non Peppol	L	SGD	15.00	0.00	15.00	15.00	BIP Pte Ltd	250319-6a739da...	84c383c1c09e47...	ub-e77fab9254...	2025-03-19 13:...	SUCCESS				
4	OS	30 AR-2503-00018	2025-03-11	2...	Package 1	2025-03	C...	C5 role (D) Non Peppol	L	SGD	15.00	0.00	15.00	15.00	BIP Pte Ltd	250319-6a739da...	84c383c1c09e47...	ub-e77fab9254...	2025-03-19 13:...	SUCCESS				
5	SR	31 AR-2503-00018	2025-03-11	2...	Package 1	2025-03	C...	C5 role (D) Non Peppol	L	SGD	20.00	1.80	21.80	21.80	BIP Pte Ltd	250319-6a739da...	84c383c1c09e47...	ub-e77fab9254...	2025-03-19 13:...	SUCCESS				
6	SR	31 AR-2503-00018	2025-03-11	2...	Package 1	2025-03	C...	C5 role (D) Non Peppol	L	SGD	20.00	1.80	21.80	21.80	BIP Pte Ltd	250319-6a739da...	84c383c1c09e47...	ub-e77fab9254...	2025-03-19 13:...	SUCCESS				
7	Total										43.00	1.80	44.80											
8																								
9																								
10																								

4.1 Error Handling

please maintain customer / supplier / BU master if errors shown:

Home - / E-Invoice Platform / Manage Documents / Sales Invoice / Sales Invoice

App - Please enter App

24-03-2025

Sales Invoice **INVOICE NOW**

Delete Save Cancel Refresh Check CS Status

Doc ID: einvoice2025032400013 Invoice Type: Invoice Invoice Date: 04-03-2025 Payment Term:
 Total Amount: 44.80 GST Amount: 1.80 Net Amount:
 Amount Paid: 0.00 Open Balance: 44.80
 Attachment: @ (0) Original Invoice No: Acknowledgement ID:
 Transmission ID: CS Status:
 - Customer Info: Customer Code: CUST-002 Customer Name: IMDA CS Test
 - Status Info: Sending Status: Invoice Response: Approval Status: Available for Edit
 - Creator & Modifier:
 Invoice Lines

Invoice Lines (3) Selected 0 Pieces

	SN	Material Name	Material Description	Qty	Unit Price	Subtotal	GST Rate(%)
☐	1	Red Pen	Red Pen	10.00	2.00	20.00	9.00
☐	2	Orange Pen	Orange Pen	5.00	3.00	15.00	0.00

Please take note only attachments less than 10 MB can be submitted to Peppol and C5.

Home - / E-Invoice Platform / Manage Documents / Sales Invoice / Sales Invoice Query

App - Please enter App

27-03-2025

Sales Invoice Query

Invoice Info: PINT_SP_TC04.2 Customer: IMDA CS Test Invoice Date: 04-03-2025 付款期限: Amount: 44.80 SGD
 Invoice UUID:
 Doc ID: einvoice2025032400013
 Total Amount: 44.80
 Amount Paid: 0.00
 Attachment: @ (1)
 - Customer Info: Customer Code: CUST-002
 - Status Info: Sending Status:
 - Creator & Modifier:
 Invoice Lines (3) Selected 0 Pieces

Attachment: New Group High-speed Camera Upload URL Download All Print All Total 1 Item(s)

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 Max supported 10MB

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☐	TX2 - Annex - Data Specifications.pdf	1.15MB	Upload successful	yy04	27-03-2025 15:21:32	More

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App Please enter App 27-03-2025

Sales Invoice Query

Invoice Info

PINT_SP_TC04.2

Invoice UUID:

Customer

IMDA C5 Test

Invoice Date

04-03-2025

付款期限:

Amount

Doc ID: einvoice202503

Total Amount: 44.80

Amount Paid: 0.00

Attachment: @ (0)

Customer Info

Customer Code: CUST-002

Status Info

Sending Status:

Creator & Modifier

Invoice Lines (3)

Selected 0

SN	Material Name	Material Description
1	Red Pen	Red Pen
2	Orange Pen	Orange Pen

Attachment

New Group

High-speed Camera

Upload URL

Download All

Print All

Total 0 Item(s)

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名称	文件大小	上传状态	上传人	上传时间	Operation
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