

# Guide to submit Peppol invoices to AGD with eInvoice.sg

**INVOICE  
NOW**

**eInvoice.sg**

**AGD**  
Accountant-General's Department

# Purpose

This guide sets out the requirements for e-invoice submission to Singapore Government agencies via InvoiceNow, which is the Government's preferred channel for receiving invoices.

1

**Have a Corppass account**  
(corppass.gov.sg)

2

**Have an “Approved” vendor record at Vendors@Gov**  
(vendors.gov.sg)

3

**Ensure you meet the requirements of Singapore government agencies, as stated afterwards**

# Create AGD Peppol invoice on eInvoice.sg

In eInvoice.sg, **Accountant-General's Department (AGD)** is a default customer. You can easily find AGD in the "Customers" tab in your account.

The Peppol ID of the Accountant-General's Department is: **0195:SGUENT08GA0028A**

We will keep checking and updating your customers Peppol ids everyday.

Search from your list of customers... Import Customers

Add a customer Find your customer from Peppol Network

Company Name	Peppol ID	Address	Email	Phone Number	UEN/GST	Action
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Create Invoice [Edit] [Trash]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Create Invoice [Edit] [Trash]
Accountant-General's Department	0195:sguent08ga0028a	100 High St., 179434			sguent08ga0028a / NA	Create Invoice [Edit] [Trash]

Go to the 'Customers' tab

Click on create invoice

# Create AGD Peppol invoice on eInvoice.sg

Fill in the invoice fields.

Customer Info

<b>Company Name</b> Accountant-General's Department <a href="#">change</a>	<b>Peppol ID</b> 0195:sguent08ga0028a	<b>UEN</b> sguent08ga0028a	<b>Email</b>
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\* Document Type:  Invoice  Credit Note    \* Currency:     \* Invoice Number:     \* Invoice Due Date:

Shipment Mode:     Attachment:

\* Invoice Date:     Invoicing Instruction ID/Purchase Order ID:     \* Payment Term:

**AGD specific data**

\* Business Unit:     \* Attention To:     Related Invoice ID:

\* Email Address:     Remit To Vendor ID:     Factoring Company:

Freight Amount:

All fields with a red \* are mandatory fields

A section with AGD specific data appears

Move your mouse to a field to get more information

The Business Unit, which is a maximum 5- character code, must be based on [this list](https://www.vendors.gov.sg/UsefulReferences/MinStatutoryBoards.aspx). To know which Business Unit to indicate, please enquire with your client agency.

# Create AGD Peppol invoice on eInvoice.sg

Fill in the invoice fields.

PO (purchase order) per line only appears if you fill in the 'Invoicing Instruction ID/Purchase Order ID' field

#	PO Line*	Description *	Quantity	Unit Price	Amount	GST	GST Amount	Total Amount
1	<input type="text" value="123"/>	<input type="text" value="tomato"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	2.00	Standard 8% v	0.16	2.16
2	<input type="text" value="456"/>	<input type="text" value="apple"/>	<input type="text" value="2"/>	<input type="text" value="1.7"/>	3.40	Standard 8% v	0.27	3.67

+ Add a row

At least one line is required on an e-invoice.

If your company is GST registered, make sure you configure your GST registration Number in settings, so that you can charge GST.

GST in SGD 0.43

Total payable: 5.83

\* Remarks:

Please do read these special requirements for sending an invoice to AGD

Save Delete Send now

### Special AGD requirements

Invoice date cannot be backdated by more than 7 calendar days or forward-dated.

For customer accounting, all invoice lines must have the same treatment. Invoices for items subject to customer accounting should be separately submitted from invoices for standard-rated and zero-rated items. For details on customer accounting, you may refer to the IRAS e-Tax Guide on "GST: Customer Accounting for Prescribed Goods".

Only 1 attachment is allowed per e-invoice. Acceptable formats: JPEG, PDF, and PNG Maximum file size: 1 MB.

For e-invoices billed against Invoicing Instruction (II) / Purchase Order (PO), the Invoice Line Description should match the line description of the II/PO.

For e-invoices billed against Invoicing Instruction (II) / Purchase Order (PO), Line Number of the II/PO should be captured in the e-invoice and sent using the OrderLineReference field.

If the e-invoice contains GST Amount, the GST registration of your vendor record created at Vendors@Gov should be "Yes".

If you do not have a registered vendor record, your e-invoice will be rejected.

No need to fill in payment details. The payment details of your Vendors@Gov records will be used

> Payment methods

# Acceptable Payment Terms and Currency

Payment Terms	Description
00	Due Immediately
7D	7 Days
8D	8 Days
10D	10 Days
14D	14 Days
15D	15 Days
16D	16 Days
21D	21 Days
28D	28 Days
30D	30 Days
40D	40 Days
45D	45 Days
50D	50 Days
60D	60 Days
90D	90 Days

Currency	Description
AED	United Arab Emirates Dirham
AUD	Australian Dollar
BND	Brunei Dollar
CAD	Canadian Dollar
CHF	Swiss Franc
CNH	Chinese Renminbi
DKK	Danish Krone
EUR	Euro
GBP	Sterling Pound
HKD	Hong Kong Dollar
IDR	Indonesian Rupiah
ILS	Israel Shekel
INR	Indian Rupee

Currency	Description
JPY	Japanese Yen
KRW	Korean Won
LKR	Sri Lanka Rupee
MYR	Malaysian Ringgit
NOK	Norwegian Krone
NZD	New Zealand Dollar
PHP	Philippine Peso
PKR	Pakistan Rupee
SAR	Saudi Riyal
SEK	Swedish Krona
SGD	Singapore Dollar
THB	Thai Baht
TWD	Taiwan Dollar
USD	US Dollar
ZAR	South African Rand

(\*)Payment terms and accepted currency is based on the agreement with your client agency.

## How to find more information about AGD Peppol e-invoicing?

You can find more information on [https://www.vendors.gov.sg/doc/Guide-E-invoice\\_Submission\\_via\\_InvoiceNow.pdf?ver=1.2](https://www.vendors.gov.sg/doc/Guide-E-invoice_Submission_via_InvoiceNow.pdf?ver=1.2)

## Who to contact in case of questions?

- Please make a ticket on the [AGD Helpdesk](#) for any question related to AGD invoicing.
- Mail [support@corppass.gov.sg](mailto:support@corppass.gov.sg) for questions about Corppass.
- Contact [info@einvoice.sg](mailto:info@einvoice.sg) for questions related to eInvoice.sg

## How to create an 'approved' vendor record at Vendors@Gov?

- To find out how to login at Vendors@Gov, please refer to this [guide](#).
- To find out how to create a vendor record, please refer to this [guide](#).

## How to follow up on the status of the invoices send to AGD?

Login to your Vendors@Gov account to follow up on the status of your invoices