



User Guide

Link4 Cloud + ERP

(Oracle, Netsuite, Dynamics, SAP, QBO, etc)



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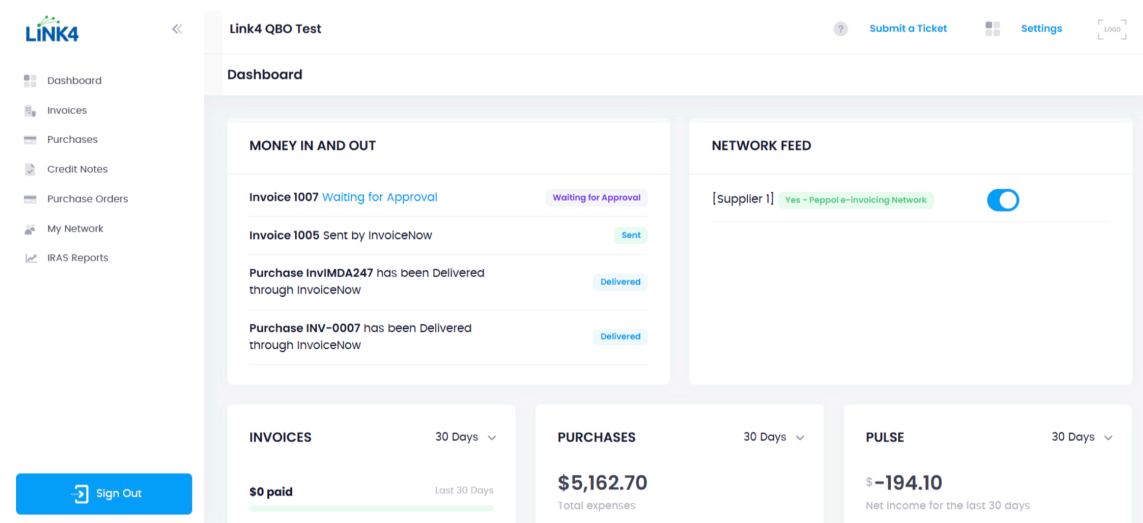
1. Introduction

Welcome to the Link4 Cloud + ERP User Guide. This document is designed to provide you with a comprehensive understanding of how to use our platform effectively for managing invoices, credit notes, and reporting. Link4 Cloud is a robust tool that ensures compliance with Peppol and IRAS standards, streamlining your financial processes.

2. Dashboard Overview

The Link4 Dashboard is your central hub for managing all invoice-related activities. It provides a summary of your transactions and allows easy navigation through various transaction types ready for submission.

Link4 Dashboard Overview

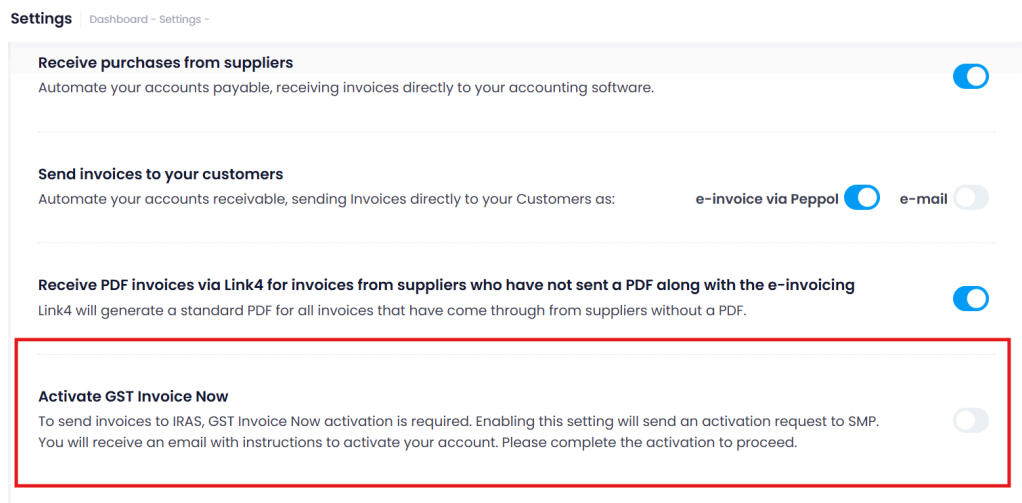


Description: The dashboard interface showing transaction summaries and navigation options.

3.Activation of GST InvoiceNow Submission for GST- Registered Businesses

Step 1: Initiate GST InvoiceNow Activation

1. Log in to Link4 Cloud Account.
2. Navigate to Settings > E – Invoicing > Activate GST InvoiceNow
3. Activate GST InvoiceNow in Settings
4. Click Yes"Enable GST InvoiceNow Submission" and save.



Description: Navigate to settings go to Access point and Select (yes) to activate GST InvoiceNow.

Receive purchases from suppliers
Automate your accounts payable, receiving invoices directly to your accounting software. ☒

Send invoices to your customers
Automate your accounts receivable, sending Invoices directly to your Customers as: **e-invoice via Peppol** ☒ **e-mail** ☐

Receive PDF invoices via Link4 for invoices from suppliers who have not sent a PDF along with the e-invoicing
Link4 will generate a standard PDF for all invoices that have come through from suppliers without a PDF. ☒

Activate GST Invoice Now
To send invoices to IRAS, GST Invoice Now activation is required. Enabling this setting will send an activation request to SMP. You will receive an email with instructions to activate your account. Please complete the activation to proceed. ☐

Description: Status: Initiated _ Activation. Press [Save]

Step 2: Authorize via CorpPass

1. After saving, an email will be sent to your business representative
2. Activation Request Email & Click "Authorise via CorpPass" in the email.
3. Log in to CorpPass and authorize Linkfor Pte Ltd as your Access Point provider and complete the CorpPass Authorization for your UEN.

Activating data submission of 'Link4 QBO Test' to IRAS



From SGNIC Support <donotreply@test.peppolsmp.sg>
To shankars@link4cloud.co
Reply-To donotreply@test.peppolsmp.sg
Date Today 11:20 AM

 Summary  Headers  Plain text

Dear Sir/Madam,

Thank you for your application to activate invoice data submission to IRAS with **Linkfor Pte Ltd** as your Access Point provider. Your application was initiated by **Link4 QBO Test** as the business representative for **Link4 QBO Test**.

The CorpPass Administrator ID from **Link4 QBO Test** needs to log into CorpPass and authorise **Linkfor Pte Ltd** as the access provider to submit invoice data on your company's behalf to IRAS.

Please proceed with the authorisation [HERE](#).

You may approach your business representative **Link4 QBO Test** or your Service Provider **Linkfor Pte Ltd** for any clarification.

InvoiceNow Administrator

Description: After GST InvoiceNow activation request customer will receive authorisation email: Click Here



IRAS INVOICE DATA SUBMISSION ACTIVATION

Authorise your Service Provider via CorpPass

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

In order to complete the activation process, we will require your CorpPass Administrator to authorise
[Linkfor 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](#).

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



Description: Press Confirm button of Corppass Business Authorisation with CorpPass.

Step 3: Confirm Activation

1. Upon successful authorization, you will receive a confirmation email & once activated the GST InvoiceNow, which enable you to send transactions to IRAS.

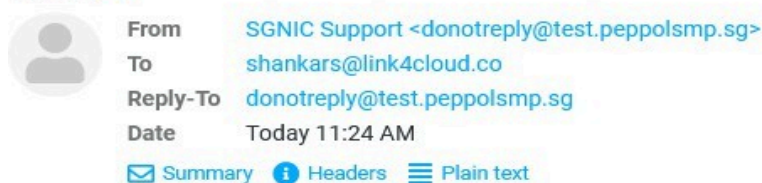
Receive purchases from suppliers
Automate your accounts payable, receiving invoices directly to your accounting software. ☒

Send invoices to your customers
Automate your accounts receivable, sending Invoices directly to your Customers as: **e-invoice via Peppol** ☒ **e-mail** ☐

Receive PDF invoices via Link4 for invoices from suppliers who have not sent a PDF along with the e-invoicing
Link4 will generate a standard PDF for all invoices that have come through from suppliers without a PDF. ☒

Activate GST Invoice Now
To send invoices to IRAS, GST Invoice Now activation is required. Enabling this setting will send an activation request to SMP. You will receive an email with instructions to activate your account. Please complete the activation to proceed. ☒

[Successful] Activation of invoice data submission to IRAS for 'Link4 QBO Test'



Dear Sir/Madam,

Congratulations! You have successfully authorized **Linkfor Pte Ltd** as the access point provider to submit invoice data on your company's behalf to IRAS. Please find the following details below for your retention.

Company Details:

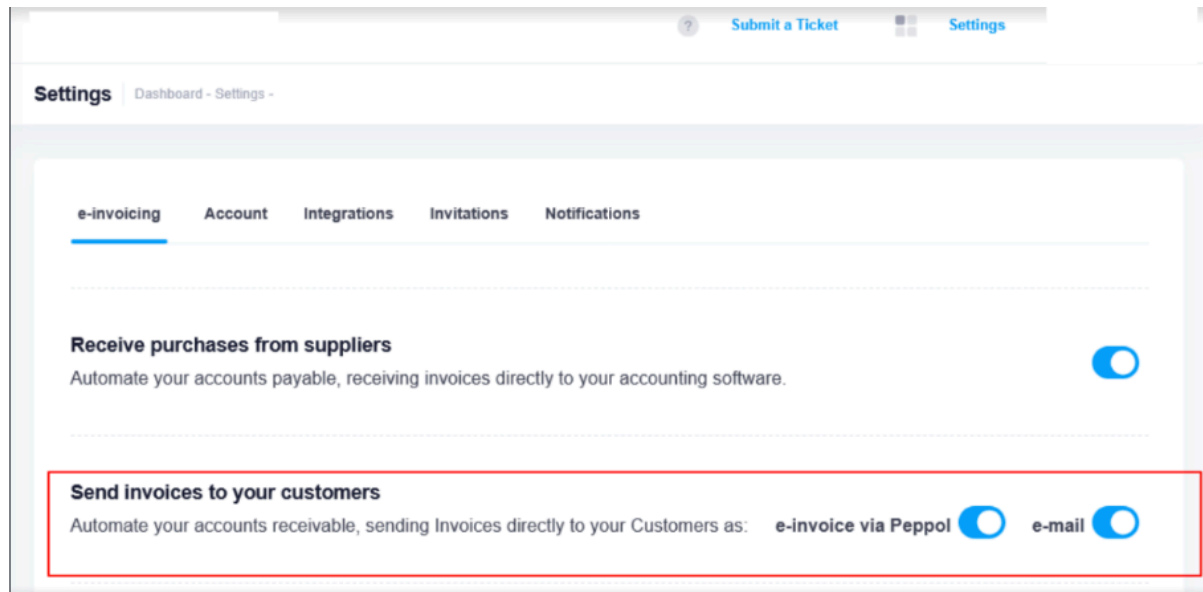
Company Name: Link4 QBO Test
Company Peppol ID: 0195:SGUEN63058544W
Business Representative: Link4 QBO Test
Business Representative Email: shankars@link4cloud.co
Service Provider Details:

Company Name: Linkfor Pte Ltd
Email Contact: test@test.com
Phone Contact: 5032134622
InvoiceNow Administrator

4.Link4 Settings Page -SG

We have enhanced the "**Send Invoices to Your Customers**" section in the Settings to give you more flexibility and control over how your invoices are delivered. Two new toggle-based delivery options have been introduced:

1. **e-invoice via Peppol**
2. **e-mail**

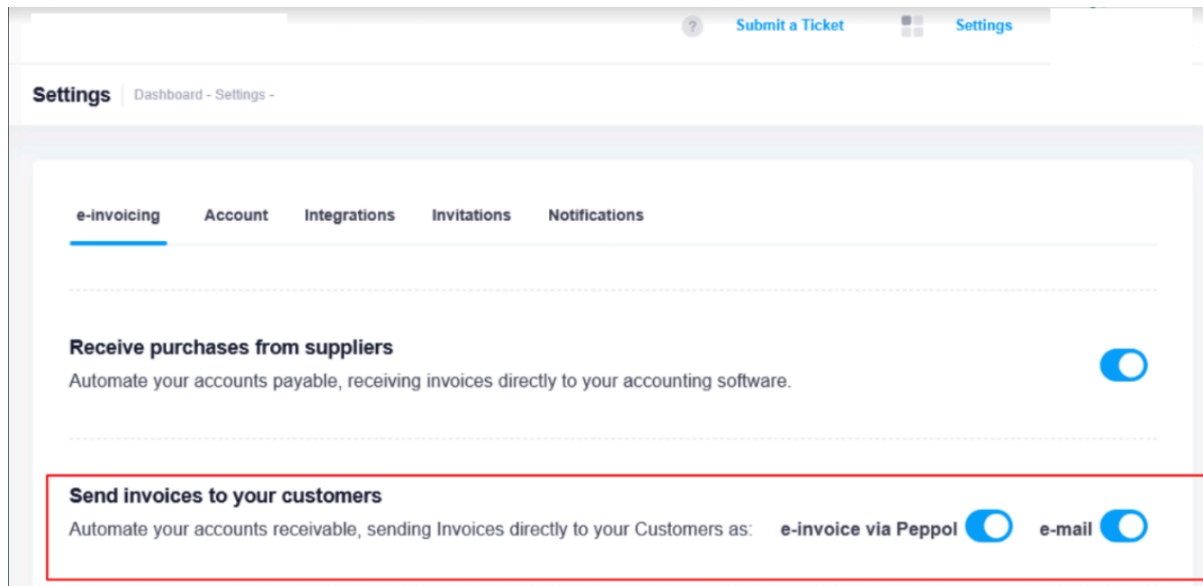


Description : These options can be enabled individually or together, and the system will deliver invoices based on the logic outlined below.

1. Delivery Behavior

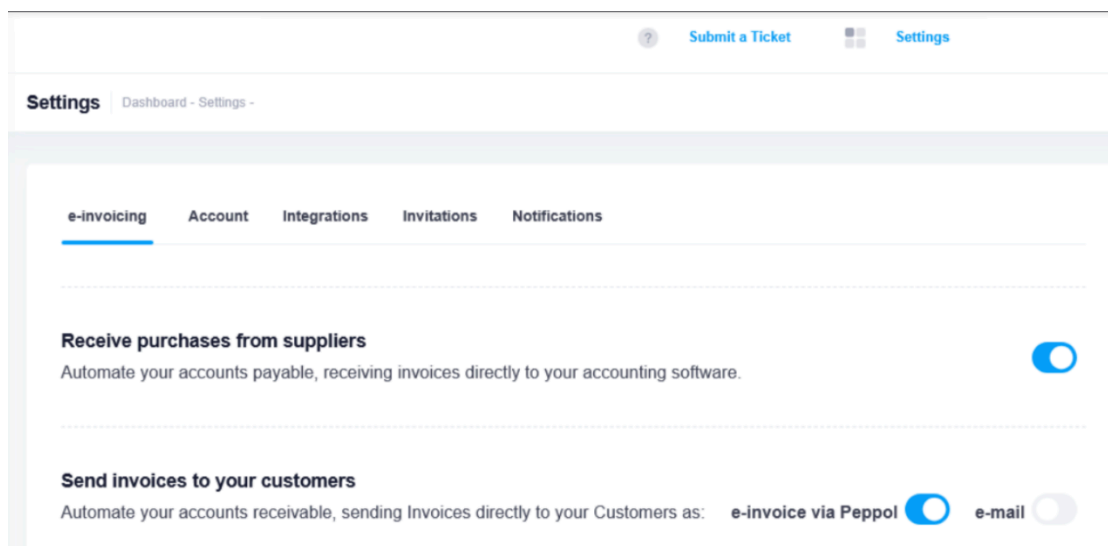
1. Both “e-invoice via Peppol” and “e-mail” are enabled:

1. The system will **first check** if the customer is registered on the **Peppol network**.
2.  If found: Invoice is delivered via **Peppol** and appears in the **Dashboard**.
3.  If not found: Invoice is sent via **email**.



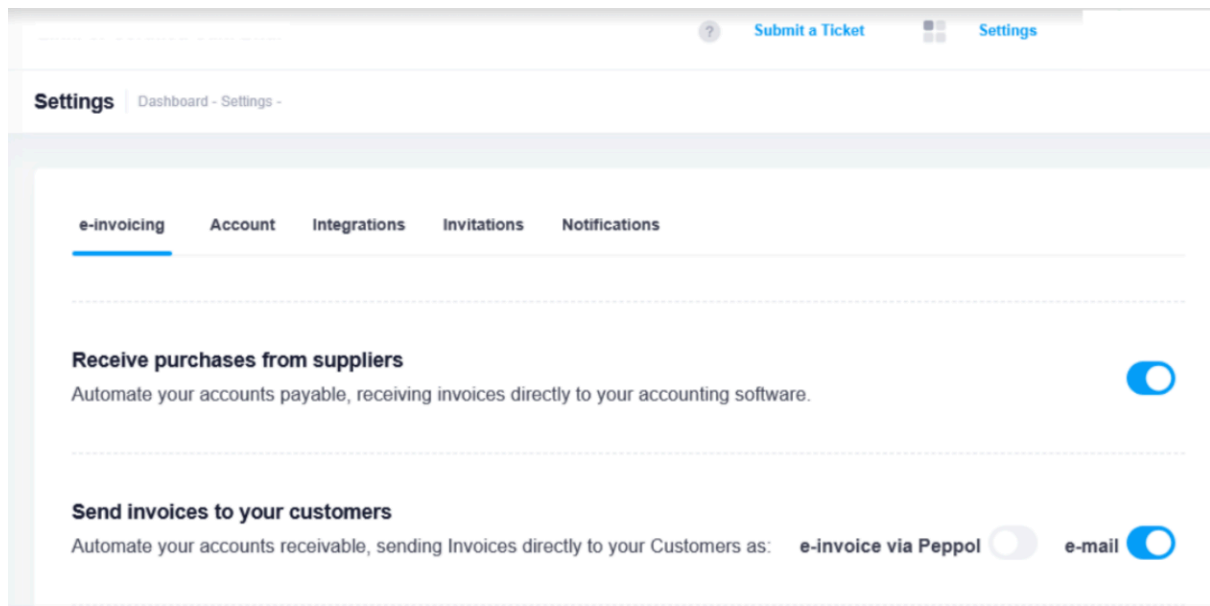
2. Only “e-invoice via Peppol” is enabled:

1. Invoices will be delivered **exclusively via Peppol**.
2. No emails will be sent.



3. Only “e-mail” is enabled:

1. All invoices will be sent via **email**.



Notes:

Both “e-invoice via Peppol” and “e-mail” are disabled:

1. The invoice will be submitted **only to IRAS**.
2. **It will NOT be sent to your customer.**
3. This is useful for regulatory compliance, but **customer delivery will not happen** unless at least one method is enabled.

If the “e-invoice via Peppol” toggle is enabled but you **do not want to send a particular invoice via Peppol** for a specific customer:

1. Go to the “**My Network**” page.
2. Locate the customer.
3. Disable Peppol delivery for that customer.

Note : *To disable Peppol for a specific customer, you must ensure that the customer is listed and maintained in your **My Network** page.*

The screenshot displays two main sections of a web application. The top section, titled 'Settings', has a sub-header 'Dashboard - Settings -'. It contains a horizontal menu with 'e-invoicing', 'Account', 'Integrations', 'Invitations', and 'Notifications'. The 'e-invoicing' tab is active. Below the menu, there are two toggle settings. The first, 'Receive purchases from suppliers', is turned on. The second, 'Send invoices to your customers', is also turned on. This second setting includes a sub-label 'Automate your accounts receivable, sending Invoices directly to your Customers as:' followed by two options: 'e-invoice via Peppol' (which is selected) and 'e-mail' (which is also selected). The bottom section, titled 'My Network', has a sub-header 'Dashboard - My Network'. It features a search bar with the placeholder 'Name, SSM Number or Email' and a 'Synchronise Contacts' button. Below the search bar, there are three tabs: 'e-invoicing ready', 'Invite to e-invoicing', and 'All'. The 'e-invoicing ready' tab is active. Under this tab, there is a 'Display records' dropdown set to '10'. Below this is a table with the following columns: NAME, TYPE, PEPPOL ID, EMAIL, ACTION, STATUS, and EDIT. The first row of data shows 'Kawan Food' as the name, a person icon as the type, a redacted Peppol ID, the email 'shankar.ctp1@gmail.com', a toggle switch in the ACTION column (which is currently turned off), a green status label 'Yes - Peppol e-invoicing Network', and an edit icon.

Settings | Dashboard - Settings -

e-invoicing | Account | Integrations | Invitations | Notifications

Receive purchases from suppliers
Automate your accounts payable, receiving invoices directly to your accounting software.

Send invoices to your customers
Automate your accounts receivable, sending Invoices directly to your Customers as: **e-invoice via Peppol** ☒ **e-mail** ☒

My Network | Dashboard - My Network

Search
Name, SSM Number or Email

e-invoicing ready | Invite to e-invoicing | All

Display records: 10

NAME	TYPE	PEPPOL ID	EMAIL	ACTION	STATUS	EDIT
Kawan Food			shankar.ctp1@gmail.com	☐	Yes - Peppol e-invoicing Network	

If the “ **e-invoice via Email** ” toggle is enabled in the settings page but **you do not want to send a particular invoice via email** for a specific customer:

1. Go to the “My Network” page and navigate to 'invite to e invoicing' section .
2. Locate the customer and click on the edit page
3. Disable email delivery for that customer.

5.Invoice Transactions

1. Understanding Different Invoice Types in Link4 Cloud

This section provides guidance on identifying and submitting various types of invoices through Link4, including both Peppol-compliant and non-Peppol transactions.

1. Peppol Sales Invoice (PINT)

Definition:

A Peppol Sales Invoice (PINT) is an invoice sent to a customer registered on Peppol using the PINT format. PINT stands for Peppol International Invoice Model, ensuring compliance with Peppol standards.

Identification:

1. The customer is registered on Peppol and listed in the Peppol SMP (Service Metadata Publisher).
2. The invoice is in PINT format and meets Peppol specifications.

Submission Criteria:

1. Use when invoicing a Peppol-registered customer using the PINT format.

Example Scenario:

1. A Singapore-based business invoices another Peppol-registered business using the PINT standard.

2. Peppol Sales Invoice (PINT) in Foreign Currency

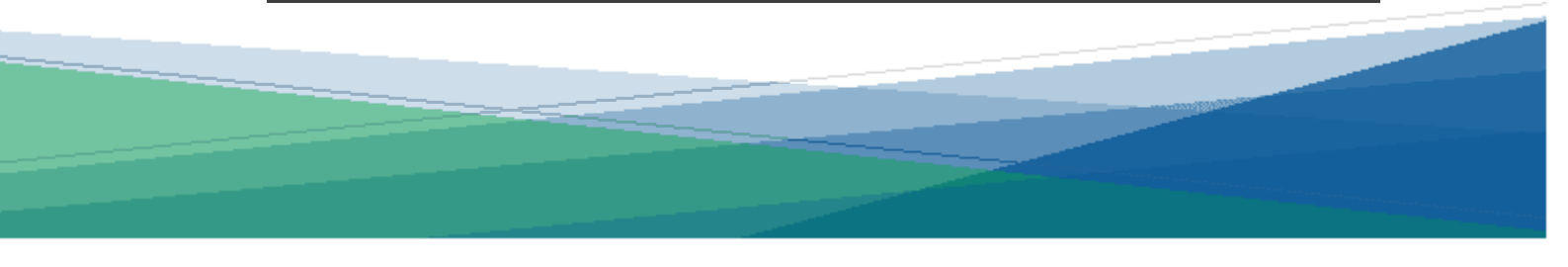
Definition:

A Foreign Currency (FC) Peppol Sales Invoice (PINT) is issued to a Peppol-registered customer, denominated in a currency other than SGD.

Identification:

1. The invoice is in a foreign currency (e.g., USD, EUR).
2. The customer is Peppol-registered.

Submission Criteria:



1. Use when invoicing a Peppol-registered customer in a currency other than SGD.

Example Scenario:

2. A Singapore-based company invoices a Peppol-registered business in Malaysia and issues the invoice in MYR.

3. Peppol Sales Invoice (BIS)

Definition:

A Peppol Sales Invoice (BIS) is sent to a customer not updated in the Peppol SMP but still within the Peppol framework. BIS refers to the legacy Peppol Business Interoperability Specification format.

Identification:

3. The customer is not updated in Peppol SMP but still operates within Peppol.
4. The invoice follows the BIS format instead of the newer PINT format.

Submission Criteria:

5. Use when invoicing a Peppol-connected customer who has not transitioned to PINT format.

Example Scenario:

6. A business issues an invoice to a customer using an older Peppol format due to system compatibility.

4. Non-Peppol Sales Invoice

Definition:

A Non-Peppol Sales Invoice is issued to a customer not registered on Peppol. These invoices are handled outside the Peppol network.

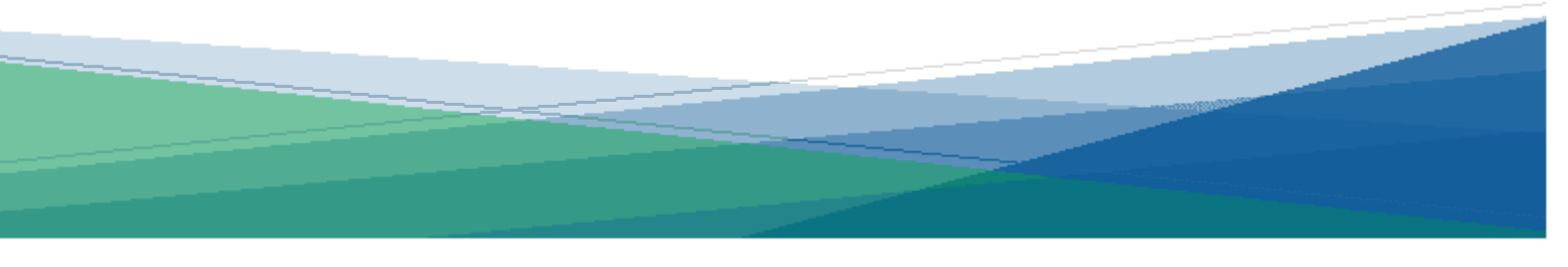
Identification:

7. The customer is not found in the Peppol Directory.
8. The invoice is exchanged via email, paper, or other non-Peppol methods.

Submission Criteria:

9. Use when invoicing a business that does not use Peppol.

Example Scenario:



10. A small local supplier who does not use Peppol receives a sales invoice via email instead of through the Peppol network.

5. Aggregated B2C Sales Invoice

Definition:

A B2C (Business-to-Consumer) invoice is issued for sales made to individual consumers without a Peppol ID. These transactions are aggregated for compliance reporting as a one invoice.

Identification:

11. The customer is an individual without a Peppol ID.
12. The sale occurs through retail, online stores, or direct-to-consumer services.

Submission Criteria:

13. To ensure GST compliance with IRAS for B2C sales, consolidate all B2C transaction values into a single line item within QuickBooks Online (QBO) and submit this aggregated entry to Link4 using the designated B2C customer UEN (Unique Entity Number); Link4 will then automatically process and transmit the transaction to IRAS as part of your aggregated B2C sales reporting, streamlining compliance while adhering to regulatory requirements. This process requires accurate summation of B2C sales in QBO and relies on the B2C customer UEN as a placeholder to identify consumer transactions for IRAS reporting purposes.

Example Scenario:

14. A supermarket selling groceries to individual customers submits total monthly B2C sales to IRAS.

6. Aggregated PCP Purchase Invoice

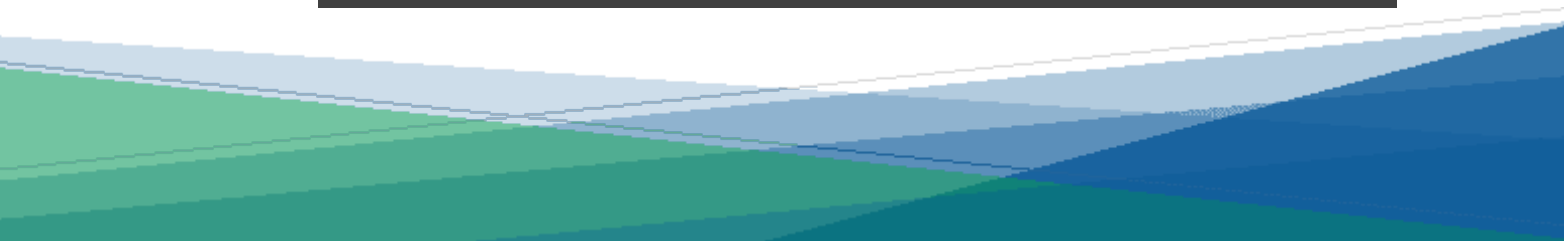
Definition:

A Procurement Card Purchase (PCP) Invoice reports purchases made using company-issued Procurement Cards (P-Cards). These purchases are aggregated into one invoice.

Identification:

1. Purchases are made using a Procurement Card for small business expenses.

Submission Criteria:



1. To ensure GST compliance with IRAS for PCP sales, consolidate all PCP transaction values into a single line item within QuickBooks Online (QBO) and submit this aggregated entry to Link4 using the designated PCP customer UEN (Unique Entity Number); Link4 will then automatically process and transmit the transaction to IRAS as part of your aggregated PCP sales reporting, streamlining compliance while adhering to regulatory requirements. This process requires accurate summation of PCP sales in QBO and relies on the PCP customer UEN as a placeholder to identify consumer transactions for IRAS reporting purposes.

Example Scenario:

2. A company submits one invoice for all monthly P-Card office supply purchases.

1. Submitting Invoice Transactions to IRAS

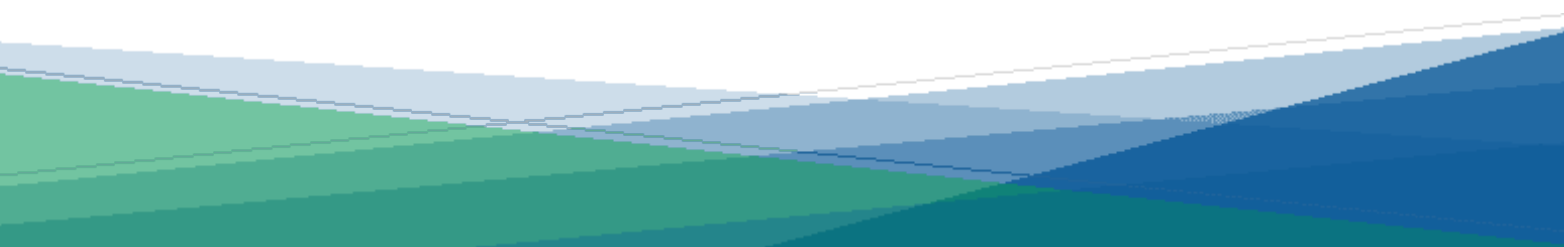
For Peppol and Non-Peppol Sales Invoices:

1. 1.Types of Invoices:

1. Peppol Sales Invoice (PINT)
2. Peppol Sales Invoice (PINT) in Foreign Currency
3. Peppol Sales Invoice (BIS)
4. Non-Peppol Sales Invoice
5. Aggregated B2C sales Invoice
6. Aggregated PCP purchase Invoice

2. 2.Submission Process:

1. Navigate to the Link4 Dashboard Invoices Tab.
1. Search with the corresponding invoice number and navigate to respective invoice transaction.



User will be able to view the submission and other validation details.

LINK4

Dashboard

Invoices

Purchases

Credit Notes

Purchase Orders

My Network

Sign Out

Link4 QBO Test

Submit a Ticket

Settings

Logout

Invoices

Dashboard - Invoices

Search

Invoice Number/Customer Name/UEN

Search

Advanced Search

Download Report

CSV

Display records

10

INVOICE NO	PO NO	CUSTOMER	ISSUE DATE	DUE DATE	AMOUNT	ACTION	STATUS	PDF
SP_TC03.1	SP_TC03.1	AAL Shipping	24 Mar 2025	23 Apr 2025	\$ 44.80			
SP_TC03.7	SP_TC03.7	B2C	24 Mar 2025	23 Apr 2025	\$ 1,090			
SP_TC02.3	SP_TC02.3	IMDA C5TestS02	24 Mar 2025	23 Apr 2025	\$ 44.80		Sent by InvoiceFlow	
SP_TC02.6	SP_TC02.6	IMDA C5TESTS01	24 Mar 2025	23 Apr 2025	\$ 23		Sent by InvoiceFlow	

LINK4

Dashboard

Invoices

Purchases

Credit Notes

Purchase Orders

My Network

Sign Out

Link4 QBO Test

Submit a Ticket

Settings

Logout

Invoices

Dashboard - Invoices

Search

SP_TC02.1

Search

Advanced Search

Download Report

CSV

Display records

10

INVOICE NO	PO NO	CUSTOMER	ISSUE DATE	DUE DATE	AMOUNT	ACTION	STATUS	PDF
SP_TC02.1	SP_TC02.1	IMDA C5TESTS01	24 Mar 2025	24 Apr 2025	\$ 44.80		Sent by InvoiceFlow	

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About Support

TO IMDA C5TESTS01	ISSUE DATE 24/03/2025	DUE DATE 24/04/2025	CURRENCY SGD	INVOICE NO SP_TC02.1	PO NO SP_TC02.1
Supplier Registration Number SGUEN63058544W	Payment Terms	Attention To IMDA C5TESTS01	Supplier Email shankars@link4cloud.co		
Buyer Reference	Contract Reference	Project Reference	Customer Email imda@linkfor.asia	Customer UEN SGTSTC5TESTS01	

Item	Description	Qty	Unit Price	Tax per	Account	Amount
Red Pen		10	2	9%		21.80
Orange Pen		5	3	0%		15
Green Pen		2	4	0%		8
Subtotal						\$ 43
GST						\$ 1.80
Total						\$ 44.80

Notes

Bank Account Details

Branch Code	Bank Account Name	Bank Account Number
0	0	0

Invoice Response

#	Status	Status Description	Date and Time
---	--------	--------------------	---------------

Logs

Event	User Name	Date and Time
Invoice Came on link4 via Software	Link4	25 Mar, 2025 3:15:11 PM
Invoice sent to Access Point	Link4	25 Mar, 2025 8:30:18 PM
Invoice submitted to IRAS AcknowledgementId: 250325-b77cbc5b-0a79-4d48-bd4d-df38d98964b1-s001	Link4	25 Mar, 2025 8:30:23 PM
Invoice Valid	Link4	25 Mar, 2025 8:35:13 PM

6. Credit Notes and Purchases

1. *Handling Credit Notes and Purchase Transactions in Link4*

This section explains the different types of credit notes and purchase transactions, how to identify them, and when they should be used within Link4.

Credit Notes :

1. Peppol Sales Credit Note (PINT) Definition:

A Peppol Sales Credit Note (PINT) is issued to a customer registered on Peppol, using the PINT format. It adheres to the Peppol International Invoice Model specifications and is exchanged via the Peppol network. These types of transactions will be stored in Credit Notes tab.

Identification:

1. The customer is Peppol-registered and listed in the SMP (Service Metadata Publisher).
2. The credit note follows the PINT format.
3. A valid Invoice Note (IBT-022) must be included.

Usage:

4. Issue when refunding a Peppol-registered customer using the PINT format.

Example Scenario:

5. A business refunds a Peppol-registered customer for an overcharged invoice and issues a PINT credit note.

2. Peppol Sales Credit Note (BIS) Definition:

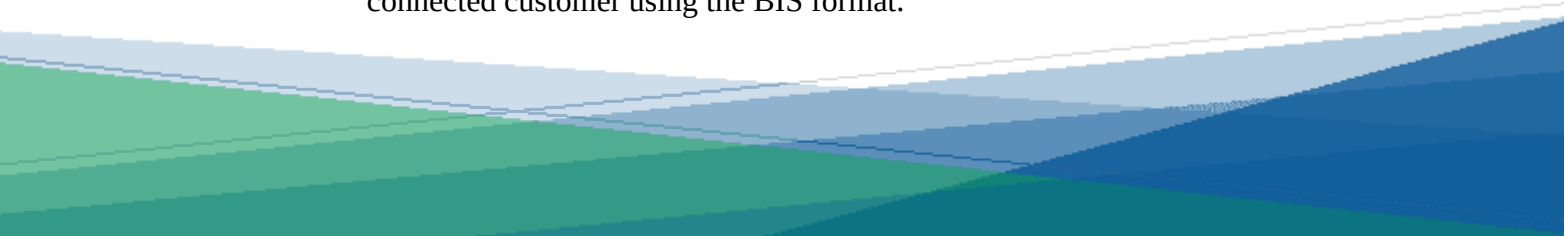
A Peppol Sales Credit Note (BIS) is issued to a customer not updated in Peppol SMP but still within the Peppol framework. It uses the older Peppol Business Interoperability Specification format. These types of CN transactions will be stored in Credit Notes tab.

Identification:

6. The customer is not updated in Peppol SMP but operates within Peppol.
7. The credit note follows the BIS format instead of PINT.

Usage:

8. Issue when correcting a previous invoice error for a Peppol-connected customer using the BIS format.



Example Scenario:

9. A company corrects a previous invoice error and issues a Peppol BIS credit note to the customer.

3.Non-Peppol Sales Credit Note in Foreign Currency Definition:

This credit note is issued to a customer not on Peppol, in a currency other than SGD. These types of transactions will be stored in Credit Notes tab under “Sent” Section .

Identification:

10. The customer is not registered on Peppol.
11. The credit note is issued in a foreign currency (e.g., USD, EUR).
12. Must include IBT-006 (Accounting Currency Code = SGD) and supporting documents (sgdtotal-excl-gst and sgdtotal-incl-gst).

Usage:

13. Issue when refunding a non-Peppol customer in a foreign currency.

Example Scenario:

14. A business refunds an international customer not on Peppol for an invoice originally issued in USD.

2. 4.Non-Peppol Purchase Credit Note Definition:

A credit note received from a supplier not registered on Peppol, handled outside the Peppol network. These types of transactions will be stored in Credit Notes tab under “Receive” Section.

Identification:

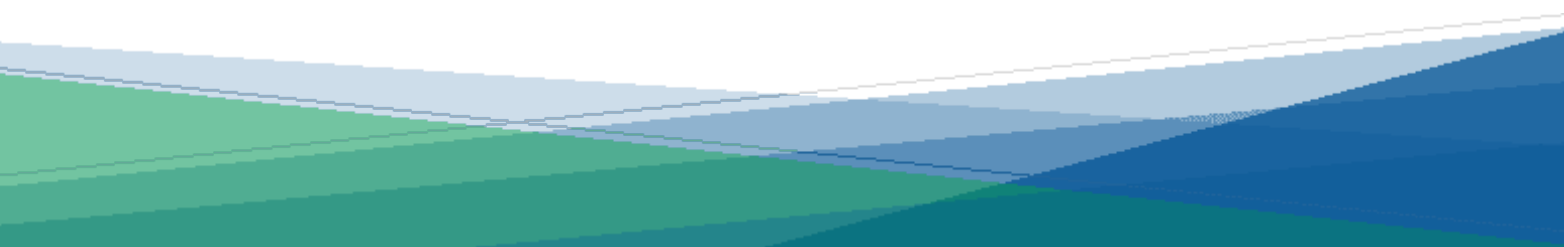
1. The supplier is not found in the Peppol Directory.
1. The credit note is received via email, PDF, or paper.

Usage:

1. Submit if a supplier outside Peppol issues a credit note that needs reporting to IRAS.

Example Scenario:

2. A company receives a refund for a returned product from a non-Peppol supplier via email (PDF credit note).



5. Peppol Purchase Credit Note Definition:

A credit note received from a Peppol-registered supplier through the Peppol network. These types of transactions will be stored in Credit Notes tab under “Receive” Section.

Identification:

1. The supplier has a Peppol ID and is listed in the Peppol Directory.
2. The credit note is received digitally via Peppol.

Usage:

3. No manual submission required; Link4 automatically forwards Peppol credit notes to IRAS.

Example Scenario:

4. A company receives a refund from a Peppol-registered supplier, and Link4 automatically processes the credit note.

1. *Submitting Credit Note Transactions to IRAS*

For Peppol and Non-Peppol Credit Notes:

1. Types of Credit Notes:

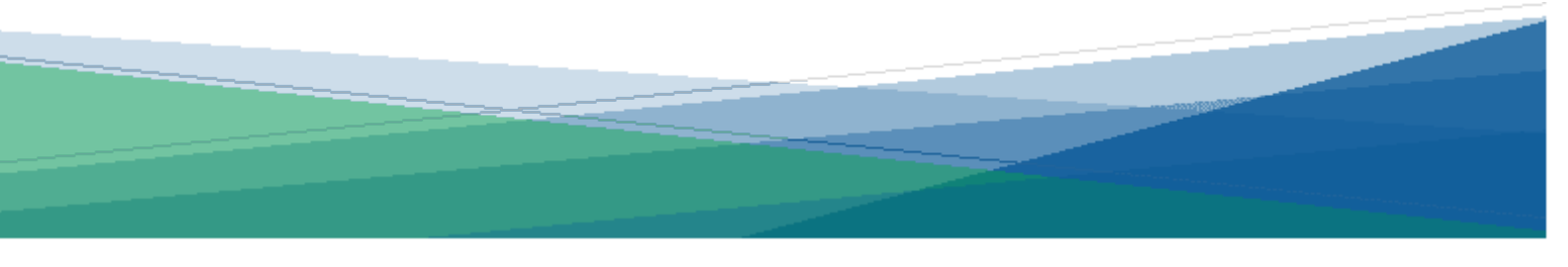
1. Peppol Sales Credit Note (PINT)
2. Peppol Sales Credit Note (BIS)
3. Non-Peppol Sales Credit Note in Foreign Currency
4. Non-Peppol Purchase Credit Note
5. Peppol purchase Credit Note

2. Submission Process:

1. Navigate to the Link4 Dashboard Credit Notes Tab.
2. Search with the corresponding invoice number and navigate to respective Credit Note transaction.

User will be able to view the submission and other validation details

Credit Note Interface



LINK4

Dashboard

Invoices

Purchases

Credit Notes

Purchase Orders

My Network

Link4 QBO Test

Submit a Ticket

Settings

LOGOUT

Credit Notes

Dashboard - Credit Notes

ReceivedSent

Display records10

CREDITNOTE NO	ISSUE DATE	PO NO	CUSTOMER	AMOUNT	ACTIONS	STATUS	PDF
SP_TC03.2	24 Mar 2025	SP_TC03.2	AAL Shipping	\$30.44			
SP_TC02.5	24 Mar 2025	SP_TC02.5	IMDA C5TestS02	\$30.44	Send by InvoiceNow		
SP_TC02.4	24 Mar 2025	SP_TC02.4	IMDA C5TestS01	\$30.44	Send by InvoiceNow		

Sign Out

LINK4

Dashboard

Invoices

Purchases

Credit Notes

Purchase Orders

My Network

Link4 QBO Test

Submit a Ticket

Settings

LOGOUT

Credit Notes

Dashboard - Credit Notes

Search

Invoice Number/Customer Name/UEN

Search

Advanced Search

Download Report

CSV

ReceivedSent

Display records10

INVOICE NO	PO NO	SUPPLIER	DUE DATE	AMOUNT	ACTION	STATUS	PDF
SP_TC03.4	SP_TC03.4	AAL Shipping SG		\$ 26.44		Delivered to QuickBooks	
SP_TC03.6	PO0102	LINK4 PTE. LTD.		\$ 26.44		Delivered to QuickBooks	

Sign Out



View Credit Note

Dashboard - View Credit Note

FROM Link4 QBO Test	To AAL Shipping	ISSUE DATE 24/03/2025	CURRENCY USD	CreditNote NO SP_TC03.2	PO NO SP_TC03.2
Supplier Registration Number SGUEN63058544W	Customer ID C5UID200819941E	Payment Terms	Attention To AAL Shipping	Supplier Email shankars@link4cloud.co	
Customer Email aal@linkfor.asia	Buyer Reference N/A	Contract Reference N/A	Originator Reference N/A		

Item	Description	Qty	Unit Price	Tax per	Amount
Red Pen	Red Pen	8	2	9%	17.44
Orange Pen	Orange Pen	3	3	0%	9
Green Pen	Green Pen	1	4	0%	4
Discount					\$ 0
Subtotal					\$ 29
GST					\$ 1.44
Total					\$ 30.44
Subtotal (SGD)					\$38.86
Total (SGD)					\$ 40.79

Notes

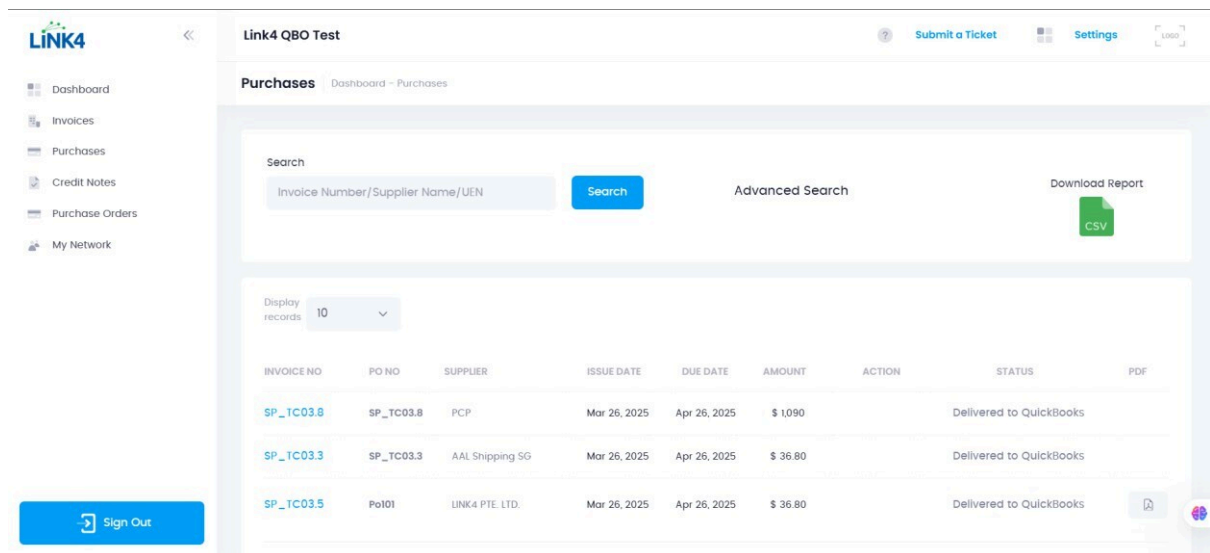
NA

Credit Note Response

#	Status	Status Description	Date and Time
---	--------	--------------------	---------------

Logs

Event	User Name	Date and Time
credit note Came on link4 via Software	Link4	25 Mar, 2025 7:50 PM
Creditnote submitted to IRAS AcknowledgementId: 250325 7d24a094 e9b9 4ff0 9f7f 305959c843a4 s001	Link4	25 Mar, 2025 8:05 PM
Creditnote Valid	Link4	25 Mar, 2025 8:10 PM



Purchase Invoice :

Description: purchases will be received and stored in purchases tab.

1. Peppol Purchase Invoice Definition:

An invoice received from a Peppol-registered supplier through the Peppol network, exchanged digitally without manual intervention. Will be showed in purchases tab **Identification:**

3. The supplier has a Peppol ID and is listed in the Peppol Directory.
4. The invoice is automatically received through the Peppol network.

Usage:

5. No manual submission required; Link4 auto-submits Peppol invoices to IRAS.

Example Scenario:

1. A business receives an invoice from a Peppol-registered supplier, and Link4 automatically forwards it to IRAS.

2.Non-Peppol Purchase Invoice

Definition:

A Non-Peppol Purchase Invoice is received from a supplier not on Peppol. Will be showed in purchases tab

Identification:

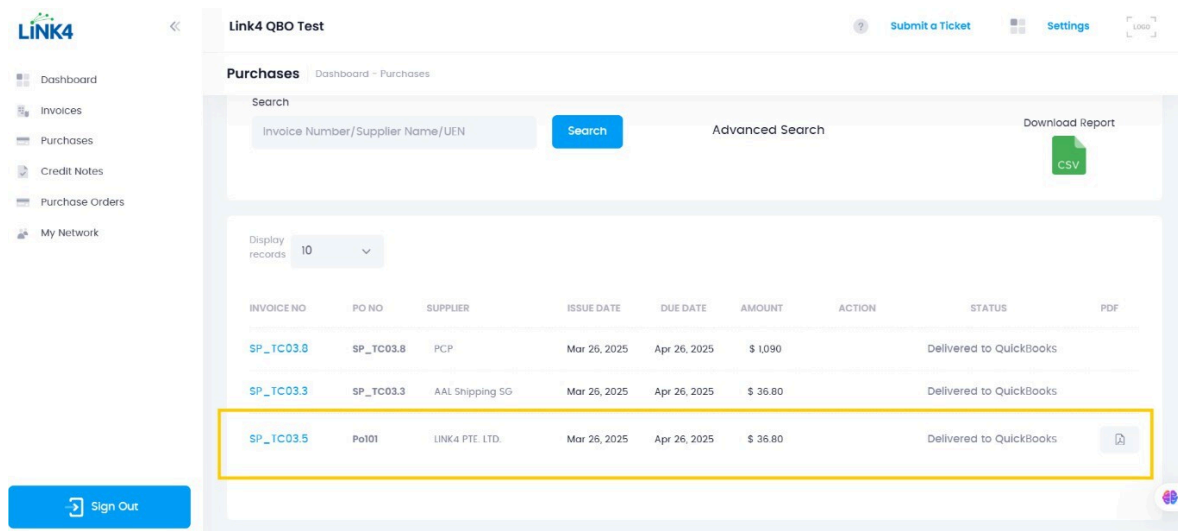
1. The supplier does not have a Peppol ID.
2. The invoice is received via email, PDF, or paper.

Submission Criteria:

3. Use when manually submitting non-Peppol invoices to IRAS.

Example Scenario:

A business receives a PDF invoice via email from a non-Peppol supplier.



Link4 QBO Test

Dashboard - Purchases

Search: Invoice Number/Supplier Name/UEN [Search] Advanced Search Download Report CSV

Display records: 10

INVOICE NO	PO NO	SUPPLIER	ISSUE DATE	DUE DATE	AMOUNT	ACTION	STATUS	PDF
SP_TC03.8	SP_TC03.8	PCP	Mar 26, 2025	Apr 26, 2025	\$ 1,090		Delivered to QuickBooks	
SP_TC03.3	SP_TC03.3	AAL Shipping SG	Mar 26, 2025	Apr 26, 2025	\$ 36.80		Delivered to QuickBooks	
SP_TC03.5	Pol01	LINK4 PTE. LTD.	Mar 26, 2025	Apr 26, 2025	\$ 36.80		Delivered to QuickBooks	

Sign Out

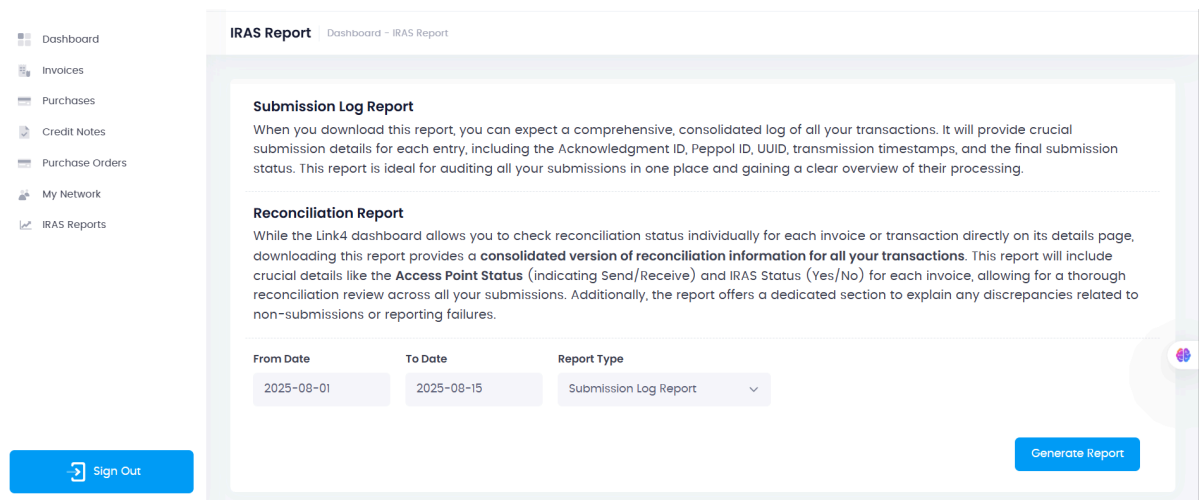
7.Reporting & Reconciliation

Overview

The Reporting & Reconciliation feature allows users to track invoice submissions, view real- time details, and download reports for audit purposes. This ensures all transactions are logged and accessible for reconciliation.

Reporting & Reconciliation Dashboard

Description: The dashboard for accessing reporting and reconciliation features.



Accessing Reports

1. Navigate to Link4 Dashboard > Go to IRAS REPORTS Tab , Select the date ranges you prefer and download the relevant report

Submission Log Report

When you download this report, you can expect a comprehensive, consolidated log of all your transactions. It will provide crucial submission details for each entry, including the Acknowledgment ID, Peppol ID, UUID, transmission timestamps, and the final submission status. This report is ideal for auditing all your submissions in one place and gaining a clear overview of their processing.

Reconciliation Report

While the Link4 dashboard allows you to check reconciliation status individually for each invoice or transaction directly on its details page, downloading this report provides a consolidated version of reconciliation information for all your transactions. This report will include crucial details like the Access Point Status (indicating Send/Receive) and IRAS Status (Yes/No) for each invoice, allowing for a thorough reconciliation review across all your submissions. Additionally, the report offers a dedicated section to explain any discrepancies related to non-submissions or reporting failures.

1. Viewing Submission Logs Report

Individual Transactions:

1. Users can access submission details directly within the Link4 interface.
2. The Acknowledgment ID, if available, is displayed for verification purposes.

All Transactions:

1. Users can generate and download a comprehensive submission report, which mainly includes:
 1. Peppol ID
 2. Date and time of invoice data submission
 3. Unique message Instance Identifier (UUID) of the transmission
 4. Unique message Instance Identifier (UUID) of the document
 5. Status of the submission of the invoice data to IRAS
 6. Acknowledgment Receipts

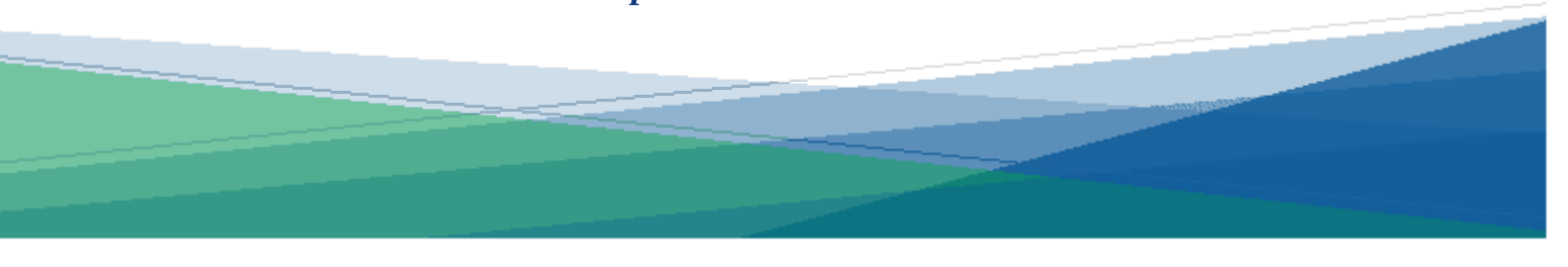
Purpose:

1. Ensures that all transactions are logged, accessible, and available for reconciliation and audit tracking.

Accessing the Report:

1. Navigate to the Link4 Dashboard.
2. Go to Any of the Invoices/credit notes/ purchases Tab
3. Download the report file.

1. Reconciliation Report



The Reconciliation Report provides a detailed overview of submitted invoices and credit notes, assisting users in identifying any mismatches or failed submissions.

The Reporting & Reconciliation feature in Link4 is designed to help users efficiently track invoice and credit note submissions. This functionality ensures that submissions reach both Peppol and IRAS successfully. Users have the ability to view real-time submission details and download comprehensive reports for reconciliation and audit purposes.

Additional Key Details in the Report:

1. **Access Point Status (Send/Receive):** Tracks whether the invoice was successfully processed through the Peppol network.
2. **IRAS Status (Yes/No):** Confirms if the invoice reached IRAS for tax reporting.

1. Real-Time Reconciliation via UI

Users can view invoice submission statuses directly on the Link4 screen log, which displays:

1. Submission Details
2. Access Point (AP) Status
3. IRAS Acknowledgment ID

Purpose:

1. Provides real-time reconciliation visibility, allowing users to quickly verify whether their invoices have been successfully sent.

This guide provides a structured approach to using Link4 Cloud + ERP integrations(Enterprise and SMEs), ensuring compliance and efficiency in managing your transactions. For further assistance, please contact our support team.

