User Guide

Link4 Invoice Express

Table of Contents

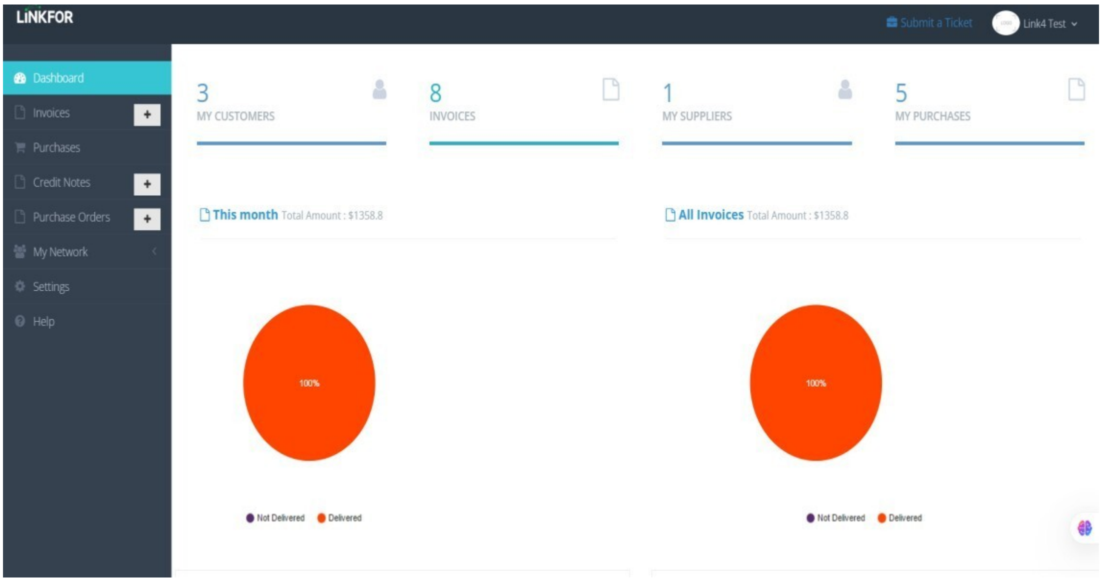
1. Introduction

Welcome to the Link4 Invoice Express 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 Invoice Express 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

Getting Started with Link4 IE

To begin using **Link4 IE**, new users can sign up by providing their **Name, Email, Phone Number, and UEN**. No API connection from the client's side is required, making the onboarding process simple and straightforward.

Once the LINK4 signup is completed:

1. A **user account** is automatically created in Link4 IE.
2. A **CorpPass authorization request** is triggered to complete the KYC process.
3. The user will receive an **email from CorpPass** containing a link to log in and authorize the connection.
4. **Login to your email**, locate the email from CorpPass, and follow the instructions to complete the authorization. You will need to log in to CorpPass using your **SingPass** or any other registered credentials. Once you authorize Link4, you will receive a **confirmation email from CorpPass** indicating that the KYC process has been successfully completed.

After completing the KYC process:

- The user is automatically added to the **Link4 SG SMP (Service Metadata Publisher)**, enabling them to **send and receive transactions through Peppol**.
- The user's **Peppol ID** can be viewed directly on the **My Profile** page.

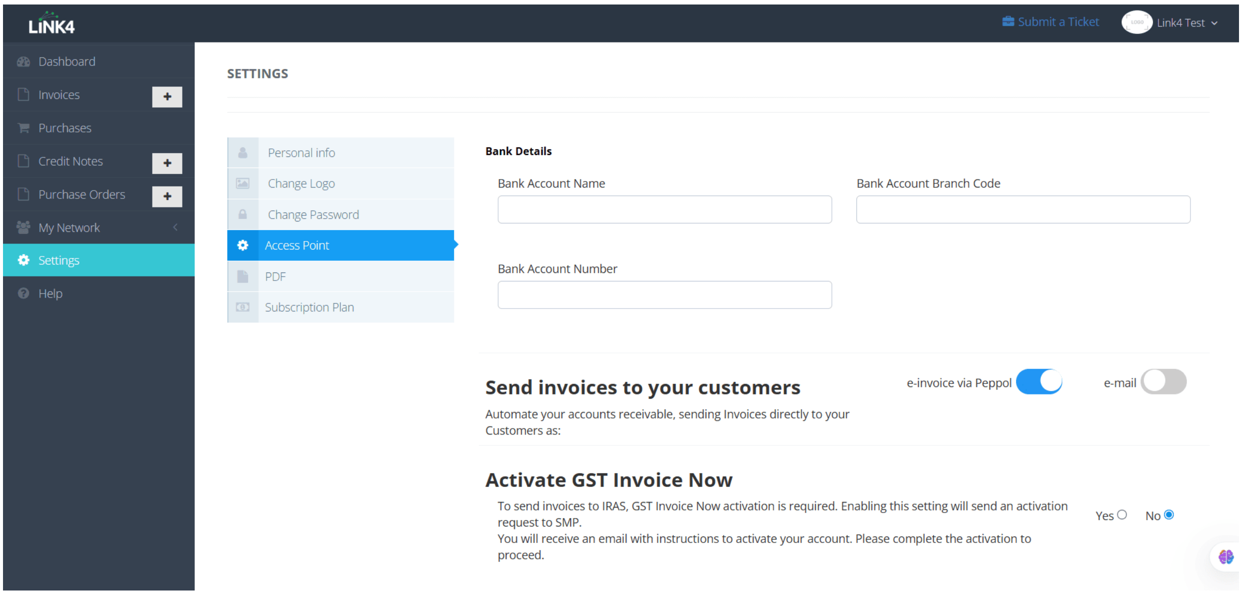
For more detailed information regarding the onboarding and KYC completion process, please visit our Help Desk.

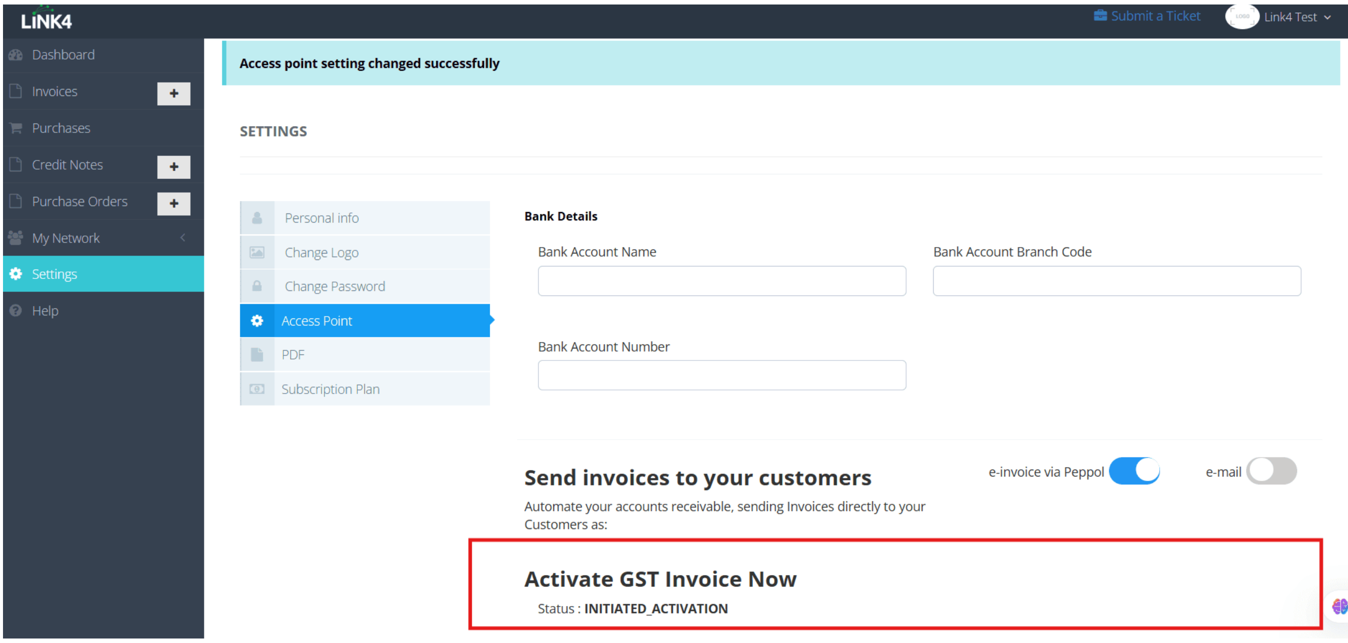
For a step-by-step walkthrough, please refer to our video guide.

Following this, the user may proceed to **activate GST InvoiceNow**, which enables submission of transactions to **IRAS**. This allows users to manage their invoice submissions efficiently. For detailed instructions on activating InvoiceNow and submitting transactions to IRAS, please refer to the **next page**.

Step 1: Initiate GST InvoiceNow Activation

Log in to Link4 Invoice Express.
Navigate to Settings > Access Point > Activate GST Invoice Now
Activate GST Invoice Now in Settings
Click Yes"Enable GST Invoice Now Submission" and save.
Once you click save -> The activation request from Link4 will be initiated to Corpass (Refer imp 2)





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

Step 2: Authorize via CorpPass

1. After the status 'Initiated Activation' , an email will be sent to your business representative to authorize the corpass account for Link4 to be your access point provider.
2. Once You receive the Activation Request Email & Click "Authorize 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.
4. Once you complete the CorpPass authorization, a successful confirmation email will be received again, and you will notice that the Activate C5 button status has changed from its **previous status 'Initiated activation'** to **now being 'enabled'**. At this point, you are ready to start sending transactions to IRAS.

Activating data submission of 'Link4 Test' to IRAS

From SGNIC Support <donotreply@test.peppolsmp.sg>
To shankars@link4cloud.co
Reply-To donotreply@test.peppolsmp.sg
Date Today 09:56 PM
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 Test** as the business representative for **Link4 Test**.

The CorpPass Administrator ID from **Link4 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 Test** or your Service Provider **Linkfor Pte Ltd** for any clarification.

InvoiceNow Administrator

Description: After C5 activation request customer will receive authorisation email: Click Here

INVOICE NOW

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.

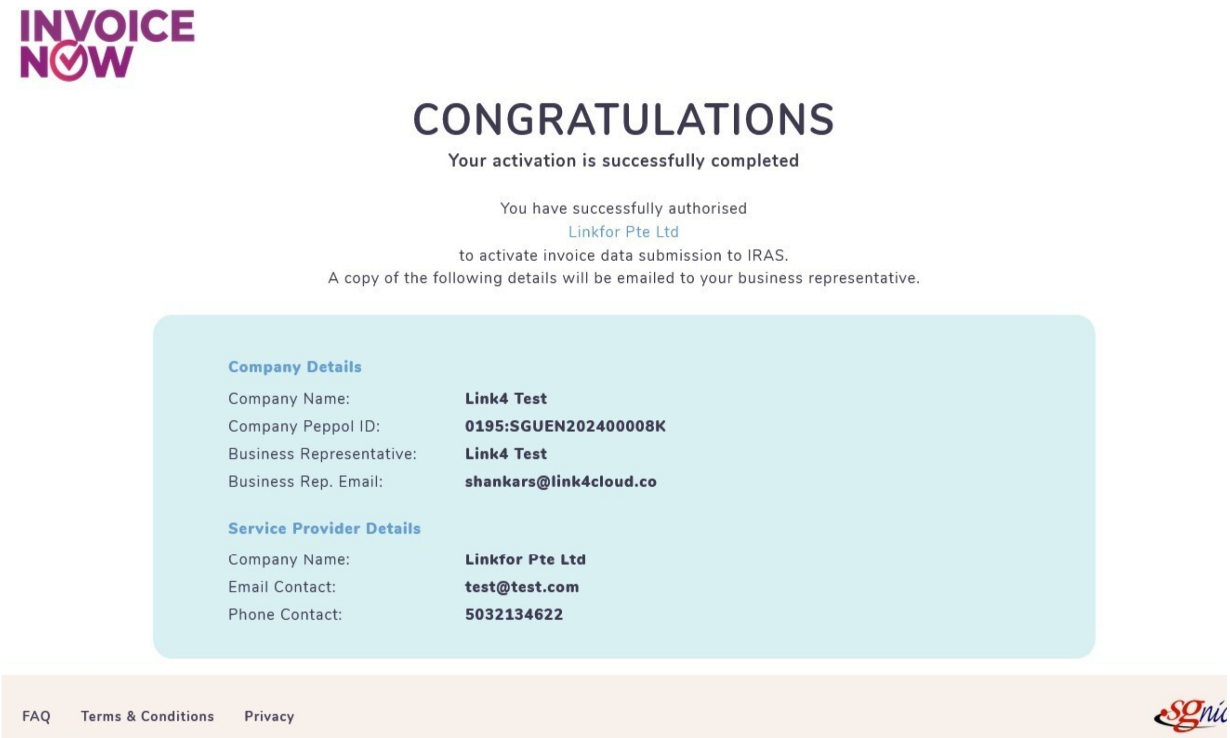
If you are the CorpPass Administrator please proceed with the authorisation below:

corppass Business Authorisation with CorpPass

If your company does not have a CorpPass Account, kindly register here.

Step 3: Confirm Activation

1. Upon successful authorization, you will receive a confirmation email & once activated the c5 which enable you to send transactions to IRAS.



For a detailed walkthrough on InvoiceNow Activation and Peppol ID Registration for GST Reg companies, please refer to this Video Guide

4. Invoice Transactions

➢ *Understanding Different Invoice Types in Link4IE*

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:

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

Submission Criteria:

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

Example Scenario:

- 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:

- The customer is Peppol-registered.
- The invoice is in a foreign currency (e.g., USD, EUR).
- Must include: Additional supporting documents (sgdtotal-excl-gst and sgdtotal-incl-gst)

Submission Criteria:

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

Example Scenario:

- 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:

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

Submission Criteria:

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

Example Scenario:

- 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:

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

Submission Criteria:

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

Example Scenario:

- 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 UEN or Peppol ID. These transactions are aggregated for compliance reporting.

Identification:

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

Submission Criteria:

- Use when reporting total B2C sales to IRAS for GST compliance.

Example Scenario:

- 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:

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

Submission Criteria:

- Use when reporting total P-Card purchases to IRAS.

Example Scenario:

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

➢ *Submitting Invoice Transactions to IRAS*

For Peppol and Non-Peppol Sales Invoices:

Types of Invoices:

- Peppol Sales Invoice (PINT)
- Peppol Sales Invoice (PINT) in Foreign Currency
- Peppol Sales Invoice (BIS)
- Non-Peppol Sales Invoice

Submission Process and visuals:

Step 1: Click on the "+" icon to create a new **Invoice**.

Step 2: Ensure that the customer is added accurately the **Customer Master List** in Link4.
For more details, visit our **Help Desk** and refer to the **video guide**.

Step 3: Select the correct customer to match the invoice type.

Step 4: If the customer is registered in **Peppol**, select their name from the drop-down list.

If you want to send a transaction to a **non-Peppol** customer, choose that option instead.

If you wish to send a transaction in **foreign currency for peppol customer**, make sure to select the appropriate currency when creating the invoice.

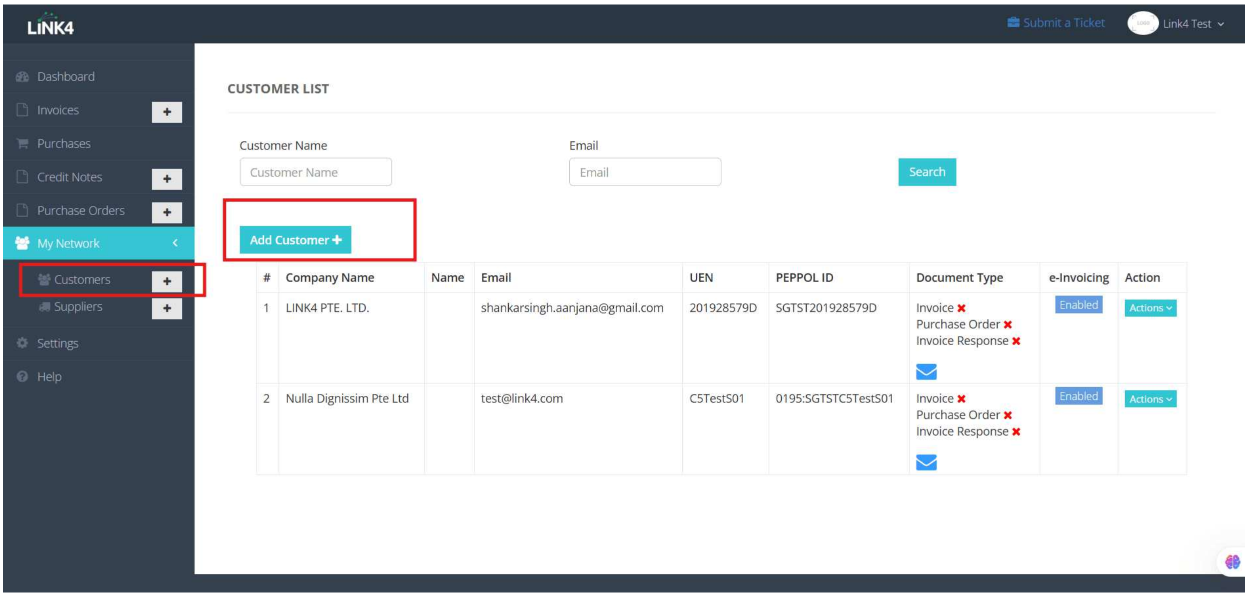
Step 5: Add all the relevant details in the form. Fields marked in **red** are **mandatory** for submission.

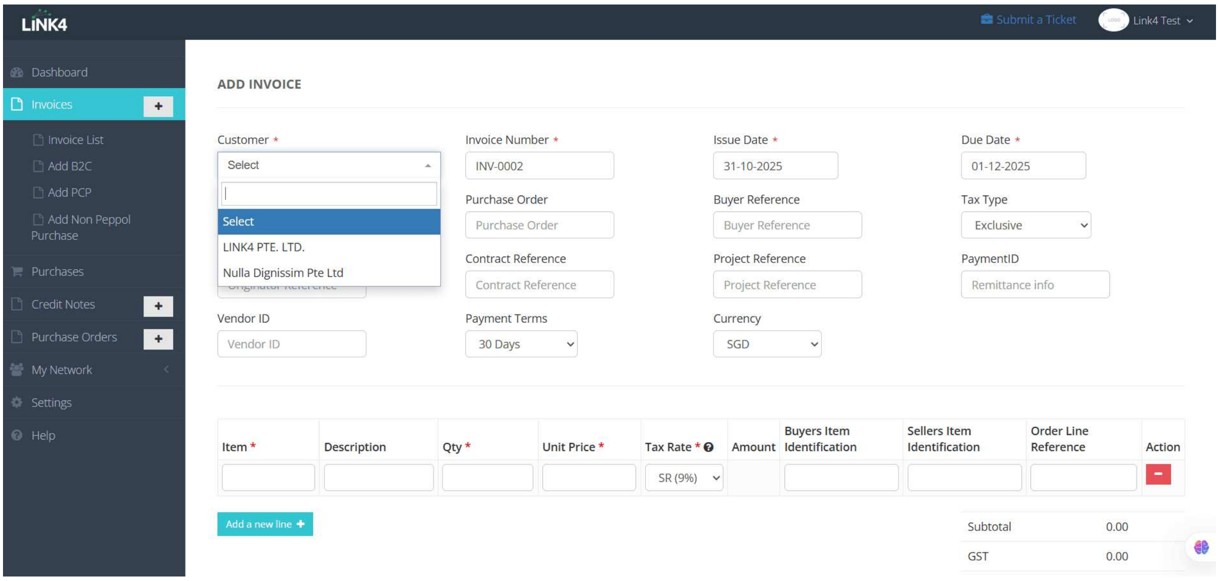
If a field is not relevant to your business or you don't have a value to enter, you may leave it blank.

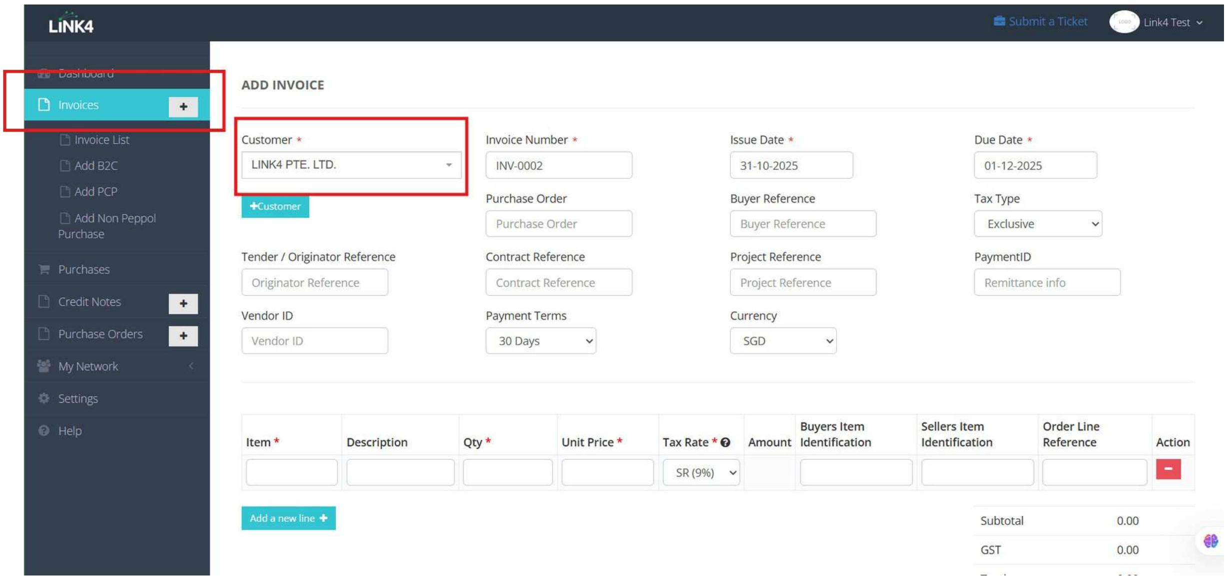
Step 6: Once all details are completed, scroll down and:

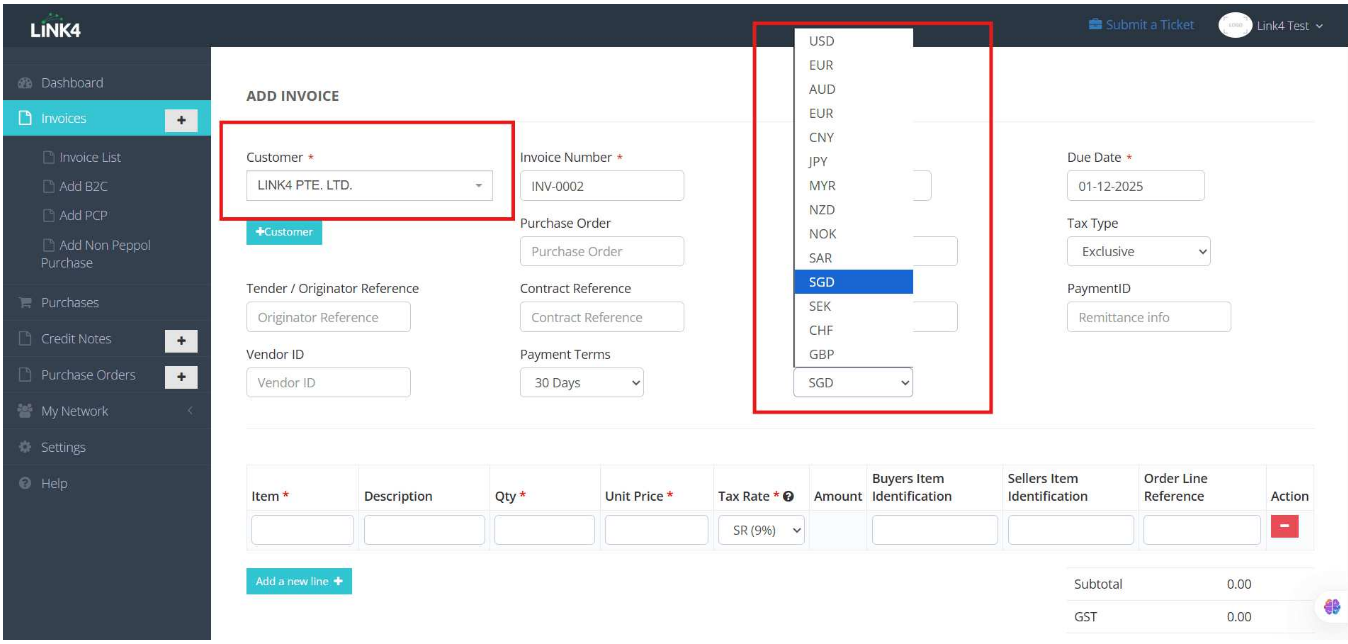
- Click **"Send Invoice"** to submit, or
- Select **"Save Draft"** if you wish to edit and send it later.

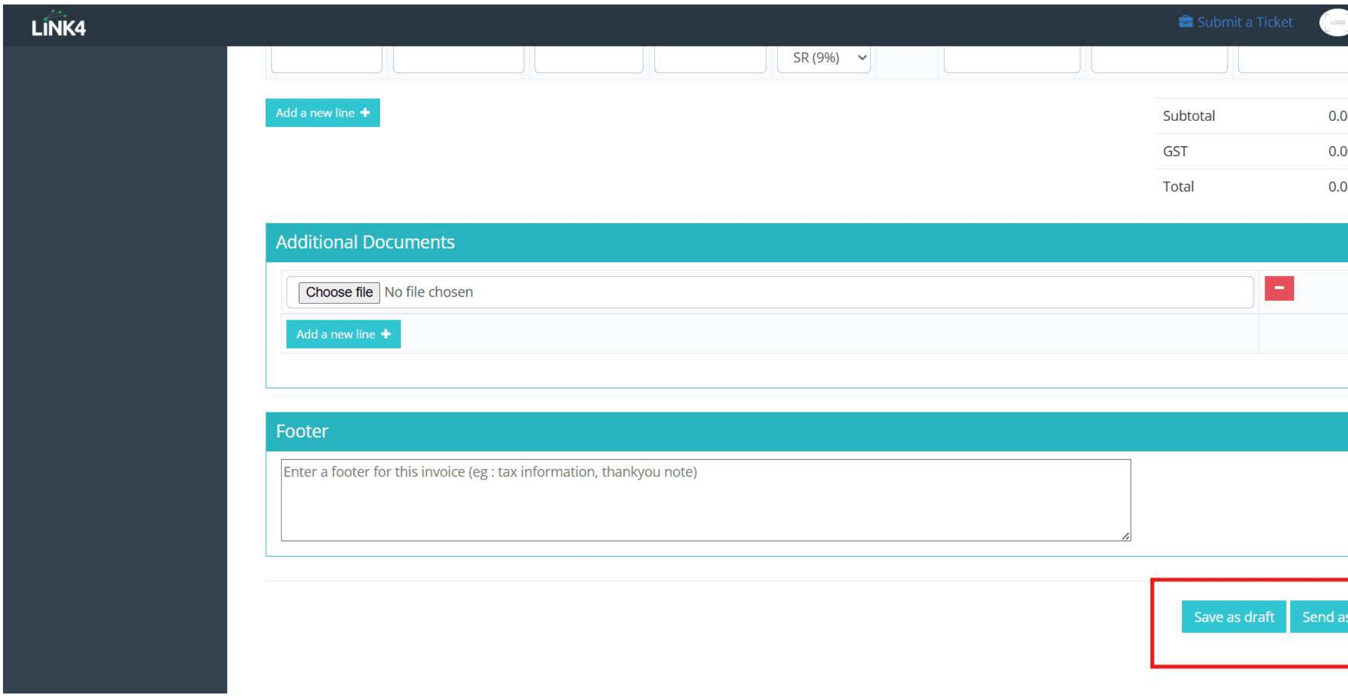
Invoice Submission visual representation






LINK4
Submit a Ticket
Link4 Test
Dashboard
Invoices
Invoice List
Add B2C
Add PCP
Add Non Peppol Purchase
Purchases
Credit Notes
Purchase Orders
My Network
Settings
Help
ADD INVOICE
Customer *
LINK4 PTE. LTD.
+Customer
Invoice Number *
INV-0002
Issue Date *
31-10-2025
Due Date *
01-12-2025
Purchase Order
Buyer Reference
Tax Type
Exclusive
Tender / Originator Reference
Originator Reference
Contract Reference
Project Reference
PaymentID
Remittance info
Vendor ID
Payment Terms
30 Days
Currency
SGD
Item *
Description
Qty *
Unit Price *
Tax Rate *
Amount
Buyers Item Identification
Sellers Item Identification
Order Line Reference
Action
SR (9%)
Add a new line
Subtotal 0.00
GST 0.00


LINK4
Submit a Ticket
Link4 Test
Dashboard
Invoices
Invoice List
Add B2C
Add PCP
Add Non Peppol Purchase
Purchases
Credit Notes
Purchase Orders
My Network
Settings
Help
ADD INVOICE
Customer *
LINK4 PTE. LTD.
+Customer
Invoice Number *
INV-0002
Purchase Order
Tender / Originator Reference
Originator Reference
Contract Reference
Vendor ID
Payment Terms
30 Days
USD
EUR
AUD
EUR
CNY
JPY
MYR
NZD
NOK
SAR
SGD
SEK
CHF
GBP
SGD
Due Date *
01-12-2025
Tax Type
Exclusive
PaymentID
Remittance info
Item *
Description
Qty *
Unit Price *
Tax Rate *
Amount
Buyers Item Identification
Sellers Item Identification
Order Line Reference
Action
SR (9%)
Add a new line
Subtotal 0.00
GST 0.00


LiNK4
Submit a Ticket
SR (9%)
Add a new line
Subtotal
0.00
GST
0.00
Total
0.00
Additional Documents
Choose file
No file chosen
Add a new line
Footer
Enter a footer for this invoice (eg : tax information, thankyou note)
Save as draft

For Aggregated B2C (POS or STI) , and Aggregated PCP Transactions:

Types of Transactions:

- Aggregated B2C (POS or STI) Sales Invoice
- Aggregated PCP Purchase Invoice

Submission Process and visuals:

Step 1: In the Link4 Dashboard, navigate to the menu and click on Invoices and from drop down select **"Add B2C."**

When you select **"Add B2C,"** the customer UEN will be automatically populated in Link4 as **"B2C."**

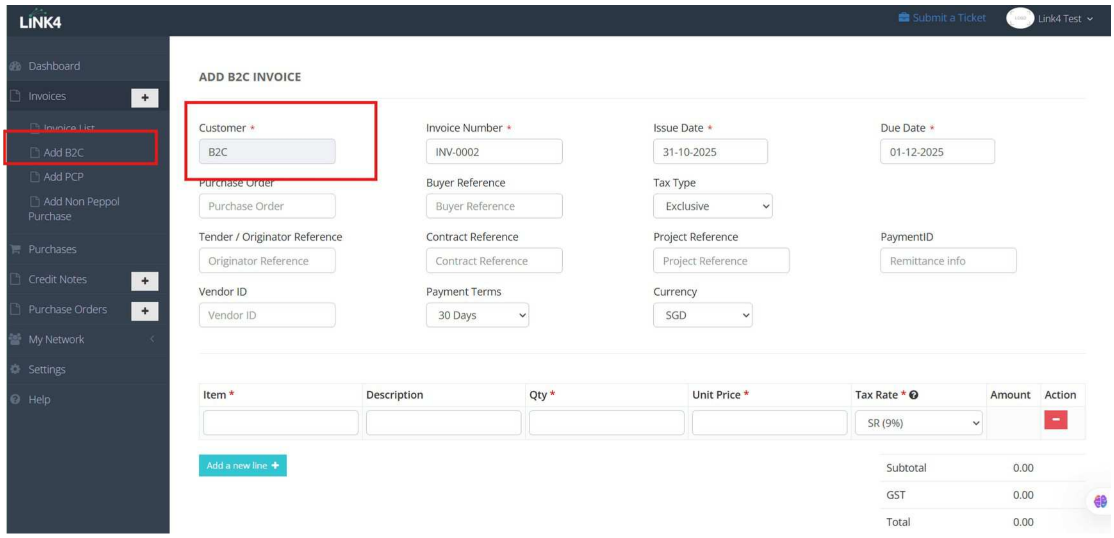
Step 2: For **PCP**, follow the same process. Navigate to the menu and click on Invoices and from drop down select click **"Add PCP."** When you select **"Add PCP,"** the customer UEN will be automatically populated in Link4 as **"PCP."**

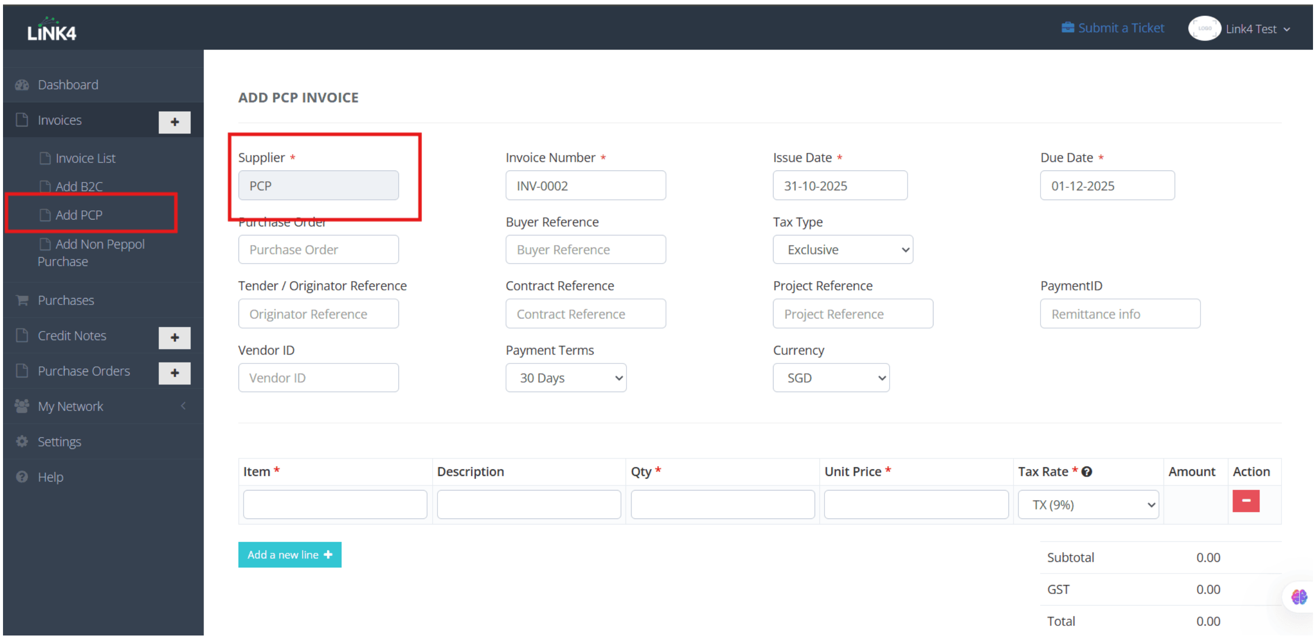
Step 3: Proceed to create and submit the transaction.

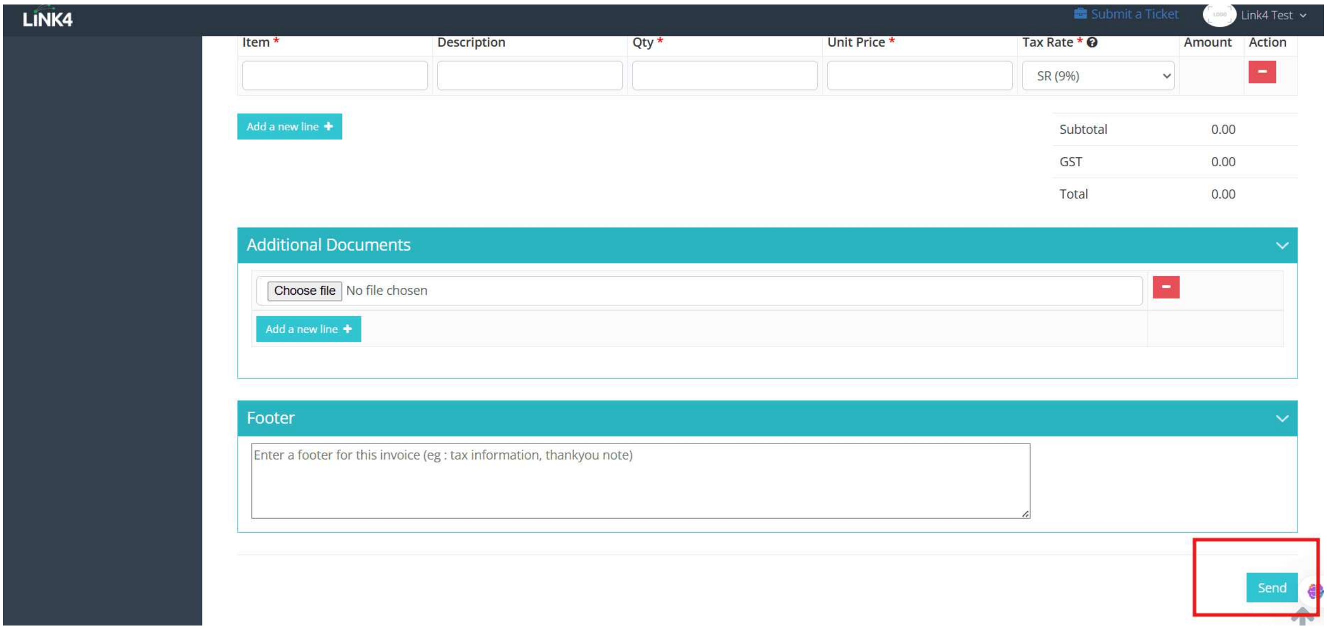
Step 4: Once all details are completed, scroll down and:

- Click **"Send"** to submit

Aggregated {Consolidated} Transaction Invoices Submission visual representation




LiNK4
Submit a Ticket
Link4 Test
Dashboard
Invoices
Invoice List
Add B2C
Add PCP
Add Non Peppol Purchase
Purchases
Credit Notes
Purchase Orders
My Network
Settings
Help
ADD PCP INVOICE
Supplier *
PCP
Invoice Number *
INV-0002
Issue Date *
31-10-2025
Due Date *
01-12-2025
Purchase Order
Buyer Reference
Tax Type
Exclusive
Tender / Originator Reference
Originator Reference
Contract Reference
Project Reference
PaymentID
Remittance info
Vendor ID
Payment Terms
30 Days
Currency
SGD
Item *
Description
Qty *
Unit Price *
Tax Rate *
Amount
Action
TX (9%)
Add a new line
Subtotal 0.00
GST 0.00
Total 0.00


LiNK4
Submit a Ticket
Link4 Test
Item *
Description
Qty *
Unit Price *
Tax Rate *
Amount
Action
SR (9%)
Add a new line
Subtotal 0.00
GST 0.00
Total 0.00
Additional Documents
Choose file
No file chosen
Add a new line
Footer
Enter a footer for this invoice (eg : tax information, thankyou note)
Send

5. Credit Notes

➢ *Handling Credit Notes 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.

1. Peppol Sales Credit Note (PINT)

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.

Identification:

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

Usage:

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

Example Scenario:

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

2. Peppol Sales Credit Note (BIS)

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.

Identification:

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

Usage:

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

Example Scenario:

- 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

This credit note is issued to a customer not on Peppol, in a currency other than SGD.

Identification:

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

Usage:

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

Example Scenario:

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

➢ *Submitting Credit Note Transactions to IRAS*

For Peppol and Non-Peppol Sales Credit Notes:

1. Types of Invoices:

- Peppol Sales CreditNote (PINT)
- Peppol Sales CreditNote (PINT) in Foreign Currency
- Peppol Sales CreditNote (BIS)

2. Submission Process and visuals:

Step 1: Click on the "+" icon to create a new CreditNote.

Step 2: Ensure that the customer is added accurately in the **Customer Master List** in Link4.

For more details, visit our **Help Desk** and refer to the **video guide**.

Step 3: Select the correct customer to match the credit Note type.

Step 4: If the customer is registered in **Peppol**, select their name from the drop-down list.

If you want to send a transaction to a **non-Peppol** customer, choose that option instead.

If you wish to send a transaction in **foreign currency for peppol customer**, make sure to select the appropriate currency when creating the invoice.

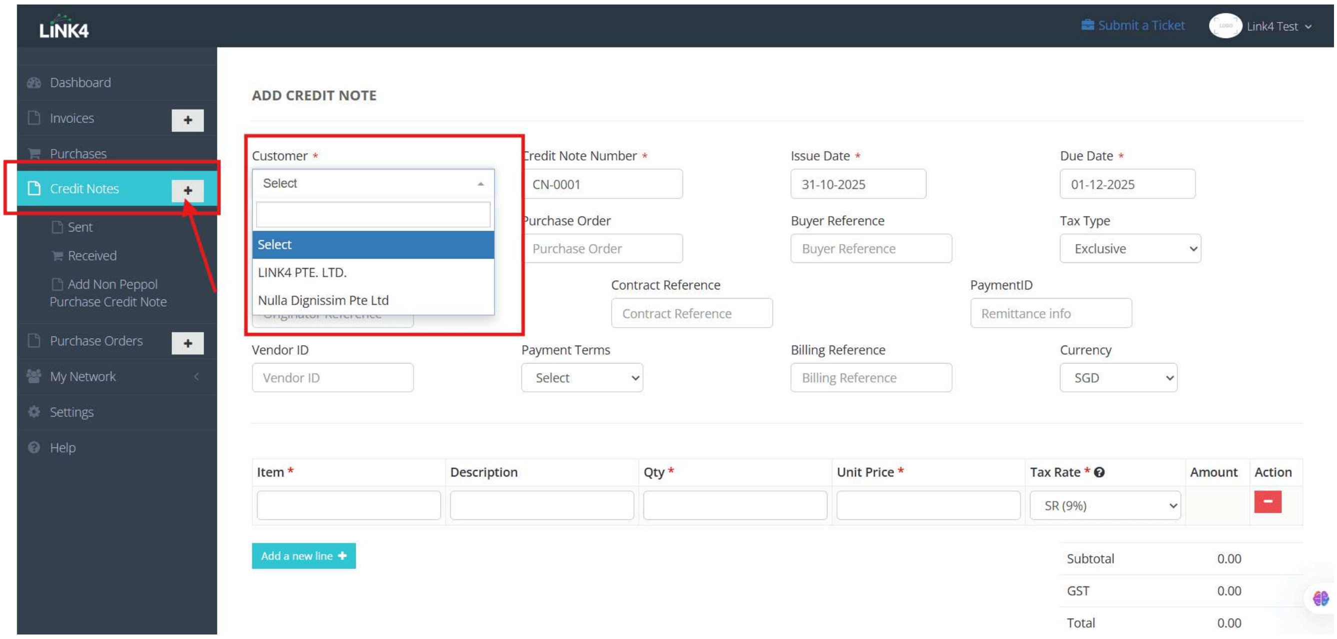
Step 5: Add all the relevant details in the form. Fields marked in **red** are **mandatory** for submission.

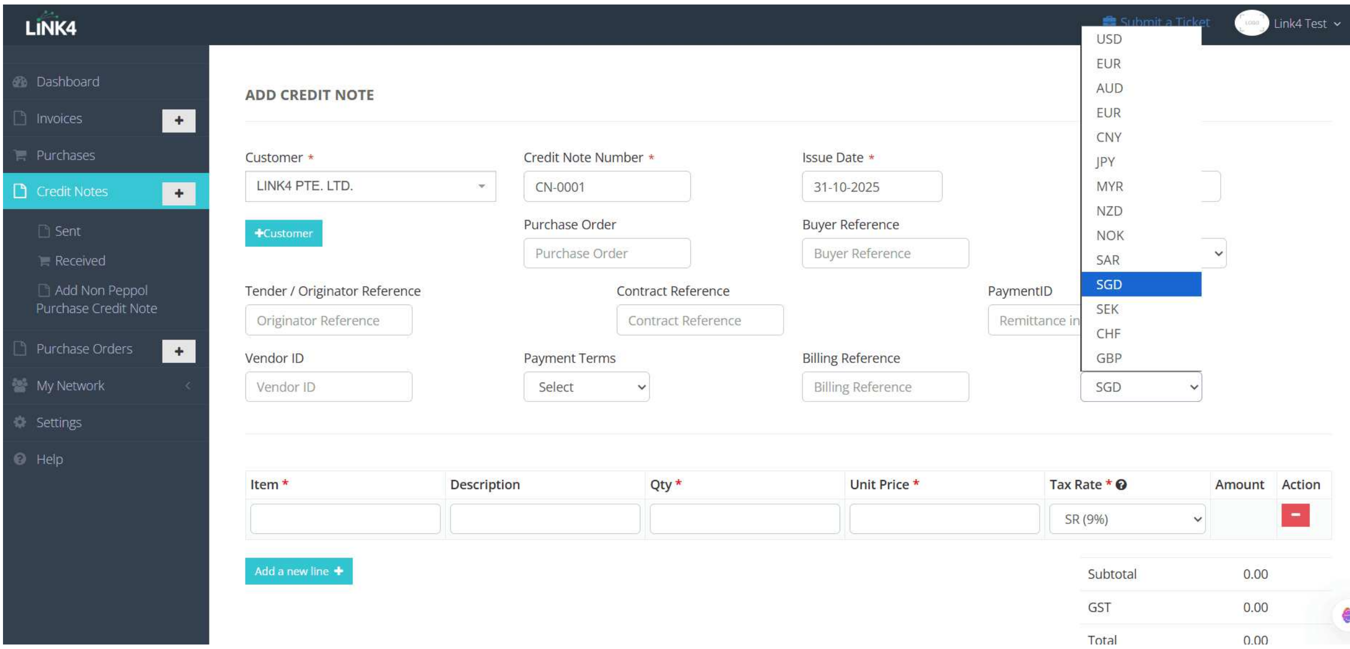
If a field is not relevant to your business or you don't have a value to enter, you may leave it blank.

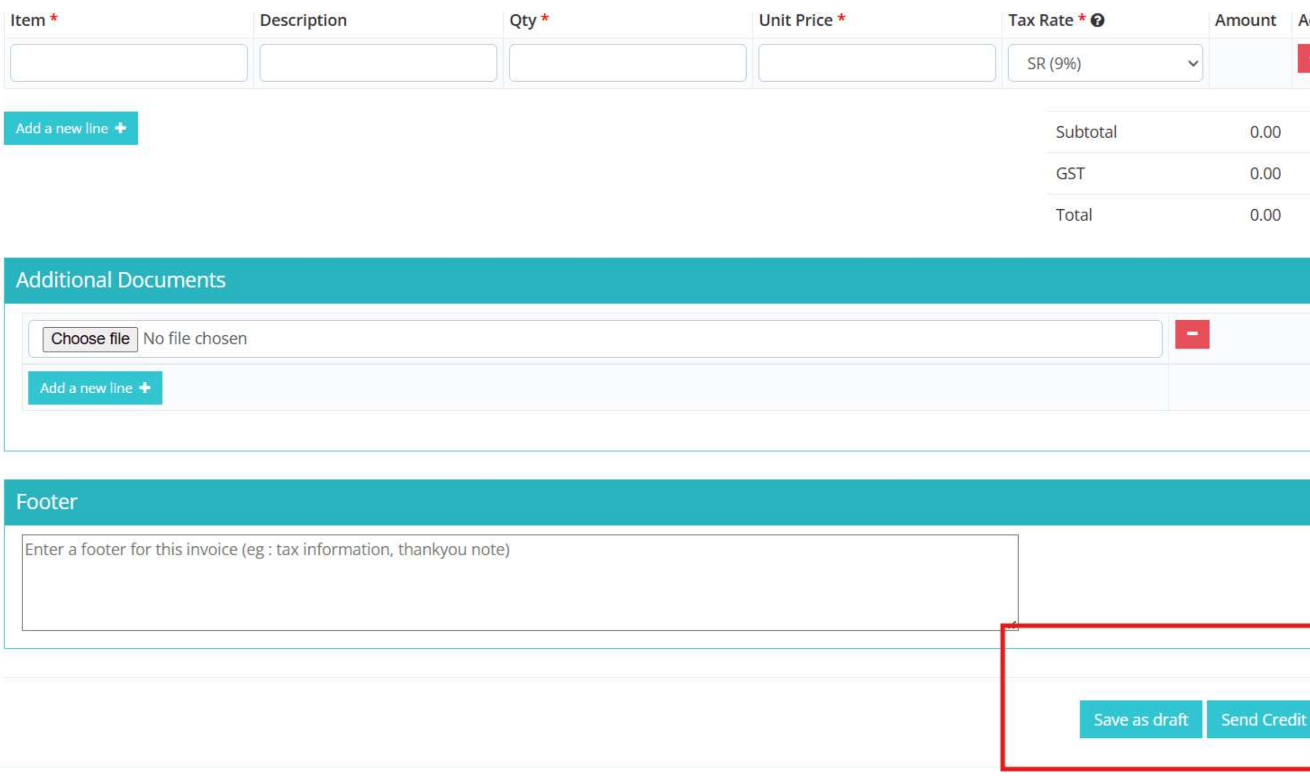
Step 6: Once all details are completed, scroll down and:

- Click **"Send Credit Note"** to submit, or
- Select **"Save Draft"** if you wish to edit and send it later.

Credit Note Submission visual Representation






Item *
Description
Qty *
Unit Price *
Tax Rate *
Amount
SR (9%)
Add a new line
Subtotal 0.00
GST 0.00
Total 0.00
Additional Documents
Choose file No file chosen
Add a new line
Footer
Enter a footer for this invoice (eg : tax information, thankyou note)
Save as draft
Send Credit

6. Purchases

➢ *Handling Peppol Purchases Transactions in Link4*

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

1. Peppol Purchase Invoice

Definition:

An invoice received from a Peppol-registered supplier through the Peppol network, exchanged digitally without manual intervention.

Identification:

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

Usage:

- No manual submission required; Link4 auto-submits Peppol invoices to IRAS.All incoming document via Peppol will be considered as accepted by the user before it is submitted to IRAS.

Example Scenario:

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

2. Peppol Purchase Credit Note

Definition:

An CreditNote received from a Peppol-registered supplier through the Peppol network, exchanged digitally without manual intervention.

Identification:

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

Usage:

- No manual submission required; Link4 auto-submits Peppol invoices to IRAS. All incoming document via Peppol will be considered as accepted by the user before it is submitted to IRAS.

Example Scenario:

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

➢ *Submitting Peppol Purchases Transactions to IRAS*

For Peppol Purchase Invoices:

1. Types of Invoices:

- Peppol Purchase Invoice
- Peppol Purchase CreditNote

2. Submission Process and visuals:

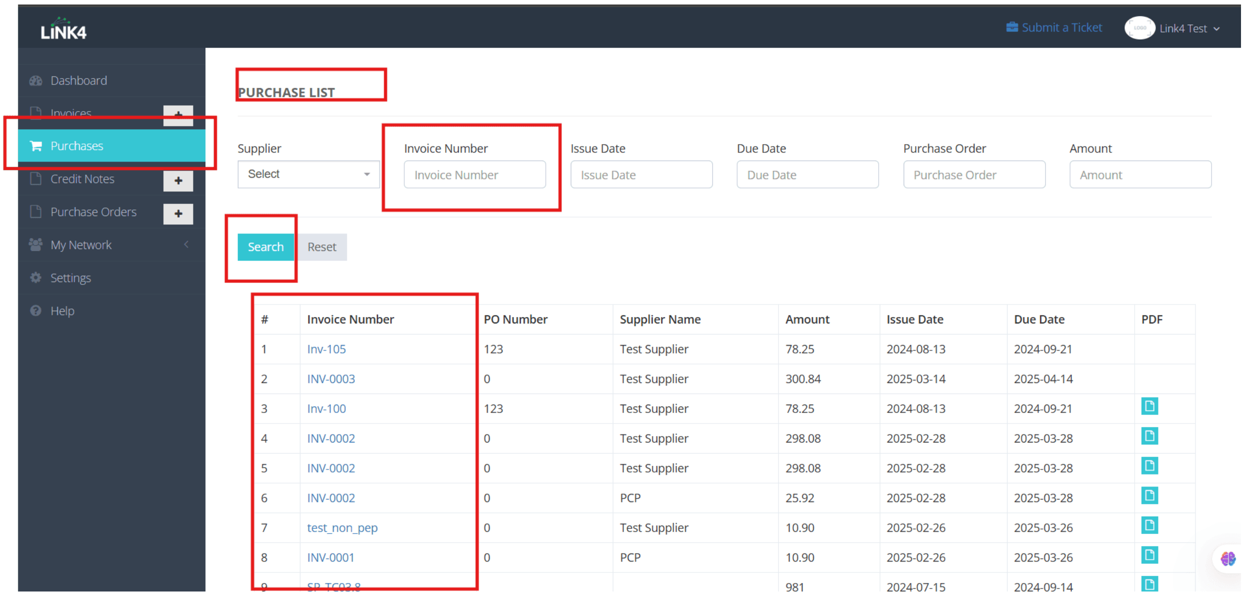
Step 1: All received **Peppol Purchase Invoices** will be displayed under the **Purchases** tab in Link4.

All **Peppol Purchase Credit Notes** received will appear under the **Credit Notes → Received** section.To navigate to the **Received Purchase Credit Notes** section, click **“Credit Notes”** once, then select **“Received”** from the drop-down list.

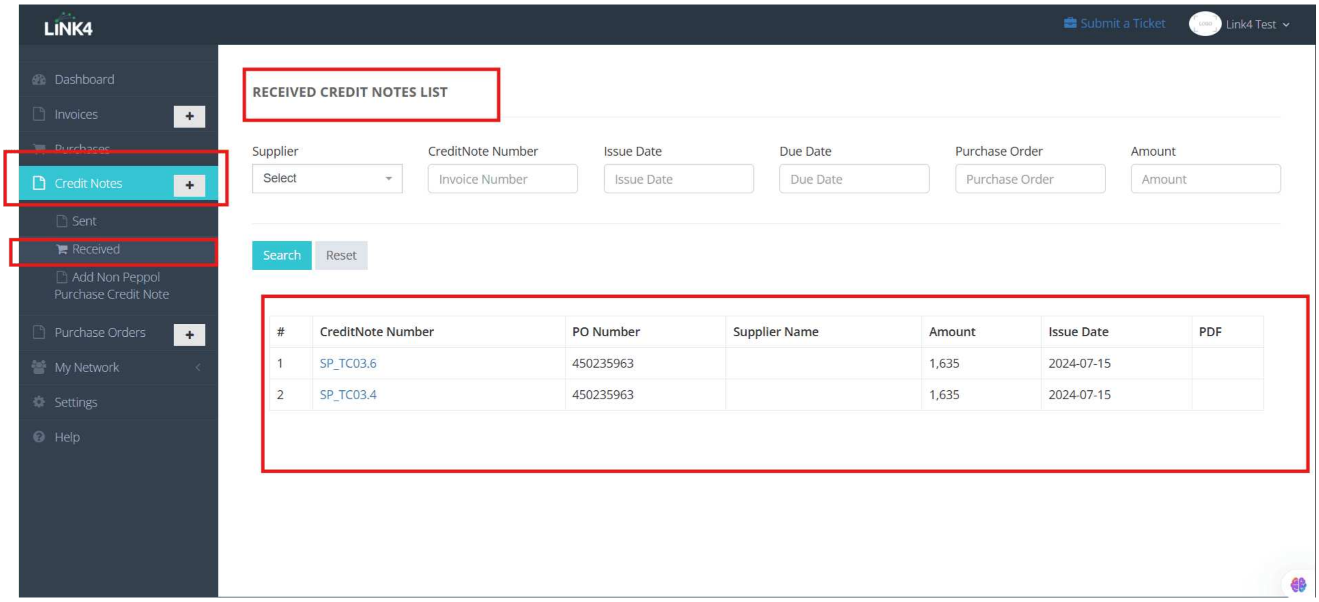
Step 2: All incoming purchase documents received via **Peppol** are considered **accepted** by the user before being submitted to **IRAS**.

You can **filter and search** for purchase invoices or credit notes in Link4 by **invoice number, PO number, date**, and other criteria

Peppol Purchase Invoice visual representation



Peppol Purchase Credit Note visual representation



➢ *Handling Non Peppol Purchases Transactions in Link4*

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

1. Non-Peppol Purchase Invoice

Definition:

A Non-Peppol Purchase Invoice is received from a supplier not on Peppol.

Identification:

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

Submission Criteria:

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

Example Scenario:

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

2. Non-Peppol Purchase Credit Note Definition:

A credit note received from a supplier not registered on Peppol, handled outside the Peppol network.

Identification:

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

Usage:

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

Example Scenario:

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

➢ *Submitting Non Peppol Purchases Transactions to IRAS*

1. Types of Invoices:

- Non Peppol Purchase Invoice
- Non Peppol Purchase Credit Note

2. Submission Process and visuals:

Step 1: In the **Link4 Dashboard**, single-click on **"Invoices."** Navigate to the menu, and from the drop-down list, select **"Add Non-Peppol Purchase"** to create a new Non-Peppol Purchase.

Step 2: Ensure that the **Supplier** is accurately added to the **Supplier Master List** in Link4.

For more details, visit our **Help Desk** and refer to the **video guide**.

Step 3: Select the correct **Supplier** to match the invoice type.

Step 4:
Since this transaction is from a supplier of a **non-Peppol** User, You can select the that specific supplier from the drop down list of 'supplier' .

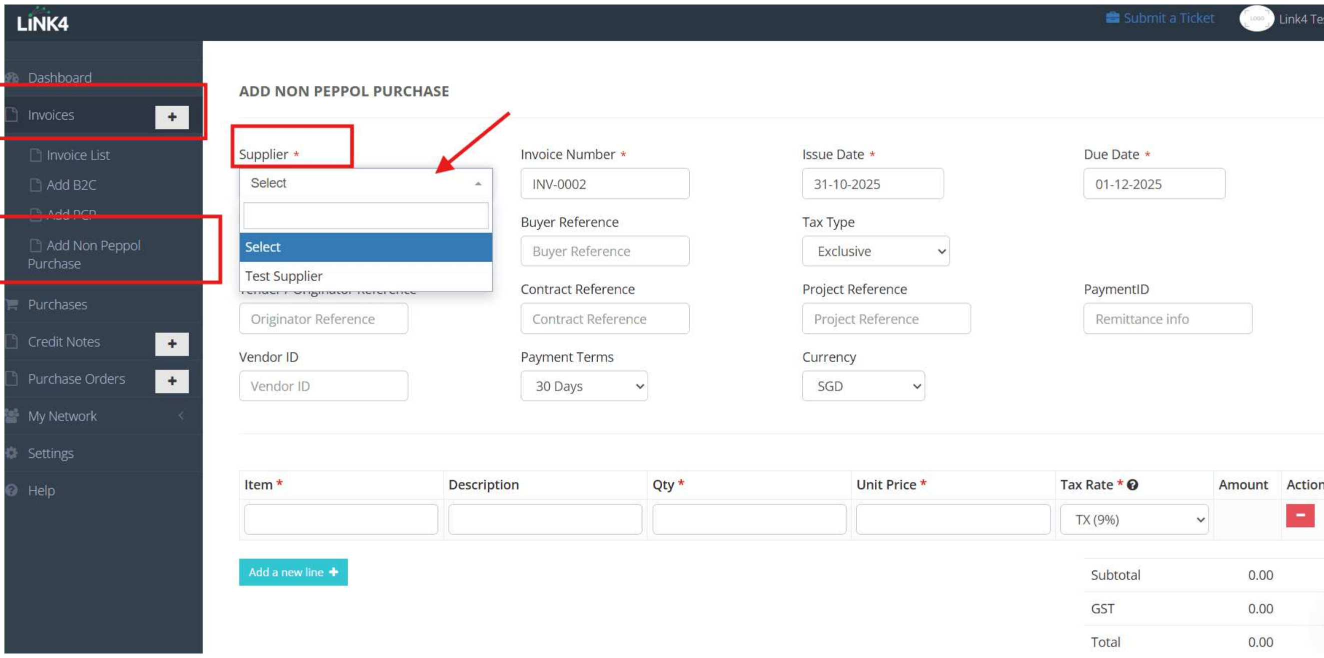
Step 5: Add all the relevant details in the form. Fields marked in **red** are **mandatory** for submission.

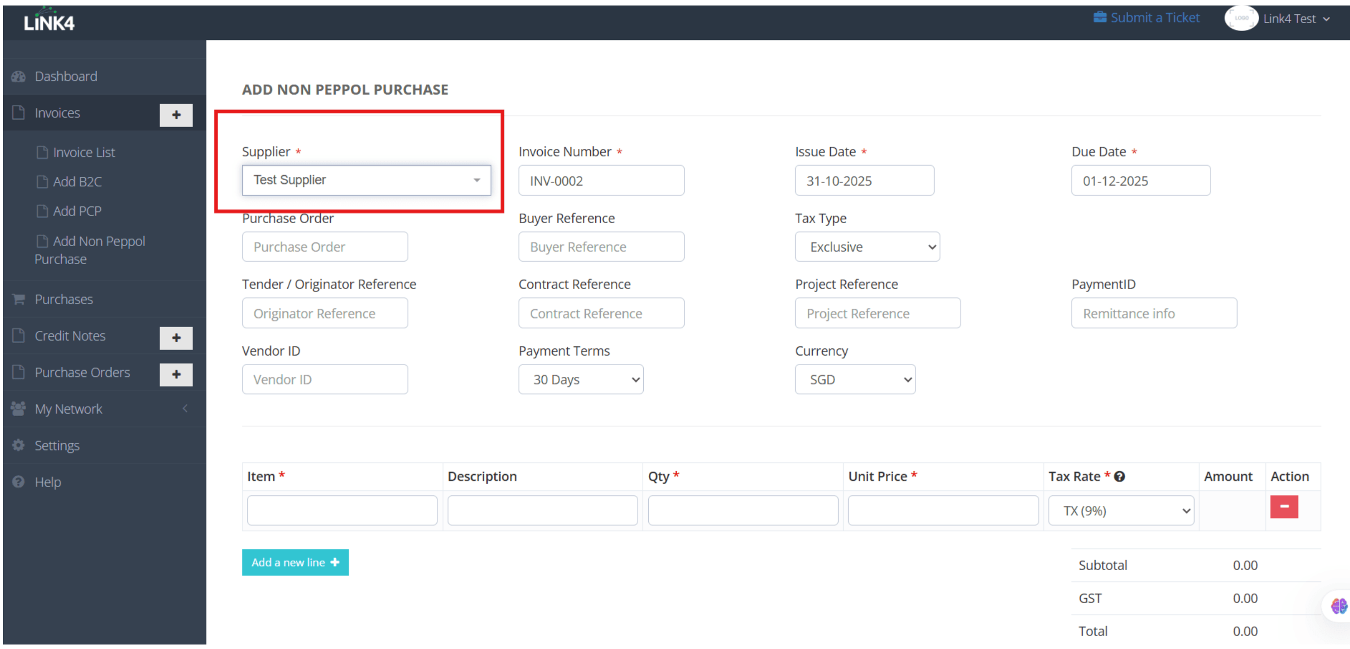
If a field is not relevant to your business or you don't have a value to enter, you may leave it blank.

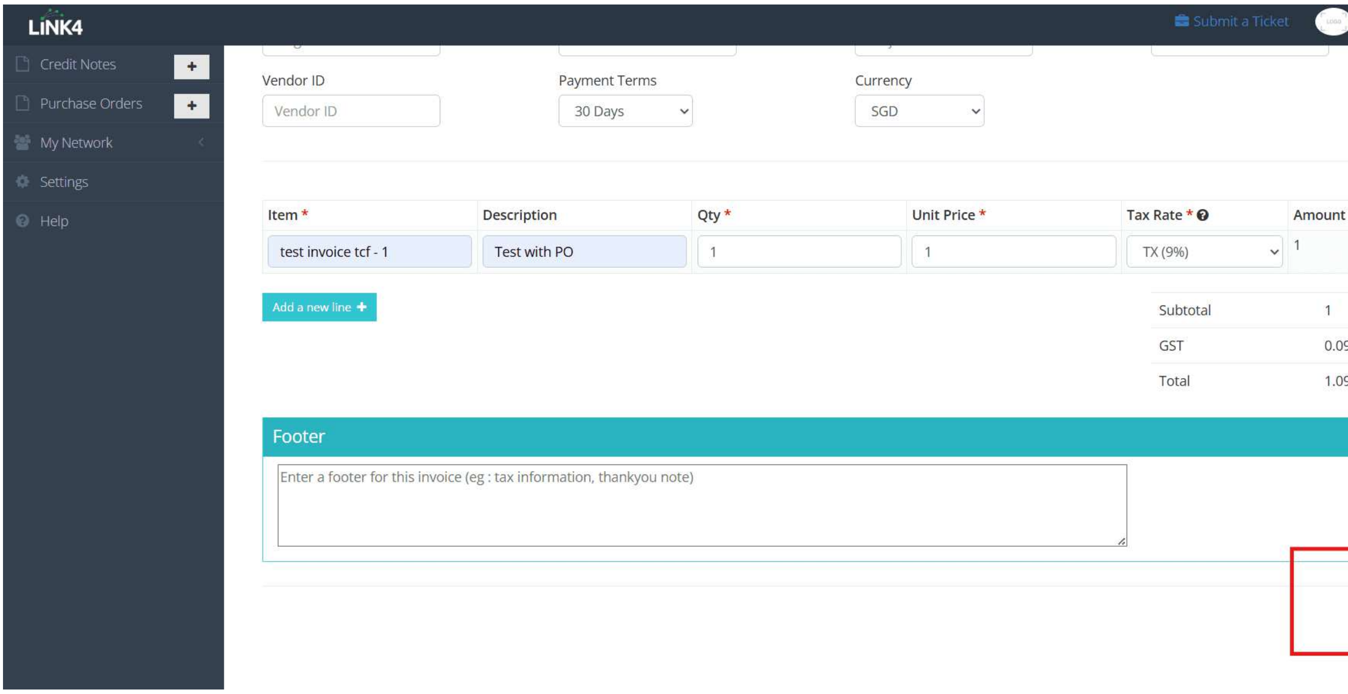
Step 6: Once all details are completed, scroll down and:

- Click **"Send "** to submit.

Non Peppol Purchase Submission visual representation






LiNK4
Submit a Ticket
Credit Notes
Purchase Orders
My Network
Settings
Help
Vendor ID
Vendor ID
Payment Terms
30 Days
Currency
SGD
Item *
Description
Qty *
Unit Price *
Tax Rate *
Amount
test invoice tcf - 1
Test with PO
1
1
TX (9%)
1
Add a new line
Subtotal
1
GST
0.09
Total
1.09
Footer
Enter a footer for this invoice (eg : tax information, thankyou note)

7. Additional Information

keen in for the GST INVOICENOW SUBMISSION

➤ **Submission to IRAS and Customer Delivery**

Once the GST InvoiceNow Submission to IRAS is activated, users can begin sending transactions directly to IRAS through Link4. When an invoice is submitted, Link4 will also handle customer delivery according to the configuration set under Settings → Send Invoices to Your Customers.

If the customer is registered on Peppol, the invoice will be delivered via the Peppol network.

If the customer is not on Peppol, the invoice will be automatically sent via email.

Users can view the delivery status and related logs under the Invoice Details page for full visibility.

- **Supplier / Buyer Master Setup in Link4**

Users can create and manage their Customers and Suppliers under the My Network section.

Once a client account is created, Link4 automatically adds it to the SMP, enabling both sending and receiving of transactions seamlessly.

For more details, **visit our Help Desk**

- **Resubmission of Transactions**

On the Transaction List page, users can easily identify failed invoices through status indicators.

By selecting an invoice and clicking on its Invoice Number, users can access the Invoice Details page.

From there, they can use the Update Invoice by clicking the 'Update' button option to make necessary corrections and then resubmit the invoice for processing.

- **Viewing Invoice Information**

By clicking on the Invoice Number, users can view complete invoice details, download attachments,and review any error messages if applicable.

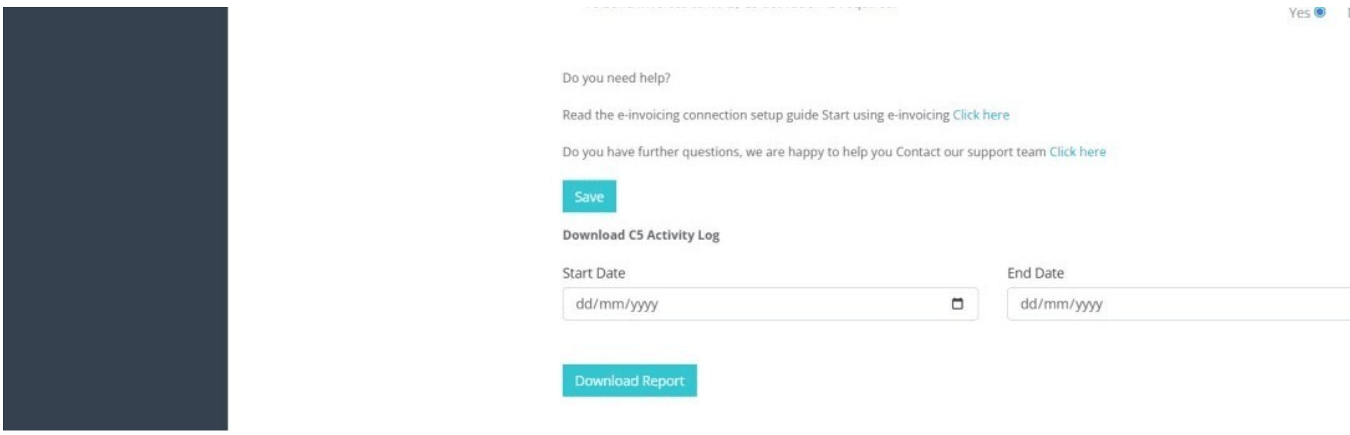
For a step-by-step walkthrough on Creating Transactions & highlighted additional
informations, refer to the Video guide

8. 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

Navigate to Link4 Dashboard > Profile > Access Point.
Select the date range and download the desired report.

➢ *Viewing Submission Logs Report*

Individual Transactions:

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

All Transactions:

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

Purpose:

- 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 Profile > Access Point.
3. Scroll down to select the date range.
4. Download the report file.

➢ *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:

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

Accessing the Report:

1. Navigate to the Link4 Dashboard.
2. Go to Profile > Access Point.
3. Scroll down to select the date range.
4. Download the report file.

Real-Time Reconciliation via UI

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

- Submission Details
- Access Point (AP) Status
- IRAS Acknowledgment ID

Purpose:

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

P2C (Procurement-to-Consumer) Transactions:
Submitted only to IRAS, not Peppol.
B2C (Business-to-Consumer) Transactions:
Aggregated B2C sales invoices are only reported to IRAS.

Peppol Validation & Common Errors

Before sending an invoice or credit note to IRAS via Peppol, it must pass Peppol validation. If validation fails:

- The invoice is not submitted to IRAS.
- The user will receive a Peppol validation failure notification.

Common Peppol Validation Issues:

1. **Missing UEN/Peppol ID:** Ensure the recipient's Peppol ID is correct.
2. **Invalid Peppol Format:** Ensure the invoice is structured according to Peppol PINT/BIS rules.
3. **Incorrect Tax Codes:** Check GST compliance before submission.

Summary & Best Practices

- Ensure Peppol validation before submitting invoices.
- Check Peppol registration using the Peppol Directory before sending invoices.
- Use correct invoice types (PINT, BIS, Non-Peppol) based on customer/supplier registration.

This guide provides a structured approach to using Link4 Invoice Express, ensuring compliance and efficiency in managing your transactions. For further assistance, please contact our support team.