

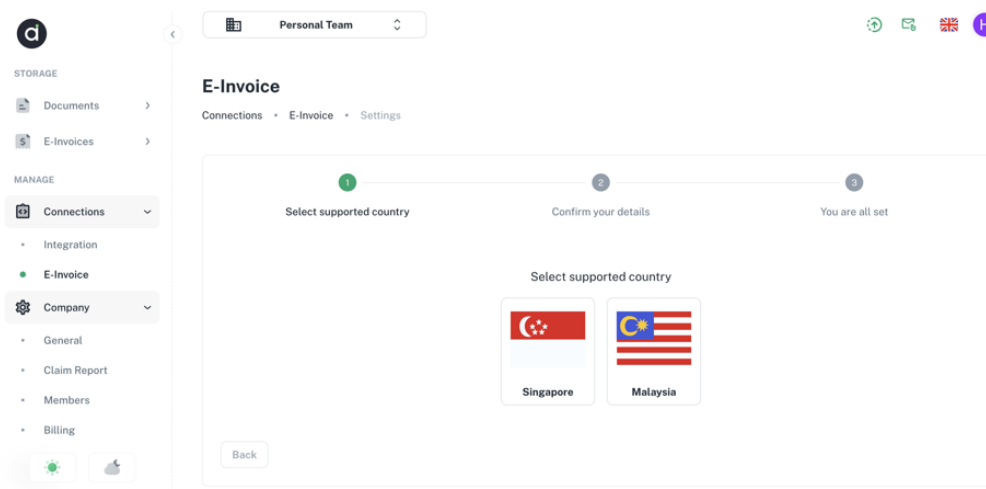
User Guide

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1. Registration to Use E-Invoice

Follow these steps to register and set up your account for E-invoicing:

1. Navigate to **Connections > E-invoice** in the ASSIST application.
2. Select your country from Screen. (**Note:** Currently, we support **Singapore** and **Malaysia** only)



3. Enter the necessary details for registration.

✓ Setup connection required information

- **Singapore**
 - Company Name
 - Address

- Zip code
- UEN
- Name and email of the contact person (For Corppass validation)

- **Malaysia**

- Company Name
- Address
- Zip code
- State/County
- Contact phone
- TIN
- SST

4. Submit your registration form.
5. Our team will verify your information. The setup process may take **1-2 business days**.
 - a. **For Singapore Users:** Once the setup is completed, you will receive an email from InvoiceNow to verify your CorpPass. Please complete this step to unlock the E-invoice feature.
 - b. For Malaysia Users:  myinvois_intermediary_guideline.pdf

2. How to Send an E-Invoice

For Accounts Receivables (AR)

To send an invoice as an E-invoice for AR:

1. **Upload Your Invoice**
 - a. Upload invoices to Assist either:
 - i. **Directly under Documents**, or
 - ii. **By sending the invoice via email** to your configured Assist email address.
2. **Verify Document Classification**
 - a. Ensure the document is classified as **AR** (Accounts Receivable).

 ASSIST classifies the document automatically as AR if the supplier information matches your company information (Name and address)

3. **Send as E-Invoice**

- a. Click on **Send as E-Invoice**. A pop-up window will appear, prompting you to fill in the required details.

✓ Required information to send as E-invoice

All invoices must have, SG and MY have the required info as below:

- **Singapore**

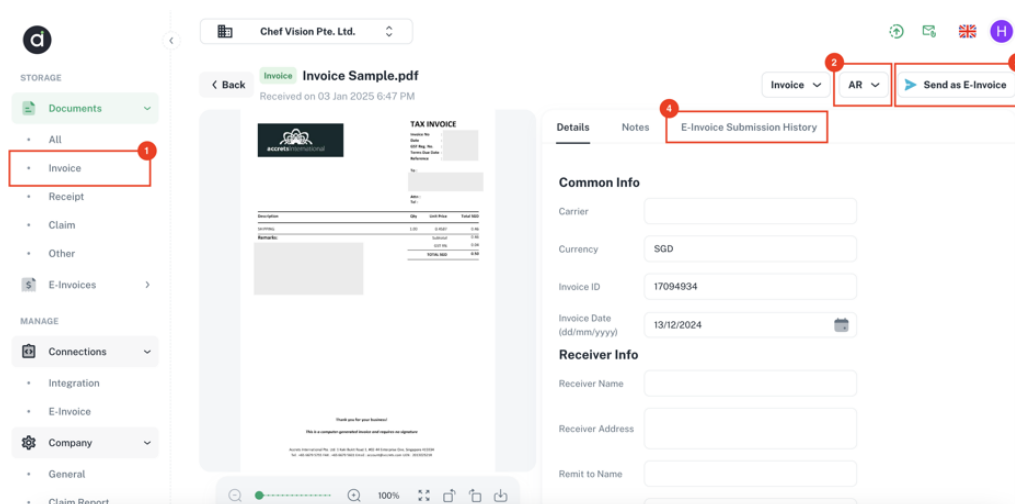
- Receiver UEN
- Line item
 - Tax category (with tax rate)

- **Malaysia**

- Issue Time must be within 72hours
- Receiver TIN
- Receiver contact phone
- Line item:
 - Product classification code
 - Tax category
 - Quantity unit code

4. **Review E-Invoice History:**

- Track and review the E-invoice's submission and status under the **E-Invoice Submission History** tab.



Status Information for Document Submission

Status	Description
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FAILED	The document could not be sent
SUCCEEDED	The document was successfully received by the recipient
CLEARED	The document has been successfully validated and approved by the government (IRBM) but cannot be delivered automatically to recipient. • Possible Reason: ◦ Client is Not Registered on MyInvois or Peppol ▪ If your client is not yet registered on MyInvois or Peppol, MyInvois cannot automatically forward the invoice to them. ▪ In this case, you may need to manually send the invoice to your client.

For Accounts Payable (AP)

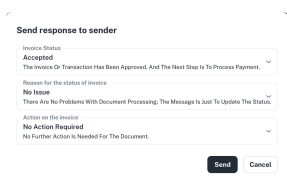
 **Note:** Receiving bills for Malaysia is not available in Beta yet.

For AP invoices (bills you receive):

1. Receive Bills via E-Invoice Network

- When bills are received through your E-invoice network, they will be automatically uploaded to the **E-Invoices > Bills to Pay** folder.
- Navigate to the **Bills to Pay** folder to view, track, or process received bills.

2. Send Response to Sender



Send response to sender

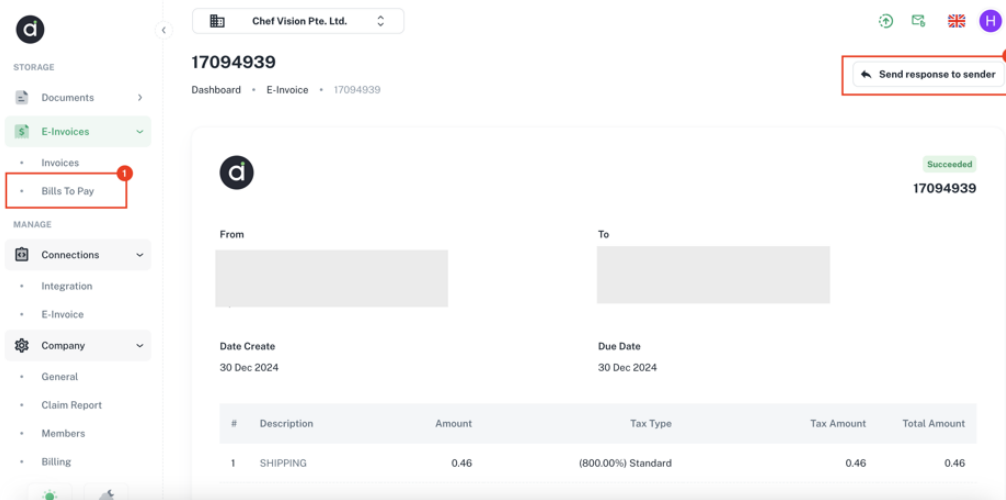
Invoice Status
Accepted
The Invoice Or Transaction Has Been Approved, And The Next Step Is To Process Payment.

Reason for the status of invoice
No Issue
There Are No Problems With Document Processing. The Message Is Just To Update The Status.

Action on the Invoice
No Action Required
No Further Action Is Needed For The Document.

Send Cancel

- To send the response to the sender, click the button in the top-right corner. The fields include invoice status, the reason for the status, and the action on the invoice.



3. Integration with Accounting Software (Xero, Quickbooks ONLY)

✓ Accounts Payable (AP) – For Supplier Invoices

When you receive an invoice from a supplier, follow these simple steps:

Step 1: Receive the E-Invoice

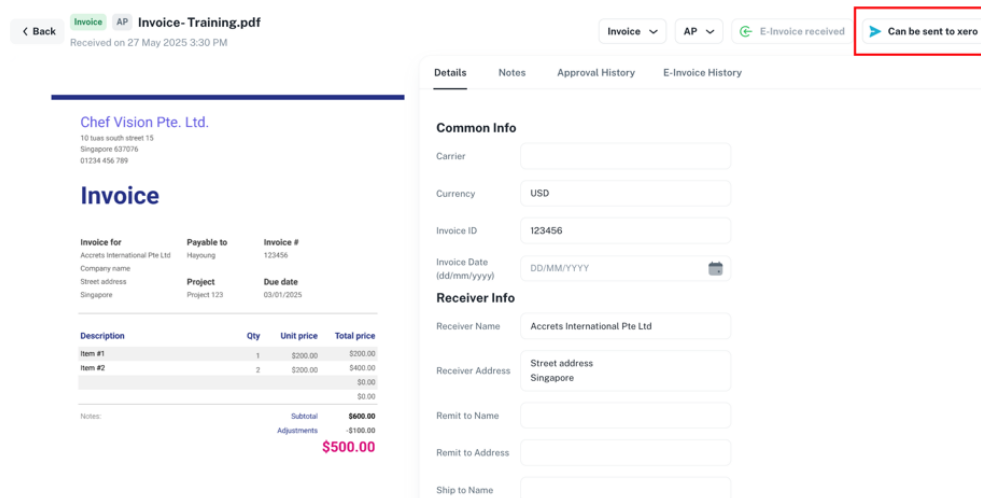
You get an E-Invoice from your supplier — no need to enter it manually.

Step 2: Check for Duplicates

Our system will automatically check if the same invoice already exists in your connected accounting system (Xero or QuickBooks).

Step 3: Submit the Invoice

- If no duplicate is found: You can send the invoice to Xero or Quickbooks



- If a duplicate is found: You'll be notified, and the invoice will **not** be able to sent again.

Documents

Documents • Income • List

All	Invoice	Receipt	Claim	Other							
Suppliers	Purchase Order	Status	All	Start Date	End Date	Search by file name/sender email...					
☐	File name	Received	Supplier	Purchase order	Amount	Sender	Type	AP/AR	Status	Approval status	E-Invoice status
☐	 INV-0017	05 Jun 2025 10:51 AM	Chef Vision Pte Ltd	-	SGD 54.5	-	Invoice	AR		-	-

[Back](#) **Invoice** **AR** **INV-0017**
Received on 05 Jun 2025 10:51 AM

Invoice **AR** [Can be sent as E-Invoice](#) [Created in Xero](#)

Details **Notes** **Approval History** **E-Invoice History**

Common Info

Carrier

Currency

Invoice ID

Invoice Date (dd/mm/yyyy)

Receiver Info

Receiver Name

Receiver Address

Remit to Name

Remit to Address

Ship to Name

Ship to Address

Supplier Info

Supplier Name

Supplier Address

Supplier Tax ID

Step 3: Review and Send as an E-invoice

1. Check that everything looks good, and click **“Send as E-invoice”** and **Submit**
2. The invoice will be sent to the Myinvois as E-invoice

[Back](#) **Invoice** **AR** **INV-0017**
Received on 05 Jun 2025 10:51 AM

Invoice **AR** [Can be sent as E-Invoice](#) [Created in Xero](#)

Details **Notes** **Approval History** **E-Invoice History**

Common Info

Carrier

Currency

Invoice ID

Invoice Date (dd/mm/yyyy)

Receiver Info

Receiver Name

Receiver Address

Remit to Name

Remit to Address

Ship to Name

Ship to Address

Supplier Info

Supplier Name

Submit E-Invoice

AI has retrieved previous receiver data. Please review the details before submitting.

From:

Chef Vision Pte Ltd

To:

Customer Name

Accrets International Pte Ltd

Customer's UEN

201302521R

Customer Address

1 Kaki Bukit Road 1m #02-44

Customer's Zip

415934

Customer's City

Singapore

Invoice number

INV-0017

Currency

Singapore Dollar (SGD)

Issue date

06/05/2025

Due date

06/05/2025

Details:

Description	Quantity	Unit	Unit Price	Total (Excl. Tax)	Tax Type	Tax Amount	Total (inc. Tax)
Test	1	one	SGD 50	SGD 50	(9%) Standard	SGD 4.5	SGD 54.5

+ Add Item

Remove

Subtotal (9.0%)

54.5

Total

54.5

Submit

Step 4: Track the Status

You can always log in to ASSIST to see whether your invoice was sent, received, or still pending.

E-Invoices

Documents • Income • E-Invoices • List

All Succeeded Cleared Pending Failed

Start date

End date

Search customer or invoice number...

☐	Number	Submitted on ↓	Receiver (Company) name	Issue Date	Amount	Type	Status
☐	123456	26 May 2025 5:20 PM	Accrets International Pte Ltd	26 May 2025	SGD 720	Invoice	✓
☐	123456	26 May 2025 3:38 PM	Accrets International Pte Ltd	26 May 2025	SGD 720	Invoice	✓
☐	123456	26 May 2025 2:35 PM	Accrets International Pte Ltd	26 May 2025	SGD 600	Invoice	✓

Dense

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