

INVOICENOW-READY SOLUTION PROVIDER ACCREDITATION SCHEME

Version: V1.5

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INTRODUCTION

This guide is intended to provide an overview of the InvoiceNow-Ready Solution Provider (IRSP) Accreditation process and criteria for parties interested to become an IMDA-accredited IRSP in Singapore. InvoiceNow-ready solution refers to an invoice system¹ that includes features to support InvoiceNow and GST InvoiceNow Requirement. It can be any of the type of solutions described below which are connected to the InvoiceNow network:

- Full accounting/ERP product
- Branded product wrapped around a technology base code/white labelled
- Product with Access Point Connection Component (e.g. MS Dynamics, SAP B1)
- Either multi-tenanted or single-tenanted
- Either cloud-based or desktop

INVOICENOW-READY SOLUTION PROVIDER CRITERIA

The table below describes the criteria to become an IMDA-accredited IRSP. Please note that preferred criteria are not mandatory in the assessment to become an IMDA-accredited IRSP, but we encourage you to have your solution ready for them.

S/N	Mandatory Criteria	Description
InvoiceNow Requirements		
1.	Your solution must be able to register the business user on the SG SMP through an IMDA certified Access Point. Once registered, the Peppol ID will be listed in the Singapore Peppol Directory. https://www.peppoldirectory.sg Please take note that user's explicit consent must be obtained before user	<u>First-time application</u> IRSP Prime is required to do a live product demonstration of the solution's InvoiceNow registration process of your customer. <u>Renewal of application</u> IRSP Prime is expected to provide screenshots of your solution's

¹ Invoice System is either a single system or combination of systems that contain invoice details. This could include but not limited to: (i) ERP System, (ii) Billing System, (iii) Procurement System, (iv) Supply Chain System, (v) Accounts Payable/Receivable System, (vi) Accounting System, (vii) Other systems that contain invoice data. In addition, there may be middleware solutions that tie the various elements into a whole for invoice data submission.

S/N	Mandatory Criteria	Description
	<p>can be registered on the InvoiceNow network.</p> <p>The registration of a business user must be completed within 3 working days from the time of the user's request to the time when the user is successfully registered on the SMP.</p>	<p>InvoiceNow registration process of your customer.</p>
2.	<p><u>Sending of Invoice</u></p> <p>Your solution must be able to send invoice on the InvoiceNow network through an IMDA-accredited Access Point.</p> <p>Please ensure that you can demonstrate the sending of invoice via your solution with a valid test account.</p> <p>There should be no human intervention during invoice data transmission from your solution to the Access Point.</p>	<p><u>First-time application</u></p> <p>IRSP Prime is required to do a live product demonstration of the solution's invoice creation and sending process. This includes sending a live test invoice to IMDA's demo account.</p> <p><u>Renewal of application</u></p> <p>IRSP Prime is expected to provide screenshots of your solution's invoice creation and sending process.</p>
3.	<p><u>Receiving of Invoice</u></p> <p>Your solution must be able to receive invoice from the InvoiceNow network through an IMDA-accredited Access Point and display the invoice correctly.</p> <p>Please ensure that you can demonstrate the receiving of invoice via your solution with a valid test account.</p> <p>There should be no human intervention during invoice data transmission from the Access Point to your solution.</p>	<p><u>First-time application</u></p> <p>IRSP Prime is required to do a live product demonstration of the solution's invoice receiving process. This includes receiving a live test invoice from IMDA's demo account.</p> <p><u>Renewal of application</u></p> <p>IRSP Prime is expected to provide screenshots of your solution's invoice receiving process.</p>

S/N	Mandatory Criteria	Description
4.	<p>Your solution must be able to capture and maintain the Peppol IDs of your users' business partners (i.e. their customers and /or supplier).</p>	<p><u>First-time application</u></p> <p>IRSP Prime is required to do a live product demonstration of the solution's ability to capture and maintain the Peppol IDs of your users' business partners.</p> <p><u>Renewal of application</u></p> <p>IRSP Prime is expected to provide screenshots of your solution's ability to capture and maintain the Peppol IDs of your users' business partners.</p>
5.	<p><u>Receiving of Order</u></p> <p>Your solution should be able to receive order on the InvoiceNow network through an IMDA-accredited Access Point.</p> <p>Please ensure that you can demonstrate the receiving of order via your solution with a valid test account.</p> <p>There should be no human intervention during order data transmission from Access Point to your solution.</p>	<p><u>First-time application</u></p> <p>IRSP Prime will do a live product demonstration showing your solution's order receiving process.</p> <p><u>Renewal of application</u></p> <p>IRSP Prime will provide screenshots of your solution's order receiving process.</p>
6.	<p><u>Converting of Order to Invoice</u></p> <p>Your solution should be able to convert an incoming order from the InvoiceNow network into an invoice (that is able to retain all the information of the order) through an IMDA accredited Access Point.</p> <p>Please ensure that you are able to demonstrate the conversion of order into</p>	<p><u>First-time application</u></p> <p>IRSP Prime will do a live product demonstration showing your solution's order to invoice conversion process.</p> <p><u>Renewal of application</u></p> <p>IRSP Prime will provide screenshots of your solution's order receiving and invoice conversion process</p>

S/N	Mandatory Criteria	Description
	<p>an invoice via your solution with a valid test account.</p>	
7.	<p><u>Sending of Invoice Response</u></p> <p>Your solution should be able to send invoice response on the InvoiceNow network through an IMDA-accredited Access Point.</p> <p>Please ensure that you can demonstrate the sending of invoice response via your solution with a valid test account.</p> <p>There should be no human intervention during invoice response data transmission from your solution to the Access Point.</p>	<p><u>First-time application</u></p> <p>IRSP Prime will do a live product demonstration showing your solution's invoice response creation and sending process.</p> <p><u>Renewal of application</u></p> <p>IRSP Prime will provide screenshots of your solution's invoice response creation and sending process.</p>
8.	<p><u>Receiving of Invoice Response</u></p> <p>Your solution should be able to receive invoice response on the InvoiceNow network through an IMDA-accredited Access Point.</p> <p>Please ensure that you can demonstrate the receiving of invoice response via your solution and process them to display the correct invoice status with a valid test account.</p> <p>There should be no human intervention during invoice response data transmission from the Access Point to your solution.</p>	<p><u>First-time application</u></p> <p>IRSP Prime will do a live product demonstration showing your solution's invoice response receiving process.</p> <p><u>Renewal of application</u></p> <p>IRSP Prime will provide screenshots of your solution's invoice response receiving process.</p>

S/N	Preferred Criteria	Description
1.	Your solution should be able to lookup the users' customers and/or suppliers and check whether they are on InvoiceNow network.	<p><u>First-time application</u> IRSP Prime will do a live product demonstration of the solution's functionality to lookup the users' customers and/or suppliers and check whether they are on network.</p> <p><u>Renewal of application</u> IRSP Prime will provide screenshots of your solution's functionality to lookup the users' customers and/or suppliers and check whether they are on network.</p>
2.	When the user is sending an invoice, your solution should be able to determine if the recipient of the invoice is on the InvoiceNow network and provide the option to the user to send the invoice via InvoiceNow or other method(s).	<p><u>First-time application</u> IRSP Prime will do a live product demonstration showing this process.</p> <p><u>Renewal of application</u> IRSP Prime will provide screenshots showing this process.</p>
3.	<p><u>Sending of Credit Note</u></p> <p>Your solution should be able to send credit note on the InvoiceNow network through an IMDA-accredited Access Point.</p> <p>Please ensure that you can demonstrate the sending of credit note via your solution with a valid test account.</p> <p>There should be no human intervention during credit note data transmission from your solution to the Access Point.</p>	<p><u>First-time application</u> IRSP Prime will do a live product demonstration showing your solution's credit note creation and sending process.</p> <p><u>Renewal of application</u> IRSP Prime will provide screenshots of your solution's credit note creation and sending process.</p>
4.	<u>Receiving of Credit Note</u>	<u>First-time application</u>

S/N	Preferred Criteria	Description
	<p>Your solution should be able to receive credit note from the InvoiceNow network through an IMDA-accredited Access Point and display the credit note correctly.</p> <p>Please ensure that you are able to demonstrate the receiving of credit note via your solution with a valid test account.</p> <p>There should be no human intervention during credit note data transmission from the Access Point to your solution.</p>	<p>IRSP Prime will do a live product demonstration showing your solution's credit note receiving process.</p> <p><u>Renewal of application</u></p> <p>IRSP Prime will provide screenshots of your solution's credit note receiving process.</p>

INVOICENOW-READY SOLUTION PROVIDER ACCREDITATION PROCESS

The table below describes the InvoiceNow-Ready Solution Provider Prime Accreditation Process for first-time applicants.

S/N	Step	Description	Role
1.	Register interest and submit FormSG	<p>a) Please register interest by writing to invoice@imda.gov.sg.</p> <p>b) Upon receiving the email, IMDA will provide a FormSG link for IRSP to complete.</p>	<ul style="list-style-type: none"> IRSP Prime IMDA
2.	Complete product demo	<p>After reviewing the FormSG submission, IMDA will schedule a live product demo with the IRSP Prime.</p> <p>In this live demo, the IRSP Prime will be required to demonstrate the mandatory criteria. They can also</p>	<ul style="list-style-type: none"> IRSP Prime IMDA

S/N	Step	Description	Role
		choose to demonstrate any of the preferred criteria.	
3.	Creation of sub-org in SG SMP	Upon the successful completion of product demo, IMDA will provide an in-principle approval to the IRSP. IRSP is required to work with its Access Point for the creation of sub-org in the SG SMP.	<ul style="list-style-type: none"> • IRSP Prime
4.	Obtain confirmation of IRSP accreditation	<p>After the above activities have been successfully completed, IMDA will send an email on the confirmation of IRSP Prime accreditation.</p> <p>IRSP Prime to send IMDA a list of their resellers and any other related information to be published on IMDA website.</p> <p>IRSP Prime should keep IMDA updated when there are changes to their resellers.</p> <p>After which, the IRSP Prime and their resellers (if any) will be added to the following communication channels:</p> <ul style="list-style-type: none"> - IRSP MS Teams channel "SG InvoiceNow-Ready Solution Provider" - IRSP email distribution list <p>The IRSP Prime and Reseller company information provided will also be listed on IMDA website.</p>	<ul style="list-style-type: none"> • IRSP Prime • IMDA

Version control

S/N	Version	Change description	Updated by	Date
1	V1.0	Initial creation – adapted from PRSP criteria	Ging Ng	23 Sep 2022
2	V1.1	Added order receive and conversion to invoice	Ging Ng	4 Nov 2022
3	V1.2	Removed credit note from the mandatory criteria	Shervonne Chan	2 Mar 2023
4	V1.3	Added the mandatory date for PO and IR.	Shervonne Chan	11 May 2023
5.	V1.4	Shifted PO and IR from preferred to mandatory criteria	Shervonne Chan	09 Apr 2024
6.	V1.5	Renamed PRSP to IRSP	Shervonne Chan	12 Aug 2024