



User Manual

# e-invoicing in ODOO



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## 1. Overview

This user manual guides you on sending invoices over the PEPPOL network in ODOO.

## 2. Assumptions

- You are using a dedicated [ODOO ERP](#) instance instead of ODOO online.

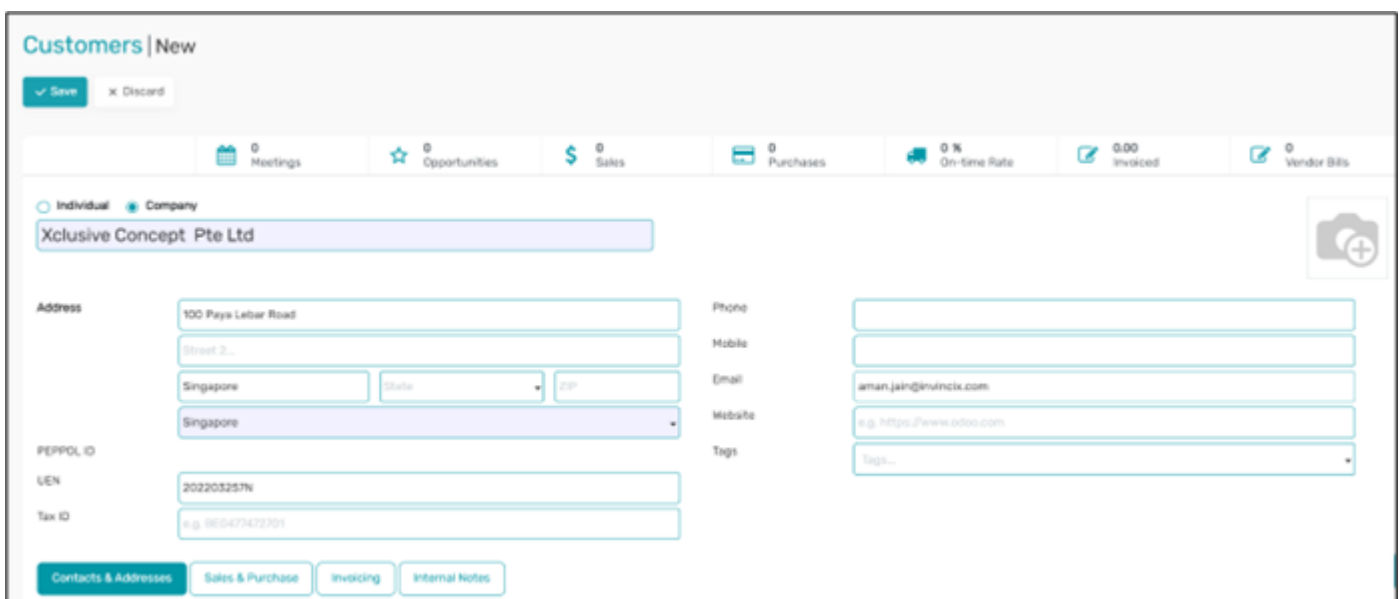
## 3. Onboarding

- Click on the [link](#) to start the onboarding process.
- Once you have submitted your details in the above link, the INVINCIX onboarding team will start the onboarding process.
- You will receive an invitation link to create an account on Banqup.
- While creating an account on Banqup, please take care of the below points.
- If you have registered to any other PEPPOL access point provider besides Banqup, you need to cancel your existing registration and register for Banqup PEPPOL access point provider. [Reference](#).
  - When a user registers on Banqup, Banqup will check for PEPPOL access of the registered UEN.
  - If you create an account on [Banqup](#) but are not yet registered for PEPPOL, you will receive an email notification from them prompting you to register for PEPPOL. Simply follow the guidelines provided in the email to complete your PEPPOL registration process and enjoy the full benefits of Banqup.
  - If you're already registered with another access point for PEPPOL and wish to use Banqup instead, you'll need to cancel your existing registration and re-register specifically for Banqup's access point. Once you've canceled your previous registration, you can register again for PEPPOL using Banqup's access point to integrate with our platform seamlessly.
- For reference to the process of registration on Banqup, [click here](#).
  - The configuration is tentative to take one week at the maximum. The basic SOP is mentioned below:
    - Register on the website using the [link](#).
    - Our onboarding team will send you an invitation to create an account on Banqup.
    - Click on the link and set up the Banqup account for yourself.
    - Once done, our onboarding team will setup the odoo instance for you.
    - The onboarding team does the final configuration on Odoo to enable PEPPOL.
    - The system is now ready to create and send invoices over PEPPOL
  - The INVINCIX onboarding team will hand over the details to you.

- Once the configuration is completed, you can refer to the below-mentioned to carry out various activities related to sending invoices over PEPPOL using ODOO.

## 4. Creating a customer

- Create a new customer by navigating to “Customers” under the “Invoicing” menu.
- Enter the customer details.
- Make sure you enter the correct UEN number.
- Make sure all the address fields including Zip has been filled.
- Click on the Fetch PEPPOL ID button.
- This will fetch the PEPPOL ID of the customer.
- This is an important step since, if a customer does not have a PEPPOL Id, you will not be able to send them invoices over PEPPOL.



Customers | New

Save Discard

0 Meetings 0 Opportunities 0 Sales 0 Purchases 0 % On-time Rate 0.00 Invoiced 0 Vendor Bills

Individual Company

Xclusive Concept Pte Ltd

Address: 100 Paya Lebar Road, Street 2, Singapore, State, ZIP, Singapore

PEPPOL ID

UEN: 202203257N

Tax ID: e.g. 850471473201

Phone, Mobile, Email: aman.jain@invncix.com, Website: e.g. https://www.odoo.com, Tags

Contacts & Addresses Sales & Purchase Invoicing Internal Notes



Individual Company

Xclusive Concept Pte Ltd

Address: 100 Paya Lebar Road, Singapore, Singapore

PEPPOL ID

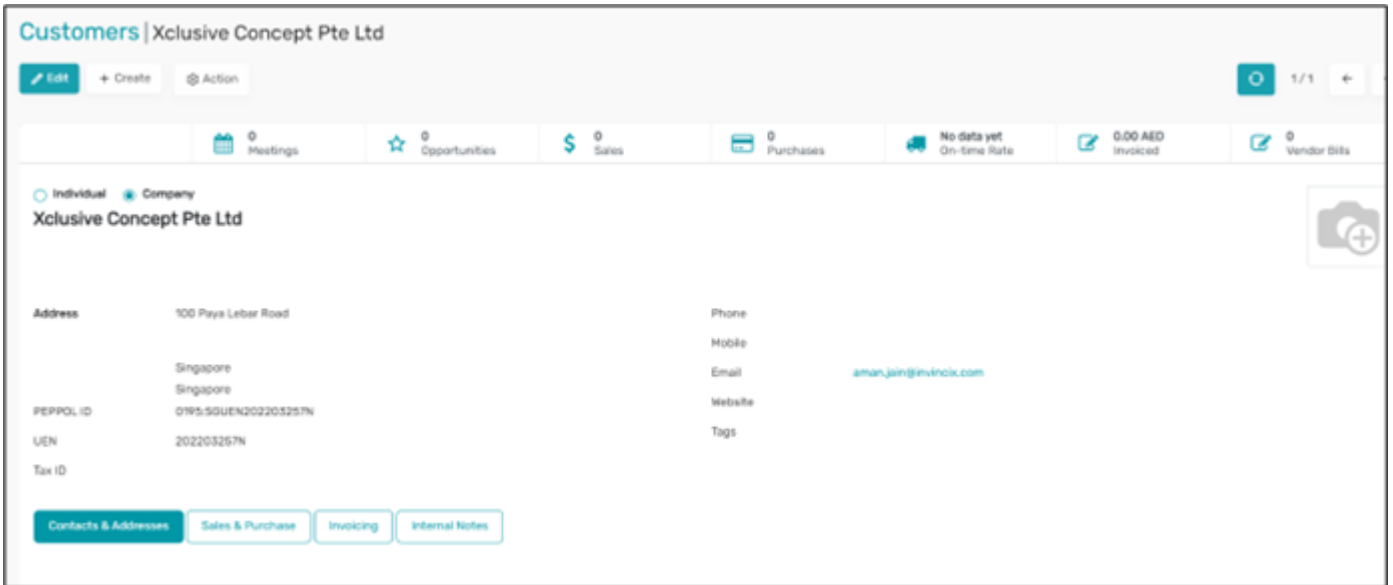
UEN: 202203257N

Tax ID

Phone, Mobile, Email: aman.jain@invncix.com, Website, Tags

Fetch PEPPOL ID

Contacts & Addresses Sales & Purchase Invoicing Internal Notes

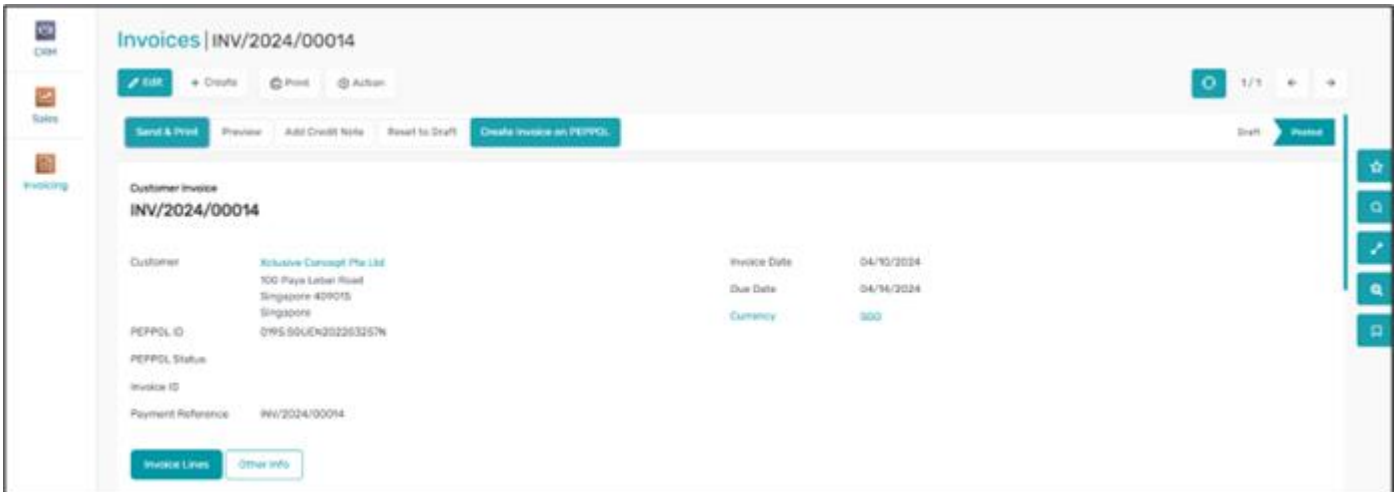


## 5. Creating an invoice

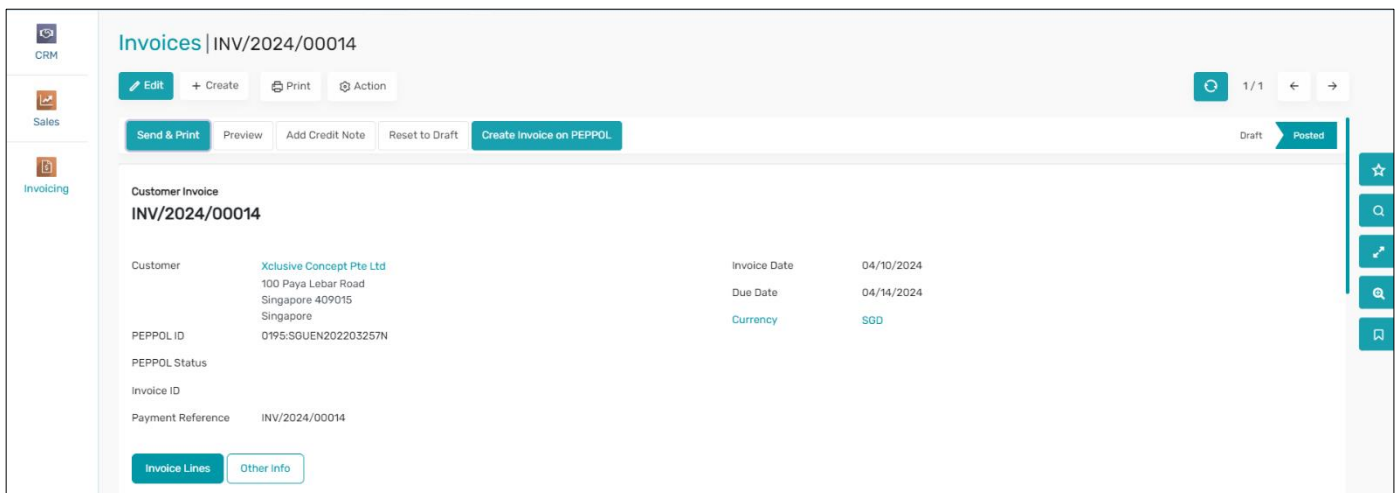
- Click on “Invoices” option under Invoicing menu.
- You will see list of all invoices.

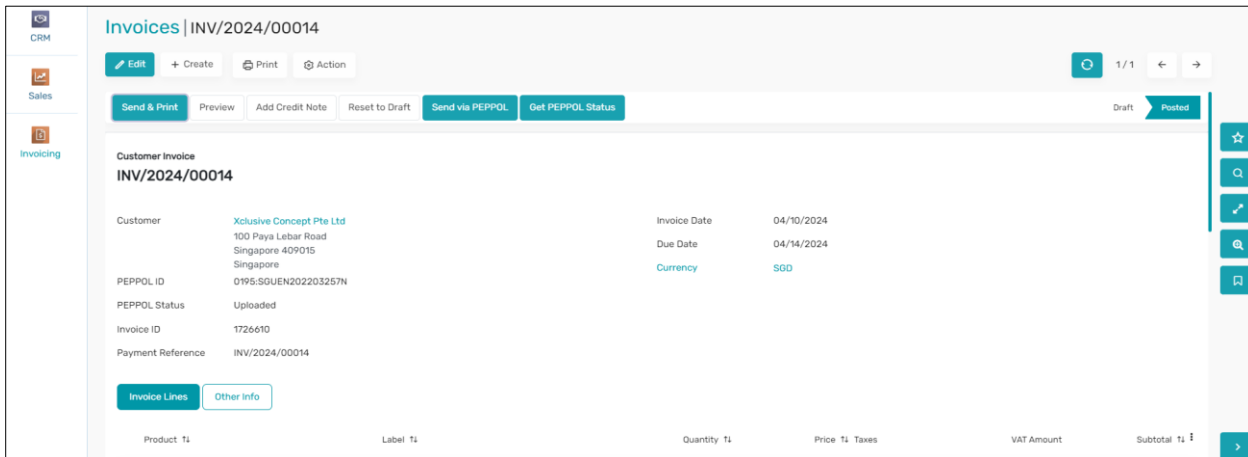
Number	Customer	Invoice Date	Due Date	Next Activity	Tax Excluded	Total	Total in Currency	PEPPOL Status	Payment Status	Status
INV/2024/00003	VERITAG PTE, LTD	04/04/2024	2 days ago		1,21 AED	1,21 AED	55 0.54	Unconfirmed	Not Paid	Posted
INV/2024/00002	Azure Interior	01/28/2024	39 days ago		751,20 AED	751,20 AED	751,20 AED	Delivery Pending	Not Paid	Posted
INV/2024/00001	Azure Interior	01/28/2024	39 days ago		6,768.80 AED	6,768.80 AED	1,500.00 €	Delivery Pending	Not Paid	Posted
INV/2023/00005	AE Company	12/19/2023			3,043.40 AED	3,043.40 AED	3,043.40 AED		Paid	Posted
/	Deco Adilict		81 days ago		19,500.00 AED	19,500.00 AED	19,500.00 AED		Not Paid	Draft

- Click on “Create” button.
- Select the customer whom you want to send the invoice.
- Enter invoice date and due date.
- Enter the invoice lines.
- Click on “Save” button.
- Then click on “Confirm” button.



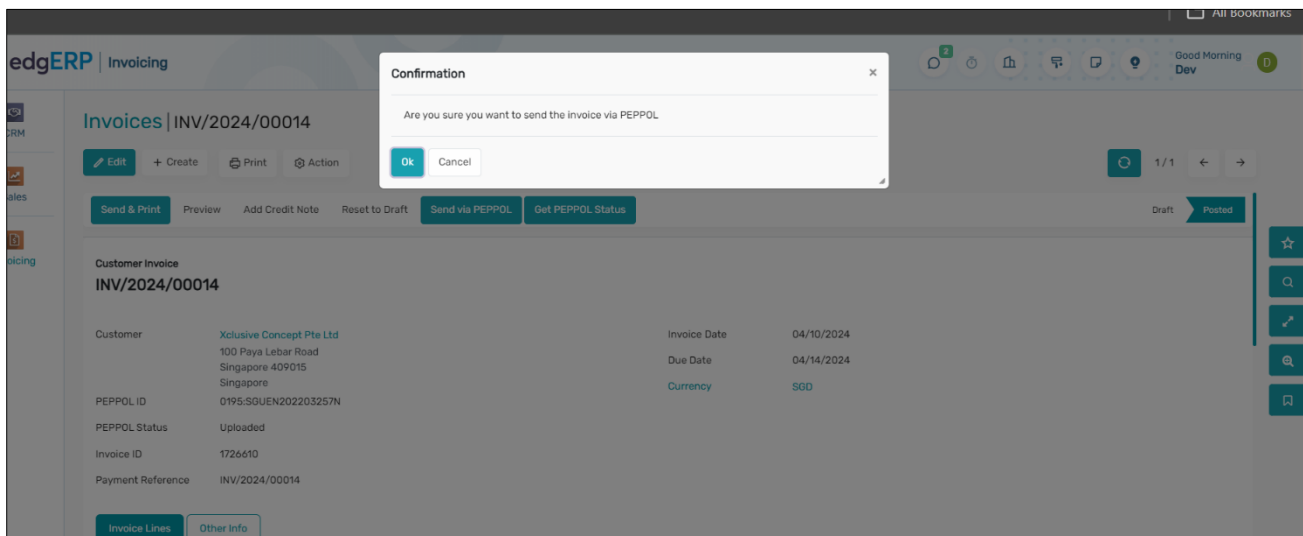
- After clicking on the “Confirm” button, you will be able to see a button named “Create Invoice on PEPPOL”.
- Click on this button if you wish to create and send this invoice over PEPPOL.
- Once you click on the “Create Invoice on PEPPOL” button, the PEPPOL Status field gets updated.
- The value of the field once invoice is created stays “Unconfirmed” or “Uploaded”

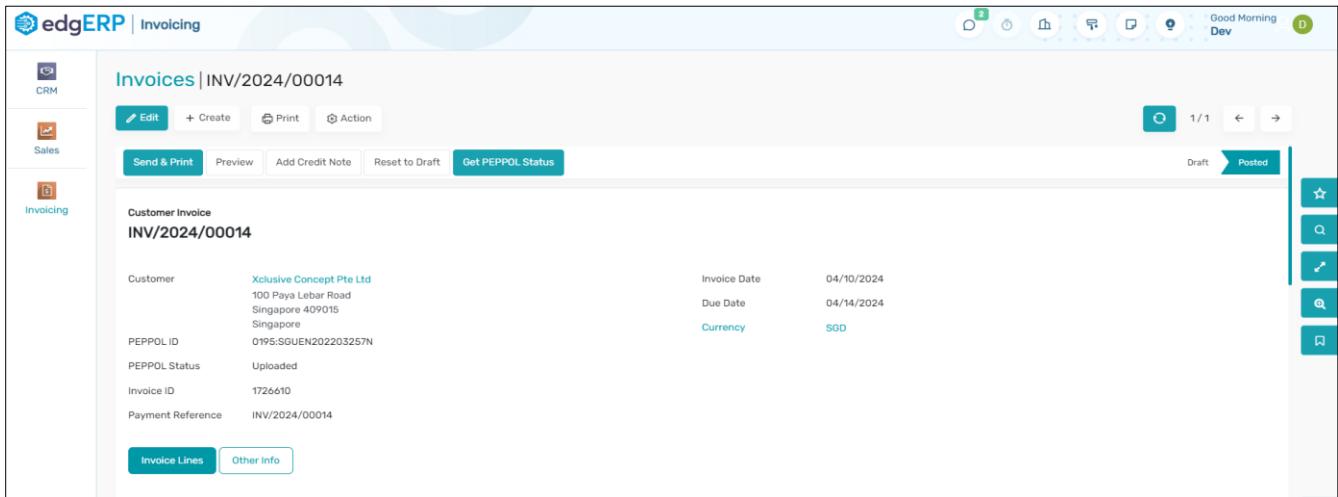




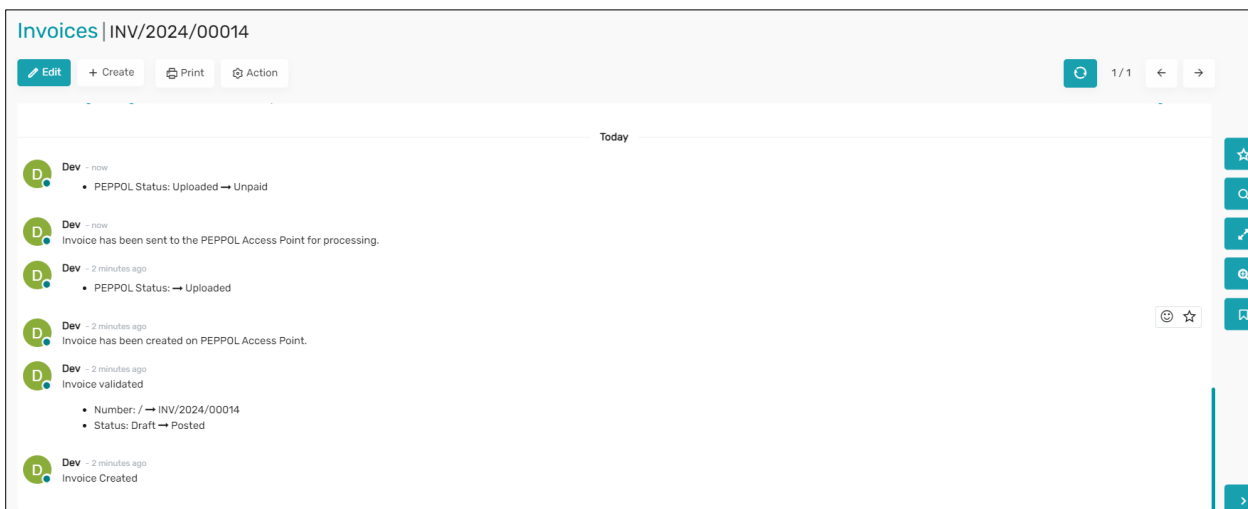
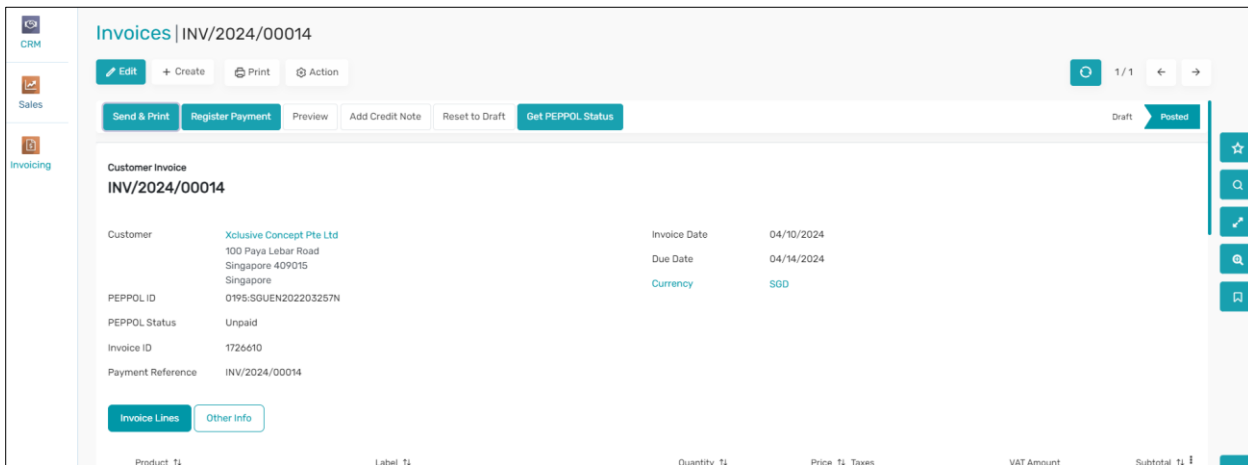
## 6. Sending of invoice

- Click on “Send via PEPPOL” button to send the invoice over PEPPOL.
- A confirmation dialog will appear.
- Click on “Ok” to confirm sending the invoice.





- Your invoice has been sent over to the PEPPOL network for processing.
- Click on “Get PEPPOL Status” button to fetch the updated status of the invoice.





- You can see the complete logs of the invoice in the logs section in the same screen.

\*\*Sometimes it takes a while for the invoice to reach to the customer via peppol. Once the invoice reaches peppol, the status gets updated to “Unpaid”.

## 7. Updating of invoice

- To update an invoice, you need to create a credit note for the existing invoice and select “Full Refund with a Draft Invoice” option as shown below. The edited invoice should go in a new document.
- Click on the “Edit” button and update the invoice details.

Invoices | INV/2024/00016 | Draft Invoice (\* 58)

Customer: Xclusive Concept Pte Ltd  
100 Paya Lebar Road  
Singapore 409015  
Singapore  
PEPPOL ID: 0195:SGUEN202203257N  
PEPPOL Status:  
Invoice ID:  
Payment Reference:

Invoice Date: 04/11/2024  
Due Date: 04/12/2024 or Terms  
Currency: SGD

Product	Label	Quantity	Price	Taxes	VAT Amount	Subtotal
[CONS_0001] Whiteboard Pen	[CONS_0001] Whiteboard Pen	1.00	1.20	VAT 0%	SS 0.00	SS 1.20
[DESK0005] Customizable Desk (Custom, White)	[DESK0005] Customizable Desk (Custom, White) 160x80cm, with large legs.	1.00	0.02	VAT 0%	SS 0.00	SS 0.02

- Click on “Save” button.

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Customer Invoice  
INV/2024/00016

Customer: Xclusive Concept Pte Ltd  
100 Paya Lebar Road  
Singapore 409015  
Singapore  
PEPPOL ID: 0195:SGUEN202203257N  
PEPPOL Status: Delivery Pending  
Invoice ID: 1729169  
Payment Reference: INV/2024/00016

Due Date: 04/15/2024  
Currency: SGD

**Credit Note**

Credit Method:  
 Partial Refund  
 Full Refund  
 Full refund and new draft invoice

The credit note is auto-validated and reconciled with the invoice. The original invoice is duplicated as a new draft.

Reason:

Use Specific Journal: Customer Invoices

Reversal Date:  
 Specific  
 Journal Entry Date

Refund Date: 04/11/2024

Reverse Cancel

- Click on “Confirm”
- You will be able to see a new document is created while we are trying to update an invoice.

Invoices | INV/2024/00016 | Draft Invoice (\* 58)

Edit + Create Print Action

1 / 1

Confirm Preview Cancel Draft Posted

**Customer Invoice**  
**Draft**

Customer	Xclusive Concept Pte Ltd 100 Paya Lebar Road Singapore 409015 Singapore	Invoice Date	04/11/2024
PEPPOL ID	0195:SGUEN202203257N	Due Date	04/12/2024
PEPPOL Status		Currency	SGD
Invoice ID			
Payment Reference			

Invoice Lines Other Info

Product	Label	Quantity	Price	Taxes	VAT Amount	Subtotal
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Invoices | INV/2024/00016 | INV/2024/00017

Edit + Create Print Action

1 / 1

Send & Print Preview Add Credit Note Reset to Draft Create Invoice on PEPPOL Draft Posted

**Customer Invoice**  
**INV/2024/00017**

Customer	Xclusive Concept Pte Ltd 100 Paya Lebar Road Singapore 409015 Singapore	Invoice Date	04/11/2024
PEPPOL ID	0195:SGUEN202203257N	Due Date	04/12/2024
PEPPOL Status		Currency	SGD
Invoice ID			
Payment Reference	INV/2024/00017		

Invoice Lines Other Info

Product	Label	Quantity	Price	Taxes	VAT Amount	Subtotal
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- Now click on “Create Invoice on PEPPOL”. It will create an invoice on PEPPOL.
- After this step, you can continue sending the invoice via PEPPOL.

Invoices | INV/2024/00016 | INV/2024/00017

Edit + Create Print Action

1 / 1

Send & Print Preview Add Credit Note Reset to Draft Send via PEPPOL Get PEPPOL Status Draft Posted

**Customer Invoice**  
**INV/2024/00017**

Customer	Xclusive Concept Pte Ltd 100 Paya Lebar Road Singapore 409015 Singapore	Invoice Date	04/11/2024
PEPPOL ID	0195:SGUEN202203257N	Due Date	04/12/2024
PEPPOL Status	Uploaded	Currency	SGD
Invoice ID	1729187		
Payment Reference	INV/2024/00017		

Invoice Lines Other Info

Product	Label	Quantity	Price	Taxes	VAT Amount	Subtotal
---------	-------	----------	-------	-------	------------	----------

Invoices | INV/2024/00016 | INV/2024/00017

Edit + Create Print Action

Send & Print Preview Add Credit Note Reset to Draft Get PEPPOL Status Draft Posted

**Customer Invoice**  
**INV/2024/00017**

Customer	Xclusive Concept Pte Ltd 100 Paya Lebar Road Singapore 409015 Singapore	Invoice Date	04/11/2024
PEPPOL ID	0195:SGUEN202203257N	Due Date	04/12/2024
PEPPOL Status	Delivery Pending	Currency	SGD
Invoice ID	1729187		
Payment Reference	INV/2024/00017		

Invoice Lines Other Info

Product T1	Label T1	Quantity T1	Price T1	Taxes	VAT Amount	Subtotal T1
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## 8. Registering payment for invoice

- The button to register a payment comes only when the status of the invoice changes to "UNPAID" which means if the invoice is successfully delivered to the customer.

## 9. Received invoices from PEPPOL

- To see invoices received from PEPPOL, click on "Bills" under "Vendor" under the "Invoicing" menu.
- You can use the filter "Peppol Invoices" to see only the invoices received via PEPPOL.

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CRM Sales Invoicing Apps Settings

**Bills**

+ Create Export All Fetch Peppol Invoice Status

Number T1	Vendor T1	Bill Date T1	Due Date T1	Reference T1	Next Activity	Tax Excluded T1	Total T1	Total in Currency T1	PEPPOL Status T1
/	AE Company	12/19/2023	12/19/2023			-250.00 AED	-262.50 AED	-262.50 AED	
/	#Created by: OdooBot				Update address	0.00 AED	0.00 AED	0.00 AED	
BILL/2023/12/0001	Azure Interior	12/01/2023	68 days ago			-1,230.00 AED	-1,230.00 AED	-1,230.00 AED	

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CRM Sales Invoicing Apps Settings

**Invoices**

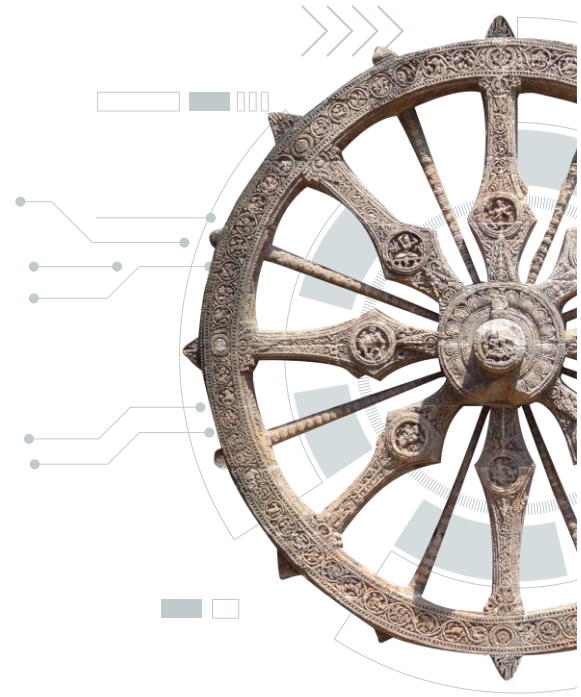
+ Create Export All Fetch Peppol Invoice Status

Number T1	Customer T1	Invoice Date T1	Due Date T1	Next Activity	Tax Excluded T1	Total in Currency T1	PEPPOL Status T1	Payment Status T1	Status T1
INV/2024/00009	Xclusive Concept Pte Ltd	04/08/2024	Today		0.04 AED	0.04 AED	Delivery Pending	Not Paid	Posted
INV/2024/00008	Xclusive Concept Pte Ltd	04/08/2024	Today		0.03 AED	0.03 AED	Unconfirmed	Not Paid	Posted
INV/2024/00007	Xclusive Concept Pte Ltd	04/08/2024			0.02 AED	0.02 AED	Unconfirmed	Reversed	Posted

My Invoices  
Peppol Invoice  
Draft  
Posted  
Cancelled  
To Check  
Unpaid  
Paid



"Simplicity is our culture and simplification is what we do"



## Our offices



### India

Plot no.353, 1st Floor,  
Infocity Ave, Sishu Vihar,  
Patia, Bhubaneswar-751024,  
Odisha, India



### Vietnam

02nd floor, Saigon Paragon  
Building, No.3,  
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Tan Phu Ward, District 07,  
Ho Chi Minh City, Vietnam



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#02 03 Furama, City Centre,  
Singapore 059804



### UK

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Twickenham, London,  
Tw2 6hr

