

How to send Invoices via InvoiceNow Network?

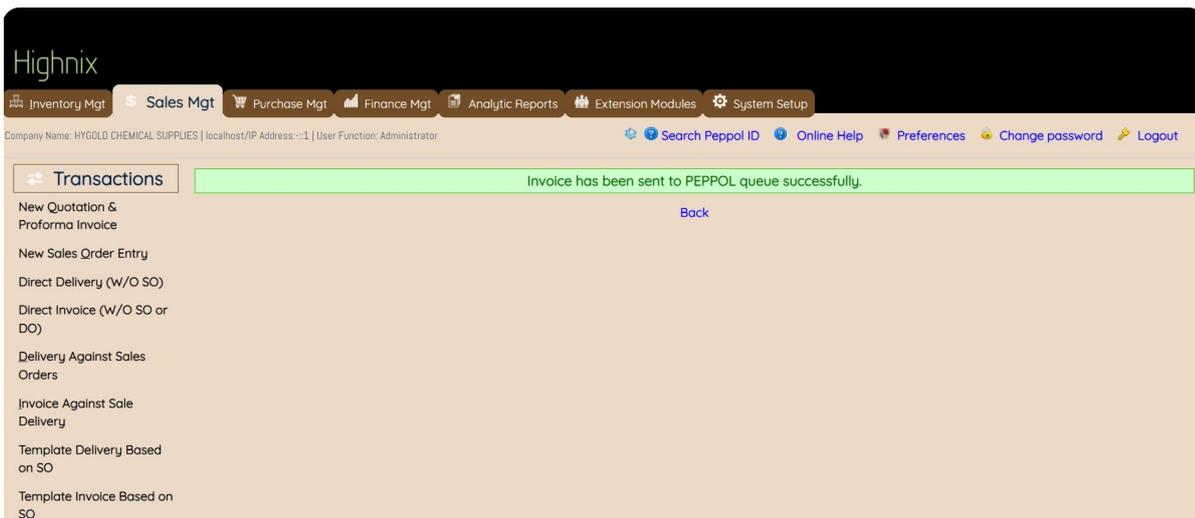
Users can watch the video demo by [Clicking Here](#).

1. Prepare an invoice as normal.
2. After preparing the invoice, click on the link "Send E-Invoice via Peppol" link.
3. You will see a return message "Invoice has been sent to PEPPOL queue successfully".

Item Code	Item Description	Quantity	Unit	Price before Tax	Discount %	Total
A-BL-A-34L	Super Bleach-A-34L	100	pc.	1.80	0.0	180.00
A-HC-AHS-5L	Anti-bacterial Hand Soap-5L	200	pc.	5.70	0.0	1,140.00
	A-BL-A-34L - Super Ble	1	pc.	1.80	0.0	1.80
Shipping Charge						0.00
Sub-total						1,320.00
GST SR (7%)						92.40
Customer Account GST Amount**						0.00
Less Customer Account GST Amount**						0.00
Amount Total						1,412.40

Invoice # 2122 has been entered.

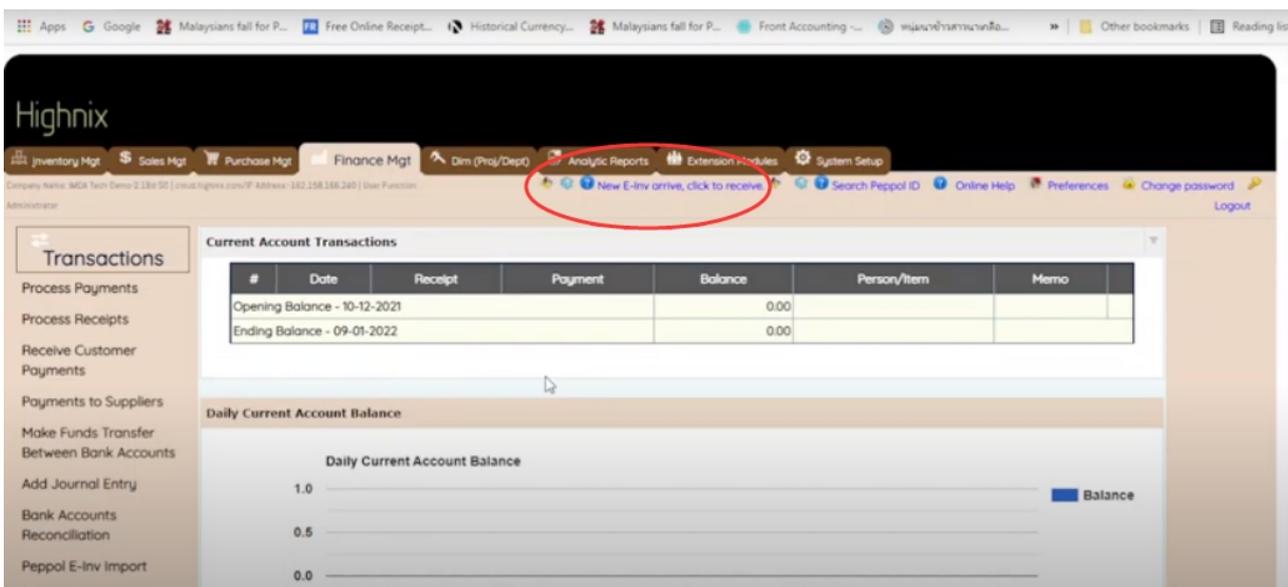
- [View This Invoice](#)
- [Print Sales Invoice](#)
- [Display PayNow QR Code](#)
- [Send E-invoice via Peppol](#)
- [Email Sales Invoice](#)
- [View the GL Journal Entries for this Invoice](#)
- [Enter a New Direct Invoice](#)
- [Entry customer payment for this invoice](#)
- [Add an Attachment](#)



To receive and process inbound E-invoice:

Users can watch the video demo by [Clicking Here](#).

1. Click on the Notification appear on the screen. All the inbound E-invoices received will be transferred to the database automatically.



2. The incoming E-invoices sitting in the database are subjected to confirmation. Under Finance tab, click on "Peppol E-inv Inquiry". All the E-invoices will be listed.

3. Click on the button of the respective invoices and the system will map the invoice with the corresponding PO and Good Receive Notes. If found, it will map and display on the screen automatically. Just click on accept and the invoice will be converted to Account Payable.

4. If the E-Invoice is invalid such as no corresponding PO or GRN is found, it will not allow user to process it.

