How to authorise YOUR APPOINTED INVOICENOW SOLUTION PROVIDER

All businesses have to authorise their selected service provider to register and enable them to transact on the InvoiceNow network. IMDA has adopted a reliable method for such authorisation using CorpPass.

IN 3 EASY STEPS!

Important Note: Look out for email with authorisation link

From: donotreply@test.peppolsmp.sg <donotreply@test.peppolsmp.sg>
Sent: Tuesday, 9 November 2021 9:50 AM
To: Casey TAN (IMDA) <Casey_TAN@imda.gov.sg>
Cc: cs@example.com; casey@sgnic.sg
Subject: Registration of 'InfoDesign Pte Ltd' on InvoiceNow

Dear Sir/Madam,

Thank you for your application for InvoiceNow account with **Accounting SP** through **Acme AP** as your Access Point provider. Your application was initiated by **Casey TAN** as the business representative for **InfoDesign Pte Ltd**.

We understand that your organisation may not have registered for a CorpPass account. A CorpPass account is required to proceed with the application process. Kindly, register for a CorpPass ID for your company HERE.

After registering your CorpPass ID, you may proceed to use the CorpPass Administrator ID from **InfoDesign Pte Ltd** to log into CorpPass and to authorise **Accounting SP** through **Acme AP** as the access provider to connect your company to the InvoiceNow network. You have 28 days from the date of this application to complete this authorisation process.

Please proceed with the authorisation HERE.

You may approach your business representative **Casey TAN** or your Service Provider **Accounting SP** for any clarification.

InvoiceNow Administrator

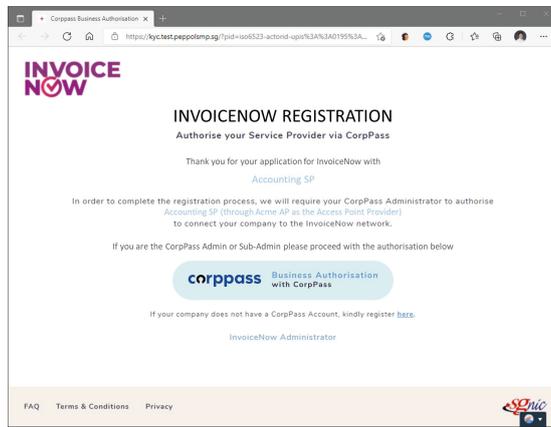**An email will be sent to the business representative who registered to be on InvoiceNow.**

• You will need to be the appointed CorpPass Admin or CorpPass Sub-Admin of your company to complete the authorisation process.

• If you are not the appointed CorpPass Admin or Sub-Admin, please forward this email to the correct person to complete this process.
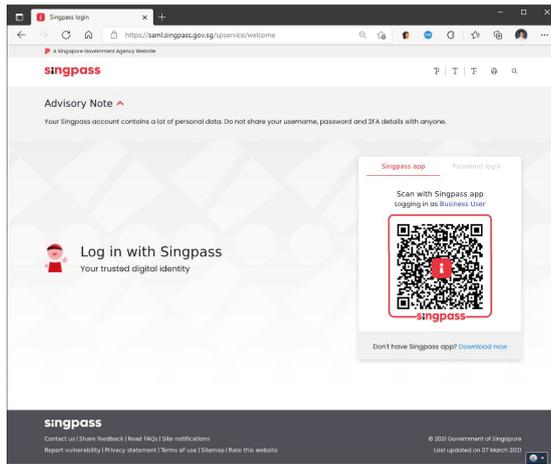
1 VERIFY YOUR APPOINTED SERVICE PROVIDER

Ensure that your company's name, UEN and the appointed solution provider details are correct before proceeding with the authorisation.
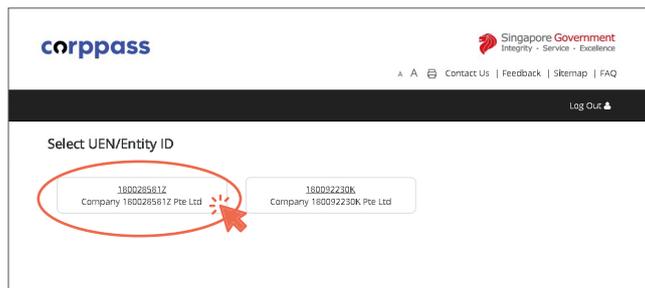

2 LOGIN TO YOUR CORPPASS ACCOUNT

Use your SingPass credentials associated to your CorpPass account.

3 SELECT THE CORRECT COMPANY UEN

If there are more than one company reflected, select the correct company you are registering on InvoiceNow.

Authorisation is Completed!

You will be directed to a "Successful Registration" page once the authorisation is completed and a confirmation email will be sent to your business representative.

CONGRATULATIONS
Your registration is successfully completed

You have successfully authorised
Accounting SP
(through Acme AP as the Access Point Provider)
to connect your company on the InvoiceNow network.

A copy of the following details will be emailed to your business representative.

Company Details
Company Name: InfoDesign Pte Ltd – SGUEN180028581Z
Company ID: 0195:SGUEN180028581Z
Business Representative: Casey Tan
Business Representative Email: casey_tan@example.com

Service Provider Details
Company Name: Accounting SP
Email Contact: cs@example.sg
Phone Contact: +65 67552488

FAQ   Terms & Conditions   Privacy

From: donotreply@test.peppolsmp.sg donotreply@test.peppolsmp.sg
Sent: Tuesday, 9 November 2021 10:50 AM
To: Casey TAN (IMDA) Casey_TAN@imda.gov.sg
Cc: cs@example.com; casey@sgnic.sg
Subject: [Successful] Registration of 'InfoDesign Pte Ltd' on InvoiceNow

Dear Sir/Madam,

Congratulations! You have successfully authorised **Accounting SP** through **Acme AP** as your Access Point provider to connect your company on the InvoiceNow network. Please find the following details below for your retention.

Company Details
Company Name: InfoDesign Pte Ltd
Company Peppol ID: 0195: SGUEN180028581Z
Business Representative: Casey TAN
Business Representative Email: casey_tan@example.com

Service Provider Details
Company Name: Accounting SP
Email Contact: cs@example.sg
Phone Contact: +65 67552488

InvoiceNow Administrator