eInvoice
Step-by-step Guide

QuickBooks Online + LinkFor

InvoiceNow

Prepared by:

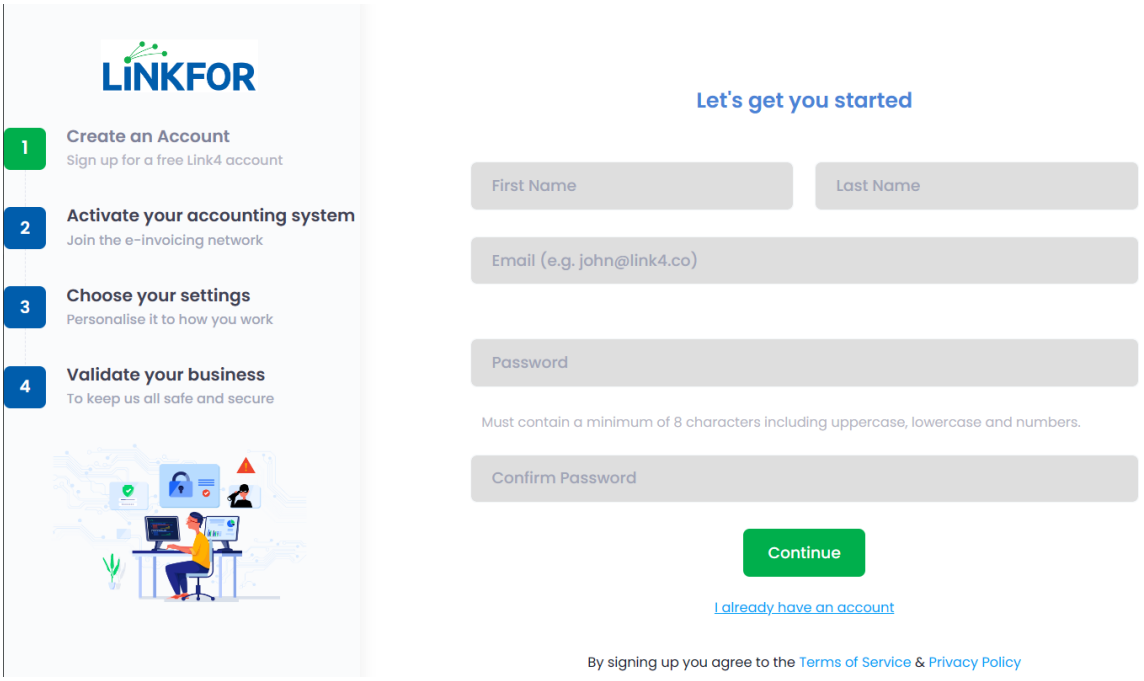
ACloud Bookkeeping Pte Ltd
QuickBooks Online Certified ProAdvisor & Trainer

Pre-Approved@SMEsGoDigital Vendor (9Dec 2021 to 8Dec 2023)
Peppol-Ready Solution Provider(15Nov 2022 to 15Nov 2023)

For Sales Inquiry, pls email to:
ACloud.Sales@gmail.com

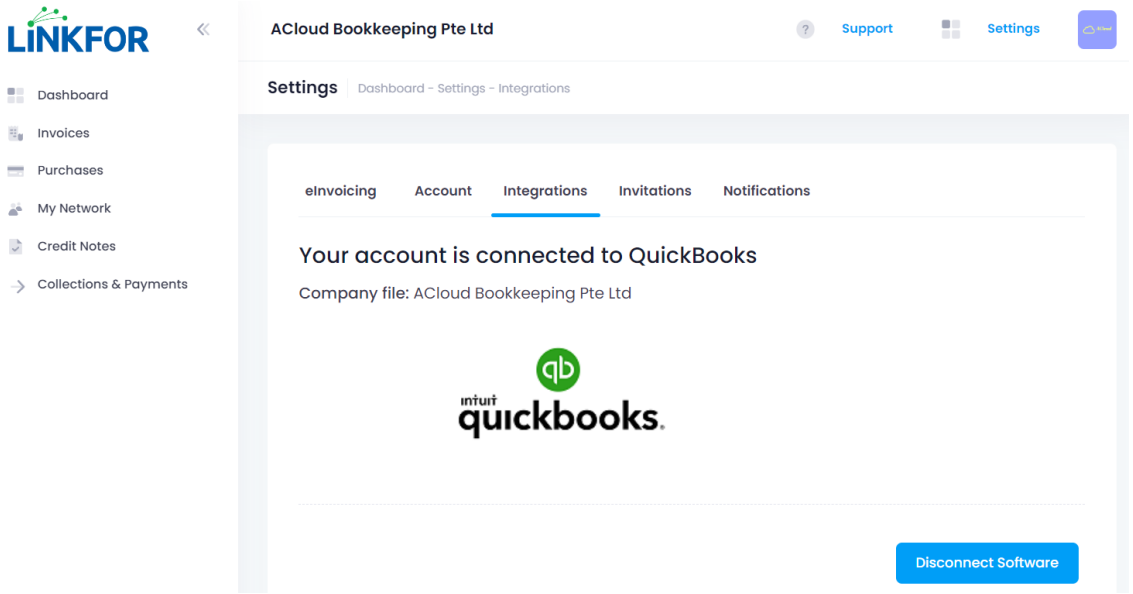
1. Register your LinkFor Account:

Go to *https://linkfor.asia/*, click SIGN UP, and follow the steps to complete registration.



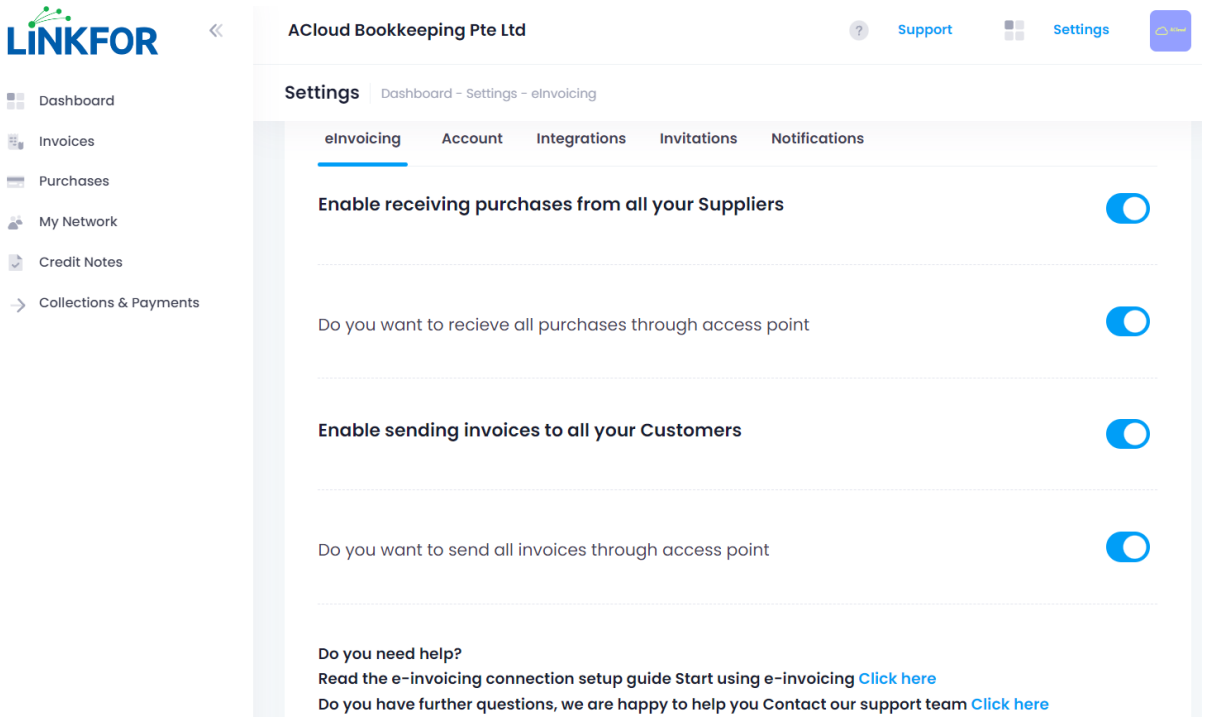
2. Integrate your QuickBooks Online(QBO) to your LinkFor Account

Go to LinkFor -> Settings -> Integrations, and make sure your QBO is connected.



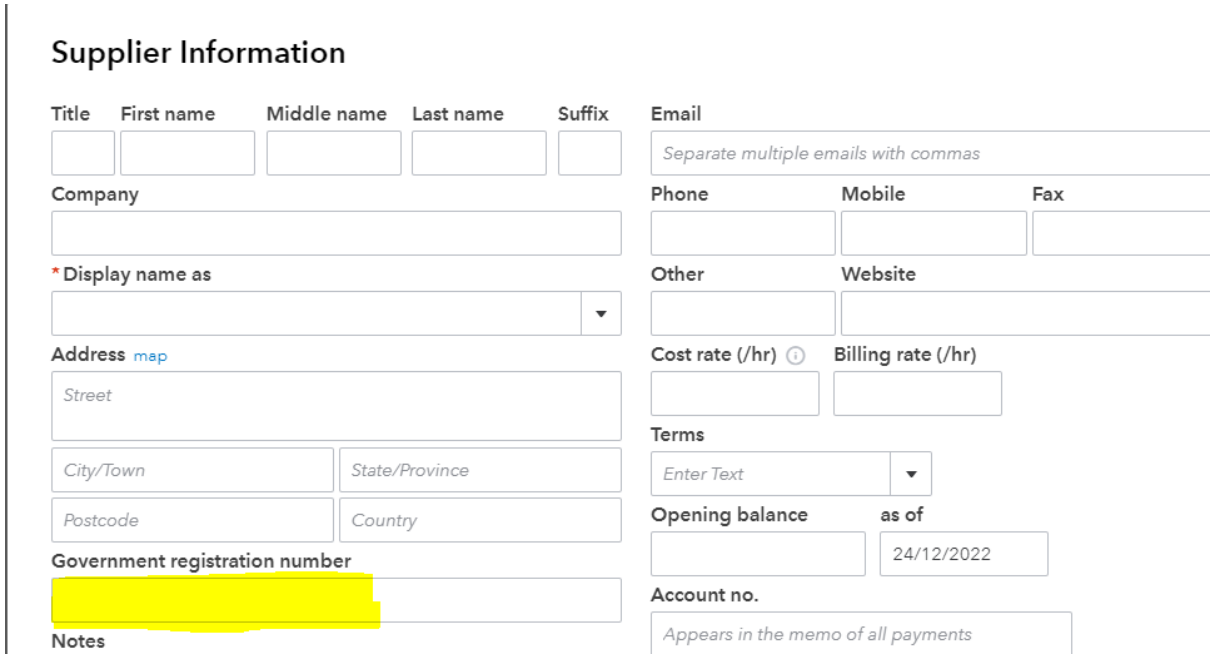
3. Configure your eInvoicing Setting in LinkFor

Go to LinkFor -> Settings -> eInvoicing, and set your eInvoicing preferences.



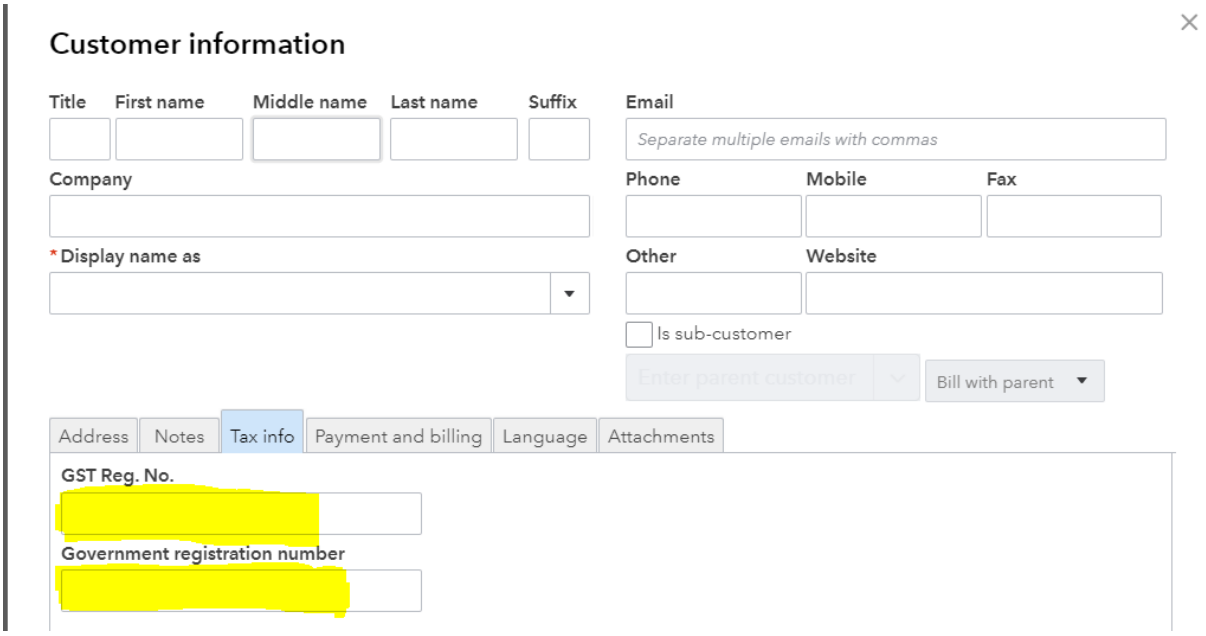
4. Enter Supplier UEN/Peppol ID in your QBO

Go to QBO -> Suppliers - > New to add new supplier UEN/Peppol ID or
Click Edit to add UEN/Peppol ID for existing supplier



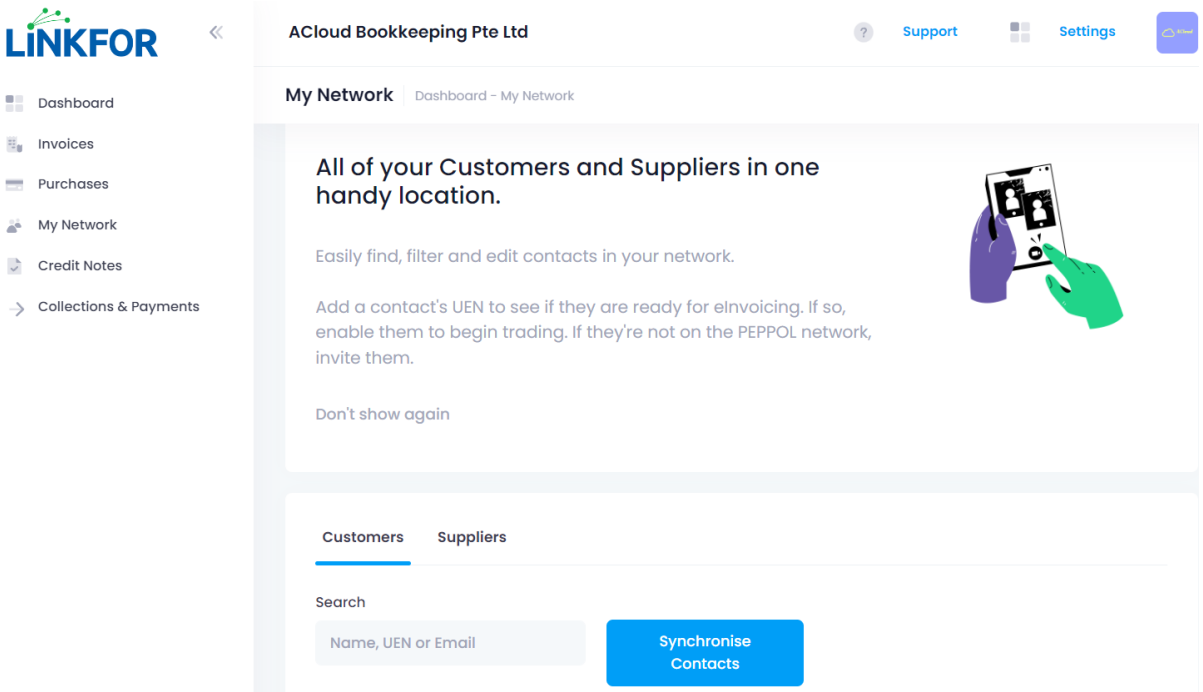
5. Enter Customer UEN/Peppol ID in your QBO

Go to QBO -> Customers - > New to add new customer UEN/Peppol ID or
Click Edit to add UEN/Peppol ID for existing customer



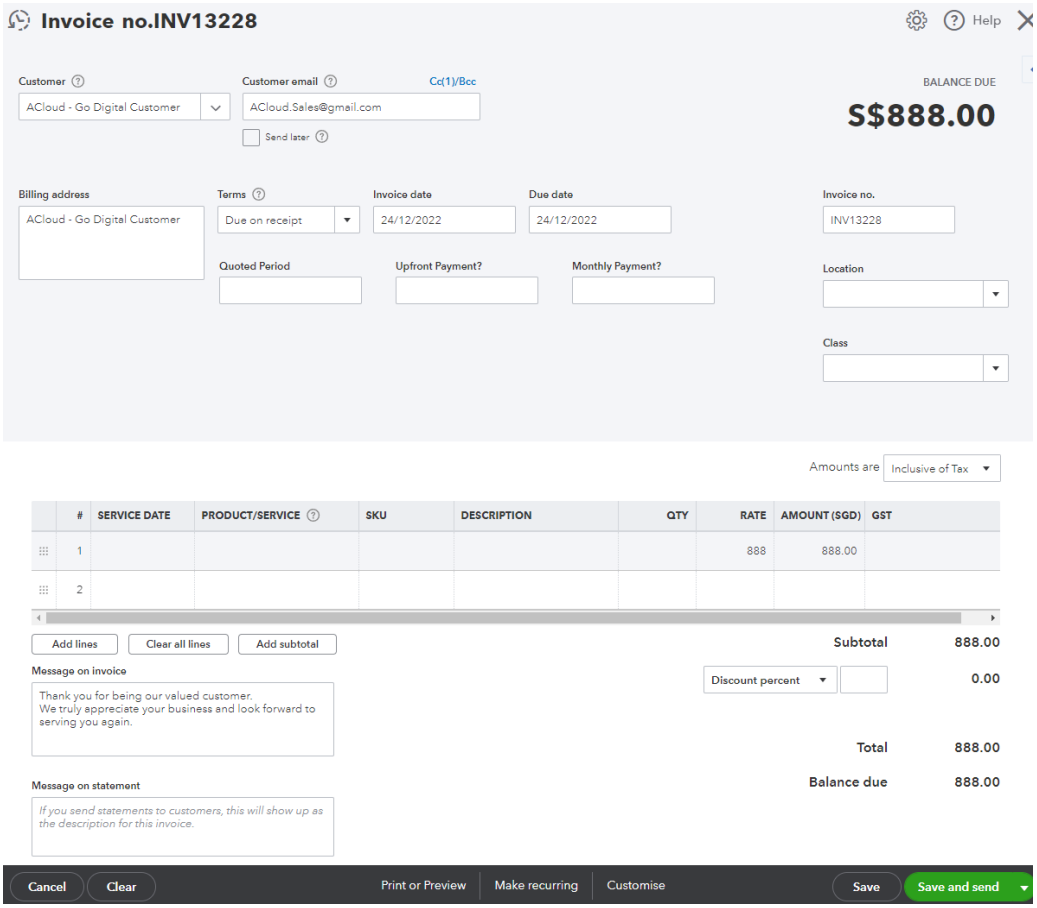
6. Synchronise your QBO Contacts(Both customers & suppliers) to LinkFor

Go to LinkFor -> My Network -> Click Synchronise Contacts to make sure both your customers & suppliers' eInvoicing statuses are captured.



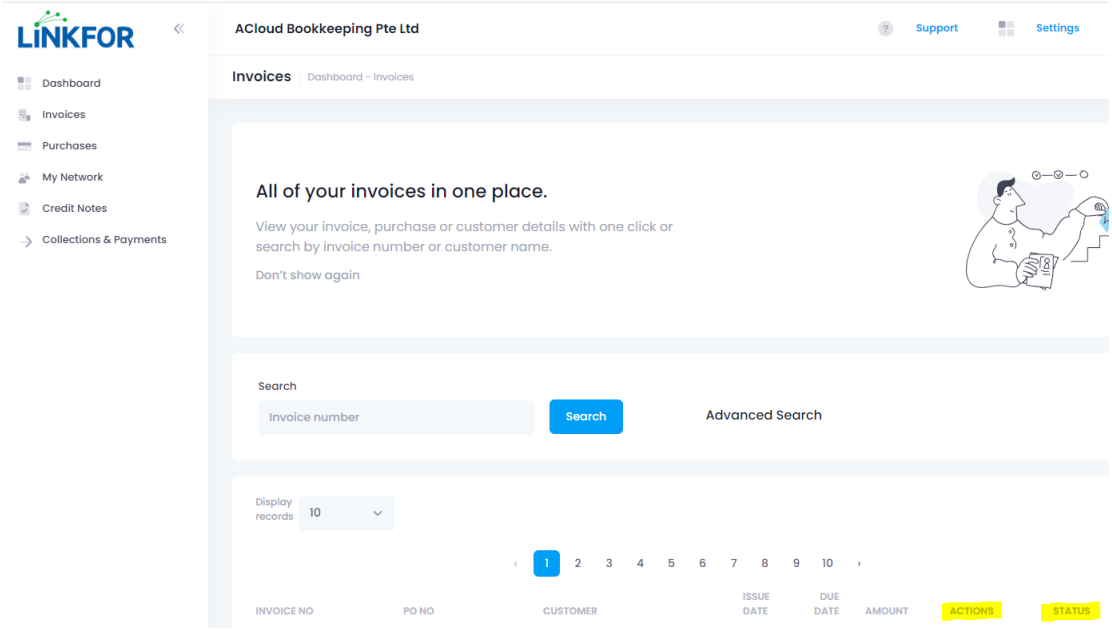
7. To send an e-invoice to your customer

Go to QBO -> New -> Invoice -> Create an invoice -> Click “Save and Send”.



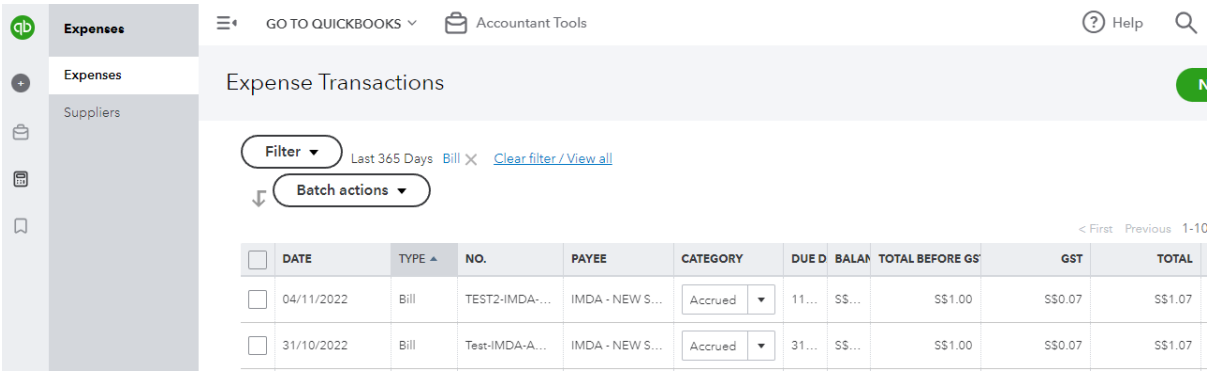
8. Check your eInvoice status(Invoices) in LinkFor

Go to LinkFor -> Invoices -> Display records to check the eInvoice status, Click UpdateUEN if more actions are needed.



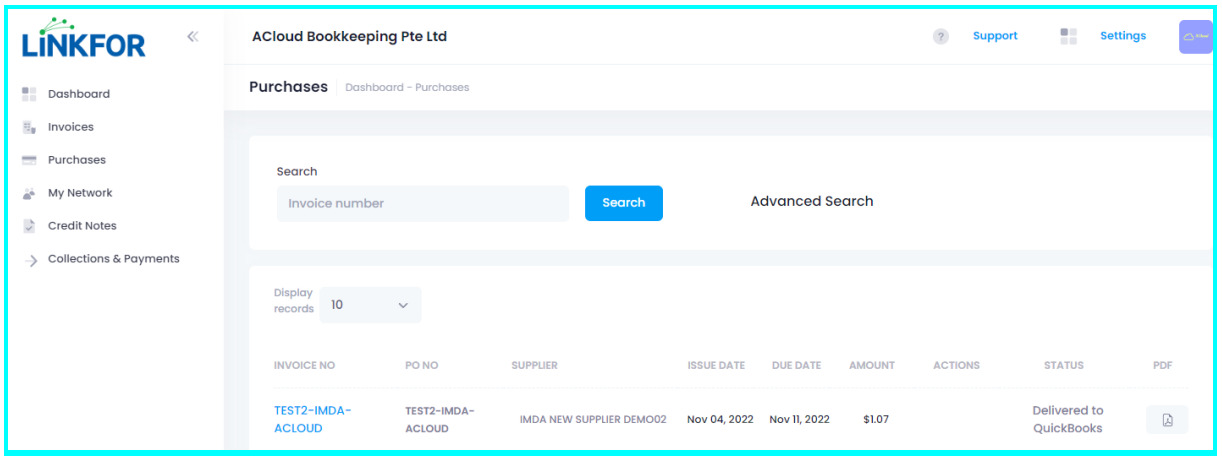
9. To receive an e-invoice from your supplier

You will receive the supplier invoice in your QBO automatically with a pdf copy attached.



10. Check your eInvoice status(Purchases) in LinkFor

You shall also view the eInvoice delivery status in your LinkFor -> Purchases.



Appendix

A: eInvoice Problem-solving

LinkFor Support email: *support@linkfor.asia*

B: QuickBooks Online (up to 70% PSG Grant) & eInvoice Sales Inquiry

Email to: *ACloud.Sales@gmail.com* or What's app: *9794 2119*

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