SNEF
SINGAPORE NATIONAL EMPLOYERS FEDERATION

RSM

GST InvoiceNow in Practice

Getting the Fundamentals of GST Reporting, Data and Controls Right

GST InvoiceNow is more than a digital invoicing initiative — it is a data integrity and GST governance exercise. Before businesses transmit mandatory invoice data to IRAS, they should ensure that the underlying GST treatment, reporting logic, source documents and system processes are robust and defensible.

This 1-day practical workshop equips participants with both the conceptual understanding and operational discipline needed to prepare for GST InvoiceNow. It focuses on getting the fundamentals of GST reporting right first: understanding what drives correct GST treatment, identifying weaknesses in transaction flows, strengthening controls over data capture and coding, and preparing systems and processes for more reliable digital transmission. Participants will leave with a stronger understanding of GST risk areas, a clearer view of readiness gaps, and practical steps to improve compliance, reporting integrity and organisational preparedness.

Know Your Trainers:

Richard Ong

Partner, Goods & Services Tax

He has significant experience in GST with the Inland Revenue of Singapore (IRAS), a Big 4 accounting firm, United Test and Assembly Center Ltd (UTAC) and the Firm. Besides covering GST and tax in UTAC, his hands-on experience in active treasury functions has provided him practical knowledge in cash flow planning and hedging activities.

Seraphina Qiu

Director, Goods & Services Tax

Seraphina has over 15 years of experience in indirect tax, covering compliance and advisory work across various industries, including ASK/ACAP reviews and GST advisory. Prior to joining the Firm, she worked at a Big Four accounting firm and a commercial organisation, handling both local and international indirect tax matters.

Teo Hui Qi

Director, Goods & Services Tax

Hui Qi has over 12 years of experience in indirect tax, specialising in compliance and advisory work across various industries, including ASK/ACAP reviews and GST advisory. Prior to joining the Firm, she was with a Big Four accounting firm, advising both multinational and local clients.

Key Takeaways

- Understand the business and GST implications of GST InvoiceNow
- Assess whether current invoice and transaction data are fit for digital transmission
- Apply GST fundamentals more confidently across common transaction types
- Distinguish policy, process and system issues that can lead to reporting errors
- Design practical controls and readiness steps to support better GST data quality and compliance

Date: Thu, 5 Nov 2026

Duration: 1-day, 9:00am - 5:00pm

Course Venue: SNEF @Paya Lebar Square

Click/Scan here to register now!

Enquiries:
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GST InvoiceNow In Practice:

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Target Audience

- Finance leaders and finance managers
- Tax and GST personnel
- Accountants and shared services teams
- AP, AR and billing teams
- ERP / digital transformation / process owners

Course Fees Per pax (inclusive 9% GST)	
SNEF Member	Affiliate/ Non-Member
$327	$436

Course Outline

Module 1: GST InvoiceNow — strategic context and implications

• What GST InvoiceNow is intended to achieve
• Why businesses should view it as a tax data and governance project, not only an IT project
• Potential implications for finance, tax, billing, procurement and compliance teams

Module 2: Getting the fundamentals right — the GST reporting foundation

• Understanding the GST value chain from transaction origination to return reporting
• Core GST principles that drive correct reporting outcomes
• Importance of source documentation, tax invoice quality and transaction classification
• Data integrity, coding discipline and governance expectations

Module 3: Output tax fundamentals and common pitfalls

• Standard-rated, zero-rated and exempt supplies
• Timing, documentation and support for GST treatment
• Key invoicing and billing considerations
• Typical errors that affect output tax reporting

Module 4: Input tax fundamentals and recovery issues

• Input tax claim conditions
• Common problem areas in AP processes
• Blocked or restricted claims
• Documentation, apportionment and review considerations

Module 5: High-risk transaction areas often overlooked

• Disbursements vs reimbursements
• Expense recoveries and intercompany recharges
• Payroll deductions and employee-related transactions
• Benefits, subsidies and close nexus considerations
• Practical examples of hidden GST exposure

Module 6: Process and system readiness for GST InvoiceNow

• Aligning finance, tax and system owners • Reviewing tax codes, master data and transaction mapping
• Common ERP / process breaks that affect GST outcomes
• Controls over exception handling and data review

Module 7: Governance, controls and risk management

• Roles and responsibilities across the organisation
• Review controls before invoice transmission
• Audit trail, documentation and evidence retention
• Preparing for IRAS queries and ongoing oversight

Module 8: Readiness roadmap — what businesses should do now

• Conducting a gap assessment
• Prioritising remediation areas
• Designing a phased readiness plan
• Building capability across teams
• Q&A and key takeawaysy text

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