

Note: You may only begin submitting E-Invoices on the Vendors@Gov after your vendor record is approved.

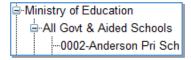
- Step 1 Login into Vendors@Gov at https://www.vendors.gov.sg.
- Step 2 Navigate to "Create E-Invoice". The "Create E-Invoice" page comprises three (3) main sections that must be completed to submit an E-Invoice.

Α	Customer Details			
٠.	customer betans	Customer Details		
		Vendor ID:		
		* Ministry/Statutory Board: Q		
		* Department:		
		* Sub-Business Unit:		
		* Attention To:		
В	E-Invoice Details	e-Invoice Details		
		* Customer Accounting: O Yes No		
		* Invoice Number: DD/MM/Y	YYY	
		Invoicing Instruction ID:	Q	
		Payment Term: 30 Days ▼ * Currency: Singapon	re Dollar ▼	
		* Description:		
		Factoring Company: Oyes No		
		Attachment: Choose File No file chosen		
		[Only BMP,GIF,JPEG,JPG,PDF,PNG formats accepted.] [Maximum of 1 MB per attachment.]		
С	E-Invoice Line			
C		S.No. Description Quantity Unit Price Total Amount (Without GST)	Total Amount (With GST)	
	Details	1	3	
		Add Line		

Step 3 — Under Customer Details, select the relevant "Ministry/Statutory Board", "Department", "Sub-Business Unit" and fill up the "Attention to" field. An auto-complete function is available to assist you in selecting the correct billing unit. Alternatively, click on the **Q** icon to view a full list of billing units.



- Please contact your client agency's point-of-contact to ascertain the correct billing unit.
- You may also <u>click here</u> to find a list of billing units in the public sector. For example, if you wish to bill <u>Anderson Primary School</u>, you may search under:-



Ministry/Statutory Board: Ministry of Education;

Department: All Govt & Aided School; and, **Sub-Business Unit:** 0002-Anderson Pri Sch.

 Under the "Attention to" field, please indicate the point-of-contact who can verify that the goods and services have been duly delivered to and received by your client agency.