


















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.

A	Customer Details	<div>Customer Details</div> <div>Vendor ID: </div> <div>* Ministry/Statutory Board: <input type="text"/> </div> <div>* Department: <input type="text"/> </div> <div>* Sub-Business Unit: <input type="text"/> </div> <div>* Attention To: <input type="text"/></div>																
B	E-Invoice Details	<div>e-Invoice Details</div> <div>* Customer Accounting: <input type="radio"/> Yes <input checked="" type="radio"/> No</div> <div>* Invoice Number: <input type="text"/> <input type="checkbox"/> Direct Invoice? * Invoice Date: <input type="text" value="DD/MM/YYYY"/> </div> <div>Invoicing Instruction ID: <input type="text" value="--Please Select Invoicing Instruction ID--"/> Related Invoice ID: <input type="text"/> </div> <div>Payment Term: <input type="text" value="30 Days"/> * Currency: <input type="text" value="Singapore Dollar"/></div> <div>* Description: <input type="text"/></div> <div>Factoring Company: <input type="radio"/> Yes <input checked="" type="radio"/> No </div> <div>Attachment: <input type="button" value="Choose File"/> No file chosen</div> <div><small>[Only BMP,GIF,JPEG,JPG,PDF,PNG formats accepted.]</small></div> <div><small>[Maximum of 1 MB per attachment.]</small></div>																
C	E-Invoice Line Details	<table border="1"> <thead> <tr> <th>S.No.</th> <th>Description</th> <th>Quantity</th> <th>Unit Price</th> <th>Total Amount (Without GST)</th> <th>GST</th> <th>Total Amount (With GST)</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> </tr> </tbody> </table> <div><input type="button" value="Add Line"/></div>	S.No.	Description	Quantity	Unit Price	Total Amount (Without GST)	GST	Total Amount (With GST)	Delete	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
S.No.	Description	Quantity	Unit Price	Total Amount (Without GST)	GST	Total Amount (With GST)	Delete											
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>												

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  icon to view a full list of billing units.

<div>Customer Details</div> <div>Vendor ID: </div> <div>* Ministry/Statutory Board: <input type="text" value="a"/> </div> <div>* Department: <input type="text"/></div> <div>* Sub-Business Unit: <input type="text"/></div> <div>* Attention To: <input type="text"/></div> <div> <div>ACR-ACRA</div> <div>AGC-Attorney-General's Chambers</div> <div>AUD-Auditor-General's Office</div> </div>	<div>Customer Details</div> <div>Vendor ID: </div> <div>* Ministry/Statutory Board: <input type="text"/> </div> <div>* Department: <input type="text"/> </div> <div>* Sub-Business Unit: <input type="text"/> </div> <div>* Attention To: <input type="text"/></div> <div> <div>0002-Anderson Pri Sch</div> <div>0004-Ang Mo Kio Pri Sch</div> <div>0005-Jurong West Pri Sch</div> </div>
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– Please contact your client agency’s point-of-contact to ascertain the correct billing unit.

– You may also [click here](#) to find a list of billing units in the public sector. For example, if you wish to bill Anderson Primary School, you may search under:-

Ministry of Education

All Govt & Aided Schools

0002-Anderson Pri Sch

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.

Step 4

– Complete the E-Invoice details.

The screenshot shows the 'e-Invoice Details' form with the following fields and callouts:

- 1**: Customer Accounting (Yes/No radio buttons)
- 2**: Invoice Number (text field)
- 3**: Invoice Date (date picker)
- 4**: Invoicing Instruction ID (dropdown menu)
- 5**: Direct Invoice? (checkbox)
- 6**: Related Invoice ID (text field with search icon)
- 7**: Payment Term (dropdown menu)
- 8**: Currency (dropdown menu)
- 9**: Description (text area)
- 10**: Factoring Company (Yes/No radio buttons)
- 11**: Attachment (Choose File button)

Below the form, there are instructions: [Only BMP,GIF,JPEG,JPG,PDF,PNG formats accepted.] [Maximum of 1 MB per attachment.]

- 1** Select “Yes” for Customer Accounting if the invoice is for the billing of relevant supplies of prescribed goods defined in IRAS’s e-Tax Guide on “GST: Customer Accounting for Prescribed Goods” w.e.f. 1 January 2019.
- 2** The **Invoice Number** should not exceed **27 characters** and must not include any spaces or special characters (such as !, @, #, \$, %, ^, & and * etc.).
- 3** The **Invoice Date** may not be post-dated. Back-dating of the invoice is allowed for a maximum of **seven (7) days**.
- 4** If you are billing on an Invoicing Instruction issued to you on GeBIZ by your client agency, it is compulsory to select the relevant **Invoicing Instruction ID** to submit an invoice.
- 5** Select **Direct Invoice** if an Invoicing Instruction **was not issued** to you by your client agency on GeBIZ.
- 6** The **Related Invoice ID** field is only applicable if you are submitting a Credit or Debit Note on a previously submitted E-Invoice. Else, the field may be left blank.
- 7** The default **Payment Term** is set at **30 days**. You may amend the payment term according to the agreed terms between you and your client agency.
- 8** The default **Currency** is **SGD**. You may amend the currency according to the agreed terms between you and your client agency. When billing on an Invoicing Instruction, the currency may not be changed.
- 9** The **Description** of the E-Invoice should not exceed **254 characters** and must not include any special characters (such as !, @, #, \$, %, ^, & and * etc.). If you are billing on an Invoicing Instruction, the description will be auto-populated.
- 10** A **Factoring Company** is a commercial finance company (usually a bank) that specializes in the purchase of invoices or accounts receivable for cash. Unless there are arrangements with a factoring company for the invoice, the option “No” should be selected. Else, upon selecting “Yes”, a drop-down list of factoring companies would appear for your compulsory selection.


This screenshot shows the 'Factoring Company' section of the form. It includes a 'Factoring Company' label, a dropdown menu with the selected option 'Global Merchant Funding Pte Ltd', and a 'Browse...' button. Below the dropdown, there are instructions: [Only BMP,GIF,JPEG,JPG,PDF,PNG formats accepted.] [Maximum of 1 MB per attachment.]

- 11** Only BMP, GIF, JPEG, JPG, PDF, PNG format attachments up to 1 MB are accepted. **Attachments** will only be stored for **one (1) day** in Vendors@Gov once the transaction is processed. A message will prompt you that the attachment has been processed and a new filename will be provided.


Step 5 – Complete the E-Invoice line details.

S.No.	Description	Quantity	Unit Price	Total Amount (Without GST)	GST	Total Amount (With GST)	Delete
1							6

5 Add Line


1	The Description of the E-Invoice Line should not exceed 254 characters and must not include any special characters (such as !, @, #, \$, %, ^, & and * etc.). If you are billing on an Invoicing Instruction, the description will be auto-populated.
2	The Quantity field accepts only numeric data, which includes decimal values. The character limit for quantity field is up to 11 characters and four (4) decimal places . If you are billing on an Invoicing Instruction, you may amend the quantity value to bill for part of the order.
3	The Unit Price field accepts only numeric data, which includes decimal values. The character limit for quantity field is up to 10 characters and five (5) decimal places . If you are billing on an Invoicing Instruction, the unit price will be auto-populated and not amendable.
4	For GST-registered vendors, Goods & Services Tax will be auto-calculated at the prevailing rate of 7% in Singapore. The GST amount should not be amended to any other figure unless the E-Invoice Line item is GST-Exempt or GST Out-of-Scope . In such cases where GST will not be billed for the E-Invoice Line, the GST should be set to zero (0) for that E-Invoice Line. If Customer Accounting was selected, the GST fields would be set to zero (0) and greyed-out, for your client agency will account to IRAS, GST Output on your behalf for the invoice.
5	Click on "Add Line" to insert another E-Invoice Line. The maximum number of lines for each E-Invoice is forty (40) lines . Please submit an additional E-Invoice if should the number of lines required exceeded the maximum allowable. The "Add Line" button would not be available if you are billing on an Invoicing Instruction.
6	If you do not wish to bill for a particular E-Invoice Line, click on the corresponding  icon to delete the E-Invoice Line item from the E-Invoice.

Step 6 – Review the total amounts of the E-Invoice. The **"Freight Amount"** field allows vendors to bill for freight charges, if applicable. Please contact your client agency to confirm if your contract is applicable to freight charges. If there are no freight charges applicable, the field may be left blank.

Sub Total (Excluding GST):	625.00
Total GST:	0.00
Freight Amount:	<input type="text" value="100"/>  Please enter Freight Amount.
Total Invoice Amount:	725.00

Save as Draft Submit Cancel

– Click on the **"Submit"** button to submit the E-Invoice. Upon successful submission, the message **"Your Invoice has been successfully submitted."** will be displayed.

 **Your invoice has been successfully submitted. Download the Vendors@Gov mobile app to receive notifications on your invoice status via your mobile phone**