


















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.

<b>A</b>	<b>Customer Details</b>	<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>B</b>	<b>E-Invoice Details</b>	<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>																
<b>C</b>	<b>E-Invoice Line Details</b>	<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.