

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

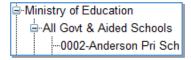
- Step 1 Login into Vendors@Gov at https://www.vendors.gov.sg.
- Step 2 Navigate to "Create E-Invoice". The "Create E-Invoice" page comprises three (3) main sections that must be completed to submit an E-Invoice.

Α	Customer Details		ī
		ustomer Details	
		endor ID:	
		Ministry/Statutory Board:	
		Department: Q	
		Sub-Business Unit:	
		Attention To:	
В	E Inveies Datails		_
В	E-Invoice Details	Invoice Details	
		Customer Accounting: O Yes No	
		Invoice Number: Direct Invoice? *Invoice Date: DD/MM/YYYY	
		nvoicing Instruction ID:	6
		'ayment Term: 30 Days ▼ * Currency: Singapore Dollar ▼	
		Description:	
		actoring Company: Yes No	
		ttachment: Choose File No file chosen	
		[Only BMP,GIF,JPEG,JPG,PDF,PNG formats accepted.] [Maximum of 1 MB per attachment.]	
		(maximum of time per uncommon)	_
С	E-Invoice Line	S.No. Description Quantity Unit Price Total Amount GST Total Amount Delete	е
	Details	(Mailed ST) (Mailed)	
		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:-



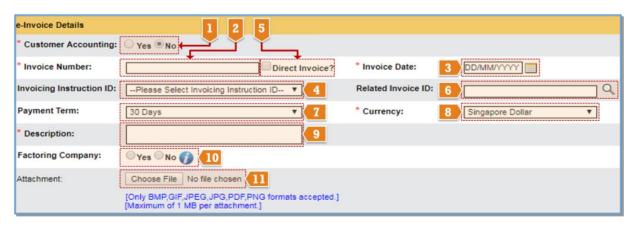
Ministry/Statutory Board: Ministry of Education;

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.



Step 4 — Complete the E-Invoice details.



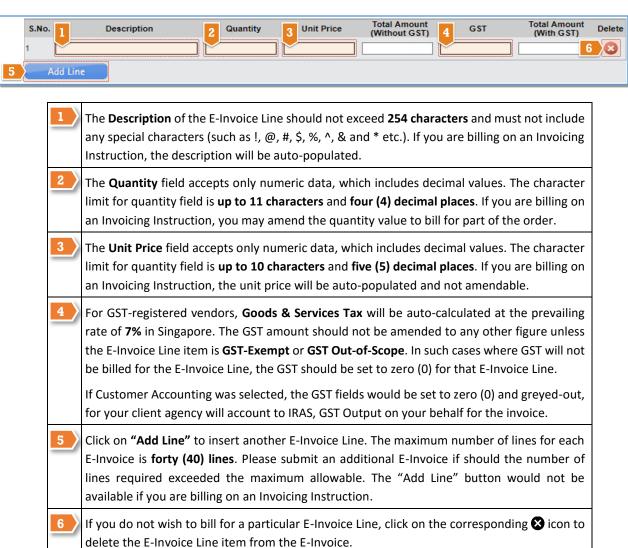
- Select "Yes" for Customer Accounting if the invoice is for the billing of relevant supplies of prescribed goods defined in IRAS's e-Tax Guide on "GST: Customer Accounting for Prescribed Goods" w.e.f. 1 January 2019.
- The **Invoice Number** should not exceed **27 characters** and must not include any spaces or special characters (such as !, @, #, \$, %, ^, & and * etc.).
- The **Invoice Date** may not be post-dated. Back-dating of the invoice is allowed for a maximum of **seven (7) days**.
- 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.
- Select **Direct Invoice** if an Invoicing Instruction was not issued to you by your client agency on GeBIZ.
- 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.
- 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.
- 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.
- 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.
- 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.



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.



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:	100 × 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