

vendors@gov

# E-invoice Submission via Batch Upload User Guide

---

Learn how to submit e-invoices at Vendors@Gov via batch upload.

# Batch E-Invoice Submission

**NOTE:**

- Please refer to '[E-Invoice Batch Interface File Layout](#)' User Guide. You will need to create a test file and submit an online request to AGD Helpdesk for your batch file testing. The 'Upload Batch e-Invoices' function will only be available after your vendor ID is added for the function by AGD administrator.
- Your vendor record status must be 'Approved' before you can proceed to submit e-invoices.

**Home >**

**E-Invoice >**

- > Create E-Invoice
- > Upload Batch E-Invoices
- > Upload Attachment

**View Invoicing Instructions >**

**Update Vendor Details >**

**Important Note:**  
In order to maintain a robust system for our users, invoices submitted before 20/02/2019 will not be stored in the system. We apologise for any inconvenience caused.

## Upload Batch E-Invoice

Upload File      Validation      Complete

### Upload batch invoices

This page allows you to submit e-invoices by uploading batch data files. For more information, please refer to the user guide [here](#)  
This e-service will take about 15 minutes to complete depending on the amount of invoices in your file  
Input file format should be .dat  
Input file size should be larger than 0 Byte and smaller than 5 MB  
This application will take around 1 working day to be sent to the agencies for further processing

Drag and drop .dat files or click here to select (max 5MB)

**Batch Upload Status**

valid.dat

**Upload**

## Step 1 – Login to Vendors@Gov.

For more information on how to login, please refer to '[Login and Registration User Guide](#)'.

## Step 2 – Navigate to 'Upload Batch e-Invoices'.

**Step 3 –** You will be directed to "Upload Batch e-Invoice" page. Please note that only files with extension .dat can be accepted.

**A** Click on the 'Upload' icon to select your batch e-invoice file.

**B** Click on "Upload".

Please allow some time for the system to load the file. A longer loading time is expected for batch files with large volume of e-invoices.

# Batch E-Invoice Submission

## NOTE:

- Please refer to '[E-Invoice Batch Interface File Layout](#)' User Guide. You will need to create a test file and submit an online request to AGD Helpdesk for your batch file testing. The 'Upload Batch e-Invoices' function will only be available after your vendor ID is added for the function by AGD administrator.
- Your vendor record status must be 'Approved' before you can proceed to submit e-invoices.

**Step 4 –** Upon successful file upload, you will be able to view your batch e-invoices upload status.

Home > E-Invoice > Upload Batch E-Invoice

### Upload Batch E-Invoice

Upload File    Validation    Complete

Batch E-invoices found 3 transaction(s) 1 error(s) found.

Generate Output File    Export error to text    Export to Excel

S.NO.	CLIENT AGENCY	INVOICE NO	INVOICE DATE	CURRENCY	TOTAL AMOUNT (WITH GST)	STATUS
01	FIN02-AGD Pensions Branch	115119	15/08/2019	SGD	1095.00	✔
02	FIN02-AGD Pensions Branch	NMOS2016/S/0015	15/08/2019	SGD	645.00	✔
03	FIN02-AGD Pensions Branch	NMOS20115	05/08/2019	SGD	645.00	⚠

Show 10 entries    1    Showing 1 to 3 of 3 entries

Remove Error Invoices and Submit

(a) If your batch e-invoices are **PARTIALLY SUCCESSFULLY** uploaded, you will see “Generate Output File” option and the “exclamation” ⚠ icon at the rejected e-invoice line.

- To view your batch e-invoice error, you may click on “Generate Output File”.
- To view the individual e-invoice line error, you may click on the “exclamation” ⚠ icon. If you have uploaded a large volume of e-invoices, you may click on “Next” or “>>” to search for your failed e-invoice(s).
- Please amend the e-invoice error at your batch file and re-upload the file again. If you are unsure of the error message, you may refer to the [“Batch E-Invoices File Layout”](#) User Guide or consult your IT department for assistance.
- You can still proceed to submit the successful uploaded e-invoices by clicking on “Remove Error Invoices and Submit”
- E-invoices with “Green Tick” ✔ icon are invoices that are successfully uploaded.

# Batch E-Invoice Submission

- 1 After clicking on the “Confirm & Upload Attachments”, only the successful uploaded e-invoices will be submitted. You may click on “Generate Output File” to view your rejected e-invoice.
  - 2 On the acknowledgement page, you may click on the ‘Upload Attachment’ button. You will be directed to the ‘Upload Attachment’ page which allows you to upload your e-invoices attachment.
- ‘Upload attachment’ page:**
- 3 Please note that only one attachment up to 1MB is allowed for each e-invoice. The supported file formats are bmp, .gif, .jpeg, .jpg, .pdf, .png. You may search for the e-invoice which you would like to upload an attachment click on ‘Upload attachment’ followed by ‘Submit’ to upload the attachment(s).
  - 4 If you would like to upload the attachments for a few invoices, you may click on ‘Browse’ to search for the files to be uploaded for the invoices and click on ‘Upload Attachments’ to upload them.



Thank you for your submission.

2 of 3 invoices from your batch file was created successfully on 15/08/2019.

The application will take around 1 working day to be sent to the agencies for further processing.

## Successful Invoices

Please upload your attachment(s) to complete the invoice creation.

S.NO.	CLIENT AGENCY	INVOICE NO	INVOICE DATE	CURRENCY	TOTAL AMOUNT (WITH GST)
01	FIN02-AGD Pensions Branch	115119	15/08/2019	SGD	1095.00
02	FIN02-AGD Pensions Branch	NMOS2016/S/0015	15/08/2019	SGD	645.00

Show 10 entries

1

Showing 1 to 2 of 2 entries

## Upload Attachment

- This application will take around 1 working day to be sent to agencies for further processing. Maximum of 1 attachment per invoice. Files uploaded will be renamed.

\*Mandatory Fields

### Attach File To E-Invoice

Invoice Number  Invoice Date  Business Unit

Attachment

Only .bmp, .gif, .jpeg, .jpg, .pdf, .png formats are accepted. Maximum of 1MB per attachment.


### E-Invoices Attachment


E-Invoices which have yet to be extracted to your client agency are listed below for upload of attachments.

S.NO	INVOICE NO.	INVOICE DATE	CLIENT AGENCY	UPLOAD DATE	ORIGINAL FILENAME	NEW FILENAME	ACTIONS
1	LL111	07/08/2019	ENAO2-Regulation Division	-	-	<input type="text"/>	<input type="button" value="Browse"/>
2	test2468-copy2	22/07/2019	NLB01-NLB HQ	-	-	<input type="text"/>	<input type="button" value="Browse"/>


1

2

After the attachment is uploaded successfully, you will expect to see the file name and the upload date in the table. If the attachment is not uploaded correctly, you may click on the  icon to delete the attachment.

UPLOAD DATE	ORIGINAL FILENAME	NEW FILENAME	ACTIONS
19/08/2019	Doc2.pdf	draftinvoice01_16082019_bca01_199307328e.pdf	

# Batch E-Invoice Submission

(b) If your batch e-invoices are **SUCCESSFULLY** uploaded, 'Generate Output File' icon will not show at the batch e-invoice upload status page and you will see 'Green Tick'  icon on your e-invoice lines. You may verify the individual e-invoice and click on 'Confirm & Upload Attachments' to submit the e-invoices.

Home » E-Invoice » Upload Batch E-Invoice

## Upload Batch E-Invoice

Upload File    Validation    Complete



Batch E-invoices found 2 transaction(s) 0 error(s) found.

 Export to Excel

S.NO.	CLIENT AGENCY	INVOICE NO	INVOICE DATE	CURRENCY	TOTAL AMOUNT (WITH GST)	STATUS
01	FIN02-AGD Pensions Branch	115119	15/08/2019	SGD	1095.00	
02	FIN02-AGD Pensions Branch	NMOS2016/S/0015	15/08/2019	SGD	645.00	

Show 10 entries

1

Showing 1 to 2 of 2 entries

Submit

➤ After clicking on the 'Submit', you will see the number of e-invoices successfully submitted. To download the batch upload output file, you may click on the 'Generate Output File'.




Thank you for your submission.

2 of 2 invoices from your batch file was created successfully on 15/08/2019!

The application will take around 1 working day to be sent to the agencies for further processing.

### Successful Invoices

Please upload your attachment(s) to complete the invoice creation.

 Generate Output File

S.NO.	CLIENT AGENCY	INVOICE NO	INVOICE DATE	CURRENCY	TOTAL AMOUNT (WITH GST)
01	FIN02-AGD Pensions Branch	115119	15/08/2019	SGD	1095.00
02	FIN02-AGD Pensions Branch	NMOS2016/S/0015	15/08/2019	SGD	645.00

Show 10 entries

1

Showing 1 to 2 of 2 entries

Upload Attachment

Upload Another Batch File

# Batch E-Invoice Submission

- 1 After clicking on the “Confirm & Upload Attachments”, only the successful uploaded e-invoices will be submitted. You may click on “Generate Output File” to view your rejected e-invoice.
  - 2 On the acknowledgement page, you may click on the ‘Upload Attachment’ button. You will be directed to the ‘Upload Attachment’ page which allows you to upload your e-invoices attachment.
- ‘Upload attachment’ page:**
- 3 Please note that only one attachment up to 1MB is allowed for each e-invoice. The supported file formats are bmp, .gif, .jpeg, .jpg, .pdf, .png. You may search for the e-invoice which you would like to upload an attachment click on ‘Upload attachment’ followed by ‘Submit’ to upload the attachment(s).
  - 4 If you would like to upload the attachments for a few invoices, you may click on ‘Browse’ to search for the files to be uploaded for the invoices and click on ‘Upload Attachments’ to upload them.



Thank you for your submission.

2 of 3 invoices from your batch file was created successfully on 15/08/2019.

The application will take around 1 working day to be sent to the agencies for further processing.

## Successful Invoices

Please upload your attachment(s) to complete the invoice creation.

S.NO.	CLIENT AGENCY	INVOICE NO	INVOICE DATE	CURRENCY	TOTAL AMOUNT (WITH GST)
01	FIN02-AGD Pensions Branch	115119	15/08/2019	SGD	1095.00
02	FIN02-AGD Pensions Branch	NMOS2016/S/0015	15/08/2019	SGD	645.00

Show 10 entries

Showing 1 to 2 of 2 entries

## Upload Attachment

- This application will take around 1 working day to be sent to agencies for further processing.  
Maximum of 1 attachment per invoice.  
Files uploaded will be renamed.

\*Mandatory Fields

### Attach File To E-Invoice

Invoice Number:  Invoice Date:  Business Unit:


Attachment


Only .bmp, .gif, .jpeg, .jpg, .pdf, .png formats are accepted. Maximum of 1MB per attachment.

### E-Invoices Attachment


E-Invoices which have yet to be extracted to your client agency are listed below for upload of attachments.


S.NO	INVOICE NO.	INVOICE DATE	CLIENT AGENCY	UPLOAD DATE	ORIGINAL FILENAME	NEW FILENAME	ACTIONS
1	LL1111	07/08/2019	EN402-Regulation Division	-	-	<input type="text"/>	<input type="button" value="Browse"/>
2	test2468-copy2	22/07/2019	NLB01-NLB HQ	-	-	<input type="text"/>	<input type="button" value="Browse"/>

After the attachment is uploaded successfully, you will expect to see the file name and the upload date in the table. If the attachment is not uploaded correctly, you may click on the  icon to delete the attachment.

UPLOAD DATE	ORIGINAL FILENAME	NEW FILENAME	ACTIONS
19/08/2019	Doc2.pdf	draftinvoice01_16082019_bca01_199307328e.pdf	

# Batch E-Invoice Submission

(c) If your batch e-invoices are **NOT SUCCESSFULLY** uploaded, you will see you will see 'Generate Output File' option and the 'exclamation'  icon at the rejected e-invoices.

- To view your batch e-invoices error, you may click on 'Generate Output File'.
- To view the individual e-invoice line error, you may click on the 'exclamation'  icon.
- Please amend the e-invoice error at your batch file and re-upload the file again. If you are unsure of the error message, you may refer to the '[E-invoice Batch Interface File Layout](#)' User Guide or consult your IT department for assistance.





Home » E-Invoice » Upload Batch E-Invoice

## Upload Batch E-Invoice



Batch E-invoices found 4 transaction(s) 4 error(s) found.

 Generate Output File  Export error to text  Export to Excel

S.NO.	CLIENT AGENCY	INVOICE NO	INVOICE DATE	CURRENCY	TOTAL AMOUNT (WITH GST)	STATUS
01	0317-Catholic High Sch (Pri) - old	11519	09/06/2019	SGD	1095.00	
02	MDA01-Media Development Authority	NMOS2016</S/0015	13/08/2016	SGD	645.00	
03	0147-Meridian Pri Sch - old	Â¥NMOS2016/S/0014	13/08/201	8ES	59 330.	
04	0172-Pasir Ris Pri Sch - old	NMOS2016/S/0016	13/08/2016	SGD	15.00	

Show  entries

1

Showing 1 to 4 of 4 entries

**- END -**