



# Manage E-invoice User Guide

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A guide to View, Edit, Delete, Copy and Print E-Invoices at Vendors@Gov.

## Manage E-invoice User Guides

Select the topics below to learn more about:

***View E-invoice***

***Edit E-invoice***

***Copy E-invoice***

***Print E-invoice***

***Delete E-invoice***

***E-invoice Status***

# 1. View E-Invoice User Guide

## NOTE:

- You can view or retrieve E-Invoices with invoice date that is within the past 180 days.
- E-invoices that had passed 180 days will not be retrievable at the portal.

The screenshot shows the Vendors@Gov portal interface. The 'Home' button in the left sidebar is highlighted with a red box. The 'Search Invoices' button in the top navigation bar is also highlighted with a red box. A search modal is open, showing the 'Invoice ID' field with the value 'eg. SLA234127P' highlighted in red. The modal also includes fields for 'Invoice Date', 'Payment Reference', 'Payment Date', and 'Status'. Below the modal, a table of invoices is displayed with columns for S/NO., STATUS, INVOICE NO., INVOICE DATE, and CLIENT AGENCY. The table contains 13 rows of invoice data.

S/NO.	STATUS	INVOICE NO.	INVOICE DATE	CLIENT AGENCY
1	Submitted	PTC-IN-001	16/08/2019	PTC01-Public Transport Council
2	Draft	DraftInvoice01	16/08/2019	BCA01-BCA Academy-Corp Serv/Admin
3	Submitted	NMOS2016/S/00	15/08/2019	FIN03-Police Force Pensions
4	Submitted	NMOS2016/S	15/08/2019	FIN02-AGD Pensions Branch
5	Submitted	NMOS2016	15/08/2019	FIN02-AGD Pensions Branch
6	Submitted	NMOS20/hsga	15/08/2019	FIN02-AGD Pensions Branch
7	Submitted	NMO92ueh015	15/08/2019	FIN02-AGD Pensions Branch
8	Submitted	NM83uhe15	15/08/2019	FIN02-AGD Pensions Branch
9	Submitted	NM0015	15/08/2019	FIN02-AGD Pensions Branch
10	Submitted	N87520/0015	15/08/2019	FIN02-AGD Pensions Branch
11	Processing	IN212	15/08/2019	CAB01-Cabinet Office
12	Submitted	IN212	15/08/2019	CAB01-Cabinet Office
13	Submitted	827119	15/08/2019	FIN02-AGD Pensions Branch

**Step 1** – Login to Vendors@Gov portal.

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

**Step 2** – The list of invoices which are within the past 180 days will be shown on the homepage.

**Step 3** – Click on 'Search Invoices' and enter the Invoice ID.

**Step 4** – Click 'Search'. You should be able to retrieve the e-invoice if it was successfully saved or submitted.

## 2. Edit E-Invoice User Guide

### NOTE:

- You can edit E-Invoices on the day of submission **before 6.30pm**, E-Invoices that are saved as 'Draft' or E-Invoices status that are 'Rejected'.
- E-invoices that are "Processing", "Approved" or "Paid" are not allowed for edit as it has been extracted to your client agency's financial system for processing or are processed. You are required to approach your client agency to reject the E-Invoice at their financial system if the e-invoice details was incorrectly entered.

The results of this search contain all related invoices and is not limited to those on the current status tab

Invoice ID  
eg. SLA234127P

Invoice Date (invoices for last 180 days is available)  
eg. 01/01/2019 ↔ eg. 01/01/2019

Payment Reference  
(The 10 digit number in your in your statement starting eg.500XXXX)  
eg.500XXXX

Payment Date  
eg. 01/01/2019 ↔ eg. 01/01/2019

Status  
All Invoices

Search

Search Results  
1 Records found

S/NO.	STATUS	INVOICE NO.	INVOICE DATE	CLIENT AGENCY	CURRENCY	INVOICE AMOUNT	ACTIONS
1	Submitted	[Barcode]	09/08/2019	EMA03-Energy Policy & Dev Div	ZZZ	353.10	[Pen and clipboard icon]

Invoices which have been paid/rejected within the past 3 working days are flagged as 'New'

**Step 1** – Login to Vendors@Gov portal.  
For more information on how to login, please refer to '[Login and Registration User Guide](#)'.

**Step 2** – The list of invoices which are within the past 180 days will be shown on the homepage.

**Step 3** – Enter the Invoice ID and Click 'Search'.

**Step 4** – Click on the 'Pen and clipboard' icon to edit your e-Invoice.

# 2. Edit E-Invoice User Guide (Continued)

**NOTE:**

- You can edit E-Invoices on the day of submission **before 6.30pm**, E-Invoices that are saved as **'Draft'** or E-Invoices status that are **'Rejected'**.
- E-invoices that are **"Processing"**, **"Approved"** or **"Paid"** are not allowed for edit as it has been extracted to your client agency's financial system for processing or are processed. You are required to approach your client agency to reject the E-Invoice at their financial system if the e-invoice details was incorrectly entered.

○ **Step 5 –** You will be directed to 'Edit e-Invoice page'. Click on the **"Next"** button to review your E-Invoice on the summary page. After verifying the details of the e-invoice at the **'Summary'** page, you may click **"Submit"** to submit the E-invoice. Upon successful submission, you will see the following message "Thank you for your submission. Your Invoice "XXX" was created successfully on (Date and Time of e-invoice submission)!".

Edit E-Invoice

*Invoice date must not be backdated for more than 7 days or later than today's date. If your e-Invoice date has past 7 days, please select the invoice date as of today's date.*



Edit E-Invoice Summary

S.NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT (WITHOUT GST)	GST	TOTAL AMOUNT (WITH GST)
01	direct 1	1	1	1.00	0.00	1.00
02	direct 2	2	2	4.00	0.00	4.00
				Sub Total (Without GST)	5.00	
				Total GST	0.00	
				Freight amount	0.00	
				Total Amount (With GST)	5.00	



**Thank you for your submission.**  
**Your invoice *testedit* was edited successfully on 27/12/2022 14:11:06**

You may amend the invoices on the day of submission before 6.30pm.  
 Please note that the invoice will be sent to your client agency for processing the next working day, and cannot be amended further.

[View Tax Invoice](#) [Create Another](#)

# 3. Copy E-Invoice User Guide

**NOTE:**

- You can view or retrieve E-Invoices with invoice date that is within the past 180 days.
- E-invoices that had passed 180 days will not be retrievable at the portal.

13 Rejected Search Invoices Export table to PDF Export table to Excel

The results of this search contain all related invoices and is not limited to those on the current status tab

Invoice ID  
eg. SLA234127P

Invoice Date (invoices for last 180 days is available)  
eg. 01/01/2019 ↔ eg. 01/01/2019

Payment Reference  
(The 10 digit number in your in your statement starting eg.500XXXX)  
eg.500XXXX

Payment Date  
eg. 01/01/2019 ↔ eg. 01/01/2019

Status  
All Invoices

Search

Search Results  
1 Records found

S/NO.	STATUS	INVOICE NO.	INVOICE DATE	CLIENT AGENCY	CURRENCY	INVOICE AMOUNT	ACTIONS
1	Submitted	[Barcode]	09/08/2019	EMA03-Energy Policy & Dev Div	ZZZ	353.10	[Copy] [Print] [Delete]

Invoices which have been paid/rejectedd within the past 3 working days are flagged as 'New'

**Step 1** – Login to Vendors@Gov portal.  
For more information on how to login, please refer to '[Login and Registration User Guide](#)'.

**Step 2** – The list of invoices which are within the past 180 days will be shown on the homepage.

**Step 3** – Enter the Invoice ID and Click 'Search'.

**Step 4** – Click on the 'Copy' icon to edit your e-Invoice.

# 3. Copy E-Invoice User Guide (Continued)

**NOTE:**

- You can view or retrieve E-Invoices with invoice date that is within the past 180 days.
- E-invoices that had passed 180 days will not be retrievable at the portal.

**Step 5 –** You will be directed to ‘Copy e-Invoice page’. Click on the **“Next”** button to review your E-Invoice on the summary page. After verifying the details of the e-invoice at the **‘Summary’** page, you may click **“Submit”** to submit the E-invoice. Upon successful submission, you will see the following message “Thank you for your submission. Your Invoice “XXX” was created successfully on (Date and Time of e-invoice submission)!”.

Client Agency

Ministry/Statutory Board\*  
 Department\*  
 Sub-Business Unit\*  
 Address To\*

E-Invoice Details

Invoice Date\*  
 Invoice Number\*  
 Invoice Date\*

Payment Term\*  
 Currency\*

Additional Details

Customer Accounting  
 Item To  
 Invoice To

E-Invoice Line Details

S/N	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT (WITHOUT GST)	GST	TOTAL AMOUNT (WITH GST)
1	Item 1	3	16.82	50.46	3.53	53.99
2	Item 2	3	22.45	67.35	4.71	72.06

Sub Total (Without GST) 117.81  
 Total GST 8.24  
 Freight amount 0.00  
 Total Amount (With GST) 126.05

Back Submit

*Invoice date must not be backdated for more than 7 days or later than today's date. If your e-Invoice date has past 7 days, please select the invoice date as of today's date.*



**Thank you for your submission.**  
 Your invoice testtestest was created successfully on 13/12/2022 11:01:44

You may amend the invoices on the day of submission before 6.30pm. Please note that the invoice will be sent to your client agency for processing the next working day, and cannot be amended further.

[View Tax Invoice](#) [Create Another](#)

# 4. Print E-Invoice User Guide

**NOTE:**

- You can view or retrieve E-Invoices with invoice date that is within the past 180 days.
- E-invoices that had passed 180 days will not be retrievable at the portal.

Rejected 13

Search Invoices

Export table to PDF

Export table to Excel

The results of this search contain all related invoices and is not limited to those on the current status tab

Invoice ID

eg. SLA234127P

Invoice Date (invoices for last 180 days is available)

eg. 01/01/2019 ↔ eg. 01/01/2019

Payment Reference

(The 10 digit number in your in your statement starting eg.500XXXX)

eg.500XXXX

Payment Date

eg. 01/01/2019 ↔ eg. 01/01/2019

Status

All Invoices

Search

Search Results

1 Records found

S/NO.	STATUS	INVOICE NO.	INVOICE DATE	CLIENT AGENCY	CURRENCY	INVOICE AMOUNT	ACTIONS
1	Draft	DraftInvoice01	16/08/2019	BCA01-BCA Academy-Corp Serv/Admin	SGD	107.00	

Invoices which have been paid/rejected within the past 3 working days are flagged as 'New'

Show 15 entries

Showing 1 to 1 of 1 entries

[View E-Invoice](#)

**Client Agency**

Ministry/Statutory Board: BCA-Building&Constructn Authority | Department: BCA01-BCA Academy | Sub-Business Unit: BCA01-BCA Academy-Corp Serv/Admin | Attention To: Iena | Vendor ID: 199307328E

**E-Invoice Details**

Invoice Number: DraftInvoice01 | Invoice Date: 16/08/2019 | Invoicing Instruction ID/Purchase Order ID: -

**E-Invoice Line Details**

S/NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT (WITHOUT GST)	GST	TOTAL AMOUNT (WITH GST)
1	qwer1234	1,0000	100.00000	100.00	7.00	107.00
				Sub Total (Without GST)		100.00
				Total GST		7.00
				Freight amount		0.00
				Total Amount (With GST)		107.00

Print

View Tax Invoice

Edit E-Invoice

**Step 1** – Login to Vendors@Gov portal. For more information on how to login, please refer to '[Login and Registration User Guide](#)'.

**Step 2** – The list of invoices which are within the past 180 days will be shown on the homepage.

**Step 3** – Enter the Invoice ID and Click 'Search'.

**Step 4** – Select the E-invoice and click 'Print' to print the E-invoice.

# 5. Delete E-Invoice User Guide

**NOTE:**

- You can delete E-Invoices on the day of submission **before 6.30pm** or E-Invoices that are saved as **'Draft'**. Please note that once the e-invoice is deleted it can no longer be retrievable.
- E-invoices that are **"Processing"**, **"Approved"** or **"Paid"** are not allowed for deletion as it has been extracted to your client agency's financial system for processing or are processed. You are required to approach your client agency to reject your E-Invoice at their payment system if the e-invoice details was incorrectly entered.
- E-invoices status that are **"Rejected"** are not allowed for deletion. The rejected e-invoice will be removed from the portal after the e-invoice date has passed 180 days.

The results of this search contain all related invoices and is not limited to those on the current status tab

**Invoice ID**  
eg. SLA234127P

**Invoice Date** (invoices for last 180 days is available)  
eg. 01/01/2019 ↔ eg. 01/01/2019

**Payment Reference**  
(The 10 digit number in your in your statement starting eg. 500XXXX)  
eg. 500XXXX

**Payment Date**  
eg. 01/01/2019 ↔ eg. 01/01/2019

**Status**  
All Invoices

**Search**

**Search Results**  
1 Records found

S/NO.	STATUS	INVOICE NO.	INVOICE DATE	CLIENT AGENCY	CURRENCY	INVOICE AMOUNT	ACTIONS
1	Draft	DraftInvoice01	16/08/2019	BCA01-BCA Academy-Corp Serv/Admin	SGD	107.00	

Invoices which have been paid/rejected within the past 3 working days are flagged as 'New'

Show 15 entries Showing 1 to 1 of 1 entries

**Step 1 – Login to Vendors@Gov portal.**  
For more information on how to login, please refer to ['Login and Registration User Guide'](#).

**Step 2 – The list of invoices which are within the past 180 days will be shown on the homepage.**

**Step 3 – Enter the Invoice ID and Click 'Search'.**

**Step 4 – Select the E-invoice and click 'Delete Selected Invoices' or the "bin" icon to delete the E-invoice.**

# 6. E-Invoice Status

Status	Description
<b>Draft</b>	<p>E-Invoices that are saved as 'Draft' are <u>not</u> submitted to your client agency.</p> <p><i><u>NOTE:</u> To submit the draft e-Invoice, please edit the e-invoice and click on 'Submit' instead of 'Save as Draft'. For more information, please refer to 'Edit E-invoice User Guide'.</i></p>
<b>Submitted</b>	<p>The E-Invoice is successfully submitted.</p>
<b>Processing</b>	<p>The E-Invoice is extracted to your client agency's financial system for processing.</p> <p><i><u>NOTE:</u> As E-Invoices submitted at the Vendors@Gov portal are processed by your client agency, you should contact the liaison officer at your client agency to check on your e-invoice status if you do not receive the payment after the payment schedule date<sup>1</sup>.</i></p>
<b>Approved</b>	<p>The E-Invoice has been approved by your client agency.</p> <p><i><u>NOTE:</u> The payment should be made to you on the payment schedule date<sup>1</sup>.</i></p>

<sup>1</sup> The payment schedule date is calculated based on the payment term you have selected when submitting your E-Invoice. Example: If your e-invoice payment term is 30 days and the E-Invoice date is 1<sup>st</sup> June, your E-Invoice payment schedule date should be on 1<sup>st</sup> July.

# 6. E-Invoice Status

Status	Description
<p><b>Paid</b></p>	<p>The E-Invoice has been paid.</p> <p><i><u>NOTE:</u> E-Invoice paid status will be interfaced to Vendors@Gov portal 2 working days before the actual payment date.</i></p> <p><i>Vendors who have registered an EFT bank account will receive the payment on the actual payment date before midnight. To check your e-invoice payment date, you may generate the remittance advice at Vendors@Gov portal. Please refer to <a href="#">‘View and Retrieve Paid Transactions’ User Guide.</a></i></p>
<p><b>Rejected</b></p>	<p>The E-Invoice has been rejected.</p> <p><i><u>NOTE:</u> Please contact the liaison officer at your client agency if you need further clarification on your e-invoice rejection reason.</i></p> <ul style="list-style-type: none"> <li><i>After your client agency has rejected your e-invoice at their financial system, please allow up to <u>2 working days</u> for e-invoice rejection status to update at the Vendors@Gov portal. You can only edit the rejected e-invoice for resubmission if the status of the e-invoice is shown as “Rejected” at the Vendors@Gov portal.</i></li> <li><i>You can only retrieve rejected e-Invoices for e-invoice date that are within 180 days. E-invoice that had passed 180 days will <u>not</u> be retrievable at the Vendors@Gov portal. Please create a new e-Invoice to re-submit the rejected e-invoice.</i></li> </ul>

<sup>1</sup> The payment schedule date is calculated based on the payment term you have selected when submitting your E-Invoice. Example: If your e-invoice payment term is 30 days and the E-Invoice date is 1<sup>st</sup> June, your E-Invoice payment schedule date should be on 1<sup>st</sup> July.

**- END -**