



Manage E-invoice User Guide

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

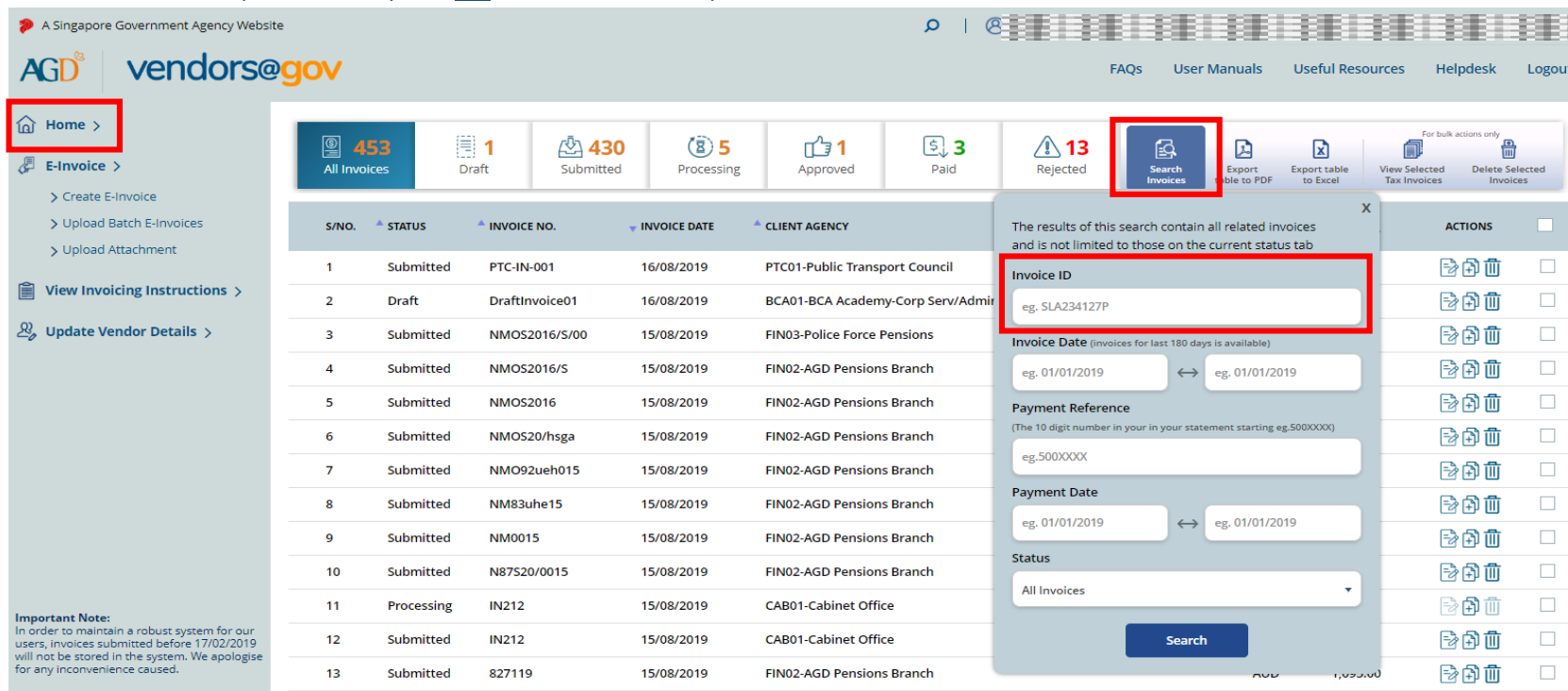
Delete E-invoice

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. On the left sidebar, the 'Home' link is highlighted with a red box. The main dashboard displays various invoice status counts: All Invoices (453), Draft (1), Submitted (430), Processing (5), Approved (1), Paid (3), and Rejected (13). The 'Search Invoices' button is also highlighted with a red box. A modal window is open for searching invoices, with the 'Invoice ID' field highlighted by a red box. The modal contains the following fields and options:

- Invoice ID:** A text input field with the example value 'eg. SLA234127P'.
- Invoice Date:** A date range selector with the text '(invoices for last 180 days is available)'. The example values are 'eg. 01/01/2019'.
- Payment Reference:** A text input field with the example value 'eg.500XXXX'.
- Payment Date:** A date range selector with the example values 'eg. 01/01/2019'.
- Status:** A dropdown menu with the option 'All Invoices' selected.
- Search:** A blue button to execute the search.

The background table lists 13 invoices with columns: S/NO., STATUS, INVOICE NO., INVOICE DATE, and CLIENT AGENCY. The first few rows are visible:

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.


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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

Invoice Date (Invoices for last 180 days is available)
 ↔

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





Payment Date
 ↔

Status

Search

Search Results

1 Records found

S/NO.	STATUS	INVOICE NO.	INVOICE DATE	CLIENT AGENCY	CURRENCY	INVOICE AMOUNT	ACTIONS
1	Submitted		09/08/2019	EMA03-Energy Policy & Dev Div	ZZZ	353.10	<div style="border: 2px solid red; padding: 2px;">    </div>

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.

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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**", "**Certified**", "**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

Client Agency

Ministry/Department/Board*

Department*

Sub-Business Unit*

Ministry ID*

Invoice Number*

Invoice Date*

Invoice Status*

Current*

Description*

Additional Details

Customer Accounting

Remit To*

Factoring Company

Related Invoice ID*

E-Invoice Line Details

S/NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT (WITHOUT GST)	GST	TOTAL AMOUNT (WITH GST)	ACTION
1	qwer1234	1	100.0000	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

[Save As Draft](#) [Next](#)

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

Client Agency / E-Invoice Details

E-Invoice Line Details

Summary

Complete

Customer Accounting

Remit To

Factoring Company

Related Invoice ID:

No

No

No

E-Invoice Line Details

S/NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT (WITHOUT GST)	GST	TOTAL AMOUNT (WITH GST)
01	qwer1234	1	100	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

[Back](#) [Submit](#)

Client Agency / E-Invoice Details

E-Invoice Line Details

Summary

Complete



Thank you for your submission.
Your invoice was edited successfully on 02/08/2019!

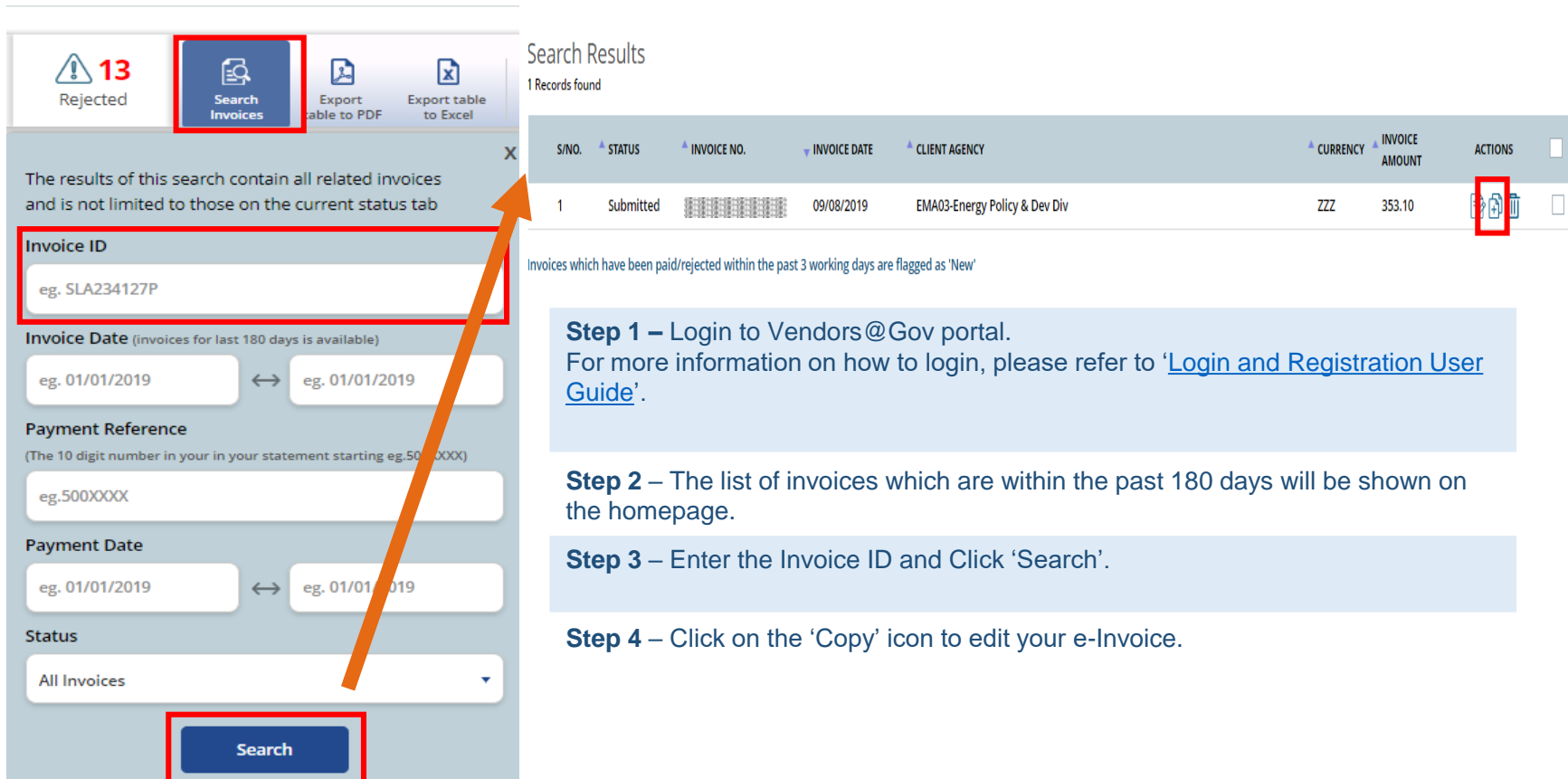
You may amend the invoices on the day of submission before 6.30pm.
Please note that the invoice will be sent to your client agency for processing the next working day, and cannot be amended further.

[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.



The screenshot displays the Vendors@Gov portal's search results for E-Invoices. On the left, a search filter sidebar contains fields for Invoice ID (with example 'SLA234127P'), Invoice Date (range from '01/01/2019' to '01/01/2019'), Payment Reference (with example '500XXXX'), Payment Date (range from '01/01/2019' to '01/01/2019'), and Status (set to 'All Invoices'). A red box highlights the 'Search' button at the bottom of this sidebar. An orange arrow points from this button to the 'Copy' icon in the 'ACTIONS' column of the search results table. The search results table, titled 'Search Results' and indicating '1 Records found', has columns for S/NO., STATUS, INVOICE NO., INVOICE DATE, CLIENT AGENCY, CURRENCY, INVOICE AMOUNT, and ACTIONS. The first record is a 'Submitted' invoice from 'EMA03-Energy Policy & Dev Div' dated '09/08/2019' with an amount of '353.10' in 'ZZZ' currency. The 'ACTIONS' column for this record contains a 'Copy' icon (a document with a plus sign), which is highlighted by a red box. Below the table, a note states: '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 '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)!”.

Ministry/Likelihood Based *
ICA Building/Construction Authority

Department *
ICA-ICA Academy Corp Services

Sub-Business Unit *
ICA-ICA Academy Corp Services

Attention To *
Ira

E-Invoice Details

Invoice Number *
DraftInvoice017

Invoice Date *
19/08/2019
Always select today's date for invoice date.

Invoice Validity *
30 Days

Currency *
Singapore Dollar

Description *
qwer1234

Attachment
[Upload Attachment](#)
Only PDF, PNG, JPG, GIF, EPS, PNG formats are accepted. Maximum of 10MB per attachment.

Additional Details



Customer Accounting
☐ Yes ☒ No
Select 'Yes' if billing to a relevant supplier of Procured Goods.

Remit To
Please Select
Select only if you want payment to an approved bank account of another vendor ID.

Factoring Company
☐ Yes ☒ No
Select 'Yes' if you have assigned the invoice to a financial institution or licensed company. This invoice will not be subjected to CMT, i.e. the factoring company will receive the full invoice fee.

Related Invoice ID
Please Select / Enter
This field is mandatory only if you are submitting a credit note. This is the invoice ID for which the credit note is to offset against.

E-Invoice Line Details

S/NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT (WITHOUT GST)	GST	TOTAL AMOUNT (WITH GST)	ACTION
1	qwer1234	1.0000	100.0000	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


[Save As Draft](#) [Next](#)

S/NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT (WITHOUT GST)	GST	TOTAL AMOUNT (WITH GST)	
01	qwer1234	1	100	100.00	7.00	107.00	
						Sub Total (Without GST)	
						Total GST	7.00
						Freight amount	0.00
						Total Amount (With GST)	107.00

[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.

Client Agency / E-Invoice Details E-Invoice Line Details Summary Complete



Thank you for your submission.

Your invoice **DraftInvoice0178** was created successfully on **19/08/2019 09:38:35**

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.

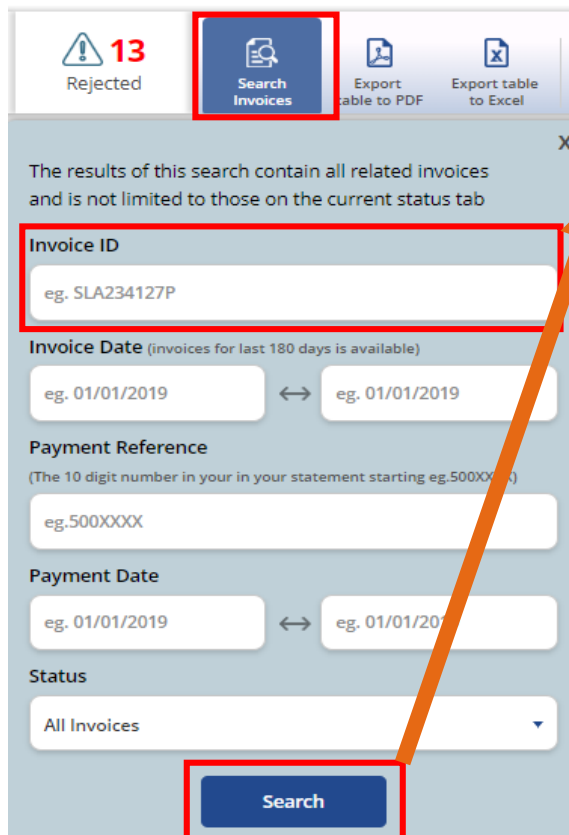
[View Tax Invoice](#) [Create Another](#)

Download Vendors@Gov mobile app (App Store or Google Play) and monitor the status of your invoices.

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 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

1

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
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E-Invoice Details

Invoice Number DraftInvoice01	Invoice Date 16/08/2019	Invoice Number	Invoking Instruction ID/Purchase Order ID
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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.

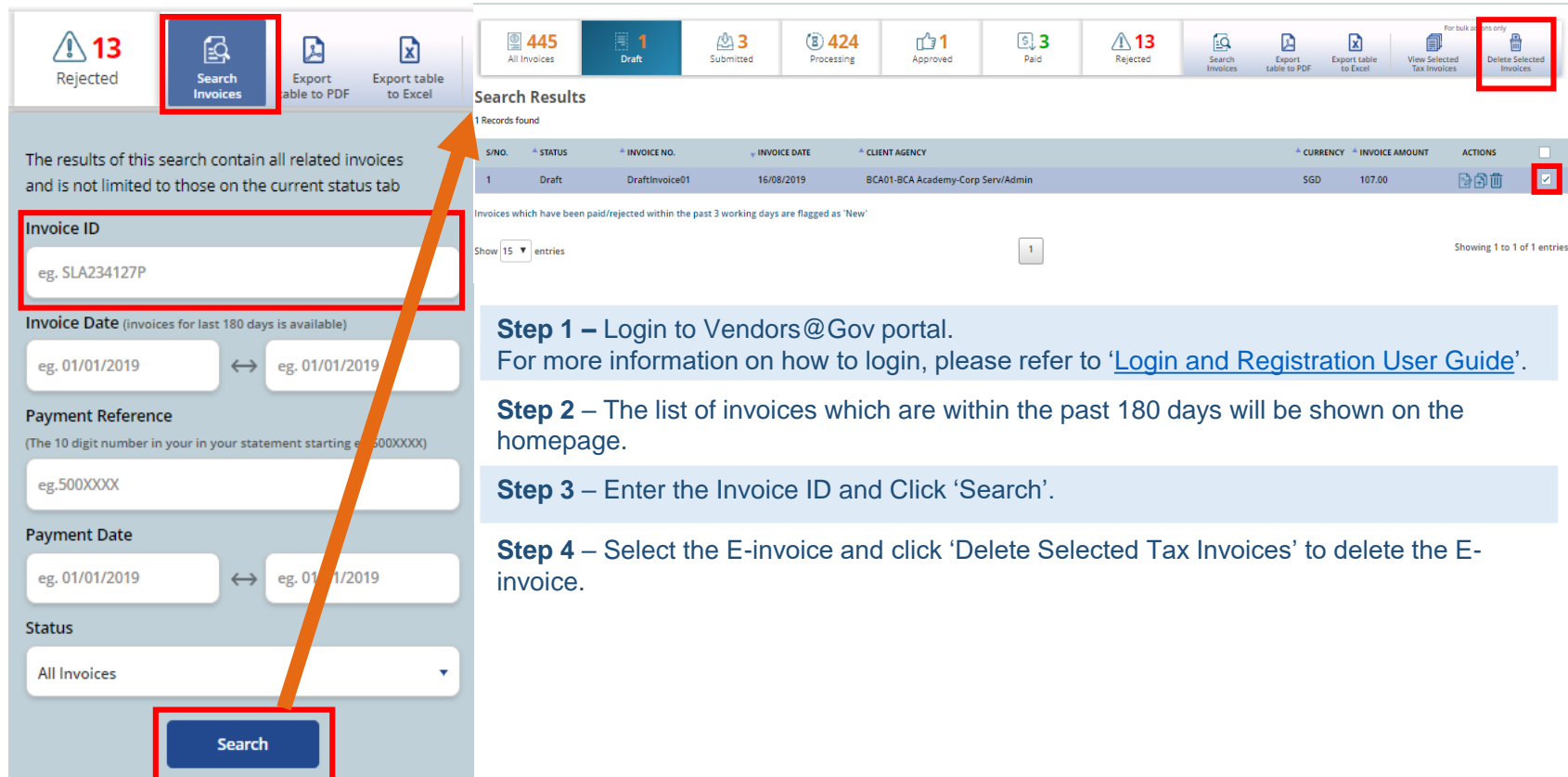
Step 3 – Enter the Invoice ID and Click 'Search'.

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**", "**Certified**", "**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 Tax Invoices' to delete the E-invoice.

6. E-Invoice Status

Status	Description
Draft	<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>
Submitted	<p>The E-Invoice is successfully submitted.</p>
Processing	<p>The E-Invoice is extracted to your client agency's financial system for processing.</p> <p><i><u>NOTE:</u> As there are some Statutory Boards (SBs) that do not provide status update to Vendors@Gov portal, the E-Invoice status will remain as '<u>Processing</u>' even after the E-Invoice has been paid or rejected at your client agency's financial system.</i></p> <p><i>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 date¹.</i></p>
Approved	<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 date¹.</i></p>

¹ 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 1st June, your E-Invoice payment schedule date should be on 30th June.

6. E-Invoice Status

Status	Description
Paid	<p>The E-Invoice has been paid.</p> <p><i>NOTE: 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 'View and Retrieve Paid Transactions' User Guide.</i></p>
Rejected	<p>The E-Invoice has been rejected.</p> <p><i>NOTE: 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"> <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> <i>Rejected e-invoices re-submission will <u>not</u> be applicable to e-invoices that are submitted to Statutory Boards that do not provide status update to Vendors@Gov portal, the E-Invoice status will remain as '<u>Processing</u>' even after the E-Invoice has been paid or rejected at your client agency's financial system. Please create a new e-Invoice to re-submit the rejected e-invoice.</i> <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>

¹ 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 1st June, your E-Invoice payment schedule date should be on 30th June.

- END -