

The logo for vendors@gov is positioned in the upper left area. It consists of the word "vendors" in a blue, lowercase sans-serif font, followed by "@gov" in an orange, lowercase sans-serif font.

View Invoicing Instruction (II) User Guide

Learn how to view Invoicing Instruction (II) at Vendors@Gov.

What is an Invoicing Instruction (II)?

Invoicing Instruction (II) is a document issued to suppliers at GeBIZ by your client agency.

It is mandatory to select the II ID when creating an e-invoice if your client agency has issued you an Invoicing Instruction (II) at GeBIZ.

Example of standard GeBIZ II ID: MOEXXXEPOXXXXXXXXXX

Example of SPF GeBIZ II ID: MHASPF06XXXXXXXXXX

Contract IDs are not II ID. You cannot select/view order or contract IDs in Vendors@Gov.

Example of order or contract IDs: MOEXXXECIXXXXXXXXXX, MHAXXXECOXXXXXXXXXX

To find out if your contract is tagged to an II, you may approach GeBIZ or your client agency for advice.

✓ **What if my client agency did not issue any II to me at GeBIZ?**

If your client agency did not issue you the Invoicing Instruction at GeBIZ, you may select the 'No Invoicing Instruction / Direct Invoice' option under the Invoicing Instruction/Purchase Order ID field to proceed with e-invoice submission in Vendors@Gov.

✓ **My Purchase Order (PO) was not issued from GeBIZ, can I select the PO ID at the II field?**

Even if your purchase order (PO) was not issued through GeBIZ, and issued directly by certain Statutory Boards, they will be displayed in the II field after the PO has been sent to the Government's financial system. The format of the II will be according to the PO ID generated by your client agency.

Note

1. Your Vendor Record status must be 'Approved' before you can proceed to submit e-invoice.
2. IIs which are fully invoiced, closed or terminated will not be available in Vendors@Gov for billing.
3. IIs must be approved or acknowledged/accepted in GeBIZ before it can be available at Vendors@Gov.
4. When submitting an II e-invoice, please ensure that you have:
 - Logged in with the correct vendor ID. Your vendor ID should be the same as your GeBIZ Trading Partner Reference ID.
 - Selected the correct sub-business unit. Please contact the liaison officer/buyer at your client agency if you need to confirm whether your II is approved at GeBIZ.
 - Acknowledged/accepted the II at GeBIZ if it requires your acceptance. You may contact GeBIZ to confirm if this action is required by you.

View Invoicing Instruction (II)

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 'View Invoicing Instructions'.

Step 3 – You may search for the II by clicking on 'Search Invoicing Instructions' and using "Invoicing Instruction ID", "Ministry/ Statutory Board", "Department" or "Sub-Business Unit". You will be able to retrieve the II if it has been approved or accepted at GeBIZ.

Step 4 – Click on the invoicing instruction to view the details. To continue with e-invoice creation, click on the "Create" icon under the 'Action' column.

The screenshot displays the 'vendors' portal interface. On the left is a navigation menu with 'View Invoicing Instructions' highlighted. The main area shows a search form with fields for 'Invoicing Instruction ID' (MOE000EPO18000020), 'Ministry/Statutory Board', 'Department', and 'Sub-Business Unit'. Below the form are 'Reset' and 'Search' buttons. At the bottom, a table lists the search results. A red arrow points to the 'S.NO.' column, and another red arrow points to the 'Create' icon in the 'ACTION' column of the first row.

| S.NO. | II/PO ID | II/PO DATE | CLIENT AGENCY | DESCRIPTION | CURRENCY | TOTAL AMOUNT | ACTION |
|-------|-------------------|------------|-----------------------------------|-------------------------|----------|--------------|--------|
| 01 | MOE000EPO18000020 | 12/11/2018 | MOE01-School Planning&Placemt Div | For Customer Accounting | SGD | 3000000 | |

Step 5 – You will be **directed** to the "Create e-Invoice" page if you clicked on the "Create" icon. Some e-invoice fields will be auto-populated based on the II information. Complete the remaining fields before submission.

Note: "Payment term", "Currency", "Line Description", "Unit Price", "Total Amount (without GST)" and "Total Amount (with GST)" fields are not editable.

View Invoicing Instruction (II)

There are three main sections to be completed for submission of e-invoice associated with II.

A. Client Agency Details

- Ministry/Statutory Board, Department and Sub-Business Unit information will auto-populated when an Invoicing Instruction ID is selected at the create e-invoice page.
- Please enter the name of the liaison officer at your client agency who verifies the delivery of goods and services at the “Attention To” field.

Client Agency

Your Vendor ID

Ministry/Statutory Board *

 x v

Department *

 x v

Sub-Business Unit *

 x v

Attention To *

B. E-Invoice Details

Invoicing Instruction ID, Payment Term, Description and Currency information will be auto-populated. GST rate would be defaulted at 9%, but can be adjusted if needed. The “Payment Term” and “Currency” fields are greyed out and not editable.

E-Invoice Details

GST Rate *

Invoice Number *

Invoice Date *

Always select today's date for invoice date.

Invoicing Instruction/Purchase Order ID *

If you are unable to find the ID, please confirm with your client agency that they have despatched the document to you. It may take 1 working day for it to be updated in the system.

Payment Term *

Currency *

Description *

Attachment

Upload Attachment



View Invoicing Instruction (II)

B. E-Invoice Details (Continued)

E-Invoice Details

1 Invoice Number *

2 Invoice Date * Please Select
Always select today's date for invoice date.

Invoicing Instruction/Purchase Order ID * Please Select
If you are unable to find the ID, please confirm with your client agency that they have despatched the document to you, it may take 1 working day for it to be updated in the system.

Payment Term * 30 Days

Currency * Singapore Dollar

Description *

Attachment **3**

Only BMR,GIF,JPEG,JPG,PDF,PNG formats are accepted. Maximum of 11MB per attachment for most Statutory Board invoice, 2MB for most Ministry invoice.



Additional Details

4 Customer Accounting Yes No
Select 'Yes' if billing is for relevant supplies of Prescribed Goods

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

5 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

Factoring Company Yes No
Select 'Yes' if you have assigned the invoice to a financial institution or licensed company.

1. The Invoice Number should not exceed 27 characters and must not include any spaces or special characters (such as #, %, &, +, ?, <, >, " and ').

2. The invoice date may not be post-dated. Back-dating of the invoice is allowed for a maximum of seven (7) days.

3. One attachment up to 1MB is allowed per transaction for most Statutory Board invoices, 2MB for most Ministry invoices. Only BMP, GIF, JPEG, JPG, PDF, PNG format attachments 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.

4. 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.

5. You may leave the "Related Invoice ID" field blank if you are submitting an e-invoice associated with II.

View Invoicing Instruction (II)

B. E-Invoice Details (Continued)

Additional Details

Customer Accounting

Yes No

Select 'Yes' if billing is for relevant supplies of Prescribed Goods

Remit To

Please Select

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

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.

Factoring Company

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Yes No

Select 'Yes' if you have assigned the invoice to a financial institution or licensed company.

6. A **Factoring Company** is a commercial finance company (usually a bank) that specializes in the purchase of invoices or accounts receivable for cash. During e-invoice creation, you may select Factoring Company option as "No" if you do not have any factoring arrangement for your payment. If you have selected the Factoring Company option as "Yes", please ensure to select your factoring company from the dropdown list to proceed with your e-invoice submission.

View Invoicing Instruction (II)

C. E-invoice Line Details

E-invoice Line Details will be auto-populated. Description, Unit Price and Total Amount (Without/With GST) fields are not editable.

E-Invoice Line Details

| S/NO. | DESCRIPTION | 1 QUANTITY | UNIT PRICE | TOTAL AMOUNT (WITHOUT GST) | GST 3 | TOTAL AMOUNT (WITH GST) | 2 ACTION |
|-------|---------------------|------------|------------|----------------------------|-----------|-------------------------|---|
| 1 | Non-Prescribed Item | 2000.0000 | 1000.00000 | 2000000.00 | 140000.00 | 2140000.00 |  |
| 2 | Prescribed Item | 1000.0000 | 1000.00000 | 1000000.00 | 70000.00 | 1070000.00 |  |

During e-invoice creation, you may perform partial billing by:

1. Amending the Quantity and/or,
2. Delete the line if you do not wish to bill the line item.

- Please note that you should not indicate a Quantity that is greater than the stated available amount.
- The II items that are unbilled will be available on the next billing if the II status is not closed or terminated by your client agency at GeBIZ.

3. For GST-registered vendors, Goods & Services Tax will be auto-calculated at the selected GST rate of the invoice (9% from 1 Jan 2024 by default). The GST amount should not be amended to any other figure unless the -Invoice Line item is GST-Exempt or GST Out-of-Scope. In such cases where GST will not be billed for the E-Invoice Line, the GST should be set to zero (0) for that E-Invoice Line.

If Customer Accounting was selected, the GST fields would be set to zero (0) and greyed-out, as your client agency will account the GST Output to IRAS on your behalf for the invoice.

View Invoicing Instruction (II)

After completing the e-invoice creation, you may click “Next” to navigate to 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)”.



Thank you for your submission.

Your invoice **testtesttest** 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](#)



View Invoicing Instruction (II)

Amount-Based II

An amount-based II allows vendors to invoice goods/services by amount. This option will be selected by your client agency while creating the II at GeBIZ, if they would like the goods/services to be billed by amount.

The line item unit price will be **defaulted at '1'** (not editable) while the quantity will reflect the **total dollar amount** of the item.

During e-invoice creation, you may amend the quantity to the actual dollar value of the goods/services that have been delivered to your client agency.

E-Invoice Line Details

| S/NO. | DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL AMOUNT (WITHOUT GST) | GST | TOTAL AMOUNT (WITH GST) | ACTION |
|-------|--------------|----------|------------|----------------------------|------|-------------------------|---|
| 1 | PB504 Line 1 | 100.0000 | 1.00000 | 100.00 | 7.00 | 107.00 |  |

To identify if the line item was issued as amount-based, you may refer to the GeBIZ Invoicing Instruction. You should see an instruction **“This line item will have goods acceptance & invoice by amount.”** on the line item.

| Description | Procurement Mode | Status | UOM | Total Qty | Unit Price (SGD) | Lease Period (mth) | Total (SGD) | | Instruction to Supplier |
|---|------------------|--------|-----|-----------|------------------|--------------------|-------------|-----------|-------------------------|
| | | | | | | | Price | Admin Fee | |
| ITEM 1 | PURCHASE | New | EA | 20 | 15.0000 | | 300.00 | 0.00 | |
| This line item will have goods acceptance & invoice by amount. | | | | | | | | | |
| Total Amount | 300.00 (SGD) | | | | | | | | |

- END -