

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](https://vendors@gov).

What is an Invoicing Instruction (II)?

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

It is mandatory to select the Invoicing Instruction (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 Invoicing Instruction (II) ID. You cannot select/view order or contract IDs in Vendors@Gov.

Example of order or contract IDs: MOEXXXECIXXXXXXXXXXX, MHAXXXECOXXXXXXXXXX

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

✓ **What if my client agency did not issue any Invoicing Instruction 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 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 Invoicing Instruction (II) field?**

Purchase Orders (PO) issued by certain Statutory Boards¹ will be displayed in the Invoicing Instruction (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.

¹List of Statutory Boards that interface PO includes Health Sciences Authority (HSA); National Arts Council (NAC); National Library Board (NLB); National Parks Board (NPARKS); People's Association (PA); PUB, Singapore's National Water Agency (PUB); Science Centre Board (SCB); Singapore Corporation of Rehabilitative Enterprises (SCORE); Singapore Tourism Board (STB); Skillsfuture Singapore (SSG); Sport Singapore (SportSG); Urban Redevelopment Authority (URA) and Workforce Singapore (WSG).

Note

1. Your Vendor Record status must be 'Approved' before you can proceed to submit e-invoice.
2. II that is fully invoiced, closed or terminated will not be available in Vendors@Gov for billing.
3. II 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 Invoicing Instruction by clicking on 'Search Invoicing Instructions' and using "Invoicing Instruction ID", "Ministry/Statutory Board", "Department" or "Business Unit". You will be able to retrieve the Invoicing Instruction 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@Gov interface. On the left is a navigation menu with 'View Invoicing Instructions' highlighted. The main area shows search filters for Invoicing Instruction ID, Ministry/Statutory Board, Department, and Sub-Business Unit. Below the filters is a table of Invoicing Instructions. A 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 Invoicing Instruction information. Complete the remaining fields before submission.

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

View Invoicing Instruction (II)

There are 3 main sections to be completed for submission of e-invoice associated with Invoicing Instruction (II).

A. Client Agency Details

- Ministry/Statutory Board, Department and Sub-Business Unit information will auto-populate when an Invoicing Instruction ID is selected at your e-invoice.
- 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. The Payment Term and Currency fields are not editable.

E-Invoice Details

Invoice Number *

Invoice Date*

Always select today's date for invoice date.

Invoicing Instruction/Purchase Order ID*

 v

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*

 v

Description *

Attachment

Only BMP,GIF,JPEG,JPG,PDF,PNG formats are accepted. Maximum of 1MB per attachment.

View Invoicing Instruction (II)

B. E-Invoice Details (Continued)

E-Invoice Details

Invoice Number * 1	Invoice Date* 2	Invoicing Instruction/Purchase Order ID*	Payment Term
<input type="text"/>	<input type="text" value="Please Select"/> <small>Always select today's date for invoice date.</small>	<input type="text" value="MOE000EPO18000020"/>	<input type="text" value="30 Days"/>
Currency*	Description *		
<input type="text" value="Singapore Dollar"/>	<input type="text" value="For Customer Accounting"/>		

Attachment

3

Only BMP,GIF,JPEG,JPG,PDF,PNG formats are accepted. Maximum of 1MB per attachment.

Additional Details

Customer Accounting 4	Remit To	Factoring Company	Related Invoice ID 5
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="Please Select"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="Please Select / Enter"/>
<small>Select 'Yes' if billing is for relevant supplies of Prescribed Goods</small>	<small>Select only if you want payment to an approved bank account of another vendor ID.</small>	<small>Select 'Yes' if you have assigned the invoice to a financial institution or licensed company.</small>	<small>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.</small>

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 1 MB is allowed per transaction. 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.

Factoring Company

6

Yes No

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

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.

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 prevailing rate of 7% in Singapore. The GST amount should not be amended to any other figure unless the E-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 123 was created successfully on 14/08/2019 11:41:47!

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.



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

View Invoicing Instruction (II)

Amount-Based Invoicing Instruction (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	PBS04 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 -