vendors@gov

View and Retrieve Paid Transactions User Guide

Learn how to view and retrieve paid transactions at Vendors@Gov

Note

- You can retrieve paid transactions with invoice date that is within the past **180 days**. Transactions that had passed 180 days will <u>not</u> be retrievable on Vendors@Gov

- Invoices which have been paid/rejected within the past 3 working days are flagged as New on the homepage.

- The status of invoices submitted to certain Statutory Boards will remain as 'Processing' (i.e. will not be updated to Paid, even though they may be paid). To find out the updated status of your payment, please approach these agencies directly for assistance.

1. View and Retrieve Paid Transaction

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 filter the paid transactions by payment reference/payment date/status.

Step 4 – To download the list of paid transaction(s), you may search for the paid transactions and click on 'Export table to PDF' or 'Export table to Excel'.

2. Generate Remittance Advice

You can generate remittance advice for payment that was **paid by Accountant General's Department (AGD), excluding Ministry of Defence (MINDEF), Ministry Of Education (MOE) Schools and Singapore Police Force (SPF) transactions**. If you have received the payment directly from your client agency, please approach your client agency for the payment advice.

➢ To generate AGD's remittance advice, click on one of the transactions at the search results.

	S/NO.	STATUS	INVOICE NO.	INVOICE DATE	CLIENT AGENCY	CURRENCY	INVOICE AMOUNT	PAYMENT REF	PAYMENT DATE	PAYMENT AMOUNT	ACTIONS	
New	1	Paid	SBInv-RemitTo-01	14/08/2019	SCF01-Sch Cluster East 2	SGD	629.28	2012201612	14/08/2019	591.64		
New	2	Paid	SBInv-RemitTo-01	14/08/2019	SCF01-Sch Cluster East 2	SGD	629.28	2012201612	14/08/2019	591.64		
	3	Paid	MN016	15/04/2019	MOE01-MOETEST	SGD	2,999.00	000121	25/07/2019	144,991.10		

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

➢ Click on 'View Remittance Advice' to view the remittance advice.

➢ Click on the PDF or Print icon to save/ print the remittance advice.

Payment Details

Payment Date	Payment Type	Payment Amount	Payment Reference Number
25/07/2019	GIRO	SGD 144,991.10	000121
Payee Bank	Account Number	Payment Message	
		-	

Print   View Remittance Advice   View Tax Invoice

GOVERNMENT OF SINGAPORE
ACCOUNTANT-GENERAL'S DEPARTMENT
100 High Street
#06-01 The Treasury
Singapore 179434
Fax : (65)63327678

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NOTIFICATION OF PAYMENT TO YOUR BANK ACCOUNT THROUGH INTERBANK GIRO
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3. E-Invoice Status in Vendors@Gov

Status	Description
Draft	E-Invoices that are saved as 'Draft' are <u>not</u> submitted to your client agency. *NOTE: 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 '[Manage E-invoice (Edit E-Invoice) User Guide](#)'.*
Submitted	The E-Invoice is successfully submitted.
Processing	The E-Invoice is extracted to your client agency's financial system for processing. *NOTE: 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.* *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[1].*
Approved	The E-Invoice has been approved by your client agency. *NOTE: The payment should be made to you on the payment schedule date[1].*

[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 1st July.

3. E-Invoice Status in Vendors@Gov

Status	Description
Paid	The E-Invoice has been paid. *NOTE: E-Invoice paid status will be interfaced to Vendors@Gov portal when payment is initiated from your agency's bank account. This is about five working days for CAYE-liable invoices, and two working days for all other GIRO payments.* *Vendors who have registered an EFT/PayNow 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.*
Rejected	The E-Invoice has been rejected. *NOTE: Please contact the liaison officer at your client agency if you need further clarification on your E-invoice rejection reason.* • *After your client agency has rejected your E-invoice at their financial system, please allow up to 2 working days 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.* • *Rejected E-invoices re-submission will not 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 'Processing' 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.* • *You can only retrieve rejected e-Invoices for E-invoice date that are within 180 days. E-invoice that had passed 180 days will not be retrievable at the Vendors@Gov portal. Please create a new e-Invoice to re-submit the rejected E-invoice.*

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 1ˢᵗ July.

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