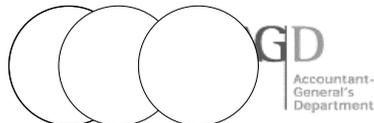


Briefing on Submission of Electronic Invoice to Government

Venue: SCCCI, Unity Seminar Room

Date: 23 October 2008

Jointly organised by:



Agenda

- **Introduction**
- **Benefits**
- **How to send e-invoice**
- **Important points to note**
- **FAQs**
- **Online Demo**
- **Q&A**

Improving richness of e-Services

Develop insights to enhance range of e-Services to stakeholders
Deliver proactive, userfriendly, responsive and intergrated e-Services

Extending the reach of e-Services

Provide easy and convenient access to e-Services



E-Services

IRAS e-Filing

ACRA Biz-File

CPF e-submission

AGD e-invoice

E-invoice

- Pilot phase since 2006
- Soft Launch in May 2008 – 6-month transition period for vendors
- Compulsory requirement wef 1 November 2008
- All Ministries/Statutory Boards/Govt Schools are involved, except Mindef, DSTA and CAAS.

For more details you can visit

<http://www.agd.gov.sg/vendorpayment/doc/OverviewList.xls>

Press Releases

THE STRAITS TIMES
Print Article

April 30, 2008

Govt e-invoice system kicks in from May 1

All suppliers billing the Government will have to submit their invoices electronically from Thursday.

But some small groups which I transaction period to come on to Wednesday.

The e-invoice system enables boards via a common online platform.

This will enhance the efficient automation of business process statement.

Suppliers can expect prompt of hardcopy invoices.

They will also be able to track invoices through the system.

Phased approach

The e-invoice system is being rolled out in a phased approach. Suppliers are being notified to start submitting invoices electronically from Thursday.

Over 75 per cent of Government of Government contracts.

From Thursday, statutory bodies to transfer and are excluded.

Exclusion from e-invoicing

But a small group of suppliers to transfer and are excluded.

These are small proprietorship firms, for example, newspaper or localised contracts.

The Government will continue to extend e-invoicing to their suppliers.

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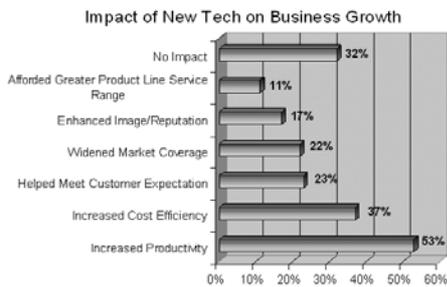
9 good reasons to switch to e-invoice

- **Cost-Savings**
 1. Saves Printing cost
 2. Saves Postage cost
- **Convenience**
 3. Anytime, anywhere even when you are overseas
 4. One password, many e-services
 5. One-stop, many clients
- **Transparency**
 6. Know the status of Invoice and payment at a glance
- **Efficiency**
 7. No more worries about loss of paper invoices
 8. Fast 'delivery' of invoices electronically
 9. Minimises data-entry efforts on invoice details, invoice amount and GST with auto-link to Gebiz Purchase Orders

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Productivity gains

- “ Going-‘E’ helps to improve our productivity ” ~ SME Development Survey
- 92% who have adopted new technology enjoyed its benefits
- 53% see improvement in productivity



Kwok Printers Pte Ltd
1092 Lower Delta Road #03-05/06/07, Singapore 169203
Tel: (65) 6276-0858 Fax: (65) 6276-0854

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How to Send e-Invoice?

Option 1

e-Invoice via Vendors@Gov

- Target: Vendors with low invoice volume
- Platform: Online
- Source: Online data entry

Option 2

e-Invoice via Batch Interface

- Target: Vendors with large invoice volume
- Platform: System interface
- Source: Direct from vendor financial system

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How to Send e-Invoice via Vendors@Gov

1. Obtain Online Account to Vendors@Gov

- www.vendors.gov.sg
- Log-in using SingPass / AGD password

(For log-in on behalf of company, you must first be authorised by your company through EASY found at www.iras.gov.sg)

LOGIN

I am logging in for ...

My Personal Payment Matters
 My Company's/Business' Payment Matters
 My Club's/Society's Payment Matters

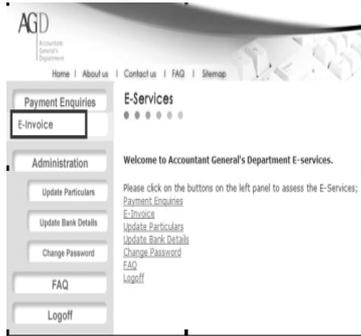
Important : To use Vendors@Gov e-services,
 1) Ensure that you have been authorised by your organization through **EASY** if you are representing your organisation. (click [here](#) for more information on EASY).
 2) Get your SingPass or Vendors@Gov pin ready.
 3) Forget your AGD password? Click [here](#) for help.

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How to Send e-Invoice via Vendors@Gov

2. Send e-Invoice: Create and send e-invoice at Vendors@Gov



Invoice Inquiry



Search for invoice using the form below or choose one of the following services :

Invoice Inquiry **Invoice Creation**

Invoice Inquiry

Invoice ID From :

To :

Status : Any

Search Cancel

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How to Send e-Invoice via Vendors@Gov

Invoice Creation



Without PO

Add a new invoice here
Fill in the form below to add/edit a invoice. Use Add button to add a new detail to the invoice.

Maximum invoice line details allowed is 40.

All fields with * are mandatory.

e-Invoice

* Vendor ID : S0750256G

* Ministry : Ministry of Finance

* Department : MOF03 - MOF Accountant-General's Dept

* Attention To : Jeremy Low

E-Invoice Status : Draft

* Invoice ID : 200700017

* Invoice Date : 06/03/2007 (dd/mm/yyyy)

Payment Terms : 30 Days

* Description : Purchase of Printer Brand X

Related Invoice ID (for credit note) :

Credit/debit note only. For credit note, total gross amount must be a negative value.

Purchase Order Information

PO ID : Please select PO ID Retrieve PO

PO Date :

Invoice Creation



With PO

Add a new invoice here
Fill in the form below to add/edit a invoice. Use Add button to add a new detail to the invoice.

Maximum invoice line details allowed is 40.

All fields with * are mandatory.

e-Invoice

* Vendor ID : S0750256G

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Payment Terms : 30 Days

* Description : Purchase of Printer Brand X

Related Invoice ID (for credit note) :

Credit/debit note only. For credit note, total gross amount must be a negative value.

Purchase Order Information

PO ID : 0000002358 Retrieve PO

PO Date : 28/07/2006

How to Send e-Invoice via Vendors@Gov

Purchase Order Information
 PO ID : 000002358
 PO Date : 28/07/2006

Invoice Amount Summary
 *Currency : Singapore Dollar
 Total before GST : 1,500.00
 GST Amount : 75.0
 Freight Amount : 0.0
 Amount Due : 1,575.00

Invoice line details
 Description :
 Quantity : Unit Price :
 GST : Gross Amt (excl. GST) :

| No. | Description | Qty. | Unit Price | GST | Gross Amt (excl. GST) |
|-----|-------------|------|------------|-----|-----------------------|
| 1 | SDFSD | 1 | 1,500 | Yes | 1,500.00 |

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How to Send e-Invoice via Vendors@Gov

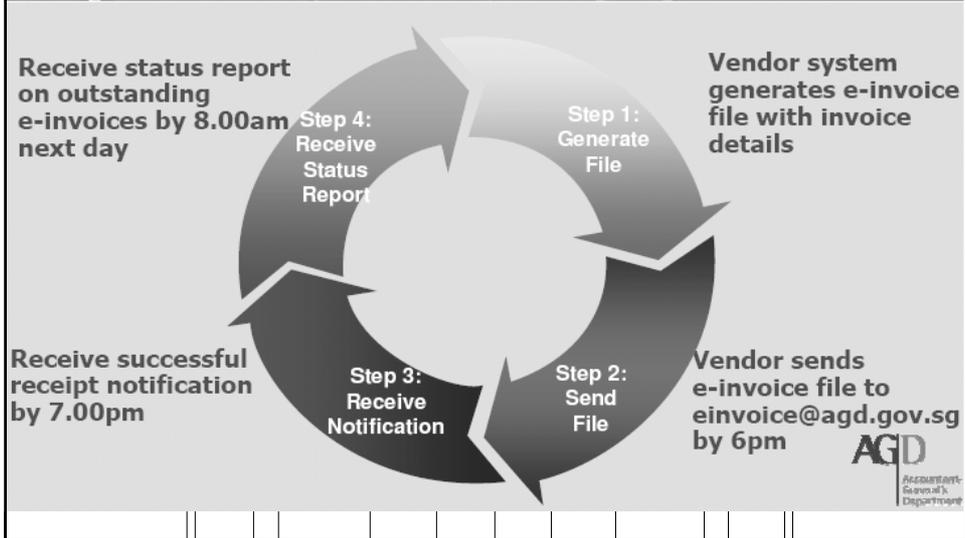
3. Check e-Invoice status at Vendors@Gov

The following shows the statuses of your invoices. For paid invoices, kindly note that you can get more information from the Payment Enquiries page.

If your invoice cannot be found here, please contact the Finance Officer of the respective Ministry/Department to which you have supplied goods and services.

| Invoice No. | PO No. | Invoice Date | Reference No. | Invoice Total | Submission Date | Status | Delete? |
|-------------|------------|--------------|----------------|---------------|-----------------|--------------------------|--------------------------|
| 0090012345 | | 31/05/2006 | - | SGD 261.00 | 22/01/2007 | Pending Officer's Action | |
| 0090108851 | 0000009437 | 27/10/2006 | - | SGD 3,560.00 | 28/11/2006 | Paid | |
| 00900188 | 0000002300 | 27/12/2006 | - | SGD 58,725.00 | 05/01/2007 | Rejected | |
| 005487898 | 0000002455 | 02/03/2007 | 20070302002422 | SGD 1,000.00 | 02/03/2007 | Pending Processing | |
| 004687546 | | 02/03/2007 | 20070302002423 | SGD 1,949.65 | 02/03/2007 | Pending Processing | |
| 0000124578 | 0000002358 | 02/03/2007 | 20070302002426 | SGD 1,500.00 | 02/03/2007 | Pending Processing | |
| 020061201 | | 02/03/2007 | - | SGD 60,595.95 | - | Draft | <input type="checkbox"/> |
| 00564878 | 0000002449 | 02/03/2007 | - | SGD 312.00 | - | Draft | <input type="checkbox"/> |

How to Send e-Invoice via Batch Interface



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AGD
Accountants' Department

Help-Kit

The screenshot shows the AGD website interface with several callouts:

- e-Helpdesk**: Points to the 'CONTACT US' and 'E-SERVICES' sections.
- User Guides**: Points to the 'Important Forms for Vendors' section.
- Forms**: Points to the 'E-sign @ Applications? Recent processes?' section.
- Sub-BU List FAQs**: Points to the 'List of Business Units & Their Branches by a BU' section.
- Broadcast on Improvements *coming soon***: Points to the 'LATEST UPDATES' section.
- Newsletters with Tips**: Points to the 'AGD e-Newsletter' section.

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AGD
Accountants' Department

Important Terms to Understand

- **Business Unit:** To identify receiving agency
- **Attention To:** To indicate officer responsible
- **Invoice Header Description:** A commonly overlooked but compulsory Field
- **Purchase Order (PO) No. & PO Date:** Fields are required wherever applicable

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FAQs

Q1. With this system, does it mean that there is no need to send in hardcopy invoices?

A1. Yes, the aim is to eliminate hardcopy invoices.

FAQs

Q2. How long will the e-Invoice be kept in the system?
What happens if a payment officer did not process the e-invoice?

A2. The e-Invoices will be in the system as long as it has not been processed. The status of all invoices will be tracked and outstanding e-Invoices will be brought to the attention of the ministries.

However, paid invoices will only be available for enquiry via Vendors@Gov for two months from invoice date.

FAQs

Q3. My organisation has authorised my SingPass via IRAS's EASY. However, when I log-on to Vendors@Gov, I am prompted this error message: "Error during Accessing Easy Error Code:EDX_00_01_02 Description:30005". Why is this so?

A3. Your company may not have taken the correct steps while authorising your SingPass via IRAS's EASY. If you have been authorised successfully, the agency shown in the EASY should be **AGD** instead of other Ministries/Stat Boards. A negative example is shown in the diagram below.

| S/N | Name of Staff / Third Party (As per IRAS record) | Staff / Third Party Tax Ref No. | Authorised for the following Agency/Ministry |
|-----|--|---------------------------------|--|
| 1 | Mary Tan | NRICS8812211A | JTC |

You may refer to the downloadable quick-start guide for the complete steps to perform authorisation via EASY.

FAQs

Q4. Some of the submitted e-invoices have the status: "Loaded Successfully". What does this mean? What do I have to do if I have made an incorrect submission to my Statutory Board (SB) or School client?

A4. SBs and schools have separate financial systems, from other Ministries. AGD will be a one-stop portal to receive all invoices from vendors and routes them to the respective SBs and Schools. Upon routing, the invoice status will be shown as "Loaded Successfully". If you need to find out whether your invoices have been processed, pls contact your SBs or schools directly.
For incorrect submission, you may re-submit a new e-invoice via Vendors@Gov.

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FAQs

Q5. Our organisation is not GST-registered but the e-invoice indicates GST at 7%. What should we do?

A5. The GST rate indicated on the e-invoice submission page is a text display defaulted at 7%. You may ignore this display if you have performed the following steps:

1. Select "No" for the GST reg status in the "Update Bank Details" panel;
2. Uncheck the GST box at the Invoice Line Details section
3. Click "Add Line" before invoice submission to ensure that the GST amount field under Invoice Account Summary is zero.

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How to Gain Access to Vendors@Gov

- www.iras.gov.sg
- [Quick-Guide](#)

Use of Vendors@Gov

- www.vendors.gov.sg

Contact Us

- Follow up:
 - To send all of your invoices electronically via Vendors@Gov portal wef **1 Nov 08**;

www.vendors.gov.sg
 - If you are opting for the batch interface, please contact us to obtain file format and test dates;
- To contact us:
 - You can log-in your enquiry with AGD e-Helpdesk from 'Contact Us' link at Vendors@Gov

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