BILLBAY

Seamlessly exchange Peppol E-Docs
(Invoices, Orders & Responses)

User Guide

BB04 Sending B2G E-Invoices to AGD

Login to our Peppol-Ready Solution:
invoice-now.billbay.co

Sign-up:
billbay.io/signup

Enquiry:
invoicenow@billbay.co

INTRODUCTION

All invoices that are sent to Singapore Government Agencies will need to be sent to the Accountant-General's Department (AGD).

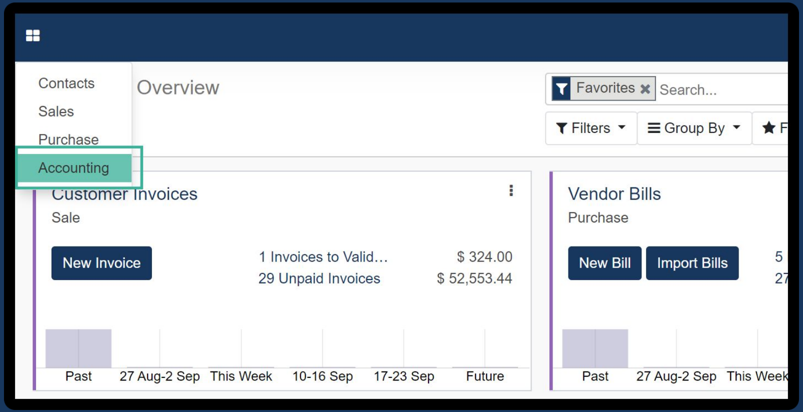
AGD is the central recipient for all e-invoices submitted to Singapore Government Agencies. The AGD will subsequently send the e-invoices to the respective Singapore Government Agencies for processing.

The Accountant-General's Department uses the following Peppol ID:

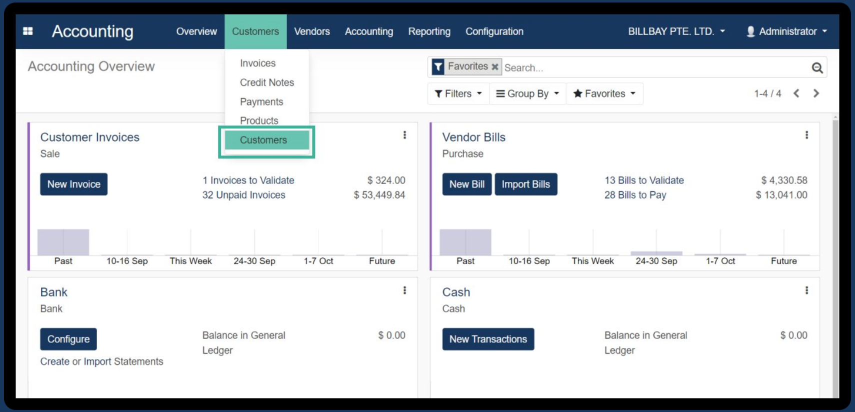
0195:SGUENT08GA0028A

Customer Master

In this section, we will walk you through the process of ensuring that the AGD is defined as a Customer. A properly defined Customer Master is crucial for effortless Invoicing.



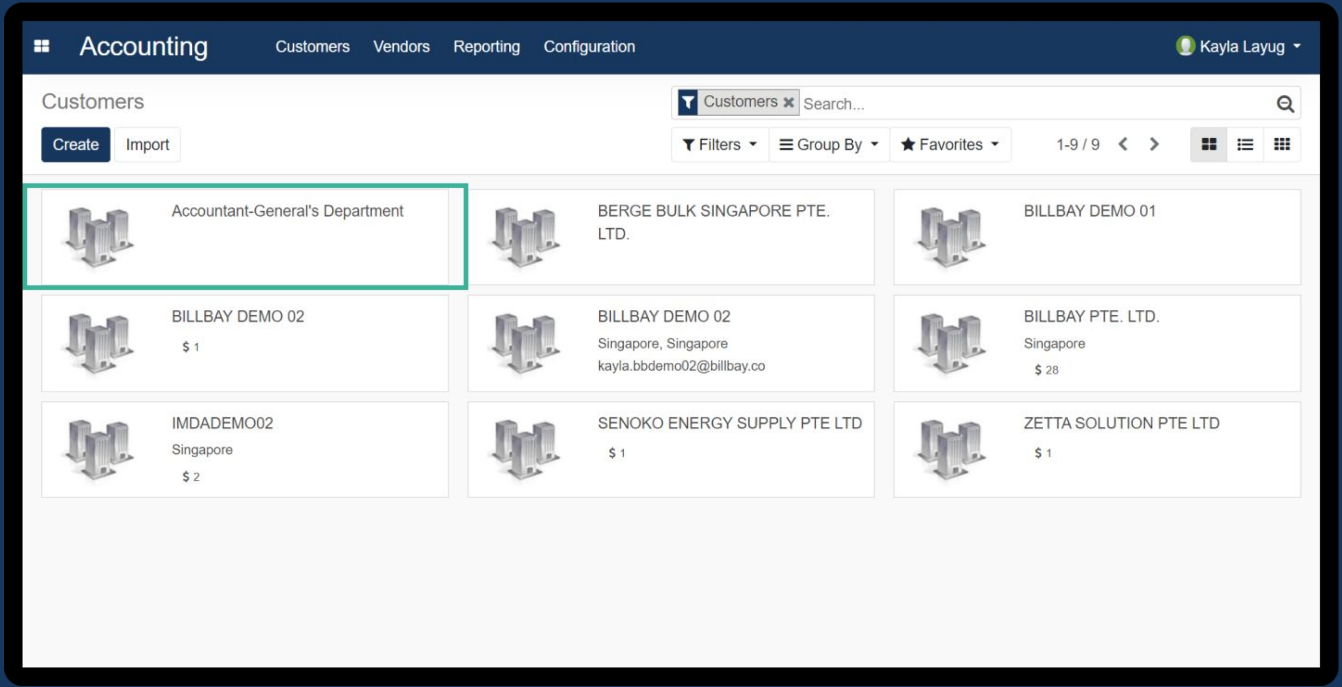
From the Main Menu, Select the Accounting Module.



Select 'Customers' on the top bar and click on the ‘Customers’ on the dropdown menu to proceed.

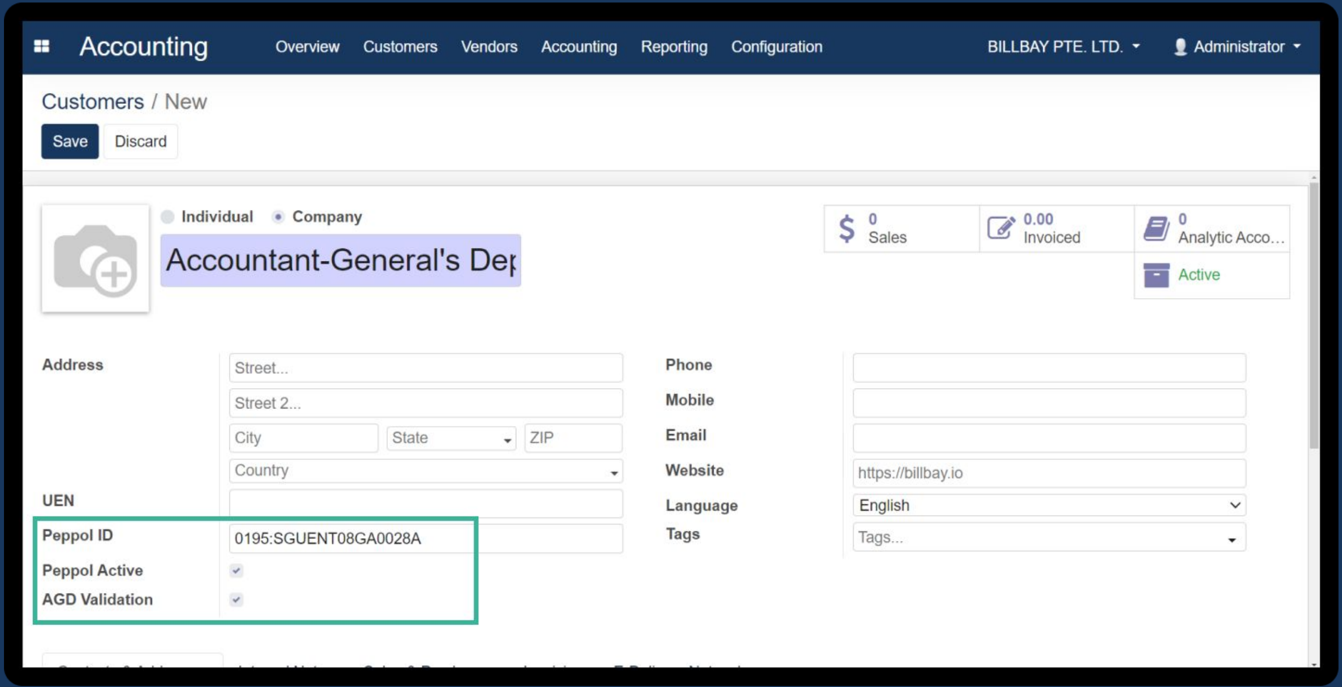
SECTION 1 of 5: Customer Master (Accountant General's Department)

At the Customer Master, you will see that AGD is pre-defined in the system as a customer.



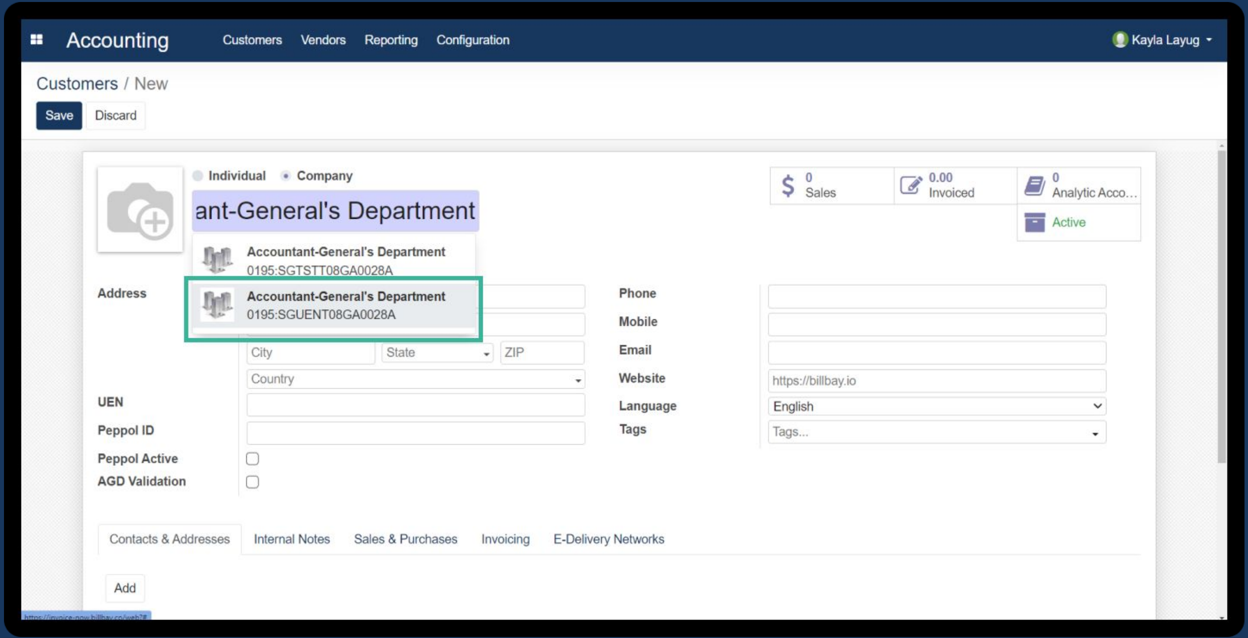
SECTION 1 of 5: Customer Master (Accountant General's Department)

On further drill-down, you will notice that AGD's Peppol ID is defined and the Peppol Active flag is set ; this enables the transmission of e-documents over InvoiceNow.



SECTION 1 of 5: Customer Master (Accountant General's Department)

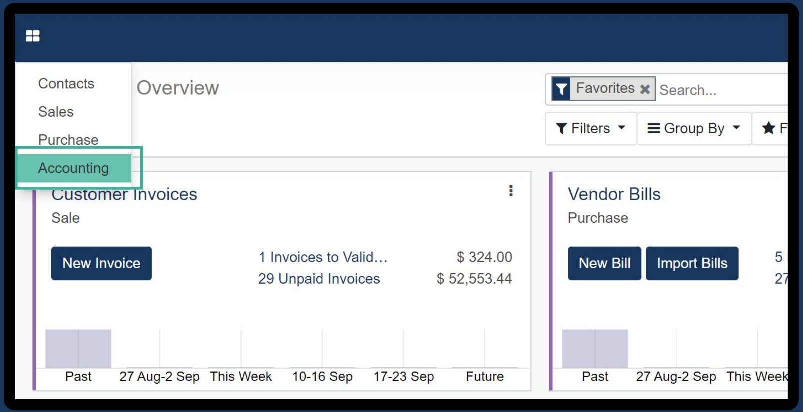
If AGD is not defined in the Customer Master, you can simply create a new customer record for AGD. The active Peppol Directory Lookup enables you to easily locate the AGD record. Be sure to select the one with the Peppol ID set as **0195:SGUENT08GA0028A**



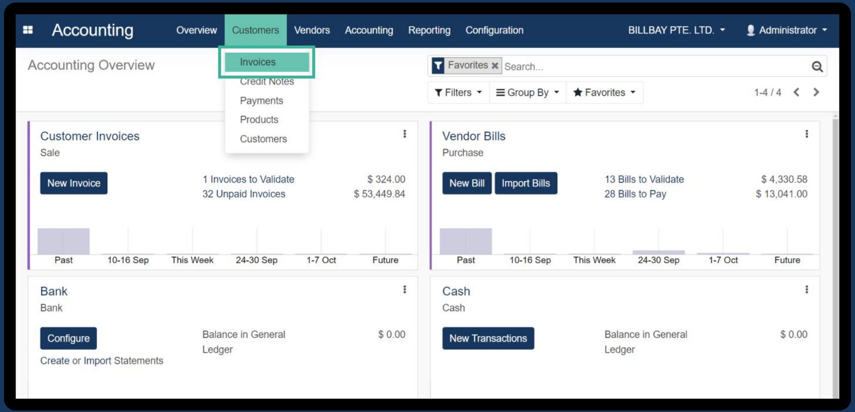
The other Peppol ID is intended for performing test transactions with AGD.

Invoice Data

Lets now walk through the process of keying in the essential invoice information, ensuring accuracy and completeness in your B2G invoicing process. Properly filling in the invoice data is a critical step to ensure your e-Invoice does not get rejected by AGD.



From the Main Menu, Select the Accounting Module.

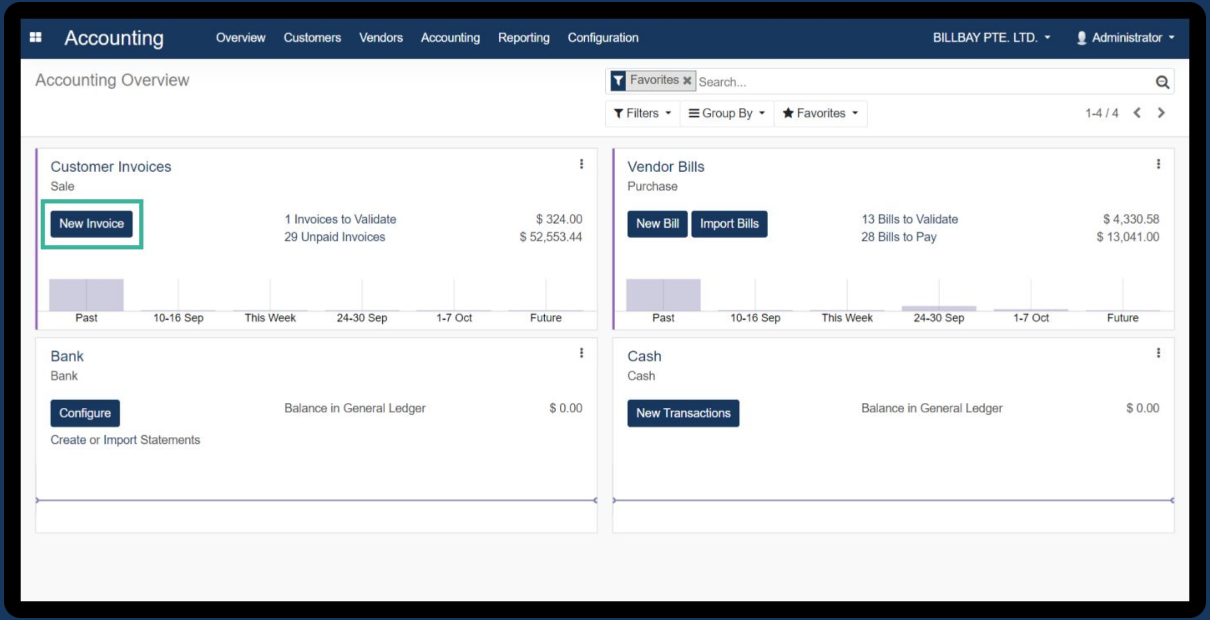


Click 'Customers' on the top bar and click on the 'Invoices' on the dropdown menu to proceed.

SECTION 2 of 5: Invoice Header

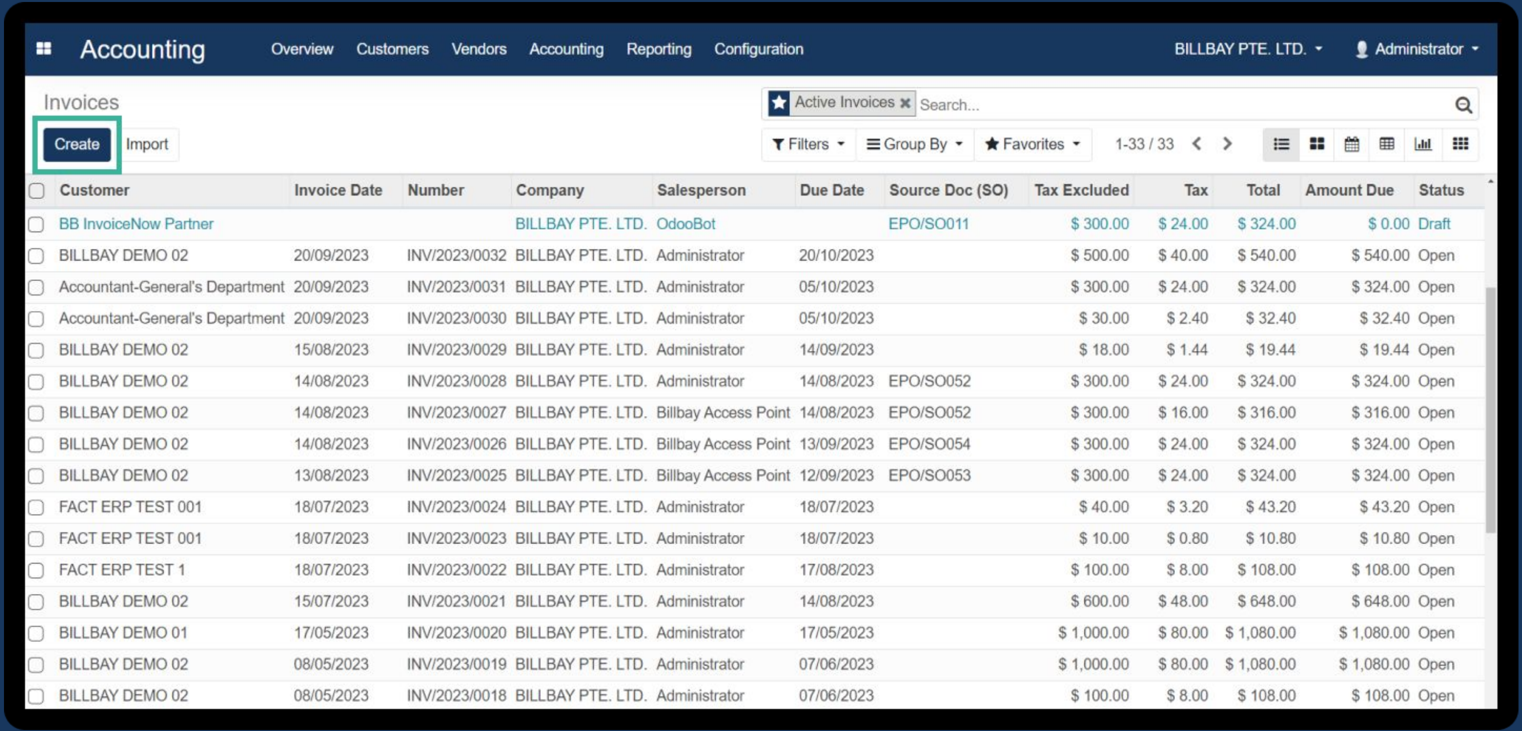
Alternatively,

Use a shortcut: Click on the 'New Invoice' button from the Accounting Dashboard



SECTION 2 of 5: Invoice Header

Once on the 'Invoices' page, click 'Create' to start keying in the invoice data.

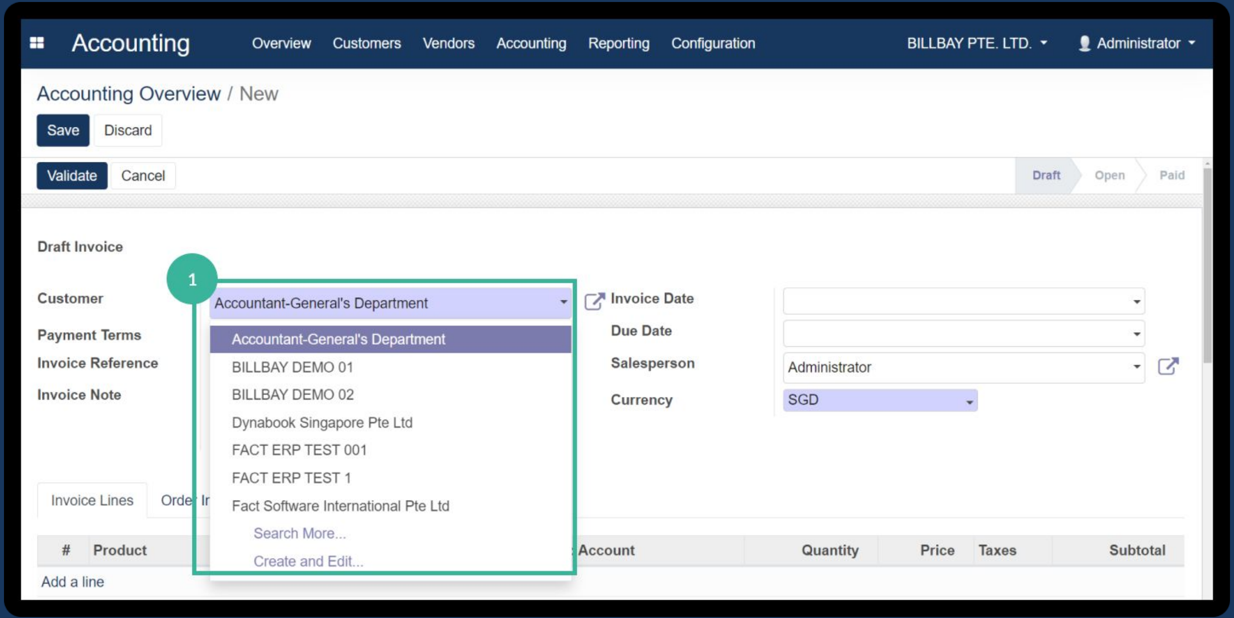


Customer	Invoice Date	Number	Company	Salesperson	Due Date	Source Doc (SO)	Tax Excluded	Tax	Total	Amount Due	Status
BB InvoiceNow Partner			BILLBAY PTE. LTD.	OdooBot		EPO/SO011	$ 300.00	$ 24.00	$ 324.00	$ 0.00	Draft
BILLBAY DEMO 02	20/09/2023	INV/2023/0032	BILLBAY PTE. LTD.	Administrator	20/10/2023		$ 500.00	$ 40.00	$ 540.00	$ 540.00	Open
Accountant-General's Department	20/09/2023	INV/2023/0031	BILLBAY PTE. LTD.	Administrator	05/10/2023		$ 300.00	$ 24.00	$ 324.00	$ 324.00	Open
Accountant-General's Department	20/09/2023	INV/2023/0030	BILLBAY PTE. LTD.	Administrator	05/10/2023		$ 30.00	$ 2.40	$ 32.40	$ 32.40	Open
BILLBAY DEMO 02	15/08/2023	INV/2023/0029	BILLBAY PTE. LTD.	Administrator	14/09/2023		$ 18.00	$ 1.44	$ 19.44	$ 19.44	Open
BILLBAY DEMO 02	14/08/2023	INV/2023/0028	BILLBAY PTE. LTD.	Administrator	14/08/2023	EPO/SO052	$ 300.00	$ 24.00	$ 324.00	$ 324.00	Open
BILLBAY DEMO 02	14/08/2023	INV/2023/0027	BILLBAY PTE. LTD.	Billbay Access Point	14/08/2023	EPO/SO052	$ 300.00	$ 16.00	$ 316.00	$ 316.00	Open
BILLBAY DEMO 02	14/08/2023	INV/2023/0026	BILLBAY PTE. LTD.	Billbay Access Point	13/09/2023	EPO/SO054	$ 300.00	$ 24.00	$ 324.00	$ 324.00	Open
BILLBAY DEMO 02	13/08/2023	INV/2023/0025	BILLBAY PTE. LTD.	Billbay Access Point	12/09/2023	EPO/SO053	$ 300.00	$ 24.00	$ 324.00	$ 324.00	Open
FACT ERP TEST 001	18/07/2023	INV/2023/0024	BILLBAY PTE. LTD.	Administrator	18/07/2023		$ 40.00	$ 3.20	$ 43.20	$ 43.20	Open
FACT ERP TEST 001	18/07/2023	INV/2023/0023	BILLBAY PTE. LTD.	Administrator	18/07/2023		$ 10.00	$ 0.80	$ 10.80	$ 10.80	Open
FACT ERP TEST 1	18/07/2023	INV/2023/0022	BILLBAY PTE. LTD.	Administrator	17/08/2023		$ 100.00	$ 8.00	$ 108.00	$ 108.00	Open
BILLBAY DEMO 02	15/07/2023	INV/2023/0021	BILLBAY PTE. LTD.	Administrator	14/08/2023		$ 600.00	$ 48.00	$ 648.00	$ 648.00	Open
BILLBAY DEMO 01	17/05/2023	INV/2023/0020	BILLBAY PTE. LTD.	Administrator	17/05/2023		$ 1,000.00	$ 80.00	$ 1,080.00	$ 1,080.00	Open
BILLBAY DEMO 02	08/05/2023	INV/2023/0019	BILLBAY PTE. LTD.	Administrator	07/06/2023		$ 1,000.00	$ 80.00	$ 1,080.00	$ 1,080.00	Open
BILLBAY DEMO 02	08/05/2023	INV/2023/0018	BILLBAY PTE. LTD.	Administrator	07/06/2023		$ 100.00	$ 8.00	$ 108.00	$ 108.00	Open

SECTION 2 of 5: Invoice Header

Let's begin by entering the Invoice Header Data

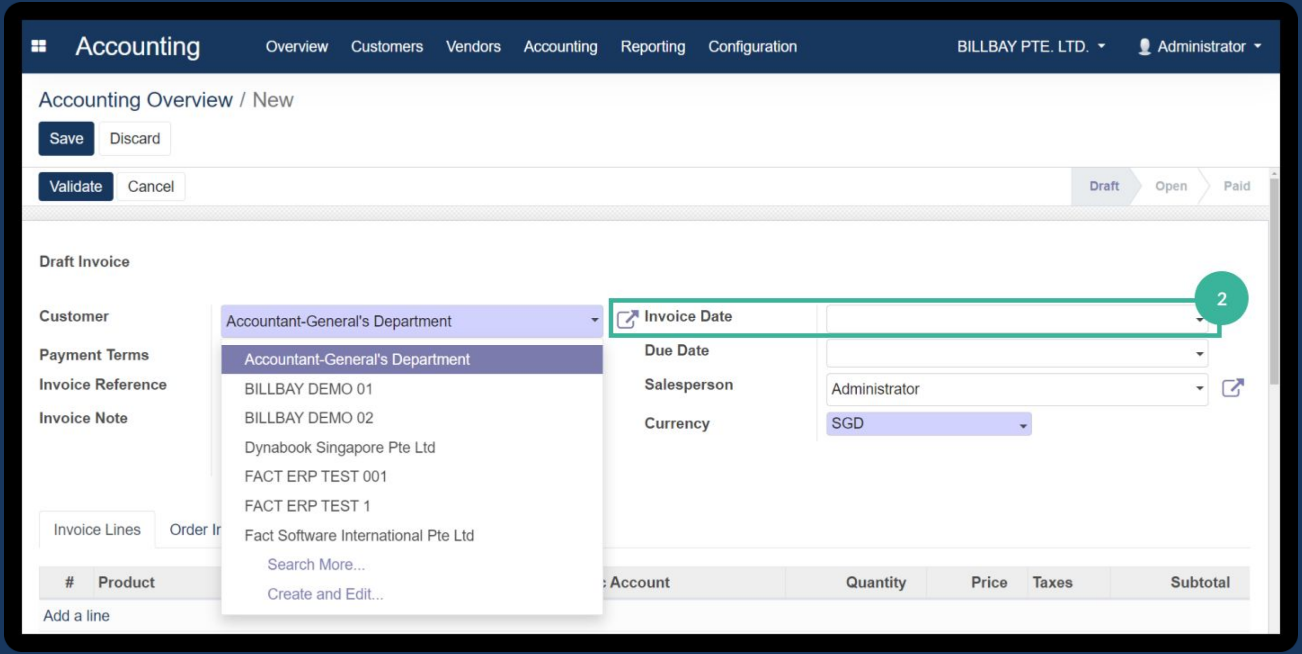
STEP 1: Enter / Select the Customer as Accountant-General's Department. If the AGD doesn't exist as a customer, simply create AGD as a new customer record & proceed.



SECTION 2 of 5: Invoice Header

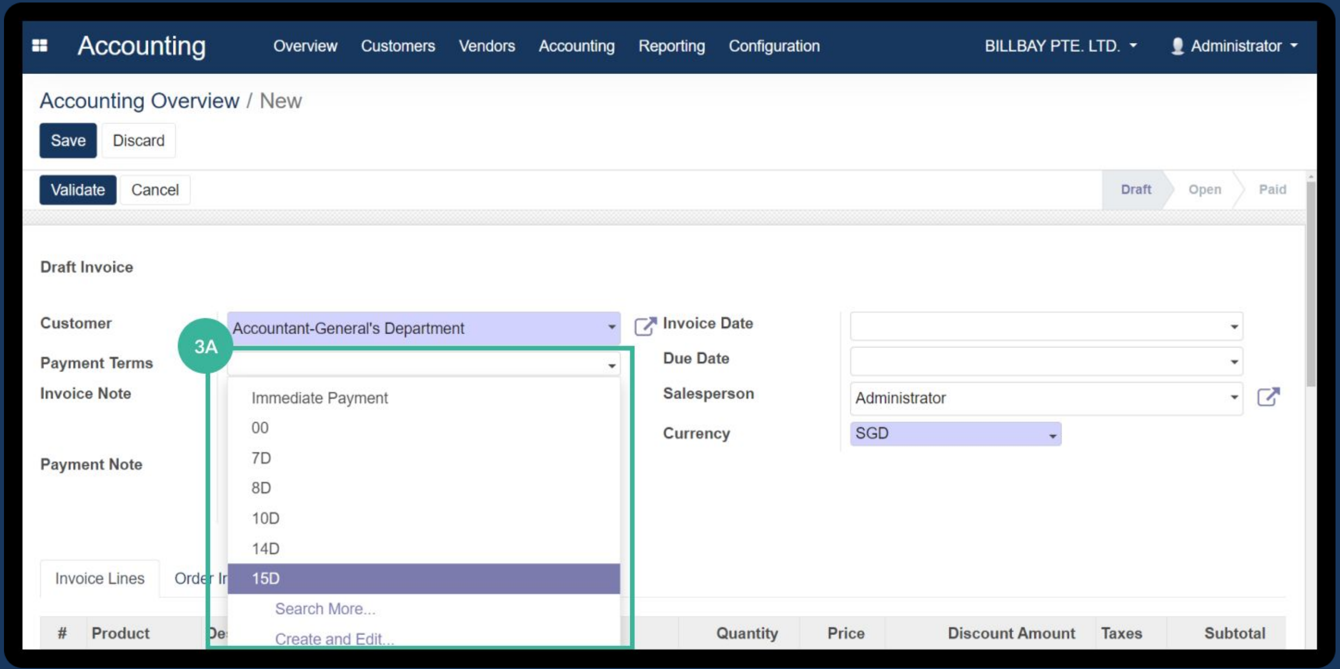
STEP 2: Enter the invoice date or leave it as blank. The system will then default it to the current date.

Note: AGD does not accept future dated invoices or backdated invoices older than 7 calendar days.



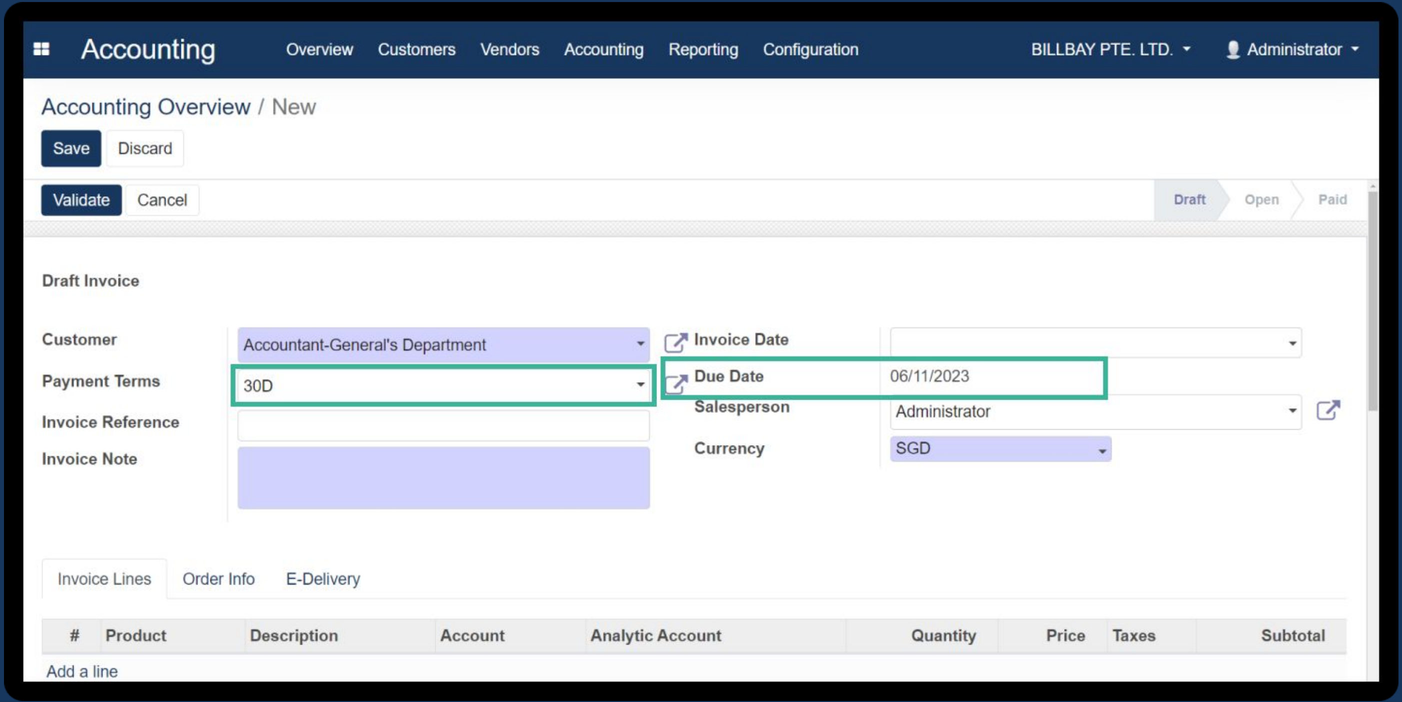
SECTION 2 of 5: Invoice Header

STEP 3A: Choose one of the pre-defined payment terms and based on the selected payment term. AGD only accepts a fixed set of values for payment term. (*See page 15 for details*)



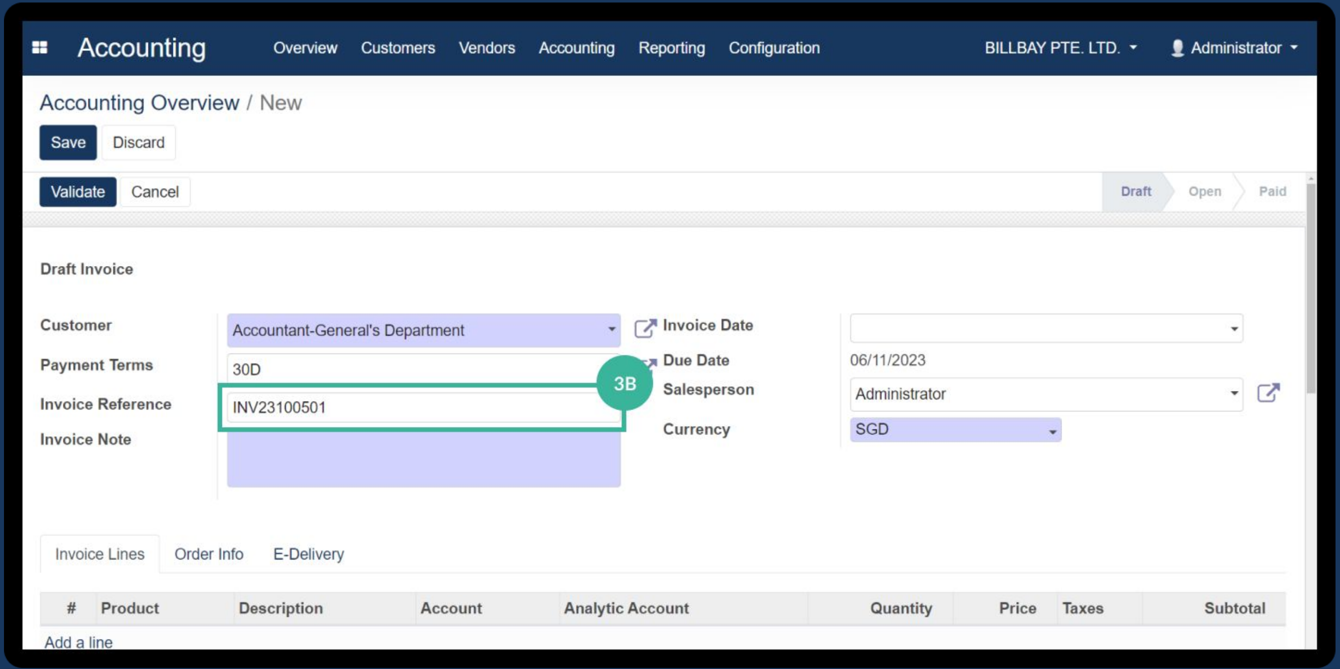
SECTION 2 of 5: Invoice Header

Once the Payment Term is selected, the Invoice due date is automatically computed based on the number of days associated to the payment term selected.



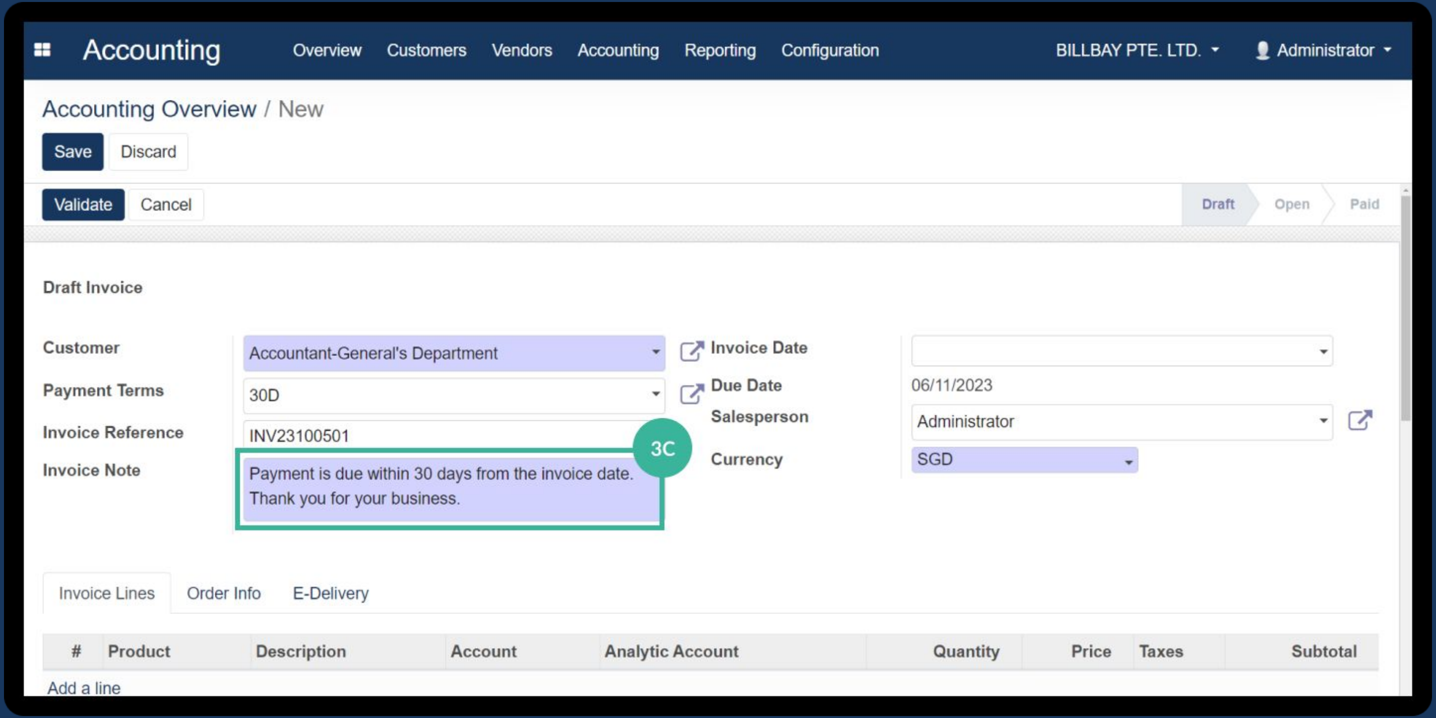
SECTION 2 of 5: Invoice Header

STEP 3B: If you have an Invoice Number from your originating system, you can key it in here , else leave it as blank.



SECTION 2 of 5: Invoice Header

STEP 3C: Enter an appropriate comment or remark into the Invoice Note.



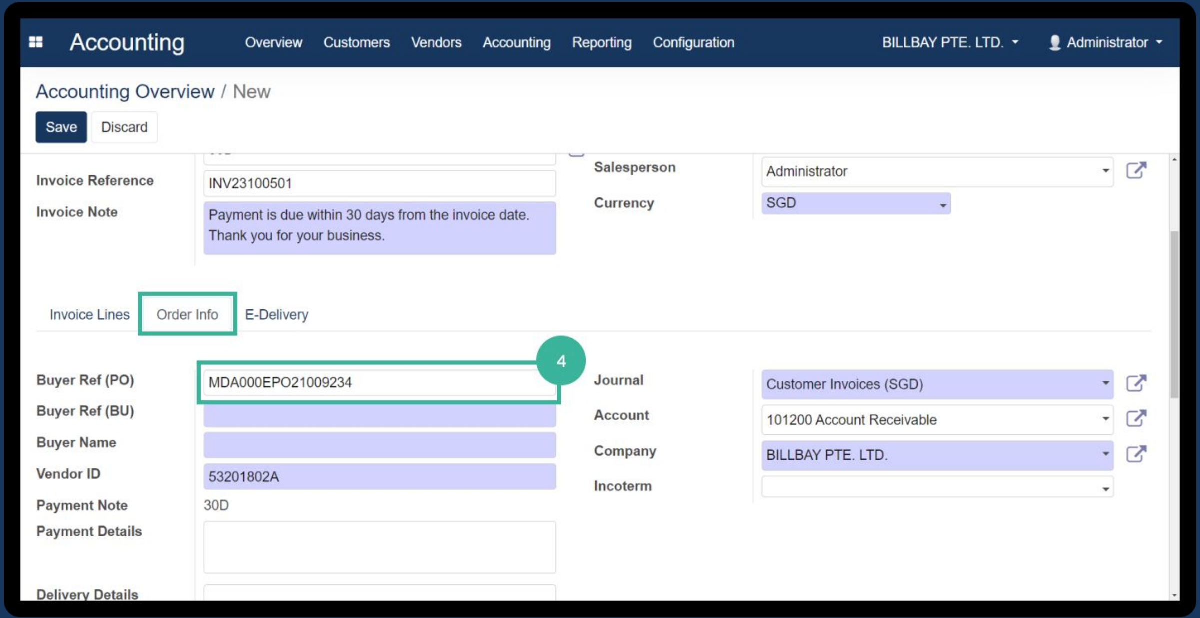
SECTION 2 of 5: Invoice Header

Below is the list of acceptable payment terms by AGD. Both Payment Terms & Payment Note field needs to be the same & also from this set of values.

Payment Terms	Description
00	Due Immediately
7D	7 Days
8D	8 Days
10D	10 Days
14D	14 Days
15D	15 Days
16D	16 Days
21D	21 Days
28D	28 Days
30D	30 Days
40D	40 Days
45D	45 Days
50D	50 Days
60D	60 Days
90D	90 Days

STEP 4: On the Order Info tab, if this is a PO-Based Invoice then enter the PO reference into the Buyer Ref (PO) field.

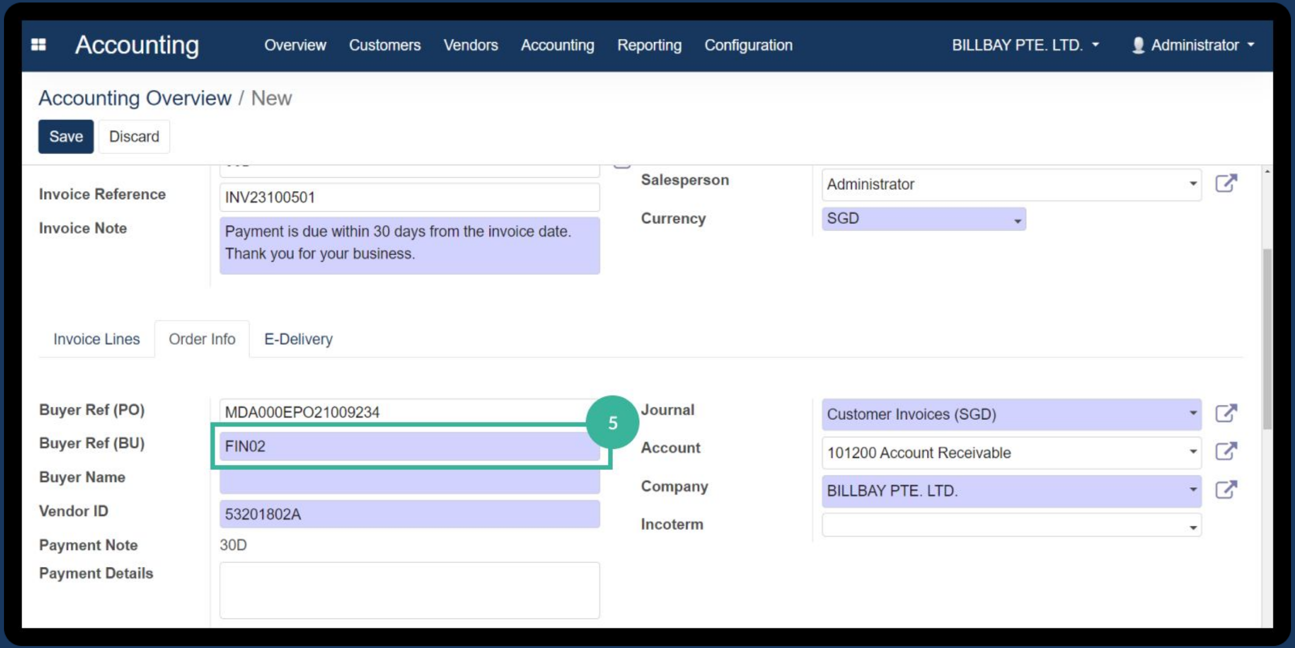
Note: This is an optional field but it's mandatory for all PO-Based Invoices.



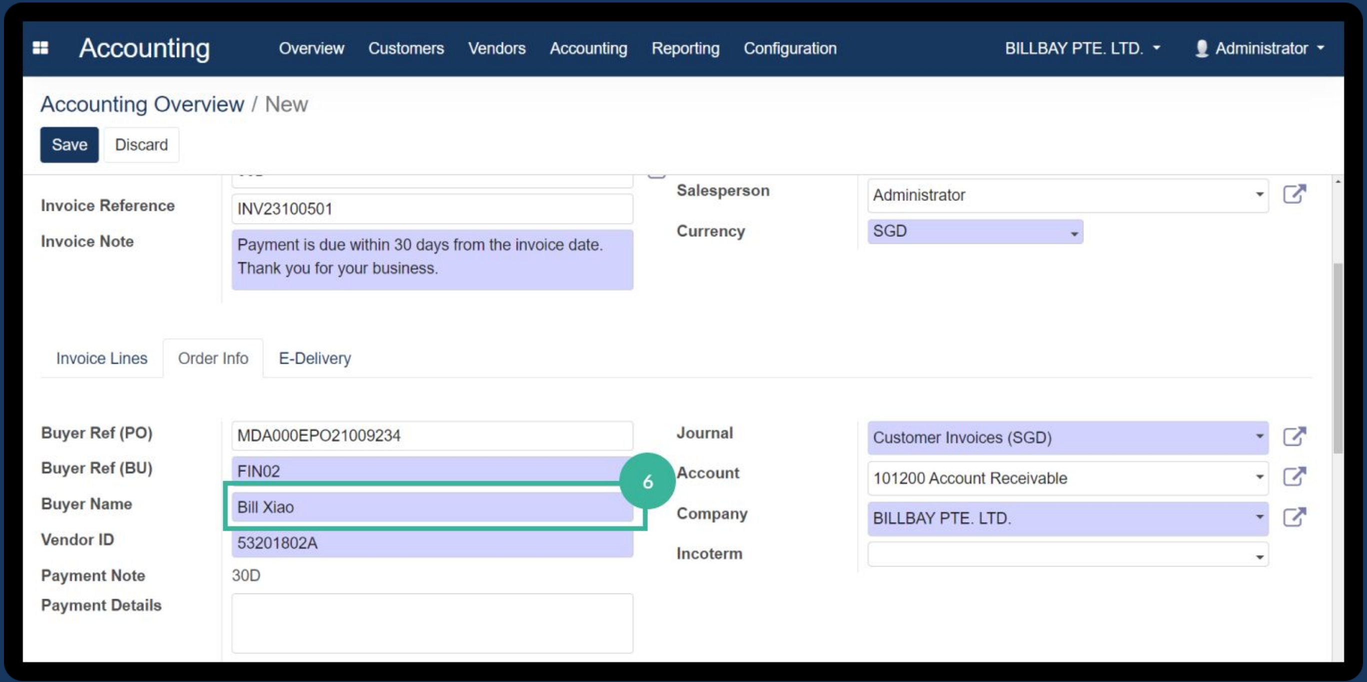
SECTION 2 of 5: Invoice Header

STEP 5: Enter the Government Agency business unit in the Buyer Ref (BU) field, max of 5 characters.

List of Business units for AGD can be found here: https://www.vendors.gov.sg/UsefulReferences/MinStatuaryBoards.aspx

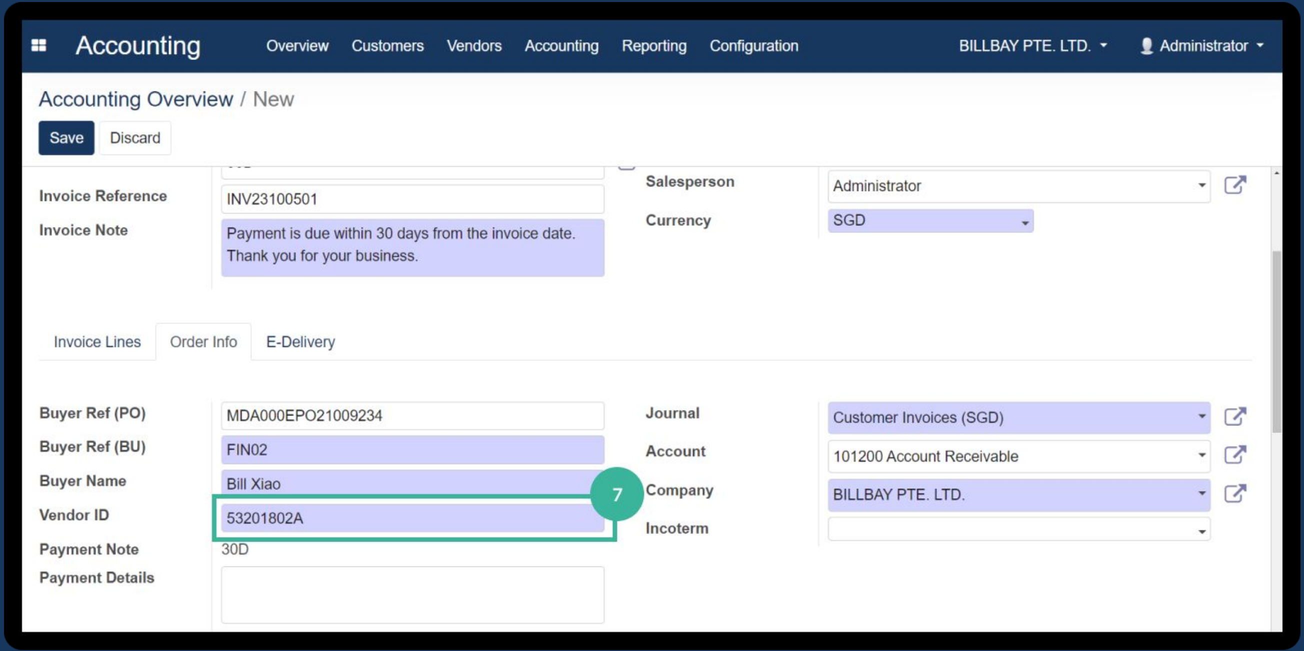


STEP 6: Enter the Buyer Name. This field should capture the name of the buyer from the AGD or Government Agency side.



SECTION 2 of 5: Invoice Header

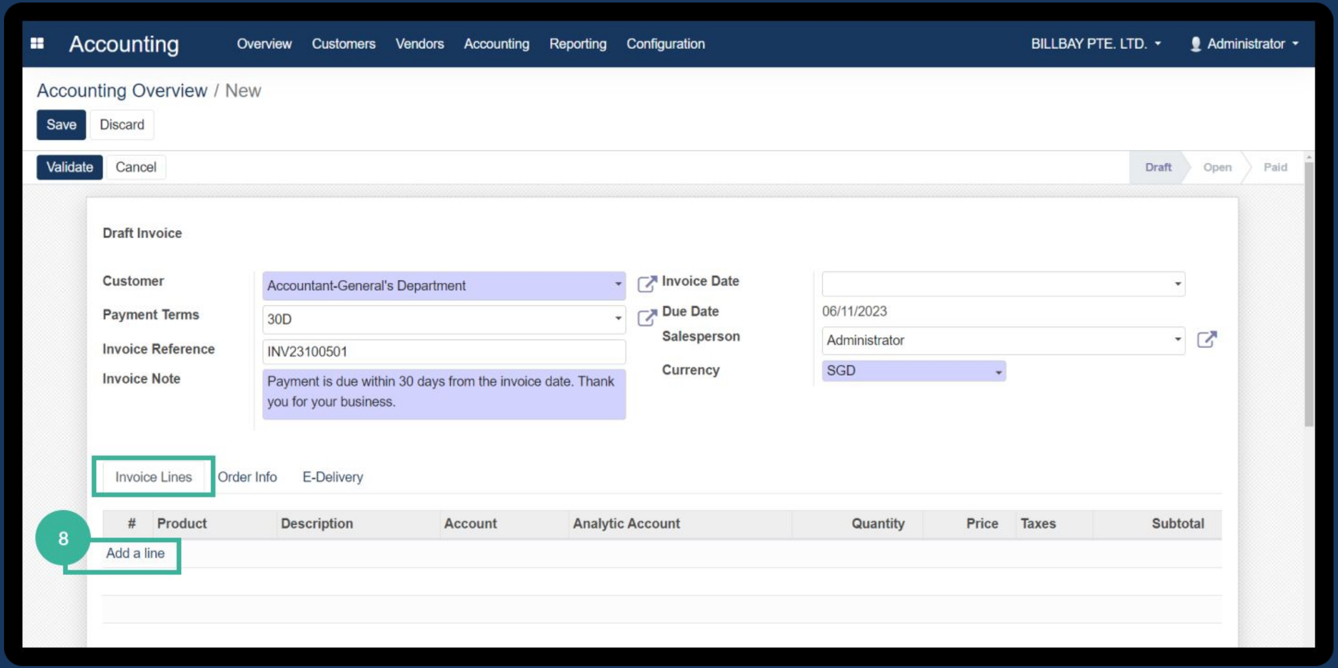
STEP 7: The Vendor ID filled in automatically based on the vendor record created at Vendors@Gov. Vendor status must be "Approved". If you have multiple Vendor IDs, please ensure you enter the correct Vendor ID - to be valid they must be tagged to your organization's Corpass Entity ID.



SECTION 3 of 5: Invoice Lines

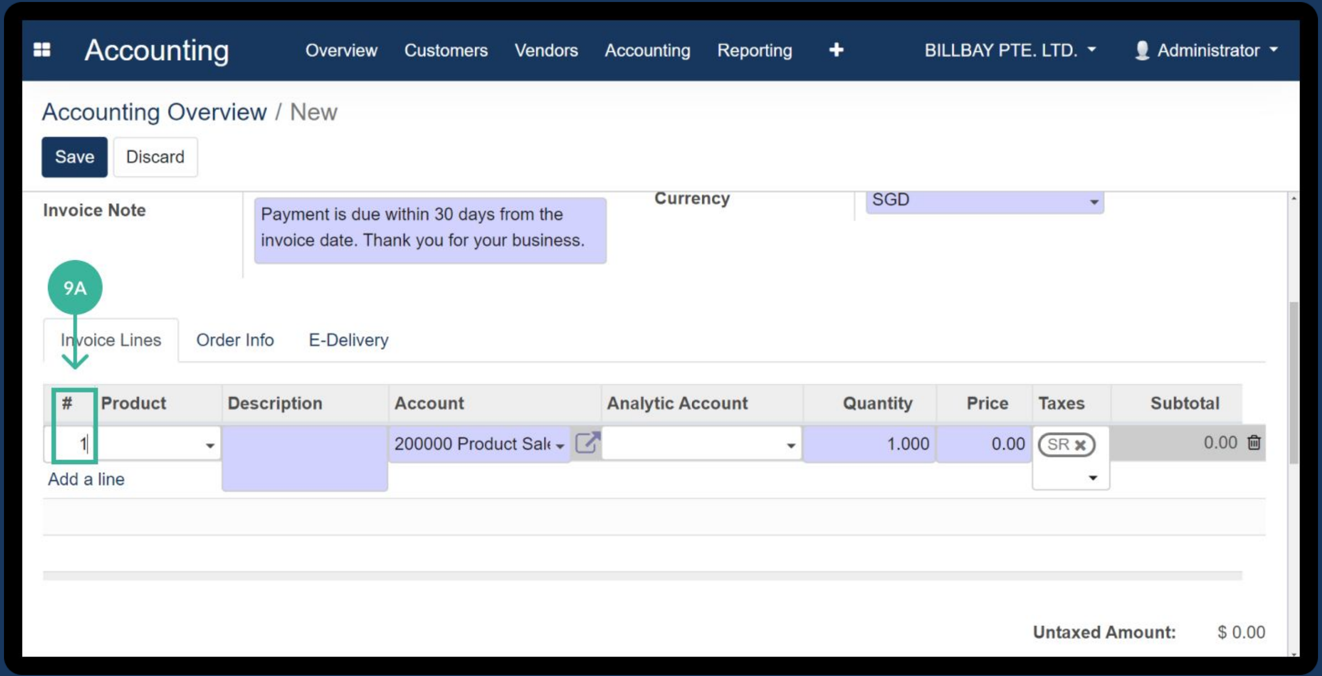
Now, Let’s proceed to enter the Invoice Line-level data

STEP 8: On the Invoice Lines tab, click on *Add Line* to start adding line-level details.



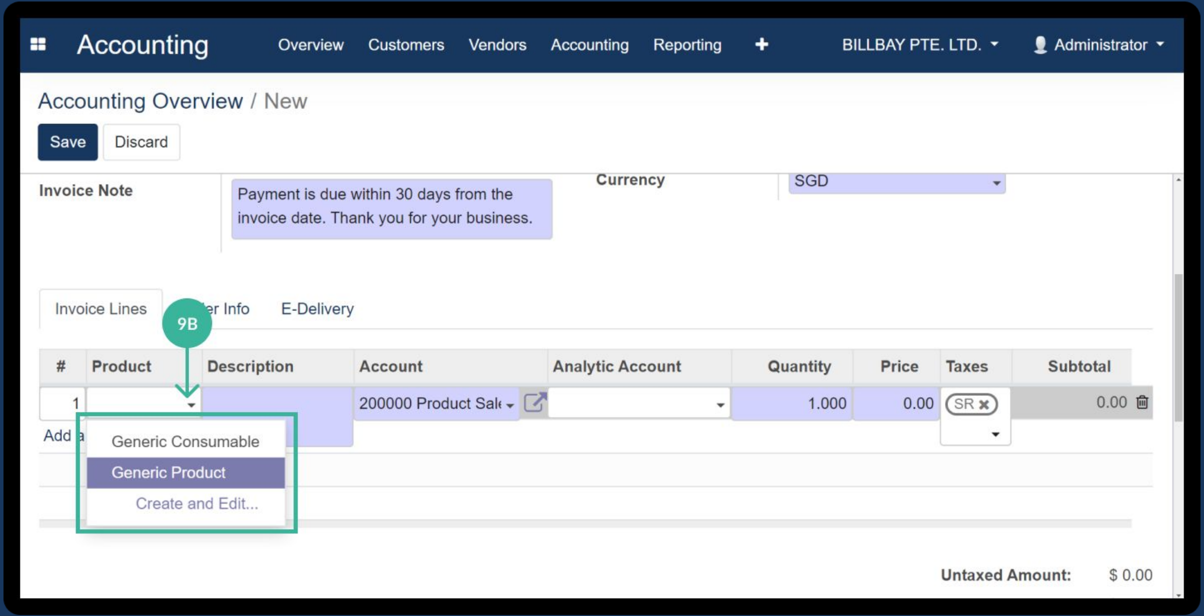
SECTION 3 of 5: Invoice Lines

STEP 9A: For e-invoices billed against Invoicing Instruction(II) / Purchase Order(PO), the Line Number on the E-Invoice must match that of the II/PO.



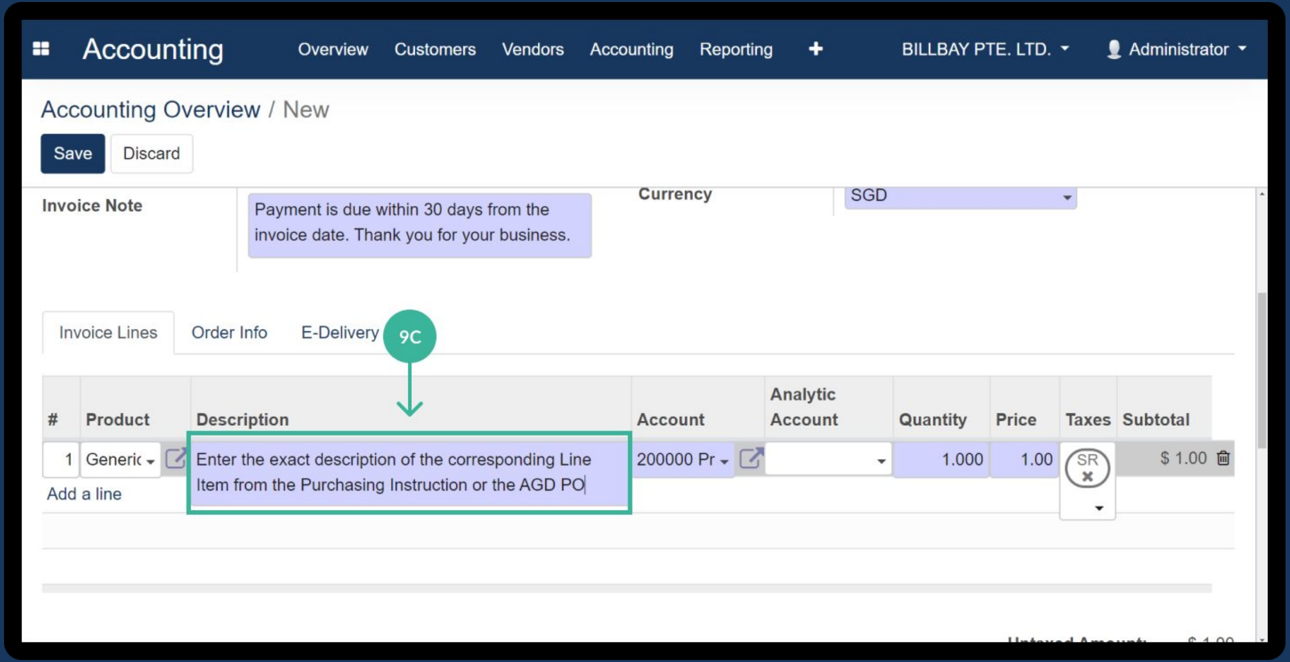
This field has a maximum of 5 characters.

STEP 9B (OPTIONAL): Select product. You can make use of the pre-defined Product called "Generic Product". Alternatively, you may also create other products that are more meaningful. This field is for internal reference only & is not transmitted on the E-Invoice.



This field is an optional field and you can opt to leave it as blank.

STEP 9C: For e-invoices billed against Invoicing Instruction(II) / Purchase Order(PO), the Invoice Line Description should match the line description of the II/PO.

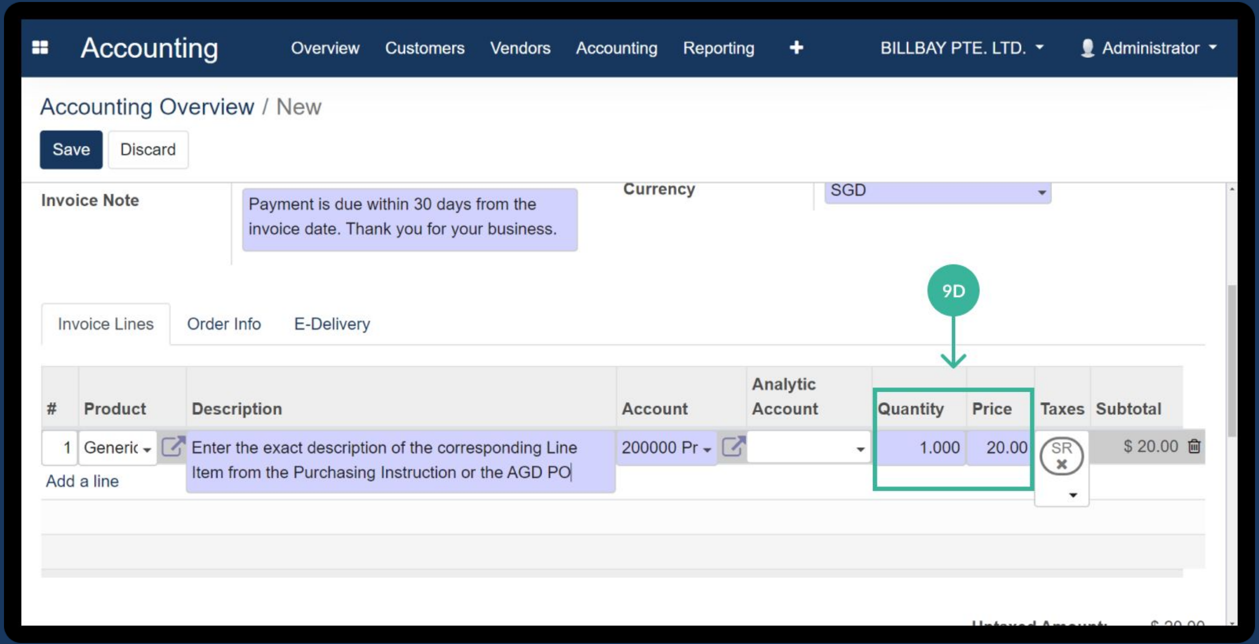


This field has a maximum of 254 characters.

SECTION 3 of 5: Invoice Lines

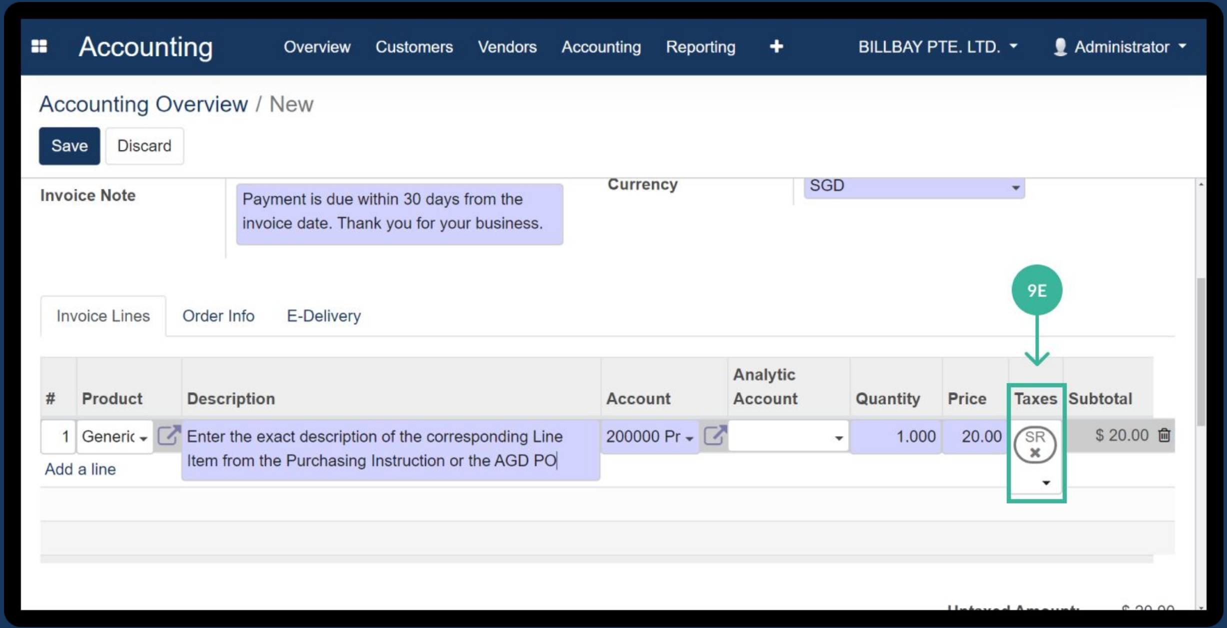
STEP 9D: Enter the quantity and unit price.

Note: Quantity invoiced (up to 4 decimal points accepted). Unit price (up to 5 decimal points accepted).



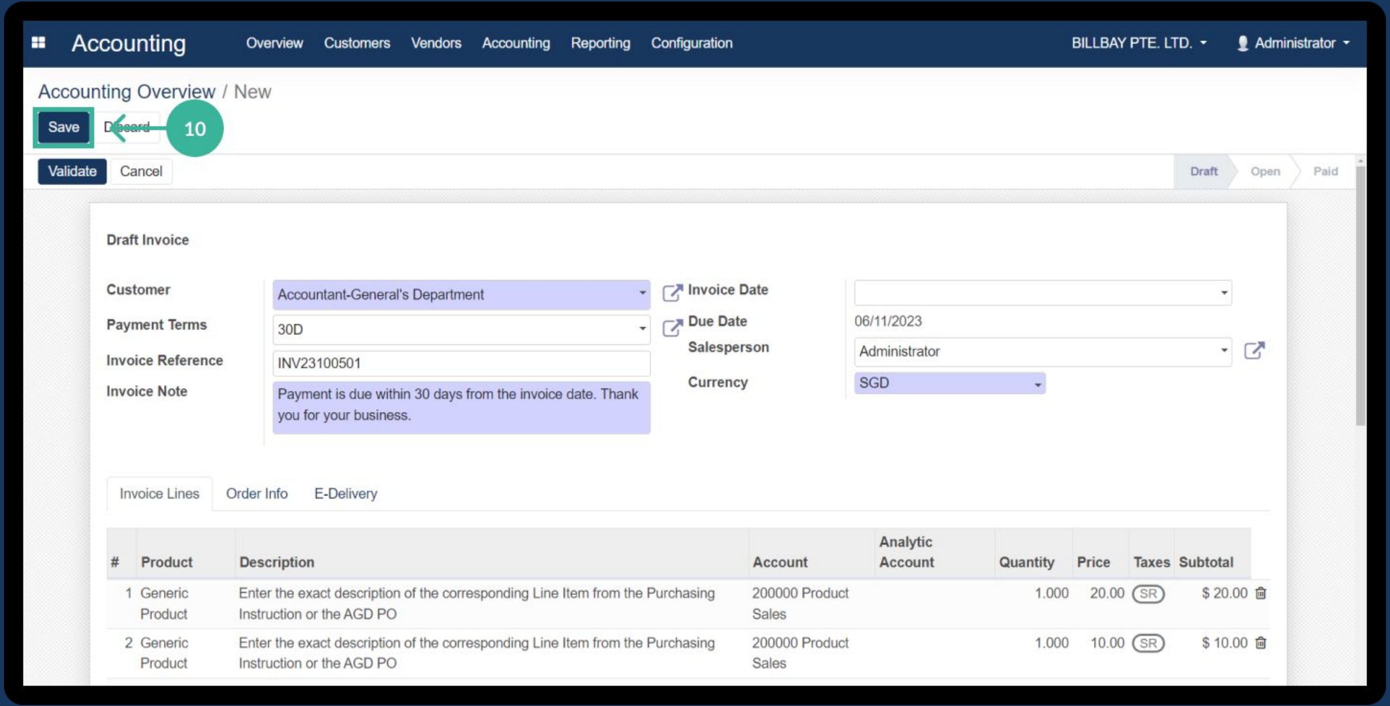
STEP 9E: Ensure the correct tax codes & taxes are applied.

Note: A valid tax code as stipulated by IRAS must be entered. The system defaults to the Standard Rate (SR) of 8%. Even if no tax rate is applicable, ensure that an appropriate zero-rated (ZR) or No-GST (NG) tax code is selected for each line.



SECTION 3 of 5: Invoice Lines

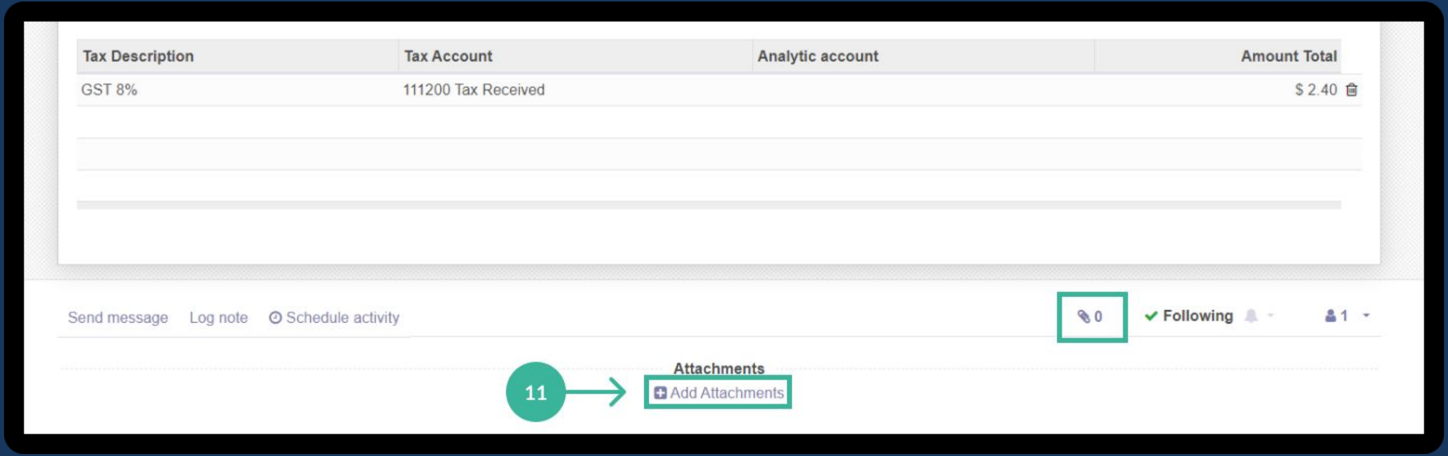
Optional Step: At any time, you may Click the ‘Save’ button to save the invoice.



SECTION 4 of 5: Invoice Attachments (Optional)

Optional Step: OK to skip (recommended)

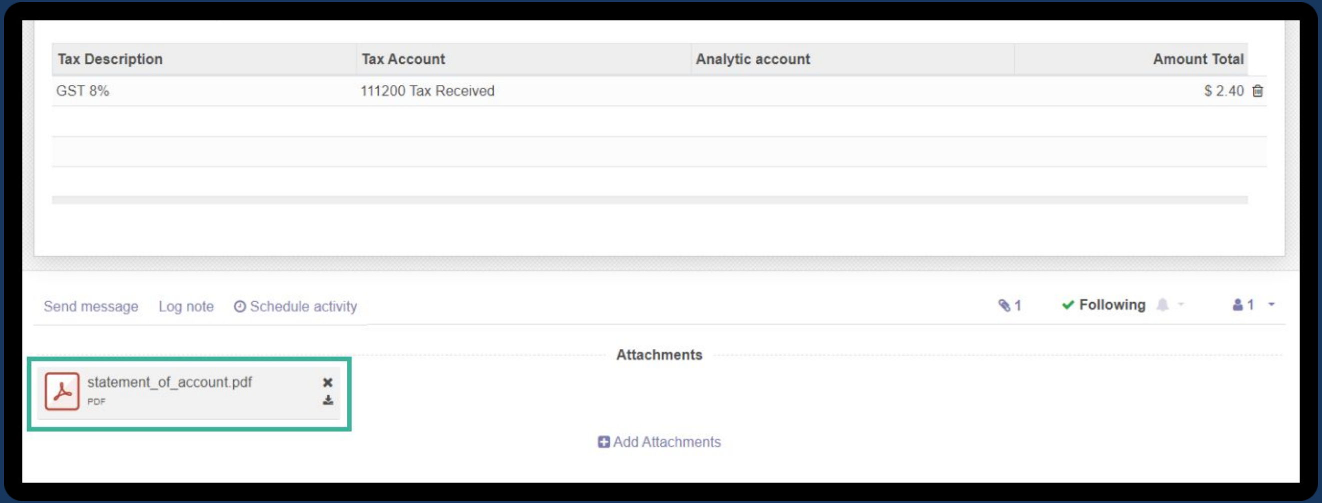
Click the 'Add Attachments' link to attach a document.



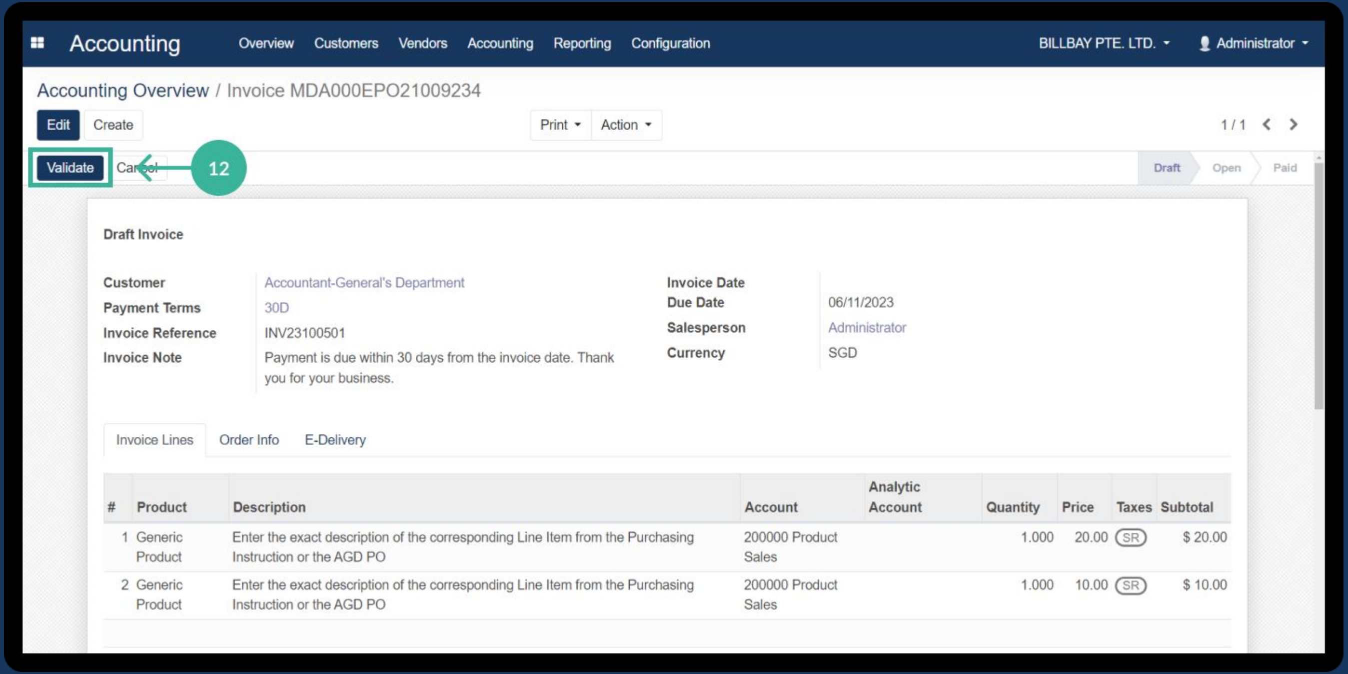
For AGD, Only 1 attachment is allowed per e-invoice.
Acceptable formats: BMP, GIF, JPEG, JPG, PDF, PNG
Maximum file size: 1MB per attachment

SECTION 4 of 5: Invoice Attachments (Optional)

Upon successful attachment, you'll be able to see the document listed.

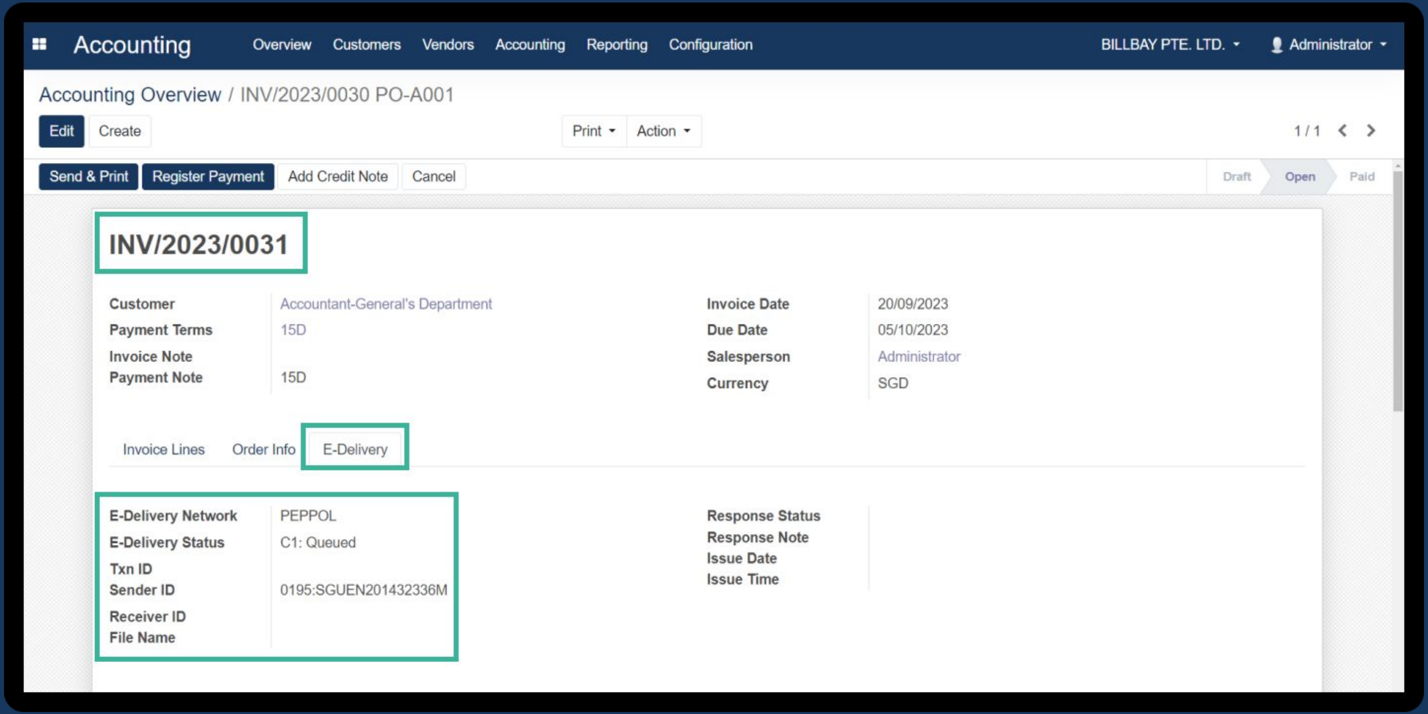


STEP 12: Once all data is entered, finalize the invoice by clicking the 'Validate' button. This will also generate the E-Invoice and send it over via InvoiceNow.



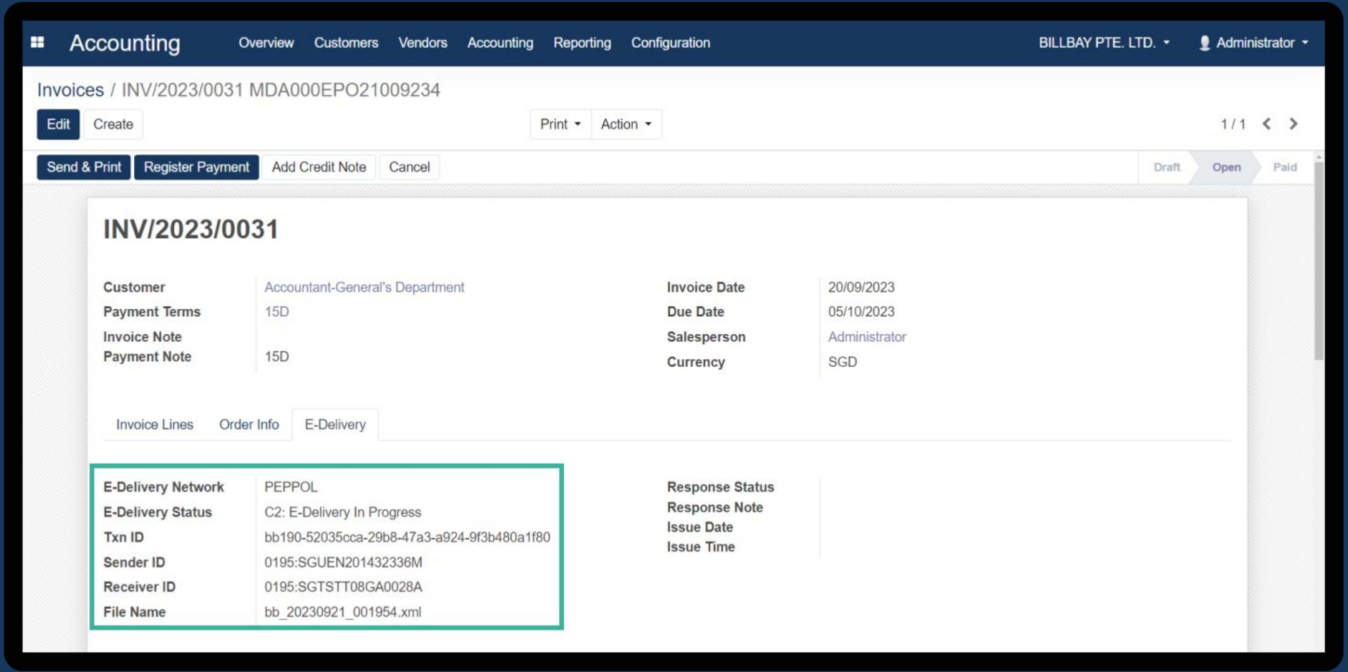
SECTION 5 of 5: Sending B2G E-Invoice to AGD

Once the invoice is validated, the invoice is immediately queued for transmission via InvoiceNow.



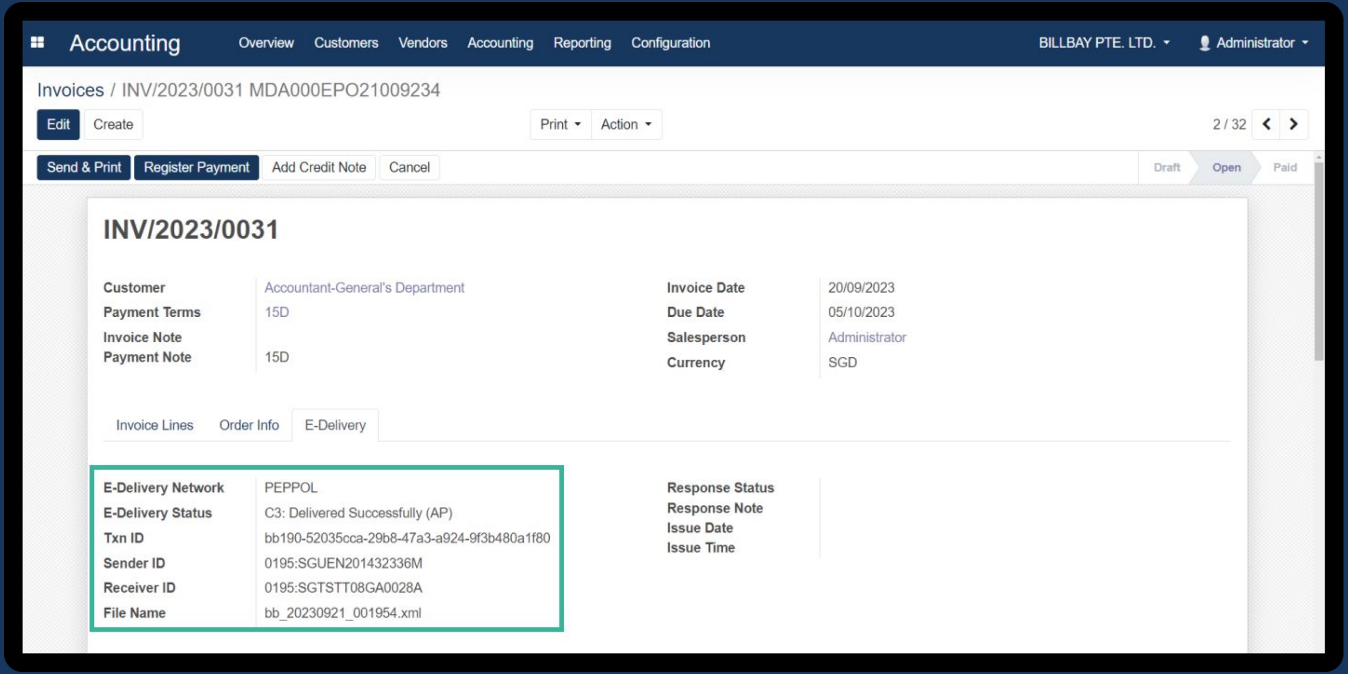
SECTION 5 of 5: Sending B2G E-Invoice to AGD

Once the invoice is picked up for E-Delivery, the status changes to “C2: E-Delivery in Progress”.



SECTION 5 of 5: Sending B2G E-Invoice to AGD

Upon successful e-delivery to receiver's access point the status changes to "C3: Delivered Successfully (AP)"



For failed e-delivery, status will show as: "C3: Delivery Failed (AP)"

THANK YOU

BILLBAY

Digital solutions that powers your business

Need help?
bb.support@billbay.co