



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).

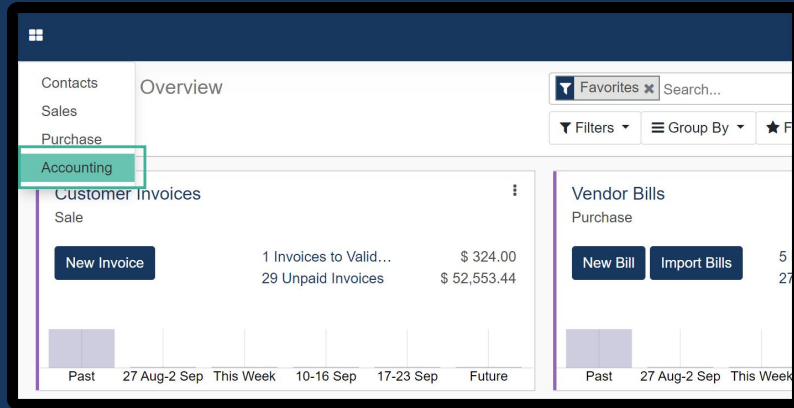
AGD is the central recipient for all e-invoices submitted to Singapore Government Agencies. The AGD will subsequently send the e-invoices to the respective Singapore Government Agencies for processing.

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

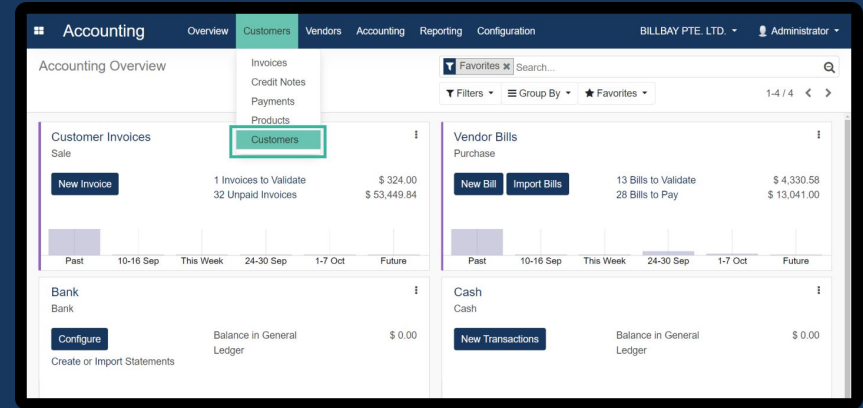
0195:SGUENT08GA0028A

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.



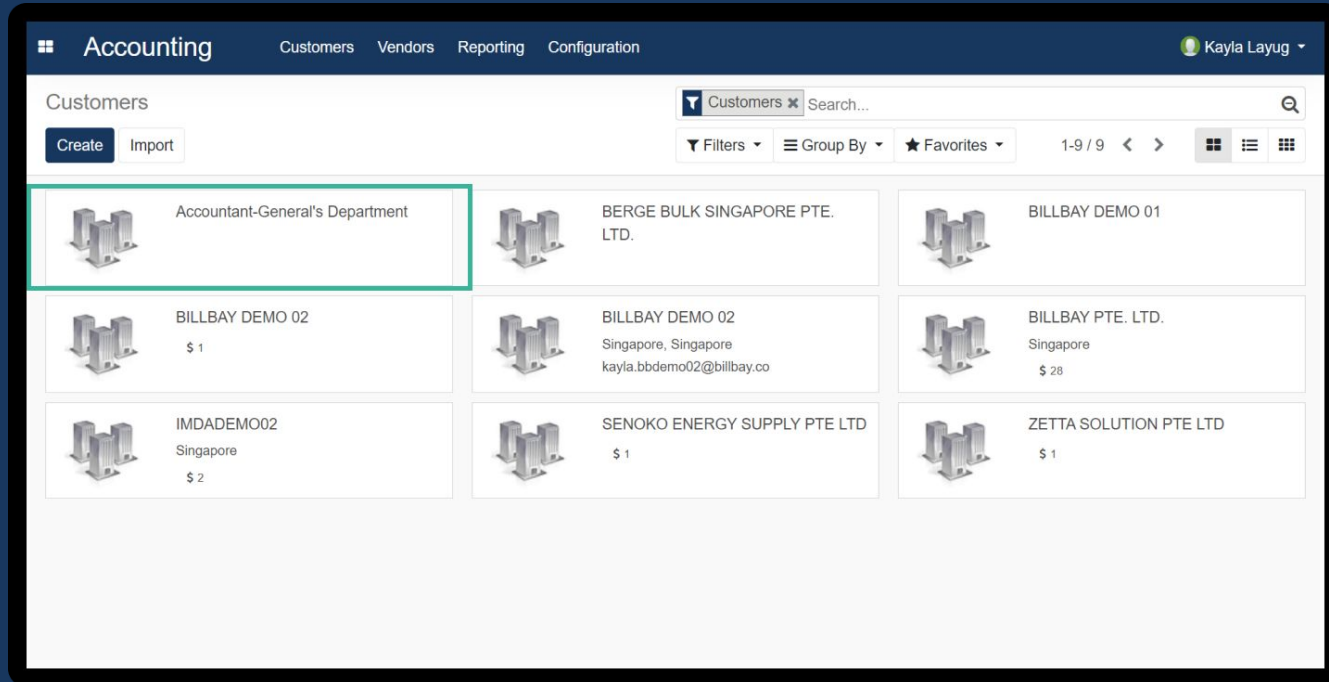
From the Main Menu, Select the Accounting Module.



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.

The screenshot displays the 'Accounting' software interface for creating a new customer. The header shows the 'Accounting' menu and navigation tabs: Overview, Customers, Vendors, Accounting, Reporting, and Configuration. The user is logged in as 'Administrator' for 'BILLBAY PTE. LTD.'. The main heading is 'Customers / New', with 'Save' and 'Discard' buttons. The form is for 'Accountant-General's Department', marked as a 'Company'. Summary statistics show 0 Sales, 0.00 Invoiced, and 0 Analytic Acco... with an 'Active' status. The 'Address' section includes fields for Street, Street 2, City, State, ZIP, and Country. The 'UEN' field is empty. The 'Peppol ID' field contains '0195:SGUENT08GA0028A' and is highlighted with a red box. The 'Peppol Active' and 'AGD Validation' checkboxes are both checked. Other fields include Phone, Mobile, Email, Website (https://billbay.io), Language (English), and Tags.

Field	Value
Address	Street...
Address	Street 2...
Address	City
Address	State
Address	ZIP
Address	Country
UEN	
Peppol ID	0195:SGUENT08GA0028A
Peppol Active	☒
AGD Validation	☒
Phone	
Mobile	
Email	
Website	https://billbay.io
Language	English
Tags	Tags...

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

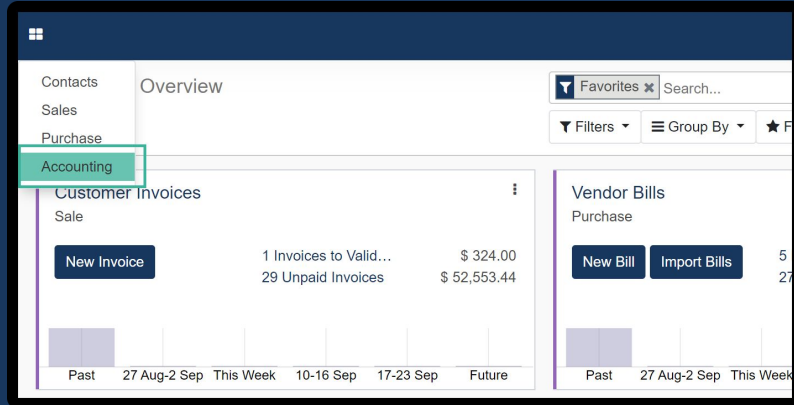
If AGD is not defined in the Customer Master, you can simply create a new customer record for AGD. The active Peppol Directory Lookup enables you to easily locate the AGD record. Be sure to select the one with the Peppol ID set as **0195:SGUENT08GA0028A**

The screenshot shows the 'Accounting' software interface. The top navigation bar includes 'Customers', 'Vendors', 'Reporting', and 'Configuration'. The user 'Kayla Layug' is logged in. The main heading is 'Customers / New'. Below this are 'Save' and 'Discard' buttons. The form is for creating a new customer record. The 'Individual' radio button is selected, and the 'Company' radio button is also visible. The customer name is 'Accountant-General's Department'. The Peppol ID is '0195:SGUENT08GA0028A'. The form includes fields for Address, UEN, Peppol ID, Peppol Active, AGD Validation, Phone, Mobile, Email, Website, Language, and Tags. The 'Peppol ID' field is highlighted with a green box, showing the value '0195:SGUENT08GA0028A'.

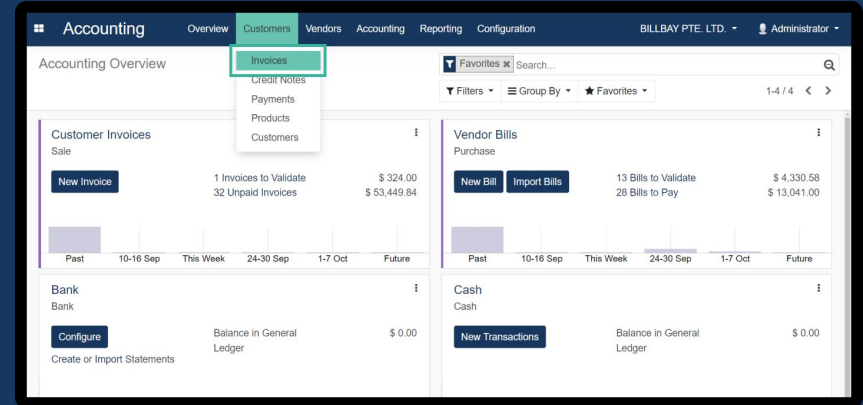
The other Peppol ID is intended for performing test transactions with AGD.

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

The screenshot displays the 'Accounting Overview' dashboard for 'BILLBAY PTE. LTD.' with the user 'Administrator'. The dashboard is divided into four main sections: Customer Invoices, Vendor Bills, Bank, and Cash. Each section includes a 'New' button, summary statistics, and a timeline view.

- Customer Invoices:** Features a 'New Invoice' button (highlighted with a red box), '1 Invoices to Validate', '\$ 324.00', and '29 Unpaid Invoices' totaling '\$ 52,553.44'.
- Vendor Bills:** Features a 'New Bill' button and an 'Import Bills' button, '13 Bills to Validate', '\$ 4,330.58', and '28 Bills to Pay' totaling '\$ 13,041.00'.
- Bank:** Features a 'Configure' button, 'Balance in General Ledger', and '\$ 0.00'.
- Cash:** Features a 'New Transactions' button, 'Balance in General Ledger', and '\$ 0.00'.

Each section also includes a timeline view with labels for 'Past', '10-16 Sep', 'This Week', '24-30 Sep', '1-7 Oct', and 'Future'.

SECTION 2 of 5: Invoice Header

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

The screenshot shows the 'Accounting' application interface. The top navigation bar includes 'Overview', 'Customers', 'Vendors', 'Accounting', 'Reporting', and 'Configuration'. The user is logged in as 'Administrator' for 'BILLBAY PTE. LTD.'. The 'Invoices' section is active, with a search bar and filters. A red box highlights the 'Create' button. Below the buttons is a table of invoices with columns: Customer, Invoice Date, Number, Company, Salesperson, Due Date, Source Doc (SO), Tax Excluded, Tax, Total, Amount Due, and Status.

Customer	Invoice Date	Number	Company	Salesperson	Due Date	Source Doc (SO)	Tax Excluded	Tax	Total	Amount Due	Status
BB InvoiceNow Partner			BILLBAY PTE. LTD.	OdocBot		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.

The screenshot shows the 'Accounting Overview / New' interface for creating a 'Draft Invoice'. The 'Customer' field is highlighted with a green circle and the number 1, indicating the first step. The dropdown menu is open, showing a list of customers. The first option, 'Accountant-General's Department', is selected. Other options include 'BILLBAY DEMO 01', 'BILLBAY DEMO 02', 'Dynabook Singapore Pte Ltd', 'FACT ERP TEST 001', 'FACT ERP TEST 1', and 'Fact Software International Pte Ltd'. At the bottom of the list are links for 'Search More...' and 'Create and Edit...'.

Accounting Overview / New

Save Discard

Validate Cancel

Draft Open Paid

Draft Invoice

Customer: Accountant-General's Department

Payment Terms: Accountant-General's Department

Invoice Reference: BILLBAY DEMO 01

Invoice Note: BILLBAY DEMO 02

Invoice Lines: Dynabook Singapore Pte Ltd

Order: FACT ERP TEST 001

Invoice Date: FACT ERP TEST 1

Due Date: Fact Software International Pte Ltd

Salesperson: Administrator

Currency: SGD

Search More...

Create and Edit...

#	Product	Account	Quantity	Price	Taxes	Subtotal
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Add a line

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.

The screenshot displays the 'Accounting Overview / New' form. The top navigation bar includes 'Accounting', 'Overview', 'Customers', 'Vendors', 'Accounting', 'Reporting', and 'Configuration'. The user is logged in as 'Administrator' for 'BILLBAY PTE. LTD.'. The form has a 'Draft Invoice' section with buttons for 'Save', 'Discard', 'Validate', and 'Cancel'. A progress bar shows 'Draft' as the current step, followed by 'Open' and 'Paid'. The 'Customer' field is set to 'Accountant-General's Department'. A dropdown menu is open for the 'Customer' field, showing a list of departments and companies. The 'Invoice Date' field is highlighted with a green circle and the number 2. Other fields include 'Due Date', 'Salesperson' (set to 'Administrator'), and 'Currency' (set to 'SGD'). At the bottom, there is a table with columns for '#', 'Product', 'Account', 'Quantity', 'Price', 'Taxes', and 'Subtotal'. The 'Add a line' button is visible at the bottom left.

#	Product	Account	Quantity	Price	Taxes	Subtotal
Add a line						

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)

Accounting Overview / New

Save Discard

Validate Cancel

Draft Open Paid

Draft Invoice

Customer: Accountant-General's Department

Payment Terms: **3A** Immediate Payment, 00, 7D, 8D, 10D, 14D, **15D**

Invoice Note

Payment Note

Invoice Lines Order In

Invoice Date

Due Date

Salesperson: Administrator

Currency: SGD

#	Product	Quantity	Price	Discount Amount	Taxes	Subtotal
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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.

The screenshot shows the 'Accounting Overview / New' form in a web application. The top navigation bar includes 'Accounting', 'Overview', 'Customers', 'Vendors', 'Accounting', 'Reporting', and 'Configuration'. The user is logged in as 'Administrator' for 'BILLBAY PTE. LTD.'.

The 'Draft Invoice' section contains the following fields:

- Customer:** Accountant-General's Department
- Payment Terms:** 30D (highlighted with a green box)
- Invoice Date:** (empty)
- Due Date:** 06/11/2023 (highlighted with a green box)
- Salesperson:** Administrator
- Currency:** SGD

Buttons for 'Save', 'Discard', 'Validate', and 'Cancel' are visible. A progress bar shows 'Draft', 'Open', and 'Paid' stages.

At the bottom, there are tabs for 'Invoice Lines', 'Order Info', and 'E-Delivery'. Below these is a table header for the invoice lines:

#	Product	Description	Account	Analytic Account	Quantity	Price	Taxes	Subtotal
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An 'Add a line' button is located below the table header.

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.

The screenshot shows the 'Accounting Overview / New' interface for creating a 'Draft Invoice'. The form includes fields for Customer, Payment Terms, Invoice Reference, Invoice Note, Invoice Date, Due Date, Salesperson, and Currency. The 'Invoice Reference' field is highlighted with a green box and a green circle labeled '3B', indicating where to enter an invoice number from the originating system. The 'Invoice Reference' field contains the value 'INV23100501'. The 'Due Date' field contains the value '06/11/2023'. The 'Salesperson' field contains the value 'Administrator'. The 'Currency' field contains the value 'SGD'. The 'Customer' field contains the value 'Accountant-General's Department'. The 'Payment Terms' field contains the value '30D'. The 'Invoice Note' field is empty. The 'Invoice Date' field is empty. The 'Draft Invoice' section is active, and the 'Draft' status is shown in the top right corner. The 'Invoice Lines' tab is selected at the bottom.

Accounting Overview / New

Save Discard

Validate Cancel

Draft Open Paid

Draft Invoice

Customer Accountant-General's Department Invoice Date

Payment Terms 30D Due Date 06/11/2023

Invoice Reference INV23100501 Salesperson Administrator

Invoice Note Currency SGD

Invoice Lines Order Info E-Delivery

#	Product	Description	Account	Analytic Account	Quantity	Price	Taxes	Subtotal
Add a line								

SECTION 2 of 5: Invoice Header

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

The screenshot shows the 'Accounting Overview / New' form. The 'Draft Invoice' section contains the following fields:

- Customer:** Accountant-General's Department
- Payment Terms:** 30D
- Invoice Reference:** INV23100501
- Invoice Note:** Payment is due within 30 days from the invoice date. Thank you for your business.
- Invoice Date:** (empty)
- Due Date:** 06/11/2023
- Salesperson:** Administrator
- Currency:** SGD

Buttons at the top: Save, Discard, Validate, Cancel. Status buttons: Draft, Open, Paid.

Navigation tabs: Invoice Lines, Order Info, E-Delivery.

#	Product	Description	Account	Analytic Account	Quantity	Price	Taxes	Subtotal
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Add a line

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

SECTION 2 of 5: Invoice Header

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.

The screenshot shows the 'Accounting Overview / New' form with the 'Order Info' tab selected. The 'Buyer Ref (PO)' field is highlighted with a green box and a green circle with the number 4, indicating step 4 of the process. The form includes fields for Invoice Reference, Invoice Note, Salesperson, Currency, Buyer Ref (PO), Buyer Ref (BU), Buyer Name, Vendor ID, Payment Note, Payment Details, Journal, Account, Company, and Incoterm.

Field	Value
Invoice Reference	INV23100501
Invoice Note	Payment is due within 30 days from the invoice date. Thank you for your business.
Salesperson	Administrator
Currency	SGD
Buyer Ref (PO)	MDA000EPO21009234
Buyer Ref (BU)	
Buyer Name	
Vendor ID	53201802A
Payment Note	30D
Payment Details	
Journal	Customer Invoices (SGD)
Account	101200 Account Receivable
Company	BILLBAY PTE. LTD.
Incoterm	

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>

The screenshot displays the 'Accounting Overview / New' form. The 'Buyer Ref (BU)' field is highlighted with a green box, and a red circle with the number '5' is placed next to it. The form includes the following fields and values:

Field	Value
Invoice Reference	INV23100501
Invoice Note	Payment is due within 30 days from the invoice date. Thank you for your business.
Salesperson	Administrator
Currency	SGD
Buyer Ref (PO)	MDA000EPO21009234
Buyer Ref (BU)	FIN02
Buyer Name	
Vendor ID	53201802A
Payment Note	30D
Payment Details	
Journal	Customer Invoices (SGD)
Account	101200 Account Receivable
Company	BILLBAY PTE. LTD.
Incoterm	

SECTION 2 of 5: Invoice Header

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

The screenshot displays the 'Accounting Overview / New' form. The 'Buyer Name' field is highlighted with a green box, and a green circle with the number '6' is placed next to it. The form includes various fields for invoice details, including Invoice Reference, Invoice Note, Salesperson, Currency, Buyer Ref (PO), Buyer Ref (BU), Vendor ID, Payment Note, and Payment Details. The 'Buyer Name' field is currently empty.

Accounting Overview / New	
Invoice Reference	INV23100501
Invoice Note	Payment is due within 30 days from the invoice date. Thank you for your business.
Salesperson	Administrator
Currency	SGD
Buyer Ref (PO)	MDA000EPO21009234
Buyer Ref (BU)	FIN02
Buyer Name	Bill Xiao
Vendor ID	53201802A
Payment Note	30D
Payment Details	
Journal	Customer Invoices (SGD)
Account	101200 Account Receivable
Company	BILLBAY PTE. LTD.
Incoterm	

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.

The screenshot displays the 'Accounting Overview / New' form. The 'Vendor ID' field is highlighted with a green circle containing the number 7. The form includes various fields for invoice details, including Invoice Reference, Invoice Note, Salesperson, Currency, Buyer Ref (PO), Buyer Ref (BU), Buyer Name, Vendor ID, Payment Note, and Payment Details. The Vendor ID field is currently set to '53201802A'.

Accounting Overview / New	
Invoice Reference	INV23100501
Invoice Note	Payment is due within 30 days from the invoice date. Thank you for your business.
Salesperson	Administrator
Currency	SGD
Buyer Ref (PO)	MDA000EPO21009234
Buyer Ref (BU)	FIN02
Buyer Name	Bill Xiao
Vendor ID	53201802A
Payment Note	30D
Payment Details	
Journal	Customer Invoices (SGD)
Account	101200 Account Receivable
Company	BILLBAY PTE. LTD.
Incoterm	

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.

Accounting Overview / New

Save Discard

Validate Cancel Draft Open Paid

Draft Invoice

Customer: Accountant-General's Department

Payment Terms: 30D

Invoice Reference: INV23100501

Invoice Note: Payment is due within 30 days from the invoice date. Thank you for your business.

Invoice Date: [Dropdown]

Due Date: 06/11/2023

Salesperson: Administrator

Currency: SGD

Invoice Lines Order Info E-Delivery

8 Add a line

#	Product	Description	Account	Analytic Account	Quantity	Price	Taxes	Subtotal

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.

Accounting Overview / New

Save Discard

Invoice Note: Payment is due within 30 days from the invoice date. Thank you for your business.

Currency: SGD

9A

Invoice Lines Order Info E-Delivery

#	Product	Description	Account	Analytic Account	Quantity	Price	Taxes	Subtotal
1			200000 Product Sale		1.000	0.00	SR x	0.00

Add a line

Untaxed Amount: \$ 0.00

This field has a maximum of 5 characters.

SECTION 3 of 5: Invoice Lines

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.

The screenshot shows the 'Accounting Overview / New' form. The 'Invoice Note' field contains the text: 'Payment is due within 30 days from the invoice date. Thank you for your business.' The 'Currency' field is set to 'SGD'. The 'Invoice Lines' section is active, showing a table with columns: #, Product, Description, Account, Analytic Account, Quantity, Price, Taxes, and Subtotal. The first row has #1, Product '200000 Product Sale', Description '200000 Product Sale', Account '200000 Product Sale', Analytic Account (blank), Quantity '1.000', Price '0.00', Taxes 'SR x', and Subtotal '0.00'. A dropdown menu is open for the Product field, showing options: 'Generic Consumable', 'Generic Product' (highlighted), and 'Create and Edit...'. A green circle with '9B' and an arrow points to the Product dropdown. The 'Untaxed Amount' is \$ 0.00.

#	Product	Description	Account	Analytic Account	Quantity	Price	Taxes	Subtotal
1	200000 Product Sale	200000 Product Sale	200000 Product Sale		1.000	0.00	SR x	0.00

Untaxed Amount: \$ 0.00

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

SECTION 3 of 5: Invoice Lines

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.

Accounting Overview / New

Save Discard

Invoice Note: Payment is due within 30 days from the invoice date. Thank you for your business.

Currency: SGD

Invoice Lines Order Info E-Delivery 9C

#	Product	Description	Account	Analytic Account	Quantity	Price	Taxes	Subtotal
1	Generic	Enter the exact description of the corresponding Line Item from the Purchasing Instruction or the AGD PO	200000 Pr		1.000	1.00	SR	\$ 1.00

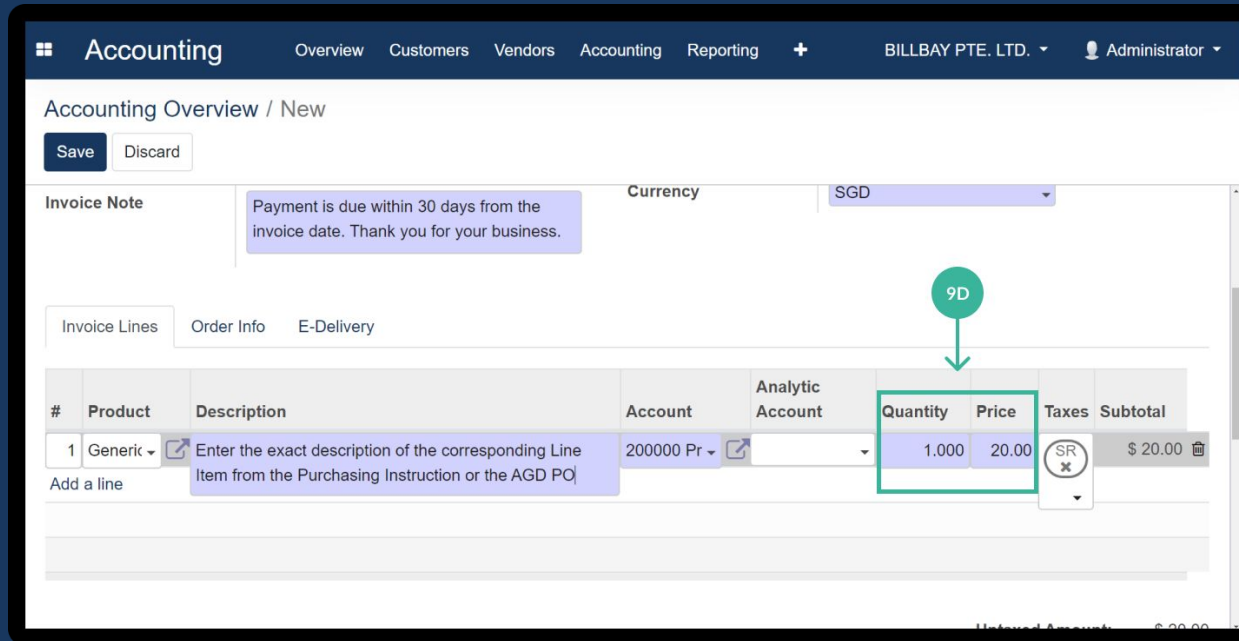
Add a line

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).



The screenshot shows the 'Accounting Overview / New' form. At the top, there's a navigation bar with 'Accounting' and tabs for 'Overview', 'Customers', 'Vendors', 'Accounting', and 'Reporting'. The user is logged in as 'Administrator' for 'BILLBAY PTE. LTD.'. Below the navigation bar, the 'Invoice Note' field contains the text 'Payment is due within 30 days from the invoice date. Thank you for your business.' and the 'Currency' is set to 'SGD'. The 'Invoice Lines' tab is selected, showing a table with one line item. A green circle with '9D' and an arrow points to the 'Quantity' and 'Price' fields of the first line item.

#	Product	Description	Account	Analytic Account	Quantity	Price	Taxes	Subtotal
1	Generic	Enter the exact description of the corresponding Line Item from the Purchasing Instruction or the AGD PO	200000 Pr		1.000	20.00	SR	\$ 20.00

Buttons: Save, Discard

SECTION 3 of 5: Invoice Lines

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.

The screenshot shows the 'Accounting Overview / New' interface. At the top, there's a navigation bar with 'Accounting' selected, and tabs for 'Overview', 'Customers', 'Vendors', 'Accounting', and 'Reporting'. The user is logged in as 'Administrator' for 'BILLBAY PTE. LTD.'. Below the navigation bar, there are 'Save' and 'Discard' buttons. The 'Invoice Note' section contains a text box with the message: 'Payment is due within 30 days from the invoice date. Thank you for your business.' The 'Currency' is set to 'SGD'. The 'Invoice Lines' tab is active, showing a table with columns: '#', 'Product', 'Description', 'Account', 'Analytic Account', 'Quantity', 'Price', 'Taxes', and 'Subtotal'. The first row has '# 1', 'Product Generic', 'Description Enter the exact description of the corresponding Line Item from the Purchasing Instruction or the AGD PO', 'Account 200000 Pr', 'Analytic Account', 'Quantity 1.000', 'Price 20.00', 'Taxes SR', and 'Subtotal \$ 20.00'. A green circle labeled '9E' points to the 'Taxes' column, which has a dropdown menu with 'SR' selected. Below the table, there is an 'Add a line' button.

#	Product	Description	Account	Analytic Account	Quantity	Price	Taxes	Subtotal
1	Generic	Enter the exact description of the corresponding Line Item from the Purchasing Instruction or the AGD PO	200000 Pr		1.000	20.00	SR	\$ 20.00

SECTION 3 of 5: Invoice Lines

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

Accounting Overview / New

Save Discard 10

Validate Cancel Draft Open Paid

Draft Invoice

Customer Accountant-General's Department **Invoice Date**

Payment Terms 30D **Due Date** 06/11/2023

Invoice Reference INV23100501 **Salesperson** Administrator

Invoice Note Payment is due within 30 days from the invoice date. Thank you for your business. **Currency** SGD

Invoice Lines Order Info E-Delivery

#	Product	Description	Account	Analytic Account	Quantity	Price	Taxes	Subtotal
1	Generic Product	Enter the exact description of the corresponding Line Item from the Purchasing Instruction or the AGD PO	200000 Product Sales		1.000	20.00	(SR)	\$ 20.00
2	Generic Product	Enter the exact description of the corresponding Line Item from the Purchasing Instruction or the AGD PO	200000 Product Sales		1.000	10.00	(SR)	\$ 10.00

SECTION 4 of 5: Invoice Attachments (Optional)

Optional Step: OK to skip (recommended)

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

The screenshot displays an invoice interface. At the top, there is a table with the following columns: Tax Description, Tax Account, Analytic account, and Amount Total. The first row contains the text 'GST 8%', '111200 Tax Received', and '\$ 2.40'. Below the table, there are several empty rows. At the bottom of the interface, there is a navigation bar with links for 'Send message', 'Log note', and 'Schedule activity'. To the right of these links, there is a box containing a plus icon and the number '0', followed by the text 'Following' and a user icon. Below the navigation bar, there is a section titled 'Attachments' with a button labeled 'Add Attachments'. A green circle with the number '11' and an arrow points to the 'Add Attachments' button.

Tax Description	Tax Account	Analytic account	Amount Total
GST 8%	111200 Tax Received		\$ 2.40

Send message Log note Schedule activity

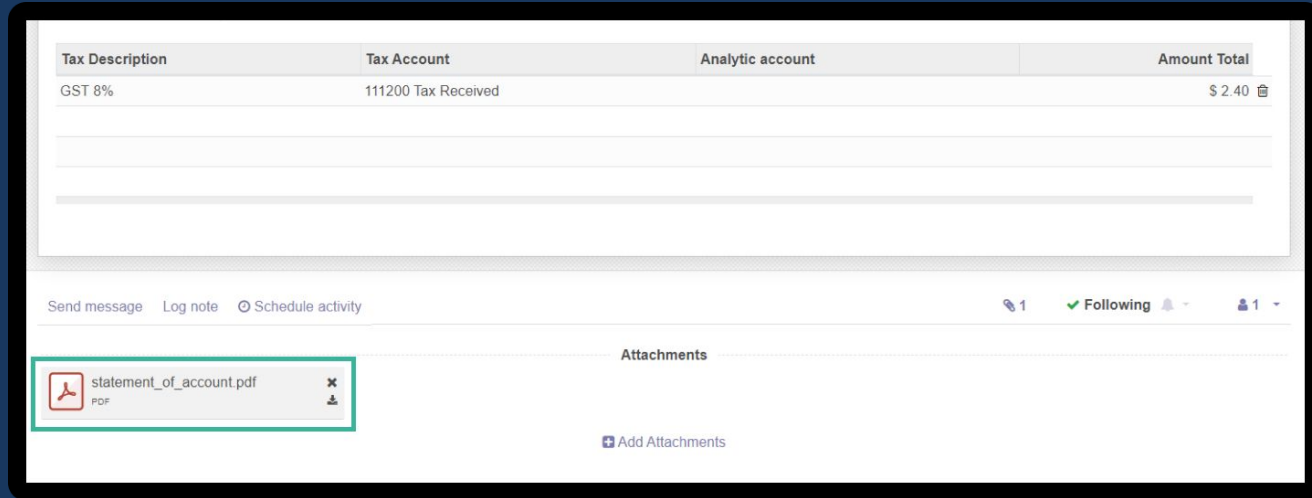
0 Following 1

11 → Add Attachments

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.



The screenshot displays a software interface with a table and an attachments section. The table has four columns: Tax Description, Tax Account, Analytic account, and Amount Total. The first row contains the text 'GST 8%', '111200 Tax Received', and '\$ 2.40'. Below the table, there are three horizontal lines for additional entries. At the bottom of the interface, there is a section titled 'Attachments' which contains a single attachment named 'statement_of_account.pdf' with a PDF icon. To the right of the attachment name are icons for deleting (an 'x') and downloading (a download symbol). Below the attachments list is a button labeled 'Add Attachments'.

Tax Description	Tax Account	Analytic account	Amount Total
GST 8%	111200 Tax Received		\$ 2.40

Send message Log note Schedule activity

1 Following 1

Attachments

statement_of_account.pdf PDF x

Add Attachments

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

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.

Accounting Overview / Invoice MDA000EPO21009234

Buttons: Edit, Create, Print, Action

Status: Draft, Open, Paid

Validate (highlighted with a green box and a green circle with the number 12)

Draft Invoice

Customer: Accountant-General's Department
Payment Terms: 30D
Invoice Reference: INV23100501
Invoice Note: Payment is due within 30 days from the invoice date. Thank you for your business.

Invoice Date: 06/11/2023
Due Date: 06/11/2023
Salesperson: Administrator
Currency: SGD

Invoice Lines | Order Info | E-Delivery

#	Product	Description	Account	Analytic Account	Quantity	Price	Taxes	Subtotal
1	Generic Product	Enter the exact description of the corresponding Line Item from the Purchasing Instruction or the AGD PO	200000 Product Sales		1.000	20.00	(SR)	\$ 20.00
2	Generic Product	Enter the exact description of the corresponding Line Item from the Purchasing Instruction or the AGD PO	200000 Product Sales		1.000	10.00	(SR)	\$ 10.00

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

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

Accounting Overview Customers Vendors Accounting Reporting Configuration BILLBAY PTE. LTD. Administrator

Accounting Overview / INV/2023/0030 PO-A001

Edit Create Print Action 1 / 1 < >

Send & Print Register Payment Add Credit Note Cancel Draft Open Paid

INV/2023/0031

Customer	Accountant-General's Department	Invoice Date	20/09/2023
Payment Terms	15D	Due Date	05/10/2023
Invoice Note		Salesperson	Administrator
Payment Note	15D	Currency	SGD

Invoice Lines Order Info **E-Delivery**

E-Delivery Network	PEPPOL	Response Status	
E-Delivery Status	C1: Queued	Response Note	
Txn ID		Issue Date	
Sender ID	0195:SGUEN201432336M	Issue Time	
Receiver ID			
File Name			

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”.

Accounting Overview Customers Vendors Accounting Reporting Configuration BILLBAY PTE. LTD. Administrator

Invoices / INV/2023/0031 MDA000EPO21009234

Edit Create Print Action 1/1 < >

Send & Print Register Payment Add Credit Note Cancel Draft Open Paid

INV/2023/0031

Customer	Accountant-General's Department	Invoice Date	20/09/2023
Payment Terms	15D	Due Date	05/10/2023
Invoice Note		Salesperson	Administrator
Payment Note	15D	Currency	SGD

Invoice Lines Order Info **E-Delivery**

E-Delivery Network	PEPPOL	Response Status	
E-Delivery Status	C2: E-Delivery In Progress	Response Note	
Txn ID	bb190-52035cca-29b8-47a3-a924-9f3b480a1f80	Issue Date	
Sender ID	0195:SGUEN201432336M	Issue Time	
Receiver ID	0195:SGTSTT08GA0028A		
File Name	bb_20230921_001954.xml		

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)"

Accounting Overview Customers Vendors Accounting Reporting Configuration BILLBAY PTE. LTD. Administrator

Invoices / INV/2023/0031 MDA000EPO21009234

Edit Create Print Action 2 / 32

Send & Print Register Payment Add Credit Note Cancel Draft Open Paid

INV/2023/0031

Customer	Accountant-General's Department	Invoice Date	20/09/2023
Payment Terms	15D	Due Date	05/10/2023
Invoice Note		Salesperson	Administrator
Payment Note	15D	Currency	SGD

Invoice Lines Order Info E-Delivery

E-Delivery Network	PEPPOL	Response Status	
E-Delivery Status	C3: Delivered Successfully (AP)	Response Note	
Txn ID	bb190-52035cca-29b8-47a3-a924-9f3b480a1f80	Issue Date	
Sender ID	0195:SGUEN201432336M	Issue Time	
Receiver ID	0195:SGTSTT08GA0028A		
File Name	bb_20230921_001954.xml		

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