

# BILLBAY

Powering Businesses Digitally

# Advanced Ordering & SG Order Balance

## User Guide

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# 1. Importing AOOB

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## Go To: Main Menu > Sales: Click on Import E-Orders

Sales	Orders	To Invoice	Products	Reporting	Configuration	BILLBAY DEMO 02	Ravi Maythil (ZULU)	
Quotations								
<input type="button" value="Create"/>	<input type="button" value="Import E-Orders"/>				<input type="button" value="My Quotations"/>	<input type="text" value="Search..."/>	<input type="button" value=""/>	
					<input type="button" value="Filters"/>	<input type="button" value="Group By"/>	<input type="button" value="Favorites"/>	
					1-10 / 10	<input type="button" value=""/>	<input type="button" value=""/>	
					<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	
Quotation Number	Customer	Buyer Ref (PO)	Original Order	Order Date	Salesperson	Total	Status	E Order
EPO/SO050	BILLBAY PTE. LTD.	PO220	SO00025-146Z2	06/06/2023 12:21:12	Ravi Maythil	\$ 324.00	Sales Order	<input type="checkbox"/>
EPO/SO049	BILLBAY PTE. LTD.	BB1461	SO00023-146Z1	06/06/2023 12:20:10	Ravi Maythil	\$ 324.00	Sales Order	<input type="checkbox"/>
EPO/SO048	BILLBAY PTE. LTD.	BBO021	SO-APA00009-M0021	08/08/2023 14:07:34	Ravi Maythil	\$ 324.00	Sales Order	<input type="checkbox"/>
SO047	BILLBAY PTE. LTD.	MDA000EPO21009234		08/08/2023 13:51:55	Ravi Maythil	\$ 3,240.00	Sales Order	<input type="checkbox"/>
SO043	SENOKO ENERGY SUPPLY PTE LTD			23/07/2023 03:09:46	Ravi Maythil	\$ 0.00	Sales Order	<input type="checkbox"/>
EPO/SO027	BILLBAY PTE. LTD.	PO00045-146Z2	SO00045-146Z2	22/06/2023 18:00:15	Ravi Maythil	\$ 324.00	Sales Order	<input type="checkbox"/>
EPO/SO026	BILLBAY PTE. LTD.	PO00045-146Z2	SO00045-146Z2	22/06/2023 18:00:15	Ravi Maythil	\$ 324.00	Sales Order	<input type="checkbox"/>
EPO/SO025	BILLBAY PTE. LTD.	PO00045-146Z2	SO00045-146Z2	22/06/2023 18:00:15	Ravi Maythil	\$ 324.00	Sales Order	<input type="checkbox"/>
EPO/SO024	BILLBAY PTE. LTD.	PO00045-146Z2	SO00045-146Z2	22/06/2023 18:00:15	Ravi Maythil	\$ 324.00	Sales Order	<input type="checkbox"/>
SO001	BILLBAY DEMO 02	MDA000EPO21009234		21/04/2023 04:08:55	Ravi Maythil	\$ 540.00	Sales Order	<input type="checkbox"/>
						6,048.00		

# Import E-Orders Screen

Sales    Orders    To Invoice    Products    Reporting    Configuration    BILLBAY DEMO 02    Ravi Maythil (ZULU)

Quotations / E-Orders Logs

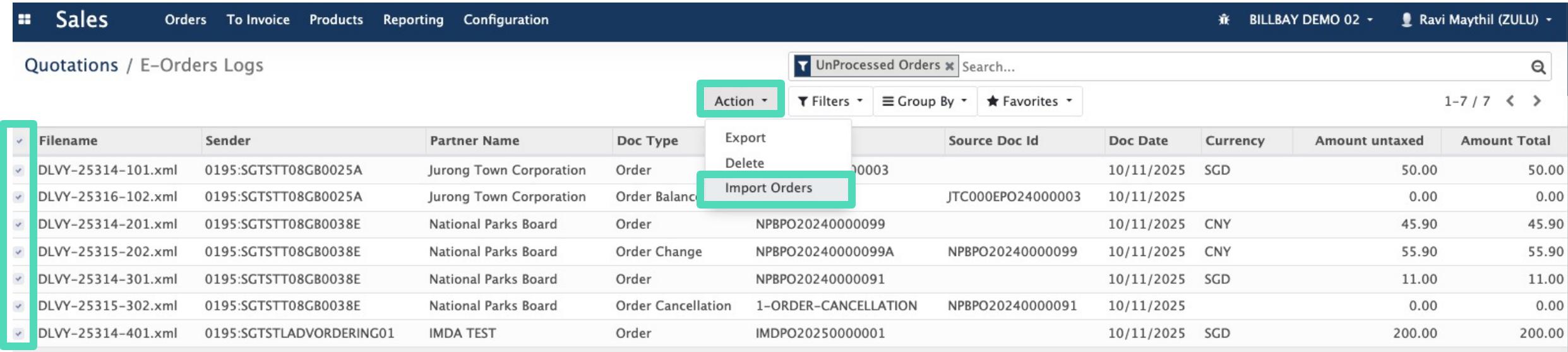
Filename	Sender	Partner Name	Doc Type	Doc Id	Source Doc Id	Doc Date	Currency	Amount untaxed	Amount Total
DLVY-25314-101.xml	0195:SGTSTT08GB0025A	Jurong Town Corporation	Order	JTC000EPO24000003		10/11/2025	SGD	50.00	50.00
DLVY-25316-102.xml	0195:SGTSTT08GB0025A	Jurong Town Corporation	Order Balance	34	JTC000EPO24000003	10/11/2025		0.00	0.00
DLVY-25314-201.xml	0195:SGTSTT08GB0038E	National Parks Board	Order	NPBPO20240000099		10/11/2025	CNY	45.90	45.90
DLVY-25315-202.xml	0195:SGTSTT08GB0038E	National Parks Board	Order Change	NPBPO20240000099A	NPBPO20240000099	10/11/2025	CNY	55.90	55.90
DLVY-25314-301.xml	0195:SGTSTT08GB0038E	National Parks Board	Order	NPBPO20240000091		10/11/2025	SGD	11.00	11.00
DLVY-25315-302.xml	0195:SGTSTT08GB0038E	National Parks Board	Order Cancellation	1-ORDER-CANCELLATION	NPBPO20240000091	10/11/2025		0.00	0.00
DLVY-25314-401.xml	0195:SGTSTLADVORDERING01	IMDA TEST	Order	IMDPO20250000001		10/11/2025	SGD	200.00	200.00

You can import the following E-Documents from this menu:

1. Orders
2. Order Change or Order Variation
3. Order Balance
4. Order Cancellation

The **Source Doc ID** refers to the Original Order reference

# Import E-Orders Screen



The screenshot shows a list of e-documents in the 'UnProcessed Orders' log. A green box highlights the 'Action' dropdown menu, and another green box highlights the 'Import Orders' option within it. The table includes columns for Filename, Sender, Partner Name, Doc Type, Source Doc Id, Doc Date, Currency, Amount untaxed, and Amount Total.

Filename	Sender	Partner Name	Doc Type	Source Doc Id	Doc Date	Currency	Amount untaxed	Amount Total	
DLVY-25314-101.xml	0195:SGTSTT08GB0025A	Jurong Town Corporation	Order	00003	10/11/2025	SGD	50.00	50.00	
DLVY-25316-102.xml	0195:SGTSTT08GB0025A	Jurong Town Corporation	Order Balance	JTC000EPO24000003	10/11/2025		0.00	0.00	
DLVY-25314-201.xml	0195:SGTSTT08GB0038E	National Parks Board	Order	NPBPO20240000099	10/11/2025	CNY	45.90	45.90	
DLVY-25315-202.xml	0195:SGTSTT08GB0038E	National Parks Board	Order Change	NPBPO20240000099A	NPBPO20240000099	10/11/2025	CNY	55.90	55.90
DLVY-25314-301.xml	0195:SGTSTT08GB0038E	National Parks Board	Order	NPBPO20240000091	10/11/2025	SGD	11.00	11.00	
DLVY-25315-302.xml	0195:SGTSTT08GB0038E	National Parks Board	Order Cancellation	1-ORDER-CANCELLATION	NPBPO20240000091	10/11/2025		0.00	0.00
DLVY-25314-401.xml	0195:SGTSTLADVORDERING01	IMDA TEST	Order	IMDPO20250000001	10/11/2025	SGD	200.00	200.00	

To import an Order select the specific e-Document or Select All:  
Click on **Action > Import Orders**

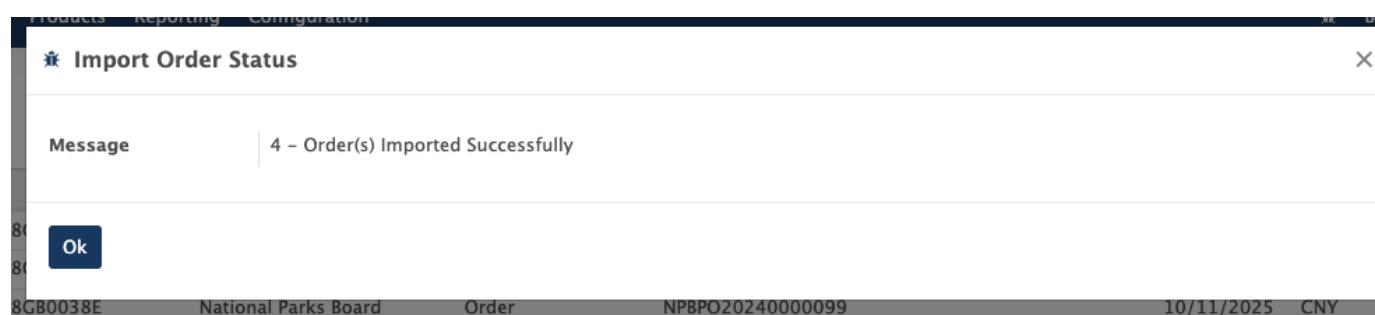
# Import E-Orders Screen

Filename	Sender	Partner Name	Doc Type	Export	Delete	Import Orders	Source Doc Id	Doc Date	Currency	Amount untaxed	Amount Total
DLVY-25314-101.xml	0195:SGTSTT08GB0025A	Jurong Town Corporation	Order					10/11/2025	SGD	50.00	50.00
DLVY-25316-102.xml	0195:SGTSTT08GB0025A	Jurong Town Corporation	Order Balance				JTC000EPO24000003	10/11/2025		0.00	0.00
DLVY-25314-201.xml	0195:SGTSTT08GB0038E	National Parks Board	Order				NPBPO20240000099	10/11/2025	CNY	45.90	45.90
DLVY-25315-202.xml	0195:SGTSTT08GB0038E	National Parks Board	Order Change				NPBPO20240000099A	10/11/2025	CNY	55.90	55.90
DLVY-25314-301.xml	0195:SGTSTT08GB0038E	National Parks Board	Order				NPBPO20240000091	10/11/2025	SGD	11.00	11.00
DLVY-25315-302.xml	0195:SGTSTT08GB0038E	National Parks Board	Order Cancellation		1-ORDER-CANCELLATION		NPBPO20240000091	10/11/2025		0.00	0.00
DLVY-25314-401.xml	0195:SGTSTLADVORDERING01	IMDA TEST	Order				IMDPO20250000001	10/11/2025	SGD	200.00	200.00

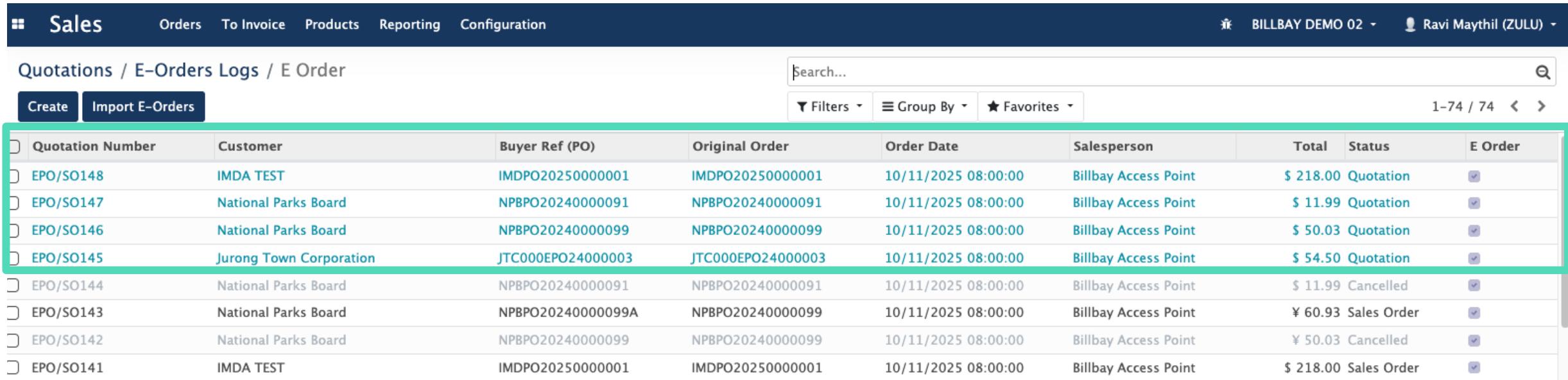
To import an Order select the specific e-Document or Select All:

Click on **Action > Import Orders**.

You will see a screen telling you how many order have been imported



# Import: Orders & Order Change



Sales Orders To Invoice Products Reporting Configuration BILLBAY DEMO 02 Ravi Maythil (ZULU)

Quotations / E-Orders Logs / E Order

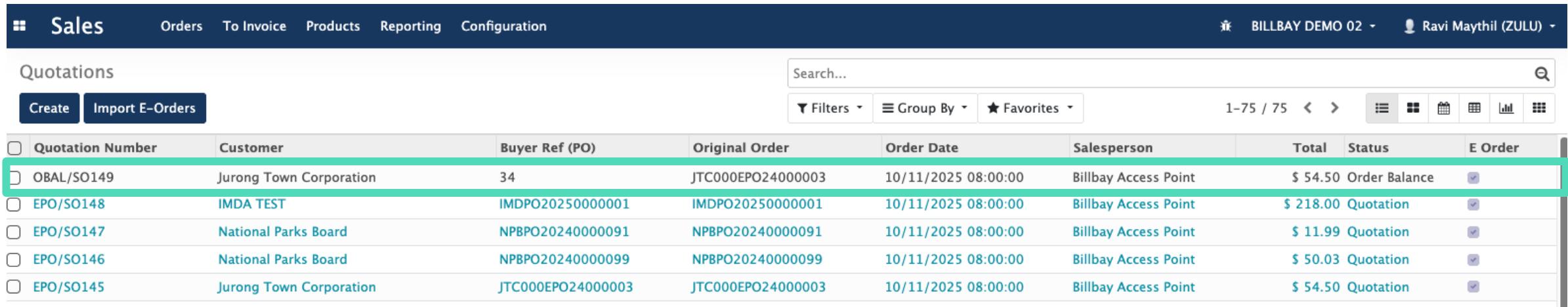
Search... Filters Group By Favorites 1-74 / 74

Quotation Number	Customer	Buyer Ref (PO)	Original Order	Order Date	Salesperson	Total	Status	E Order
EPO/SO148	IMDA TEST	IMDPO2025000001	IMDPO2025000001	10/11/2025 08:00:00	Billbay Access Point	\$ 218.00	Quotation	<input checked="" type="checkbox"/>
EPO/SO147	National Parks Board	NPBPO2024000091	NPBPO2024000091	10/11/2025 08:00:00	Billbay Access Point	\$ 11.99	Quotation	<input checked="" type="checkbox"/>
EPO/SO146	National Parks Board	NPBPO2024000099	NPBPO2024000099	10/11/2025 08:00:00	Billbay Access Point	\$ 50.03	Quotation	<input checked="" type="checkbox"/>
EPO/SO145	Jurong Town Corporation	JTC000EPO24000003	JTC000EPO24000003	10/11/2025 08:00:00	Billbay Access Point	\$ 54.50	Quotation	<input checked="" type="checkbox"/>
EPO/SO144	National Parks Board	NPBPO2024000091	NPBPO2024000091	10/11/2025 08:00:00	Billbay Access Point	\$ 11.99	Cancelled	<input checked="" type="checkbox"/>
EPO/SO143	National Parks Board	NPBPO2024000099A	NPBPO2024000099	10/11/2025 08:00:00	Billbay Access Point	¥ 60.93	Sales Order	<input checked="" type="checkbox"/>
EPO/SO142	National Parks Board	NPBPO2024000099	NPBPO2024000099	10/11/2025 08:00:00	Billbay Access Point	¥ 50.03	Cancelled	<input checked="" type="checkbox"/>
EPO/SO141	IMDA TEST	IMDPO2025000001	IMDPO2025000001	10/11/2025 08:00:00	Billbay Access Point	\$ 218.00	Sales Order	<input checked="" type="checkbox"/>

Orders and Order Changes will be imported as a Quotation for review before being confirmed as a Sales Order. You may click on the draft order (Quotation) and start working with it.

All imported Orders and Order Changes start with the sequence EPO

# Import: Order Balance



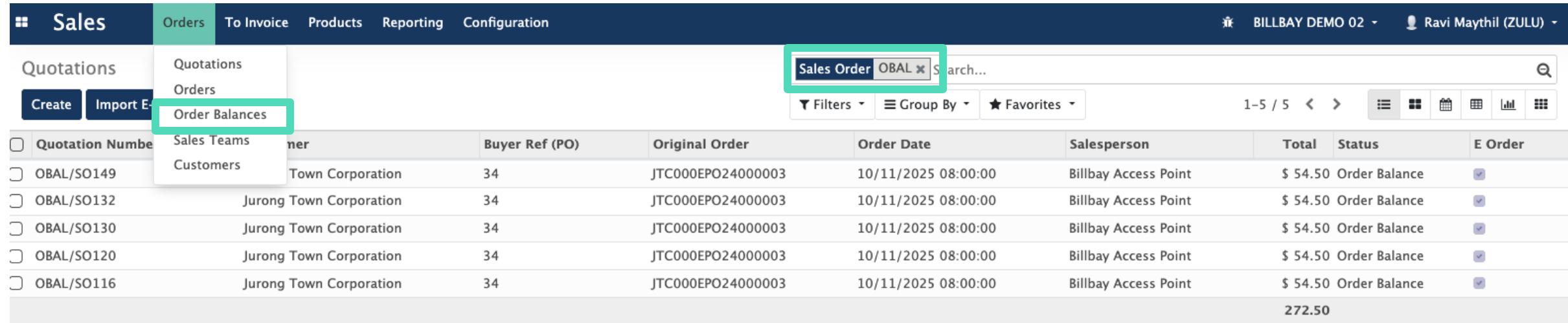
The screenshot shows the Odoo Sales Quotations list view. The top navigation bar includes Sales, Orders, To Invoice, Products, Reporting, Configuration, BILLBAY DEMO 02, and Ravi Maythil (ZULU). The main list is titled 'Quotations' and shows the following data:

Quotation Number	Customer	Buyer Ref (PO)	Original Order	Order Date	Salesperson	Total	Status	E Order
OBAL/SO149	Jurong Town Corporation	34	JTC000EPO24000003	10/11/2025 08:00:00	Billbay Access Point	\$ 54.50	Order Balance	<input checked="" type="checkbox"/>
EPO/SO148	IMDA TEST	IMDPO2025000001	IMDPO2025000001	10/11/2025 08:00:00	Billbay Access Point	\$ 218.00	Quotation	<input checked="" type="checkbox"/>
EPO/SO147	National Parks Board	NPBPO2024000091	NPBPO2024000091	10/11/2025 08:00:00	Billbay Access Point	\$ 11.99	Quotation	<input checked="" type="checkbox"/>
EPO/SO146	National Parks Board	NPBPO2024000099	NPBPO2024000099	10/11/2025 08:00:00	Billbay Access Point	\$ 50.03	Quotation	<input checked="" type="checkbox"/>
EPO/SO145	Jurong Town Corporation	JTC000EPO24000003	JTC000EPO24000003	10/11/2025 08:00:00	Billbay Access Point	\$ 54.50	Quotation	<input checked="" type="checkbox"/>

**Order Balance** is an informational document and will be Imported with Status = Order Balance.  
You may click to Open the document

There is no processing step to be done on the Order Balance document.  
It remains as an FYI document letting you know the Customer's view of open / closed balances on that order as of a certain date and time.

# Import: Order Balance



The screenshot shows the Billbay platform interface. The top navigation bar includes 'Sales', 'Orders' (highlighted in green), 'To Invoice', 'Products', 'Reporting', and 'Configuration'. The top right shows 'BILLBAY DEMO 02' and a user 'Ravi Maythil (ZULU)'. The left sidebar under 'Quotations' has 'Quotations', 'Orders', and 'Order Balances' (highlighted with a green box). The main content area displays a table of Order Balances. The table columns are: Quotation Number, Sales Teams, Customer, Buyer Ref (PO), Original Order, Order Date, Salesperson, Total, Status, and E Order. The table shows five rows of data, all starting with 'OBAL'. The total value is 272.50. The search bar at the top right contains 'Sales Order OBAL'.

Quotation Number	Sales Teams	Customer	Buyer Ref (PO)	Original Order	Order Date	Salesperson	Total	Status	E Order
OBAL/SO149		Town Corporation	34	JTC000EPO24000003	10/11/2025 08:00:00	Billbay Access Point	\$ 54.50	Order Balance	<input checked="" type="checkbox"/>
OBAL/SO132		Jurong Town Corporation	34	JTC000EPO24000003	10/11/2025 08:00:00	Billbay Access Point	\$ 54.50	Order Balance	<input checked="" type="checkbox"/>
OBAL/SO130		Jurong Town Corporation	34	JTC000EPO24000003	10/11/2025 08:00:00	Billbay Access Point	\$ 54.50	Order Balance	<input checked="" type="checkbox"/>
OBAL/SO120		Jurong Town Corporation	34	JTC000EPO24000003	10/11/2025 08:00:00	Billbay Access Point	\$ 54.50	Order Balance	<input checked="" type="checkbox"/>
OBAL/SO116		Jurong Town Corporation	34	JTC000EPO24000003	10/11/2025 08:00:00	Billbay Access Point	\$ 54.50	Order Balance	<input checked="" type="checkbox"/>
							272.50		

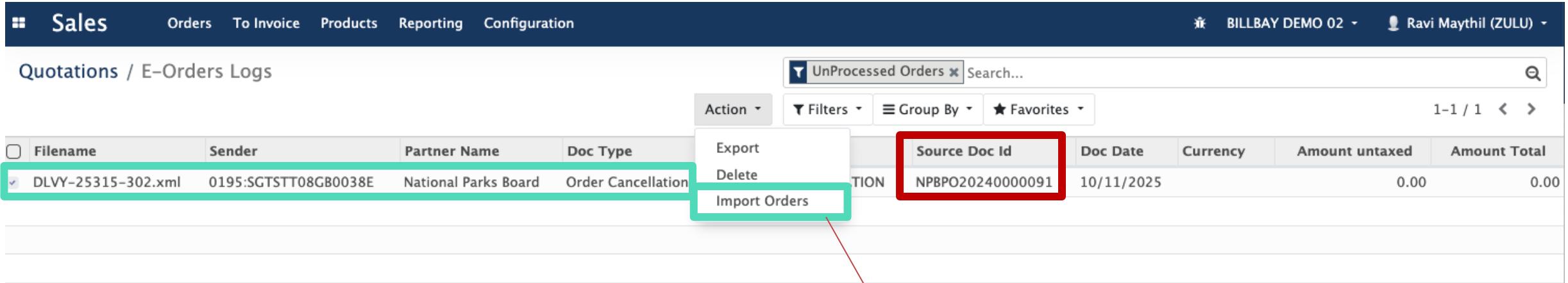
All Order Balances start with the sequence **OBAL**

To list all Order Balances, you can do 1 of the following:

1. Sales > Orders > Order Balances (or)
2. Simply type “OBAL” in the search bar

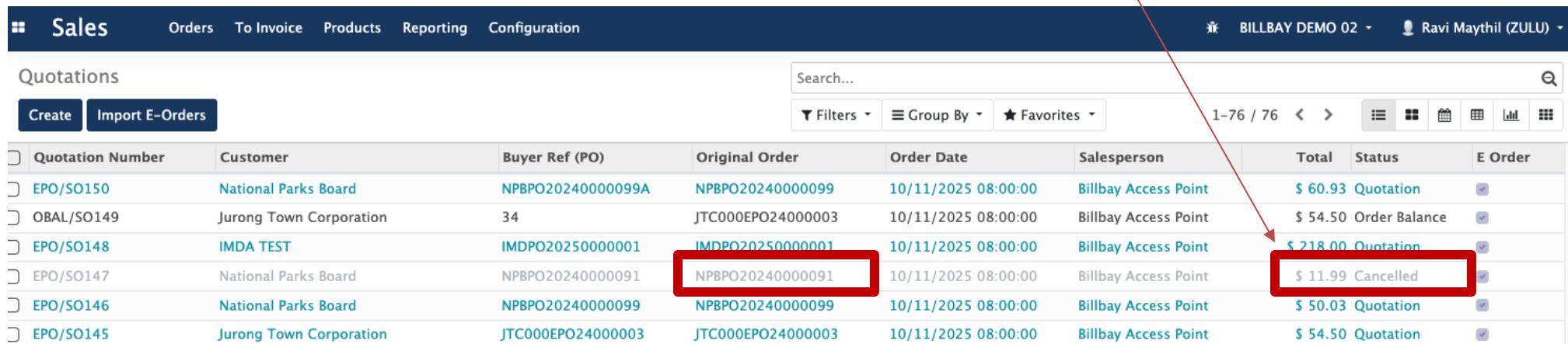
This will pull up all the **Order Balances** that have been imported.

# Import: Order Cancellation



Filename	Sender	Partner Name	Doc Type	Action	Source Doc Id	Doc Date	Currency	Amount untaxed	Amount Total
DLVY-25315-302.xml	0195:SGTSTT08GB0038E	National Parks Board	Order Cancellation	Export Delete Import Orders	NPBPO2024000091	10/11/2025		0.00	0.00

**Order Cancellation** import, does NOT create an Order Document.  
Instead, it simply [CANCEL](#)s the Original Order Document shown in the **Source Doc Id** field



Quotation Number	Customer	Buyer Ref (PO)	Original Order	Order Date	Salesperson	Total	Status	E Order
EPO/SO150	National Parks Board	NPBPO2024000099A	NPBPO2024000099	10/11/2025 08:00:00	Billbay Access Point	\$ 60.93	Quotation	
OBAL/SO149	Jurong Town Corporation	34	JTC000EPO24000003	10/11/2025 08:00:00	Billbay Access Point	\$ 54.50	Order Balance	
EPO/SO148	IMDA TEST	IMDPO2025000001	IMDPO2025000001	10/11/2025 08:00:00	Billbay Access Point	\$ 218.00	Quotation	
EPO/SO147	National Parks Board	NPBPO2024000091	NPBPO2024000091	10/11/2025 08:00:00	Billbay Access Point	\$ 11.99	Cancelled	
EPO/SO146	National Parks Board	NPBPO2024000099	NPBPO2024000099	10/11/2025 08:00:00	Billbay Access Point	\$ 50.03	Quotation	
EPO/SO145	Jurong Town Corporation	JTC000EPO24000003	JTC000EPO24000003	10/11/2025 08:00:00	Billbay Access Point	\$ 54.50	Quotation	

## 2. The Order Screen

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# The Orders Screen (1a/5)

The screenshot shows the Billbay DEMO 02 Orders screen. The top navigation bar includes Sales, Orders, To Invoice, Products, Reporting, Configuration, BILLBAY DEMO 02, and Ravi Maythil (ZULU). The main title is Quotations / EPO/SO145. Below the title are buttons for Edit, Create, Print, and Action. The page number is 5 / 75. A navigation bar at the top right shows Quotation, Quotation Sent, Sales Order, and Order Balance. Below this are buttons for Send by Email, Print, Confirm, and Cancel. A blue arrow points from the text "Doc Type: Order" to the "Quotation" button. The main content area shows an order for EPO/SO145. The order number is highlighted with a blue arrow and the text "In brackets: Order Number (Original Order)". The order details include:

Customer	Jurong Town Corporation Government road 1 Second floor Singapore 755755 Singapore	Issue Date	10/11/2025 08:00:00
Buyer Ref (PO)	JTC000EPO24000003	Validity	31/01/2030
Buyer Ref (BU)	JTC42	Vendor ID	53201802A
Buyer Name	Ahmad	Pricelist	Base (SGD)
Buyer Email	einvoice@imda.gov.sg	Payment Terms	30D
Order Note	SP_AO_01.01 7d2f624e-00b4-4375-8a08-a61215d86ade	Payment Note	30D

Below the details are tabs for Order Lines, Order Information, Order History, and E-Delivery. The Order Lines tab is selected, showing a table with columns: Product, Description, Note, Ordered Qty, Unit Price, Taxes, and Subtotal. One row is present:

Product	Description	Note	Ordered Qty	Unit Price	Taxes	Subtotal
Generic Product	Machinery parts	Delivery Address: 1 Government street 12, Singapore 755756	1.0	50.00	(SR)	\$ 50.00

At the bottom, a note SP\_AO\_01.01 7d2f624e-00b4-4375-8a08-a61215d86ade is followed by a summary table:

Untaxed Amount:	\$ 50.00
Taxes:	\$ 4.50
Total:	\$ 54.50

Doc Type: Order

In brackets: Order Number (Original Order)

# The Orders Screen (1b/5)

The screenshot shows the Odoo Sales Orders screen. The top navigation bar includes 'Sales' (highlighted in blue), 'Orders', 'To Invoice', 'Products', 'Reporting', and 'Configuration'. The top right shows 'BILLBAY DEMO 02' and 'Ravi Maythil (ZULU)'. The main title is 'Order Balances / OBAL/SO149'. Below the title are 'Edit' and 'Create' buttons, and 'Print' and 'Action' dropdowns. A navigation bar at the top right shows '1 / 5' and arrows, with steps: Quotation, Quotation Sent, Sales Order, and Order Balance (highlighted with a green box). The main content area displays an 'Order Balance (JTC000EPO24000003)' document for 'OBAL/SO149'. The document details the following information:

Customer	Jurong Town Corporation Government road 1 Second floor Singapore 755755 Singapore	Issue Date	10/11/2025 08:00:00
Buyer Ref (PO)	34	Validity	
Buyer Ref (BU)	JTC42	Confirmation Date	
Buyer Name	Ahmad	Vendor ID	53201802A
Buyer Email	einvoice@imda.gov.sg	Pricelist	Base (SGD)
Order Note	SP_AO_01.02 e7edb004-4831-4189-b817-fcf4ef6effa7	Payment Terms	30D
		Payment Note	30D

Below the document, there are tabs for 'Order Lines', 'Order Information', 'Order History', and 'E-Delivery'. The 'Order Lines' tab is active, showing a table with one row:

Product	Description	Note	Balance Qty	Unit Price	Taxes	Subtotal
Generic Product	Machinery parts		1.0	50.00	(SR)	\$ 50.00

At the bottom of the screen, the order number 'SP\_AO\_01.02 e7edb004-4831-4189-b817-fcf4ef6effa7' is displayed, along with tax details:

Untaxed Amount:	\$ 50.00
Taxes:	\$ 4.50
<b>Total:</b>	<b>\$ 54.50</b>

Doc Type: Order Balance

In brackets: Order Number (Original Order)

# The Orders Screen (1c/5)

The screenshot shows the Billbay Orders screen. The top navigation bar includes Sales, Orders, To Invoice, Products, Reporting, Configuration, and user information for BILLBAY DEMO 02 and Ravi Maythil (ZULU). The main title is Quotations / EPO/SO150. Below the title are buttons for Edit, Create, Print, and Action. The page number is 1 / 76 with navigation arrows. A toolbar below the title includes Send by Email, Print, Confirm, and Cancel. A breadcrumb navigation shows Quotation, Quotation Sent, Sales Order, and Order Balance. The main content area displays an order change (OrderChange 1) with the original order number (NPBPO2024000099) in brackets. The order number is EPO/SO150. The customer information is highlighted with a green box. The customer details are: National Parks Board, Government road 1, Second floor, Singapore 755755, Singapore - T08GB0038E. The buyer reference (PO) is NPBPO2024000099A. The buyer name is Ahmad, and the buyer email is einvoice@imda.gov.sg. The order note is SP\_AO\_02.02 e68ae273-684e-4be9-b068-049ed65f9c3a. The order information includes: Issue Date 10/11/2025 08:00:00, Validity 31/01/2030, Vendor ID 53201802A, Pricelist Base (SGD), Payment Terms 30D, and Payment Note 30D. The order lines table shows two items: Generic Product PROJECT AT KINGS ROAD with a note about delivery address 1 Government street 12, Singapore 755756, ordered quantity 10.0, unit price 3.59, and subtotal \$ 35.90; and Generic Product PROJECT PACKAGE AT KING'S ROAD with a note about delivery address 1 Government street 12, Singapore 755756, ordered quantity 20.0, unit price 1.00, and subtotal \$ 20.00. The total summary at the bottom is Untaxed Amount: \$ 55.90, Taxes: \$ 5.03, and Total: \$ 60.93.

Doc Type: Order Change

Followed by: Sequence Number / Version  
In brackets: (Original Order Number)

# The Orders Screen (2/5)

The screenshot shows the Billbay Orders screen with a modal window titled "Open: Order Lines". The modal displays details for an order line, including a product, quantity, unit price, and a delivery note. The delivery note includes a note, start time, and end time. The modal is highlighted with a green border.

**Product:** Generic Product

**Ordered Quantity:** 1.0

**Unit Price:** 50.00

**Taxes:** SR

**Delivery Lead Time:** 0.00 days

**Note:** Delivery Address: 1 Government street 12, Singapore 755756

**Delivery Start Time:** 31/12/2025 20:30:00

**Delivery End Time:** 31/12/2025 23:00:00

**Line Id:** 1

**Line Status Code:** (highlighted with a green box)

**Description:** Machinery parts

**Optional Products Lines:** (highlighted with a green box)

**Description:** (highlighted with a green box)

**Close**

## Order Line Details:

Click on a Line to open this popup

Shows additional details for each line such as:

Description  
Delivery Start  
Delivery End  
Line ID

Line Status Code (Accepted / Rejected etc.)  
*This will show only after an Order Response is initiated*

# The Orders Screen (3/5)

The screenshot shows the Billbay Orders screen with the following details:

**Header:** Sales, Orders, To Invoice, Products, Reporting, Configuration, BILLBAY DEMO 02, Ravi Maythil (ZULU)

**Quotations / EPO/SO145:** Order (JTC000EPO24000003)

**Buttons:** Edit, Create, Print, Action, Send by Email, Print, Confirm, Cancel, 6 / 76

**Order Information Tab:** Shows additional details for each line such as:

Customer	Jurong Town Corporation Government road 1 Second floor Singapore 755755 Singapore	Issue Date	10/11/2025 08:00:00
Buyer Ref (PO)	JTC000EPO24000003	Validity	31/01/2030
Buyer Ref (BU)	JTC42	Vendor ID	53201802A
Buyer Name	Ahmad	Pricelist	Base (SGD)
Buyer Email	einvoice@imda.gov.sg	Payment Terms	30D
Order Note	SP_AO_01.01 7d2f624e-00b4-4375-8a08-a61215d86ade	Payment Note	30D

**Order Lines, Order Information, Order History, E-Delivery:** Order Information is selected.

**Sales Information:** Original Order: JTC000EPO24000003, Salesperson: Billbay Process Point, Sales Team: Sales, Company: BILLBAY DEMO 02

**Invoicing:** Order Date: 10/11/2025 08:00:00, Fiscal Position: 1000, Doc Total (Untaxed): 50.00, Doc Tax: 0.00, Doc Total: 50.00, Doc Payable: 50.00

**Delivery:** Delivery Address: 1 Government street 1, Level 1, Purchasing department, Singapore 755755, Singapore, Country: SG

**Reporting:**

## Order Information Tab:

Shows additional details for each line such as:

Original Order Number (PO)

Delivery Details

Document Amounts etc. (as imported from XML)

# The Orders Screen (4/5)

The screenshot shows the Billbay Orders screen for Order EPO/SO145. The top navigation bar includes Sales, Orders, To Invoice, Products, Reporting, Configuration, BILLBAY DEMO 02, and Ravi Maythil (ZULU). The main content area displays the Order details, including Customer information (Jurong Town Corporation, Government road 1, Second floor, Singapore 755755, Singapore), Buyer Ref (PO) and (BU) (JTC000EPO24000003, JTC42), Buyer Name (Ahmad), Buyer Email (einvoice@imda.gov.sg), and Order Note (SP\_AO\_01.01 7d2f624e-00b4-4375-8a08-a61215d86ade). The Order Status is Quotation. Navigation tabs include Order Lines, Order Information, Order History, and E-Delivery. The Order Change Log and Order Response Log sections are highlighted with green boxes.

**Order Change Log**

Issue Date	Doc Type	Order Number	Purchase Order Number	Order Note
10/11/2025 08:00:00	Order	EPO/SO145	JTC000EPO24000003	SP_AO_01.01 7d2f624e-00b4-4375-8a08-a61215d86ade

**Order Response Log**

Issue Date	OR Number	Purchase Order Number	Response Status	Response Note	Delivery Start	Delivery End

## Order Change Log

Shows Original Order document  
And any historicals such as an Order Change or Order Cancellation which modified this document.

## Order Response Log

Shows all the Order Responses that were sent out for this document.

# The Orders Screen (5/5)

Sales Orders To Invoice Products Reporting Configuration BILLBAY DEMO 02 Ravi Maythil (ZULU)

Quotations / EPO/SO145

Edit Create Print Action 6 / 76 Quotation Quotation Sent Sales Order Order Balance

Send by Email Print Confirm Cancel

Order (JTC000EPO24000003)

## EPO/SO145

Customer	Jurong Town Corporation Government road 1 Second floor Singapore 755755 Singapore	Issue Date	10/11/2025 08:00:00
		Validity	31/01/2030
		Vendor ID	53201802A
		Pricelist	Base (SGD)
Buyer Ref (PO)	JTC000EPO24000003	Payment Terms	30D
Buyer Ref (BU)	JTC42	Payment Note	30D
Buyer Name	Ahmad		
Buyer Email	einvoice@imda.gov.sg		
Order Note	SP_AO_01.01 7d2f624e-00b4-4375-8a08-a61215d86ade		

Order Lines Order Information Order History E-Delivery

Sender	0195:SGTSTT08GB0025A	Receiver	0195:SGTSTBBDEMO02
Buyer ID	SGTSTT08GB0025A	Seller ID	SGTSTBBDEMO02
Delivery ID		Invoice ID	

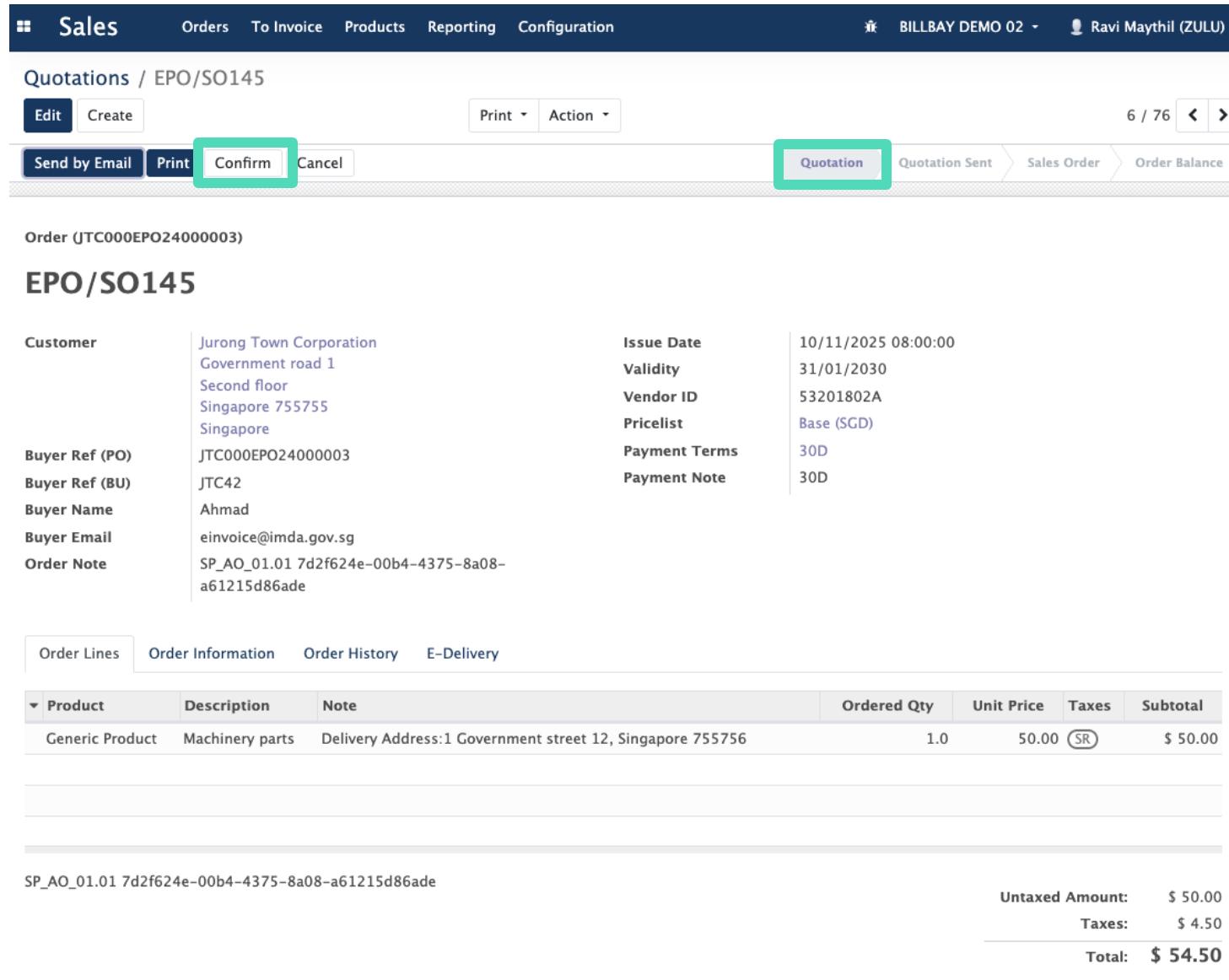
### E-Delivery

Shows all relevant Endpoints defined within this E-doc.

### 3. Confirm a Draft Order (to a Sales Order)

---

# Confirm: Draft Order / Quotation > Sales Order



The screenshot shows the Billbay Sales interface. The top navigation bar includes links for Sales, Orders, To Invoice, Products, Reporting, and Configuration. The top right shows the user is logged in as BILLBAY DEMO 02 and Ravi Maythil (ZULU). The main title is "Quotations / EPO/SO145". Below the title are buttons for Edit, Create, Print, and Confirm (which is highlighted with a green box). A progress bar at the top right shows the current step is "Quotation". The main content area displays an order for "EPO/SO145" with details for the customer (Jurong Town Corporation, Government road 1, Second floor, Singapore 755755, Singapore), buyer reference (JTC000EPO24000003), and payment terms (30D). The "Order Lines" tab is selected, showing a single line item for a "Generic Product" (Machinery parts) with a quantity of 1.0, unit price of 50.00, and subtotal of \$ 50.00. The total for the order is \$ 54.50, with breakdowns for Untaxed Amount (\$ 50.00), Taxes (\$ 4.50), and Total (\$ 54.50). The bottom of the page shows the order number SP\_AO\_01.01 7d2f624e-00b4-4375-8a08-a61215d86ade.

For Order and Order Change:

Click "Confirm" button

This will convert the draft order or Quotation to a confirmed Order.

**Sales Order**

# Confirm: Draft Order / Quotation > Sales Order

Quotations / EPO/SO145

Order (JTC000EPO24000003)

**EPO/SO145**

Customer	Jurong Town Corporation Government road 1 Second floor Singapore 755755 Singapore	Issue Date	10/11/2025 08:00:00
		Confirmation Date	17/11/2025 13:20:12
Buyer Ref (PO)	JTC000EPO24000003	Vendor ID	53201802A
Buyer Ref (BU)	JTC42	Pricelist	Base (SGD)
Buyer Name	Ahmad	Payment Terms	30D
Buyer Email	einvoice@imda.gov.sg	Payment Note	30D
Order Note	SP_AO_01.01 7d2f624e-00b4-4375-8a08-a61215d86ade		

Order Lines Order Information Order History E-Delivery

Product	Description	Note	Ordered Qty	Delivered Quantity	Invoiced Quantity	Unit Price	Taxes	Subtotal
Generic Product	Machinery parts	Delivery Address: 1 Government street 12, Singapore 755756	1.0	0.0	0.0	\$ 50.00	(SR)	\$ 50.00

SP\_AO\_01.01 7d2f624e-00b4-4375-8a08-a61215d86ade

Untaxed Amount: \$ 50.00

Taxes: \$ 4.50

## After Confirmation:

It is a confirmed Sales Order

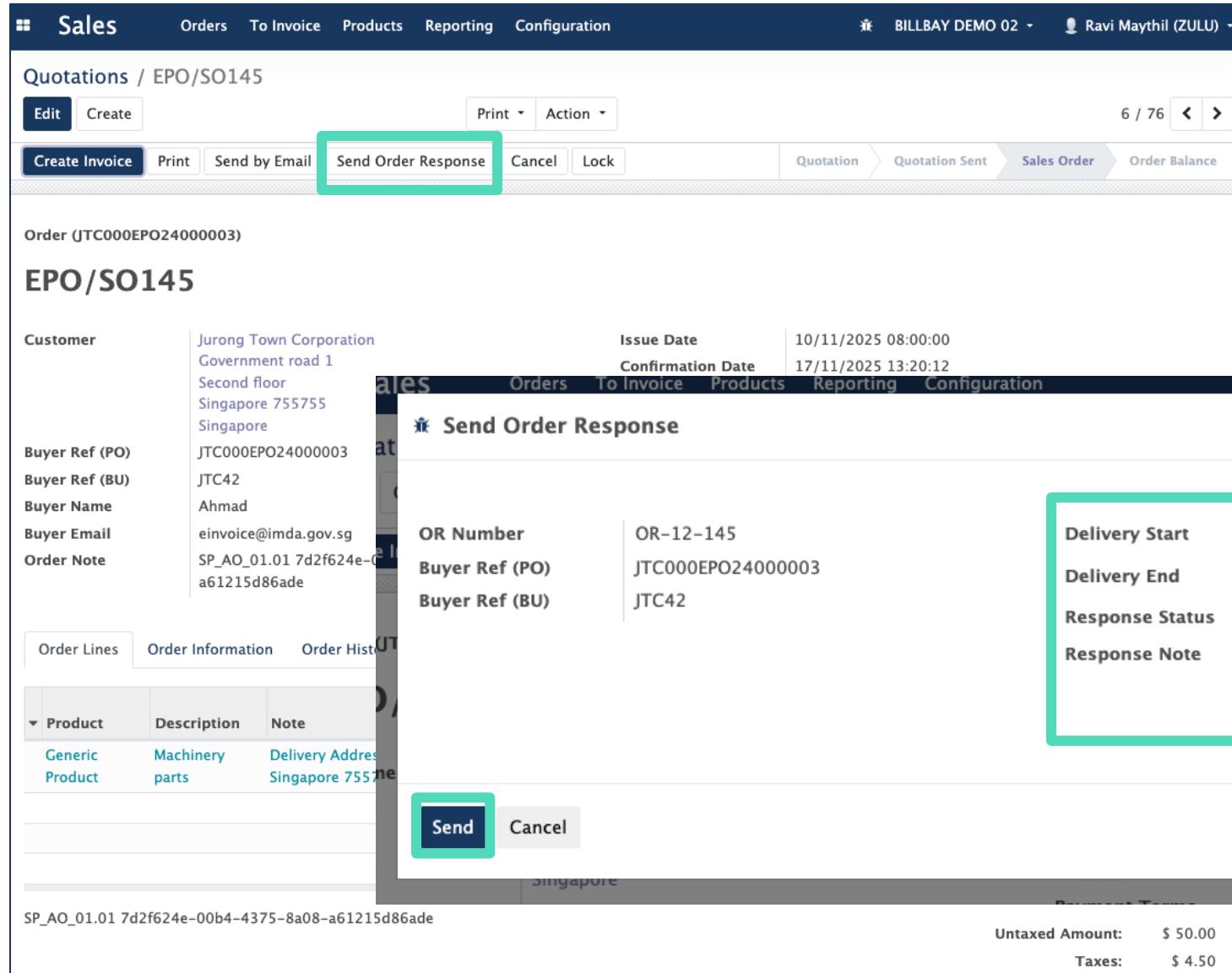
You can now:

- 1) Send an Order Response, or
- 2) Flip the SO to an Invoice

## 4. Send an Order Response

---

# Confirm: Draft Order / Quotation > Sales Order



Sales Orders To Invoice Products Reporting Configuration BILLBAY DEMO 02 Ravi Maythil (ZULU)

Quotations / EPO/SO145

Order (JTC000EPO24000003)

**EPO/SO145**

**Customer** Jurong Town Corporation  
Government road 1  
Second floor  
Singapore 755755  
Singapore

**Issue Date** 10/11/2025 08:00:00  
**Confirmation Date** 17/11/2025 13:20:12

**Buyer Ref (PO)** JTC000EPO24000003

**Buyer Ref (BU)** JTC42

**Buyer Name** Ahmad

**Buyer Email** einvoice@imda.gov.sg

**Order Note** SP\_AO\_01.01 7d2f624e-00b4-4375-8a08-a61215d86ade

**Order Lines** Order Information Order History

**Product** Description Note

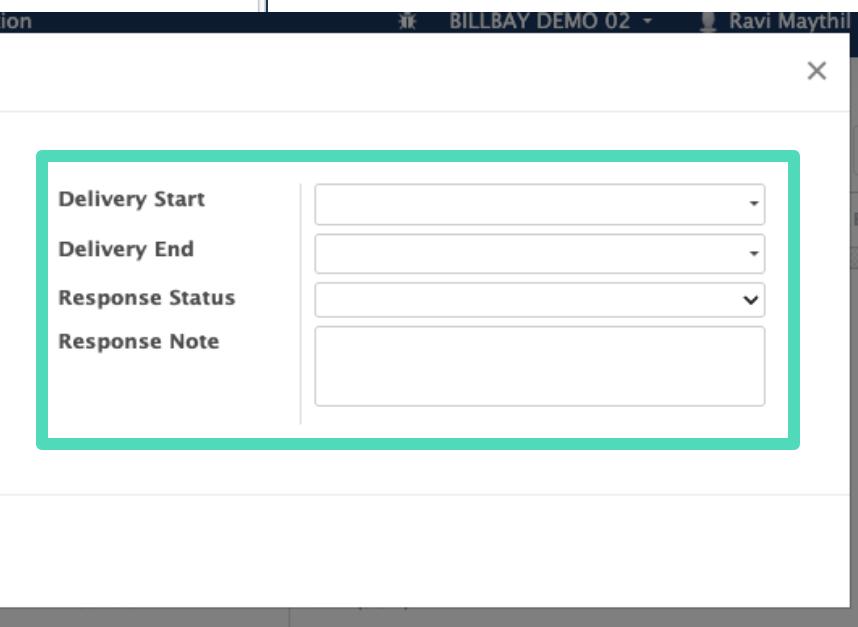
Generic Product Machinery parts Delivery Address Singapore 755755

Send Order Response Cancel

Untaxed Amount: \$ 50.00  
Taxes: \$ 4.50

## Send Order Response

Sends an Order Response to the Customer as an E-document over the network.



Send Order Response

OR Number: OR-12-145

Buyer Ref (PO): JTC000EPO24000003

Buyer Ref (BU): JTC42

Delivery Start

Delivery End

Response Status

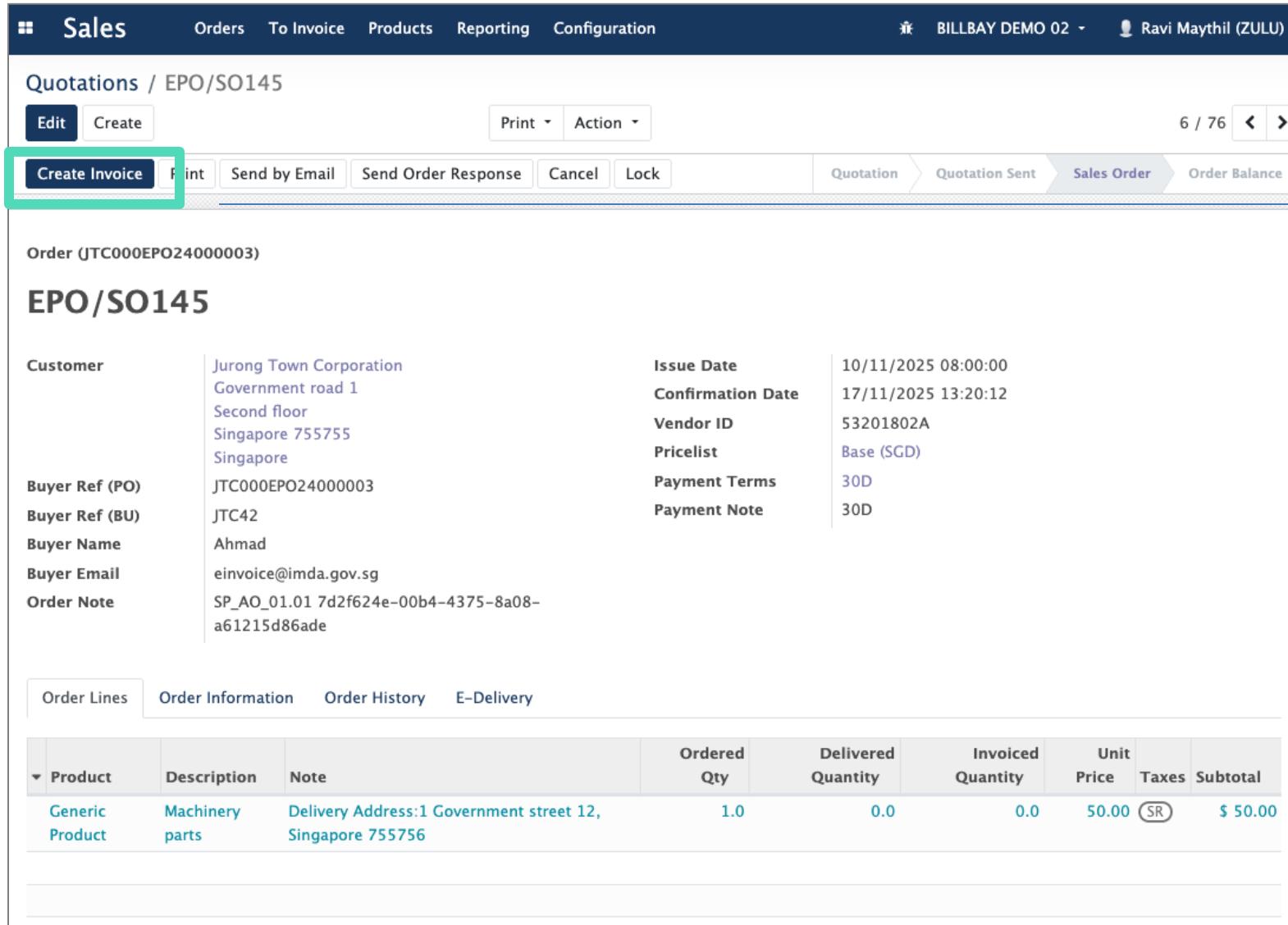
Response Note

Send Cancel

## 5a. Fully Flip an Order to an Invoice

---

# Fully Flip an Order to Invoice (1/2)



The screenshot shows the Billbay DEMO 02 Sales interface. The top navigation bar includes Sales, Orders, To Invoice, Products, Reporting, Configuration, BILLBAY DEMO 02, and Ravi Maythil (ZULU). The main title is Quotations / EPO/SO145. Below the title are buttons for Edit, Create, Print, Send by Email, Send Order Response, Cancel, Lock, and a progress bar showing Quotation, Quotation Sent, Sales Order, and Order Balance. The Sales Order stage is highlighted. The main content area shows an order for Jurong Town Corporation with various details like Issue Date, Confirmation Date, Vendor ID, and Payment Terms. At the bottom, there are tabs for Order Lines, Order Information, Order History, and E-Delivery, with Order Lines selected. A table below shows the order lines with columns for Product, Description, Note, Ordered Qty, Delivered Quantity, Invoiced Quantity, Unit Price, Taxes, and Subtotal. The first row shows a Generic Product named Machinery parts with a note about delivery address.

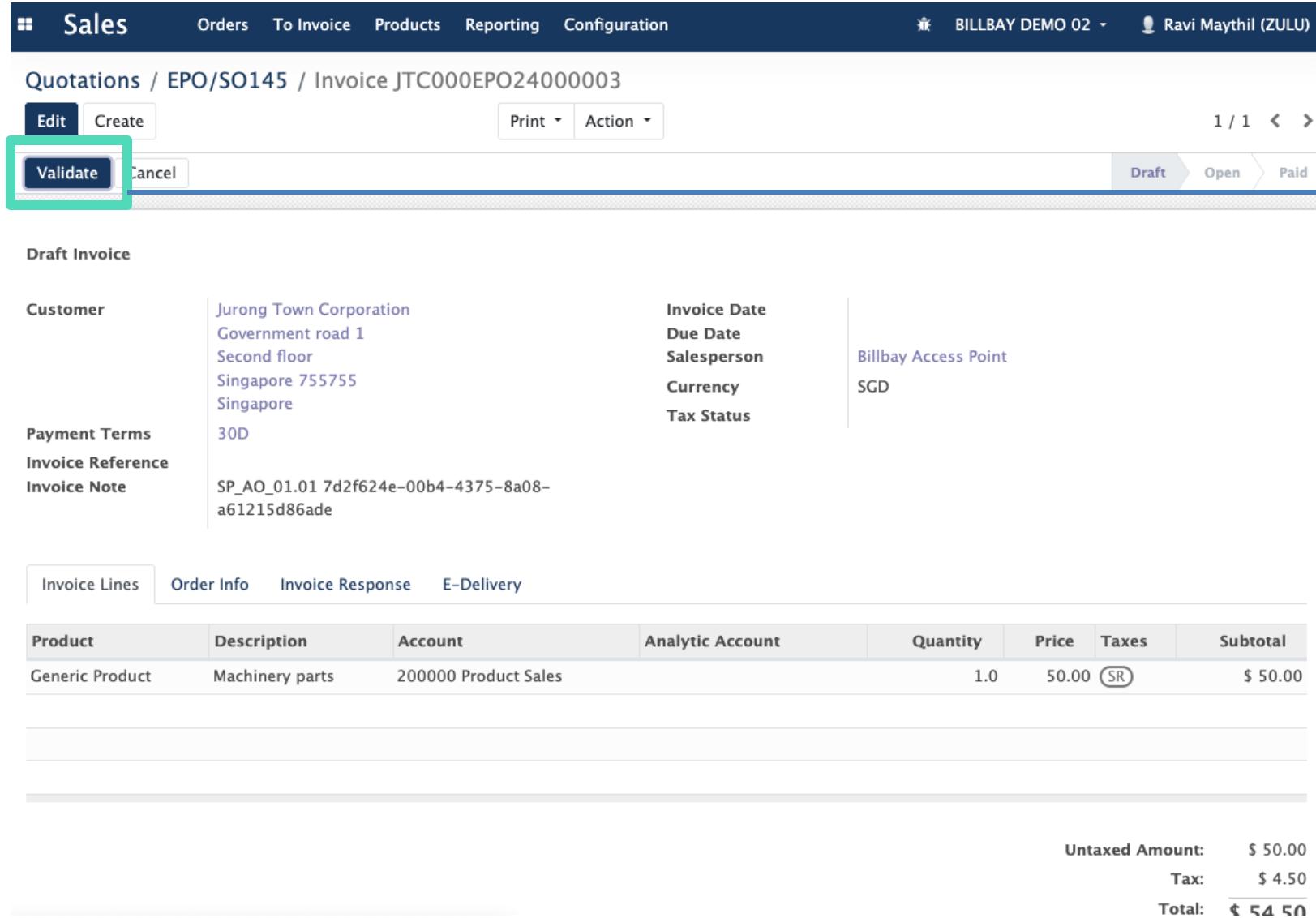
Product	Description	Note	Ordered Qty	Delivered Quantity	Invoiced Quantity	Unit Price	Taxes	Subtotal
Generic Product	Machinery parts	Delivery Address: 1 Government street 12, Singapore 755756	1.0	0.0	0.0	50.00	(\$R)	\$ 50.00

Click Create Invoice

This will copy all relevant details from the Sale Order and create a draft Invoice.

The system is designed to do a full copy so that there is no need to do any data entry at the draft Invoice Stage.

# Fully Flip an Order to Invoice (2/2)



Quotations / EPO/SO145 / Invoice JTC000EPO24000003

1 / 1 < >

**Validate** **Cancel** **Draft** **Open** **Paid**

**Draft Invoice**

<b>Customer</b>	Jurong Town Corporation Government road 1 Second floor Singapore 755755 Singapore 30D	<b>Invoice Date</b> <b>Due Date</b> <b>Salesperson</b> <b>Currency</b> <b>Tax Status</b>	Billbay Access Point SGD
<b>Payment Terms</b>			
<b>Invoice Reference</b>			
<b>Invoice Note</b>	SP_AO_01.01 7d2f624e-00b4-4375-8a08-a61215d86ade		

Invoice Lines Order Info Invoice Response E-Delivery

Product	Description	Account	Analytic Account	Quantity	Price	Taxes	Subtotal
Generic Product	Machinery parts	200000 Product Sales		1.0	50.00	(\$R)	\$ 50.00

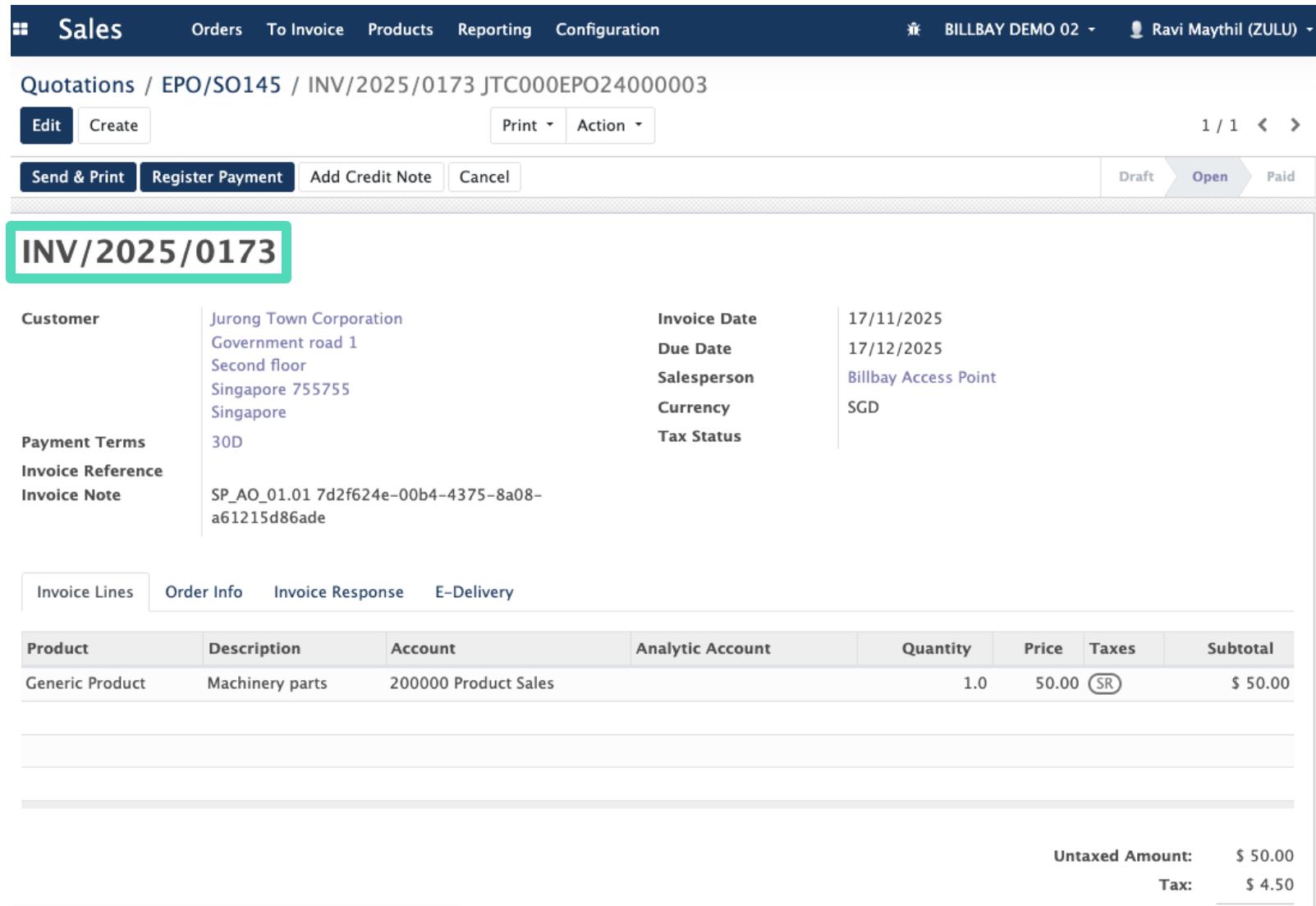
Untaxed Amount: \$ 50.00  
Tax: \$ 4.50  
Total: \$ 54.50

Click Validate

This will create the Invoice:

- An invoice Number is assigned
- The Invoice is automatically queued for E-Delivery / E-Submission / GST InvoiceNow Submission

# Fully Invoiced



The screenshot shows the Odoo Sales module interface. At the top, there is a navigation bar with 'Sales' selected. Below the navigation bar, the page title is 'Quotations / EPO/SO145 / INV/2025/0173 JTC000EPO24000003'. There are buttons for 'Edit' (highlighted in blue), 'Create', 'Print', and 'Action'. The status bar shows '1 / 1' and navigation arrows. Below the title, there are buttons for 'Send & Print', 'Register Payment', 'Add Credit Note', and 'Cancel'. The status bar also shows 'Draft', 'Open' (highlighted in blue), and 'Paid'.

**INV/2025/0173**

<b>Customer</b>	Jurong Town Corporation Government road 1 Second floor Singapore 755755 Singapore	<b>Invoice Date</b>	17/11/2025
<b>Payment Terms</b>	30D	<b>Due Date</b>	17/12/2025
<b>Invoice Reference</b>	SP_AO_01.01 7d2f624e-00b4-4375-8a08-a61215d86ade	<b>Salesperson</b>	Billbay Access Point
<b>Invoice Note</b>		<b>Currency</b>	SGD
		<b>Tax Status</b>	

Below the table, there are tabs for 'Invoice Lines', 'Order Info', 'Invoice Response', and 'E-Delivery'. The 'Invoice Lines' tab is selected. A table shows the invoice details:

Product	Description	Account	Analytic Account	Quantity	Price	Taxes	Subtotal
Generic Product	Machinery parts	200000 Product Sales		1.0	50.00	(SR)	\$ 50.00

At the bottom, there are tax details:

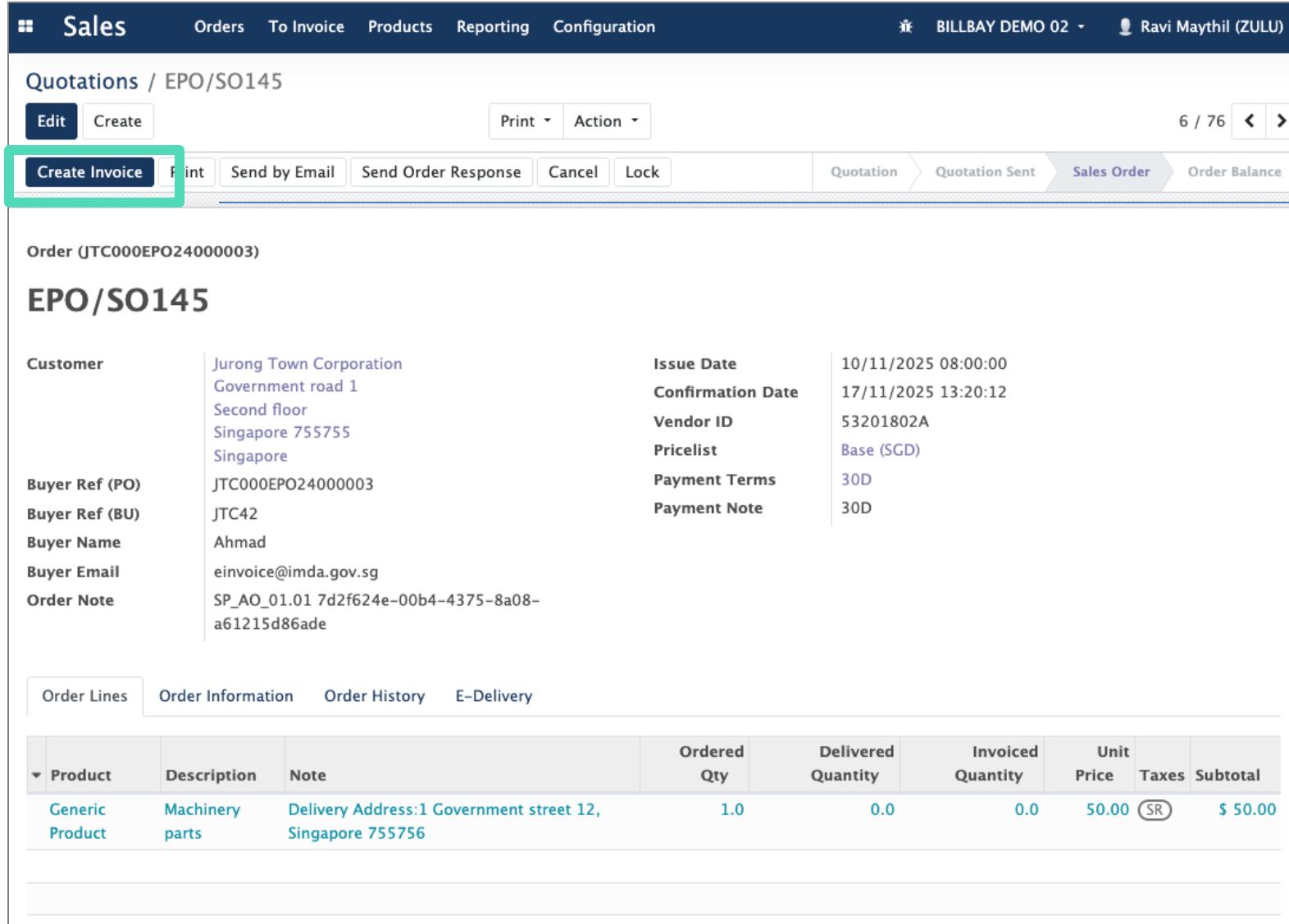
Untaxed Amount:	\$ 50.00
Tax:	\$ 4.50

**Invoice** generated

- An invoice Number is assigned
- The Invoice is automatically queued for E-Delivery / E-Submission / GST InvoiceNow Submission

## 5b. Flip an Order to a partial Invoice

# Flip an Order to Partial Invoice (1/2)



Sales Orders To Invoice Products Reporting Configuration BILLBAY DEMO 02 Ravi Maythil (ZULU)

Quotations / EPO/SO145

Print Action 6 / 76 < >

Create Invoice Print Send by Email Send Order Response Cancel Lock Quotation Quotation Sent Sales Order Order Balance

Order (JTC000EPO24000003)

## EPO/SO145

Customer	Jurong Town Corporation Government road 1 Second floor Singapore 755755 Singapore	Issue Date	10/11/2025 08:00:00
		Confirmation Date	17/11/2025 13:20:12
Buyer Ref (PO)	JTC000EPO24000003	Vendor ID	53201802A
Buyer Ref (BU)	JTC42	Pricelist	Base (SGD)
Buyer Name	Ahmad	Payment Terms	30D
Buyer Email	einvoice@imda.gov.sg	Payment Note	30D
Order Note	SP_AO_01.01 7d2f624e-00b4-4375-8a08-a61215d86ade		

Order Lines Order Information Order History E-Delivery

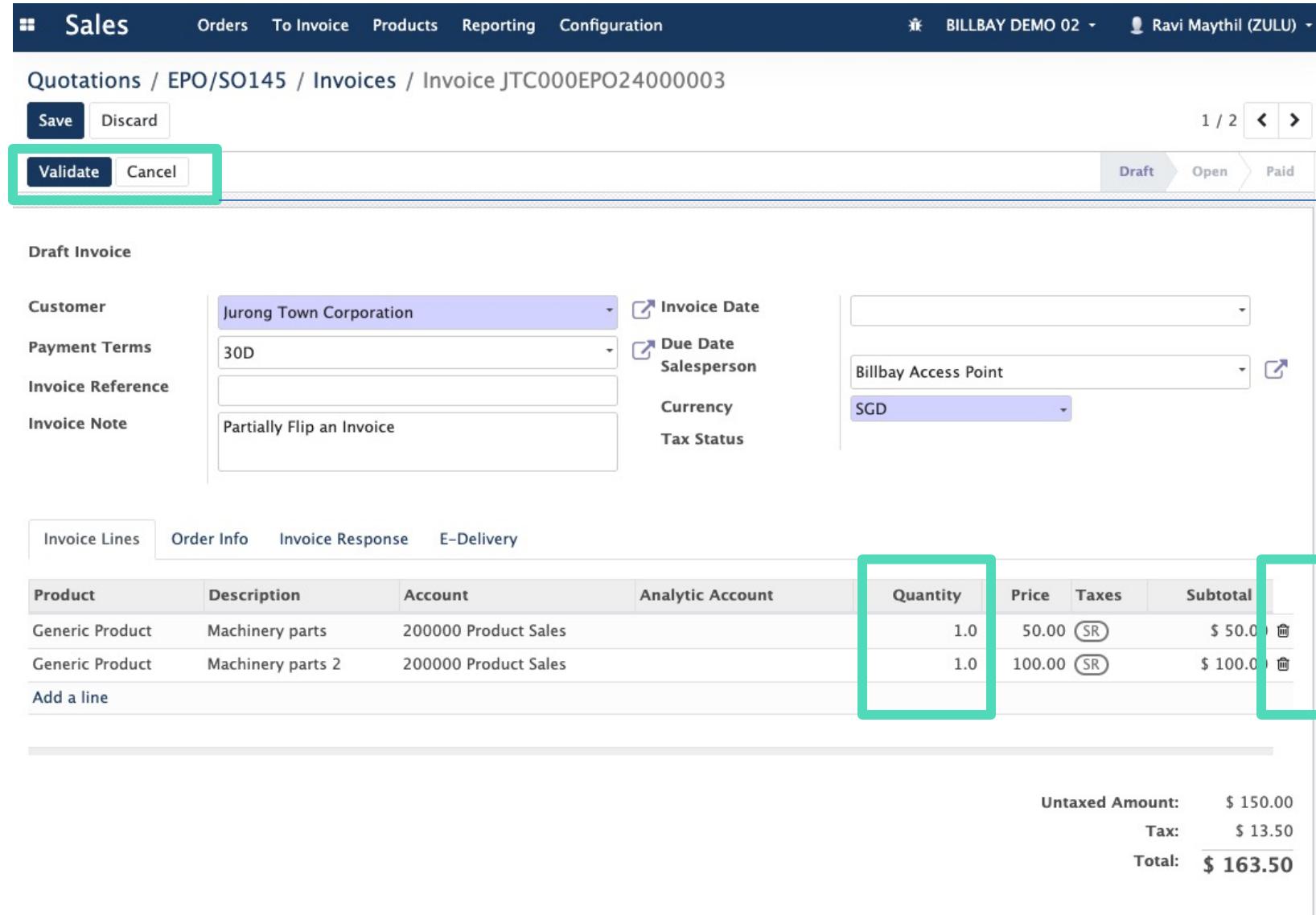
Product	Description	Note	Ordered Qty	Delivered Quantity	Invoiced Quantity	Unit Price	Taxes	Subtotal
Generic Product	Machinery parts	Delivery Address: 1 Government street 12, Singapore 755756	1.0	0.0	0.0	50.00 (SR)		\$ 50.00

Click Create Invoice

This will copy all relevant details from the Sale Order and create a draft Invoice.

The system is designed to do a full copy so that there is no need to do any data entry at the draft Invoice Stage.

# Flip an Order to Partial Invoice (2/2)



Sales Orders To Invoice Products Reporting Configuration BILLBAY DEMO 02 Ravi Maythil (ZULU)

Quotations / EPO/SO145 / Invoices / Invoice JTC000EPO24000003

Save Discard Validate Cancel 1 / 2 Draft Open Paid

Draft Invoice

Customer: Jurong Town Corporation  
Payment Terms: 30D  
Invoice Reference:  
Invoice Note: Partially Flip an Invoice

Invoice Date  
Due Date  
Salesperson  
Currency: SGD  
Tax Status

Billbay Access Point

Invoice Lines Order Info Invoice Response E-Delivery

Product	Description	Account	Analytic Account	Quantity	Price	Taxes	Subtotal
Generic Product	Machinery parts	200000 Product Sales		1.0	50.00	(SR)	\$ 50.00
Generic Product	Machinery parts 2	200000 Product Sales		1.0	100.00	(SR)	\$ 100.00

Untaxed Amount: \$ 150.00  
Tax: \$ 13.50  
Total: \$ 163.50

Before Clicking Validate

## 1) Delete Lines

Delete entire lines so that they are not invoiced.

## 2) Adjust Quantity

Edit the Quantity, reduce the number or make it 0 to partially invoice a few quantities

## 6. AGD UI Elements

---

# AGD Validation for SG Gov Agencies

Customers / Accountant-General's Department

Edit Create Action 2 / 41 < >

 Accountant-General's Department

**Address** AGD Address  
Singapore 120120  
Singapore  
T08GA0028A

**UEN** T08GA0028A

**GST Regn No**

**Peppol ID** 0195:SGTSTT08GA0028A

**Peppol Active**

**AGD Validation**

**AGD Validation**

1. AGD Validation is set for AGD and Government Agencies
2. Ensure Document Schema is BIS for AGD & Government Agencies

Once defined, the following additional checks on data fields on Invoice will auto-apply

Contacts & Addresses Internal Notes Sales & Purchases Invoicing E-Delivery Networks Subscriptions

Document Type	Network	Network ID	Document Schema	Active
Invoice	Peppol	0195:SGTSTT08GA0028A	BIS	<input checked="" type="checkbox"/>

# AGD Business Unit

Sales Orders To Invoice Products Reporting Configuration BILLBAY DEMO 02 Ravi Maythil (ZULU)

Invoices / Invoice

Save Discard 1 / 1 Draft Open Paid Validate Cancel

Draft Invoice

Customer: Accountant-General's Department  
Payment Terms: 30D  
Invoice Reference:   
Invoice Note: This is a note

Invoice Date: 17/12/2025  
Due Date: Billbay Access Point  
Salesperson: SGD  
Currency: SGD  
Tax Status:

Invoice Lines Order Info Invoice Response E-Delivery

Buyer Ref (PO):   
Buyer Ref (BU):   
Buyer Name: ACR01  
Buyer Email: AGC01  
Vendor ID: AUD01  
Payment Note: BCA01  
Payment Details: BOA01  
Delivery Details: CAA01  
CAA02  
Search More...  
Purchasing department: Singapore

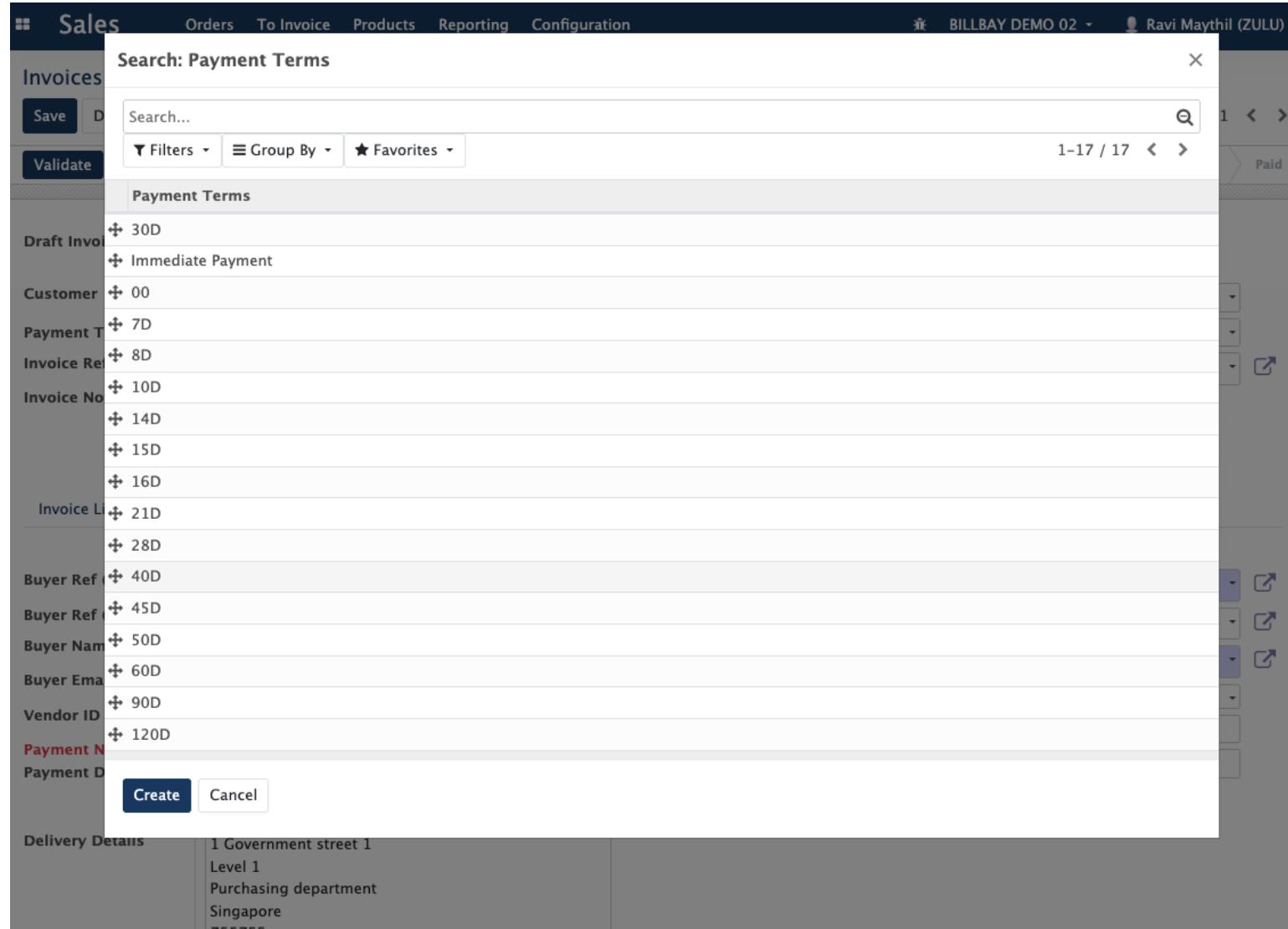
Journal: Customer Invoices (SGD)  
Account: 101200 Account Receivable  
Company: BILLBAY DEMO 02  
Incoterm:   
Payee ID:   
Source Doc (SO): EPO/SO145

## Buyer Ref (BU)

Has to be picked from List of Values.

<https://www.vendors.gov.sg/UsefulReferences/MinStatuaryBoards.aspx>

# Payment Terms



The screenshot shows the Odoo Sales module interface. The top navigation bar includes Sales, Orders, To Invoice, Products, Reporting, Configuration, BILLBAY DEMO 02, and Ravi Maythil (ZULU). The left sidebar lists various sections: Invoices, Draft Invoices, Customer, Payment Terms, Invoice Reference, Invoice Number, Invoice Line, Buyer Reference, Buyer Reference, Buyer Name, Buyer Email, Vendor ID, Payment Name, Payment Date, and Delivery Details. The main content area is a search interface titled 'Search: Payment Terms' with a search bar, filters, group by, and favorite buttons. The results list is titled 'Payment Terms' and contains the following items:

- 30D
- Immediate Payment
- 00
- 7D
- 8D
- 10D
- 14D
- 15D
- 16D
- 21D
- 28D
- 40D
- 45D
- 50D
- 60D
- 90D
- 120D

At the bottom are 'Create' and 'Cancel' buttons. The 'Delivery Details' section at the bottom shows the address: 1 Government street 1, Level 1, Purchasing department, Singapore.

## AGD Payment terms

Has to be picked from List of Values.

# Others

Sales Orders To Invoice Products Reporting Configuration

Invoices / Invoice

Save Discard Validate Cancel

Draft Invoice

Customer: Accountant-General's Department  
Payment Terms: 30D  
Invoice Reference:   
Invoice Note:

Invoice Date:  Due Date:   
Salesperson:   
Currency: SGD  
Tax Status:

Invoice Lines Order Info Invoice Response E-Delivery

Buyer Ref (PO):   
Buyer Ref (BU): MOE01  
Buyer Name:   
Buyer Email:   
Vendor ID:   
Payment Note: 30D  
Payment Details:   
Delivery Details: 1 Government street 1  
Level 1  
Purchasing department

Journal: Customer Invoices (SGD)  
Account: 101200 Account Receivable  
Company: BILLBAY DEMO 02  
Incoterm:   
Payee ID:   
Source Doc (SO): EPO/SO145

The following fields are mandatory:

- Invoice Note
- Buyer Name
- Vendor ID

## Others

1. Invoice Note is mandatory
  - No special chars
  - Cant exceed 254 chars
2. Buyer Name is mandatory
  - Name of contact / buyer within AGD
3. Vendor ID is mandatory
  - Your Vendor ID as registered in AGD
  - Usually the UEN, but can be different
  - More than 1 value can exist

# Invoice Date

The screenshot shows the Odoo Sales module interface. At the top, there is a navigation bar with tabs: Sales, Orders, To Invoice, Products, Reporting, and Configuration. On the right side of the top bar, it shows the user 'BILLBAY DEMO 02' and 'Ravi Maythil (ZULU)'. Below the navigation bar, there is a sub-menu for 'Invoices / Invoice' with buttons for 'Save', 'Discard', 'Validate', and 'Cancel'. The main area is titled 'Draft Invoice' and contains fields for 'Customer' (set to 'Accountant-General's Department'), 'Payment Terms' (set to '30D'), 'Invoice Reference' (empty), and 'Invoice Note' (set to 'AGD Invoice'). To the right of these fields, there are several dropdown menus with checkboxes: 'Invoice Date' (set to '06/10/2025'), 'Due Date' (set to '05/11/2025'), 'Salesperson' (set to 'Billbay Access Point'), 'Currency' (set to 'SGD'), and 'Tax Status'. A modal dialog box titled 'Odoo Server Error - Validation Error' is displayed, containing the message 'Invoice date cannot be backdated more than 7 days' in a red-bordered box. At the bottom of the dialog is an 'Ok' button. The bottom of the screen features tabs for 'Invoice Lines', 'Order Info', 'Invoice Response', and 'E-Delivery'. There are also buttons for 'Buyer Ref (PO)', 'Journal', and 'Print (PDF)'.

## Invoice Date

Cannot be backdated more than 7 days

# Currency has to be supported List of Values

Accounting      Overview    Customers    Vendors    Accounting    Reporting    Configuration      BILLBAY DEMO 02    Ravi Maythil (ZULU)

Currencies / CNY      Action

Edit    Create      1 / 4    <    >

Currency	CNY	Currency Unit	Yuan
Current Rate	5.470000	Currency Subunit	Fen
Price Accuracy		Display	
Rounding Factor	0.010000	Symbol	¥
Decimal Places	2	Symbol Position	Before Amount
		AGD Currency	<input checked="" type="checkbox"/>

While solution supports all currencies, AGD supported currencies have the AGD Currency flag turned on.

# Thank You

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*Request a demo!*

[invoicenow@billbay.co](mailto:invoicenow@billbay.co)