BILLBAY

Powering Businesses Digitally

Advanced Ordering & SG Order Balance

User Guide

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1. Importing AOOB

Sales   Orders   To Invoice   Products   Reporting   Configuration   🔧 **BILLBAY DEMO 02** ▾   👤 **Ravi Maythil (ZULU)** ▾

Quotations

[🔽 My Quotations ✕] [Search...] 🔍

[Create] [**Import E-Orders**]   ▼ Filters ▾   ☰ Group By ▾   ⭐ Favorites ▾   1–10 / 10   ‹ ›   ☰ ▦ 📅 ▦ 📊 ▦

	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	☐
☐	EPO/SO049	BILLBAY PTE. LTD.	BB1461	SO00023–146Z1	06/06/2023 12:20:10	Ravi Maythil	$ 324.00	Sales Order	☐
☐	EPO/SO048	BILLBAY PTE. LTD.	BBO021	SO–APA00009–MO021	08/08/2023 14:07:34	Ravi Maythil	$ 324.00	Sales Order	☐
☐	SO047	BILLBAY PTE. LTD.	MDA000EPO21009234		08/08/2023 13:51:55	Ravi Maythil	$ 3,240.00	Sales Order	☐
☐	SO043	SENOKO ENERGY SUPPLY PTE LTD			23/07/2023 03:09:46	Ravi Maythil	$ 0.00	Sales Order	☐
☐	EPO/SO027	BILLBAY PTE. LTD.	PO00045–146Z2	SO00045–146Z2	22/06/2023 18:00:15	Ravi Maythil	$ 324.00	Sales Order	☐
☐	EPO/SO026	BILLBAY PTE. LTD.	PO00045–146Z2	SO00045–146Z2	22/06/2023 18:00:15	Ravi Maythil	$ 324.00	Sales Order	☐
☐	EPO/SO025	BILLBAY PTE. LTD.	PO00045–146Z2	SO00045–146Z2	22/06/2023 18:00:15	Ravi Maythil	$ 324.00	Sales Order	☐
☐	EPO/SO024	BILLBAY PTE. LTD.	PO00045–146Z2	SO00045–146Z2	22/06/2023 18:00:15	Ravi Maythil	$ 324.00	Sales Order	☐
☐	SO001	BILLBAY DEMO 02	MDA000EPO21009234		21/04/2023 04:08:55	Ravi Maythil	$ 540.00	Sales Order	☐
							6,048.00		

Import E-Orders Screen

	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
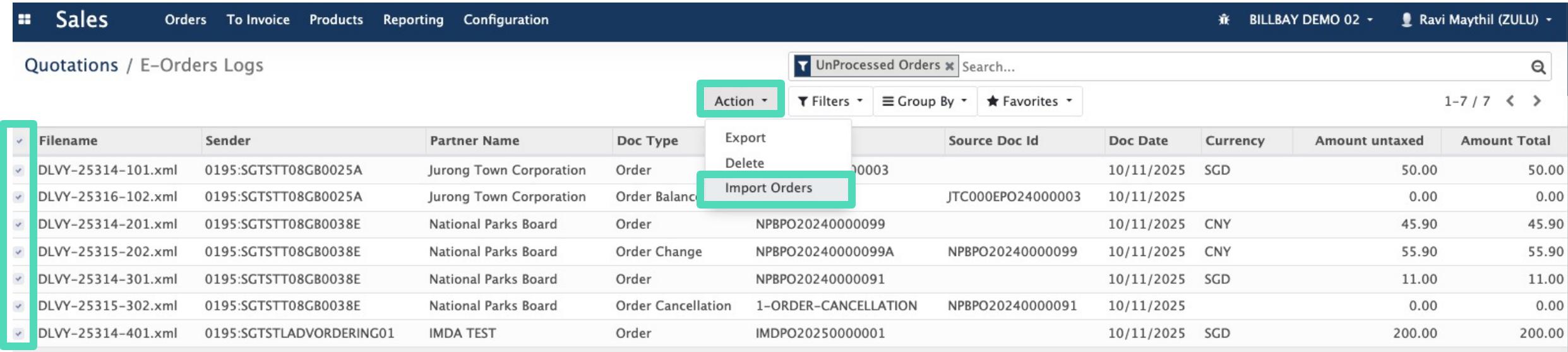
© Billbay Pte Ltd.

Import E-Orders Screen

	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**

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Import E-Orders Screen

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

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**

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Import: Order Balance

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

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
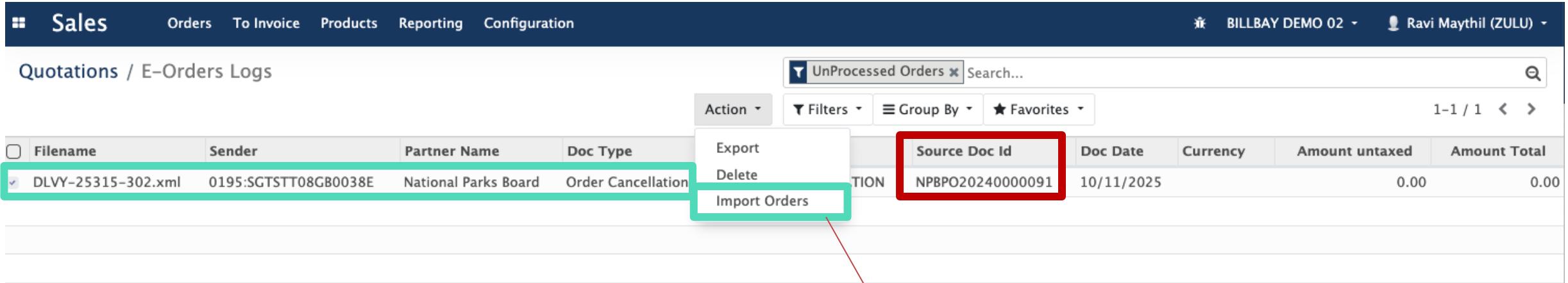
Order Cancellation import, does NOT create an Order Document.
Instead, it simply CANCELS the Original Order Document shown in the Source Doc Id field

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2. The Order Screen

The Orders Screen (1a/5)

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

Quotations / EPO/SO145

Edit   Create   Print ▾   Action ▾   5 / 75 ‹ ›

Send by Email   Print   Confirm   Cancel   Quotation ⟩ Quotation Sent ⟩ Sales Order ⟩ Order Balance

Order (JTC000EPO24000003)

Doc Type: Order

In brackets: Order Number (Original Order)

EPO/SO145

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

Issue Date	10/11/2025 08:00:00
Validity	31/01/2030
Vendor ID	53201802A
Pricelist	Base (SGD)
Payment Terms	30D
Payment Note	30D

Order Lines   Order Information   Order History   E-Delivery

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

SP_AO_01.01 7d2f624e-00b4-4375-8a08-a61215d86ade

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

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The Orders Screen (1b/5)

Doc Type: Order Balance
In brackets: Order Number (Original Order)

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The Orders Screen (1c/5)

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

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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)

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)

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.

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The Orders Screen (5/5)

E-Delivery

Shows all relevant Endpoints defined within this E-doc.

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

Confirm: Draft Order / Quotation > Sales Order

For **Order** and **Order Change**:

Click "Confirm" button

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

Sales Order

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Confirm: Draft Order / Quotation > Sales Order

After Confirmation:

It is a confirmed **Sales Order**

You can now:
1) Send an Order Response, or
2) Flip the SO to an Invoice

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4. Send an Order Response

Confirm: Draft Order / Quotation > Sales Order

Send Order Response

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

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5a. Fully Flip an Order to an Invoice

Fully Flip an Order to Invoice (1/2)

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.

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Fully Flip an Order to Invoice (2/2)

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

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)

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)

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

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6. AGD UI Elements

AGD Validation for SG Gov Agencies

Customers / Accountant-General's Department

Edit Create   Action ▾   2 / 41 ‹ ›

Accountant-General's Department

$ 0 Sales   📝 $ 1,630.00 Invoiced   📚 0 Analytic Acc...   📦 Active

Address	AGD Address
	Singapore 120120
	Singapore
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	☑

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AGD Business Unit

Buyer Ref (BU)

Has to be picked from List of Values.

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

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Payment Terms

AGD Payment terms

Has to be picked from List of Values.

Others

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 exit

Invoice Date

Invoice Date
Cannot be backdated more than 7 days

Currency has to be supported List of Values

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

Thank You

Request a demo!

invoicenow@billbay.co