

# BILLBAY

Powering Businesses Digitally

# Advanced Ordering & SG Order Balance

## User Guide

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# 1. Importing AOOB

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

Sales

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02Ravi Maythil (ZULU)

Quotations

CreateImport E-Orders

My Quotations xSearch...

FiltersGroup ByFavorites1-10 / 10

<input type="checkbox"/>	Quotation Number	Customer	Buyer Ref (PO)	Original Order	Order Date	Salesperson	Total	Status	E Order
<input type="checkbox"/>	EPO/SO050	BILLBAY PTE. LTD.	PO220	SO00025-146Z2	06/06/2023 12:21:12	Ravi Maythil	\$ 324.00	Sales Order	<input type="checkbox"/>
<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"/>
<input type="checkbox"/>	EPO/SO048	BILLBAY PTE. LTD.	BBO021	SO-APA00009-MO021	08/08/2023 14:07:34	Ravi Maythil	\$ 324.00	Sales Order	<input type="checkbox"/>
<input type="checkbox"/>	SO047	BILLBAY PTE. LTD.	MDA000EPO21009234		08/08/2023 13:51:55	Ravi Maythil	\$ 3,240.00	Sales Order	<input type="checkbox"/>
<input type="checkbox"/>	SO043	SENOKO ENERGY SUPPLY PTE LTD			23/07/2023 03:09:46	Ravi Maythil	\$ 0.00	Sales Order	<input type="checkbox"/>
<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"/>
<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"/>
<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"/>
<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"/>
<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		

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# Import E-Orders Screen

Sales

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02

Ravi Maythil (ZULU)

Quotations / E-Orders Logs

UnProcessed Orders x

Search...

Filters

Group By

Favorites

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<

>

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

Sales										
Orders To Invoice Products Reporting Configuration										
Quotations / E-Orders Logs										
UnProcessed Orders Search...										
Action Filters Group By Favorites										
1-7 / 7 < >										
✓	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			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**

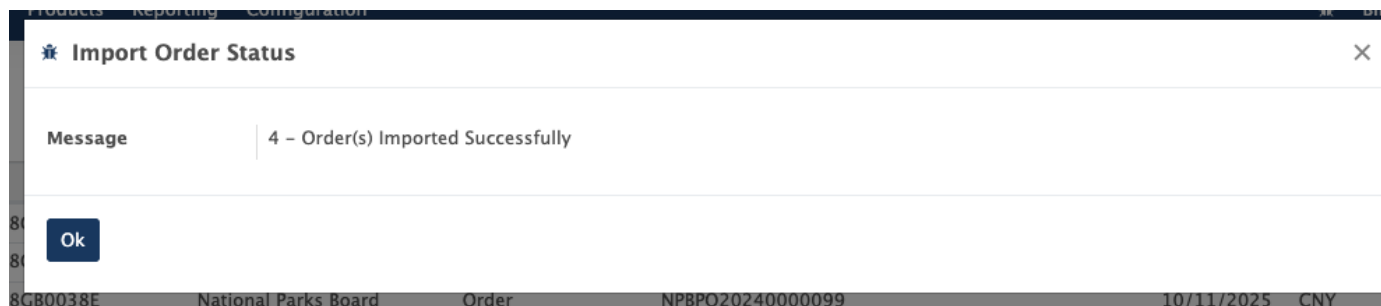
# Import E-Orders Screen

Sales											
Orders To Invoice Products Reporting Configuration											
Quotations / E-Orders Logs											
UnProcessed Orders Search...											
Action Filters Group By Favorites											
1-7 / 7 < >											
✓	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	0003	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	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

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02

Ravi Maythil (ZULU)

Quotations / E-Orders Logs / E Order

Search...

Filters

Group By

Favorites

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Create

Import E-Orders

<input type="checkbox"/>	Quotation Number	Customer	Buyer Ref (PO)	Original Order	Order Date	Salesperson	Total	Status	E Order
<input type="checkbox"/>	EPO/SO148	IMDA TEST	IMDPO20250000001	IMDPO20250000001	10/11/2025 08:00:00	Billbay Access Point	\$ 218.00	Quotation	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EPO/SO147	National Parks Board	NPBPO20240000091	NPBPO20240000091	10/11/2025 08:00:00	Billbay Access Point	\$ 11.99	Quotation	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EPO/SO146	National Parks Board	NPBPO20240000099	NPBPO20240000099	10/11/2025 08:00:00	Billbay Access Point	\$ 50.03	Quotation	<input checked="" type="checkbox"/>
<input 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"/>
<input type="checkbox"/>	EPO/SO144	National Parks Board	NPBPO20240000091	NPBPO20240000091	10/11/2025 08:00:00	Billbay Access Point	\$ 11.99	Cancelled	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EPO/SO143	National Parks Board	NPBPO20240000099A	NPBPO20240000099	10/11/2025 08:00:00	Billbay Access Point	¥ 60.93	Sales Order	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EPO/SO142	National Parks Board	NPBPO20240000099	NPBPO20240000099	10/11/2025 08:00:00	Billbay Access Point	¥ 50.03	Cancelled	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EPO/SO141	IMDA TEST	IMDPO20250000001	IMDPO20250000001	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**

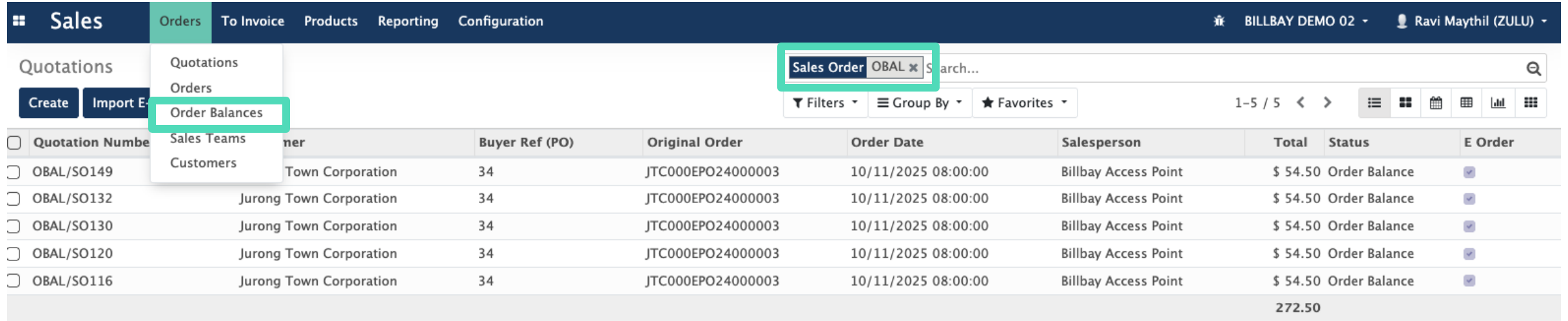
# Import: Order Balance

Sales									
Orders To Invoice Products Reporting Configuration									
BILLBAY DEMO 02 Ravi Maythil (ZULU)									
Quotations									
Create Import E-Orders									
Search...									
Filters Group By Favorites									
1-75 / 75									
Quotation Number	Customer	Buyer Ref (PO)	Original Order	Order Date	Salesperson	Total	Status	E Order	
<input type="checkbox"/> OBAL/SO149	Jurong Town Corporation	34	JTC000EPO24000003	10/11/2025 08:00:00	Billbay Access Point	\$ 54.50	Order Balance	<input checked="" type="checkbox"/>	
<input type="checkbox"/> EPO/SO148	IMDA TEST	IMDPO20250000001	IMDPO20250000001	10/11/2025 08:00:00	Billbay Access Point	\$ 218.00	Quotation	<input checked="" type="checkbox"/>	
<input type="checkbox"/> EPO/SO147	National Parks Board	NPBPO20240000091	NPBPO20240000091	10/11/2025 08:00:00	Billbay Access Point	\$ 11.99	Quotation	<input checked="" type="checkbox"/>	
<input type="checkbox"/> EPO/SO146	National Parks Board	NPBPO20240000099	NPBPO20240000099	10/11/2025 08:00:00	Billbay Access Point	\$ 50.03	Quotation	<input checked="" type="checkbox"/>	
<input 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 displays the Billbay CRM interface. The top navigation bar includes 'Sales', 'Orders', 'To Invoice', 'Products', 'Reporting', and 'Configuration'. The 'Orders' menu is expanded, showing 'Quotations', 'Orders', and 'Order Balances' (highlighted). The search bar contains 'Sales Order OBAL'. Below the search bar, a table lists imported order balances.

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

Sales

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02Ravi Maythil (ZULU)

Quotations / E-Orders Logs

UnProcessed Orders Search...

ActionFiltersGroup ByFavorites1-1 / 1

Filename	Sender	Partner Name	Doc Type	Source Doc Id	Doc Date	Currency	Amount untaxed	Amount Total
<input checked="" type="checkbox"/> DLVY-25315-302.xml	0195:SGTSTT08GB0038E	National Parks Board	Order Cancellation	NPBPO20240000091	10/11/2025		0.00	0.00

ExportDeleteImport Orders

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

Sales

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02

Ravi Maythil (ZULU)

Quotations

CreateImport E-Orders

Search...

Filters

Group By

Favorites

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Quotation Number	Customer	Buyer Ref (PO)	Original Order	Order Date	Salesperson	Total	Status	E Order
<input type="checkbox"/> EPO/SO150	National Parks Board	NPBPO20240000099A	NPBPO20240000099	10/11/2025 08:00:00	Billbay Access Point	\$ 60.93	Quotation	<input checked="" type="checkbox"/>
<input type="checkbox"/> OBAL/SO149	Jurong Town Corporation	34	JTC000EPO24000003	10/11/2025 08:00:00	Billbay Access Point	\$ 54.50	Order Balance	<input checked="" type="checkbox"/>
<input type="checkbox"/> EPO/SO148	IMDA TEST	IMDPO20250000001	IMDPO20250000001	10/11/2025 08:00:00	Billbay Access Point	\$ 218.00	Quotation	<input checked="" type="checkbox"/>
<input type="checkbox"/> EPO/SO147	National Parks Board	NPBPO20240000091	NPBPO20240000091	10/11/2025 08:00:00	Billbay Access Point	\$ 11.99	Cancelled	<input checked="" type="checkbox"/>
<input type="checkbox"/> EPO/SO146	National Parks Board	NPBPO20240000099	NPBPO20240000099	10/11/2025 08:00:00	Billbay Access Point	\$ 50.03	Quotation	<input checked="" type="checkbox"/>
<input 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"/>

## 2. The Order Screen

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# The Orders Screen (1a/5)

Sales

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02Ravi Maythil (ZULU)

Quotations / EPO/SO145

EditCreate

PrintAction

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Send by EmailPrintConfirmCancel

QuotationQuotation SentSales OrderOrder Balance

Order (JTC000EPO24000003)

EPO/SO145

CustomerJurong Town CorporationGovernment road 1Second floorSingapore 755755Singapore

Buyer Ref (PO)JTC000EPO24000003

Buyer Ref (BU)JTC42

Buyer NameAhmad

Buyer Emaileinvoice@imda.gov.sg

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

Issue Date10/11/2025 08:00:00

Validity31/01/2030

Vendor ID53201802A

PricelistBase (SGD)

Payment Terms30D

Payment Note30D

Order LinesOrder InformationOrder HistoryE-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

Doc Type: Order

In brackets: Order Number (Original Order)

# The Orders Screen (1b/5)

Sales

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02Ravi Maythil (ZULU)

Order Balances / OBAL/SO149

EditCreate

PrintAction

1 / 5<>

QuotationQuotation SentSales OrderOrder Balance

Order Balance (JTC000EPO24000003)

OBAL/SO149

Customer

Jurong Town Corporation  
Government road 1  
Second floor  
Singapore 755755  
Singapore

Issue Date

10/11/2025 08:00:00

Validity

Confirmation Date

Vendor ID

53201802A

Pricelist

Base (SGD)

Payment Terms

30D

Payment Note

30D

Buyer Ref (PO)

34

Buyer Ref (BU)

JTC42

Buyer Name

Ahmad

Buyer Email

einvoice@imda.gov.sg

Order Note

SP\_AO\_01.02 e7edb004-4831-4189-b817-fcf4ef6effa7

Order LinesOrder InformationOrder HistoryE-Delivery

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

SP\_AO\_01.02 e7edb004-4831-4189-b817-fcf4ef6effa7

Untaxed Amount:

\$ 50.00

Taxes:

\$ 4.50

Total:

\$ 54.50

Doc Type: Order Balance

In brackets: Order Number (Original Order)

# The Orders Screen (1c/5)

Sales

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02Ravi Maythil (ZULU)

Quotations / EPO/SO150

EditCreate

PrintAction

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Send by EmailPrintConfirmCancel

QuotationQuotation SentSales OrderOrder Balance

OrderChange 1 (NPBPO20240000099)

EPO/SO150

CustomerNational Parks Board  
Government road 1  
Second floor  
Singapore 755755  
Singapore - T08GB0038E

Issue Date10/11/2025 08:00:00  
Validity31/01/2030  
Vendor ID53201802A  
PricelistBase (SGD)  
Payment Terms30D  
Payment Note30D

Buyer Ref (PO)NPBPO20240000099A

Buyer Ref (BU)

Buyer NameAhmad

Buyer Emaileinvoice@imda.gov.sg

Order NoteSP\_AO\_02.02 e68ae273-684e-4be9-b068-049ed65f9c3a

Order LinesOrder InformationOrder HistoryE-Delivery

Product	Description	Note	Ordered Qty	Unit Price	Taxes	Subtotal
Generic Product	PROJECT AT KINGS ROAD	Delivery Address:1 Government street 12, Singapore 755756	10.0	3.59	(SR)	\$ 35.90
Generic Product	PROJECT PACKAGE AT KING'S ROAD	Delivery Address:1 Government street 12, Singapore 755756	20.0	1.00	(SR)	\$ 20.00

SP\_AO\_02.02 e68ae273-684e-4be9-b068-049ed65f9c3a

Untaxed Amount:\$ 55.90

Taxes:\$ 5.03

Total:\$ 60.93

Doc Type: Order Change

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

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# The Orders Screen (2/5)

**Open: Order Lines**

Product	Generic Product
Ordered Quantity	1.0
Unit Price	50.00

Line Id	1
Line Status Code	
Description	Machinery parts
Optional Products Line	

Description

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

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)

Sales

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02Ravi Maythil (ZULU)

Quotations / EPO/SO145

EditCreate

PrintAction

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Send by EmailPrintConfirmCancel

QuotationQuotation SentSales OrderOrder 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
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

Sales Information

Original Order	JTC000EPO24000003
Salesperson	Billbay Access Point
Sales Team	Sales
Company	BILLBAY DEMO 02

Invoicing

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

Delivery

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

Sales

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02Ravi Maythil (ZULU)

Quotations / EPO/SO145

EditCreate

PrintAction

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Send by EmailPrintConfirmCancel

QuotationQuotation SentSales OrderOrder 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

Validity

31/01/2030

Vendor ID

53201802A

Pricelist

Base (SGD)

Payment Terms

30D

Payment Note

30D

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

E-Delivery

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
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## 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)

SalesOrdersTo InvoiceProductsReportingConfigurationBILLBAY DEMO 02Ravi Maythil (ZULU)

Quotations / EPO/SO145

EditCreate

PrintAction

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Send by EmailPrintConfirmCancel

QuotationQuotation SentSales OrderOrder 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
		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:SGTSTBBDEM002
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

Sales

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02Ravi Maythil (ZULU)

Quotations / EPO/SO145

EditCreate

PrintAction

6 / 76

Send by EmailPrintConfirmCancel

QuotationQuotation SentSales OrderOrder 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

Validity

31/01/2030

Vendor ID

53201802A

Pricelist

Base (SGD)

Payment Terms

30D

Payment Note

30D

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

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

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

Click **“Confirm”** button

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

**Sales Order**

# Confirm: Draft Order / Quotation > Sales Order

Sales

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02Ravi Maythil (ZULU)

Quotations / EPO/SO145

EditCreate

PrintAction

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

Buyer Ref (PO)

JTC000EPO24000003

Confirmation Date

17/11/2025 13:20:12

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

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

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02Ravi Maythil (ZULU)

Quotations / EPO/SO145

EditCreate

PrintAction

6 / 76

Create InvoicePrintSend by EmailSend Order ResponseCancelLock

QuotationQuotation SentSales OrderOrder 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

Buyer Ref (BU)

JTC42

Buyer Name

Ahmad

Buyer Email

einvoice@imda.gov.sg

Order Note

SP\_AO\_01.01 7d2f624e-a61215d86ade

Order Lines

Order Information

Order History

Product	Description	Note
Generic Product	Machinery parts	Delivery Address Singapore 755755

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

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

Untaxed Amount: \$ 50.00

Taxes: \$ 4.50

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

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

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

Sales

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02Ravi Maythil (ZULU)

Quotations / EPO/SO145

EditCreate

PrintAction

6 / 76

Create InvoicePrintSend by EmailSend Order ResponseCancelLock

QuotationQuotation SentSales OrderOrder 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

Vendor ID

53201802A

Pricelist

Base (SGD)

Payment Terms

30D

Payment Note

30D

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

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.

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

Sales

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02Ravi Maythil (ZULU)

Quotations / EPO/SO145 / Invoice JTC000EPO24000003

EditCreate

PrintAction

1 / 1

ValidateCancel

DraftOpenPaid

Draft Invoice

Customer

Jurong Town Corporation  
Government road 1  
Second floor  
Singapore 755755  
Singapore

Payment Terms

30D

Invoice Reference

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

Invoice Note

Invoice Date

Due Date

Salesperson

Currency

Tax Status

Billbay Access Point

SGD

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

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

Sales

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02Ravi Maythil (ZULU)

Quotations / EPO/SO145 / INV/2025/0173 JTC000EPO24000003

EditCreate

PrintAction

1 / 1 <>

Send & PrintRegister PaymentAdd Credit NoteCancel

DraftOpenPaid

INV/2025/0173

Customer

Jurong Town Corporation  
Government road 1  
Second floor  
Singapore 755755  
Singapore

Payment Terms

30D

Invoice Reference

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

Invoice Note

Invoice Date

17/11/2025

Due Date

17/12/2025

Salesperson

Billbay Access Point

Currency

SGD

Tax Status

Invoice LinesOrder InfoInvoice ResponseE-Delivery

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

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

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02

Ravi Maythil (ZULU)

Quotations / EPO/SO145

EditCreate

PrintAction

6 / 76

Create InvoicePrintSend by EmailSend Order ResponseCancelLock

QuotationQuotation SentSales OrderOrder 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

Vendor ID

53201802A

Pricelist

Base (SGD)

Payment Terms

30D

Payment Note

30D

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

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

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02Ravi Maythil (ZULU)

Quotations / EPO/SO145 / Invoices / Invoice JTC000EPO24000003

SaveDiscard

1 / 2<>

ValidateCancel

DraftOpenPaid

Draft Invoice

CustomerJurong Town Corporation

Payment Terms30D

Invoice Reference

Invoice NotePartially Flip an Invoice

Invoice Date

Due DateSalesperson

CurrencySGD

Tax Status

Billbay Access Point

Invoice LinesOrder InfoInvoice ResponseE-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
Add a line							

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

EditCreate

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

- AGD Validation is set for AGD and Government Agencies
- 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

OrdersTo InvoiceProductsReportingConfiguration

BILLBAY DEMO 02Ravi Maythil (ZULU)

Invoices / Invoice

SaveDiscard

1 / 1 <>

ValidateCancel

DraftOpenPaid

Draft Invoice

Customer

Accountant-General's Department

Payment Terms

30D

Invoice Reference

Invoice Note

This is a note

Invoice Date

Due Date

17/12/2025

Salesperson

Billbay Access Point

Currency

SGD

Tax Status

Invoice LinesOrder InfoInvoice ResponseE-Delivery

Buyer Ref (PO)

Buyer Ref (BU)

Buyer Name

ACR01

Buyer Email

Vendor ID

Payment Note

Payment Details

Delivery Details

Purchasing department  
Singapore

Journal

Account

Company

Incoterm

Payee ID

Source Doc (SO)

EPO/SO145

Customer Invoices (SGD)

101200 Account Receivable

BILLBAY DEMO 02

Buyer Ref (BU)

Has to be picked from List of Values.

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

# Payment Terms

**Search: Payment Terms**

Search...

Filters Group By Favorites

1-17 / 17

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

Create Cancel

## AGD Payment terms

Has to be picked from List of Values.

# Others

**Sales** Orders To Invoice Products Reporting Configuration BILLBAY DEMO 02 Paul Marshall

Invoices / Invoice

Save Discard

Validate Cancel

**Draft Invoice**

Customer Accountant-General's Department Invoice Date 17/12/2025

Payment Terms 30D Due Date 17/12/2025

Invoice Reference Salesperson Billbay Access Point

Invoice Note 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 exit

# Invoice Date

The screenshot shows the Odoo Sales Invoices interface. A modal window titled "Odoo Server Error - Validation Error" is displayed in the center. The error message, "Invoice date cannot be backdated more than 7 days", is highlighted with a red rectangular border. Below the message is an "Ok" button. The background interface shows the "Invoices / Invoice" section with buttons for "Save", "Discard", "Validate", and "Cancel". The "Draft Invoice" form is visible, with fields for "Customer" (Accountant-General's Department), "Payment Terms" (30D), "Invoice Reference", "Invoice Note" (AGD Invoice), "Invoice Date" (06/10/2025), "Due Date" (05/11/2025), "Salesperson" (Billbay Access Point), "Currency" (SGD), and "Tax Status". The "Invoice Date" field is highlighted with a blue selection box. The "Due Date" field is also highlighted with a blue selection box. The "Salesperson" field is highlighted with a blue selection box. The "Currency" field is highlighted with a blue selection box. The "Tax Status" field is highlighted with a blue selection box. The "Invoice Date" field is highlighted with a blue selection box. The "Due Date" field is highlighted with a blue selection box. The "Salesperson" field is highlighted with a blue selection box. The "Currency" field is highlighted with a blue selection box. The "Tax Status" field is highlighted with a blue selection box. The "Invoice Date" field is highlighted with a blue selection box. The "Due Date" field is highlighted with a blue selection box. The "Salesperson" field is highlighted with a blue selection box. The "Currency" field is highlighted with a blue selection box. The "Tax Status" field is highlighted with a blue selection box.

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

**Invoices / Invoice**

Save Discard

Validate Cancel

**Draft Invoice**

Customer Accountant-General's Department Invoice Date 06/10/2025

Payment Terms 30D Due Date 05/11/2025

Invoice Reference Invoice Note AGD Invoice Salesperson Billbay Access Point

Currency SGD Tax Status

Invoice Lines Order Info Invoice Response E-Delivery

## Invoice Date

Cannot be backdated more than 7 days

# Currency has to be supported List of Values

Accounting

OverviewCustomersVendorsAccountingReportingConfiguration

BILLBAY DEMO 02Ravi Maythil (ZULU)

Currencies / CNY

EditCreate

Action

1 / 4

RatesActive

CurrencyCNY

Current Rate5.470000

Currency UnitYuan

Currency SubunitFen

Price Accuracy

Rounding Factor0.010000

Decimal Places2

Display

Symbol¥

Symbol PositionBefore Amount

AGD Currency☒

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

© Billbay Pte Ltd.

# Thank You

---

*Request a demo!*

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