User Guide

View Invoicing Instructions

The following steps illustrate how to view the details of an invoicing instruction.

1. At the "My Stuff" main page, click "Invoicing Instructions".

View, track and manage all your opportunities, responses and invoices. Update your personal or company details.					
Watchlist	Invitations	Responses			
View and manage opportunities added to your watchlist.	View all opportunities that your company has been invited to participate in.	Track your open and closed responses.			
Contracting Instruments	Period Contracts	Invoicing Instructions			
View and download formal contracts, letters of acceptance or purchase orders issued to you.	View your period contracts.	View and use the information in the invoicing instructions to create your invoices			
Invoices	Credit Notes	Payment Status			
Create and manage your electronic invoices using information in the invoicing instructions.	Create and manage credit notes for your electronic invoices.	View payment status of your electronic invoices and credit notes.			
My Profile	Filters	Company Admin			

2. A list of your invoicing instructions is displayed. You may use the various search criteria here to find a particular invoicing instruction easily.

Note: The search results will be displayed either in the "GeBIZ" tab or the "NextGen GeBIZ" tab.

Home > My Stuff > Invoicing Instructions				
Invoicing Instructions				
Document No.	Keywords		Agency	
			All	*
Show Invoicing Instructions to be invoiced in GeBIZ				Search
Results				
1 result found.				
GeBIZ (1)		Nex	tGen GeBIZ (0)	
Issued (1) Closed (0)				Sort By Issue Date 👻
· · · ·				UNREAD ISSUED

- 3. The invoicing instructions are arranged into these statuses:
 - Issued These are invoicing instructions that have been issued to you.
 - Closed These are issued invoicing instructions that have been closed. Goods receipt may or may not have been performed.
 - Completed These are issued invoicing instructions that have been completed. Goods receipt is completed.
 - Terminated These are issued invoicing instructions that have been terminated.

Results			
1 result found.			
	GeBIZ (1)	NextGen GeB	HZ (0)
Issued (1) Closed (0)	7		Sort By Issue Date *
	-		UNREAD ISSUED
Purchase of Mirro	rless Interchangeable-Lens Camera	Issued on 17 Feb 2015	Invoice Create Invoice
Supplier Contact Person Name	John Ng Kok Ming	17 FED 2015	ci eate invoice
Invoicing Instruction No. / Issue No.	ALA000EPO15000001 / 2		
Agency	Alpha Agency		
Contract No.	ALA000EC015000001		
Goods Received Status	Not Applicable		

4. Click on the invoicing instruction that you wish to view in detail.

Results			
1 result found.			
GeBIZ (1)		NextGen GeB	łZ (0)
Issued (1) Closed (0)			Sort By Issue Date *
			UNREAD ISSUED
Purchase of Mirrorless Interchangeable-Lens Camera		Issued on 17 Feb 2015	Invoice Create Invoice
Supplier Contact Person John Ng Kok Ming Name		17 Feb 2015	Create invoice
Invoicing Instruction ALA000EPO15000001 / 2 No. / Issue No.			
Agency Alpha Agency			
Contract No. ALA000ECO15000001			
Goods Received Status Not Applicable			

The detailed invoicing instruction information is displayed under the "Overview" tab.
Note: For MINDEF suppliers, go to the "More Information" tab to learn about delivery location details.

Home > My Stuff > Invoic	ing Instructions > Invoicing Instruction(ALA000EP015000001)	
Back to Search Results		
Purchase of Mirror	less Interchangeable-Lens Camera	
Overview Invoices	Acceptance Status View History	🖨 Download as PDF
You are required to su	bmit e-invoice for this Invoicing Instruction.	
INVOICING INST	RUCTION INFORMATION	ISSUED
Invoicing Instruction Description	Purchase of Mirrorless Interchangeable-Lens Camera	Issued on 17 Feb 2015
Invoicing Instruction No. / Issue No.	ALA000EPO15000001 / 2	Create Invoice
Agency	Alpha Agency	
Contract No.	ALA000ECO15000001	

6. If you wish to download a PDF version of the invoicing instruction, click "Download as PDF". Refer to the "More Information" tab for the steps on downloading the invoicing instruction as PDF.

Home > My Stuff > Invoicing Instructions > Invoicing Instruction(ALA000EP0150000	01)
Back to Search Results	
Purchase of Mirrorless Interchangeable-Lens Camera	
Overview Invoices Acceptance Status View History	Download as PDF
You are required to submit e-invoice for this Invoicing Instruction.	
INVOICING INSTRUCTION INFORMATION	ISSUED
Invoicing Instruction Purchase of Mirrorless Interchangeable-Lens Camera Description	Issued on 17 Feb 2015
Invoicing Instruction ALA000EPO15000001 / 2 No. / Issue No.	Create Invoice
Agency Alpha Agency	
Contract No. ALA000ECO15000001	

7. If you wish to download an Excel version of the items in the invoicing instruction, click "Download as Excel". Refer to the "More Information" tab for the steps on downloading items in the invoicing instruction as Excel.

ITEMS						Lownload as Excel
1	Mir	rorless Camer	a		10	
	Proc	urement Method	PURCHASE			
	Unit of Measurement EACH					
	Quantity		1.0000			
	Unit Price		1,900.0000 (SGD)			
	Total Amount		1,900.00 (SGD)			
	Rem	arks	Able to capture plenty	of autofocus points		
	DEL	IVERY INFORM	ATION			
	S/N	Location		Delivery	Quantity	Goods Acceptance Officer
	1	55 Alpha Road #01 Port of Origin:	-05 Alpha House	Delivery Date: 01 Jul 2015	1.0000	Beth Lim Wei Ling 63333333

For a typical invoicing instruction, you can view the delivery information as shown.
Note: For a MINDEF order, the detailed location information is displayed on clicking on the location link.
Refer to "More Information" tab for details on accessing the delivery location.

2	Len: Procu	S irement Method	PURCHASE			
	Unit of Measurement EACH					
	Quantity 2.0000					
	Unit F	Price	300.0000 (SGD)			
	Total	Amount	600.00 (SGD)			
	Rema	irks	20mm-50mm, 50mm-1	100mm		
	DELI	VERY INFORMA	TION			
	S/N	Location		Delivery	Quantity	Goods Acceptance Officer
	1	55 Alpha Road #01- Port of Origin: Singapore	05 Alpha House	Delivery Date: 01 Jul 2015 Delivery Terms: Local Delivery	2.0000	Beth Lim Wei Ling 63333333

9. To view the invoices created for this particular invoicing instruction, click on the "Invoices" tab.

4

ome > My Stuff > Invoid	ing Instructions > Invoicing Instruction(ALA000EP015000001)	
ack to Search Results		
Purchase of Mirro	rless Interchangeable-Lens Camera	
Overview Invoices	Acceptance Status View History	🔒 Download as PDF
You are required to su	Ibmit e-invoice for this Invoicing Instruction.	
INVOICING INST	RUCTION INFORMATION	ISSUED
Invoicing Instruction Description	Purchase of Mirrorless Interchangeable-Lens Camera	Issued on 17 Feb 2015
Invoicing Instruction No. / Issue No.	ALA000EPO15000001 / 2	Create Invoice
Agency	Alpha Agency	
Contract No.	ALA000EC015000001	

10. The list of invoices created for this invoicing instruction is displayed.

Note: You may click on a particular invoice to view the invoice details.
Home > My Stuff > Inveising Instructions > Inveising Instruction(ALA000ED015000001)

Overview Invoices Acceptance Status View History The following shows a listing of invoices created for this Invoicing Instruction. Invoiced on 17 Feb 2015 Total Due 321.00 (SGD) Invoicing Instruction ALA000EPO15000001 Total Due 321.00 (SGD) Invoiced on 17 Feb 2015 Total Due 321.00 (SGD)	
Invoicing Instruction ALA000EPO15000001	
	PASSE
Agency Alpha Agency	

11. To view the acceptance status of the items in the invoicing instruction, click on the "Acceptance Status" tab.

ome > My Stuff > Invoic	ing Instructions > Invoicing Instruction(ALA000EP015000001)	
ick to Search Results		
Purchase of Mirror	less Interchangeable-Lens Camera	
Overview Invoices	Acceptance Status View History	🖨 Download as PD
You are required to su	bmit e-invoice for this Invoicing Instruction.	
INVOICING INST	RUCTION INFORMATION	ISSUED
Invoicing Instruction Description	Purchase of Mirrorless Interchangeable-Lens Camera	Issued on 17 Feb 2015
Invoicing Instruction No. / Issue No.	ALA000EPO15000001 / 2	Create Invoice
Agency	Alpha Agency	
Contract No.	ALA000ECO15000001	

12. The details of the acceptance status are displayed.

Back to Sear	ch Result	voicing Instructions > Invoicing Instruction(ALA s rrorless Interchangeable-Lens Camera			
Overview 1		Acceptance Status View History Forless Camera			
	S/N	Location	Delivery	Quantity	Goods Acceptance Officer
	1	55 Alpha Road #01-05 Alpha House Port of Origin: Singapore	Delivery Date: 01 Jul 2015 Delivery Terms: Local Delivery	Ordered: 1.0000 Delivered: 0.0000 Accepted: 0.0000	Beth Lim Wei Ling

13. To view a list of variations made on the invoicing instruction, click on the "View History" tab. Note: Changes made to the existing invoicing instruction are considered variations.

lome > My Stuff > Invoic lack to Search Results	ing Instructions > Invoicing Instruction(ALA000EP015000001)	
Purchase of Mirror	less Interchangeable-Lens Camera	
Overview Invoices	Acceptance Status View History	🔒 Download as PDF
You are required to su	bmit e-invoice for this Invoicing Instruction.	
INVOICING INST	RUCTION INFORMATION	ISSUED
Invoicing Instruction Description	Purchase of Mirrorless Interchangeable-Lens Camera	Issued on 17 Feb 2015
Invoicing Instruction No. / Issue No.	ALA000EPO15000001 / 2	Create Invoice
Agency	Alpha Agency	
Contract No.	ALA000ECO15000001	

14. The list of variations made on the invoicing instruction is displayed. You may click on a particular variation to view the variation details.

Home > My Stu	ff > Invoicing Instruction	s > Invoicing Instruction(ALA000EP01500	0001)	
Back to Search F	Results			
Purchase o	f Mirrorless Interch	angeable-Lens Camera		
Overview I	nvoices Acceptance Statu	IS View History		
The followin	ng shows a list of variations	made on the Invoicing Instruction.		
				UNREAD ISSUED
1	Purchase of Mirro	rless Interchangeable-Lens	Issued on 16 Feb 2015	
	No. / Issue No.			
	Agency	Alpha Agency		
	Contract No.	ALA000ECO15000001		
	Goods Received Status	Not Applicable		

15. To create an invoice pertaining to an invoicing instruction, click "Create Invoice". Refer to Use > Manage Awarded Business Opportunities > e-tutorial "Create and Manage Invoices" for information on how to create an invoice.

Note: For agencies that support invoice submission at GeBIZ, suppliers can create their invoices directly from GeBIZ via the "Create Invoice" link.

GeBIZ (2)		NextGen GeE	NextGen GeBIZ (0)	
ssued (2) Closed (0)			Sort By Issue Date	
Purchase of chem Supplier Contact Person Name	ical solutions for top up of usage store John Ng Kok Ming	Issued on 24 Feb 2015	READ ISSUE	
nvoicing Instruction No. / Issue No.	ALA000EPO15000003 / 1			
Agency	Alpha Agency			
Period Contract No.	ALA000ECN15000001			
Goods Received Status	Not Applicable			

16. Note: For agencies that support invoice submission at Vendors@Gov, suppliers create their invoices from Vendors@Gov via the link as shown. To find out the list of agencies that support invoice submission at Vendors@Gov, go to the FAQ section of the GeBIZ website.

Agency	Alpha Agency		
Period Contract No.	ALA000ECN15000001		
Goods Received Status	Not Applicable		
			UNREAD ISSUED
Purchase of Mirrorless Interchangeable-Lens Camera		Issued on 17 Feb 2015	Create Invoice at
Supplier Contact Person Name	John Ng Kok Ming		Vendors@Gov
nvoicing Instruction No. / Issue No.	ALA000EPO15000001 / 2		
Agency	Alpha Agency		
Contract No.	ALA000EC015000001		
Goods Received Status	Not Applicable		