

## User Guide

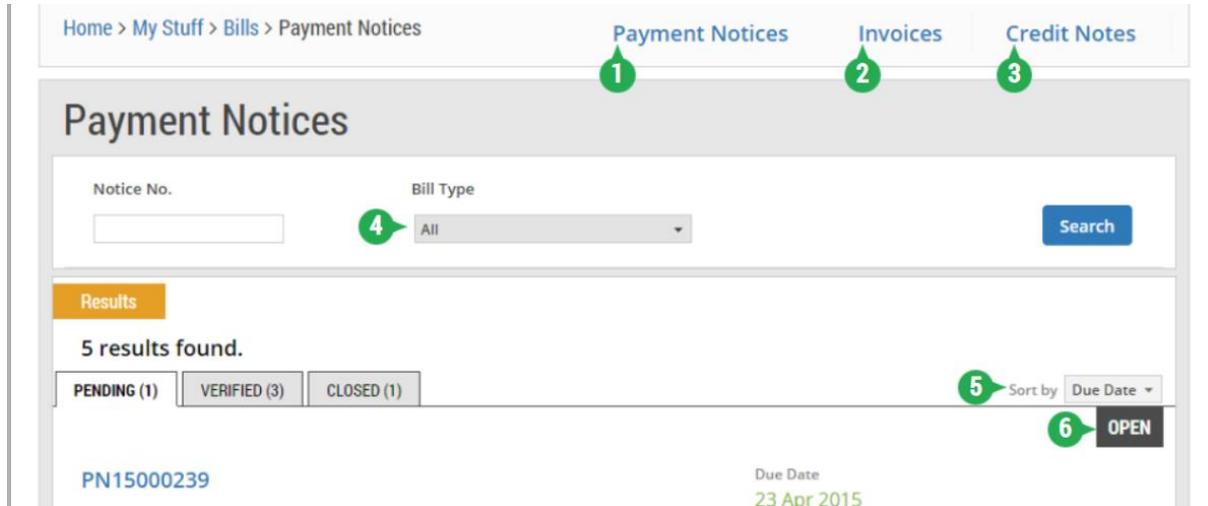
### Pay Account Subscription Fees

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## Section 1: Overview

The screen below shows the “Payment Notices” page of the “Bills” module, where you would access your pending bills for making payment from.



1 - This is the default tab. It displays a list of pending payment notices that you need to take action on. A payment notice is issued to a supplier to inform him of a payment for either a user account subscription or for the purchase of a GeBIZ Mall hosting plan.

2 - This tab displays a list of bill invoices you have created and are pending your action.

3 - This tab displays list of credit notes that are pending your action. A credit note is the document to list down the amount of money that is credited back to the supplier. It is issued to suppliers when there is a rebate or refund of payment.

Note: For information on credit notes, go to the “More Information” tab.

4 - Use these search criteria to look for specific payment notices quickly.

5 - For your convenience, you may sort the list of payment notices by due date or payment notice number.

6 - This indicates the current status of a payment notice. The possible statuses are:

- Open - This indicates a payment notice with at least one item that has not been selected for payment.
- Verified - This indicates a payment notice with all items being selected for payment and generated into bill invoices. No further action is required on this notice.
- Closed - This indicates a payment notice which requires no further action.

## Section 2: User Guide

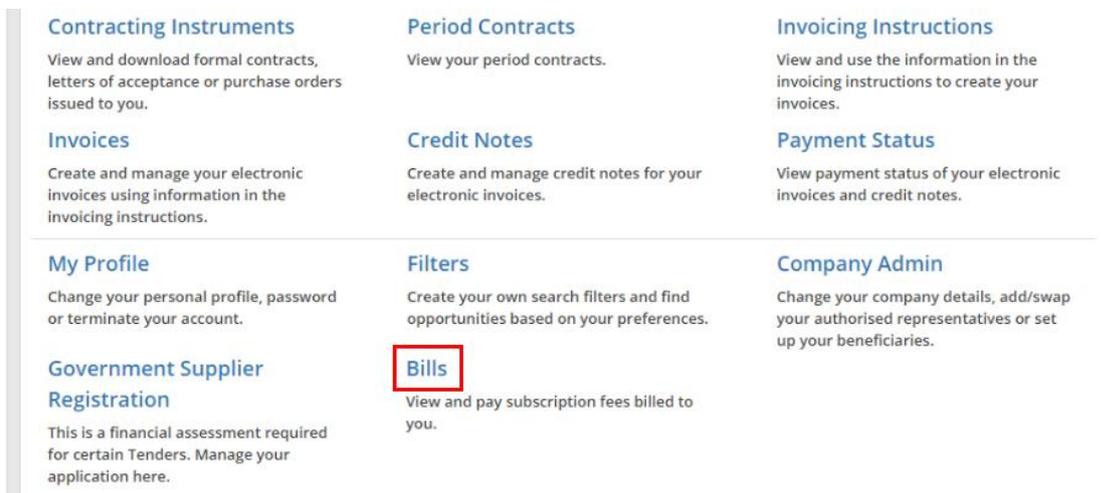
Using GeBIZ, there are two entry points from which you can make the payment for your account subscription fees:

- The first entry point is via My Stuff > Bills.
- The second entry point is via My Stuff > Company Admin. (To know how to pay the account subscription fees via this entry point, go to the “More Information” tab.)

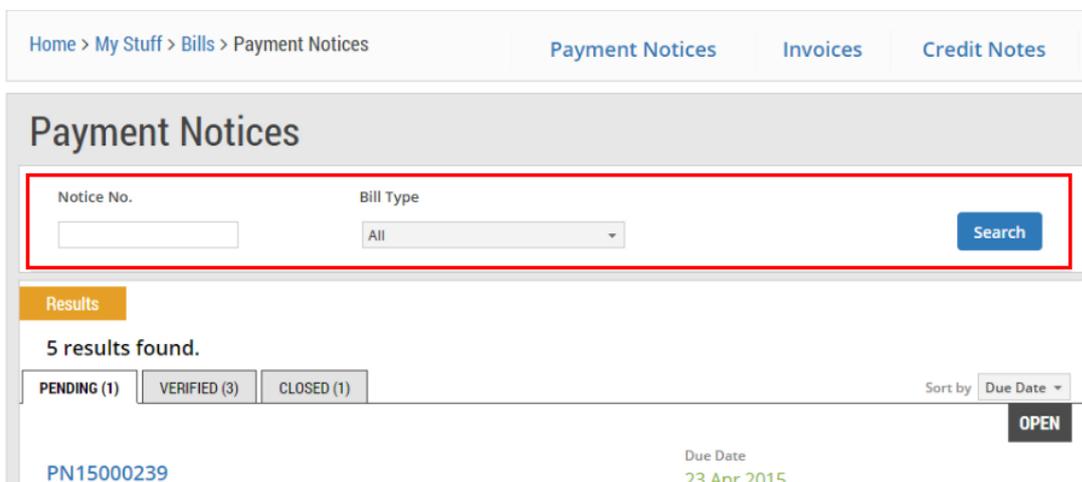
Note: Before you proceed to make payment for your GeBIZ account subscription fees, you first have to purchase the account from the Company Admin page. (To know how to purchase an account, refer to Administer > Manage Company Information > Edit Company Details > e-tutorial “Purchase Account”).

The following steps illustrate how to pay the account subscription fees via My Stuff > Bills.

1. From the “My Stuff” main page, click “Bills”.



2. The list of payment notices is displayed. You may use these search criteria to find a specific payment notice.



3. Click on the payment notice for the account subscription that you wish to settle.

### Payment Notices

Notice No.  Bill Type  [Search](#)

**Results**

5 results found.

**PENDING (1)** **VERIFIED (3)** **CLOSED (1)** Sort by  [OPEN](#)

**PN15000239** Due Date **23 Apr 2015**

Bill Type	User Subscription
Description	Charges For Supplier User Accounts
Charge Amount	280.00 (SGD)

4. Click "Create Invoice" to create a bill invoice for the selected payment notice.

**Overview** [OPEN](#)

### PAYMENT NOTICE DETAILS

Due Date **23 Apr 2015**

[Create Invoice](#)

Payment Notice No.	PN15000239
Payment Notice Date	13 Apr 2015
Trading Partner Ref. No.	123456789R
Supplier Name	BETA PRIVATE LIMITED
Payment Terms	Pay By Due Date
Remarks	

S/N	Description	Amount Payable	Invoice Code
1.	Account Charges For Ben Ng Sim Beng	261.68 (SGD)	

5. Read through the steps for creating a bill invoice. Then click "Continue".

Home Opportunities Supplier Directory GeBIZ Mall **My Stuff** WELCOME JOHN NG KOK MING MESSAGES (1) LOGOUT

### Steps to Create Bill Invoice

1. Choose Item(s) for invoice  
Choose item(s) from the payment notice that you wish to generate into an invoice
2. Verify and Submit  
Preview invoice details before generating the invoice

[Cancel](#) [Continue](#)

6. Check the “Select” box for the item(s) to make payment for.  
Note: If there is more than one item in the payment notice, payment for the items can be made separately by adding them into different bill invoices.

Choose Items for Invoice | Verify and Submit | Exit

### Choose Items

SELECT OPTIONAL ITEMS

Expand All | Collapse All |  Select All

Description		Select
Description	Account Charges For Ben Ng Sim Beng	<input type="checkbox"/>
Amount Payable (excl. GST)	261.68 (SGD)	

< Previous | Next >

7. Click “Next” to proceed.

Choose Items for Invoice | Verify and Submit | Exit

### Choose Items

SELECT OPTIONAL ITEMS

Expand All | Collapse All |  Select All

Description		Select
Description	Account Charges For Ben Ng Sim Beng	<input checked="" type="checkbox"/>
Amount Payable (excl. GST)	261.68 (SGD)	

< Previous | Next >

8. Read through and verify the details of the bill invoice you have entered. Then click “Next”.

### Verify and Submit

Payment Notice No.	PN15000239	Due Date	23 Apr 2015
Payment Notice Date	13 Apr 2015		
Trading Partner Ref. No.	123456789R		
Supplier Name	BETA PRIVATE LIMITED		
Payment Terms	Pay By Due Date		
Remarks			

S/N	Description	Amount Payable
1.	Account Charges For Ben Ng Sim Beng	261.68 (SGD)

< Previous | Next >

- If your bill invoice has been created successfully, you will see this message on the screen. Click “Pay Now” to proceed with the payment.

**Instructions**

- Please note that only MasterCard/VISA will be accepted as mode of payment.
- Please take note of the payment limit and select the appropriate mode of payment at the payment gateway.
- You will be directed to the payment gateway when you click on the [Pay Now] button.

Payment Mode	Payment Limit
MasterCard/VISA	S\$20,000 maximum

**Overview** NEW

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**INVOICE DETAILS**

Invoice No.	BI15000202
Invoice Date	13 Apr 2015
Trading Partner Ref. No.	123456789R

Due Date  
23 Apr 2015

Pay Now

- You are directed to an external payment gateway. Click on the radio button beside the payment mode for Visa. Then click “Proceed”.
- Note: To cancel, click on the “Cancel Payment” button to exit the payment flow.

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IF YOU ARE USING A POP-UP BLOCKER

, please add "https://www.psi.gov.sg" to your list of allowed sites in the pop-up blocker settings. Otherwise, the relevant transaction pages may not be displayed, or your transaction request may not be completed.

You are now on a secure site.

Total Amount Payable: S\$280.00

Please make payment by selecting the preferred payment mode then click the 'Proceed' button:

Payment Mode	Description
<input type="radio"/> <input checked="" type="radio"/>	For VISA/MasterCard Credit and Debit cards

IMPORTANT:

- Please make sure that all other opened browsers are closed before proceeding to make payment.

- While the transaction is in progress, you will see this message on the screen.

### Redirection Message

Transaction is in progress. Please do not close this window or use the BACK/REFRESH/RELOAD functions of your browser before the transaction is completed.

If redirection does not occur within 2 minutes, please click on the button to redirect.

12. If your bill invoice has been paid successfully, you will see this message on the screen.

Invoice has been paid successfully

**Instructions**

1. Please note that only MasterCard/VISA will be accepted as mode of payment.
2. Please take note of the payment limit and select the appropriate mode of payment at the payment gateway.
3. You will be directed to the payment gateway when you click on the [Pay Now] button.

Payment Mode	Payment Limit
MasterCard/VISA	S\$20,000 maximum

**Overview** Print

**INVOICE DETAILS** **VERIFIED**

Invoice No.	BI15000202	Due Date	23 Apr 2015
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13. The payment status is now reflected as "Paid".

Note: On making payment successfully, you may print out a copy of the tax invoice.

**Overview** Print

**INVOICE DETAILS** **VERIFIED**

Invoice No.	BI15000202	Due Date	23 Apr 2015
Invoice Date	13 Apr 2015		
Trading Partner Ref. No.	123456789R		
Supplier Name	BETA PRIVATE LIMITED		
Supplier Address	1177 SERANGOON ROAD 123123 SINGAPORE		
Payment Notice No.	PN15000239		
<b>Payment Status</b>	<b>PAID</b>		
Remarks			