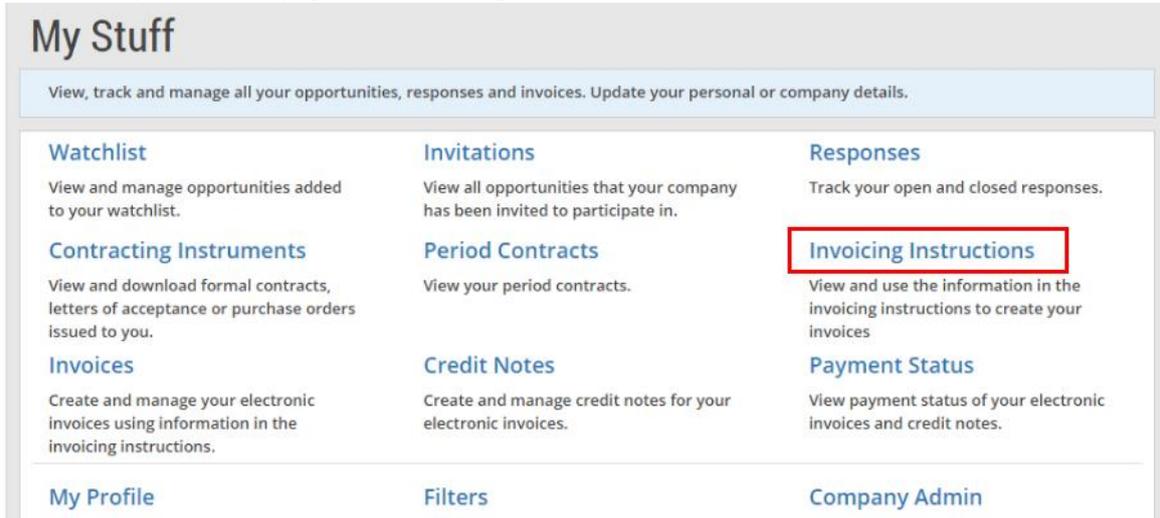


# User Guide

## View Invoicing Instructions

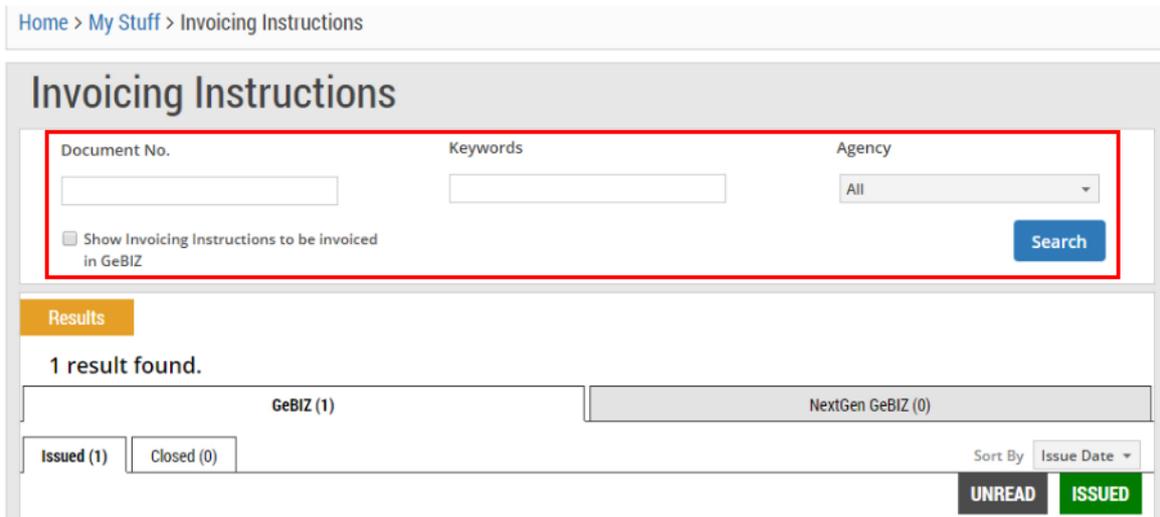
The following steps illustrate how to view the details of an invoicing instruction.

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



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.



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 GeBIZ (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 Name John Ng Kok Ming

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Invoicing Instruction No. / Issue No. ALA000EPO1500001 / 2

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Agency Alpha Agency

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Contract No. ALA000ECO1500001

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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 GeBIZ (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 Name John Ng Kok Ming

---

Invoicing Instruction No. / Issue No. ALA000EPO1500001 / 2

---

Agency Alpha Agency

---

Contract No. ALA000ECO1500001

---

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 > Invoicing Instructions > Invoicing Instruction(ALA000EPO15000001)

[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 Description	Purchase of Mirrorless Interchangeable-Lens Camera	Issued on 17 Feb 2015
Invoicing Instruction No. / Issue No.	ALA000EPO15000001 / 2	<a href="#">Create Invoice</a>
Agency	Alpha Agency	
Contract No.	ALA000ECO15000001	

- 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(ALA000EPO15000001)

[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 Description	Purchase of Mirrorless Interchangeable-Lens Camera	Issued on 17 Feb 2015
Invoicing Instruction No. / Issue No.	ALA000EPO15000001 / 2	<a href="#">Create Invoice</a>
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** [Download as Excel](#)

**1** **Mirrorless Camera**

Procurement Method	PURCHASE
Unit of Measurement	EACH
Quantity	1.0000
Unit Price	1,900.0000 (SGD)
Total Amount	1,900.00 (SGD)
Remarks	Able to capture plenty of autofocus points

**DELIVERY INFORMATION**

S/N	Location	Delivery	Quantity	Goods Acceptance Officer
1	55 Alpha Road #01-05 Alpha House Port of Origin:	Delivery Date: 01 Jul 2015	1.0000	Beth Lim Wei Ling 63333333

8. 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** **Lens**

Procurement Method	PURCHASE
Unit of Measurement	EACH
Quantity	2.0000
Unit Price	300.0000 (SGD)
Total Amount	600.00 (SGD)
Remarks	20mm-50mm, 50mm-100mm

**DELIVERY INFORMATION**

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	2.0000	Beth Lim Wei Ling 63333333

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

Home > My Stuff > Invoicing Instructions > Invoicing Instruction(ALA000EPO15000001)

[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 Description	Purchase of Mirrorless Interchangeable-Lens Camera	Issued on 17 Feb 2015
Invoicing Instruction No. / Issue No.	ALA000EPO15000001 / 2	<a href="#">Create Invoice</a>
Agency	Alpha Agency	
Contract No.	ALA000ECO15000001	

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 > Invoicing Instructions > Invoicing Instruction(ALA000EPO15000001)

[Back to Search Results](#)

**Purchase of Mirrorless Interchangeable-Lens Camera**

Overview | **Invoices** | Acceptance Status | View History

The following shows a listing of invoices created for this Invoicing Instruction.

Invoice No.	Invoiced on	Total Due	Status
<a href="#">inv-170215-02</a>	17 Feb 2015	321.00 (SGD)	<b>PASSED</b>
<a href="#">inv-170215-01</a>	17 Feb 2015	321.00 (SGD)	<b>VOID</b>

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

Home > My Stuff > Invoicing Instructions > Invoicing Instruction(ALA000EPO15000001)

[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 Description	Purchase of Mirrorless Interchangeable-Lens Camera	Issued on	17 Feb 2015
Invoicing Instruction No. / Issue No.	ALA000EPO15000001 / 2	<a href="#">Create Invoice</a>	
Agency	Alpha Agency		
Contract No.	ALA000ECO15000001		

12. The details of the acceptance status are displayed.

Home > My Stuff > Invoicing Instructions > Invoicing Instruction(ALA000EPO15000001)

[Back to Search Results](#)

**Purchase of Mirrorless Interchangeable-Lens Camera**

Overview | Invoices | **Acceptance Status** | View History

**1** **Mirrorless Camera**

**DELIVERY INFORMATION**

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 63333333

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.

Home > My Stuff > Invoicing Instructions > Invoicing Instruction(ALA000EPO15000001)

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 Description	Purchase of Mirrorless Interchangeable-Lens Camera	Issued on 17 Feb 2015
Invoicing Instruction No. / Issue No.	ALA000EPO15000001 / 2	<a href="#" style="background-color: #0056b3; color: white; padding: 5px 10px;">Create Invoice</a>
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 Stuff > Invoicing Instructions > Invoicing Instruction(ALA000EPO15000001)

Back to Search Results

Purchase of Mirrorless Interchangeable-Lens Camera

Overview | Invoices | Acceptance Status | **View History**

The following shows a list of variations made on the Invoicing Instruction.

1	<b>Purchase of Mirrorless Interchangeable-Lens</b>	Issued on 16 Feb 2015	UNREAD	ISSUED
	Invoicing Instruction No. / Issue No.	ALA000EPO15000001 / 1		
	Agency	Alpha Agency		
	Contract No.	ALA000ECO15000001		
	Goods Received Status	Not Applicable		

- 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.

**Results**  
2 results found.

GeBIZ (2)      NextGen GeBIZ (0)

Issued (2)    Closed (0)      Sort By Issue Date

**READ**    **ISSUED**

**Purchase of chemical solutions for top up of usage store.**      Issued on 24 Feb 2015      Invoice **Create Invoice**

Supplier Contact Person Name	John Ng Kok Ming
Invoicing Instruction No. / Issue No.	ALA000EPO15000003 / 1
Agency	Alpha Agency
Period Contract No.	ALA000ECN15000001
Goods Received Status	Not Applicable

- 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      Invoice **Create Invoice at Vendors@Gov**

Supplier Contact Person Name	John Ng Kok Ming
Invoicing Instruction No. / Issue No.	ALA000EPO15000001 / 2
Agency	Alpha Agency
Contract No.	ALA000ECO15000001
Goods Received Status	Not Applicable