

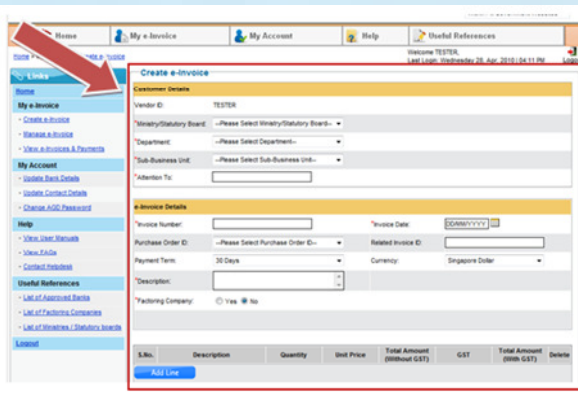
Managing e-Invoices...

(a) Submitting a New e-Invoice

- (i) Log on to [Vendors@Gov](#).
- (ii) Click on [Create e-Invoice](#).



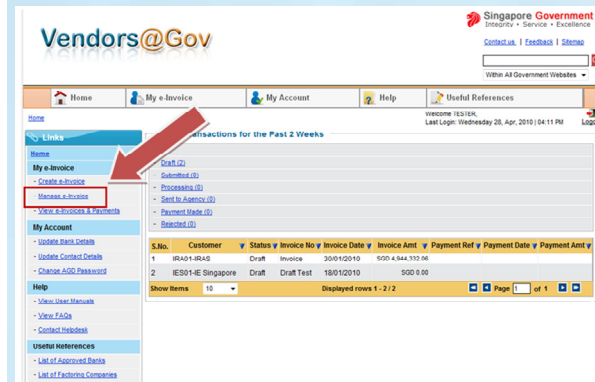
- (iii) The [Create e-Invoice screen](#) will open.



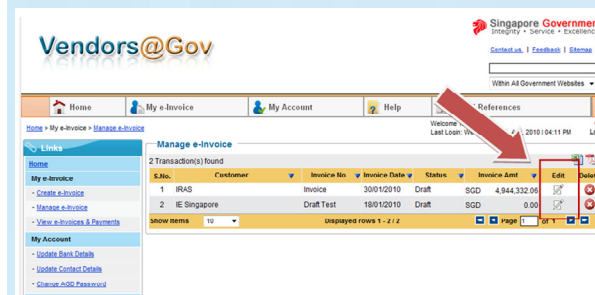
- (iv) You may then fill in the details.
- (v) Click on [Submit](#).

(b) Re-submitting a Rejected e-Invoice

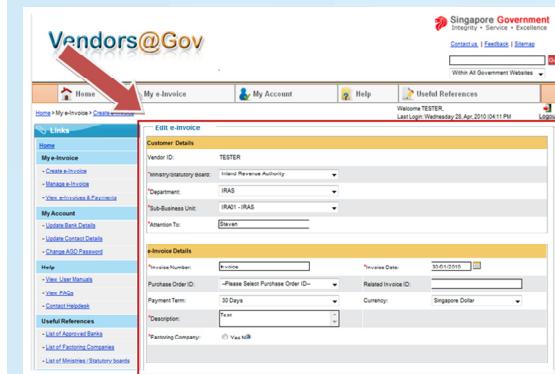
- (i) Click on the [Manage e-Invoice](#) link.



- (ii) Click on the [Notepad icon](#) next to the invoice.



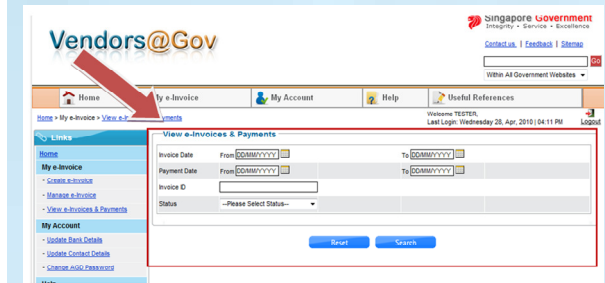
- (iii) [Edit e-Invoice screen](#) will open.



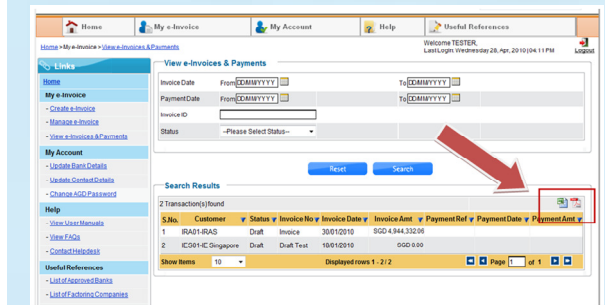
- (iv) You may then amend the details of your e-invoice.
- (v) Click on [Submit](#).

(c) Viewing Payment Details

- (i) Log on to [Vendors@Gov](#).
- (ii) Click on [View e-Invoices & Payments](#).



- (iii) Enter the search criteria.
- (iv) Click on [Search button](#).
- (v) Click on [Excel or PDF icon](#) to download the information in the preferred format. You can then view the payment details of your e-invoices.



- (vi) Payment details are available for e-invoices paid during the past 2 months.
- (vii) For further queries, you may contact the liaison officer of the respective client agencies.