Managing e-Invoices...

(a) Submitting a New e-Invoice

- (i) Log on to Vendors@Gov.
- (ii) Click on <u>Create e-Invoice</u>.



(iii) The <u>Create e-Invoice screen</u> will open.

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- (iv) You may then fill in the details.
- (v) Click on <u>Submit</u>.

(b) Re-submitting a Rejected e-Invoice

(i) Click on the <u>Manage e-Invoice</u> link.



(ii) Click on the <u>Notepad lcon</u> next to the invoice.

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(iii) Edit e-Invoice screen will open.

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(iv) You may then amend the details of your e-invoice.(v) Click on <u>Submit.</u>

(c) Viewing Payment Details

- (i) Log on to <u>Vendors@Gov</u>.
- (ii) Click on <u>View e-Invoices & Payments</u>.

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

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- (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.