

Guide to Submission of e-Invoice

For all e-invoices to be accepted, please include the 2 documents:

- 1) Screenshot of e-Invoicing
- 2) Payment Voucher

1

IF

Home Change Password Feedback Help Logout

Invoice No. Description
Invoice Date Interface Date Total Amount w/o GST
Vendor Code GST Amount
Vendor Name Total Amount with GST
AO Prefix Location Code Load Status IFAAS Voucher ref. No.
Attention To Factoring Company ID

Line	Item Description

Loading Errors
Invoice loaded successfully

Load Data Exit
Cancel Invoice

2

iFA

Home Change Password Feedback Help Logout

Voucher No. Voucher Date
Ext Voucher No. Status
Invoice No. Invoice Date Invoice Amount
Description AO Prefix
Late Reason
Vendor Code
Grant Details HO Action Date Address
Location Account Description Amount FA Qty

Date AC Date Approved Date Principal Alerted
IBG/Pay Ref. No. Payment Date
eInvoice Interface Date Pay Cheque No.

*All fields highlighted in yellow are mandatory

E-Invoice Details Check Budget Commit Save Exit

Please Do not confuse these 2 documents

They are different

1) Screenshot of e-invoicing looks something like this:

Please print this doc by pressing the print button. Printscreened doc will not be accepted. You have to mail me this doc or send me a scanned copy. Note that pasting the printscreen-ed doc onto Microsoft Word is NOT acceptable.

e-Invoicing --
iFAAS

Home Change Password Feedback Help Logout

⊕ Sysadmin
⊕ Budget
⊕ Funds
⊕ Payment
⊕ Receipts
⊕ Assets
⊕ Investment
⊕ Reports

Invoice No. Description
Invoice Date Interface Date Total Amount w/o GST
Vendor Code GST Amount
Vendor Name Total Amount with GST
AO Prefix Location Code Load Status iFAAS Voucher ref. No.
Attention To Factoring Company ID

Line	Item Description	Quantity	Unit Price	Computed Amount	Interface amount

Please check that **ALL** items can be seen from the screenshot.
If there are too many items and cannot be shown all at once,
save many shots for the same invoice

Loading Errors
Invoice loaded successfully

Load Data Exit
Cancel Invoice

2) Payment Voucher looks something like this:

Please print this doc by pressing the print button. Printscreened doc will not be accepted. You have to mail me this doc or send me a scanned copy. Note that pasting the printscreened doc onto Microsoft Word is NOT acceptable.

e-Invoicing --
iFAAS

Home Change Password Feedback Help Logout

⊕ Sysadmin
⊕ Budget
⊕ Funds
⊕ Payment
⊕ Receipts
⊕ Assets
⊕ Investment
⊕ Reports

Voucher No. Voucher Date
Ext Voucher No. Status
Invoice No. Invoice Date Invoice Amount
Description AO Prefix
Late Reason
Vendor Code
GST Entry Related Party Address

Line	Item Description	Location	Account Description	Amount	FA	Qty

Date AO Alerted Date Approved Date Principal Alerted
IBG/Pay Ref. No. **Payment Date**
einvoice Interface Date Pay Cheque No.

*All fields highlighted in yellow are mandatory

E-invoice Details Check Budget Commit Save Exit

For Payment Voucher, you can get it by running the system by clicking “**Reports**” as shown:

The screenshot displays the iFAAS system interface. At the top, there is a navigation bar with the text "e-Invoicing --" and "iFAAS". Below this, there are several navigation buttons: "Home", "Change Password", "Feedback", "Help", and "Logout". On the left side, there is a vertical menu with the following items: "Sysadmin", "Budget", "Funds", "Payment", "Receipts", "Assets", "Investment", and "Reports". The "Reports" item is circled in red. The main content area contains a form with various input fields for invoice details, including "Invoice No.", "Description", "Invoice Date", "Interface Date", "Vendor Code", "Vendor Name", "AO Prefix", "Location Code", "Load Status", "Attention To", "Total Amount w/o GST", "GST Amount", "Total Amount with GST", "IFAAS Voucher ref. No.", and "Factoring Company ID". Below the form is a table with the following columns: "Line", "Item Description", "Quantity", "Unit Price", "Computed Amount", and "Interface amount". The table is currently empty. At the bottom of the interface, there is a "Loading Errors" section with a text box containing the message "Invoice loaded successfully". To the right of this section are three buttons: "Load Data", "Exit", and "Cancel Invoice".

This is a printscreen-ed document (has startup bar)

This will **NOT** be accepted

