Supplier User Guide

REGISTRATION STAGES

STAGE 1

Complete and submit online Registration Form

STAGE 2

Receive 2FA registration email

STAGE 3

Follow steps in email to reset your password and setup your 2FA

STAGE 4

Login to access your Supplier Account

STAGE 5

Download specs or submit a quote in Supplier Portal

For detailed steps for each stage please refer to the relevant sections of the Guide.

Guide Contents

1. Supplier Portal guide

2. Others

PART A : Logging Into Oracle Fusion

Logging into Oracle Fusion

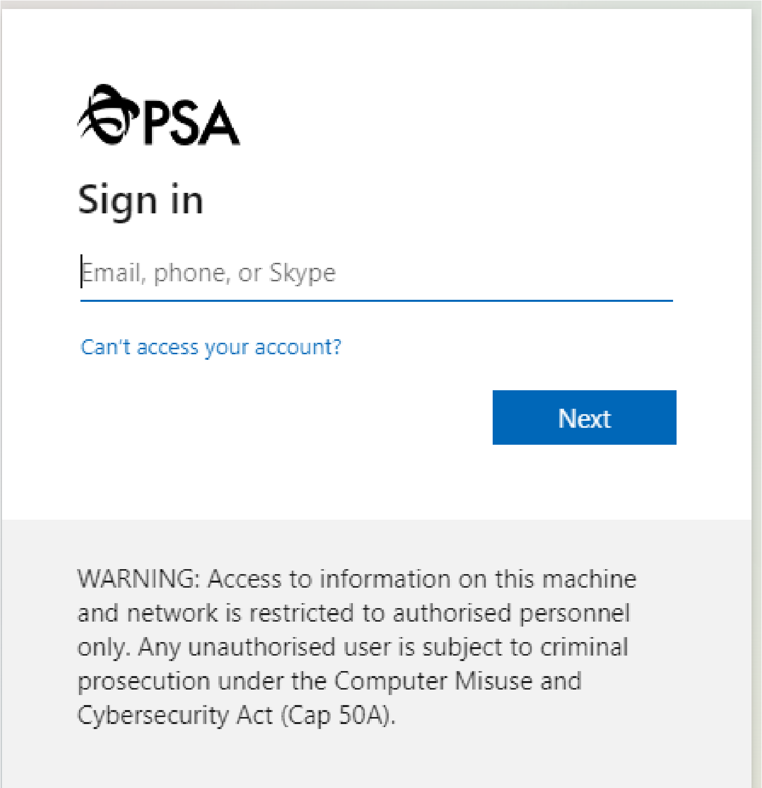
1. After your 2FA has been setup, key in the following IP address via Google Chrome.

https://emft.fa.ap2.oraclecloud.com/fscmUI/faces/AtkHomePageWelcome

You will be directed to the 2FA login page.

Log in using your username and password.

2FA authentication will be required as well.

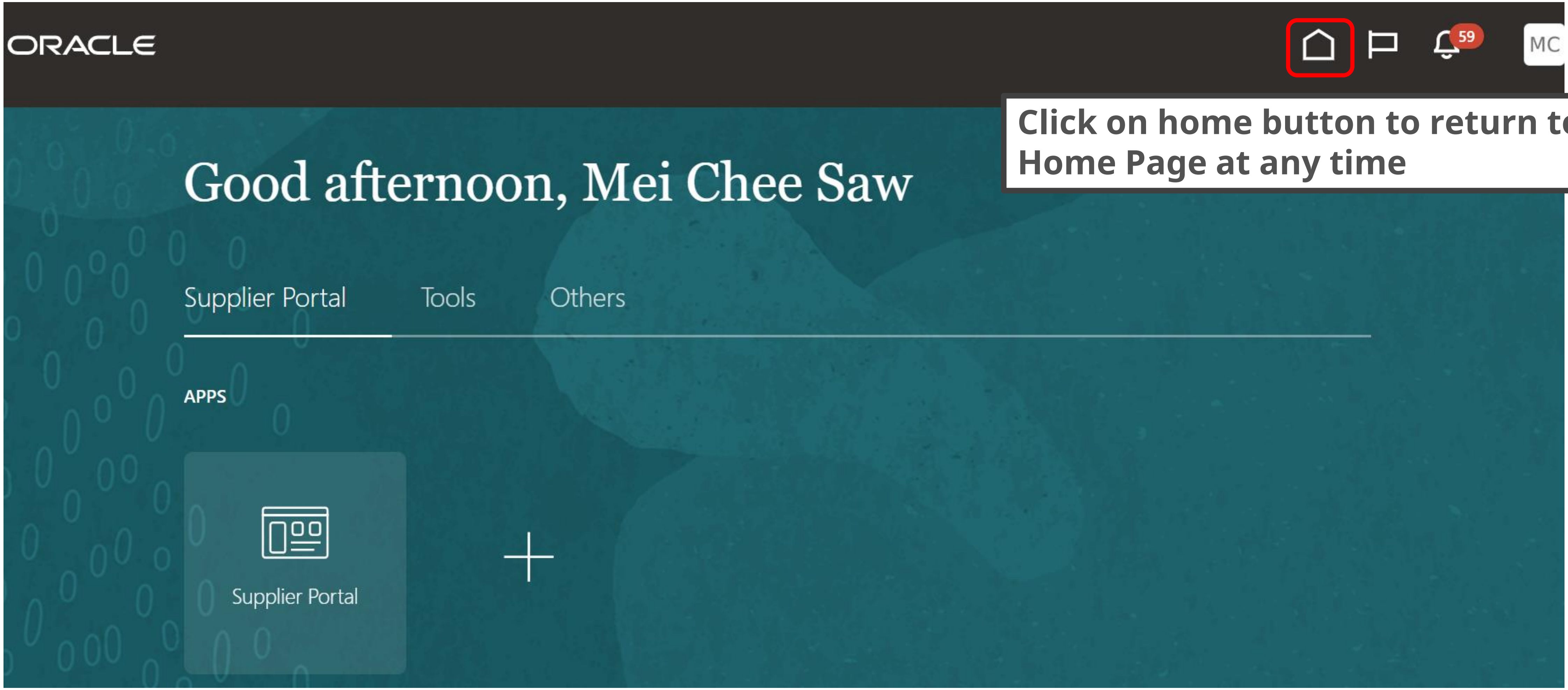


Part B : Navigating Around OF System

Navigating Around OF System

Home Screen

Home Button

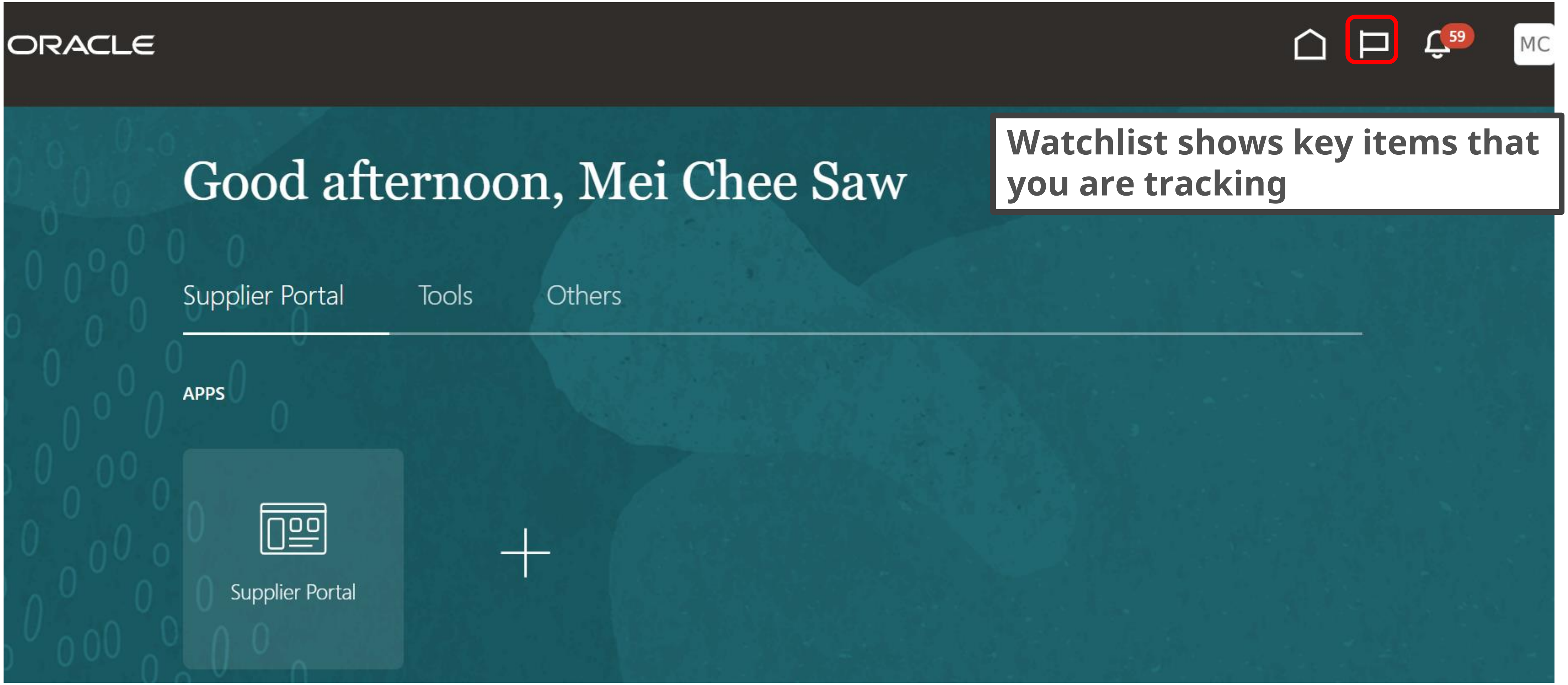


Click on home button to return to Home Page at any time

Navigating Around OF System

Home Screen

Watchlist

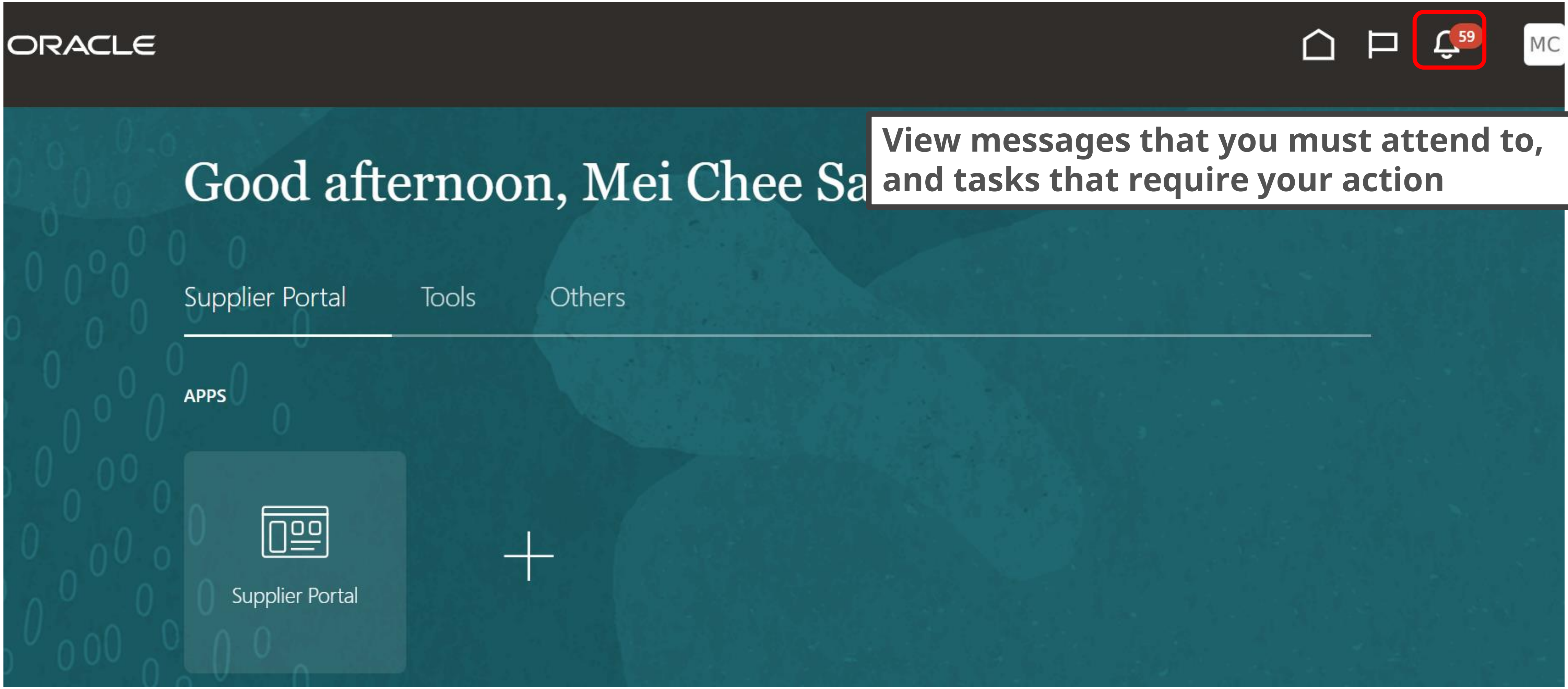


Watchlist shows key items that you are tracking

Navigating Around OF System

Home Screen

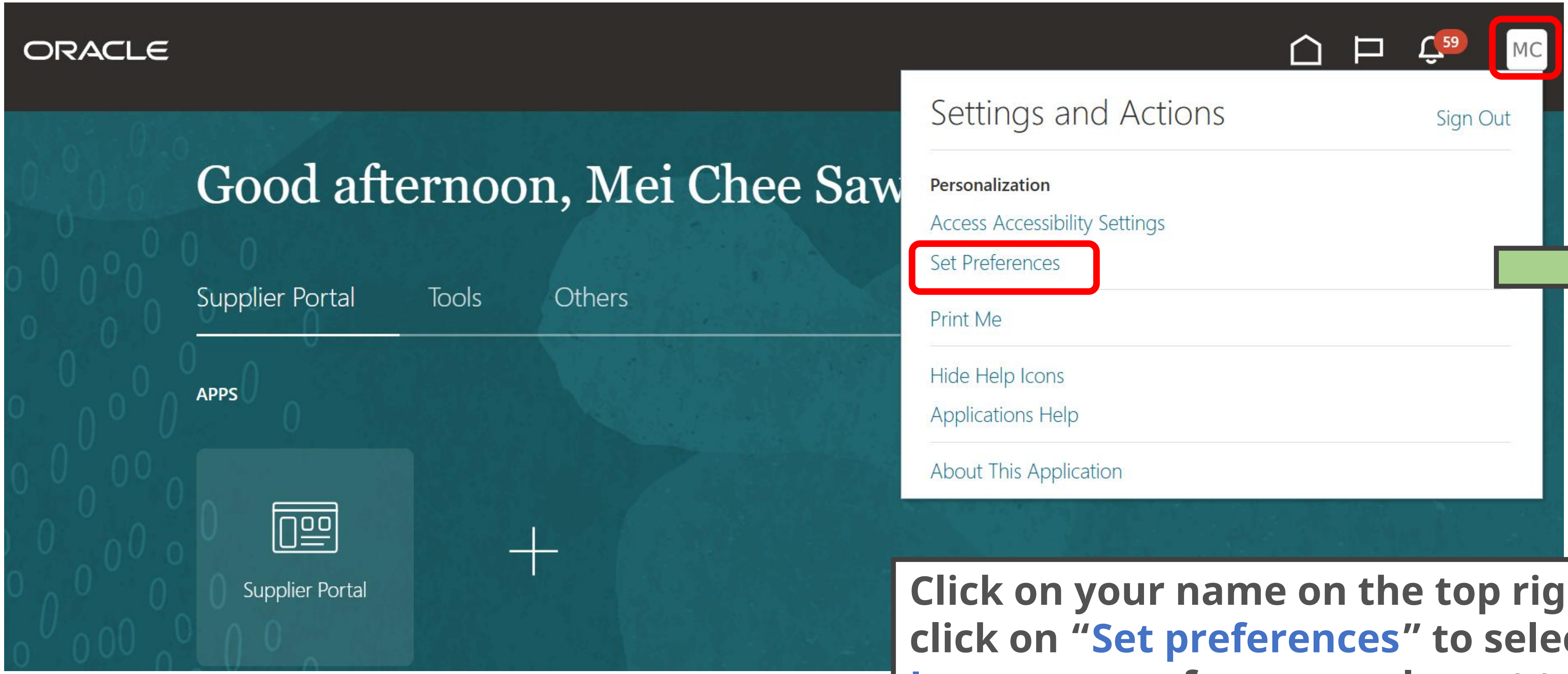
Notification Bell

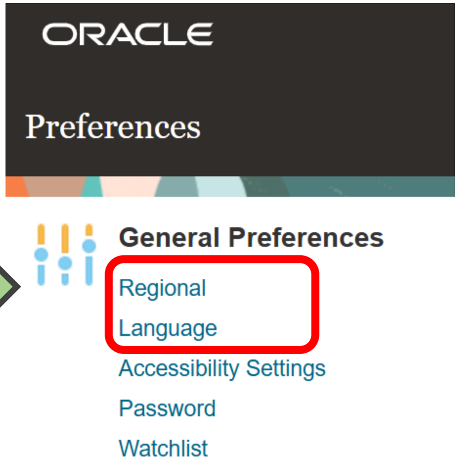


View messages that you must attend to, and tasks that require your action

Home Screen

Setting & Actions



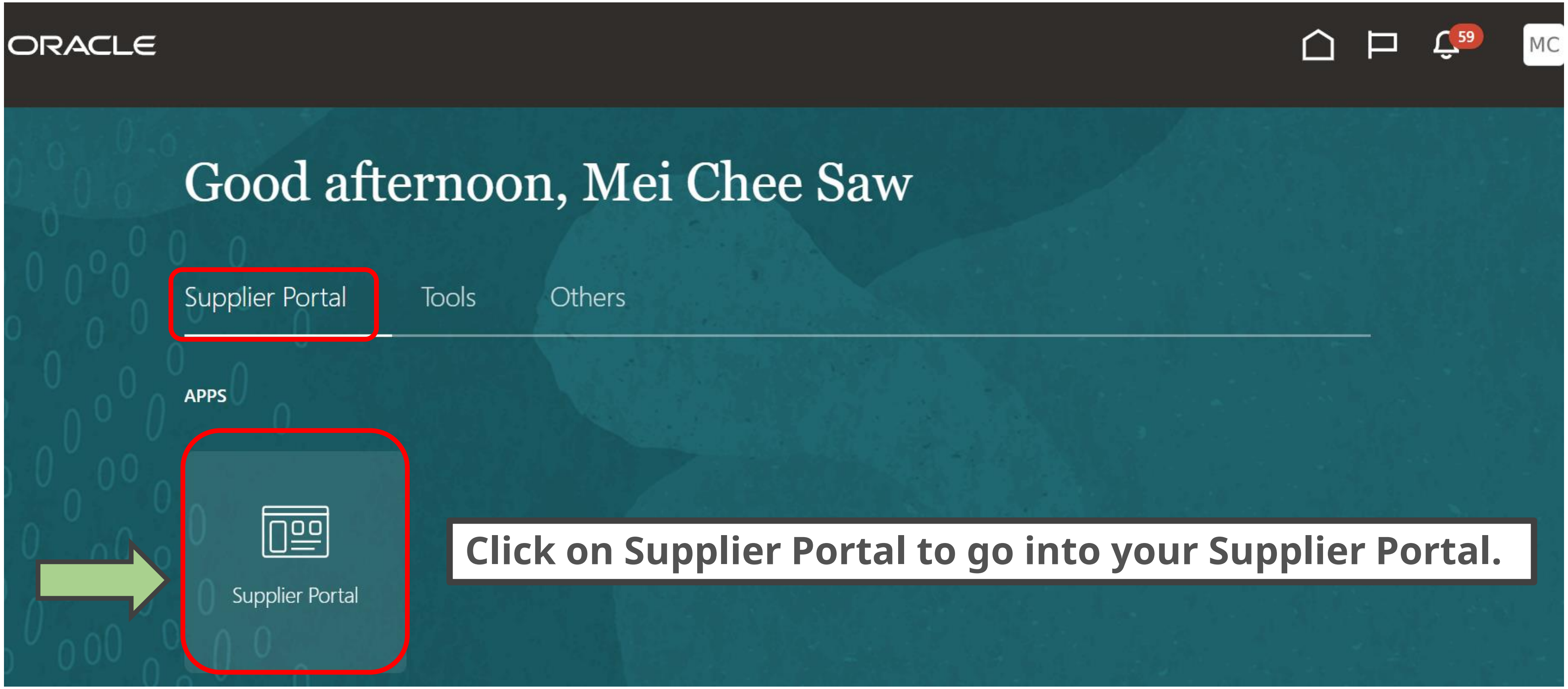


Click on your name on the top right corner and click on "Set preferences" to select Regional and Language preferences relevant to you.

You can also sign out from here.

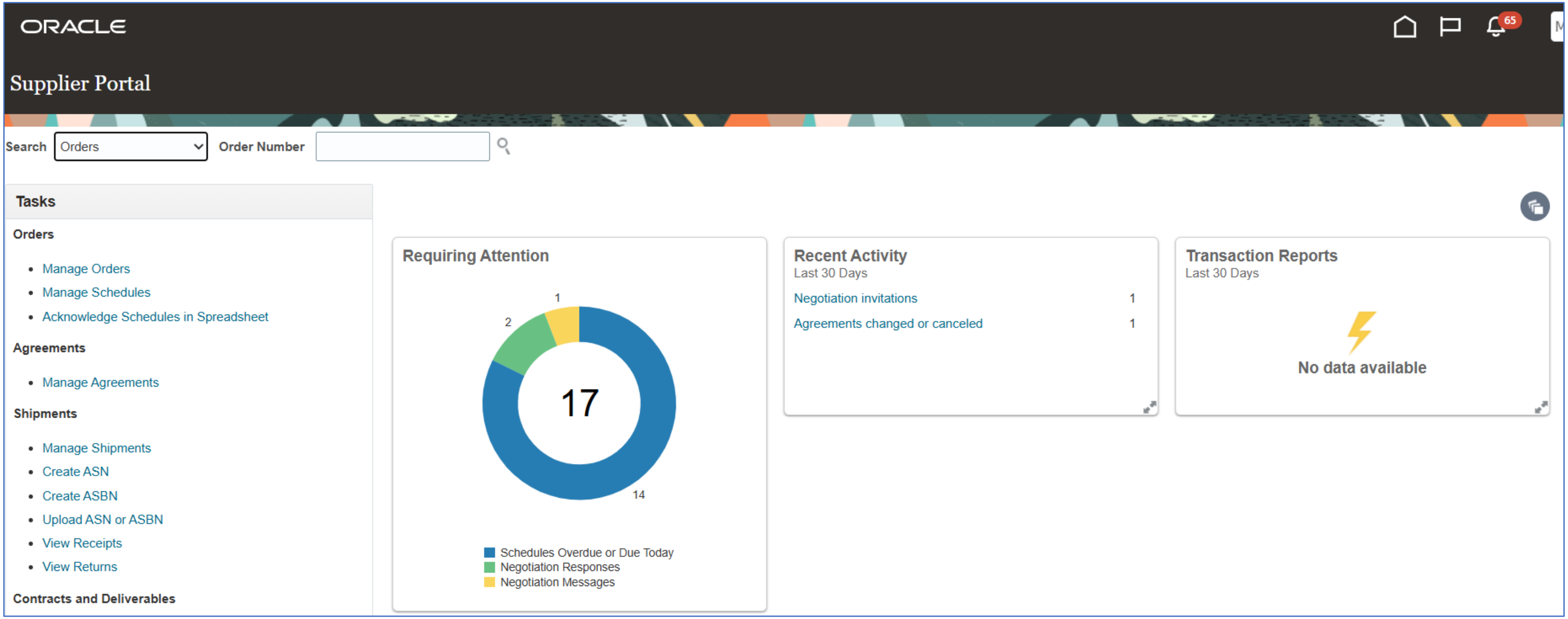
Navigating Around OF System

Home Screen – Supplier Portal



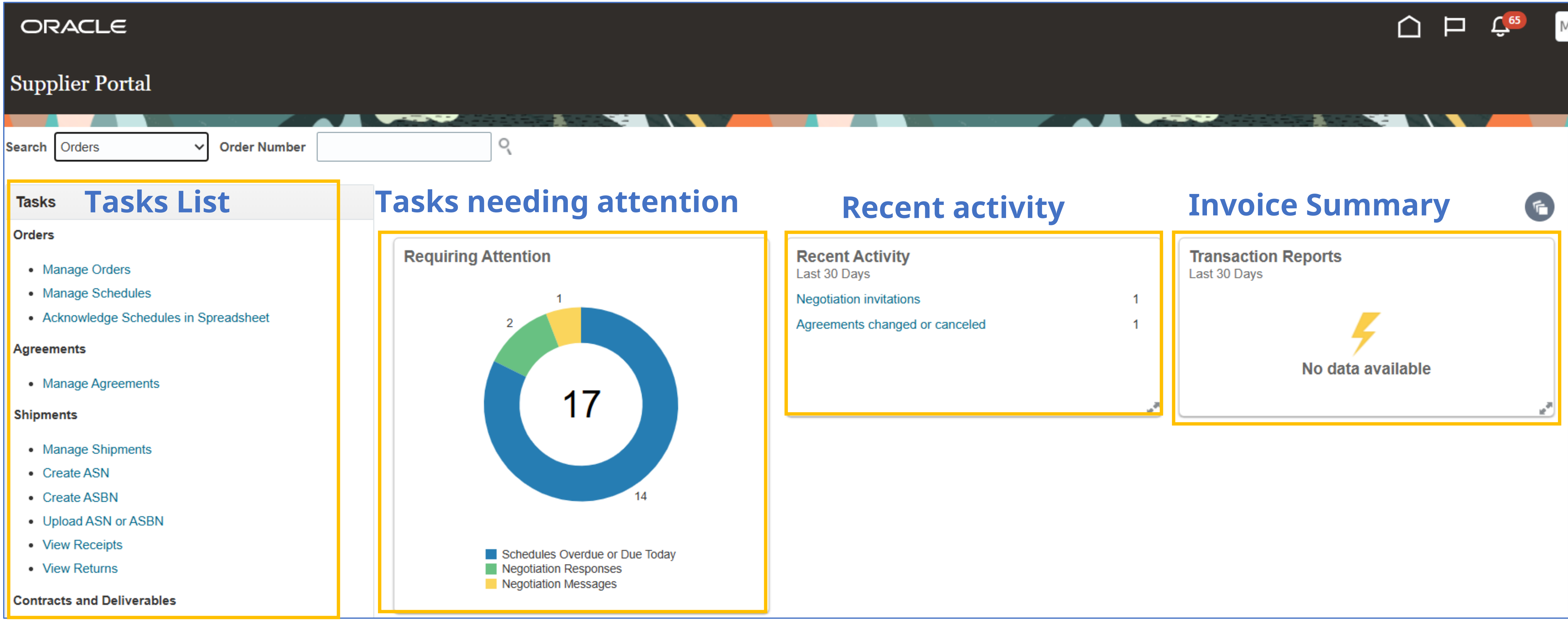
Navigating Around OF System

Home Screen – Supplier Portal



Navigating Around OF System

Home Screen – Supplier Portal



Navigating Around OF System

In the Tasks List, select '<u>View Active Negotiations</u>' to find negotiations where you can download tender documents and/or submit your response.

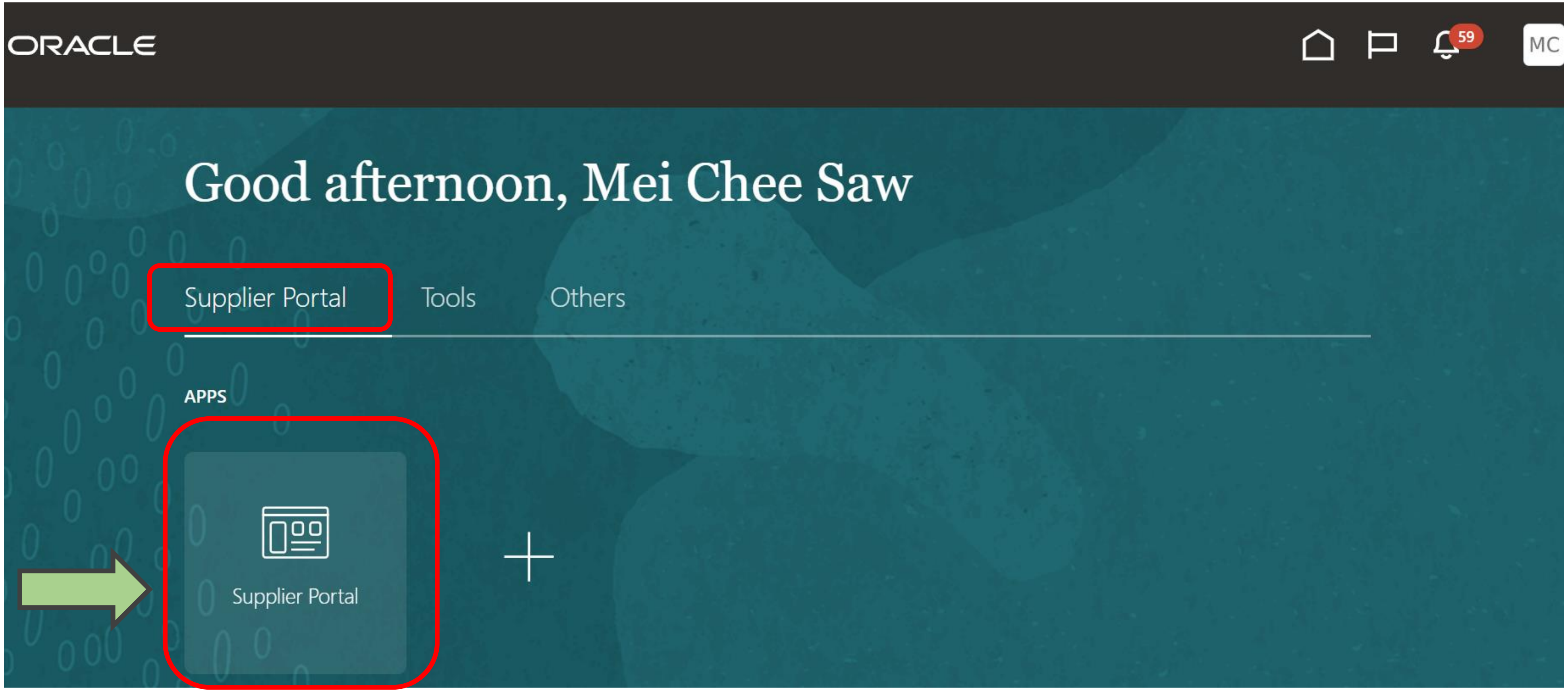
Navigating Around OF System

In the Tasks List, select ‘Manage Responses’ to manage any previously created Responses.

PART C – Update and View Profile

Update and View Profile

1 Select "Supplier Portal"



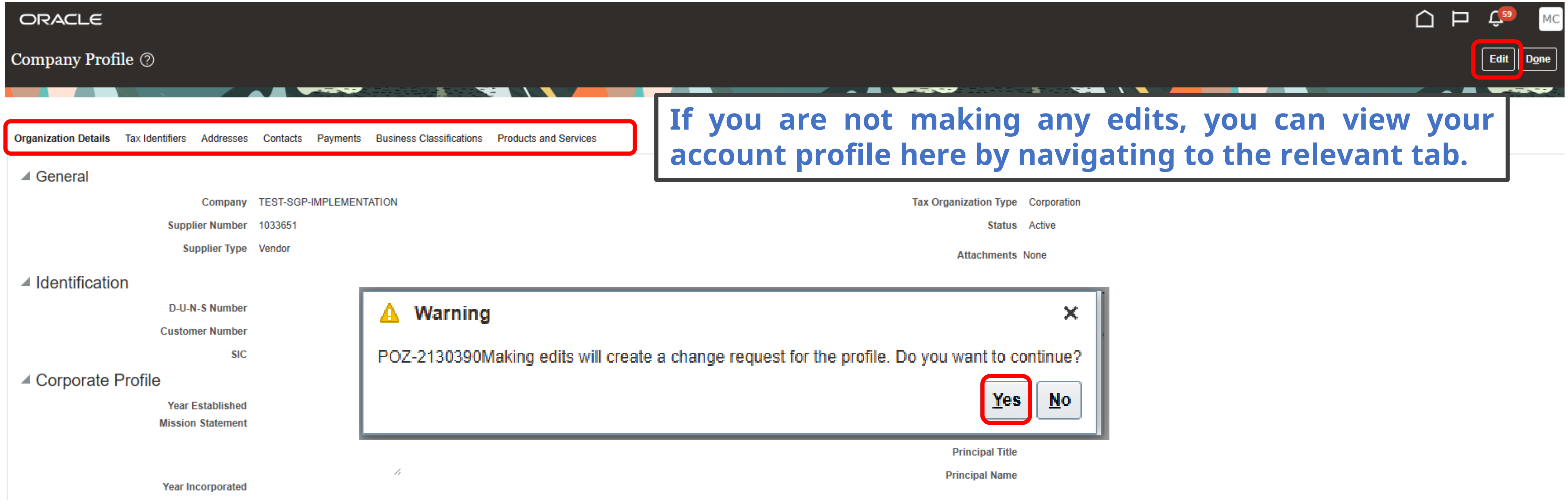
Update and View Profile

2 From the Task List, under the "Company Profile" section, select "Manage Profile".

Update and View Profile

3. Click "**Edit**" if you want to edit company profile.

   A warning message will be displayed. Click "**Yes**" to continue.



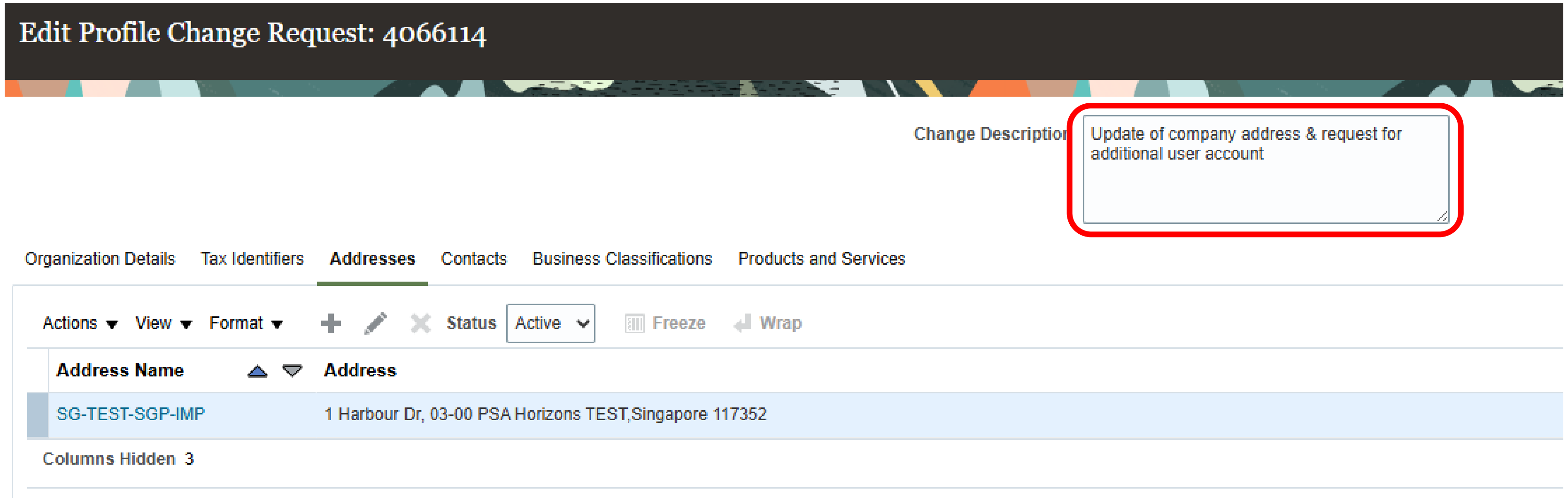
If you are not making any edits, you can view your account profile here by navigating to the relevant tab.

Update Profile – Example Scenario

4 **Fill in the Change Description for approval information.**
Based on the profile change request, navigate to the appropriate tab and update the required information.

Below example illustrates how to update company address and request for additional user account within one change request submission.

First, fill in the "Change Description".

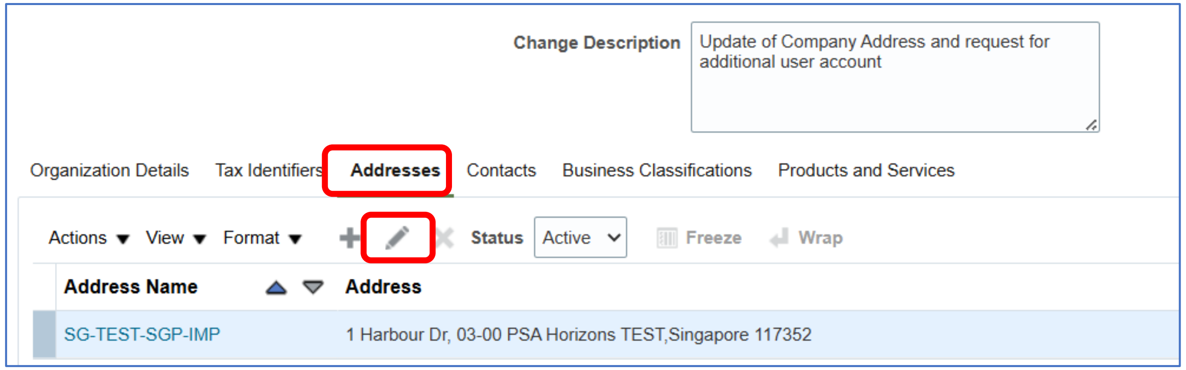


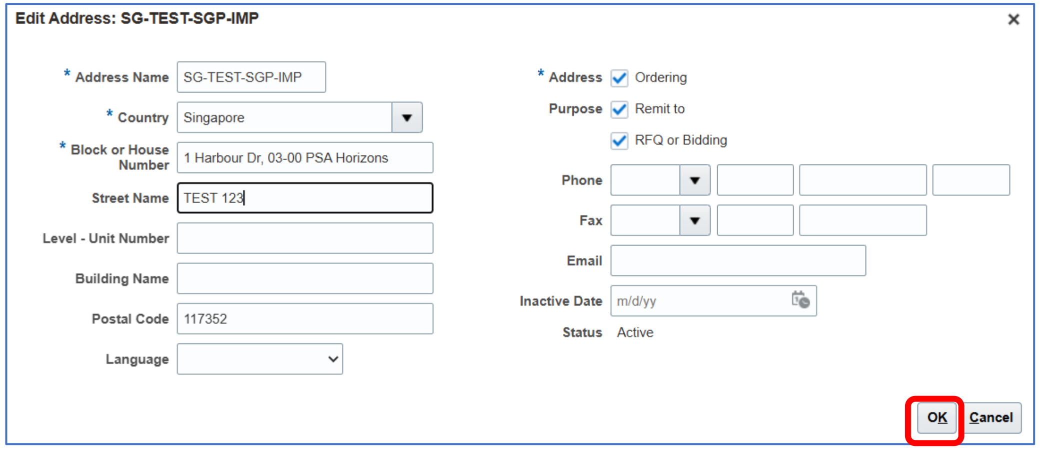
Update Profile - Example Scenario

5

Navigate to "Addresses", select the relevant address row and click the pencil icon to edit.

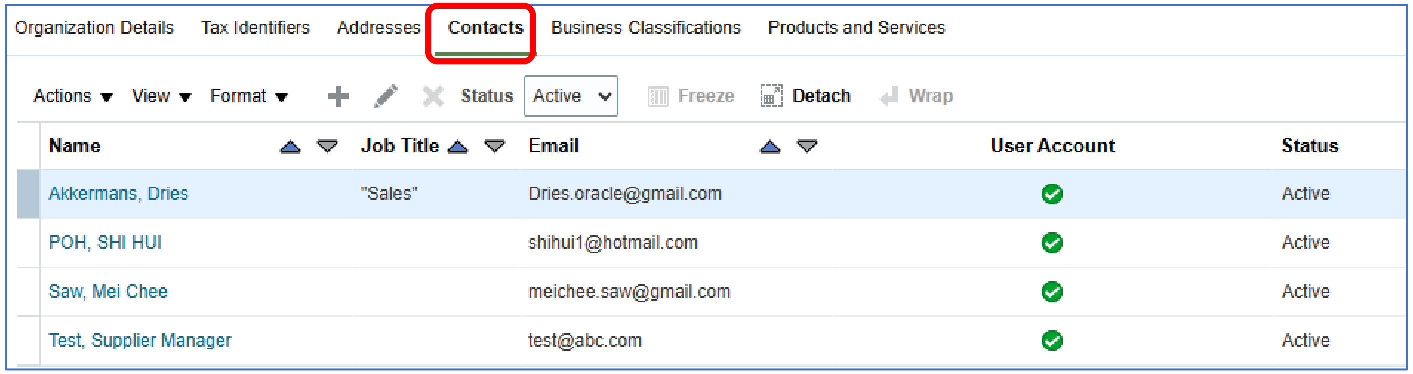
The Edit Address box will pop out.
Make the necessary amendments and click "OK" to proceed.



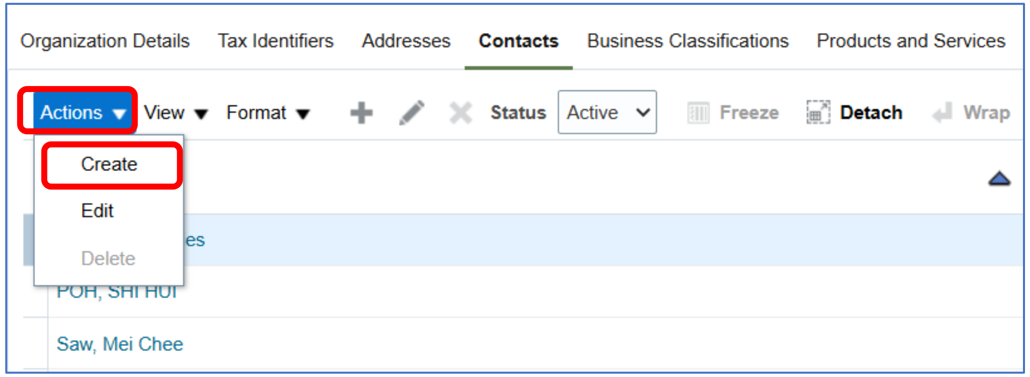


Update Profile - Example Scenario

6 Next, navigate to “Contacts”, where you can view all active contacts and identify which of them have a User Account for Oracle Fusion access.



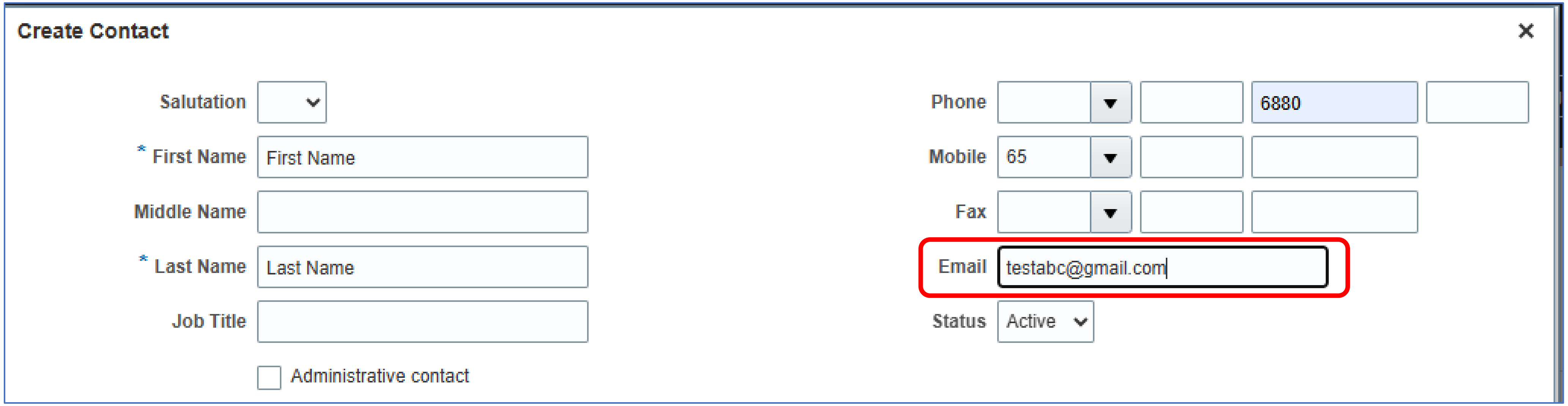
To add a contact, go to “Actions” and click “Create”. The Create Contact box will pop out.



Update Profile - Example Scenario

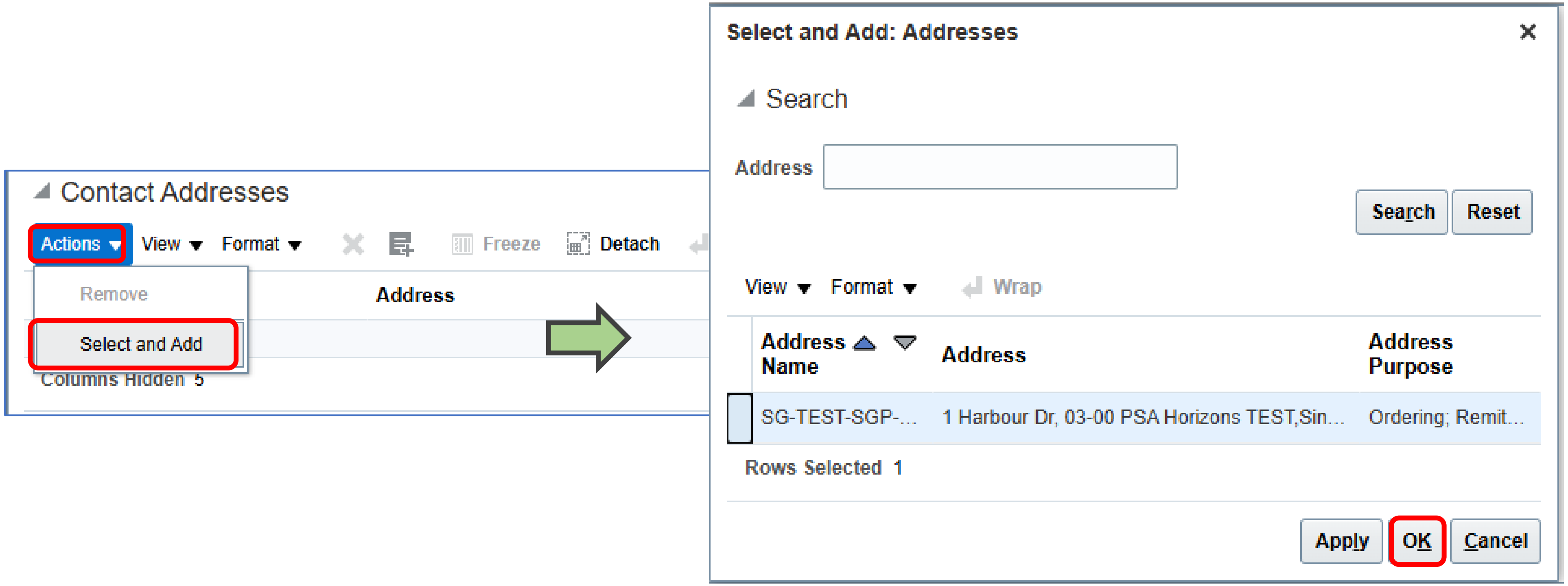
7 **Complete all required contact details.**

Please note that email address is mandatory when applying for a user account to access Oracle Fusion.



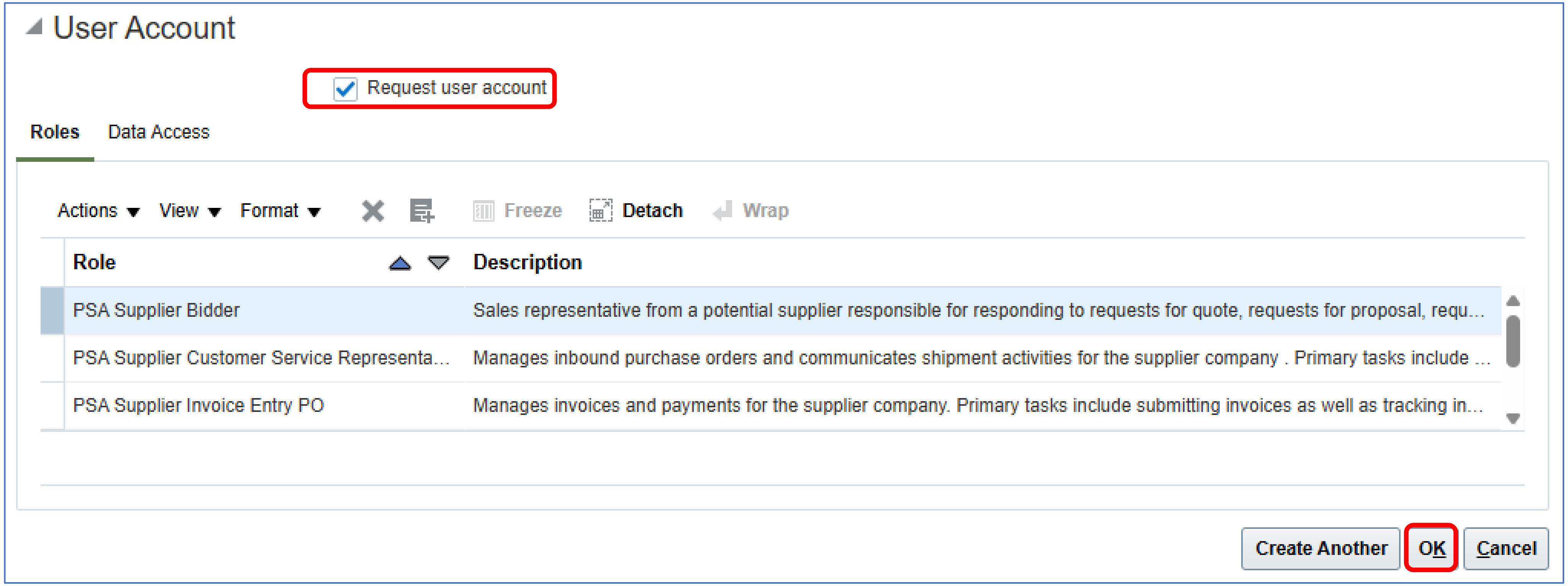
Update Profile - Example Scenario

8 Next, under the "**Contact Addresses**", go to "**Actions**" and click "**Select and Add**". Select the relevant address row and click "**OK**" to proceed.



Update Profile - Example Scenario

9 Lastly, under the “**User Account**”, select “**Request user account**” and click “**OK**” to proceed.



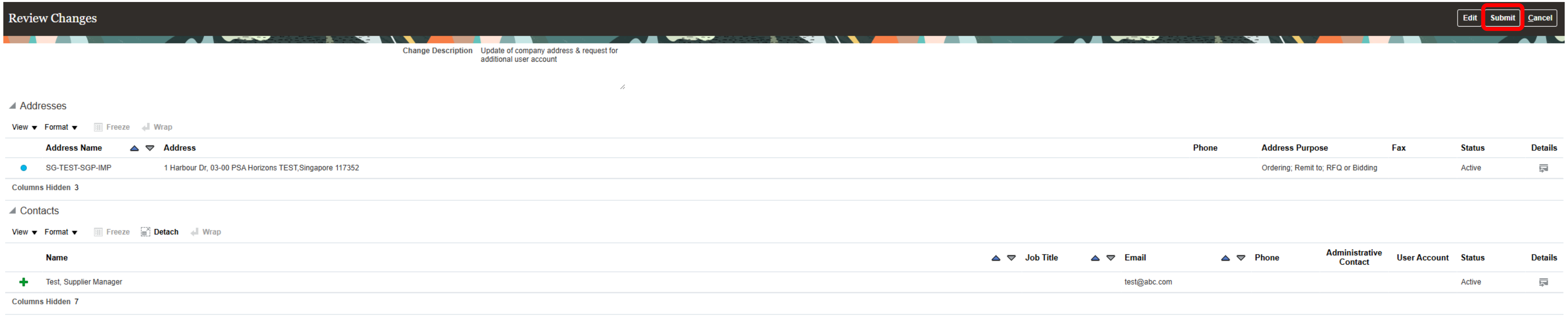
Update Profile - Example Scenario

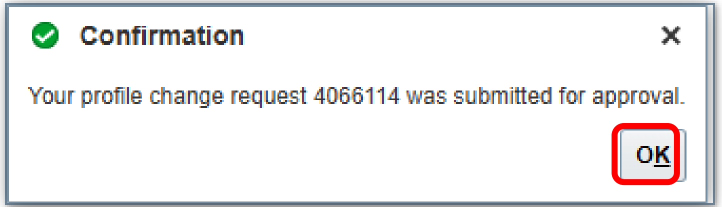
10 Once done, click "**Review Changes**" on your top right to ensure that any changes made were updated.

Update Profile - Example Scenario

11

Once confirmed, click "Submit" and a confirmation message will be displayed. Click "OK" and the change request will be routed to PSA for approval.





Update Profile - Example Scenario

12 Once the change request has been processed, you will be notified accordingly for your information or follow-up action (if any).

Supplier Profile Change Request 4066114 Was Approved by PSA

Dismiss

Details

Assignee	Mei Chee Saw	Request	4066114	Supplier	TEST-SGP-IMPLEMENTATION
From	KAREN HENG	Request Date	10/28/25	Supplier Number	1033651
Assigned Date	10/28/25 2:48 AM	Requested By	Saw, Mei Chee		
Expiration Date	11/27/25 2:48 AM	Change Description	Update of company address & request for additional user account		
Task Number	24634117				

Action Details

Action	Approved
Action Date	10/28/25 2:48 AM

PART D: PARTICIPATION IN NEGOTIATIONS (TENDERS)

Type of Negotiations

1. Request for Quotes (RFQ)

a. Public Tender

For tenders issued in **Singapore**, a public tender may be initiated. The tender notice will be published online. This tender is accessible to all suppliers who fulfil the eligibility requirements.

b. Invited Tender

PSA invites suppliers (with relevant experience) to participate

2. Request for Information

RFIs are typically used to gather information, qualify suppliers and their goods and services for subsequent procurement activities.

3. Auction

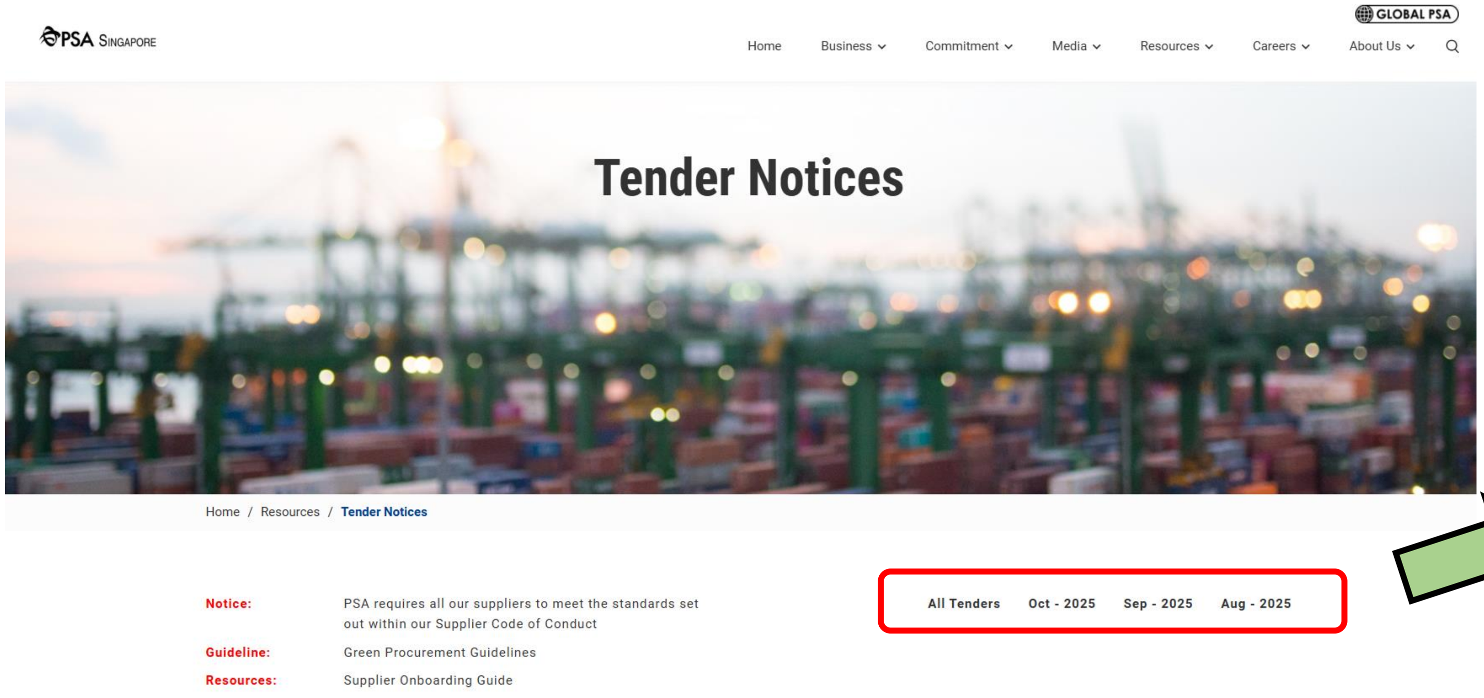
Auction may be used to solicit bids for standard goods / services.

Public Tender (1)

For public tenders issued in Singapore, tender notices will continue to be posted on PSA's tender notice website <u>every Tuesday and Friday</u>

PSA Tender Notice Website : https://www.singaporepsa.com/tenders/tender-notices

Suppliers are encouraged to visit the website periodically to be updated of new tender postings



Click "**All Tenders**" to view all tender notices published

or

Click **by month** (i.e., "Oct -2025") to view tender notices published in that month

Public Tender (2)

1 Browse Public Tender Notices on PSA Website

220415 -A -ENGINEERING SPARES

REFERENCE NUMBER - 2022/MEP/TS/PSAC/4007618

2022/MEP/TS/PSAC/4007618

TENDER DESCRIPTION

TERM CONTRACT FOR THE SUPPLY AND DELIVERY OF TROLLEY RAILS AND ACCESSSORIES FOR 2 YEARS

ELIGIBILITY/HEAD REFERENCE

Open to vendors with relevant experience

COLLECTION DETAILS

Please **Login** to yo

If you do not have an PSA Supplier Account, click **here** to register.

Please contact the Procurement Officer/s using the **CONTACT INFORMATION** if you have further questions.

SUBMISSION DETAILS

As stated in the tender document.

TENDER
STATUS

OPEN

TENDER
CLOSING DATE / TIME

09 MAY 2022 12:00 PM

TENDER
DOCUMENT FEE

N/A

TENDER
CONTACT INFORMATION

PLEASE EMAIL / CALL MR BENJAMIN TANG AT TBEN@GLOBALPSA.COM OR TELEPHONE NO. 6279 4005 OR MR LUK GIIN HUEI AT GHLUK@GLOBALPSA.COM OR TELEPHONE NO. 6279 4956

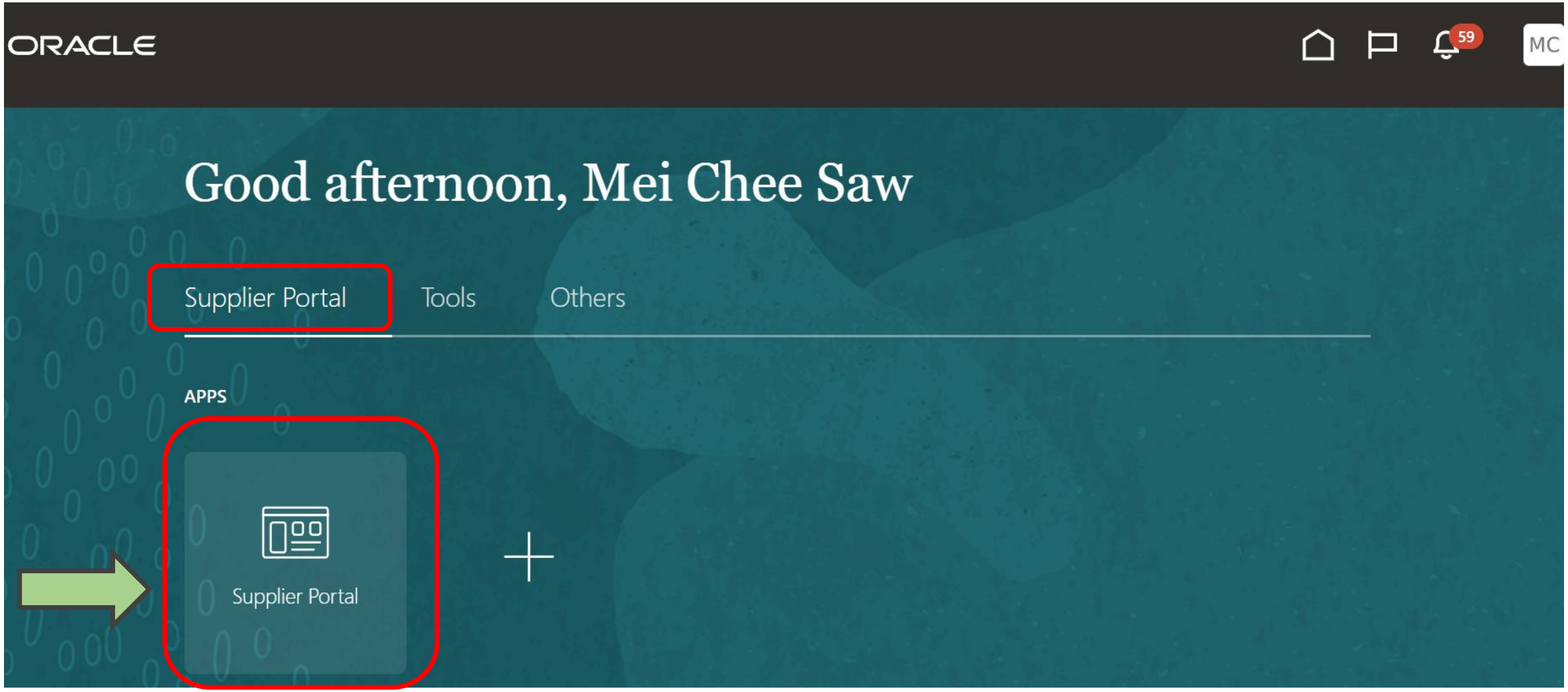
Take note of the 7 digit Negotiation Number

Click to navigate to Oracle Login page

Public Tender (3)

2 **Suppliers can login to OF directly to participate in the tender.**

In your home page, click on "Supplier Portal".



Public Tender (4)

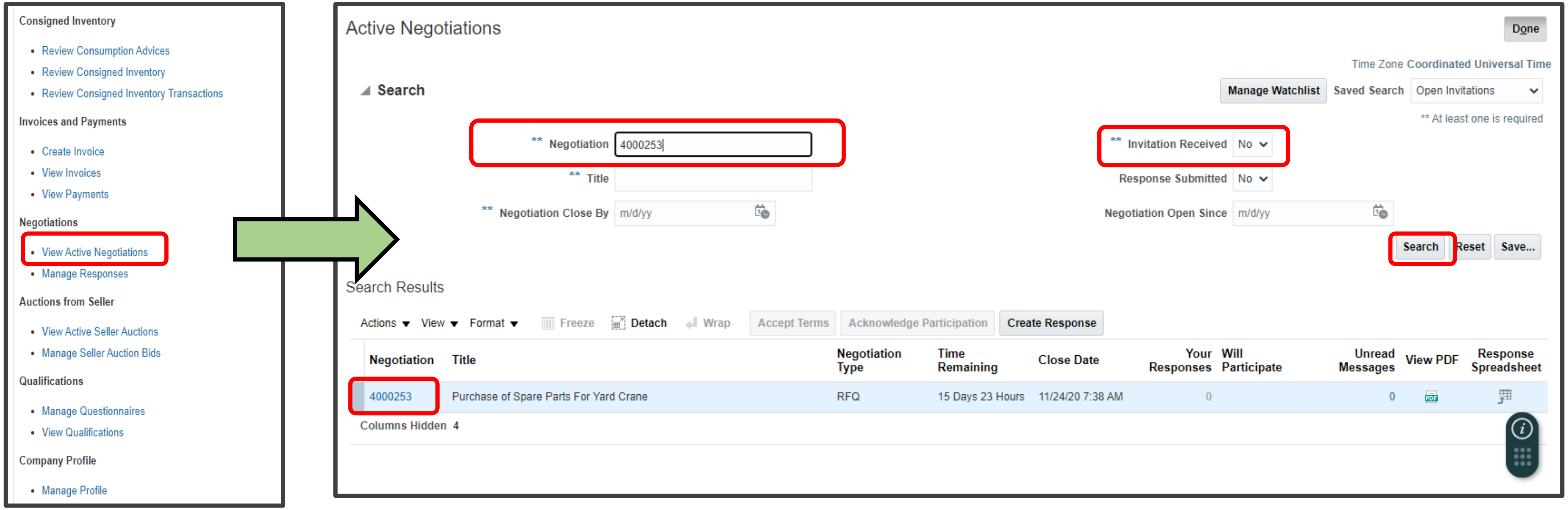
3

Click 'View Active Negotiations" in the task panel.

In the "Invitation Received" field select "No" and enter the Negotiation number in the "Negotiation" field to search for public tender published in Singapore.

Click "Search", list of negotiation will appear.

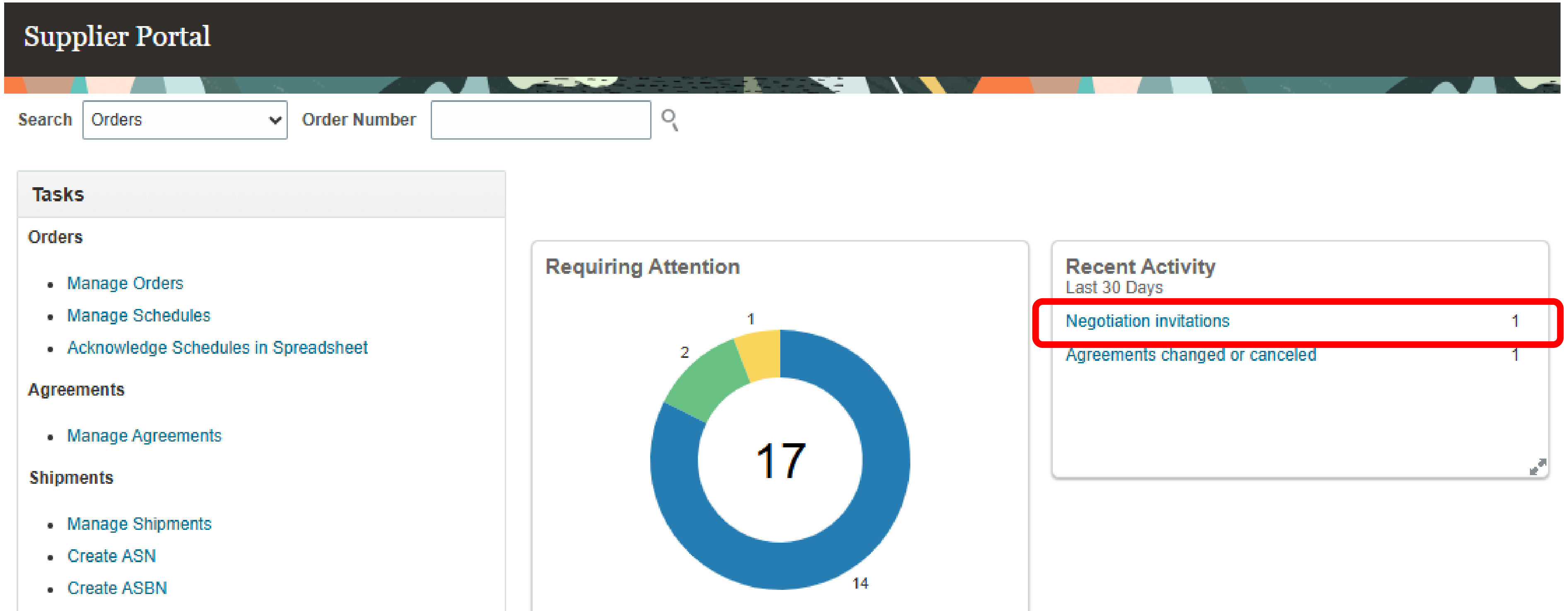
Click on the negotiation number to view tender details.



Invited Tender/ Auction / RFI (1)

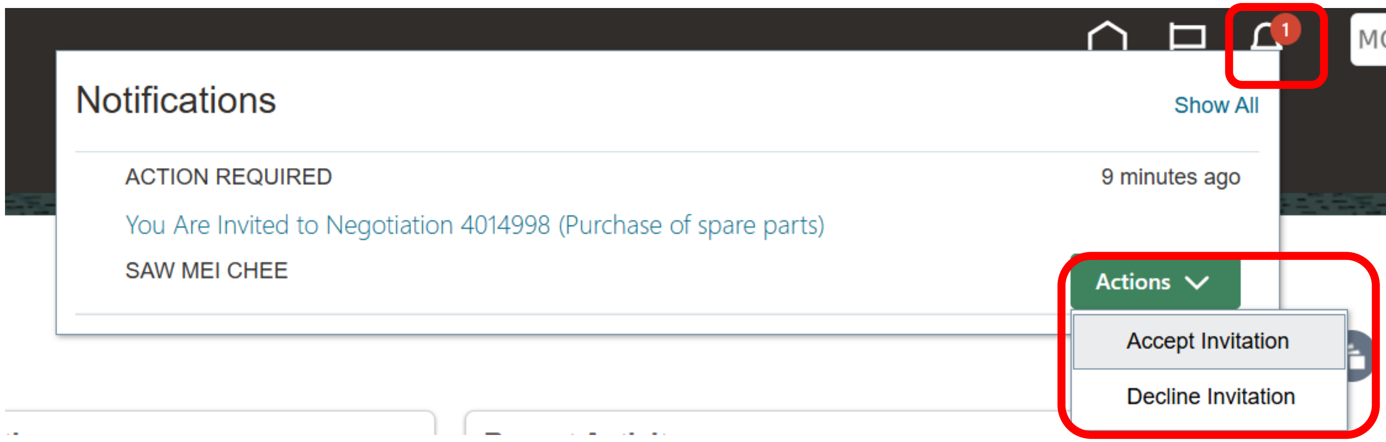
1 For invited tenders, Suppliers will be alerted of the invitation in the following ways:

A Supplier Portal Dashboard



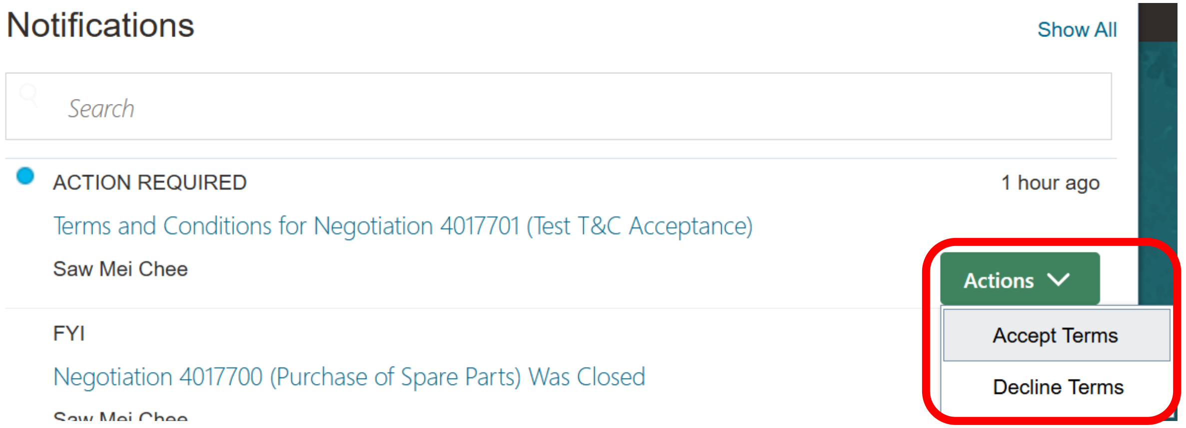
Invited Tender/ Auction / RFI (2)

B Notification bell at the Top Right Corner of Dashboard



Suppliers will be able to "**Accept / Decline invitation**" under Actions

Please state reason for **non-participation**



For some negotiations issued in Singapore, suppliers are required to "**Accept / Decline Terms**" under Actions before viewing the tender details.

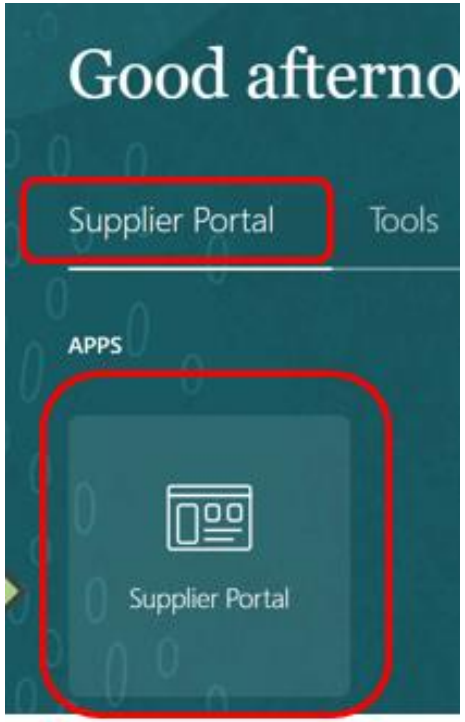
Please state reason for **terms rejection**

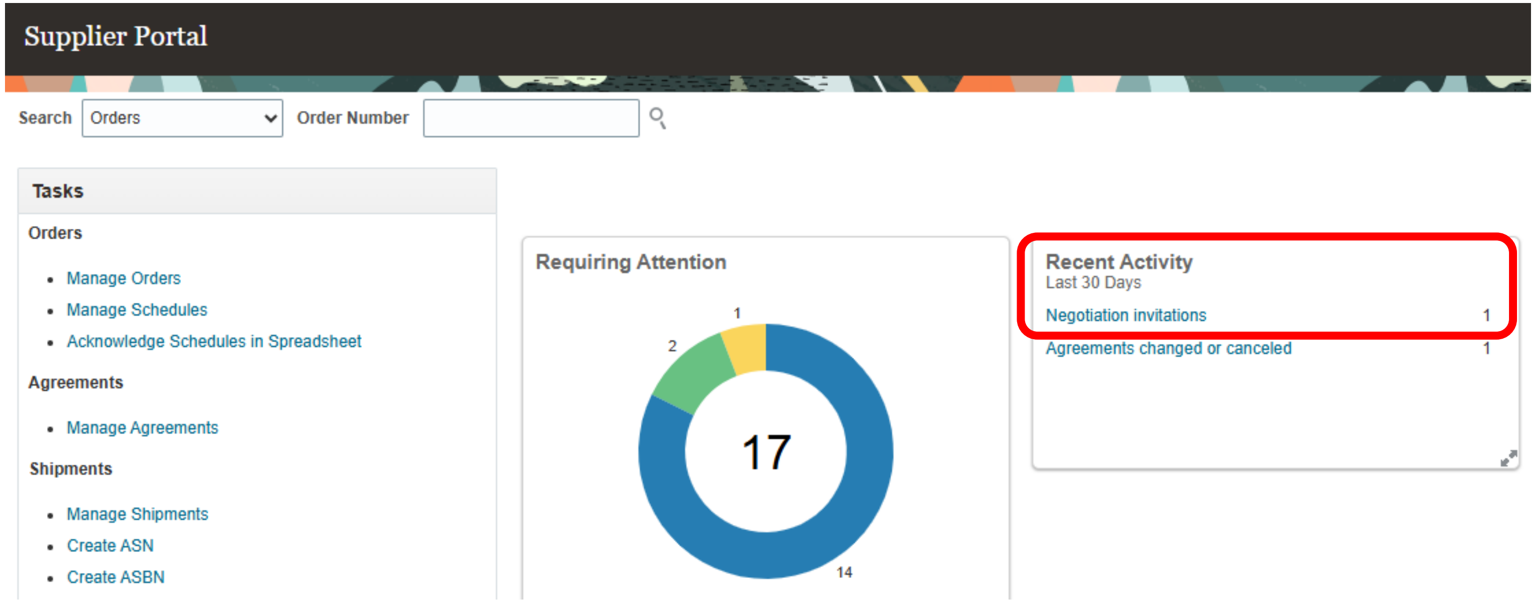
Invited Tender/ Auction / RFI (3)

C Invitation Mail Sent to Supplier's Email Address

2 Accessing the Negotiation

A At the home page, select "Supplier Portal".
Negotiations invitations should appear the "Recent Activity" panel.
Click on the link to access the negotiation

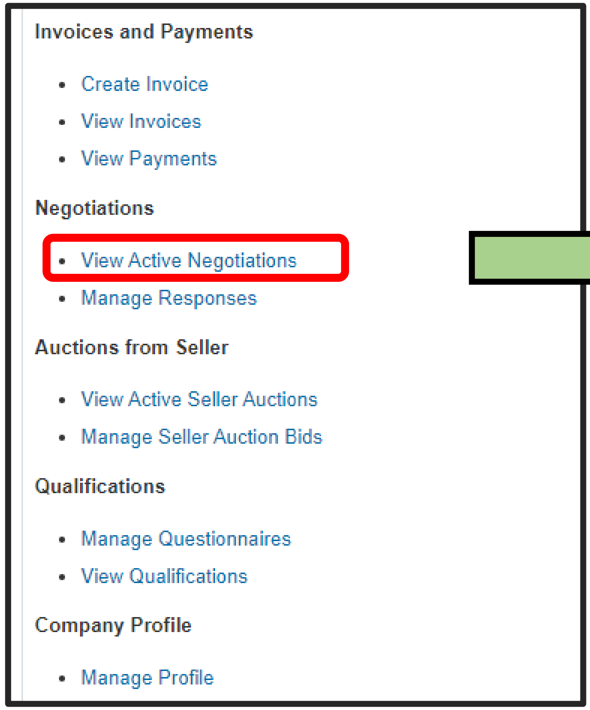


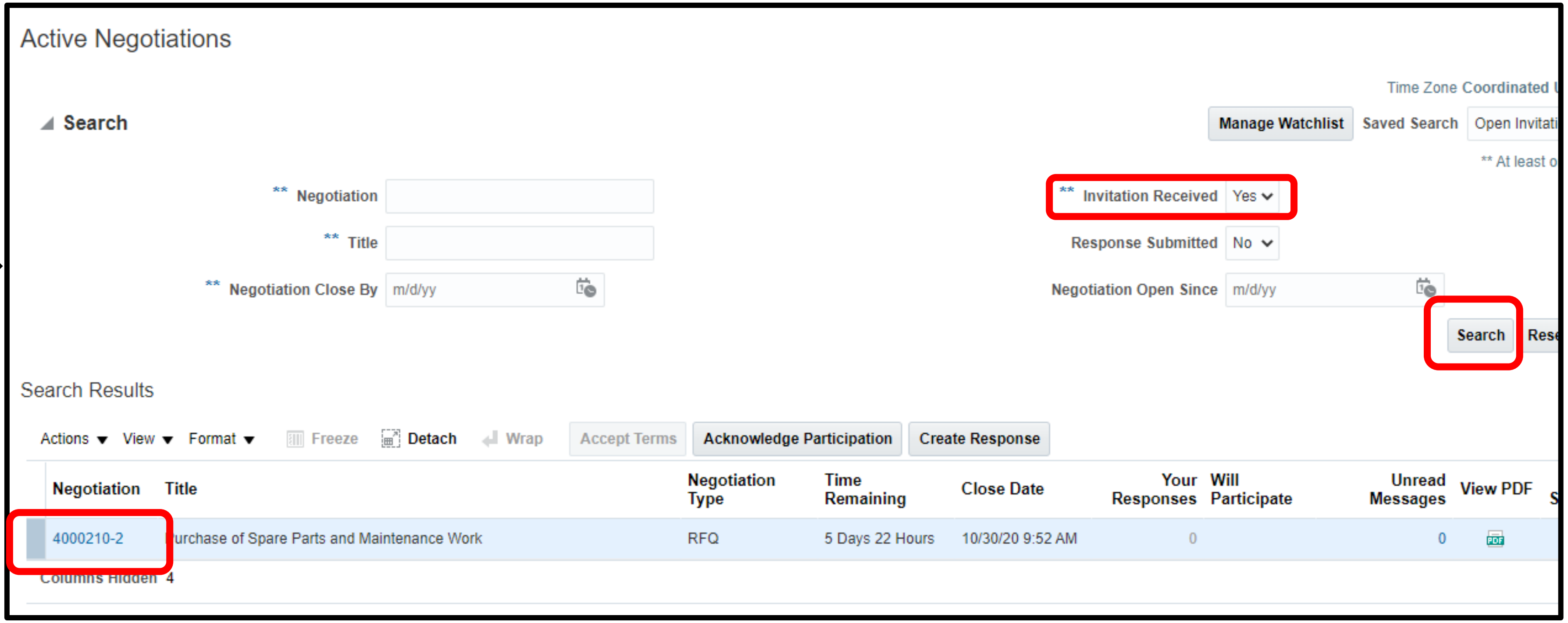


B

Click "View Active Negotiations" in the task panel.
In the "Invitation Received" select "Yes" and click "Search".

List of invitations will appear.
Select relevant negotiation by clicking on the Negotiation number in blue.





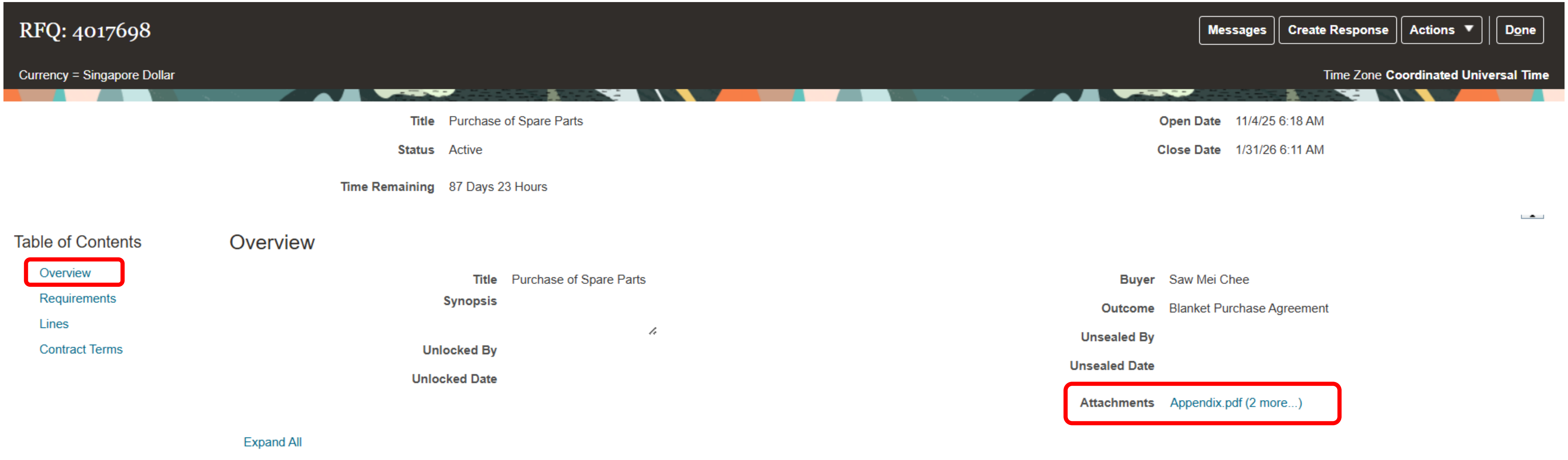
Accessing Tender Documents (1)

1

Upon clicking into the negotiation, you will access the RFQ home page.

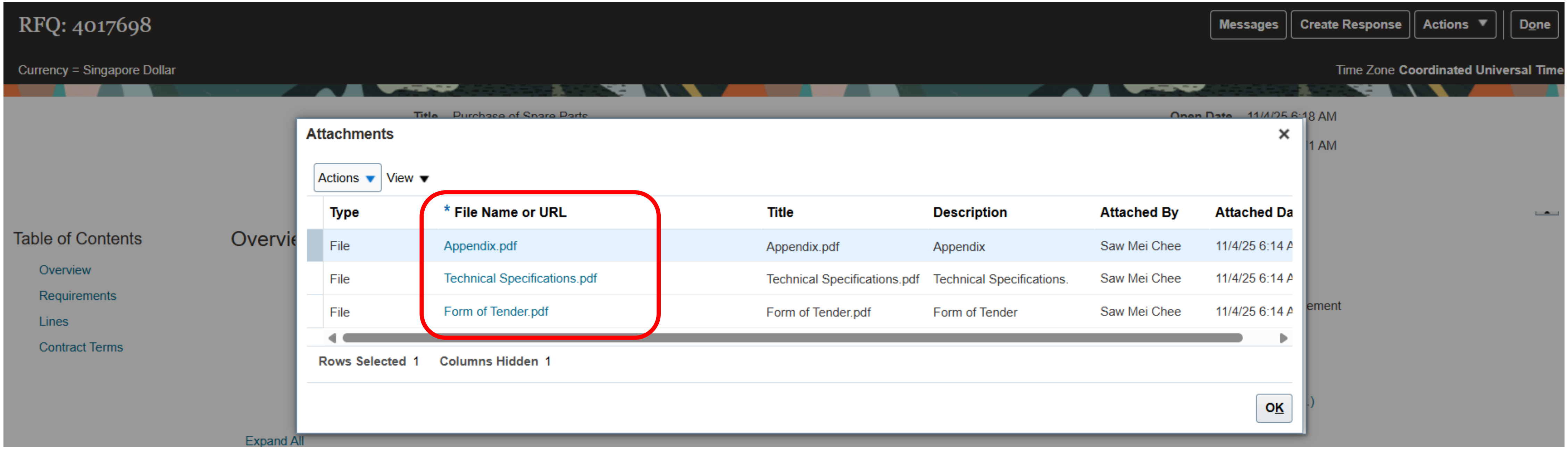
In the left-hand panel, under "Table of Contents" click "Overview".

Click on "Attachments" field link to access tender documents.



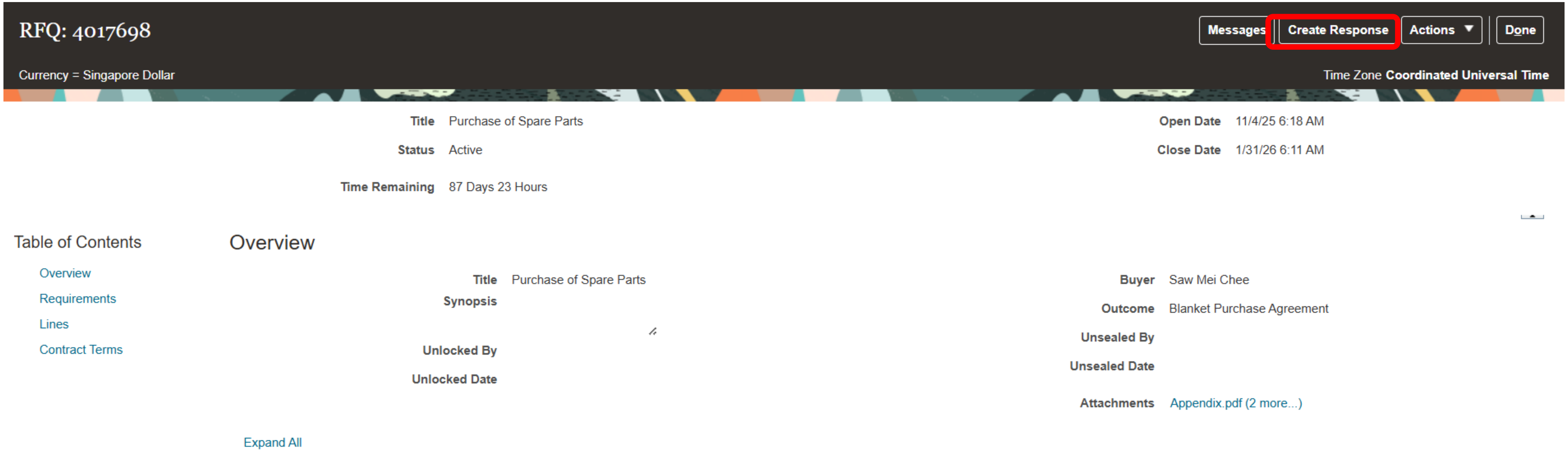
Accessing Tender Documents (2)

2 **Download tender documents by clicking on the individual files.**



Responding to Negotiations (1)

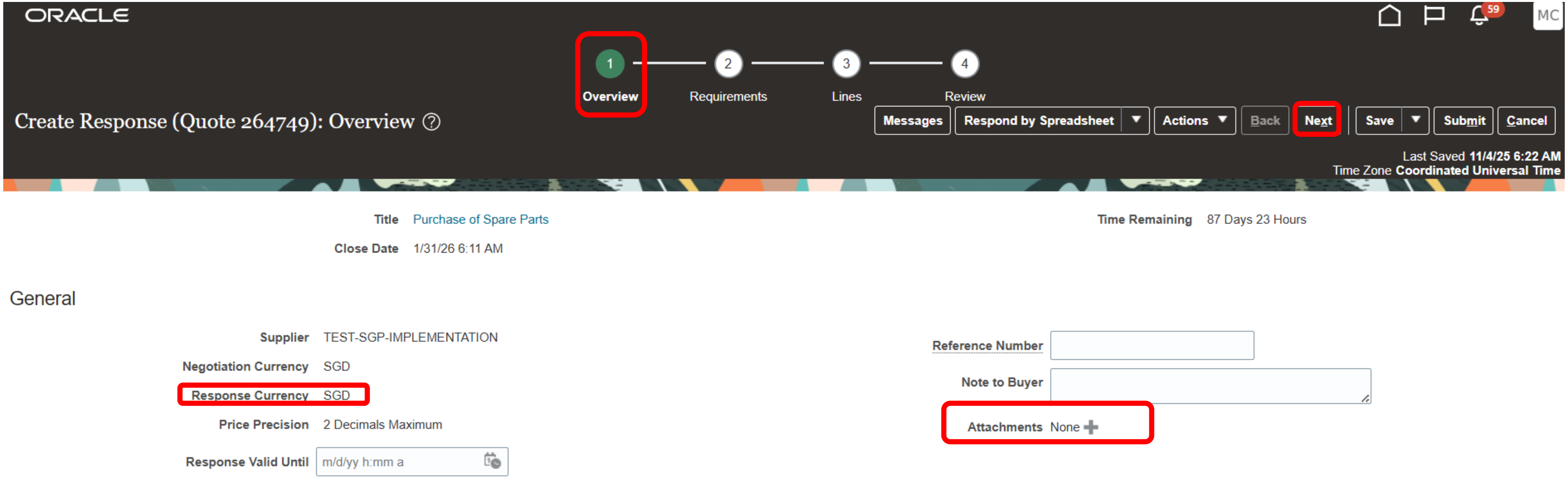
1 After going through the tender document, click "Create Response" to respond to negotiation.



Responding to Negotiations (2) - Overview

2 In Overview page, please take note suppliers should submit responses in the currency specified under "Response Currency". A drop-down currency selection may be available.

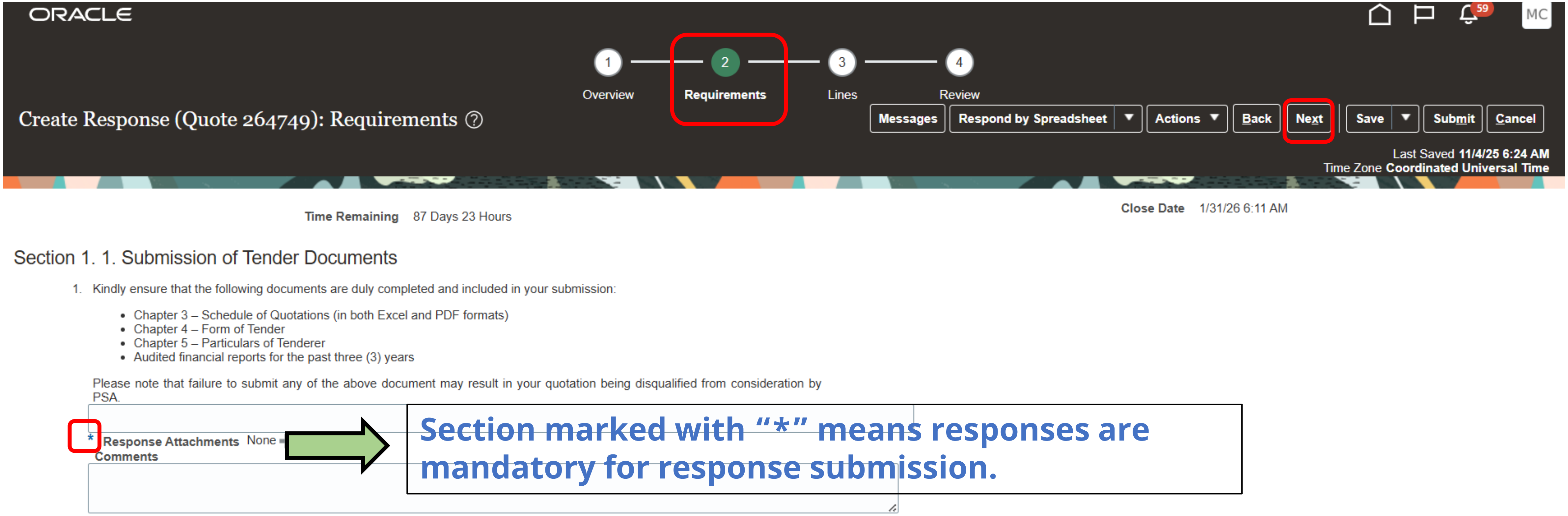
Click "Attachments" to attach docs. Click "Next" to continue.



Responding to Negotiations (3) – Requirements

3 In "**Requirements**" Page, provide responses to questions (if any).

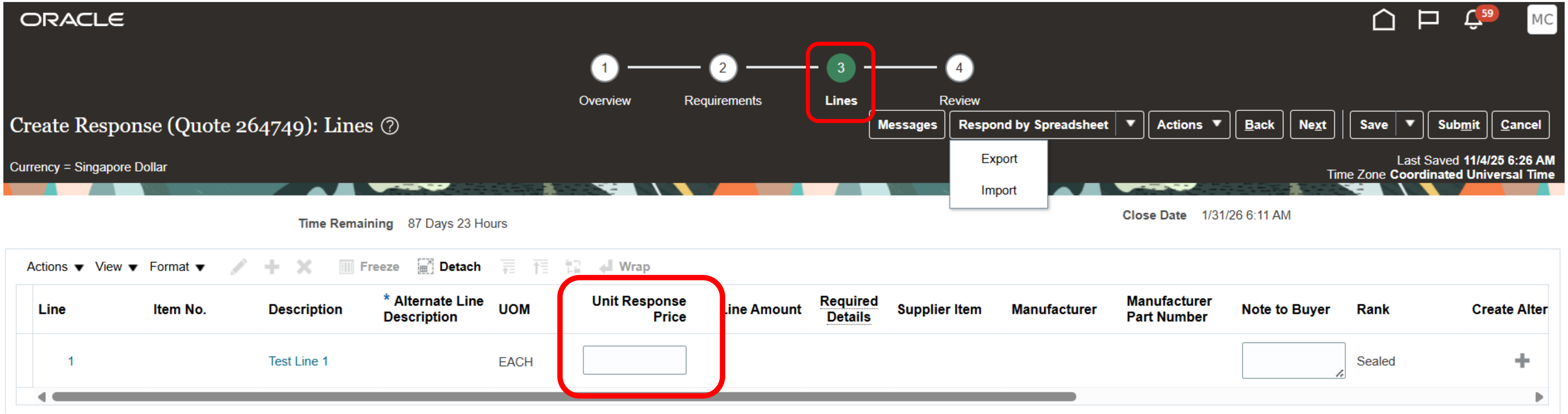
Please note that for some negotiations it might be mandatory "*" to provide responses or attachments. Click "**Next**" to proceed once completed.



Responding to Negotiations (4) – Lines by Direct Input

4 **In “Lines” page, you can either enter Response Prices directly into system or via file import.**

To enter prices directly into system, input your prices under “Unit Response Price”.

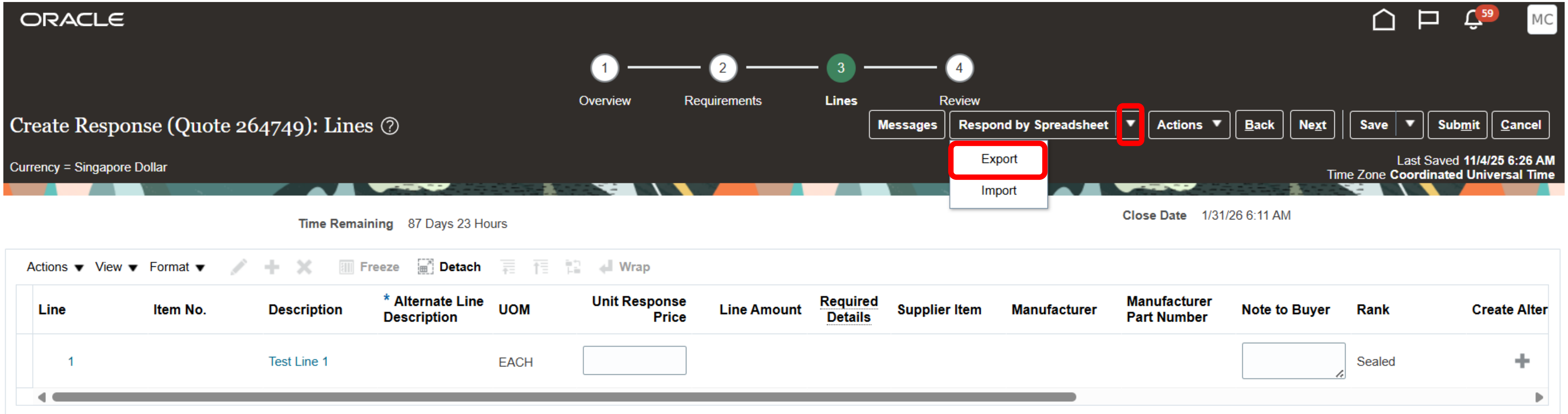


Responding to Negotiations (5) – Lines by File Import

5

You may choose to export and upload your Response Prices if there are too many line items. An upload bite-sized video is also available here for reference.

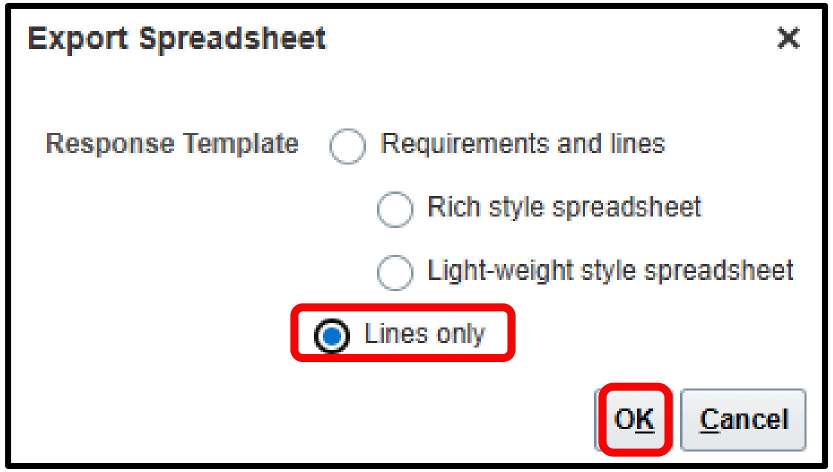
To download the respond file, please click the arrow icon beside "Respond by spreadsheet" and select "Export".



5. Responding to Negotiations (6) – Lines by File Import

6 The below pop up will be displayed, please select "Lines only" and click "OK".

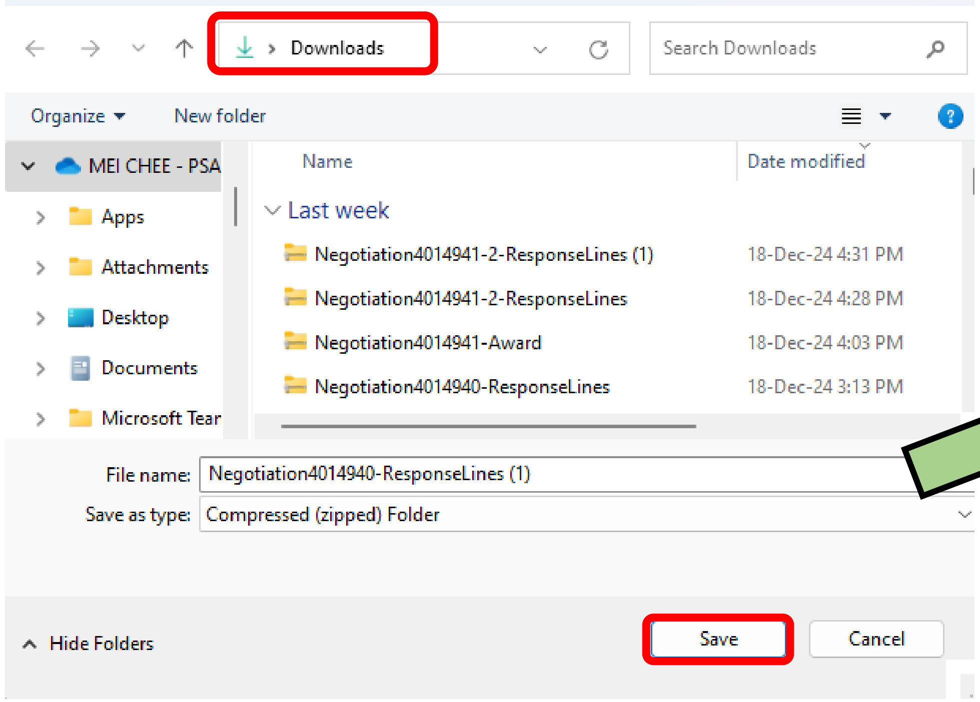
**Please do ensure that you allow for pop-ups from Oracle to enable the download*

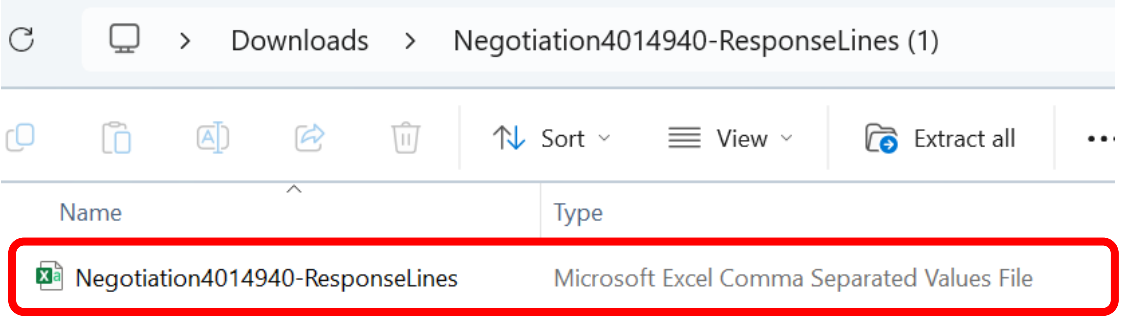


5. Responding to Negotiations (7) – Lines by File Import

7 **The below pop up will appear for download. The CSV file will be saved in a zipped folder.**

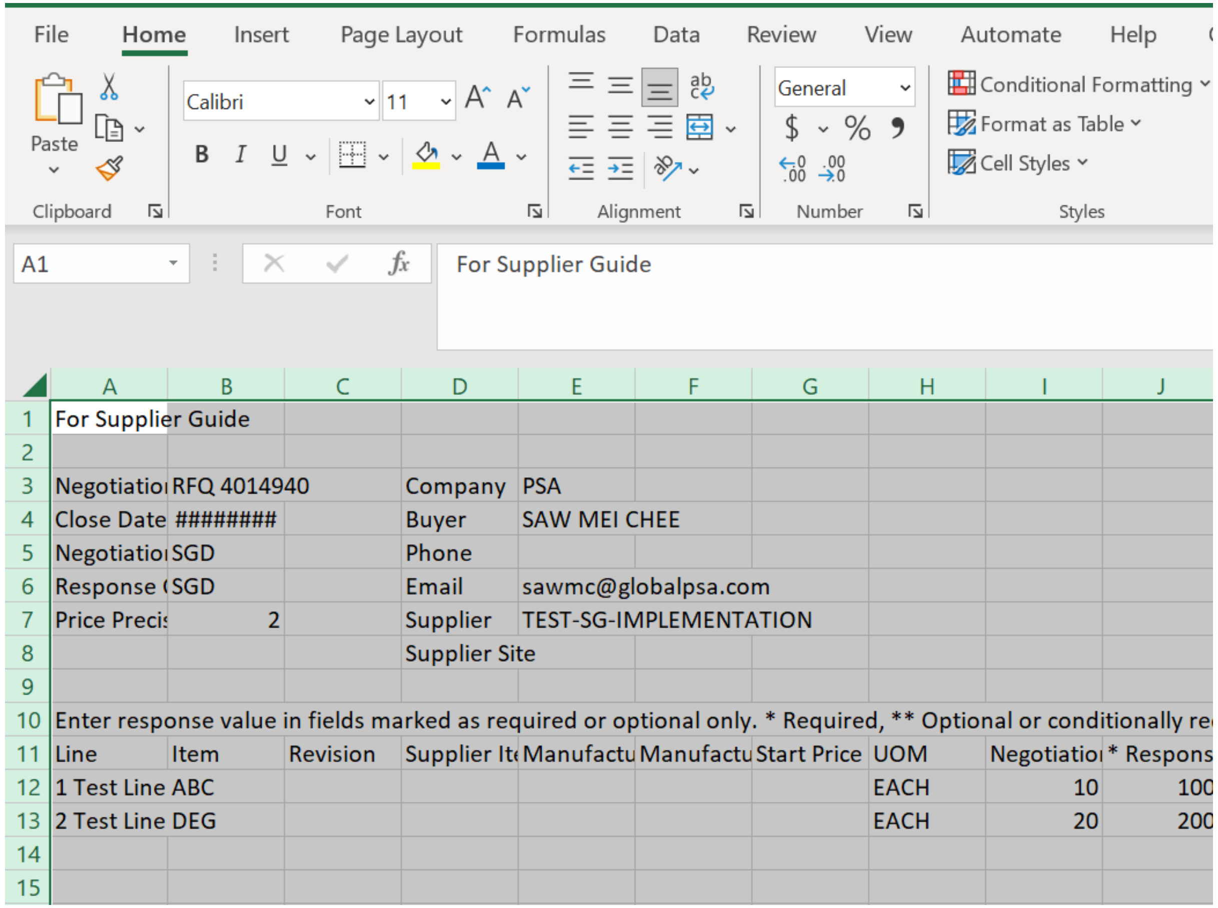
Once it is saved, you can go to the folder and open the CSV file.





5. Responding to Negotiations (8) – Lines by File Import

8 **Once the respond file (in CSV format) is opened, please adjust and enlarge all the columns width accordingly for easy reading and input.**



5. Responding to Negotiations (9) – Lines by File Import

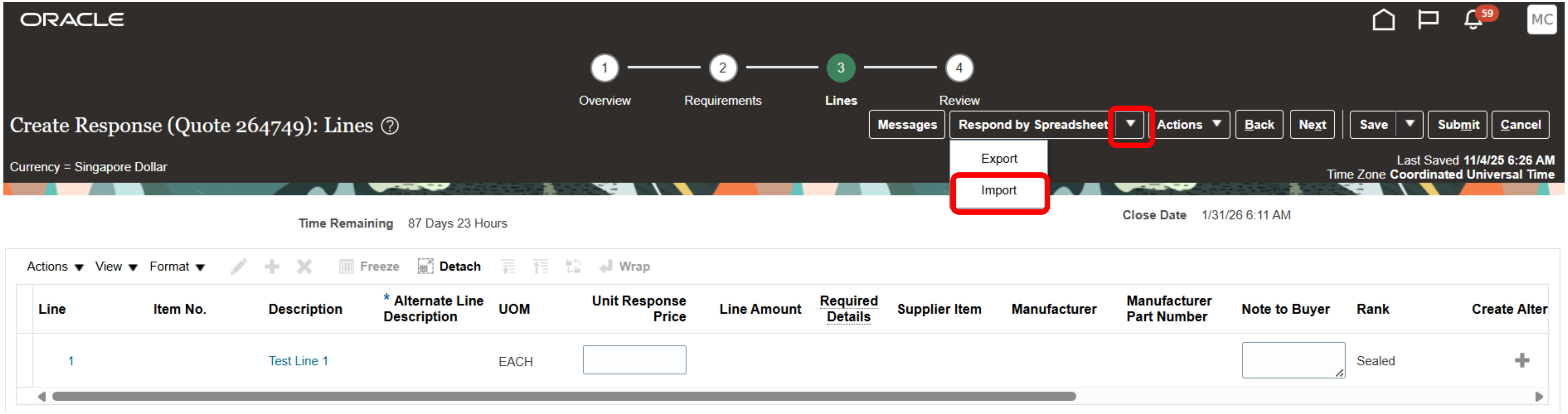
9 When entering respond in CSV file, please adhere the following guidelines to prevent upload error:

1. **DO NOT** delete/ add any columns/ row to the original file
2. **DO NOT** amend any existing information in the file
   - E.g. Update of line description or nego quantity
3. **DO NOT** amend the File Type (CSV) when you save the file
4. File Import **DO NOT** support alternative item/service upload
   - Please input alternative item/ service directly into system if any
5. Columns with "*" is mandatory → Leaving them blank will cause upload error
6. Columns with "**" is optional or conditionally required
   - E.g. Note to Buyer** -> You can leave it blank if there isn't any note for buyer

5. Responding to Negotiations (10) – Lines by File Import

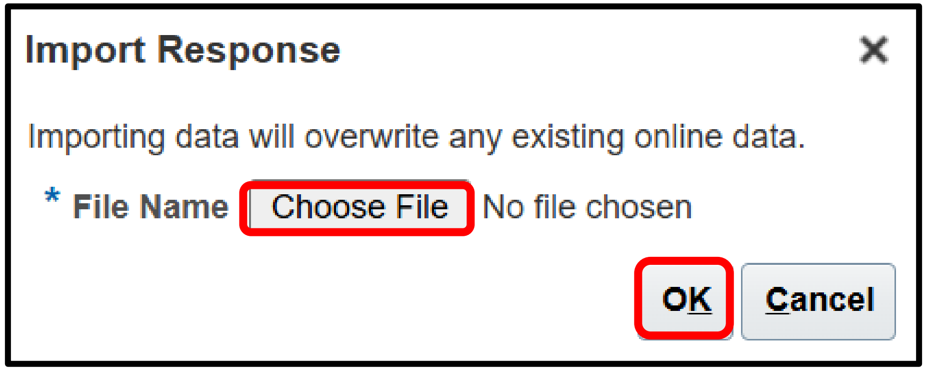
10 Once all the required fields are filled and saved, the file is ready to be uploaded.

Similarly to file export, click the arrow icon beside "**Respond by spreadsheet**" and select "**Import**" to upload the respond file.



5. Responding to Negotiations (11) – Lines by File Import

11 The below pop up will appear, click “**Choose File**” to locate your saved CSV file and click “**OK**”.



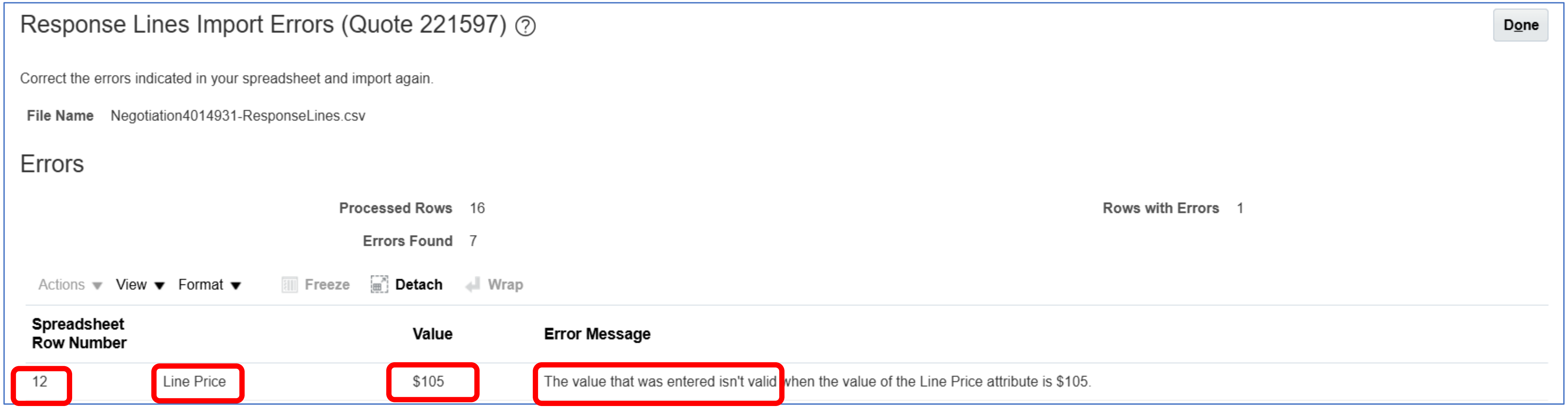
5. Responding to Negotiations (12) – Import Error Message

PSA

12 **Below is an error example for guidance (if you encountered any):**

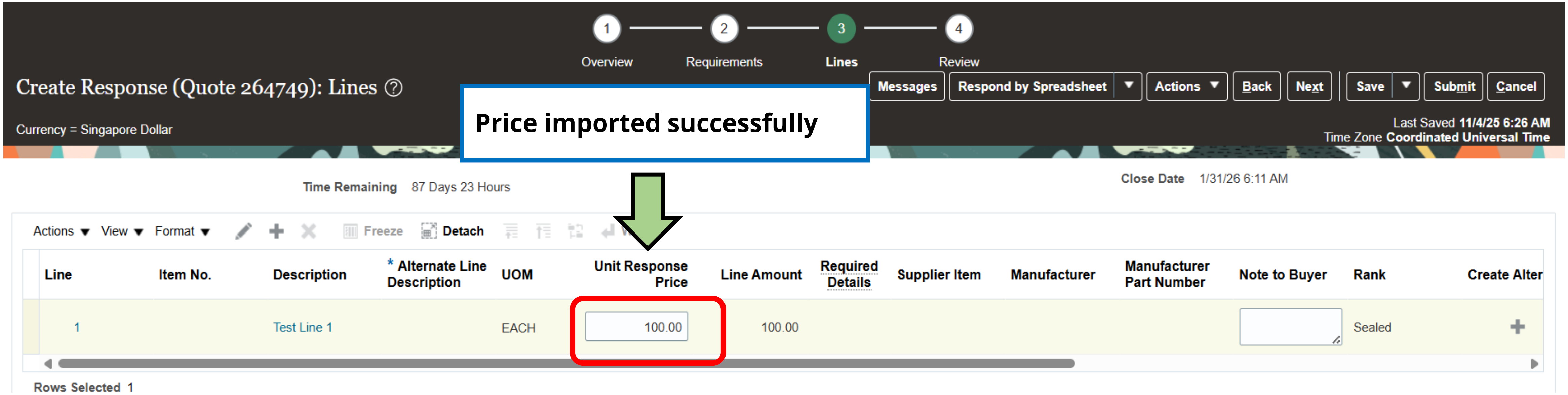
Based on the Error Message, it states that the value entered for row 12th under column field name of "Line Price" isn't valid as "$" is not required for price input.

To rectify, simply remove "$" and reupload the file.



5. Responding to Negotiations (13) – Import Revised File

13 **If the file is uploaded successfully, there will be no import error message showed with all the responses imported successfully.**

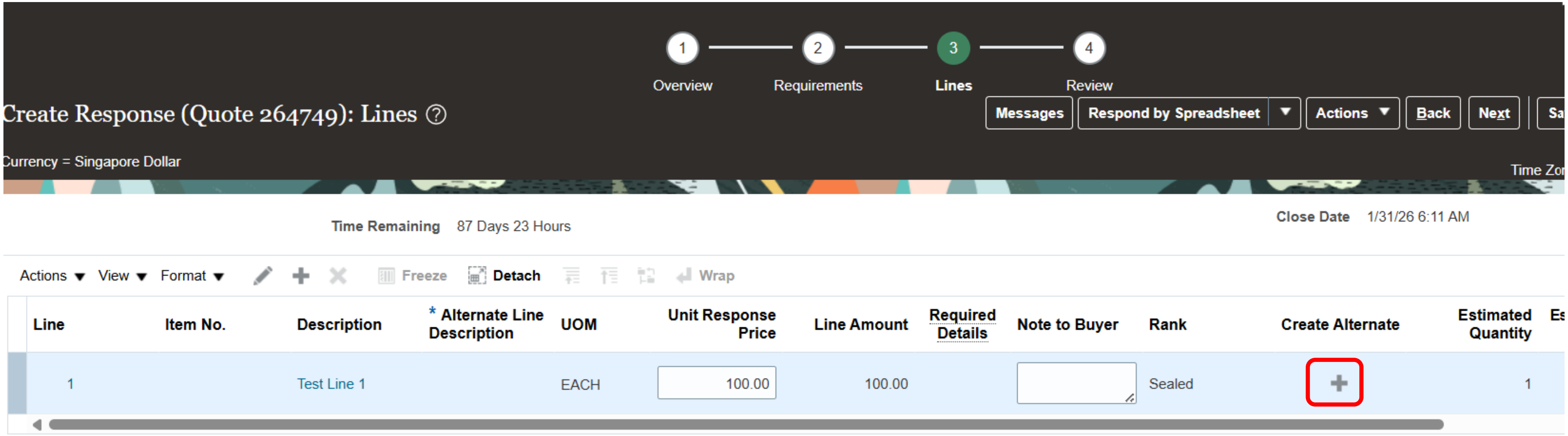


5. Responding to Negotiations (14) – Create Alternate Item

14

For some negotiations, suppliers may be allowed to submit an alternative item/service.

To submit an alternative quote, click on the "+" icon.

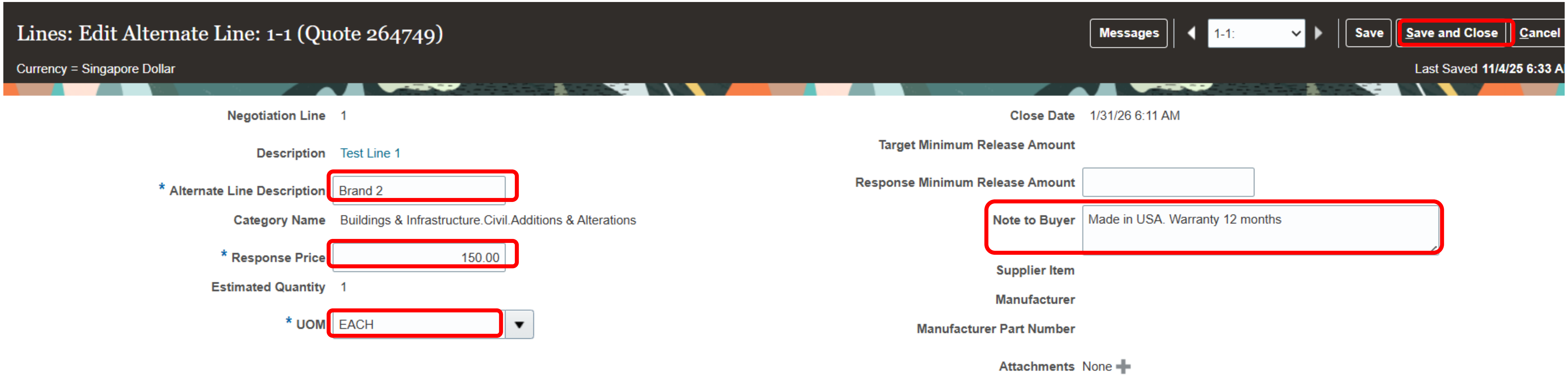


5. Responding to Negotiations (15) – Create Alternate Item

15 Fill up the necessary fields indicated with "*" in the edit alternative line page.

Detailed description of the alternative item/service should be indicated clearly under "Alternate Line Description".
Any additional information could also be shared under "Note to Buyer".

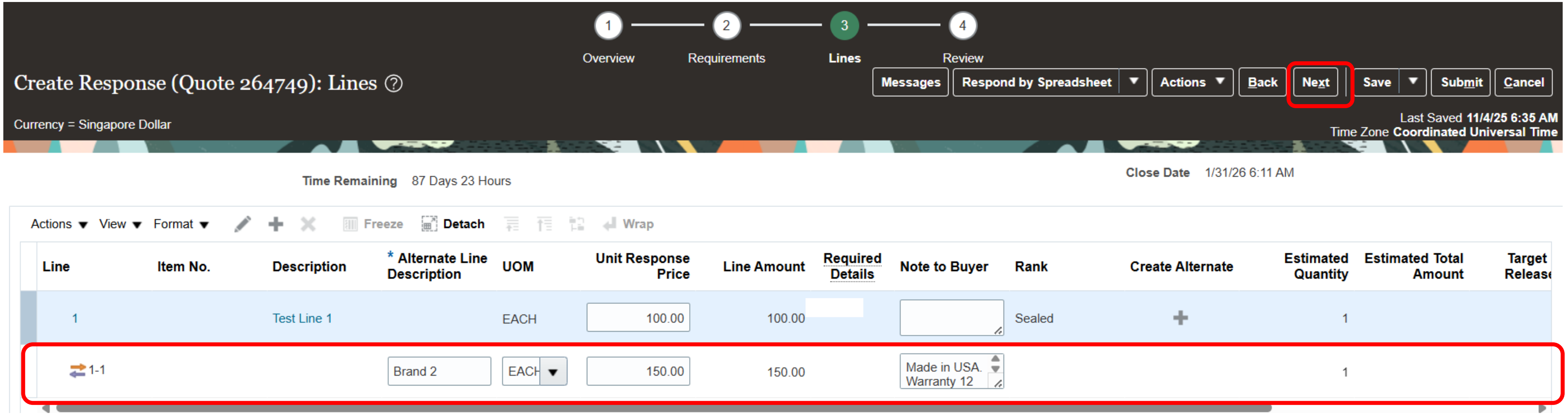
After complete, Click "Save and Close".



5. Responding to Negotiations (16) – Create Alternate Item

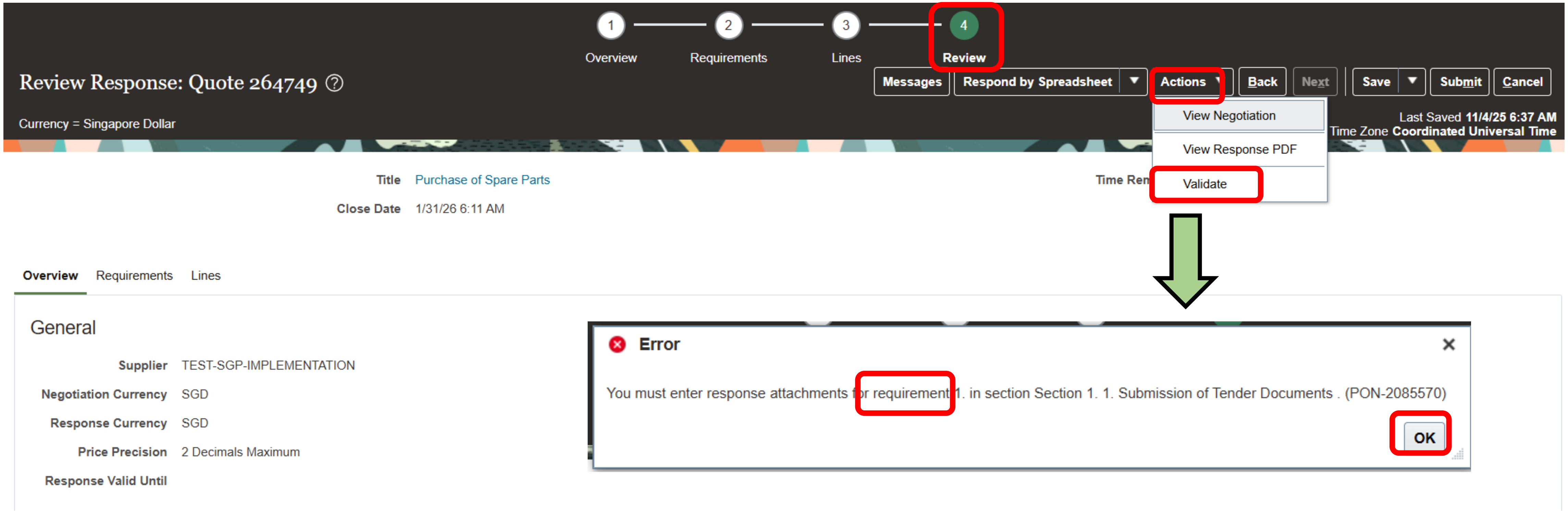
16

You will be able to see the alternate line entry.
Click "Next" to proceed.



17 In the Review Tab, click "**Actions**" followed by "**Validate**" to validate.
If there is any error detected, please follow the instruction for rectification.

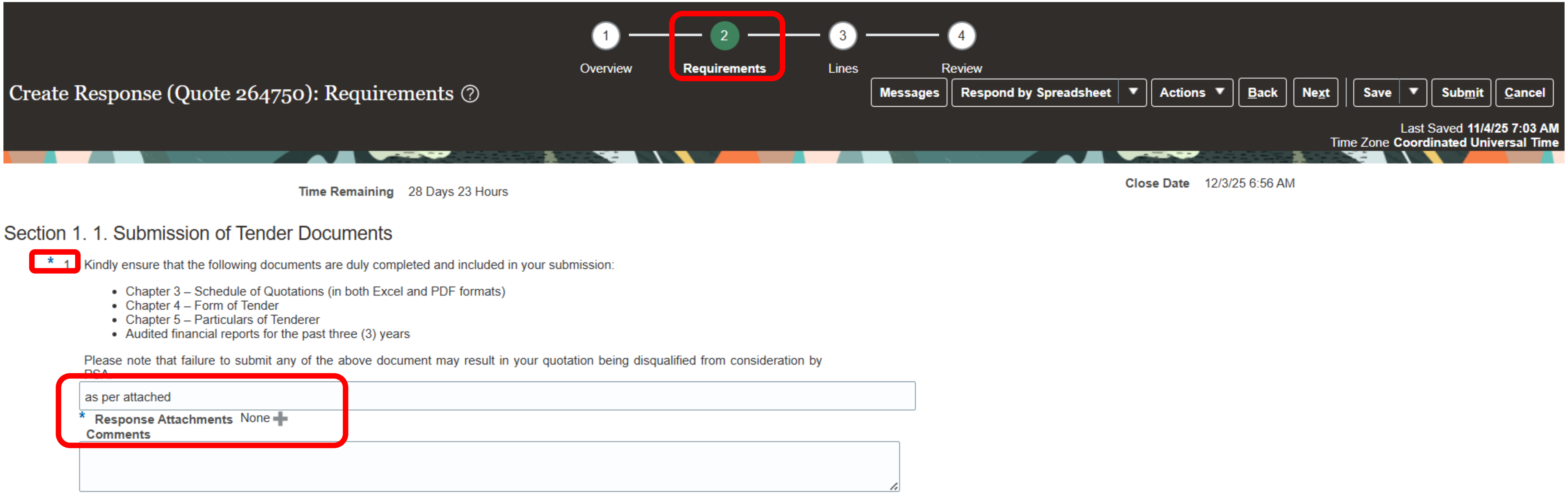
The below example shows that there is a mandatory field in Requirements tab is missing response.



5. Responding to Negotiations (18) – Error Message

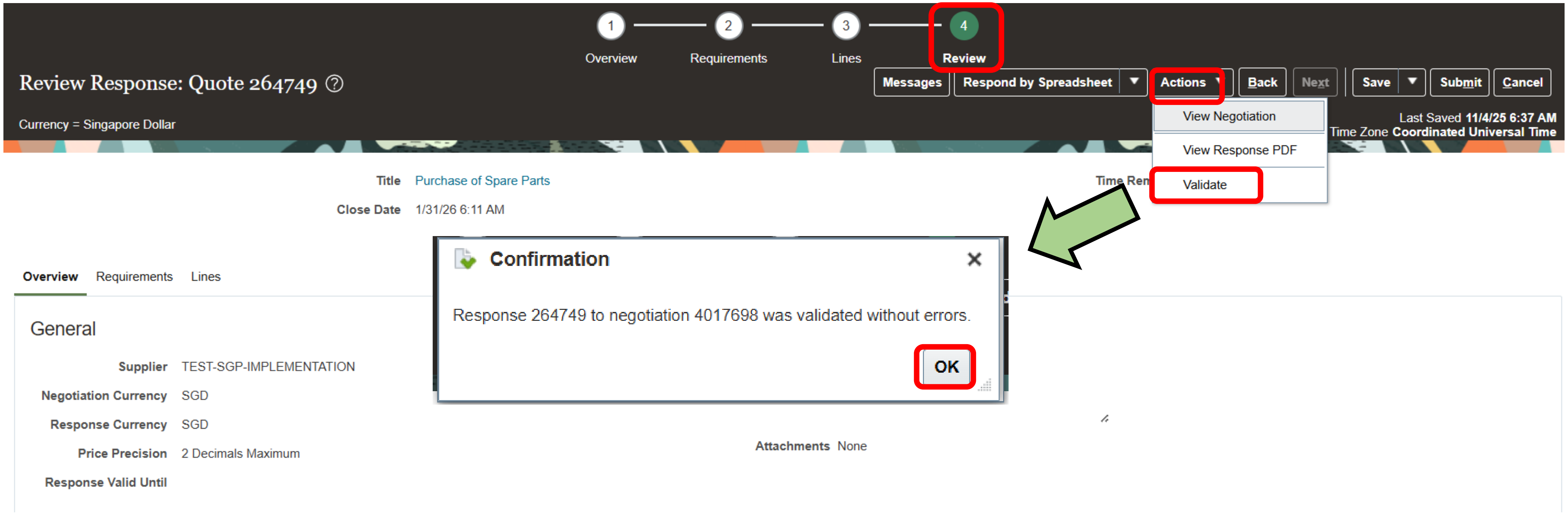
18 **To rectify this, navigate to Requirements tab and check for any mandatory fields marked with an asterisk (*) to provide response accordingly.**

In the example below, the error occurs because the required *Response Attachments field is missing. Depending on the settings, some error may also be due to a missing response in a text box field. Please check all fields that marked with * and rectify accordingly.



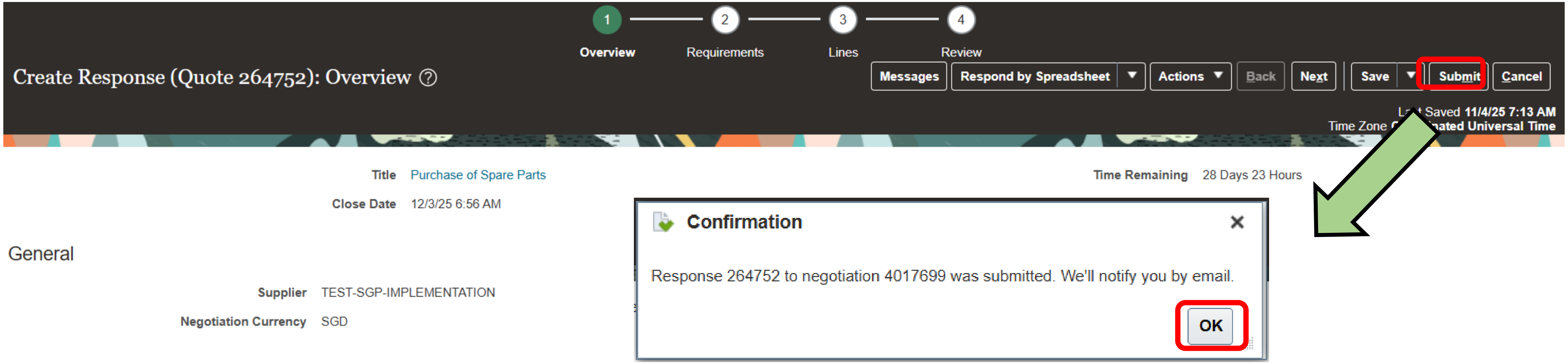
5. Responding to Negotiations (19) – Submit Response

19 Once the error been rectified, click "**Actions**" followed by "**Validate**" to validate again. If there is no further error detected, a **Confirmation** pop up will be displayed. Click "**OK**" to proceed.

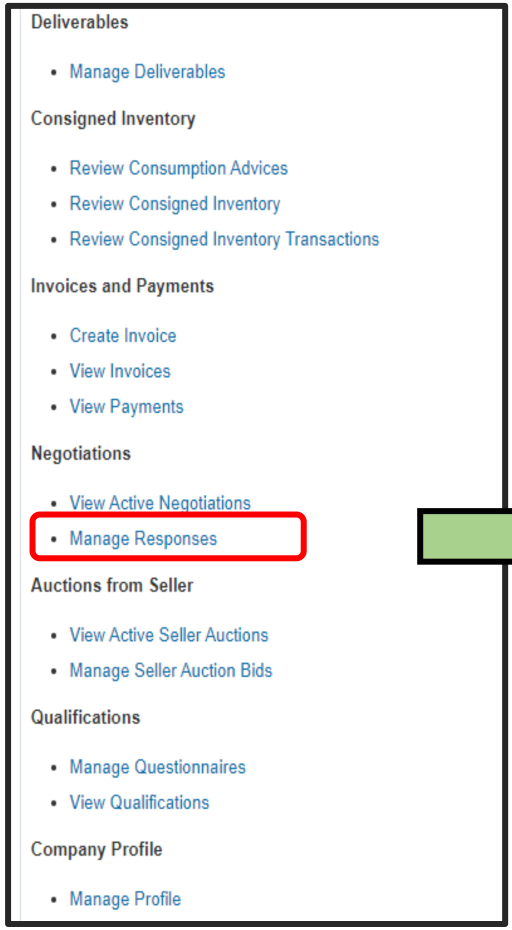


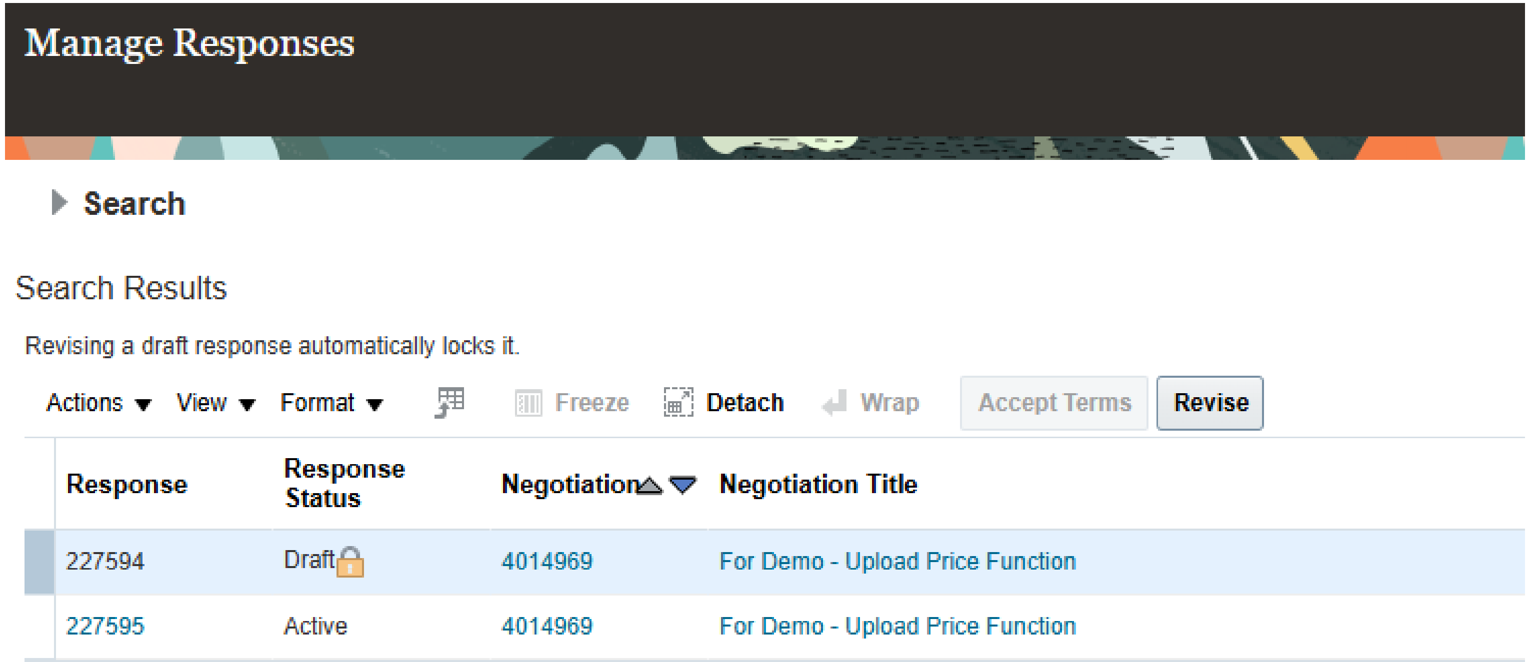
5. Responding to Negotiations (20) – Submit Response

20 **Click "Submit" to submit your response.**
A Confirmation pop-up will appear, click "OK" to proceed.



21 To access your response for revision or updates, navigate to "Manage Responses" and select the response you wish to retrieve.

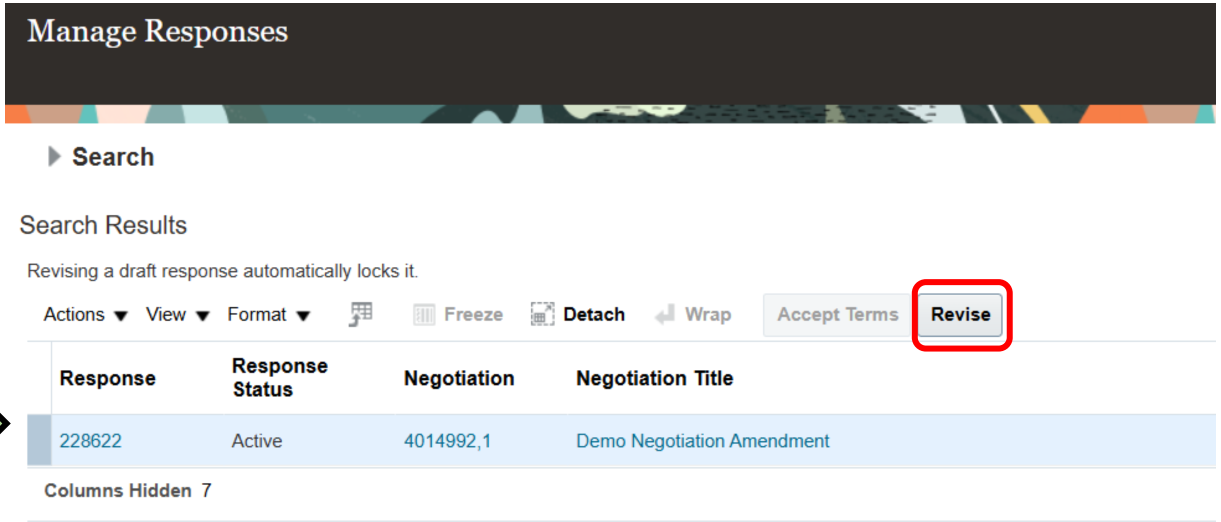




5. Responding to Negotiations (22) – Revise/Update Response

22 After you have clicked on the response, click on the "Revise" button to make any required changes or updates. Keep in mind that the revise button is only visible prior to the closing of the Negotiation.

Remember to "Submit" your revised or updated response when you have completed your changes.



5. Responding to Negotiations (23) – Acknowledge Amendment

23

There maybe circumstances that buyer create Amendment to negotiation.
You will be notified for such amendment with amendment description as follows.

It is important to acknowledge the amendment, review and resubmit a new response even your response remains unchanged.

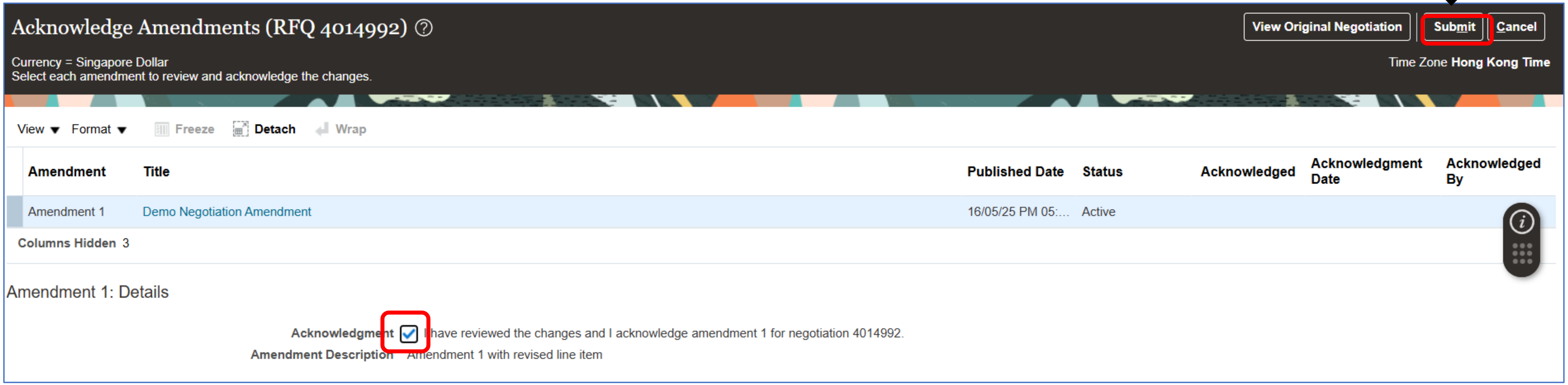
5. Responding to Negotiations (24) – Acknowledge Amendment

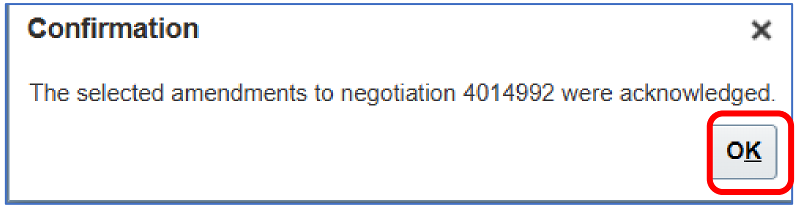
24 To acknowledge an amendment, simply click on “Acknowledge Amendments” from your received notification.

5. Responding to Negotiations (25) – Acknowledge Amendment

25 The below screen will pop out with Amendment Description and details listed in the page. Upon finished reviewing, tick on Acknowledgment and click on “**Submit**”.

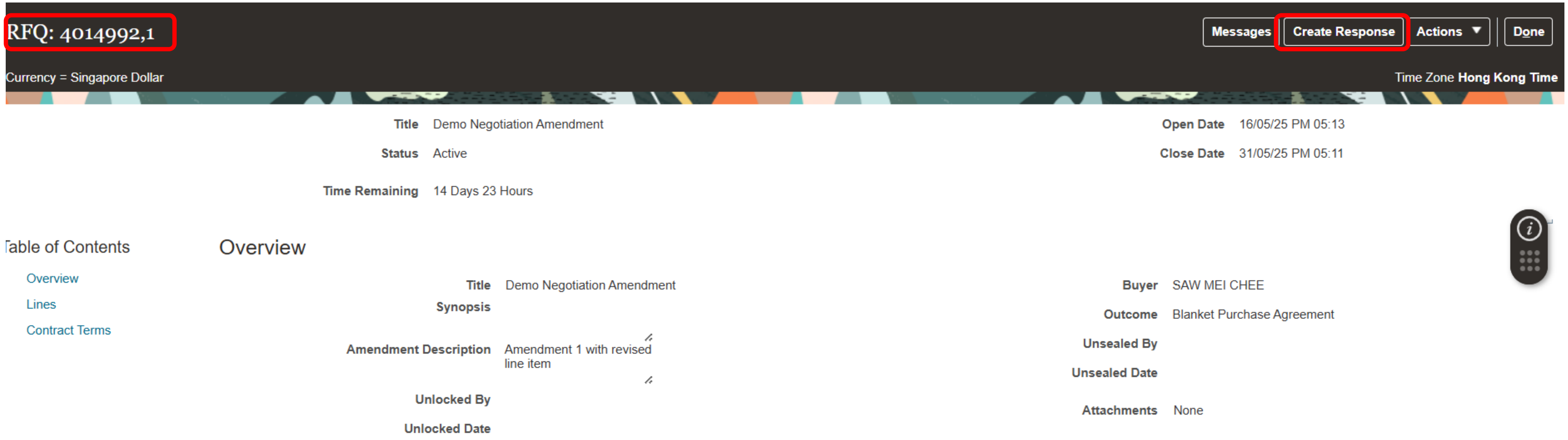
Confirmation box will pop out, click “**OK**”.





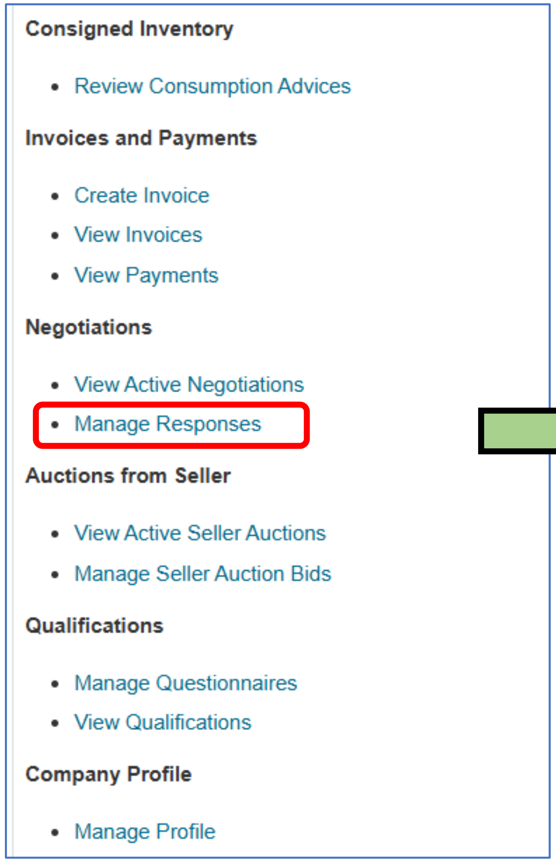
26 You may now then click on "**Create Response**" to submit your response for this amended Negotiation (i.e. same RFQ# with suffix of ",1" or ",2" ..)

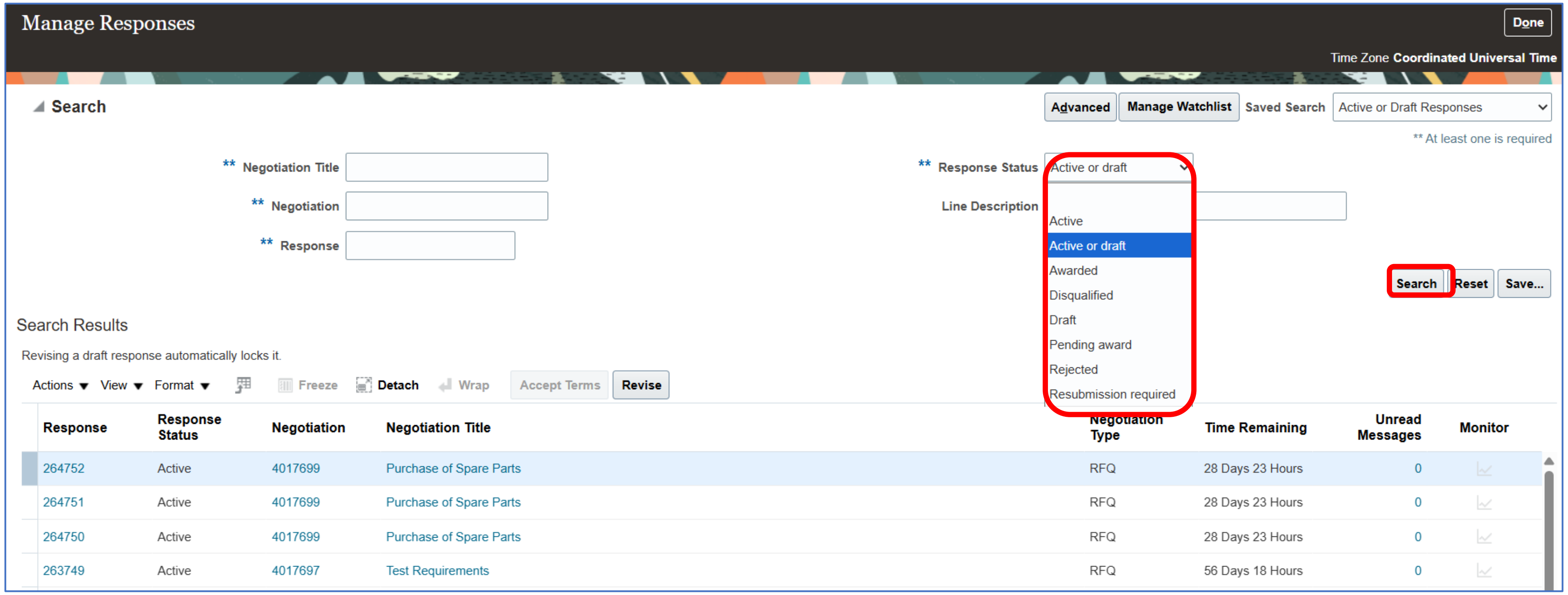
Reminder: Even if your submitted response has no changes, you are still required to create and resubmit a response under the amended negotiation.



6. Checking Negotiation Outcome (1)

Click “Manage Responses” in the task panel.
In the drop down select relevant response status and click “Search”.





6. Checking Negotiation Outcome (2)

Response Status	Negotiation Outcome
Active	Negotiation (Tender) is ongoing and yet to close
Pending award	Negotiation (Tender) has closed. Evaluation in progress
Awarded	Supplier has been awarded the tender
Rejected / Disqualified	Supplier was not awarded

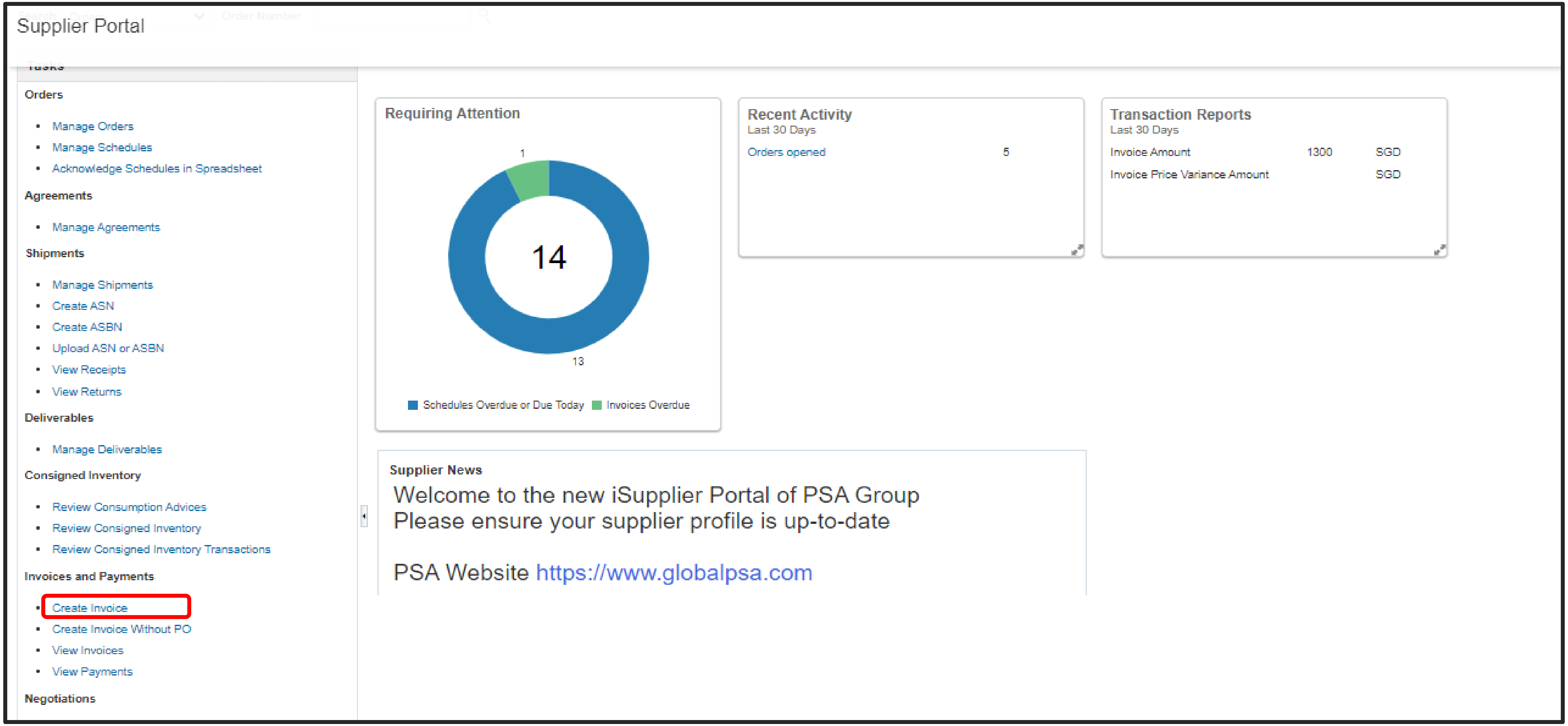
If negotiation outcome is unclear, please check with the procurement officer in charge.

PART E – INVOICING

Please note that only applicable business units require suppliers to upload and submit invoices in Oracle Fusion. Please contact your local PSA Finance department for more information.

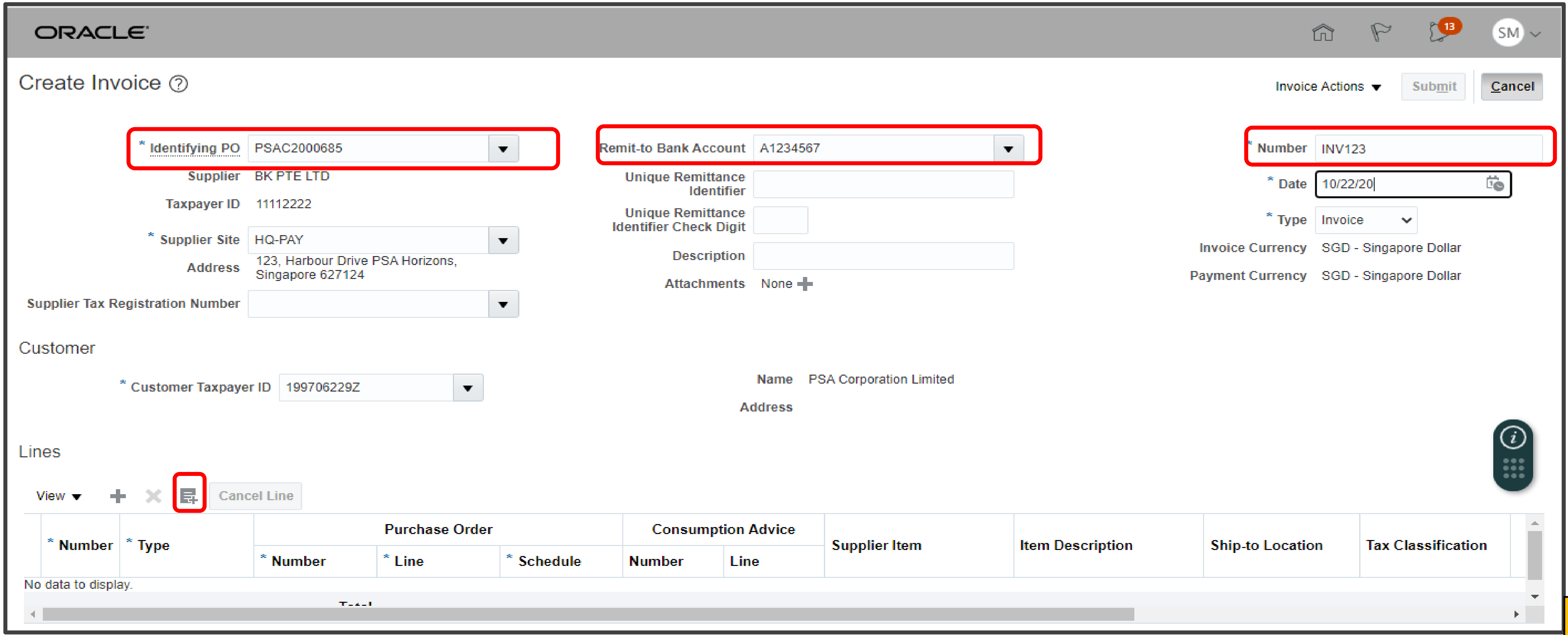
Creating Invoices

1 From the Task List under '**Invoices and Payments**' section, click on '**Create invoice**’



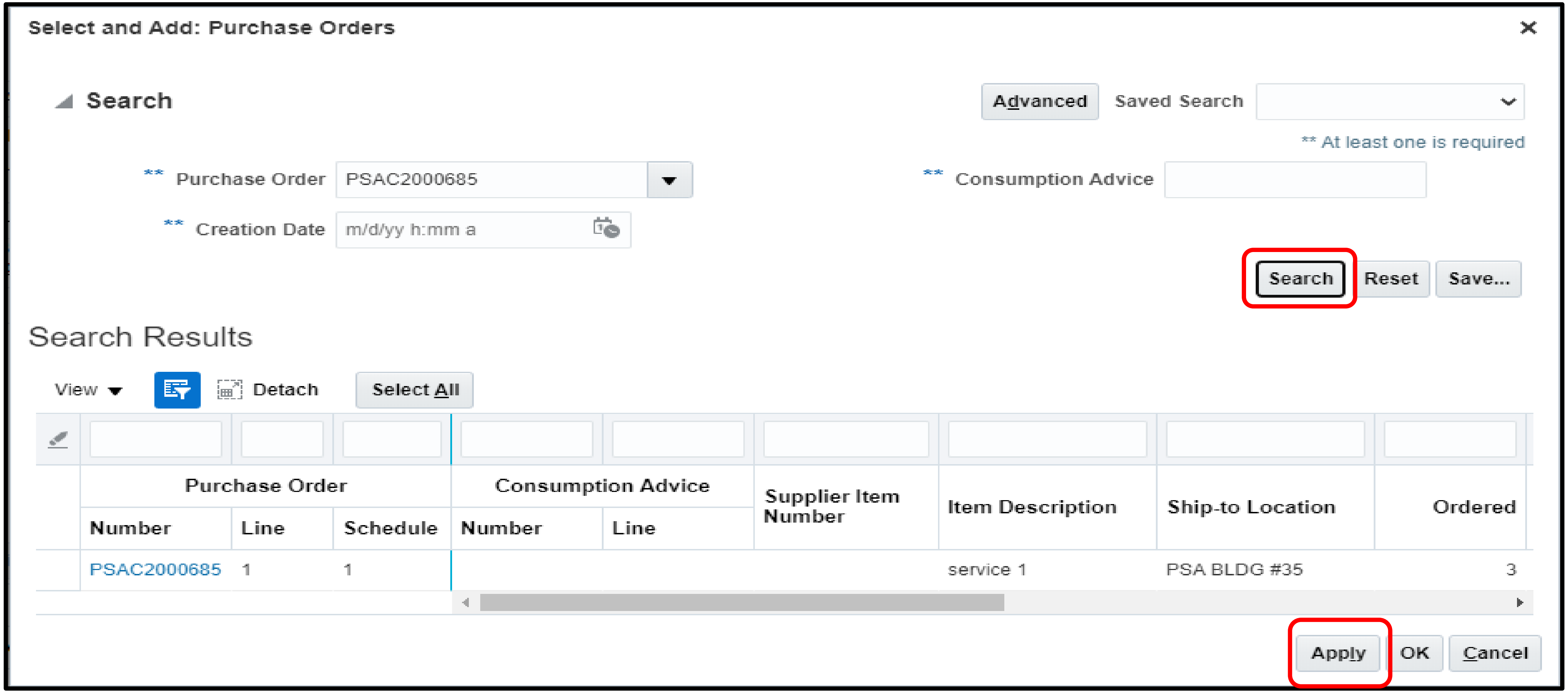
Creating Invoices (2)

2 Enter 'Identifying PO' number. Site and bank information will get populated
Enter the Invoice number in the Number field and the invoice Date.
Select bank account for receipt of payment.
In the Lines section, click "Select and Add."



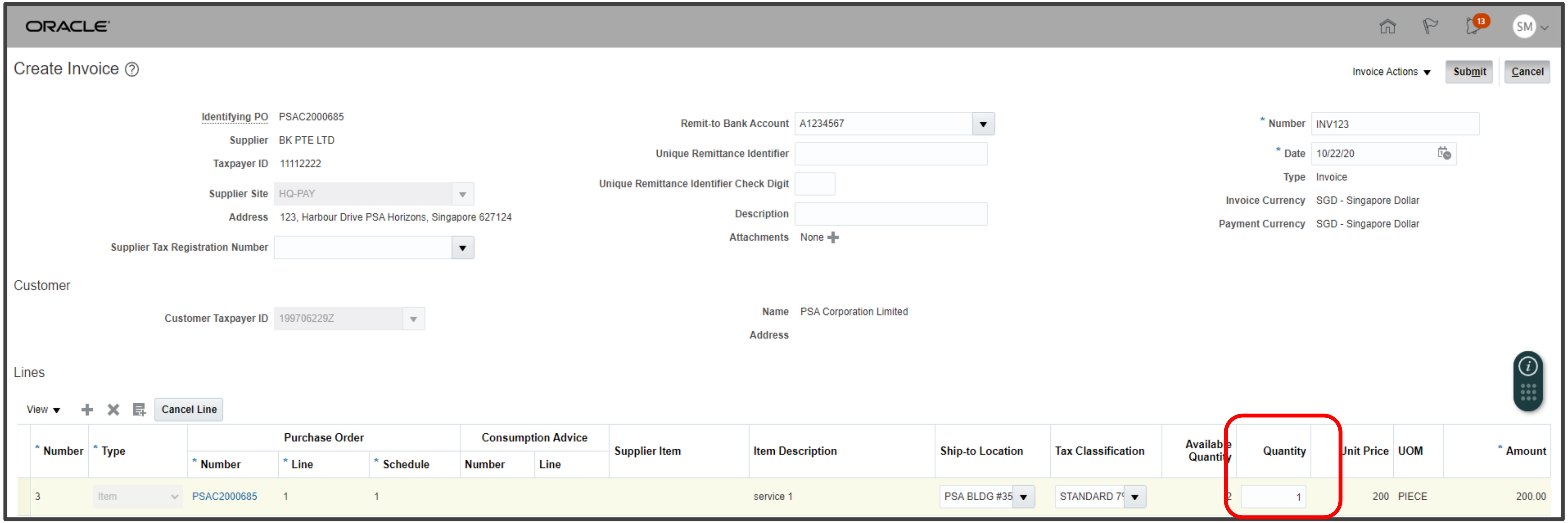
Creating Invoices (3)

3 The Purchase Order Lines should show in the pop-up. If it does not appear after clicking "Search", the PO might have already been invoiced previously. Highlight the PO row/s to be invoiced and click "OK".



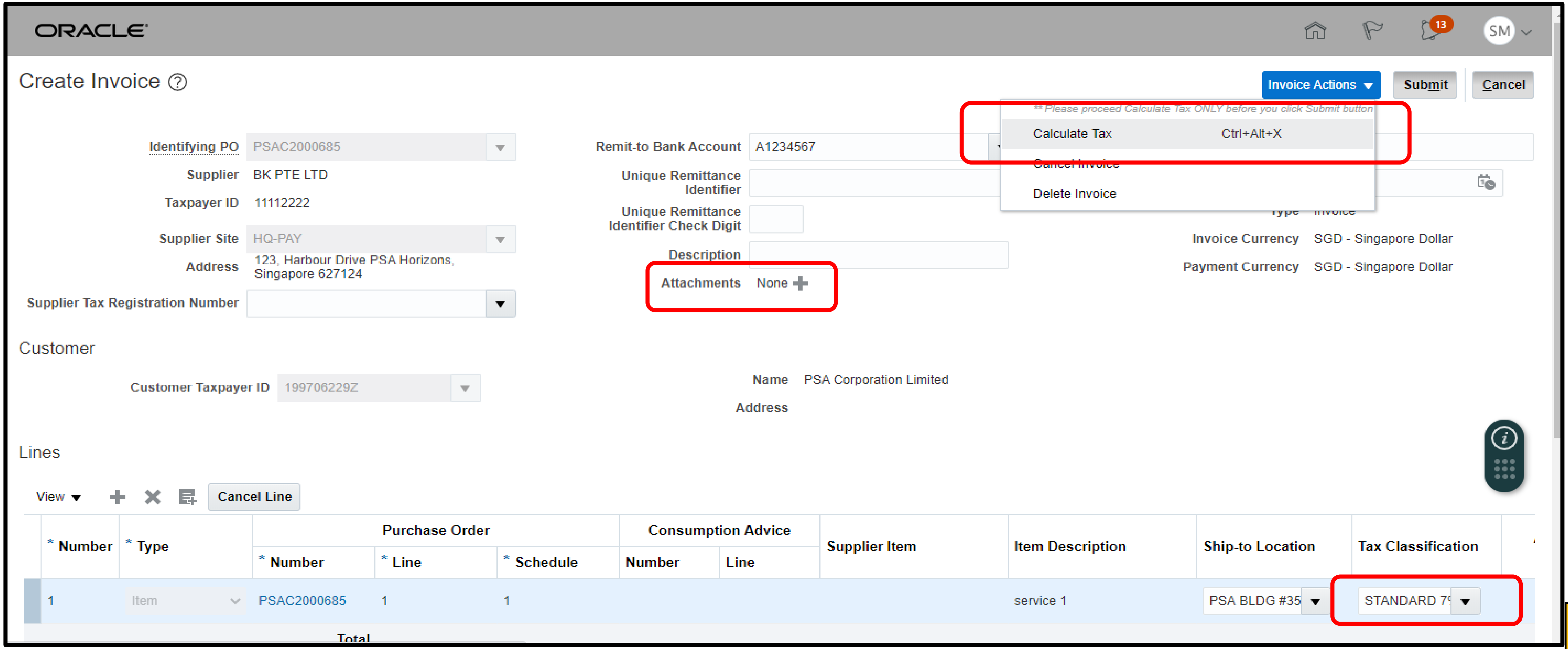
Creating Invoices (4)

4 The quantity to be billed will be auto-populated. Amend accordingly if required.



Creating Invoices (5)

5 Select the appropriate "Tax Classification" (STANDARD 9% IN/ ZERO-RATED IN/ OUT OF SCOPE)
Click on "Attachments" to upload your invoice.
Click "Calculate Tax".



Creating Invoices (6)

6 Check that the tax computed and total invoice amount is correct

Lines

View ▾ Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity
		* Number	* Line	* Schedule	Number	Line						
1	Item	PSAC2000685	1	1				service 1	PSA BLDG #35	STANDARD 7%		0
3	Item	PSAC2000685	1	1				service 1	PSA BLDG #35	STANDARD 7%		2
		Total										

Summary Tax Lines

View ▾

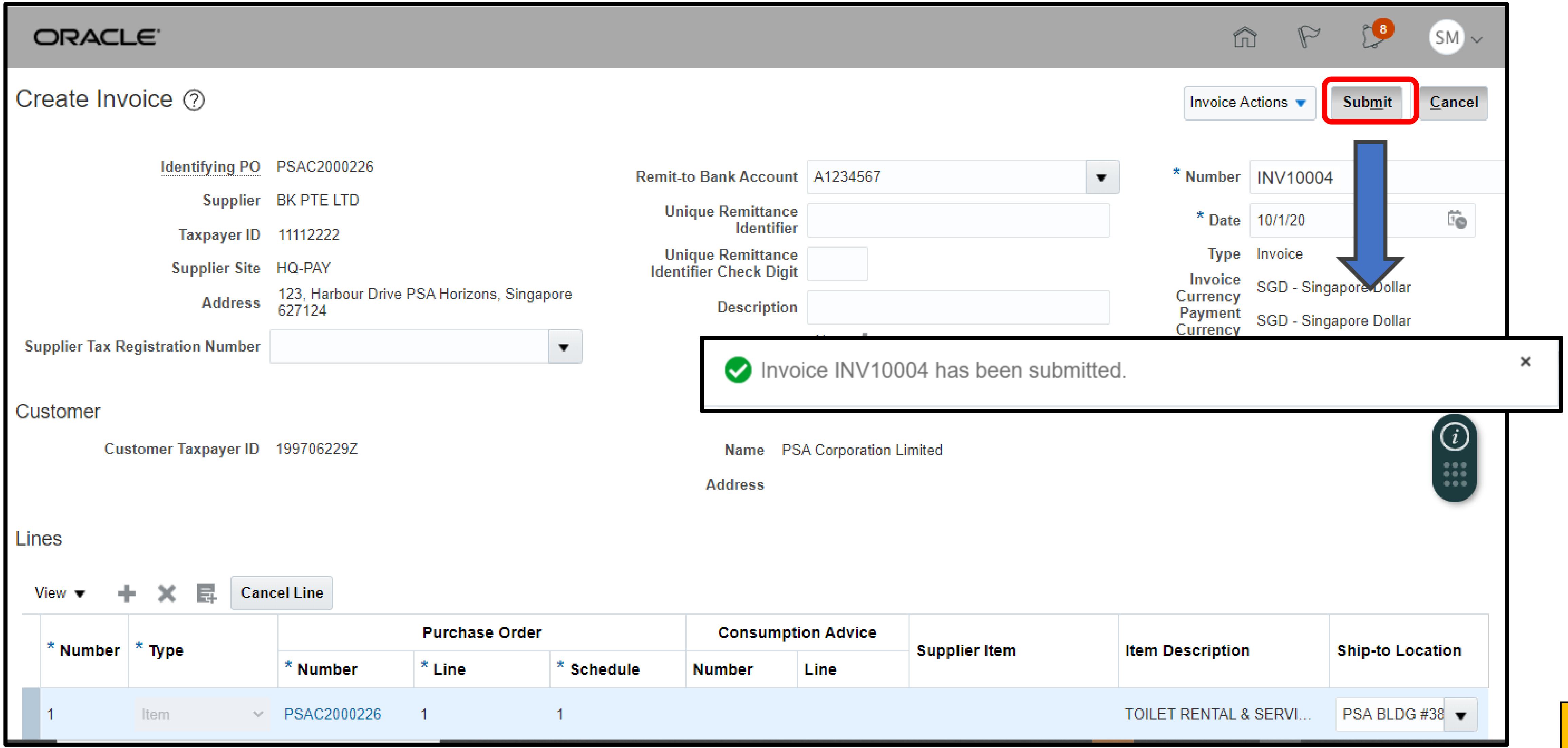
Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	SG_GST_REGIME	SG_GST	SG_GST_JUD	SG_GST_STAT	STANDARD 7%_IN	7		28

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
400.00	0.00	0.00	0.00	28.00	428.00

Creating Invoices (7)

7 **Click "Submit" to submit the Invoice for Finance approval**
A confirmation message will be displayed. Click "Done" to proceed.



Viewing Invoices

8 **The submitted invoice can be viewed from "View Invoices"**
Please note that invoices cannot be amended/ cancelled after clicking "Submit"

Help & Support

For Oracle Fusion account administration related queries do continue to liaise directly with your local **PSA Supplier Administrator**.

For Tender related queries do continue to liaise directly with the **procurement officer in charge**.

For Invoice related queries please contact your local **PSA Finance department**.

For 2FA or password related issues, please refer to the following FAQ section.

II. FAQ – Account Setup/ Password /2FA Related

FAQ - Account Setup/ Password /2FA Related

Qn. 1. When will my company be receiving my account log in details?

Ans : Account set up email will be sent to your specified email account, usually within 3 working days.

Qn. 2 . What should I do if I do not receive any email?

Ans : Please allow for up to 3 working days after you submit your application. Otherwise, contact your contract/tender's Procurement Officer for assistance.

Qn. 3 . Do I need to pay any fees to use the Oracle Fusion account?

Ans : There is no fee for accounts currently, but PSA reserves the right to introduce charges for additional accounts. This will be communicated if applicable.

Qn. 4 . I cannot remember my username.

Ans : Please contact your contract/tender's Procurement Officer for assistance.

FAQ - Account Setup/ Password /2FA Related

Qn. 5. Will my account get inactivated if there is no activity over a period?

Ans : Your account will get inactivated if there is no activity for 18 months. Please contact your contract/tender's Procurement Officer if help is required.

Qn. 6. *Will* my account password get expired?

Ans : Your account password will expire every 3 months. System will prompt you to change if it has expired or within 15 days before expiry. Please contact your contract/tender's Procurement Officer if help is required.

Qn.7 : Can 2FA be set up for multiple mobile devices?

Ans : No, for security reasons, 2FA can only be set up for one mobile device. You can change the registered device under profile settings via https://myapps.microsoft.com. *For a visual walkthrough on how to change your registered device, you may also refer to the bite-sized video linked here.*

FAQ - Account Setup/ Password /2FA Related

Qn. 8 : If I create the account using one email address, am I able to change it later?

Ans : You can change your contact email address in the supplier portal subject to PSA's review. New 2FA setup will be required for the new email. **We strongly encourage suppliers to use a common email address to minimise downtime due to changes.**

Qn. 9 : Do we need to have separate accounts for Procurement and Finance transactions?

Ans : No. With one account, you will be able to perform all the necessary transactions with PSA.

Qn. 10 : Can we use an external email address instead of company email address so that it is easier for multiple users?

Ans : We strongly encourage the use of your company email address to minimize the risk of data and security breaches.

III. FAQ – Negotiations

FAQ - Negotiation

Qn. 1 : Will I still be allowed to submit my response to Negotiation (RFQ/Tender) via email/hardcopy?

Ans : No. You must submit your response via the Oracle Fusion platform. Responses in other forms will not be considered unless otherwise stated in the tender documents or otherwise informed by the procurement officer in-charge.

Qn. 2 : If I have submitted a wrong quotation, am I allowed to submit another one?

Ans : Yes, you can review and amend any submission before the negotiation closing date and time. PSA will only consider the latest offer received before the negotiation closing date/time.

Qn. 3 : What is the maximum file size for attachment?

Ans : There is no limit to file size for attachment.

FAQ - Negotiation

Qn. 4 : Can I change the currency stated in the Negotiation to other currency of my choice?

Ans : Please only quote in the currency/currencies specified in the negotiation.

Qn. 5 : Where can I indicate any notes / comments, e.g. replacement model, to my offer for each item?

Ans : You can indicate them in the 'Note To Buyer' field. The max no. of characters is 240.

Qn. 6 : Where do we indicate the delivery date / lead time ?

Ans : You can indicate the delivery date / lead time and other information in the "Note To Buyer" at each line or following instructions of your buyer.

Qn. 7 : For items that I am unable to quote, how should I indicate in my offer?

Ans : For tenders/negotiations where quoting of all items is not compulsory you can leave the "Response Price" blank if you are unable to offer.

FAQ - Negotiation

Qn. 8 : Will we be alerted to Negotiations only after we have logged in to Oracle Fusion?

Ans : For invited tender, you will be alerted to Negotiations both via your registered email address and in Oracle Fusion after logging in.

Qn. 9 : Is the supplier able to view a history of its offers? If so, what is the duration period that the data is stored?

Ans : Yes, you can search the history under "Manage Response". Refer to Slide 51 to 52 for more information. At this moment, all records are kept and can be retrieved.

Qn. 10 : Does the system allow the supplier to upload different types of files, e.g. PDF, JPG,?

Ans : The system accepts PDF, office docs and jpg formats.

FAQ - Negotiation

Qn. 11 : Do we continue to receive Purchase Orders via email?

Ans : Yes. You can also view the Purchase Order at the Supplier Portal in Oracle Fusion.

Qn. 12 : How can we upload commercial information for a tender?

Ans : In your response, click on the "+" sign under "Attachment" in the Overview tab.

Qn.13 : How do I change my user-account holder to another Contact?

Ans: Please contact your local PSA Supplier Administrator.

Qn. 14 : Can we upload our response as there are many lines?

Ans : Yes, you can download and upload your response via file import. refer to Slide 38 to 46.

IV. FAQ - Invoicing

Please note that this FAQ session applies only to business units that require suppliers to upload and submit invoices in Oracle Fusion. Please contact your local PSA Finance department for more information.

FAQ – Invoicing

Qn.1 : Do we still need to provide hardcopy invoice?

Ans: No. However, soft copy invoices should be attached in the supplier portal during creation of invoice. This is for GST reporting purposes.

Qn.2 : How do we apply for self-invoicing?

Ans : For more details, please contact your local PSA Finance department.

Qn. 3 : For self-invoicing, will PSA automatically raise an invoice internally based on receipt of goods and email the report to us, and / or do we still need to create invoice once we have confirmation of delivery?

Ans: For vendors on the self-invoicing scheme, invoices would be generated on a weekly basis and emailed to the respective vendors. There is no need for vendors to create any invoices.

FAQ - Invoicing

Qn. 4 : Is it a must to enrol for self-invoicing scheme?

Ans : Self-invoicing is not mandatory but we encourage you to be on this scheme for ease of invoicing and faster payment to you.

Qn. 5 : For self-invoicing, though PSA will be generating the invoice for us, we still need to generate our own invoice for internal purpose. We need to ensure that GST tallies when we received the payment from PSA. How do we check on this?

Ans : The invoices generated by PSA will follow the agreed prices in the Purchase Orders and applicable GST will be calculated accordingly. Should there be any discrepancies, suppliers can feedback to us, contact your local PSA Finance Dept, and credit / debit notes can be generated when necessary.

Qn. 6: Do we need to attach the Delivery Order to the invoice?

Ans : No, you do not need to attach the Delivery Order. Payment will be based on the receipt updated in PSA's system.

FAQ - Invoicing

Qn. 7 : We are currently on e-invoice to PSA, meaning our invoice is generated by our system and automatically emailed to PSA. Is it mandatory to use the portal for invoice submission to PSA?

Ans : It is not mandatory. Vendors can continue with the current procedure of emailing soft copy invoices to the Finance personnel in-charge. However, to ensure that the invoices are <u>received and processed by PSA on a timely basis</u>, we encourage the submission of invoices via Supplier Portal/ joining the SELF-invoicing scheme.

Qn. 8 : If my invoice comprises of GST and non-GST chargeable items, do I need to separate into 2 invoices or 2 different line items?

Ans : It can be within the same invoice, separated into 2 different line items. Do ensure that the appropriate tax code is selected for each line item.

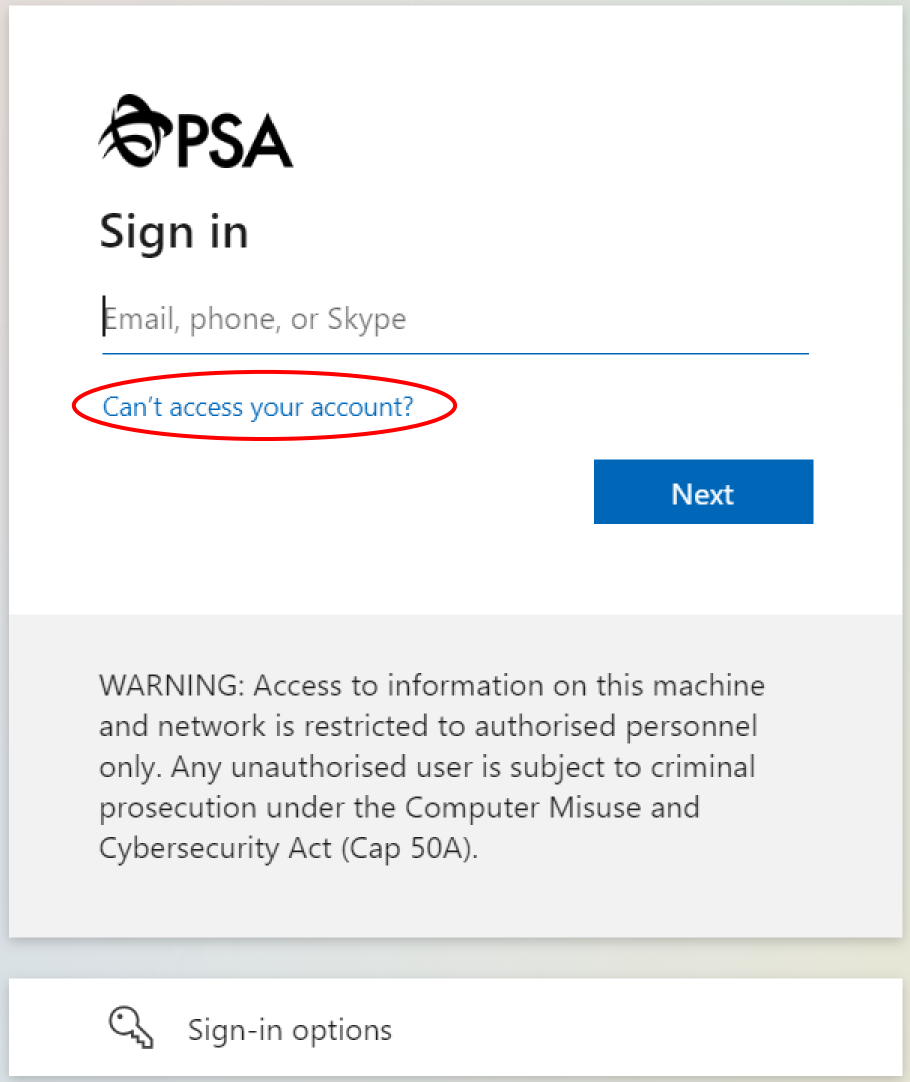
V. How to reset Password

Reset Password

You can reset your password using the ‘password reset’ function in the 2FA login page.

Click on ‘**Can’t access your account?**’ and follow the onscreen instructions.

If you try to login too many times, your account will be locked out. Please wait and try again 10 minutes later.



Thank You