

INVOICE

After login the e-Procurement System, you can click the following **Sub-Menu** item under the **Invoice** menu to view or submit invoice for respective purchase order.

The screenshot displays the GovHK e-Procurement system interface. At the top, there is a navigation bar with the logo 'GovHK 香港政府一站通 e-Procurement' and a user profile for 'Marie Chong'. Below the navigation bar, there is a menu with options: Home, My Account +, Company Profile +, Quotation Invitation, Clarification, Purchase Order, and Invoice. The 'Invoice' menu item is highlighted. Below the menu, there is a search form for invoices. The form includes the following fields:

- Invoice No. (text input)
- Department (dropdown menu, currently set to '--Any--')
- Order No. (text input, with example 'e.g. 70_EPO-12-00001')
- Invoice Date (date range input, format 'DD/MM/YYYY To DD/MM/YYYY')
- Invitation to Quotation No. (text input, with example 'e.g. 21407-01234')
- Invoice Status (dropdown menu, currently set to '--Any--')
- Invoice Type (dropdown menu, currently set to '--Any--')

At the bottom right of the form, there are two buttons: 'Reset' and 'Search'.

Sub-Menu Item	Description
Invoice	Search invoices submitted via the system (electronic invoice) or by post (paper invoice) and view their processing status of certification of receipt of invoice items.
Create	An online form for submission of an electronic invoice for respective purchase order.
Upload	Upload electronic invoices for respective purchase orders.

1. VIEW INVOICE PROCESSING STATUS

1. Select **Invoice** > **Invoice** to launch the **Invoice** page.

The screenshot shows a search form for invoices. It has the following fields:

- Invoice No.:** A text input field.
- Department:** A dropdown menu with "--Any--" selected.
- Order No.:** A text input field with the example "e.g. 70_EPO-12-00001".
- Invoice Date:** Two date input fields labeled "DD/MM/YYYY" and "To DD/MM/YYYY".
- Invitation to Quotation No.:** A text input field with the example "e.g. 21407-01234".
- Invoice Status:** A dropdown menu with "--Any--" selected.
- Invoice Type:** A dropdown menu with "--Any--" selected.

At the bottom right, there are two buttons: "Reset" and "Search".

2. Click **Search** button to retrieve all invoices issued from your company. To shorten the query time, we suggest you can input keywords in the search criteria fields, e.g. the invoice no., order no., department, etc., to retrieve relevant invoices.
3. Explanation of the search criteria fields –

Field	Description
Invoice No.	The invoice number generated by your company. You can input keyword of the invoice number to make query.
Department	The bureau or department receives the invoice.
Order No.	A unique ID for the purchase order. You can input keyword of the order number to make query.
Invitation to Quotation No.	A unique ID for the invitation to quotation with respect to this invoice.
Invoice Date	A range of invoice issue dates.
Invoice Status	Invoice processing status – Processing Electronic Invoice – certification of electronic invoice is being processed by respective department. Rejected Electronic Invoice – Electronic invoice was rejected. Certified Receipt of Invoice Items – receipt of invoice items has been certified.
Invoice Type	Two types – Electronic – submitted via the system. Paper – submitted by post.

4. The search result is listed out. For example –

The screenshot shows search results for "Procurement of Software". At the top right, there is a "Sort by Issue Date Asc" dropdown. Below it, the results are listed:

- Procurement of Software**
- Order No.: 65_EPO-17-00029
- Issue Date: 20 Sep 2017
- Procurement B/D: Demo Department
- Invitation to Quotation No.: 06517-00067
- Order Amount: HKD 75,554.00

At the bottom right, there are two buttons: "Download" and "Create Invoice".

2. ONLINE SUBMIT ELECTRONIC INVOICE

STEP 1 SEARCH AND SELECT ORDER FOR CREATING INVOICE

1. Select **Invoice > Create** to launch the **Create Electronic Invoice** page for creating electronic invoice (e-Invoice).

2. Click **Search** button to retrieve the purchase orders issued to your company. To shorten the query time, we suggest you can input keywords in the search criteria fields, e.g. the order no., department, etc., to retrieve relevant purchase order for creating e-Invoices.

3. Explanation of the search criteria fields –

Field	Description
Order No.	A unique ID for the purchase order. You can input keyword of the order number to make query.
Department	The bureau or department receives the invoice.
Invitation to Quotation No.	A unique ID for the invitation to quotation with respect to this purchase order.
Issue Date	A range of issue dates of purchase order.
Order Amount	A range of ordering amount.
Subject keyword	You can input the keywords of the subject of the invitation to quotation to search relevant purchase order.

3. The search result is listed out. For example –

4. Explanation of the buttons in the search result –

Button	Description
 Download	Download the purchase order in PDF file.
 Create Invoice	Create an e-Invoice.
 Select All  Export UBL 2.0	To extract the details of a number of purchase orders for subsequent batch uploading of e-Invoices – <ul style="list-style-type: none"> - Check the box of relevant purchase orders or click Select All button to select all purchase orders in the search result. - Click Export UBL 2.0 button to export the selected orders to XML file in UBL 2.0.

STEP 2 CREATE INVOICE

5. Click  **Create Invoice** button to go to **New Invoice** page for creating e-Invoice.

6. Explanation of the input fields –

Input Field	Description
Invoice No.	The invoice number generated by your company.
Invoice Issue Date	The issue date of this invoice. Default is set to the current date.
Supplier Ref. No.	Other reference number (if any) used by your company for this invoice. It is optional input field.
Due Date	The due date (if any) of this invoice. It is optional input field.
Invoice Description	Some descriptions of this invoice. It is optional input field.
Payment Terms	Some terms for the payment of this invoice. It is optional input field. Default is set to: <ol style="list-style-type: none"> 1. “Paid by {Bank name} p-card” if the order will pay by p-card. 2. The payment schedule specified in the invitation.

Ship To Address	The delivery address of the invoice items. It is optional input field.
Date Shipped	The delivery date of the invoice items. It is optional input field.
Attention To	A default email address of the recipient of this invoice. You can input additional email address for receiving this invoice.
Prompt Payment Discount	Specify any prompt payment discount for this invoice. It is optional input field.

7. Input the quantity of invoice items and their amount to be charged.

Currency HKD

No.	Item	Qty / Unit *	Total Amount *
1	Antivirus software license with 1-year subscription Description ABC Antivirus software license Product No.	1.00 Unit	33,333.00
2	Backup software license Description ABC Backup software license Product No.	1.00 Unit	4,444.00
\$ Grand Total:			37,777.00

8. You can input the **Description** and **Product No** field for each invoice item for reference.

9. You can click  button to remove the invoice item not covered in this invoice.

Note: Each invoice should have at least one invoice item. Each invoice item should have quantity and total amount provided. The grand total of the invoice should be greater than 0.

10. You can click  Upload button to upload attachment for reference –

 Attachment

No.	File Name	File Description
1	Invoice Attachment.doc	

 Upload

11. Click **Continue** button to go to next step.

STEP 3 CONFIRM INVOICE

12. After filling in the invoice information in Step 2 and click **Continue** button, a confirmation page will display for your confirmation.

Create Electronic Invoice

Create **65_EPO-17-00029**

New Invoice

1 Prepare Invoice 2 Confirm Invoice 3 Acknowledgement

Order No. 65_EPO-17-00029
Department Demo Department
Invitation to Quotation No. 06517-00067

Invoice No. ABC-001 Invoice Issue Date 20 Nov 2017
Supplier Ref. No. --- Due Date ---
Invoice Description ---
Payment Terms ---
Ship To Address --- Date Shipped ---

Attention To:
eprocid1@bim2it

Remarks (Prompt Payment Discount)

Currency
HKD

No.	Item	Qty / Unit	Total Amount
1	Antivirus software license with 1-year subscription Description ABC Antivirous software license Product No. ---	1.00 Unit	33,333.00
2	Backup software license Description ABC Backup software license Product No. ---	1.00 Unit	4,444.00
			\$ Grand Total: 37,777.00

No.	File Name	File Description	
1	Invoice Attachment.doc	Invoice	Download

13. If the information is correct, scroll down to the bottom. Click [Click Here](#) button to generate a one-time secret code which will be sent to your email address.

Secret Code

Login Password

Generate Secret Code
[Click Here](#)

14. After receiving the one-time secret code, you can input it in the **Secret Code** field and your login password in the **Login Password** field for authentication of this invoice submission.
15. Click **Confirm** button to continue.
16. If the submission is successful, an acknowledgement will display.



17. Scroll down to the bottom of the page. Click **Save as PDF** button to capture the screen content in a PDF file.
18. Click **Close** button to return back to the **Create Electronic Invoice** page.

3. BATCH UPLOAD ELECTRONIC INVOICE

STEP 1 UPLOAD FILE FOR CREATING INVOICE

1. Select **Invoice > Upload** to launch the **Upload Electronic Invoice** page for creating electronic invoice (e-Invoice).

Upload Invoice
Please verify the data before submit.

Item No	Invoice No.	File Name	Invoice Date	Department	Order No.	Invoice Status
No record found						

[Upload](#)

Note
1. The total file size uploaded in this section should not exceed 12MB.
2. The system only accepts zip.

2. Click **Upload** button to select a file in ZIP format for upload. The file should contains the Electronic Invoice data in XML format.

STEP 2 CONFIRM INVOICE

3. After selecting the file in Step 1, the invoice summary will display for your confirmation.

Upload Invoice
Please verify the data before submit.

Item No	Invoice No.	File Name	Invoice Date	Department	Order No.	Invoice Status
1	TINV201709251055A	65_EPO-17-00028.xml	25 Sep 2017		65_EPO-17-00028	Valid

[Upload](#)

Note
1. The total file size uploaded in this section should not exceed 12MB.
2. The system only accepts zip.

Note: The error message will be shown in the Validation Error box if the Invoice Status is Invalid.

Upload Invoice
Please verify the data before submit.

Item No	Invoice No.	File Name	Invoice Date	Department	Order No.	Invoice Status
1		65_EPO-17-00028.xml				Invalid

Validation Error
1. Invoice No is duplicated. [595-E-1513]

[Upload](#)

Note
1. The total file size uploaded in this section should not exceed 12MB.
2. The system only accepts zip.

4. If the information is correct, scroll down to the bottom. Click [Click Here](#) button to generate a one-time secret code which will be sent to your email address.

Secret Code <input type="text"/>	Login Password <input type="text"/>
Generate Secret Code Click Here	

5. After receiving the one-time secret code, you can input it in the **Secret Code** field and your login password in the **Login Password** field for authentication of this invoice submission.
6. Click **Confirm** button to continue.
7. If the submission is successful, an acknowledgement will display.

Home	My Account +	Company Profile +	Quotation Invitation	Clarification	Purchase Order	Invoice
Upload Invoice						
The following e-Invoice(s) have/has been submitted successfully.						
Item No	Transaction No.	Invoice No.	File Name	Invoice Date	Department	Order No.
1	5951711135589237	TINV201709251055A	65_EPO-17-00028.xml	25 Sep 2017		65_EPO-17-00028