



Live more,  
Bank less

# DBS InvoiceNow User Guide

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# STREAMLINE YOUR INVOICING PROCESSES WITH **DBS INVOICENOW**

DBS InvoiceNow allows you to send and receive e-invoices on a secure network (Peppol) and make digital payments (PayNow Corporate, GIRO, FAST) – all from one platform.

Exclusive to DBS InvoiceNow users, enjoy automatic reconciliation\* of invoice payments.

DBS InvoiceNow is now available on IDEAL web^.

\* Invoice reconciliation is only available if your sender/receiver is also a DBS InvoiceNow user.

^ DBS InvoiceNow is only available on IDEAL SHIFT, the new IDEAL interface.



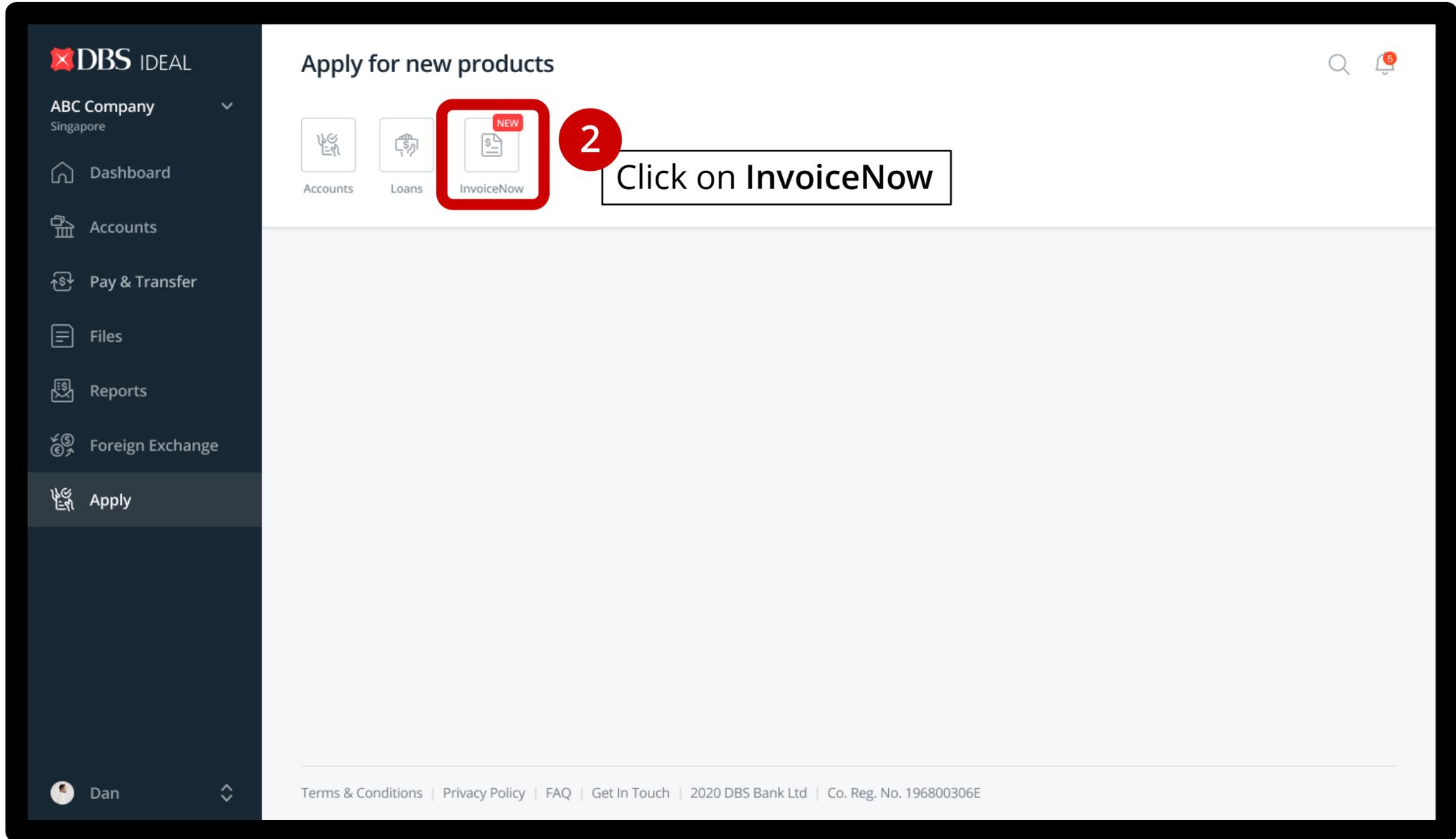
## REGISTERING FOR **DBS INVOICENOW** ON DBS IDEAL

1. IDEAL Administrators and Authorisers can register for DBS InvoiceNow on behalf of their company.
2. A Peppol ID in the format of 0195:SGUEN<your entity's UEN> will be generated for your company.\* Search for your Peppol ID by entering your UEN [here](#).

\*DBS InvoiceNow is not available to non-Singapore registered entities



The screenshot shows the DBS IDEAL dashboard for user Dan. The sidebar on the left contains navigation options: Dashboard, Accounts, Pay & Transfer, Files, Reports, Foreign Exchange, and Apply. The 'Apply' button is highlighted with a red box and a red circle containing the number '1'. A callout box points to this button with the text: 'Log in to IDEAL and click on Apply on the sidebar'. The main dashboard area displays account balances for three business accounts, each with a balance of SGD 5,800,000.00. There is also a section for 'Instant FX conversion' showing rates for USD / HKD and USD / CNY. On the right, there is a promotional banner for 'Get paid faster. Start sending free e-invoices with DBS InvoiceNow.' and a 'Payments' section showing a rejected payment of SGD 10,000.00 on 18 April 2020.



**DBS IDEAL** Help Settings Messages Dan Wu, Director ABC Company Logout

Dashboard Summary Users View and manage users My Profile View and manage my profile **Company** Setup and profile Reports View all reports Alerts View all alerts

### Apply for DBS InvoiceNow

Don't let manual invoicing slow your business down. Create, send and receive e-invoices for free on DBS IDEAL and get paid faster. [Want to learn more?](#)

**Business details**

Registered business name  
ABC Company

Unique Entity Number (UEN)  
52348349M

**Registered business address**

20 Queen Street West, #10-233, Singapore 102129

This will be shown on your invoices

GST reg. no. (optional)  
E.g. M91234567X

To add GST to your prices

**Applicant info**  
These info will appear on the PEPPOL public directory.

**3** Your registered business name and UEN will be auto-populated and non-editable

**4** Fill in your registered business address and GST reg. no.

**5** Fill in your name, designation and contact details

**6** (optional) You can fill in 3 more contact persons by clicking on Add contact person

The screenshot shows the DBS IDEAL web interface. At the top, there is a navigation bar with the DBS IDEAL logo, a user profile for 'Dan Wu, Director ABC Company', and a 'Logout' button. Below the navigation bar is a menu with tabs for 'Dashboard', 'Users', 'My Profile', 'Company', 'Reports', and 'Alerts'. The 'Company' tab is selected and highlighted. The main content area is titled 'Assign user roles' and contains two sections: 'Invoice makers' and 'Invoice approvers'. The 'Invoice makers' section is highlighted with a red border and contains a list of users with checkboxes. 'Dan Wu' and 'Salman Khan' are checked. The 'Invoice approvers' section contains a list of users with 'X' icons, indicating they have been assigned. At the bottom of the page, there are 'Back' and 'Next' buttons. A red box highlights the 'Next' button, and a callout box with the number '8' points to it with the text 'Click Next'. Another callout box with the number '7' points to the 'Invoice makers' section with the text 'Assign InvoiceNow entitlements to users in your company'.

**7** Assign InvoiceNow entitlements to users in your company

**8** Click Next

9

Review the information, in particular your Unique Entity Number (UEN); your UEN forms part of your Peppol ID and it's the identifier for your business on the Peppol network

The screenshot shows the DBS IDEAL web application interface. At the top, there is a navigation bar with the DBS IDEAL logo, user information (Dan Wu, Director, ABC Company), and a Logout button. Below the navigation bar is a menu with tabs for Dashboard, Users, My Profile, Company (selected), Reports, and Alerts. The main content area is titled 'Review and confirm' and displays the following information:

Registered business name ABC Company	Unique Entity Number (UEN) 52348349M
Registered business address 20 Queen Street West, #10-233, Singapore 102129	
GST reg. no. M12312674	
Name Dan Wu	Designation Director
Phone number +65 99848773	Email danwu@abc.com
Invoice makers Salman Khan Dan Wu	Invoice approvers Dan Wu Sophia Jamal

Below the registration details, there is a section for terms and conditions, starting with 'By clicking on the "Confirm" button, you agree to the following:'

- I/We confirm that I/we have read, fully understood and accept the [DBS InvoiceNow](#)

The screenshot shows the DBS IDEAL web application interface. At the top, there is a navigation bar with the DBS IDEAL logo, a user profile for Dan Wu, Director of ABC Company, and a Logout button. Below the navigation bar are several tabs: Dashboard, Users, My Profile, Company (highlighted), Reports, and Alerts. The main content area shows a registration confirmation screen with the following details:

Name	Dan Wu	Designation	Director
Phone number	+65 99848773	Email	danwu@abc.com
Invoice makers	Salman Khan Dan Wu	Invoice approvers	Dan Wu Sophia Jamal

Below the details, there is a confirmation text and two buttons: Back and Confirm.

10

**Read the DBS InvoiceNow Terms and Conditions and DBS Privacy Policy before clicking Confirm; clicking Confirm constitutes your acceptance of both policies**

By clicking on the "Confirm" button, you agree to the following:

- I/We confirm that I/we have read, fully understood and accept the [DBS InvoiceNow Terms and Conditions](#) and [DBS Privacy Policy](#) relating to the collection, processing, use of personal data. I/We confirm that DBS may provide the information in this application to the IMDA for registering our business entity on the Peppol network and that DBS may contact us further in relation to this registration.
- I/We confirm that I/we have the power and authority to submit this application or any other related documents related to the Peppol network or otherwise in relation to this registration on behalf of the business entity stated above.

Back Confirm

**DBS IDEAL** Help Settings Messages Dan Wu, Director ABC pte Ltd Logout

Dashboard Summary Users View and manage users My Profile View and manage my profile **Company** Setup and profile Reports View all reports Alerts View all alerts

**Application submitted**

Look out for an email with the status of your application.

[Print](#) [Back to IDEAL](#)

Registered business name: ABC Company Unique Entity Number (UEN): 52348349M

Registered business address: 20 Queen Street West, #10-233, Singapore 102129

GST reg. no.: M12312674

Name: Dan Wu Designation: Director

Phone number: +65 99848773 Email: danwu@abc.com

Invoice makers Invoice approvers

**11** You will receive an email confirming your successful registration. Click on **Back to IDEAL** to access **Invoicing** from the IDEAL homepage and start e-invoicing!

The screenshot shows the DBS IDEAL dashboard for user Dan. The left sidebar contains navigation options: Dashboard, Accounts, Pay & Transfer, **Invoices** (highlighted with a red box and a 'NEW' badge), Files, Reports, Foreign Exchange, and Apply. The main content area displays account balances and offers. A callout box with the number 12 in a red circle points to the Invoices tab, stating: "You can now start using DBS InvoiceNow by clicking on the Invoices tab".

**Account balance**  
As of 03 Jan 2020

- Business account 1 (0012345678): SGD 5,800,000.00
- Business account 3 (0012345680): SGD 5,800,000.00

**Instant FX conversion**  
Indicative rates are last refreshed at 2020/01/20 12:32

Pair	Client sell USD	Client buy USD
USD / HKD	7.8261	7.8286
USD / CNY	6.9802	7.0007

**Payments**

- Make payment
- Bill payment
- Add new shortcut

**PAYMENTS**

Payment on 18 April 2020  
**JOSEPH SER LIANG LIM (99 payees)**  
From: Business account 1 0012345678  
Rejected by Sophia Jamal  
**REJECTED**

## CREATING AN INVOICE

1. Create, approve, and send an e-invoice via DBS InvoiceNow.
2. You can embed digital payment information such as your PayNow Corporate proxy directly into your invoices for faster collections.
3. Create and send e-invoices to the Singapore Government (Accountant-General's Department) easily via our guided UI.
4. Currently, only SGD-denominated e-invoices can be created.



**DBS IDEAL**  
ABC Company  
Singapore

← To Dashboard

Invoices

**Outgoing**

Incoming

Settings

Logout

### Outgoing invoices

New invoice New credit note

1 Click on New invoice

All (124) (23) Search columns

Invoice no. and date	Customer / Peppol ID	Due date	Amount	Status	Actions
INV10023 08 Oct 2020	King's Landing PTE LTD 0195:SGUEN201812345K	24 Oct 2020	SGD 9,000.00	PENDING PAYMENT	⋮
INV10022 14 Aug 2020	CBA PTE LTD 0195:SGUEN201852340A	15 Oct 2020	SGD 1,288.00	REJECTED BY CUSTOMER	⋮
INV10021 20 Jul 2020	House of dragon 0195:SGUEN200193822C	30 Sep 2020	SGD 230.00	PAID	⋮
INV10020 24 Jun 2020	King's landing 0195:SGUEN55293634P	30 Sep 2020	SGD 47,990.00	PENDING APPROVAL	⋮
INV10019 12 Jun 2020	Daenerys Targaryen 0195:SGUEN201793723I	24 Sep 2020	SGD 443.00	PENDING PAYMENT	⋮
INV10018 12 May 2020	SSS 0195:SGUEN200909553S	22 Sep 2020	SGD 55.00	PENDING PAYMENT	⋮

**2** Fill in invoice and recipient info

Save as draft

Save as draft available after Invoice number is entered

Unique invoice number is required

Pop up screen appears (page 17) to select receiver

Due date calculated based on days selected

**DBS IDEAL**  
ABC Company  
Singapore

← To Dashboard

Invoices

**Outgoing**

Incoming

Settings

Logout

× Create new invoice

**Invoice details**

Invoice number 0/30

INV10024

Customer ⓘ

King's Landing PTE LTD  
0195:SGUENT08GA0028A

Customer's address (optional)

Enter address

Issue date 23 Nov 2020

Due date Select due date

Additional info (optional)

This will appear on the invoice

Due in 7 days

Due in 14 days

Due in 30 days

Due on a specific date

Invoice items

**3** Select invoice recipient from Peppol directory

Search by name or UEN

Recently searched appears here

GOV Government agencies are tagged with a green pill

DBS IDEAL

ABC Company  
Singapore

To Dashboard

Invoices

Create new invoice

Select a customer

Business name / Gov. unit / UEN

Recently searched

Abacus Pte Ltd  
0195:SGTST200101992E

CPF43-Internal Audit  
Central Provident Fund, Central Provident Fund

Logout

Invoice items

**4** Fill in invoice line details

Save as draft

DBS IDEAL

ABC Company  
Singapore

To Dashboard

Invoices

Outgoing

Incoming

Settings

Logout

Create new invoice

Invoice items

Item description 0/254

Enter description

Unit price (SGD) Quantity

Enter unit price - 1 +

Save & add another Save

Subtotal 0

Tax (GST 7%)  0

Add discount

Total SGD 0

Billing (optional)

Receive payment with

PayNow

PayNow proxy

Unit price, Quantity cannot be negative; up to 5 decimal places

Tax can be turned on or off (requires GST Registration No.)

Pop up screen appears (page 19) to edit 'Add discount'

The screenshot displays the 'Create new invoice' page in the DBS IDEAL system. A modal dialog titled 'Add discount' is open, allowing the user to specify a discount. The dialog has two tabs: 'By percentage' (selected) and 'By amount'. Below the tabs is a text input field labeled 'Discount in %' with a placeholder 'Enter value between 0-100'. At the bottom of the dialog are 'Cancel' and 'Add' buttons. A red circle with the number '5' is positioned above the dialog title. A callout box with the text 'Add discount (optional)' points to the dialog. Another callout box with the text 'Discount amount cannot exceed total invoice amount' points to the input field. The background shows the 'Invoice items' table and 'Billing (optional)' section.

The screenshot shows the 'Create new invoice' interface in the DBS IDEAL system. The left sidebar contains navigation options: 'To Dashboard', 'Invoices', 'Outgoing', 'Incoming', 'Settings', and 'Logout'. The main content area displays an invoice item '3. Blueberry and Key Lime Pie (18-inch)' with a price of 640.00. Below the item list are summary fields: Subtotal (651.90), Discount (10%) (65.19), Tax (GST 7%) (45.633), and a Total of SGD 697.53. A red box highlights the 'Billing (optional)' section, which includes options for 'PayNow' (selected) and 'Bank Account'. A text box with a red circle containing the number '6' and the text 'Fill in billing details' points to this section. Another text box says 'Ensure your PayNow proxy is accurate' with a line pointing to the 'PayNow proxy' input field. A third text box explains that if a bank account is selected, the user must choose an account from a list that has transaction access.

**6** Fill in billing details

Ensure your PayNow proxy is accurate

If using Bank Account, select account from list; Only accounts that users have transaction access to will be displayed

DBS IDEAL

ABC Company  
Singapore

← To Dashboard

Invoices

Outgoing

Incoming

Settings

Logout

× Create new invoice Save as draft

**Add purchase or delivery order numbers (optional)**

Purchase order number  
Enter PO number

Delivery order number  
Enter DO number

Contract order number  
Enter number

**Attach files (optional)**

Drag and drop your files here  
Or [click to browse](#)  
Upload up to 10 .jpg, .jpeg, .pdf, or .png files below 4MB.

Purchase order.pdf

Product photo.jpg  
Upload completed

Product photo - 2.png

**7** (optional) Fill in order details and add attachments

Attach up to 10 files  
Max size for each file:  
4MB  
Supported file types:  
.jpg | .jpeg | .pdf | .png

DBS IDEAL

ABC Company  
Singapore

← To Dashboard

Invoices

**Outgoing**

Incoming

Settings

Logout

× Create new invoice Save as draft

**Attach files (optional)**

Drag and drop your files here  
Or [click to browse](#)  
Upload up to 10 .jpg, .jpeg, .pdf, or .png files below 4MB.

Purchase order.pdf

Product photo.jpg  
Upload completed

Product photo - 2.png

**Message to approver (optional)**

Your message 745/1000

Please approve this as soon as you can...

Back Next

8

Send message to invoice approver (optional) and click Next

**DBS IDEAL**

ABC Company  
Singapore

← To Dashboard

Invoices

**Outgoing**

Incoming

Settings

× Review invoice

9

Save as draft

Review contents of invoice

Invoice number  
INV10024

Issue date  
23 Nov 2020

Additional info  
Expedited order for King's Landing.

Customer  
King's Landing PTE LTD  
20 Queen street west, #10-2033, Singapore  
Peppol ID: 0195:SGUEN201815520K

Due date  
Due on receipt

#	Item	Amount (SGD)
1.	Apple 3.45 x 2	6.90
2.	Banana 5.00 x 1	5.00
3.	Blueberry and Key Lime Pie (18-inch) 320.00 x 2	640.00
Subtotal		790.00
Discount		(65.19)
Tax (GST 7%)		55.30

**DBS IDEAL**

ABC Company  
Singapore

← To Dashboard

Invoices

**Outgoing**

Incoming

Settings

Logout

× Review invoice Save as draft

Total SGD 845.30

To be paid via bank transfer to  
**ABC company digital account (DBS)**  
032-394875-7

Purchase order number Delivery order number  
PO203837 DO2238874

Contract order number  
CO212312

Attachments

[Purchase order.pdf](#)  
[Product photo.jpg](#)  
[Product photo - 2.png](#)

Message to approver  
Please approve this invoice ASAP

Approve and send this invoice

10 **Submit invoice for approval**

Back **Submit**

Only visible to users with Approve Own entitlement

**DBS IDEAL**

ABC Company  
Singapore

← To Dashboard

Invoices

**Outgoing**

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Settings

Logout

**Submitted for approval**

The invoice will be sent once it is approved.

**11** Invoice is submitted for approval

PDF will be generated for download

Download as PDF Done

**INV10024**  
Issued: 23 Nov 2020  
Status: **PENDING APPROVAL** **SGD 845.30**  
Due on 07 Dec 2020

To: King's Landing PTE LTD  
20 Queen street west, #10-2033, Singapore  
Peppol ID: 0195:SGUEN201812345K

From: ABC Company Pte Ltd  
20 Queen street west, #10-233, Singapore  
Peppol ID: 0195:SGUEN201801211L

Additional info  
Expedited order for King's Landing.

Click to show additional details on invoice

Show additional details ▾

**G1** Form format will update automatically when invoicing a Singapore Government Agency

Save as draft

**DBS IDEAL**  
ABC Company  
Singapore

To Dashboard  
Invoices  
Outgoing  
Incoming  
Settings

Logout

**Invoice details**

Invoice number 0/30  
Enter invoice number

Customer ⓘ  
**GVT42 - NDI-Trusted Data** GOV  
Smart Systems R&D Prog Office, Infocomm Media Devt Authority

Business unit: ACRC-A

Customer's address (optional)  
Enter address

Point-of-contact ⓘ 0/20  
Enter agency's point-of-contact

Issue date Due date  
Pick a date Pick due date

Additional info 0/254  
Additional note on goods or services provided

Government agencies are tagged with a green pill; if you're invoicing a department of the Singapore Government choose only Customers with the green GOV pill, DO NOT invoice ministries or departments without the green GOV pill

Backdate up to 7 days (only for Government invoices)

Additional info is required when billing a Singapore Government Agency

**G2**

Fill in extra mandatory fields for invoices to the Government

Extra mandatory fields required

Additional info

Additional note on goods or services provided

Vendor ID ⓘ

Enter vendor ID

Invoice instruction ID (optional)

Enter 17-digit ID. E.g. MOEXXXEPOXXXXXXXX

⚠️ Ensure that item descriptions and unit prices on this invoice match those on the Invoice Instruction. [Learn More](#)

Your email

Enter your company email

Invoice items

Item description

Enter description

Unit price (SGD)

Quantity

Save as draft

Max no. of invoice line items = 40

DBS IDEAL

ABC Company  
Singapore

← To Dashboard

Invoices

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Logout

× Create new invoice Save as draft

Contract order number  
Enter number

Attach file (optional) ^

Drag and drop your files here  
Or click to browse  
Upload only 1 .jpg, .jpeg, .png, or .pdf file below 1 MB.

Message to approver (optional) ^

Your message 745/1000

Please approve this as soon as you can...

Back Next

Attach only 1 file  
Max size for file: 1MB  
Supported file types:  
.jpg | .jpeg | .pdf | .png

G3  
Attach file, send message to invoice approver (optional) and click **Next** to submit your invoice

## APPROVING AN INVOICE

1. Sending of e-invoices follows a maker-checker process
2. You can embed digital payment information such as your PayNow Corporate proxy directly into your invoices for faster collections.



**DBS IDEAL**  
 ABC Company  
 Singapore

← To Dashboard

Invoices

**Outgoing**

Incoming

Settings

Logout

### Outgoing invoices

New invoice    New credit note

**1** Click on invoice to approve

All (124)    Pending approval (4)    Sent (87)    Rejected (23)

Search columns

Invoice no. and date	Customer / Peppol ID	Due date	Amount	Status	Actions
<b>INV10024</b> 23 Nov 2020	King's Landing PTE LTD 0195:SGUEN201812345K	22 Dec 2020	SGD 845.30	<b>PENDING APPROVAL</b>	⋮
INV10023 08 Oct 2020	King's Landing PTE LTD 0195:SGUEN201812345K	24 Oct 2020	SGD 9,000.00	PENDING PAYMENT	⋮
INV10022 14 Aug 2020	CBA PTE LTD 0195:SGUEN201852340A	15 Oct 2020	SGD 1,288.00	REJECTED BY CUSTOMER	⋮
INV10021 20 Jul 2020	House of dragon 0195:SGUEN200193822C	30 Sep 2020	SGD 230.00	PAID	⋮
INV10020 24 Jun 2020	King's landing 0195:SGUEN55293634P	30 Sep 2020	SGD 47,990.00	PENDING APPROVAL	⋮
INV10019 12 Jun 2020	Daenerys Targaryen 0195:SGUEN201793723I	24 Sep 2020	SGD 443.00	PENDING PAYMENT	⋮

**DBS IDEAL**  
ABC Company  
Singapore

← To Dashboard

Invoices

Outgoing

Incoming

Settings

Logout

← Invoice details

Download invoice

**INV10024**  
Issued: 23 Nov 2020  
Status: **PENDING APPROVAL**  
SGD 845.30  
Due on 07 Dec 2020

7 Dec 2020 08:52  Created by Salman Khan

Pending approval

Sending invoice

To: King's Landing PTE LTD  
20 Queen street west, #10-233, Singapore  
Peppol ID: 0195:SGUEN201815520K

From: ABC Company Pte Ltd  
20 Queen street west, #10-2033, Singapore  
Peppol ID: 0195:SGUEN201815520K

Additional info  
Expedited order for King's Landing.

Show additional details ▾

Back

Reject Approve

2 Approve invoice

Invoice can be downloaded as PDF

**3** Invoice sent to buyer for payment

← Invoice details Download invoice

**DBS IDEAL**  
ABC Company  
Singapore

← To Dashboard

Invoices

Outgoing

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Settings

Logout

**INV10024**  
Invoice date: 23 Nov 2020  
Status: **PENDING PAYMENT**  
SGD 845.30  
Due on 07 Dec 2020

Status updated to Pending payment

7 Dec 2020 08:52 ✓ Created by Salman Khan

7 Dec 2020 08:52 ✓ Approved by Dan Wu

7 Dec 2020 08:52 ✓ Sent

○ Pending payment

To: King's Landing PTE LTD  
20 Queen street west, #10-233, Singapore  
Peppol ID: 0195:SGUEN201815520K

From: ABC Company Pte Ltd  
20 Queen street west, #10-2033, Singapore  
Peppol ID: 0195:SGUEN201815520K

Additional info  
Expedited order for King's Landing.

Show additional details ▾

✓ INV10024 has been approved

**DBS IDEAL**

ABC Company  
Singapore

[← To Dashboard](#)

[Invoices](#)

**Outgoing**

[Incoming](#)

[Settings](#)

[Logout](#)

## Outgoing invoices



New invoice



New credit note

4 Invoice status updated on listing

All (124)
Pending approval (4)
Sent (87)
Rejected (23)



Invoice no. and date	Customer / Peppol ID	Due date	Amount	Status	Actions
INV10024 23 Nov 2020	King's Landing PTE LTD 0195:SGUEN201812345K	22 Dec 2020	SGD 845.30	PENDING PAYMENT	⋮
INV10023 08 Oct 2020	King's Landing PTE LTD 0195:SGUEN201812345K	24 Oct 2020	SGD 9,000.00	PENDING PAYMENT	⋮
INV10022 14 Aug 2020	CBA PTE LTD 0195:SGUEN201852340A	15 Oct 2020	SGD 1,288.00	REJECTED BY CUSTOMER	⋮
INV10021 20 Jul 2020	House of dragon 0195:SGUEN200193822C	30 Sep 2020	SGD 230.00	PAID	⋮
INV10020 24 Jun 2020	King's landing 0195:SGUEN55293634P	30 Sep 2020	SGD 47,990.00	PENDING APPROVAL	⋮
INV10019 12 Jun 2020	Daenerys Targaryen 0195:SGUEN201793723I	24 Sep 2020	SGD 443.00	PENDING PAYMENT	⋮

Status updated to Pending payment

**DBS IDEAL**

ABC Company  
Singapore

← To Dashboard

Invoices

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Logout

← Invoice details

Download invoice

**INV10024**  
Issued: 23 Nov 2020  
Status: **PENDING APPROVAL**  
SGD 845.30  
Due on 07 Dec 2020

7 Dec 2020 08:52 **Created by Salman Khan**

**Pending approval**

Sending invoice

To: King's Landing PTE LTD  
20 Queen street west, #10-233, Singapore  
Peppol ID: 0195:SGUEN201815520K

From: ABC Company Pte Ltd  
20 Queen street west, #10-2033, Singapore  
Peppol ID: 0195:SGUEN201815520K

Additional info  
Expedited order for King's Landing.

Show additional details ▾

Back

Reject Approve

**R1**  
Reject invoice

Invoice can be downloaded as PDF

The screenshot displays the DBS IDEAL Invoicenow interface. On the left is a dark sidebar with navigation options: 'To Dashboard', 'Invoices', 'Outgoing', 'Incoming', 'Settings', and 'Logout'. The main content area is titled 'Invoice details' and shows an invoice for 'ABC Company, Singapore' with a value of 'SGD 845.30' due on '07 Dec 2020'. A 'Download invoice' button is visible in the top right. A modal dialog box is centered on the screen, titled 'Reject this invoice?'. It contains a warning icon, the text 'Reason for rejection (optional)', and a text input field with the placeholder 'Add your reason here...'. Below the input field are two buttons: 'Cancel' and 'Reject invoice'. A red box highlights the 'Reject invoice' button, and a red circle with 'R2' points to the text 'State reason for invoice rejection (optional)'. At the bottom of the dialog, there are 'Back', 'Reject', and 'Approve' buttons.

The screenshot displays the 'Invoice details' page for invoice INV10024. The interface includes a left-hand navigation menu with options like 'To Dashboard', 'Invoices', 'Outgoing', 'Incoming', and 'Settings'. The main content area shows the invoice header with the number 'INV10024', date '23 Nov 2020', and amount 'SGD 845.30'. A status bar indicates the invoice is 'REJECTED'. A timeline shows the invoice was created by Salman Khan on 7 Dec 2020 and rejected by Dan Wu on the same day with the reason 'Please verify the invoice items'. Below this, the 'To' and 'From' information for King's Landing PTE LTD and ABC Company Pte Ltd is provided, along with a 'Show additional details' link. At the bottom, a dark notification banner states 'INV10024 has been rejected' with a green checkmark icon and a 'Back' button. A red circle with 'R3' is placed over the notification banner, with a callout box containing the text: 'Invoice rejected; invoice maker(s) can amend invoice for reapproval'. Another callout points to the 'REJECTED' status with the text: 'Status updated to Rejected'.

R3

Invoice rejected; invoice maker(s) can amend invoice for reapproval

Status updated to Rejected

Invoice rejected notification

Back

INV10024 has been rejected

**DBS IDEAL**

ABC Company  
Singapore

[← To Dashboard](#)

[Invoices](#)

**Outgoing**

[Incoming](#)

[Settings](#)

[Logout](#)

## Outgoing invoices



New invoice



New credit note

R4 Invoice status updated on listing

All (124)
Pending approval (4)
Sent (87)
Rejected (23)



Invoice no. and date	Customer / Peppol ID	Due date	Amount	Status	Actions
INV10024 23 Nov 2020	King's Landing PTE LTD 0195:SGUEN201812345K	22 Dec 2020	SGD 845.30	REJECTED BY APPROVER	⋮
INV10023 08 Oct 2020	King's Landing PTE LTD 0195:SGUEN201812345K	24 Oct 2020	SGD 9,000.00	PENDING PAYMENT	⋮
INV10022 14 Aug 2020	CBA PTE LTD 0195:SGUEN201852340A	15 Oct 2020	SGD 1,288.00	REJECTED BY CUSTOMER	⋮
INV10021 20 Jul 2020	House of dragon 0195:SGUEN200193822C	30 Sep 2020	SGD 230.00	PAID	⋮
INV10020 24 Jun 2020	King's landing 0195:SGUEN55293634P	30 Sep 2020	SGD 47,990.00	PENDING APPROVAL	⋮
INV10019 12 Jun 2020	Daenerys Targaryen 0195:SGUEN201793723I	24 Sep 2020	SGD 443.00	PENDING PAYMENT	⋮

Status updated to Rejected by approver

## PAYING A BILL

1. Payment Makers: Create a payment for bills you receive by viewing and selecting them at one glance on the incoming bills page'
2. Payment Authorisers: Approve payments under the Pay & Transfer tab.
3. Invoice statuses are automatically updated when payments are made.
4. Pay digitally via PayNow Corporate, FAST, GIRO, or Account Transfer.\*

\* Only local SGD payments



The screenshot shows the 'Incoming bills' section of the DBS IDEAL interface. The left sidebar contains navigation options: 'To Dashboard', 'Invoices', 'Outgoing', 'Incoming', 'Settings', and 'Logout'. The main content area displays a table of bills with columns for Issue date, Supplier / Bill no., Paid, Outstanding, Due on, Status, and Actions. The first row, for 'King's Landing PTE LTD' (bill no. INV100023), is highlighted with a red border. A callout box with a red circle containing the number '1' and the text 'Click on bill to pay' points to this row.

Issue date	Supplier / Bill no.	Paid	Outstanding	Due on	Status	Actions
10 Feb 2021	King's Landing PTE LTD INV100023	-	SGD 9,000.00	10 Feb 2021 Due today	UNPAID	⋮
10 Feb 2021	CBA PTE LTD INV#99129312931923	-	SGD 1,288.00	17 Feb 2021 Due in 7 days	UNPAID	⋮
20 Jan 2021	House of dragon IV213123	SGD 230.00	SGD 47,990.00	20 Feb 2021	PARTIALLY PAID	⋮
25 Jan 2021	King's landing INVGHHD28883	SGD 10.00	SGD 300.00	25 Feb 2021	PARTIALLY PAID	⋮
13 Feb 2021	Daenerys Targaryen INV#llos99393	-	SGD 443.00	27 Feb 2021	PENDING APPROVAL	⋮
10 Feb 2021	SSS INV-239-3929	SGD 55.00	-	10 Feb 2021	PAID	⋮
08 Feb 2020	SLLD LLDSO INV-3000-2000-10000	SGD 4,394.00	-	08 Feb 2021	PAID	⋮
08 Jan 2020	Cristiano INVINVIN12931923	-	SGD 2,384.00	07 Feb 2021	REJECTED	⋮

**DBS IDEAL**

ABC Company  
Singapore

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← Bill details Download bill

**INV100023**  
Invoice date: 10 Feb 2021  
Status: **UNPAID** **SGD 9,000.00**  
Due on 10 Feb 2021

10 Feb 2021 09:50  Received  
 Unpaid

From: ABC Company Pte Ltd  
20 Queen street west, #10-233, Singapore  
Peppol ID: 0195:SGUEN201815520K

To: King's Landing PTE LTD  
20 Queen street west, #10-2033, Singapore  
Peppol ID: 0195:SGUEN201815520K

Additional info  
Expedited order for King's Landing.

[Show additional details](#)

[Back](#) [Update status](#) [Reject](#) [Pay bill now](#)

2 Click on Pay bill now

**DBS IDEAL**

ABC Company  
Singapore

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**Pay bill**

**You're paying for**

INV100023 Due 10 Feb 2021 SGD 9,000.00

**Business account**  
029-021234-5 SGD 100,000.00

**King's Landing Pte Ltd**  
201815520K (KING'S LANDING PTE LTD)

Payment details from your bill.

**You're sending**  
SGD **9,000.00**

FAST transfer Instant SGD 0.50 fee

GIRO transfer 1-2 business days SGD 0.20 fee

**Transfer date**

10/02/2021 (Today)

On due date (10/02/2020)

Payment details from bill (PayNow proxy or bank account)

If you're paying to a DBS account, the default transfer method will be Account transfer (no fee charge)

3 Enter amount to pay (you can make partial payments on single bills)

**DBS IDEAL**

ABC Company  
Singapore

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×
Pay bill

Only SGD accounts can be used to make payments, including SGD wallet in Multi-currency accounts; account will be selected by default if user only has access to one SGD account

Accounts available for selection based on your transaction entitlement(s)

**You're paying for**

INV100023 Due 10 Feb 2021    SGD 9,000.00

---

**B**

Business account

029-021234-5

SGD 100,000.00 >

---

**K**

King's Landing Pte Ltd

201815520K (KING'S LANDING PTE LTD)

Payment details from your bill. ⓘ

You're sending **SGD 9,000.00**

<input checked="" type="radio"/>	FAST transfer	Instant	SGD 0.50 fee
<input type="radio"/>	GIRO transfer	1-2 business days	SGD 0.20 fee

**Transfer date**

10/02/2021 (Today) 📅

On due date (10/02/2020)

4

Select transfer method (if recipient account is not a DBS account)

5

Add more bills from the same biller to pay for in a single transaction (if available, optional)

The screenshot shows the DBS IDEAL 'Pay bill' interface. On the left is a navigation menu with 'ABC Company Singapore', 'To Dashboard', 'Invoices', 'Outgoing', 'Incoming', 'Settings', and 'Logout'. The main area is titled 'Pay bill' and contains a list of bills under 'You're paying for', account selection options, a total amount of SGD 10,100.00, and payment method choices (FAST transfer or GIRO transfer). A modal window titled 'Select bills from King's Landing Pte Ltd' is open, showing a search bar, a list of bills with checkboxes, and 'Cancel' and 'Pay bill' buttons. Annotations with lines pointing to specific elements provide additional context.

**Bills being paid are listed here**

You're paying for			
1.	INV100023	Due 10 Feb 2021	SGD 9,000.00
2.	INV100024	Due 25 Mar 2021	SGD 500.00
3.	INV100025	Due 27 Mar 2021	SGD 400.00

**You can add more bills if there are others from the same biller with the same payment information**

**+ Add another bill**

**Business account** SGD 100,000.00 >  
029-021234-5

**King's Landing Pte Ltd** 200-029-00001 (King's Landing Pte Ltd) **Payment details from your bill.**

**You're sending SGD 10,100.00**

- FAST transfer Instant SGD 0.50 fee
- GIRO transfer 1-2 business days SGD 0.20 fee

**Select bills from King's Landing Pte Ltd**

Search

Only bills to the same billing account are shown.

- Select all (3)
- INV100023 SGD 9,000.00 Due today
- INV100024 SGD 500.00 Due on 25 Mar 2021
- INV100025 SGD 500.00 Due on 27 Mar 2021

Cancel Pay bill

Only bills that have the same payment details (PayNow proxy or bank account) OR all bills with no payment details included are shown

Partial payment not available when paying for multiple bills

**6** Add payment information

× Pay bill

DBS IDEAL

ABC Company  
Singapore

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You're paying for

INV100023 Due 10 Feb 2021 SGD 9,000.00

+ Select account

+ King's Landing Pte Ltd [ADD PAYMENT DETAILS](#)

You're sending

SGD 9,000.00

FAST transfer Instant SGD 0.50 fee

GIRO transfer 1-2 business days SGD 0.20 fee

Transfer date

10/02/2021 (Today)

On due date (10/02/2020)

× Add payment information

Make payment to

DBS Bank account

Account number

Enter account number

Other banks

PayNow

Cancel Add

You can enter recipient account details if it was not provided in the bill

The screenshot shows the DBS IDEAL 'Pay bill' interface. On the left is a dark sidebar with the DBS logo and 'IDEAL' text, and navigation options: 'ABC Company Singapore', 'To Dashboard', 'Invoices', 'Outgoing', 'Incoming', 'Settings', and 'Logout'. The main content area is titled 'Pay bill' and shows a transfer amount of 'SGD 9,000.00'. Below this, there are two transfer options: 'FAST transfer Instant SGD 0.50 fee' (selected) and 'GIRO transfer 1-2 business days SGD 0.20 fee'. A red circle with the number '7' points to the 'Transfer date' section, which has a callout box that says 'Select transfer date'. In this section, the '10/02/2021 (Today)' option is selected and highlighted with a red box. A line points from this box to a text note on the right: 'Default transfer date is today; On due date option will not be available if invoice is past due date'. Below the transfer date options is a green information box: 'Ensure that this transfer is approved by 18:00 today to avoid delay.' The next section is 'Share payment status via email (optional)', which has a red circle with the number '8' pointing to it. A callout box says 'Enter email(s) to notify specific people about the payment'. This section contains an email input field with three addresses: 'jasonlee@king.com', 'aliceseah@king.com', and 'ade|'. Below the input field is the text 'Recipients will be notified once the payment is on its way'. At the bottom right, a red 'Continue' button is highlighted with a red box, with a red circle containing the number '9' and a callout box that says 'Click Continue'.

**DBS IDEAL**

ABC Company  
Singapore

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### Review payment

Sending full payment of  
**SGD 9,000.00**

From Business account name, SGD 029-021234-5	To King's Landing Pte Ltd 201815520K (KING'S LANDING PTE LTD)
Transfer date 10 Feb 2021	Transfer method FAST transfer

Bill(s) being paid are listed here

Bill paid  
INV100023

10 Submit payment for approval

Edit details Submit

Sending full payment of  
**SGD 9,900.00**

From Business account name, SGD 029-021234-5	To King's Landing Pte Ltd 200-029-00001
Transfer date 10 Feb 2021	Transfer method FAST transfer

Share updates with  
jasonlee@king.com  
aliceseah@king.com

Message  
ABC Company Pte Ltd has made a payment of SGD 9,900.00 to King's Landing Pte Ltd. (INV100023, INV100024, INV100025)

Bills paid  
INV100023 INV100024 INV100025

For payment for multiple bills, payer, payee, amount paid, and bills involved are automatically populated in payment message (140 char)

**DBS IDEAL**

ABC Company  
Singapore

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**Payment submitted**

We'll notify you via email once your payment is approved and on its way.

[Download PDF](#) [Back to Invoices](#)

**11** Return to Incoming bills page

**Awaiting approval**  
By 18:00 today to avoid transfer delay

Sending full payment of  
**SGD 9,000.00**

Reference number  
**EBINV20489383**  
Track this payment in Pay & Transfer.

From: Business account name, SGD 029-021234-5  
To: King's Landing Pte Ltd 201815520K (KING'S LANDING PTE LTD)  
Transfer date: 10 Feb 2021  
Transfer method: FAST transfer

**12** Authoriser approves payment in Pay & Transfer tab

Pill indicating payment for invoice

Transfer Date	Reference / Type / Last Action	From Account	Payee	Amount	Group name	Status
<input type="checkbox"/>	10-Feb-2021 EBINV20489383 SG - FAST payment <a href="#">Invoice</a> Salman Create	Business account name, SGD 029-021234-5 SGD	King's Landing Pte Ltd 200-029-00001	SGD 4000.00		Pending approval

13

Bill status updated on listing

**DBS IDEAL**  
 ABC Company  
 Singapore

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Incoming bills

All Unpaid / Partially paid (86) Pending approval (23)  Filter

Issue date	Supplier / Bill no.	Paid	Outstanding	Due on	Status	Actions
10 Feb 2021	<b>CBA PTE LTD</b> INV#99129312931923	-	SGD 1,288.00	17 Feb 2021 Due in 7 days	UNPAID	⋮
20 Jan 2021	<b>House of dragon</b> IV213123	SGD 230.00	SGD 47,990.00	20 Feb 2021	PARTIALLY PAID	⋮
25 Jan 2021	<b>King's landing</b> INVGHHD28883	SGD 10.00	SGD 300.00	25 Feb 2021	PARTIALLY PAID	⋮
13 Feb 2021	<b>Daenerys Targaryen</b> INV#llos99393	-	SGD 443.00	27 Feb 2021	PENDING APPROVAL	⋮
10 Feb 2021	<b>King's Landing PTE LTD</b> INV100023	SGD 9,000.00	-	10 Feb 2021	PAID	⋮
10 Feb 2021	<b>SSS</b> INV-239-3929	SGD 55.00	-	10 Feb 2021	PAID	⋮
08 Feb 2020	<b>SLLD LLD SO</b> INV-3000-2000-10000	SGD 4,394.00	-	08 Feb 2021	PAID	⋮
08 Jan 2020	<b>Cristiano</b> INVINVIN12931923	-	SGD 2,384.00	07 Feb 2021	REJECTED	⋮

Bill marked as paid once transaction authoriser approves payment in **Pay & Transfer** tab

## INVOICE STATUS UPDATES

1. Invoices are reconciled automatically with payments made and received.\*
2. Invoice statuses are updated once certain criteria are met.
3. You can also manually update the status of your invoices and bills, for example, the date it was paid offline or if it was voided.

\*Invoice reconciliation is only available if your sender/receiver is also a DBS InvoiceNow user



## All outgoing invoice statuses

Invoice Status	Definition
<b>PENDING APPROVAL</b>	Invoice created and awaiting approval from approver
<b>PENDING PAYMENT</b>	Invoice sent to buyer; awaiting payment
<b>REJECTED BY APPROVER</b>	Invoice rejected by approver
<b>PARTIALLY PAID</b>	Invoice amount partially paid (can be updated manually)
<b>PAID</b>	Invoice amount fully paid (can be updated manually)
<b>REJECTED BY CUSTOMER</b>	Invoice rejected by buyer (available only if buyer is also a DBS InvoiceNow user)
<b>VOID</b>	Invoice voided (can be updated manually)

## All incoming bill statuses

Invoice Status	Definition
UNPAID	Bill received; awaiting payment
PARTIALLY PAID	Bill partially paid (can be updated manually)
PENDING APPROVAL	Bill payment pending approval from approver
REJECTED	Bill payment rejected by approver
PAID	Bill amount fully paid (can be updated manually)
VOID	Bill voided (can be updated manually)

**DBS IDEAL**  
ABC Company  
Singapore

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### Outgoing invoices

New invoice    New credit note

All (124)    Pending approval (4)    Sent (87)    Rejected (23)

Invoice no. and date	Customer / Peppol ID	Due date	Amount	Status	Actions
INV10024 23 Nov 2020	King's Landing PTE LTD 0195:SGUEN201812345K	22 Dec 2020	SGD 9,000.00	PENDING PAYMENT	⋮
INV10023 08 Oct 2020	King's Landing PTE LTD 0195:SGUEN201812345K	24 Oct 2020	SGD 9,000.00	PENDING PAYMENT	⋮
INV10022 14 Aug 2020			288.00	REJECTED BY CUSTOMER	⋮
INV10021 20 Jul 2020			220.00	PAID	⋮
INV10019 12 Jun 2020			443.00	PENDING PAYMENT	⋮

**1** Click the drop down under the Actions menu for an individual invoice

**2** Click Update status

**3** Update invoice status in the pop-up

Update invoice status

Mark as

Paid (Pending payment: SGD 9000.00)

Amount paid (SGD)

Enter paid amount

Payment reference (optional)

Enter reference number

Comments (optional) 0/1000

Enter comments

Void

Cancel    Submit

End



Live more,  
Bank less