

# Purchase Order Workflow — DSG Procurement

Step-by-step guide for creating a Purchase Order, recording invoices, declaring GRN, and exporting the Finance PDF.

## Section A — Create the Purchase Order

### Step 40 · Create Purchase Order from RFQ

Return to the RFQ/RFP page and click **Create Purchase Order**.

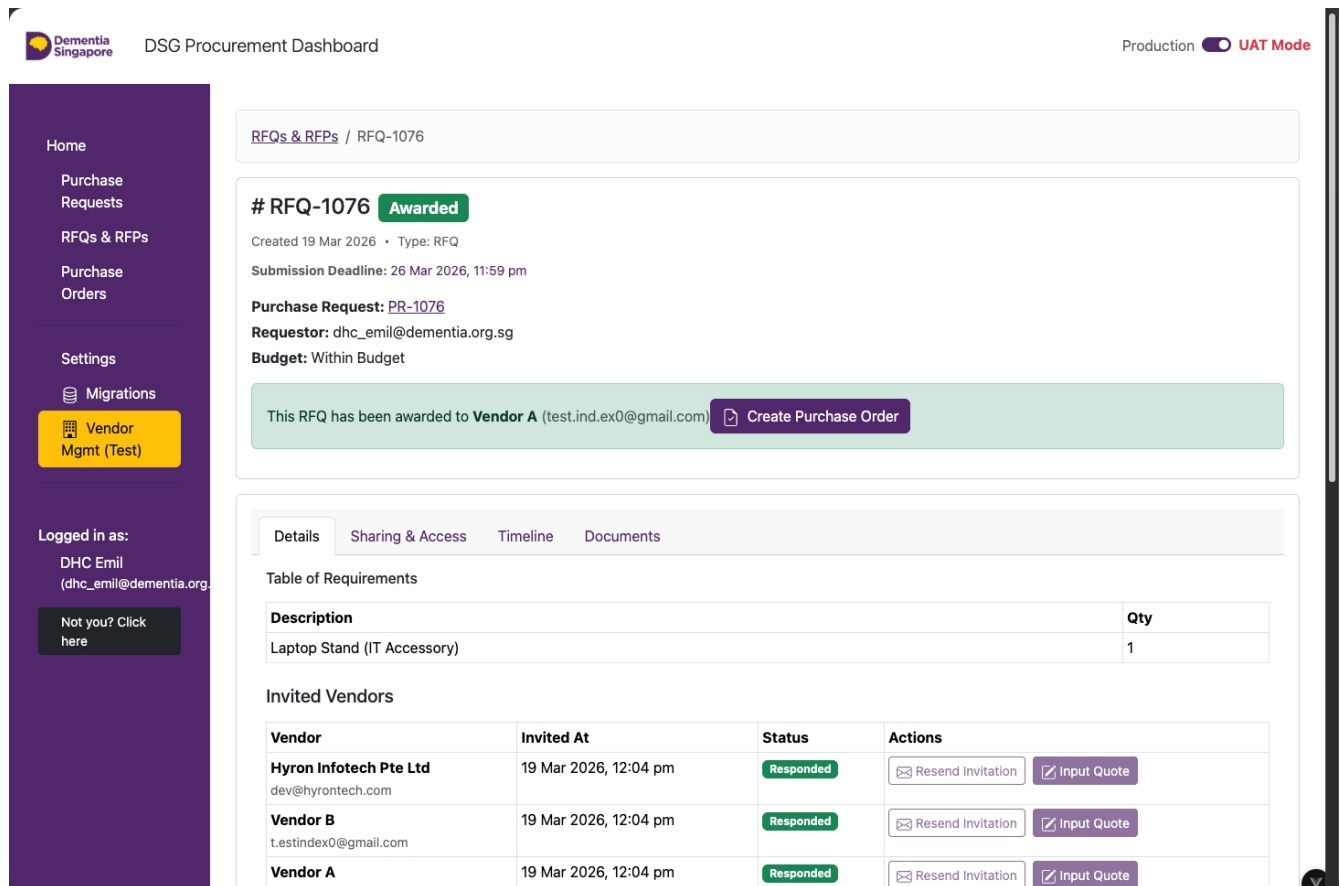


Figure 1: RFQ page after vendor award - click Create Purchase Order to proceed

### Step 41 · PO Page — Submit Invoice or Request from Vendor

- Click **Submit New Invoice** to enter the invoice details yourself
- Click **Send Invoice Request to Vendor** to email them a secure portal link

### Step 42 · Fill in Invoice Details

Fill in the invoice form:

- **Invoice Number** and **Invoice Date**
- **Payment Type** — One-Time, Progressive, or Prepayment
- **Line item quantities**

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(dhc\_emil@dementia.org)

[Purchase Orders](#) / PO-1076

### Purchase Order Invoices

Details | Timeline

PO # PO-1076 | Vendor: Vendor A  
RFQ ID: RFQ-1076

[Finance PDF](#)

PO Line Items GST Exclusive

Description	Quantity	Unit Price (SGD)	Subtotal (SGD)	9% GST (SGD)	Total (SGD)
Laptop Stand (IT Accessory)	1.00	\$21000.00	\$21000.00	\$1890.00	<b>\$22890.00</b> <small>(Subtotal x 1.09)</small>

#### Submitted Invoices

Invoice #	Date	Payment Type	GRN	Items	Total (SGD)	Remarks	Actions
No invoices submitted yet							

#### Invoice Summary

Total PO Amount  
**\$22,890**

Total Invoiced  
**\$0**

Remaining  
**\$22,890**

**Submit Invoice on Behalf of Vendor**

Use this option when you have received an invoice from the vendor and want to enter it into the system yourself.

- You will fill in the invoice details manually
- Useful when vendor submits invoice via email or paper
- Invoice will be recorded immediately

+ Submit New Invoice

**Request Vendor to Submit Invoice**

Use this option to send an email invitation to the vendor with a secure link where they can submit their invoice directly.

- Vendor receives email with submission link
- Vendor fills in their own invoice details online
- Reduces manual data entry and errors

➤ Send Invoice Request to Vendor

Figure 2: PO page showing Submit New Invoice and Send Invoice Request options

- Upload official invoice — mandatory PDF
- Remarks — optional

Click **OK** to submit.

**Submit Invoice**

Invoice Number

Invoice Date  
19/03/2026

Payment Type  
Pre-payment One-Time Payment Progressive Payment

**GST Configuration**  
Please note how GST applies to this invoice. The GST rate is fixed at 9%.  
**GST (applies to all line items)**  
GST Exclusive  
GST Exclusive: Total = Unit Price x Quantity x 1.09 (9% GST added separately)

Set Quantity by Percentage  
100 % **Apply to All Rows**

Enter a percentage (0-100) and click "Apply to All Rows" to set quantities. Each line will be set to this percentage of its PO quantity. Note that you will not be allowed to set a quantity higher than what has already been invoiced.

**Invoice Line Items**

Description	Quantity	Unit Price (SGD)	Subtotal (SGD)	9% GST (SGD)	Total (SGD) (with GST)
Laptop Stand (IT Accessory)	1	21000	\$21000.00	\$1890.00	<b>\$22890.00</b>
				Subtotal:	\$21000.00
				9% GST:	\$1890.00
				<b>Invoice Total:</b>	<b>\$22890.00</b>

Tip: for partial deposit payments, use decimals in the quantity (e.g. .2 for 20% deposit)

Upload Vendor's Official Invoice **Required**

Choose Files No file chosen

Only unencrypted PDF files are accepted. Upload the vendor's official invoice document. Additional supporting documents (receipts, delivery orders) can also be attached.

Remarks

Cancel OK

Figure 3: Invoice modal - fill in number, date, payment type, quantities, upload document

## Section B — GRN Declaration & Finance Export

### Step 43 · Submitted Invoices — Declare GRN if Required

Click **View** on an invoice in the list to open it.

### Step 44 · Find the Declare GRN Button

Scroll down and click **Declare GRN**.

### Step 45 · Fill in GRN Details

- Add **remarks** — e.g. date received, delivery notes, or delivery order ref
- Click **Submit**

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Purchase Orders / PO-1076

### Purchase Order Invoices

Details Timeline

PO # PO-1076 | Vendor: Vendor A Finance PDF GRN not declared for all applicable invoices

RFQ ID: RFQ-1076

PO Line Items GST Exclusive

Description	Quantity	Unit Price (SGD)	Subtotal (SGD)	9% GST (SGD)	Total (SGD)
Laptop Stand (IT Accessory)	1.00	\$21000.00	\$21000.00	\$1890.00	<b>\$22890.00</b> <small>(Subtotal x 1.09)</small>

Submitted Invoices

Invoice #	Date	Payment Type	GRN	Items	Total (SGD)	Remarks	Actions
INV20202	2026-03-19	Progressive Payment	⚠ Pending	• Laptop Stand (IT Accessory) (x0.20) - \$21000.00	\$4,578		<a href="#" style="background-color: #6c757d; color: white; padding: 2px 5px;">View</a>

Invoice Summary

Total PO Amount <b>\$22,890</b>	Total Invoiced <b>\$4,578</b>	Remaining <b>\$18,312</b>
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+ **Submit Invoice on Behalf of Vendor**

Use this option when you have received an invoice from the vendor and want to enter it into the system yourself.

- You will fill in the invoice details manually
- Useful when vendor submits invoice via email or paper

✉ **Request Vendor to Submit Invoice**

Use this option to send an email invitation to the vendor with a secure link where they can submit their invoice directly.

- Vendor receives email with submission link
- Vendor fills in their own invoice details online

Figure 4: PO page showing submitted invoices - click View to open invoice and declare GRN

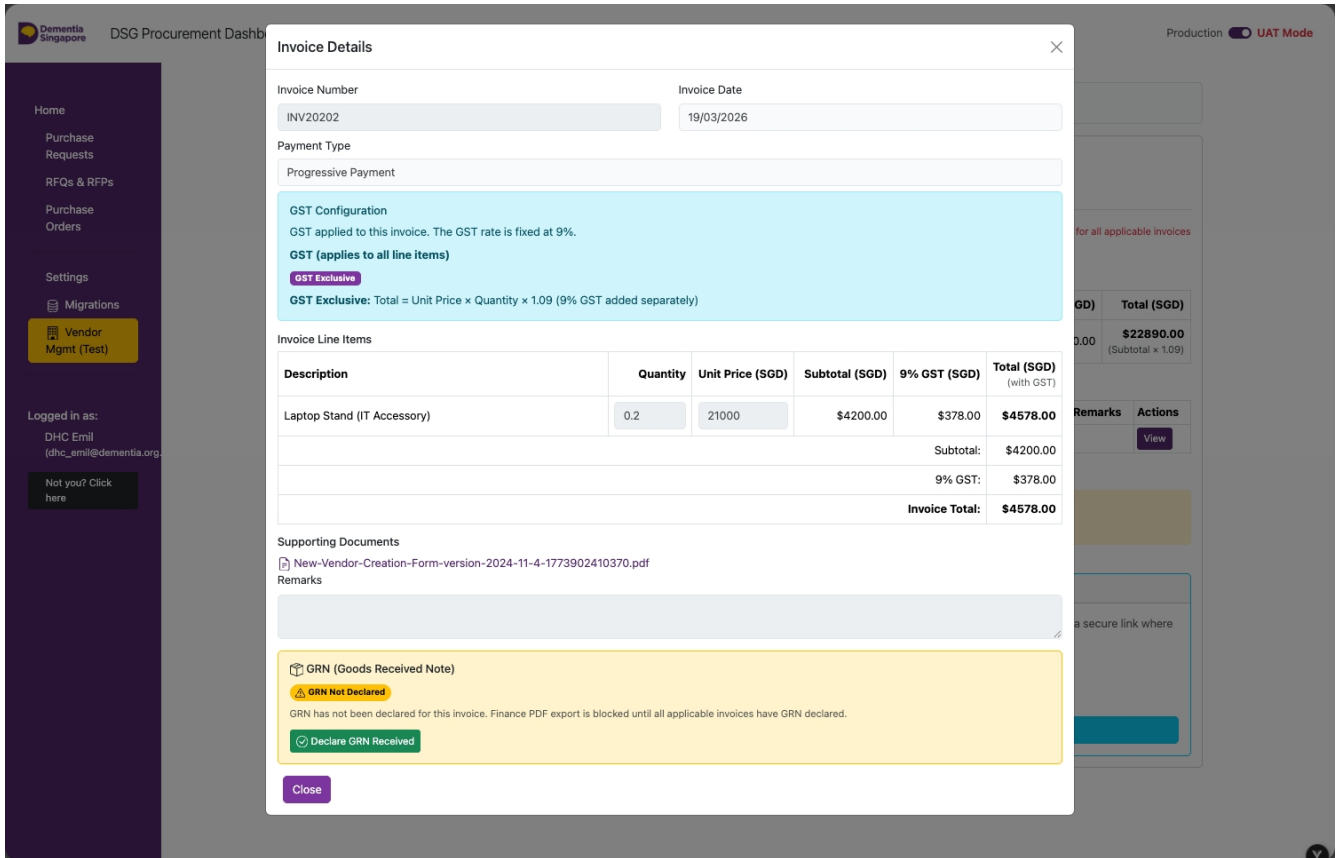


Figure 5: Invoice detail view - scroll to find the Declare GRN button

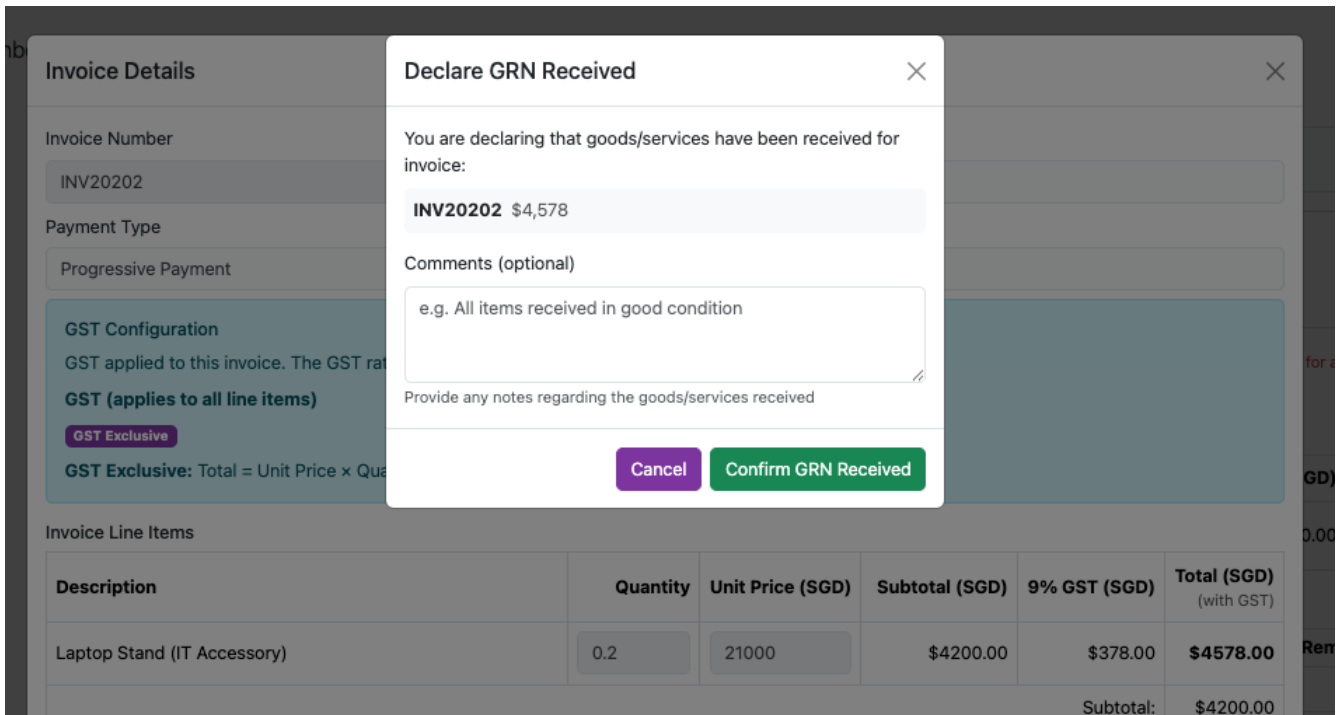


Figure 6: GRN declaration form - add remarks and submit

## Step 46 · GRN History Recorded

GRN history is updated on the invoice — declarations with remarks and timestamps.

The screenshot displays the 'Invoice Details' window in the DSG Procurement Dashboard. The invoice number is INV20202, dated 19/03/2026, with a payment type of Progressive Payment. The GST configuration indicates a 9% rate applied to all line items. The invoice line items table shows one item: Laptop Stand (IT Accessory) with a quantity of 0.2, unit price of 21000, subtotal of 4200.00, 9% GST of 378.00, and a total of 4578.00. The supporting documents section includes a PDF for 'New-Vendor-Creation-Form-version-2024-11-4-1773902410370.pdf'. The GRN section shows a 'GRN Declared' status by DHC Emil on 19 Mar 2026 at 02:41 pm, with an 'Undeclare GRN' button. The GRN Event History table below shows one entry: Declared by DHC Emil on 19 Mar 2026 at 02:41 pm.

Description	Quantity	Unit Price (SGD)	Subtotal (SGD)	9% GST (SGD)	Total (SGD) (with GST)
Laptop Stand (IT Accessory)	0.2	21000	4200.00	378.00	4578.00
				Subtotal:	\$4200.00
				9% GST:	\$378.00
				<b>Invoice Total:</b>	<b>\$4578.00</b>

Action	By	Date/Time	Comments
Declared	DHC Emil	19 Mar 2026 02:41 pm	

Figure 7: GRN history shown on invoice - all declarations with remarks and timestamps

## Step 47 · Export Finance PDF

Click **Export PDF** on the invoice or PO page.

## Step 48 · Finance PDF — Pass to Finance for Payment

Send or hand the exported PDF to the Finance team.

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### Purchase Order Invoices

Details Timeline

PO # PO-1076 | Vendor: Vendor A Finance PDF

RFQ ID: RFQ-1076

PO Line Items GST Exclusive

Description	Quantity	Unit Price (SGD)	Subtotal (SGD)	9% GST (SGD)	Total (SGD)
Laptop Stand (IT Accessory)	1.00	\$21000.00	\$21000.00	\$1890.00	<b>\$22890.00</b> <small>(Subtotal x 1.09)</small>

Submitted Invoices

Invoice #	Date	Payment Type	GRN	Items	Total (SGD)	Remarks	Actions
INV20202	2026-03-19	Progressive Payment	Declared <small>19 Mar 2026 02:41 pm</small>	• Laptop Stand (IT Accessory) (x0.20) - \$21000.00	\$4,578		<span style="background-color: #6c757d; color: white; padding: 2px 5px;">View</span>

Invoice Summary

Total PO Amount <b>\$22,890</b>	Total Invoiced <b>\$4,578</b>	Remaining <b>\$18,312</b>
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- You will fill in the invoice details manually

✉ **Request Vendor to Submit Invoice**

Use this option to send an email invitation to the vendor with a secure link where they can submit their invoice directly.

- Vendor receives email with submission link

Figure 8: Export Finance PDF button on the PO or invoice page

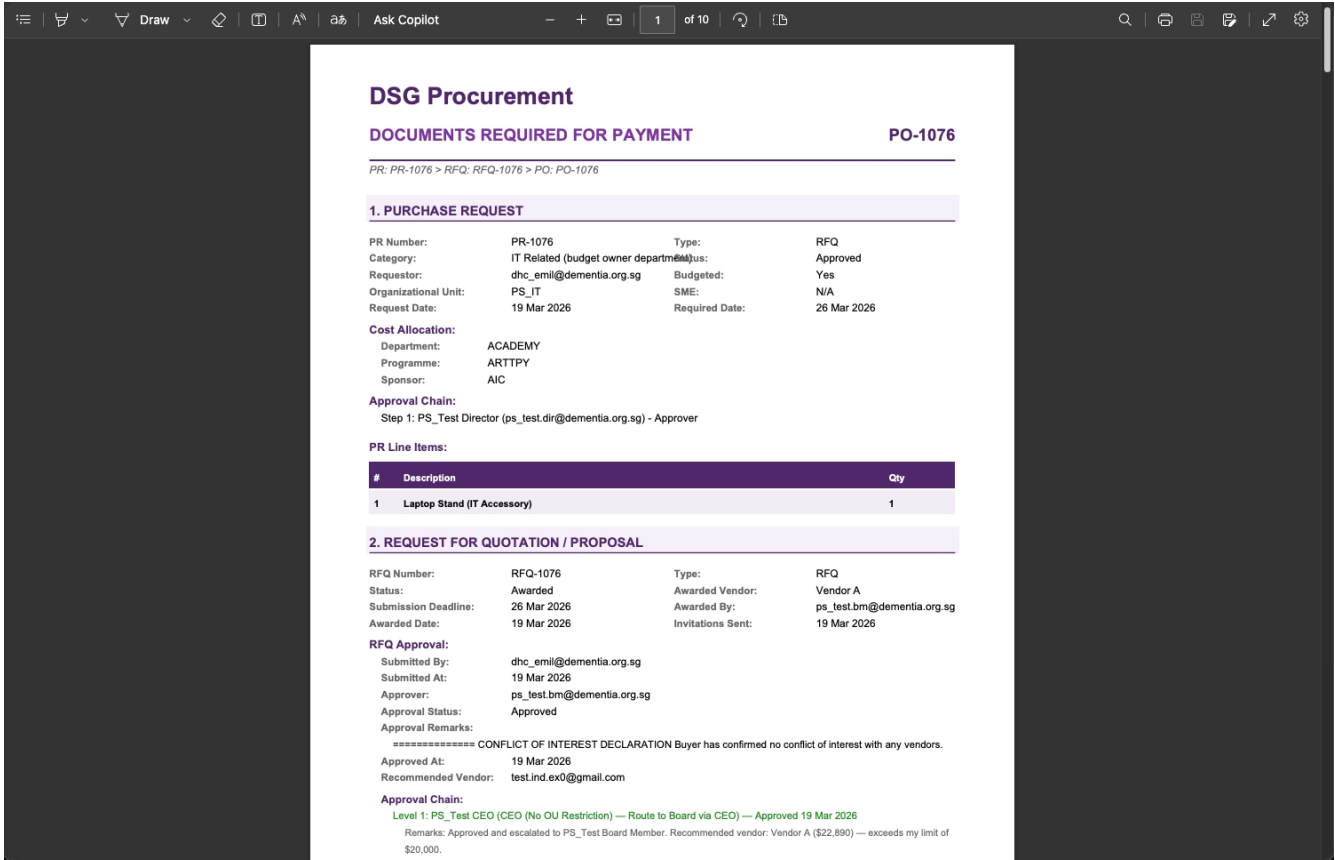


Figure 9: Finance PDF showing all payment details for Finance team processing