

The logo consists of the word "doxa" in white lowercase letters, centered within a solid olive-green square.

doxa

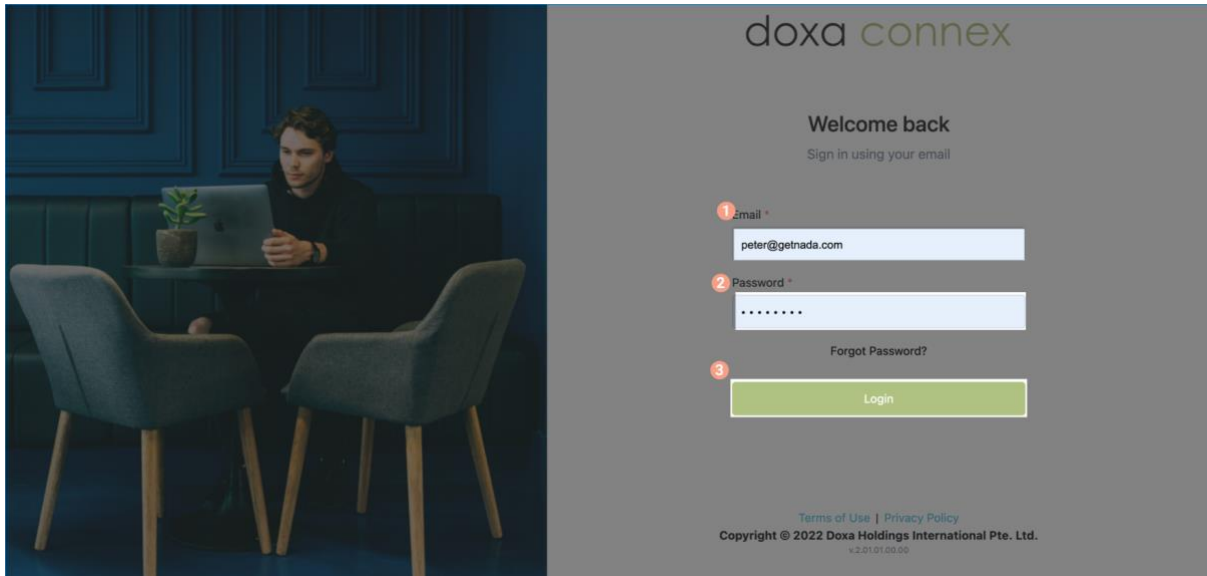
doxa connex

# **Supplier Portal Guide**

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# How to Login to Doxa Connex



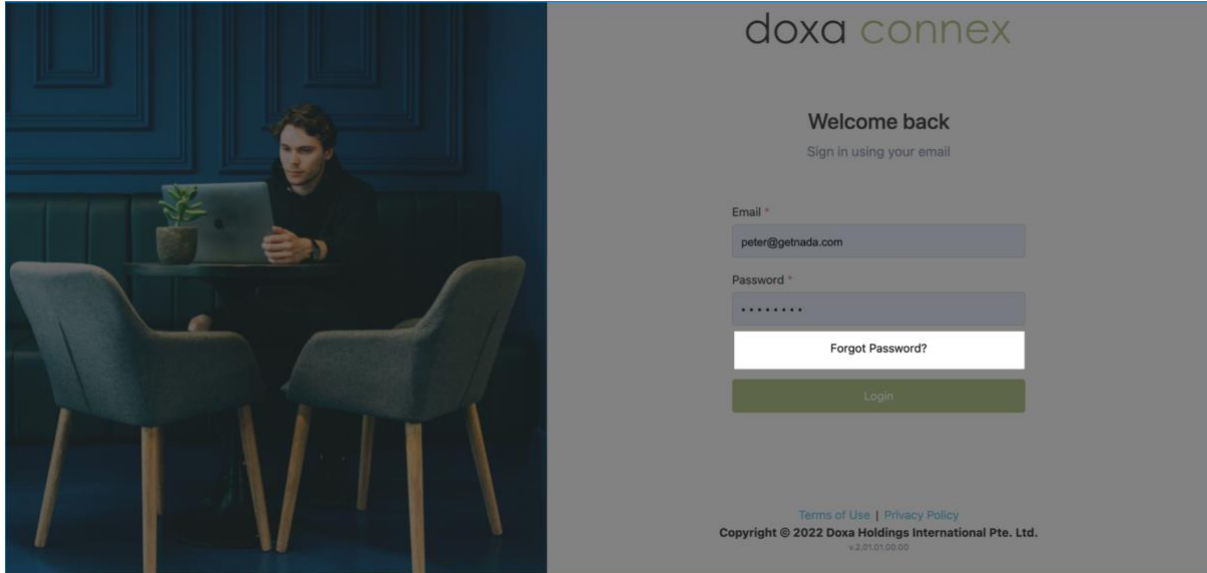
At <https://auth.doxa-holdings.com/login>

Email: Input your email address

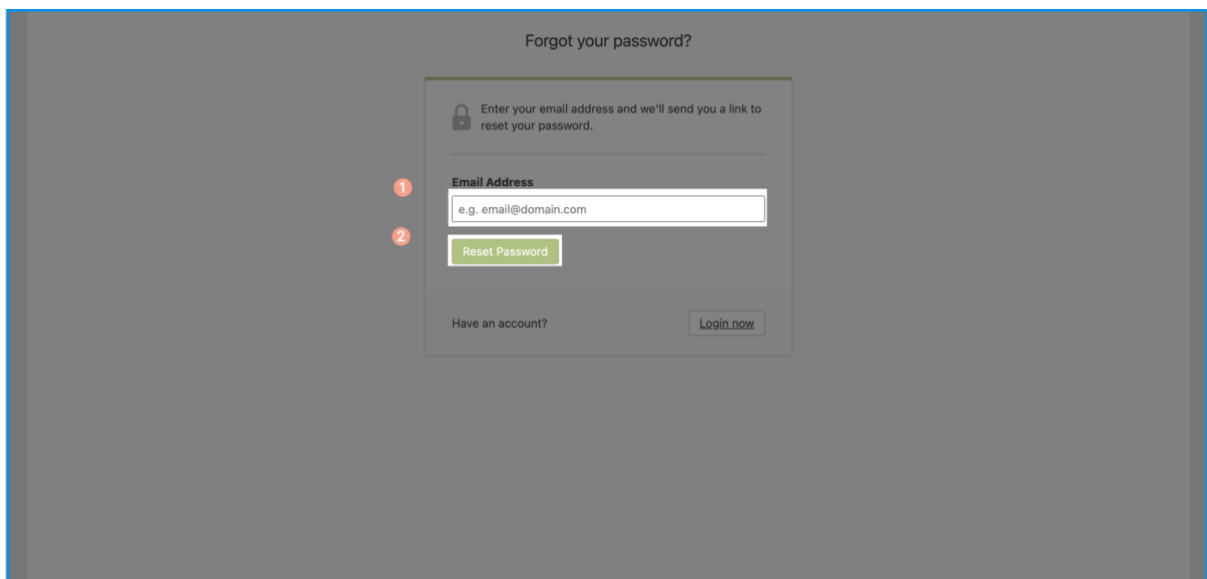
Password: Input your account password (received in the account email from [no-reply@doxa-holdings.com](mailto:no-reply@doxa-holdings.com))

Click **Login**

# How to Login to Doxa Connex (without password)



Click **Forgot Password?**

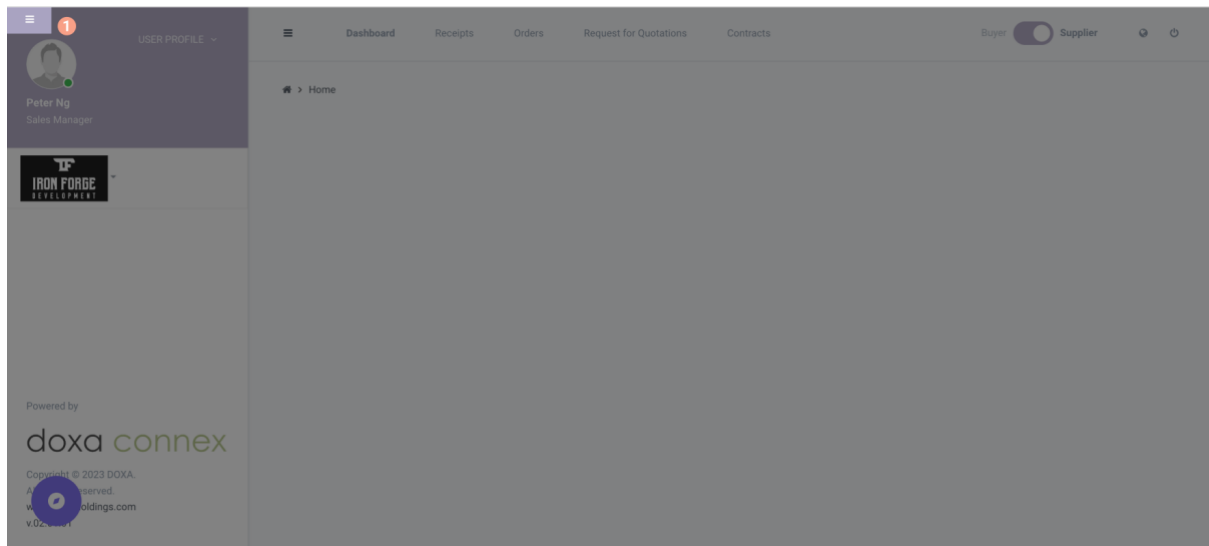


Email Address : Input the email address that is linked to your Doxa account

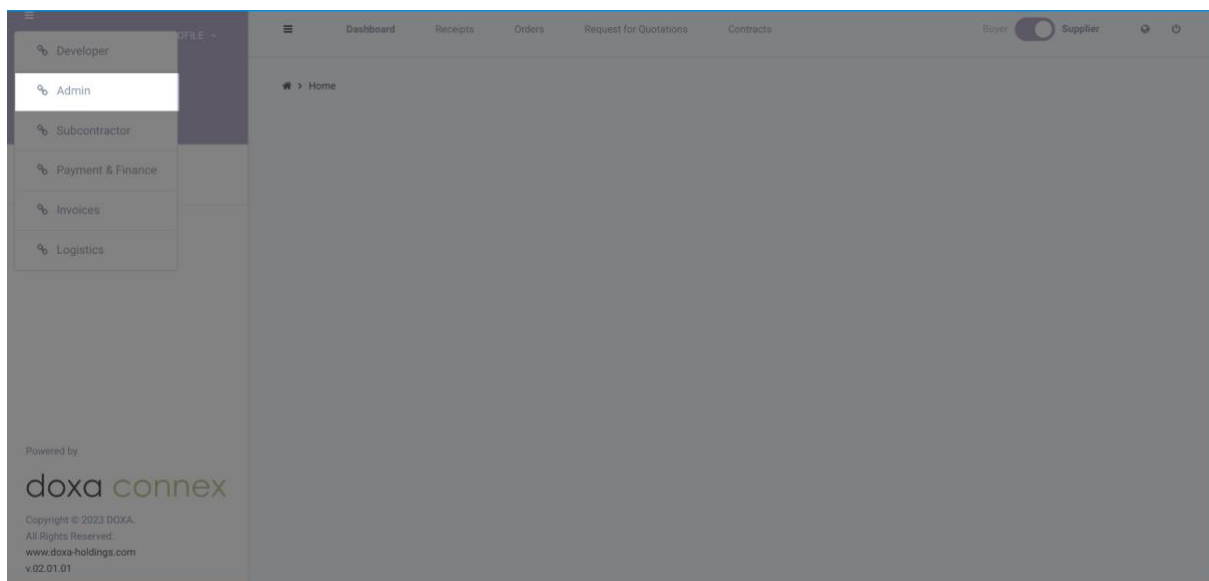
Click **Reset Password**

You will receive an email with a link to reset your password.  
Complete the password reset.

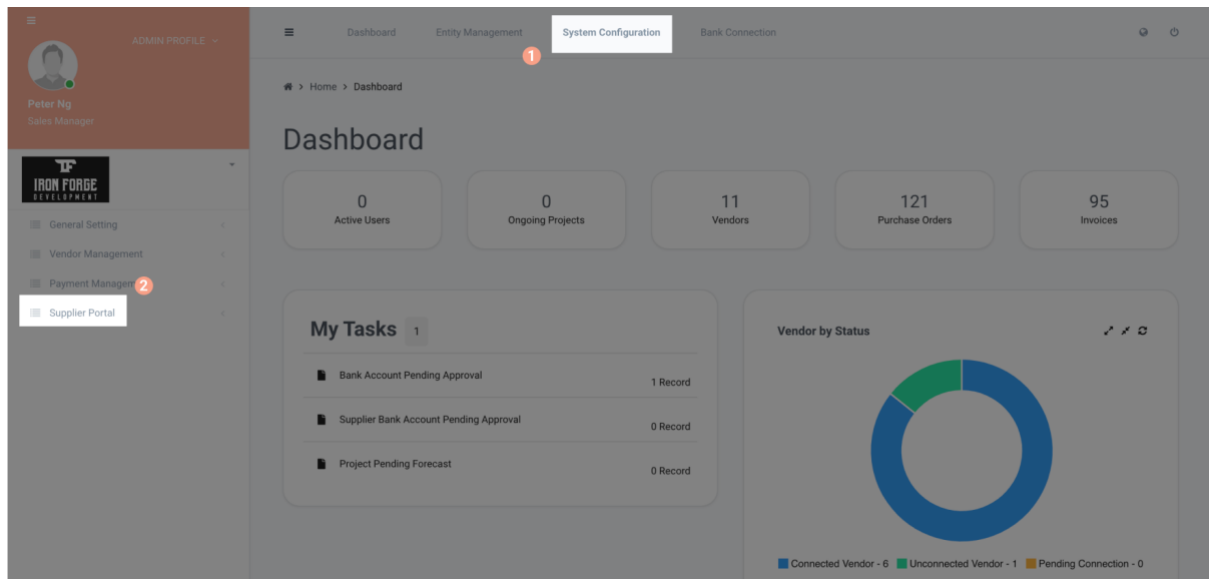
# How to Access Supplier Portal Configuration



Click on the three dashes on the top left



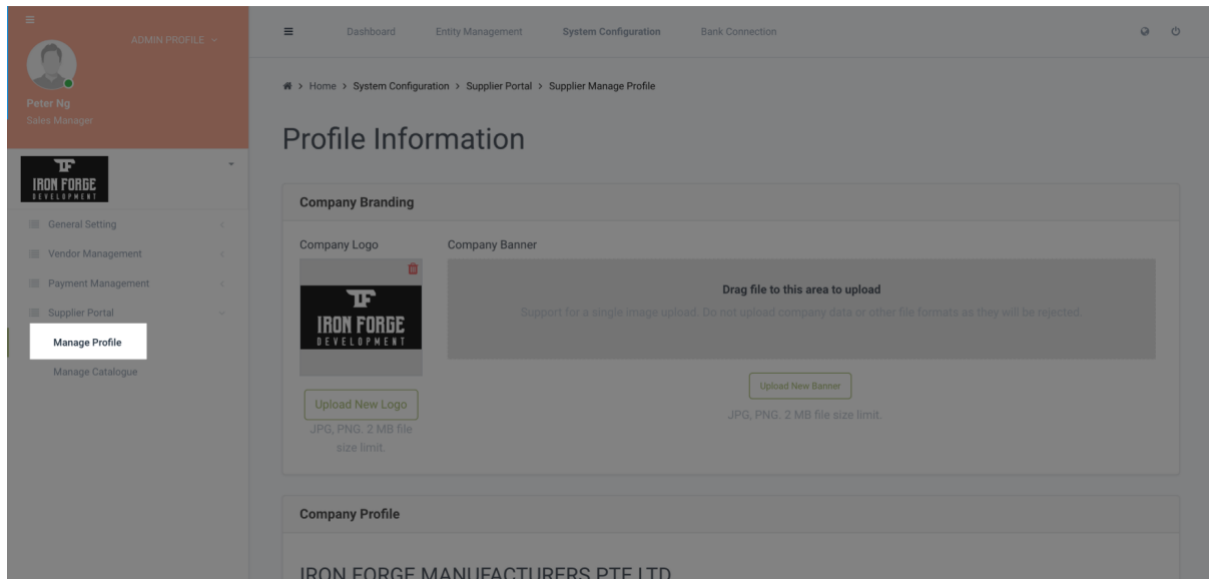
Click **Admin**



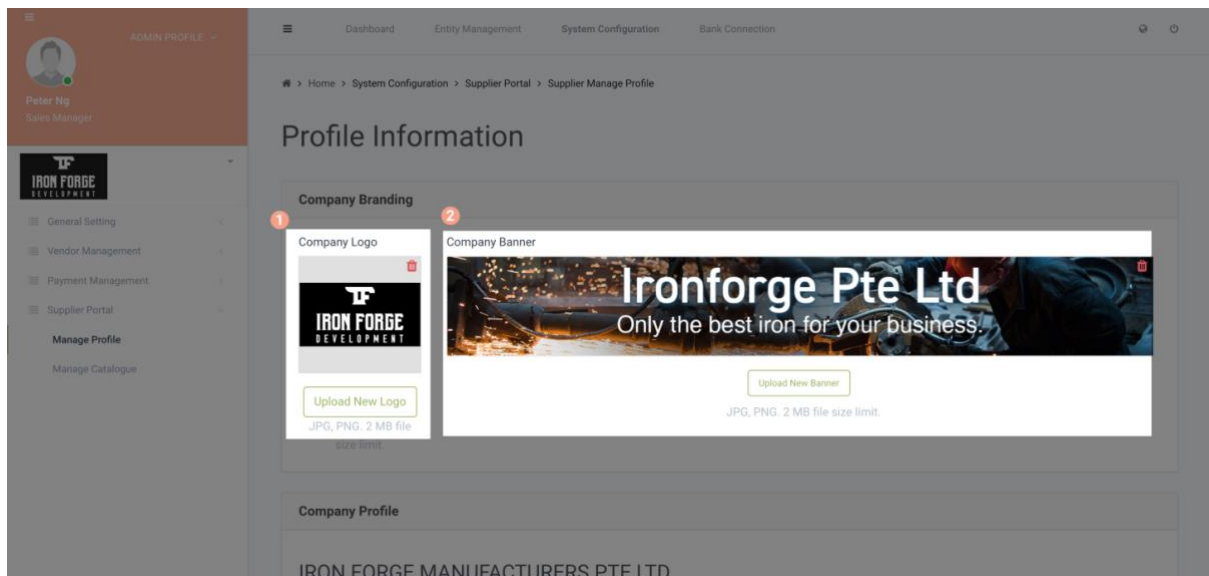
Click **System Configuration**

Click **Supplier Portal**

# How to Customize Your Supplier Portal Profile



Click **Manage Profile**



Click **Upload New Logo** to upload your own company Logo

Click **Upload New Banner** to upload a custom banner for your profile

**Company Profile**

**IRON FORGE MANUFACTURERS PTE LTD**

**Address**

Address Label: **Main Facility**

Address Line 1: Mountain

Address Line 2:

Postal Code: 123351

Country: Singapore

**Contact Information**

Phone: +65 64550881

Email: dalnar@abyssmail.com

**About Company**

You can include your company's description, industry, history, achievements, notable clients and your company's website (if applicable).

3 Time winner of the Dedicated Quality Award | 9.5/10 on BuildSmarter Weekly  
10/10 Strict quality control, 5000+ tons daily inventory, rich stock, fast delivery, learn more! According to customer's requirements. Fast delivery. Quality assured.

Select your company **Address Label**

Enter your preferred Contact Information

Add a custom description for your company

**Company Profile**

**IRON FORGE MANUFACTURERS PTE LTD**

**Address**

Address Label: **Main Facility**

Address Line 1: Mountain

Address Line 2:

Postal Code: 123351

Country: Singapore

**Contact Information**

Phone: +65 64550881

Email: dalnar@abyssmail.com

**About Company**

You can include your company's description, industry, history, achievements, notable clients and your company's website (if applicable).

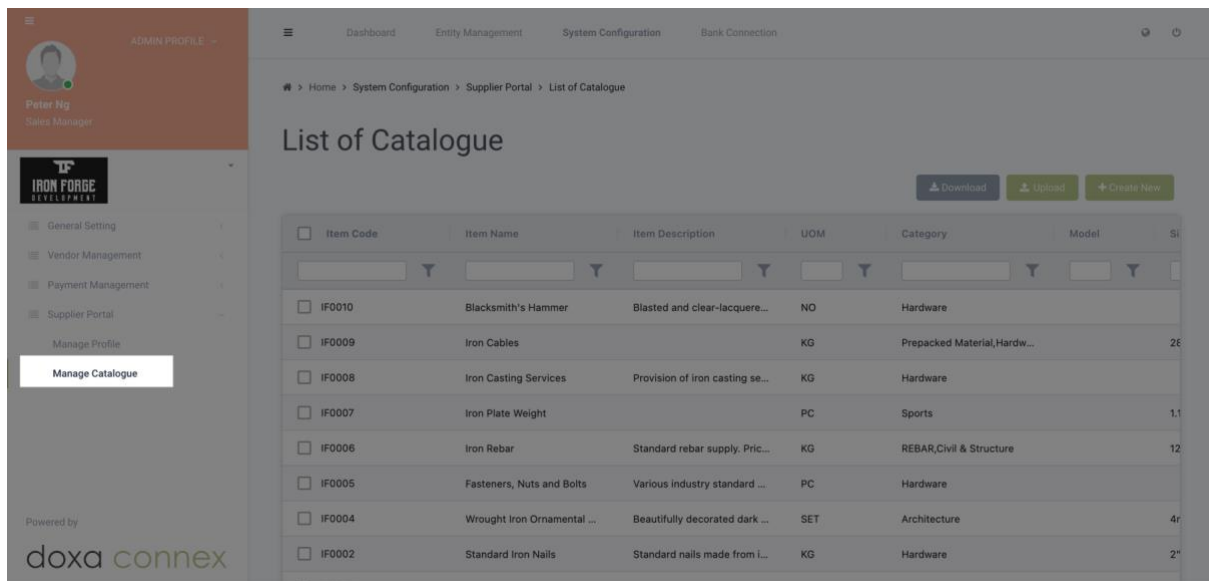
3 Time winner of the Dedicated Quality Award | 9.5/10 on BuildSmarter Weekly  
10/10 Strict quality control, 5000+ tons daily inventory, rich stock, fast delivery, learn more! According to customer's requirements. Fast delivery. Quality assured.

Click Preview to see your supplier profile with the changed details

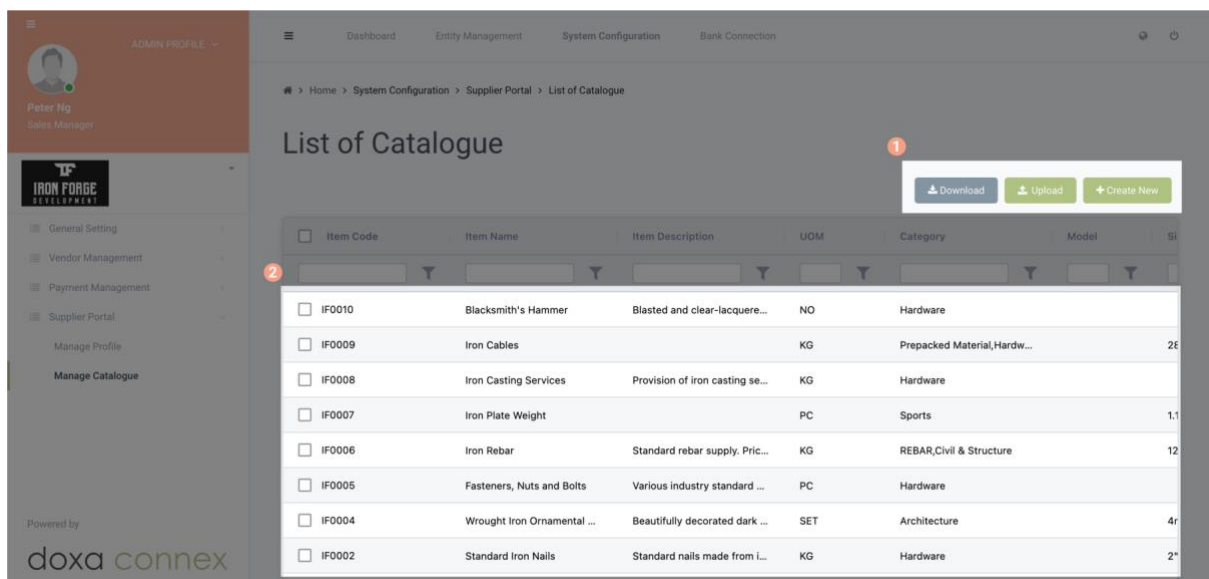
Click Save to upload the changes to your profile



# How to Manage Your Supplier Portal Catalogue



Click Manage Catalogue



Click Create New to create a new catalogue item

Click Download to download a csv. Export of your catalogue

Click Upload to upload your catalogue via csv. (Upload format same as download)

Your created catalogue items will appear in the table

**Catalogue Details**

Catalogue Item Details

|  |   |                                    |   |
|--|---|------------------------------------|---|
| <b>Item Code *</b><br>IF0010                             | <b>Item Name *</b><br>Blacksmith's Hammer | <b>UOM *</b><br>NO.                | <b>Currency *</b><br>Singapore Dollar (SGD) |
| <b>Price From *</b><br>88                                | <b>Price To</b><br>Please enter Price To  | <b>Model</b><br>Please enter Model | <b>Size</b><br>Please enter Size            |
| <b>Brand</b><br>Hultafors                                |   |                                    |   |
| <b>Category *</b><br>Please enter Categories<br>Hardware |   |                                    |   |
| <b>Description</b>                                       |   |                                    |   |

Enter the details of the catalogue item in these fields. (Items with the red \* are mandatory)

**Item Image(s)**

1

2

Delete All Uploaded Images

Upload New Image

☒ Default Image

You can upload up to 5 images.

**IMAGES GUIDELINES**

- Only upload images with the following formats: JPG, JPEG, PNG
- Max file size per upload is 10 MB
- Recommended image size is 1440 x 1080 pixels. Smaller images may look blurry when uploaded.
- Images uploaded here will appear on your product page. Some images may appear temporarily cropped.

Back

Create

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All Rights Reserved.  
www.doxa-holdings.com  
v.02.01.01

Click Upload New Image to upload an image and video URL for your catalogue item

Click Create to upload your catalogue item into the Supplier Portal

The screenshot displays the 'List of Catalogue' interface. On the left, the sidebar includes 'ADMIN PROFILE' for Peter Ng, Sales Manager, and a menu with options like General Setting, Vendor Management, Payment Management, Supplier Portal, Manage Profile, and Manage Catalogue. The main content area shows a table of items. The first item, IF0010, is highlighted and selected. The table columns are Item Code, Item Name, Item Description, UOM, Category, Model, and Status. The status of the selected item is 'Deactivated'.

| Item Code | Item Name                   | Item Description                | UOM | Category                    | Model | Status      |
|-----------|-----------------------------|---------------------------------|-----|-----------------------------|-------|-------------|
| IF0010    | Blacksmith's Hammer         | Blasted and clear-lacquere...   | NO  | Hardware                    |       | Deactivated |
| IF0009    | Iron Cables                 |                                 | KG  | Prepacked Material,Hardw... |       | Active      |
| IF0008    | Iron Casting Services       | Provision of iron casting se... | KG  | Hardware                    |       | Active      |
| IF0007    | Iron Plate Weight           |                                 | PC  | Sports                      |       | Active      |
| IF0006    | Iron Rebar                  | Standard rebar supply. Pric...  | KG  | REBAR,Civil & Structure     |       | Active      |
| IF0005    | Fasteners, Nuts and Bolts   | Various industry standard ...   | PC  | Hardware                    |       | Active      |
| IF0004    | Wrought Iron Ornamental ... | Beautifully decorated dark ...  | SET | Architecture                |       | Active      |
| IF0002    | Standard Iron Nails         | Standard nails made from i...   | KG  | Hardware                    |       | Active      |

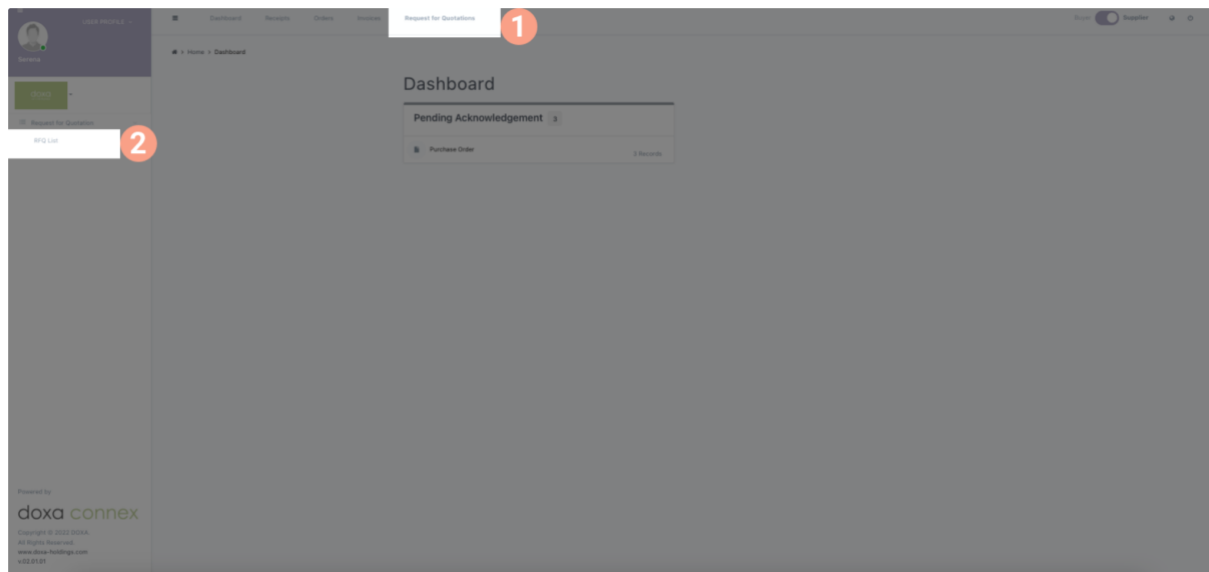
To remove catalogue items from the Supplier portal:

Click the check box on the left of the item name to select the item/s

Click Deactivate to remove items from your supplier portal catalogue

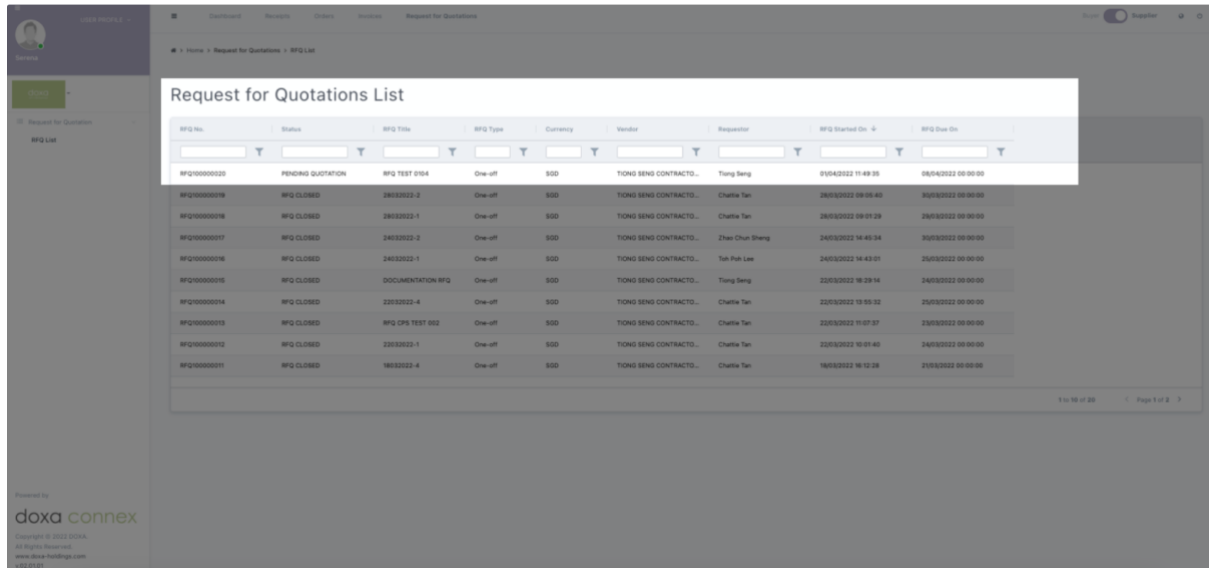
Click Activate to add deactivated items back to the supplier portal catalogue

# How to Respond to a Request for Quotation



Click on **Request for Quotations**

Click **RFQ List**



You can open the RFQ from the list by double clicking on your selected RFQ.

**Request for Quotation Details**

**Initial Settings**

RFQ No. RFQ100000015  
 Status RFQ CLOSED  
 Currency \* Singapore Dollar (+SGD)

**Vendor Information**

Vendor Code T501  
 Vendor Name TONG SENG CONTRACTORS  
 Contact Name Tong Seng  
 Contact Email entity.admin@getnada.com  
 Contact Number +65 63560622  
 Country Singapore  
 Company Reg. No. 196400301R

**General Information**

RFQ Title \* Documentation RFQ  
 Procurement Type \* Goods  
 Sent By Tong Seng  
 Sent On 22/03/2022 18:29:14

**Request Terms**

RFQ Type \* One-off quotation  
 Tax Code Please select Tax Code  
 Due Date \* 24/03/2022, 00:00:00  
 Note Enter Note

A. Contains the RFQ No. Status and Currency.

B. Contact Vendor Information.

C. General Information.

D. Request Terms

**Quotation(s) To Submit**

| Item Code   | Item Name     | Item Description | Model | Size          | Brand | UOM | Required Qty. | Unit Price |
|-------------|---------------|------------------|-------|---------------|-------|-----|---------------|------------|
| ST006-00008 | STEEL & METAL | BAR ANGLE MS     |       | 2"x2"x10MM... |       | lph | 5             | 50.00      |
| ST006-00009 | STEEL & METAL | BAR ANGLE MS     |       | 2"x2"x10MM... |       | lph | 10            | 300.00     |
| ST006-00007 | STEEL & METAL | BAR ANGLE MS     |       | 2"x2"x10MM... |       | lph | 10            | 400.00     |

Modal Window:

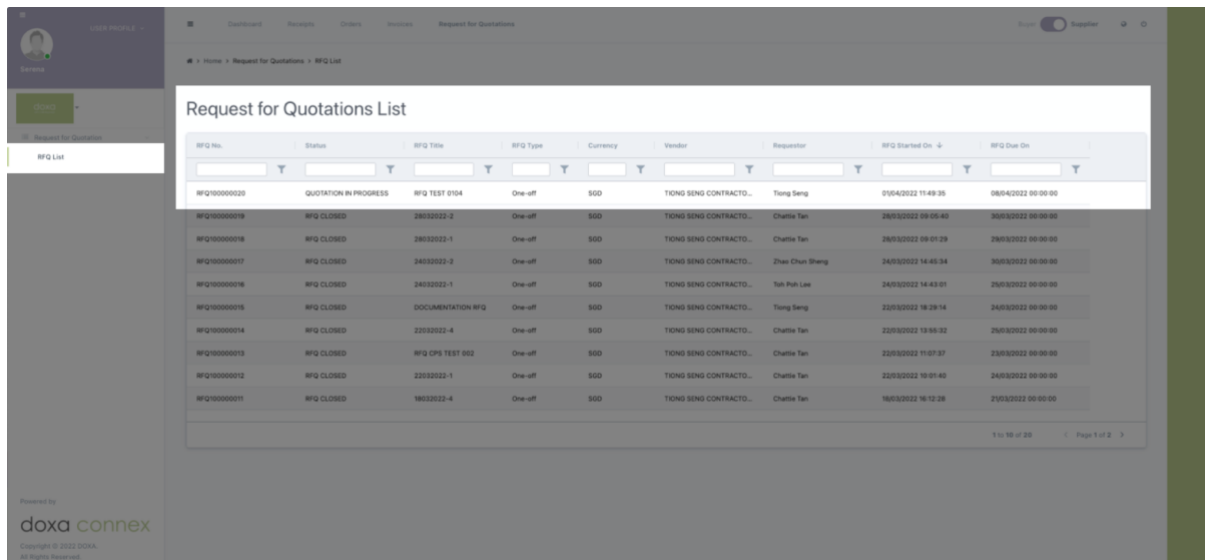
Currency: SGD  
 Quoted Unit Price: 10  
 Tax Code: S

Supplier enters the **Quoted unit price**.

The suppliers can send negotiation message or attachment through the negotiation tab and the buyer can view the attachment and messages.

1. Suppliers can upload attachment
2. Suppliers can send a message to the buyer.
3. Suppliers can view the negotiation messages/attachment from the buyer.

Once the supplier completes the quotation he can click on **Submit**

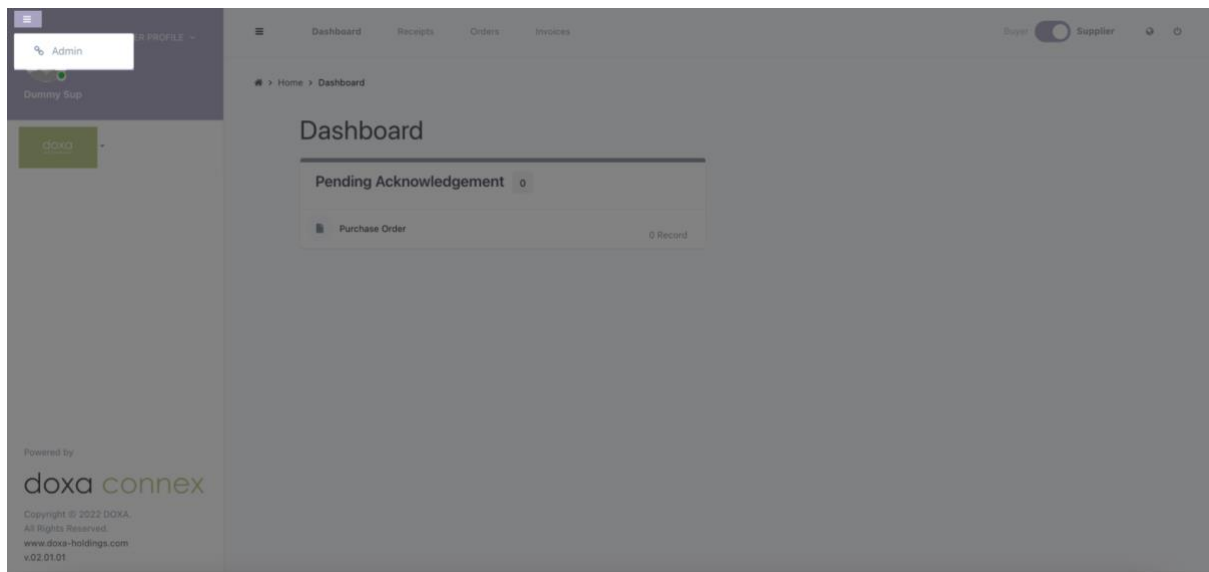


| RFQ No.      | Status                | RFQ Title         | RFQ Type | Currency | Vendor                  | Requestor       | RFQ Started On      | RFQ Due On          |
|--------------|-----------------------|-------------------|----------|----------|-------------------------|-----------------|---------------------|---------------------|
| RFQ100000020 | QUOTATION IN PROGRESS | RFQ TEST 0104     | One-off  | SGD      | TIONG SENG CONTRACTO... | Tong Seng       | 05/04/2022 11:49:35 | 08/04/2022 00:00:00 |
| RFQ100000019 | RFQ CLOSED            | 28032022-2        | One-off  | SGD      | TIONG SENG CONTRACTO... | Charlie Tan     | 28/03/2022 09:05:40 | 30/03/2022 00:00:00 |
| RFQ100000018 | RFQ CLOSED            | 28032022-1        | One-off  | SGD      | TIONG SENG CONTRACTO... | Charlie Tan     | 28/03/2022 09:01:29 | 28/03/2022 00:00:00 |
| RFQ100000017 | RFQ CLOSED            | 34032022-2        | One-off  | SGD      | TIONG SENG CONTRACTO... | Zhou Chun Sheng | 34/03/2022 14:45:34 | 30/03/2022 00:00:00 |
| RFQ100000016 | RFQ CLOSED            | 34032022-1        | One-off  | SGD      | TIONG SENG CONTRACTO... | Yoh Poh Lee     | 34/03/2022 14:43:01 | 29/03/2022 00:00:00 |
| RFQ100000015 | RFQ CLOSED            | DOCUMENTATION RFQ | One-off  | SGD      | TIONG SENG CONTRACTO... | Tong Seng       | 22/03/2022 18:28:14 | 30/03/2022 00:00:00 |
| RFQ100000014 | RFQ CLOSED            | 22032022-4        | One-off  | SGD      | TIONG SENG CONTRACTO... | Charlie Tan     | 22/03/2022 13:55:32 | 29/03/2022 00:00:00 |
| RFQ100000013 | RFQ CLOSED            | RFQ CPQ TEST 002  | One-off  | SGD      | TIONG SENG CONTRACTO... | Charlie Tan     | 22/03/2022 11:07:37 | 23/03/2022 00:00:00 |
| RFQ100000012 | RFQ CLOSED            | 22032022-1        | One-off  | SGD      | TIONG SENG CONTRACTO... | Charlie Tan     | 22/03/2022 10:01:40 | 24/03/2022 00:00:00 |
| RFQ100000011 | RFQ CLOSED            | 18032022-4        | One-off  | SGD      | TIONG SENG CONTRACTO... | Charlie Tan     | 18/03/2022 16:12:26 | 23/03/2022 00:00:00 |

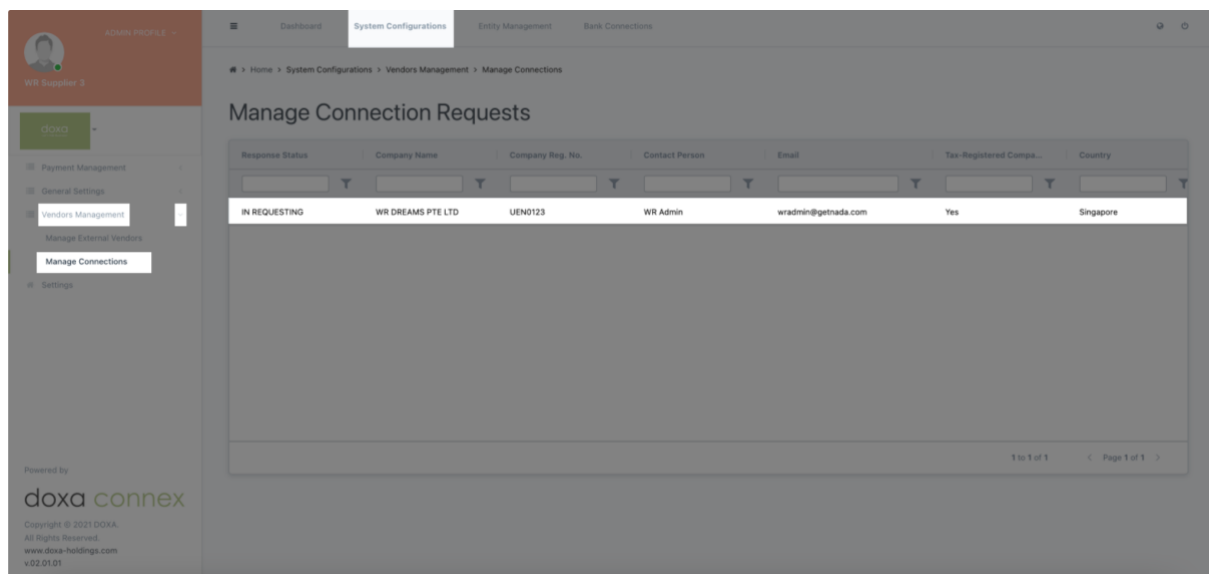
You can view the status of the RFQ in the RFQ List.

The status will update to "RFQ closed" once the buyer completes the shortlisting.

# How to Accept a Connection Request



Click on the 3 dashes beside User Profile  
Click **Admin**



Supplier will need to accept the Connection Request sent by the Buyer so that Supplier is able to view PO sent by Buyer through Doka, Create Delivery Order as well as Creating Invoice in Doka

Click **System Configuration**

Click on the small arrow beside **Vendor Management** to expand the dropdown

Click **Manage Connections**

You will see the connection request sent by the Buyer. The status is “IN REQUESTING”  
Double click on the Company Name



**Connection Details**

**A**

**Company Profile**

|                    |   |                     |                   |
|--------------------|---|---------------------|-------------------|
| Response Status    | IN REQUESTING   |                     |                   |
| Company Reg. No. * | UEN0123   | Company Name *      | WR Dreams Pte Ltd |
| Payment Term *     | Pay in 30 days  | Country Of Origin * | Singapore         |
|                    | <input checked="" type="checkbox"/> Tax-Registered Business | GST Reg No.         | UEN0123           |

**Main Contact Information**

|                 |                    |                  |             |
|-----------------|--------------------|------------------|-------------|
| Full Name *     | WR Admin           | Contact Number * | +65 8115111 |
| Email Address * | wadmin@getnada.com |                  |             |

**Company Address**

|                  |                        |                |           |
|------------------|------------------------|----------------|-----------|
| Address Label *  | HQ                     | Address Line 2 |           |
| Address Line 1 * | Bk 2 Tampines Avenue 5 | Postal Code *  | 6111002   |
| City             | SINGAPORE              | Country *      | Singapore |

**B**

### A: Connection Details

Information provided are the Buyer's information

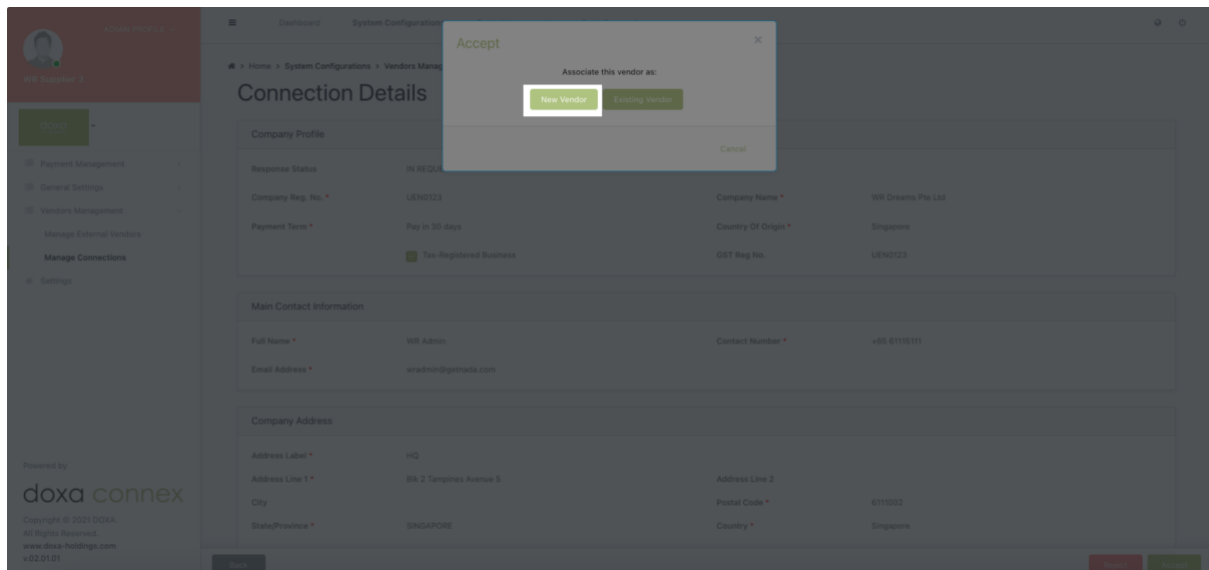
### B: Accept or Reject

To accept the connection request with the Buyer, click **Accept**

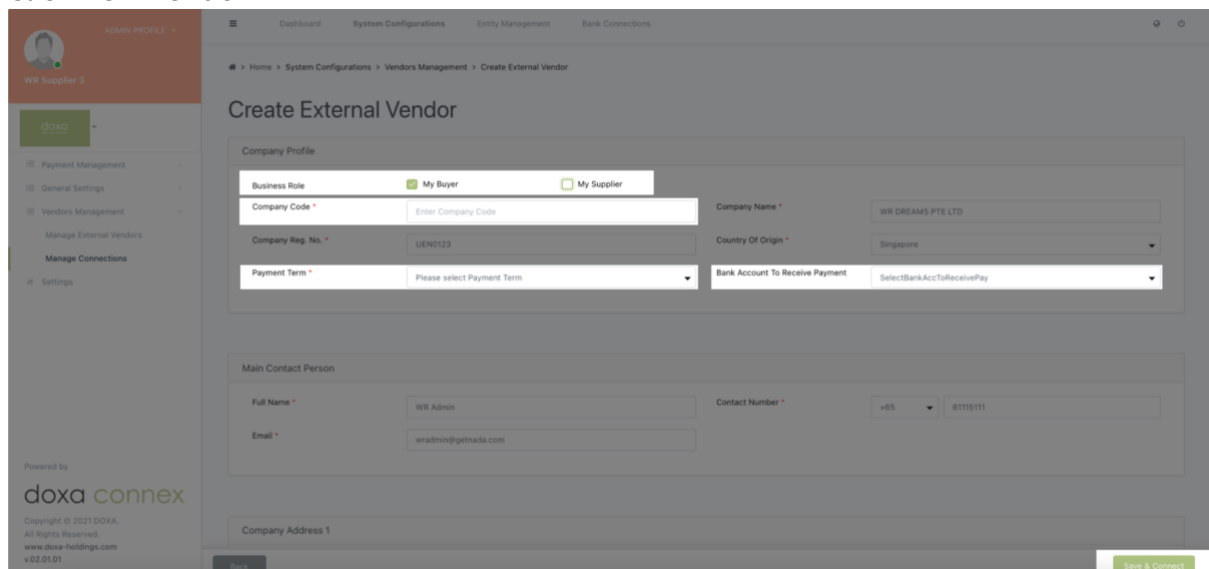
**Accept**

Are you sure you want to accept?

Click **Confirm** to accept the connection request



Click **New Vendor**



System will auto-generate the Buyer's information

Below are the fields required by the Supplier to take action:

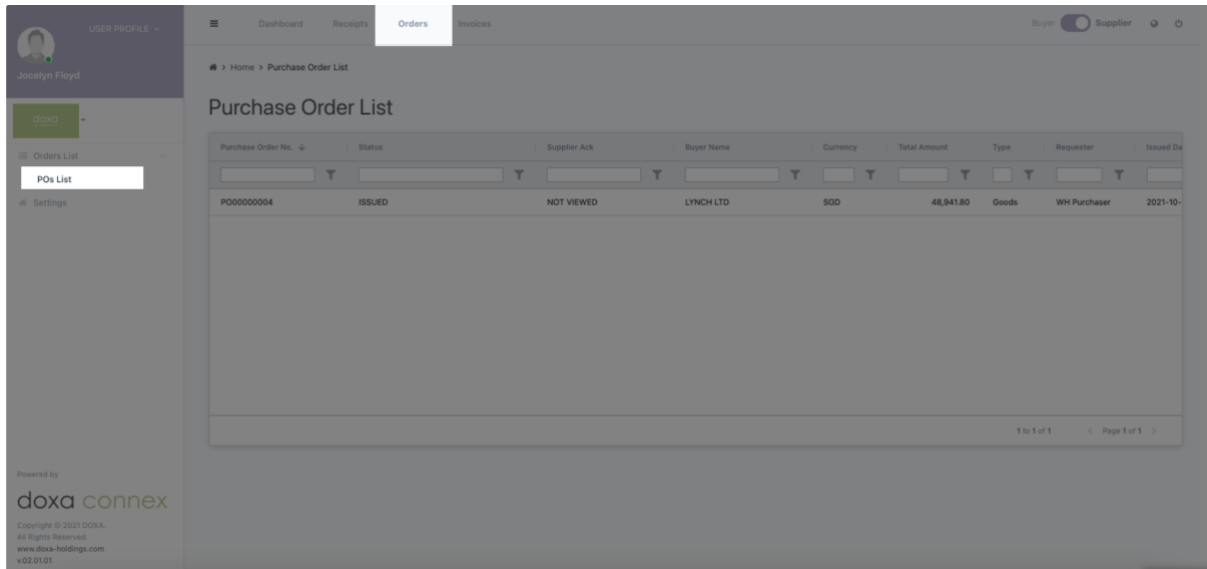
My Supplier: Uncheck

Payment Term: Select Payment Term under the dropdown. This is the Payment Term as agreed between the Buyer and Supplier

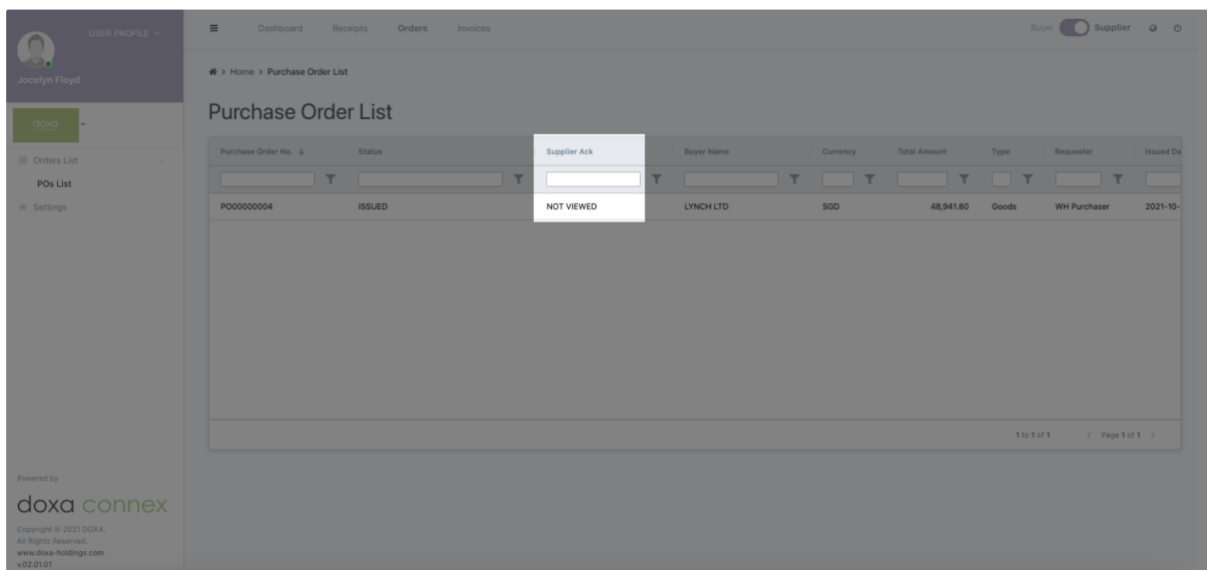
Bank Account To Receive Payment (Optional)

Once above information are filled in, click **Save & Connect**

# How to Acknowledge a Purchase Order



Click **Orders**  
Click **POs List**



Select the PO which you want to view and acknowledge  
Supplier Ack (Supplier Acknowledgement) is “NOT VIEWED”

**Purchase Order Details**

**Initial Settings**

Purchase Order No. PO00000004

Status PENDING ACKNOWLEDGEMENT

Currency \* Please select a currency

**Buyer Information**

Buyer Code L01

Buyer Name LYNCH LTD

Contact Name Donald Barber

Contact Email donald.lynn@getnada.com

Contact Number +65 354599654

Country Singapore

Company Reg. No. UEN35896

**General Information**

PO Title \* TEST 1

Procurement Type \* Goods

Requester WH Purchaser

Issued Date 28/10/2021 16:10:14

**Request Terms**

Payment Terms Payment 30

Note Enter Note

Buttons: Back, Reject, Acknowledge

Click on **Acknowledge**

**Purchase Order List**

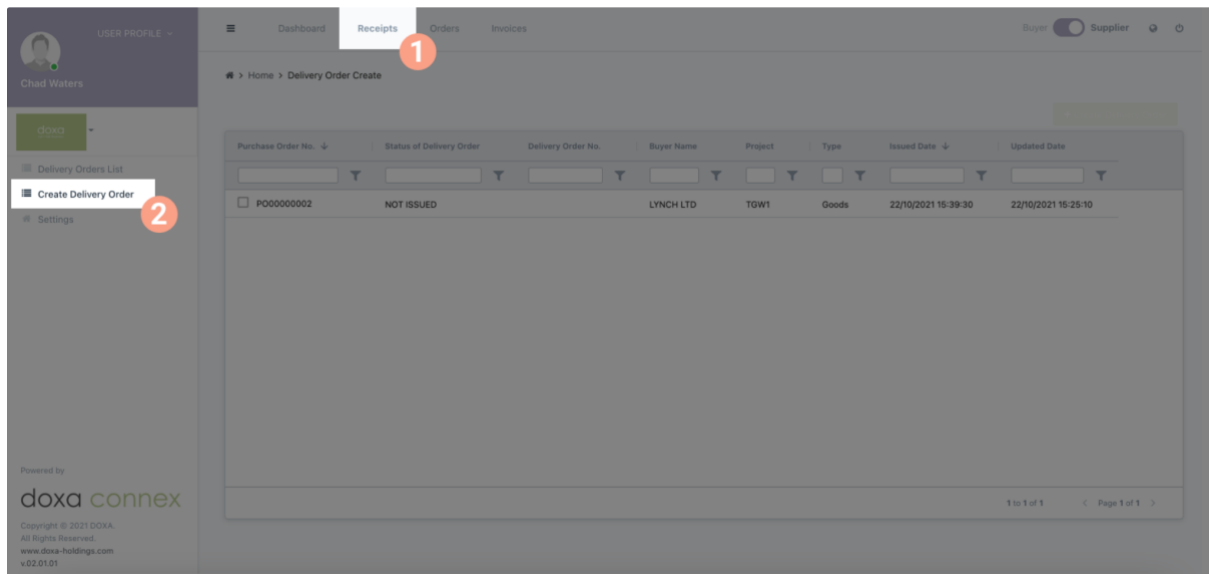
| Purchase Order No. | Status | Supplier Ack | Buyer Name | Currency | Total Amount | Type  | Requester    | Issued Date |
|--------------------|--------|--------------|------------|----------|--------------|-------|--------------|-------------|
| PO00000004         | ISSUED | ACKNOWLEDGED | LYNCH LTD  | SGD      | 48,941.80    | Goods | WH Purchaser | 2021-10-    |

Buttons: I Understand, Cancel

Once PO is acknowledged, there will be a notification button to notify the user that this PO has been successfully acknowledged. User can click “I Understand” or “Cancel”.

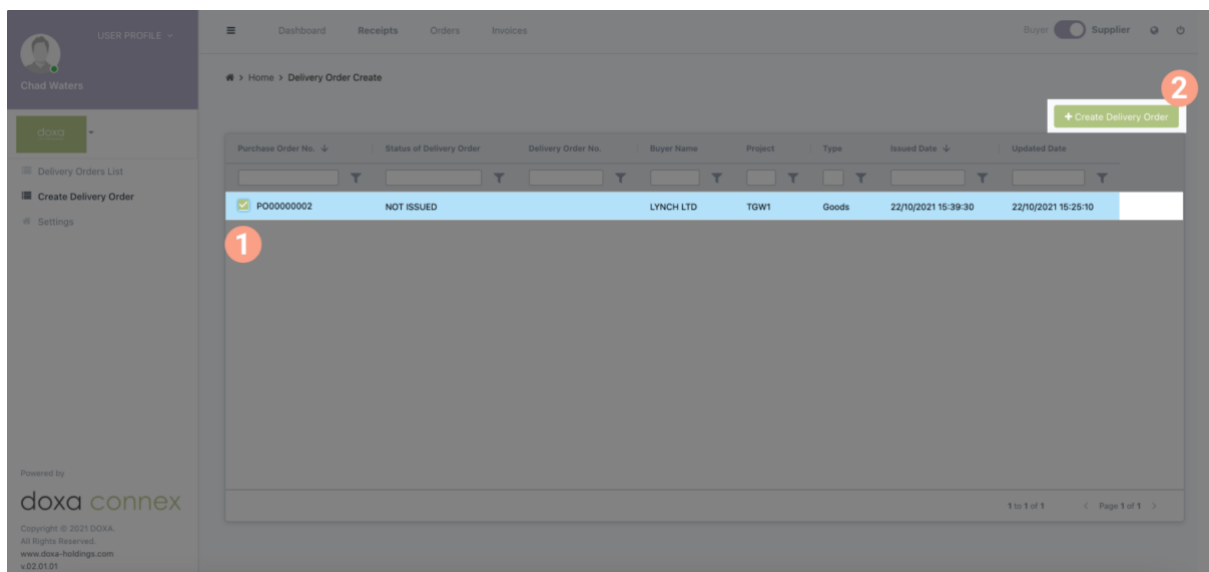
Supplier Ack (Supplier Acknowledge) will change from “NOT VIEWED” to “ACKNOWLEDGED”.

# How to Issue Delivery Order



Click **Receipts**

Click **Create Delivery Order**



Select the PO in which you want to create DO from (click the checkbox)

Click Create **Delivery Order**

**Delivery Order**

**Initial Settings**

Delivery Order No. \*

Status

Delivery Date \*

**General Information**

Procurement Type

**Buyer Information**

Buyer Code

Buyer Name

Contact Name

Contact Email

Contact Number

Country

Company Reg. No.

Input **Delivery Order No** and the **Delivery Date**, a required field.

**Delivery Order Details**

| PD No.     | Item Code   | Item Name           | Item Description | Item Model | To Convert | Completed Delivery       | Notes To Buyer |
|------------|-------------|---------------------|------------------|------------|------------|--------------------------|----------------|
| PD00000002 | P01         | Pens                | Pens             | Resgrip    |            | <input type="checkbox"/> |                |
| PD00000002 | TRANSPORT01 | Transportation Cost |                  |            |            | <input type="checkbox"/> |                |

**Conversations**

External Conversations

Conversation Attachment

Scroll down to input quantity delivering under “To Convert” column (the value here is the **quantity** you are converting to DO)

Input Notes To Buyer (if required)

Delivery Order Details

| PO Quantity | Qty Converted | PO Qty Rejected | PO Qty Received | PO Note | Delivery Address |
|-------------|---------------|-----------------|-----------------|---------|------------------|
| 500.00      | 0.00          | 0.00            | 0.00            |         | TWG              |
| 2.00        | 0.00          | 0.00            | 0.00            |         | Kim Test         |

Conversations

External Conversations

Conversation Attachment

Use the scrollbar at the bottom to scroll to the right. Mac users without a mouse may not see a visible scrollbar, but you are still able to scroll to the right.

You will see these columns:

**PO Quantity:** Qty from the PO issued to supplier

**Qty Converted:** Qty based on the DO/(s) created by the Supplier

**PO Qty Rejected:** The difference between all DO issued to buyer and all GR created from DO by buyer

**PO Qty Received:** Qty buyer created GR on the DO issued by the supplier

Conversations

External Conversations

Conversation Attachment

Maximum file size is 10MB + Add New

| Action | File Label | Attachment | Description | Uploaded on | Uploaded by |
|--------|------------|------------|-------------|-------------|-------------|
|        |            |            |             |             |             |

No Rows To Show

Audit Trail

Audit Trail Overview

| User | Role | Action | Date |
|------|------|--------|------|
|      |      |        |      |

Upload your hardcopy signed DO under the Conversations section.

Click **Attachment** under Conversations

Click **+Add New** to create a new conversation row

USER PROFILE: Chad Waters

Dashboard Receipts Orders Invoices

Buyer Supplier

Home > Delivery Order Create > Delivery Order Details

### Conversations

External Conversations

Conversation Attachment

Maximum file size is 10MB + Add New

| Action | File Label | Attachment  | Description | Uploaded on         | Uploaded by |
|--------|------------|-------------|-------------|---------------------|-------------|
|        |            | Choose File |             | 28/10/2021 10:48:43 | Chad Waters |

### Audit Trail

Audit Trail

Powered by doxa connex

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Click **Choose File** and select the file from your computer

Input File Label and/or Description (optional)

USER PROFILE: Chad Waters

Dashboard Receipts Orders Invoices

Buyer Supplier

Home > Delivery Order Create > Delivery Order Details

### Conversations

External Conversations

Conversation Attachment

Maximum file size is 10MB + Add New

| Action | File Label | Attachment     | Description | Uploaded on         | Uploaded by |
|--------|------------|----------------|-------------|---------------------|-------------|
|        | 00123      | ATTACHMENT.pdf |             | 28/10/2021 10:48:43 | Chad Waters |

### Audit Trail

Audit Trail Overview

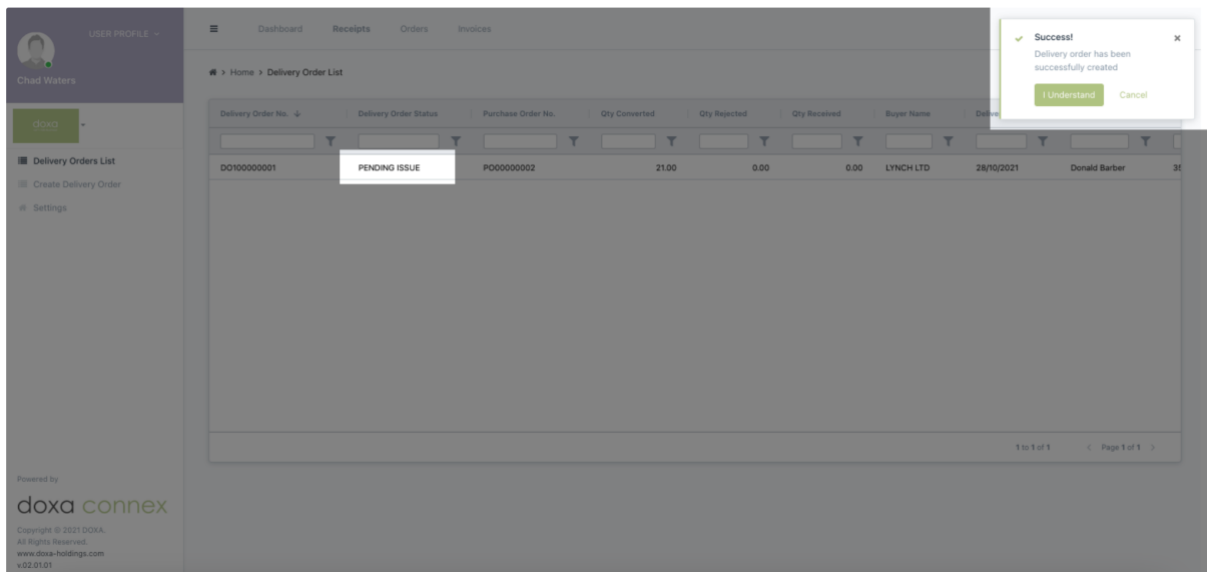
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Back Create

Click **Create** to create DO

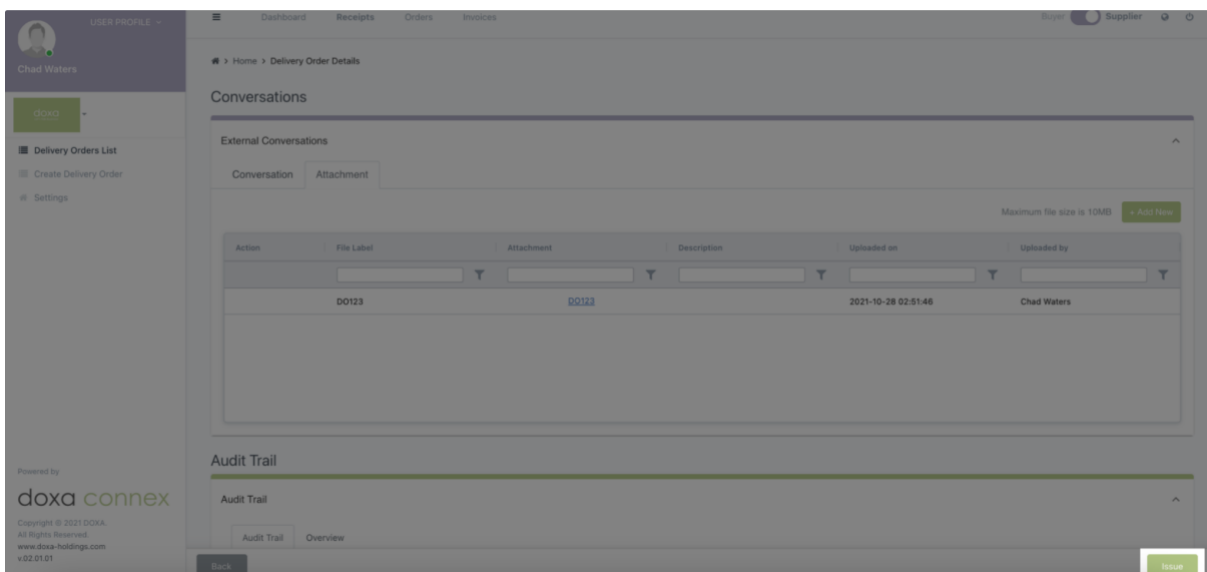




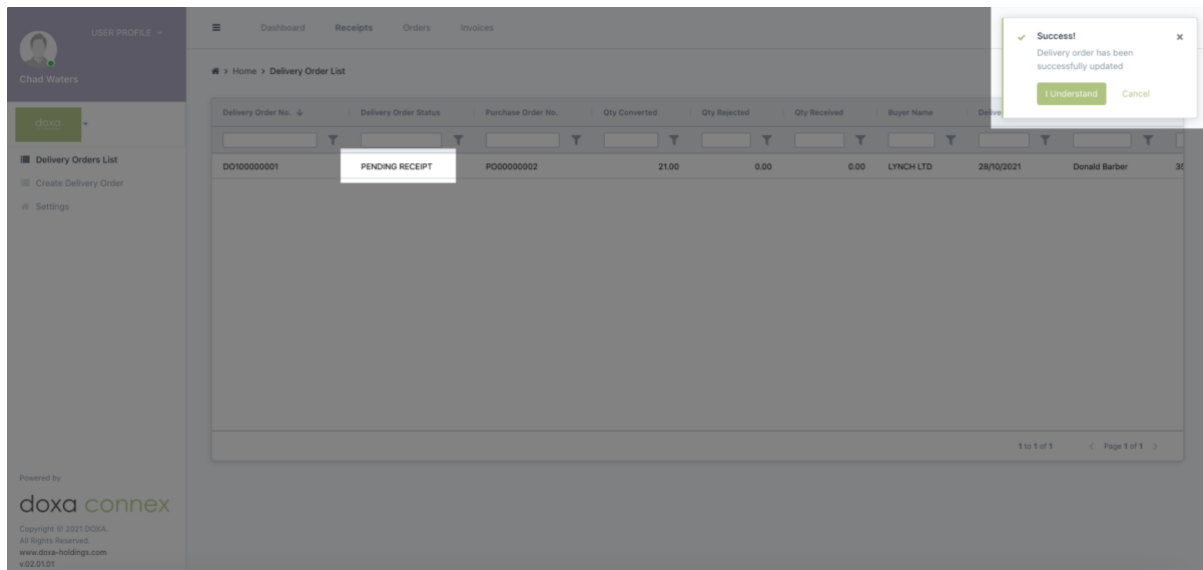
Once DO is created, there will be a notification to inform the user that this DO has been successfully created. User can click **I Understand** or **Cancel**.

The status of DO will be shown as PENDING ISSUE.

The “PENDING ISSUE” status means that DO is created but not yet issued to the buyer. This DO is now pending supplier to issue to buyer.



Click **Issue** to issue the DO.

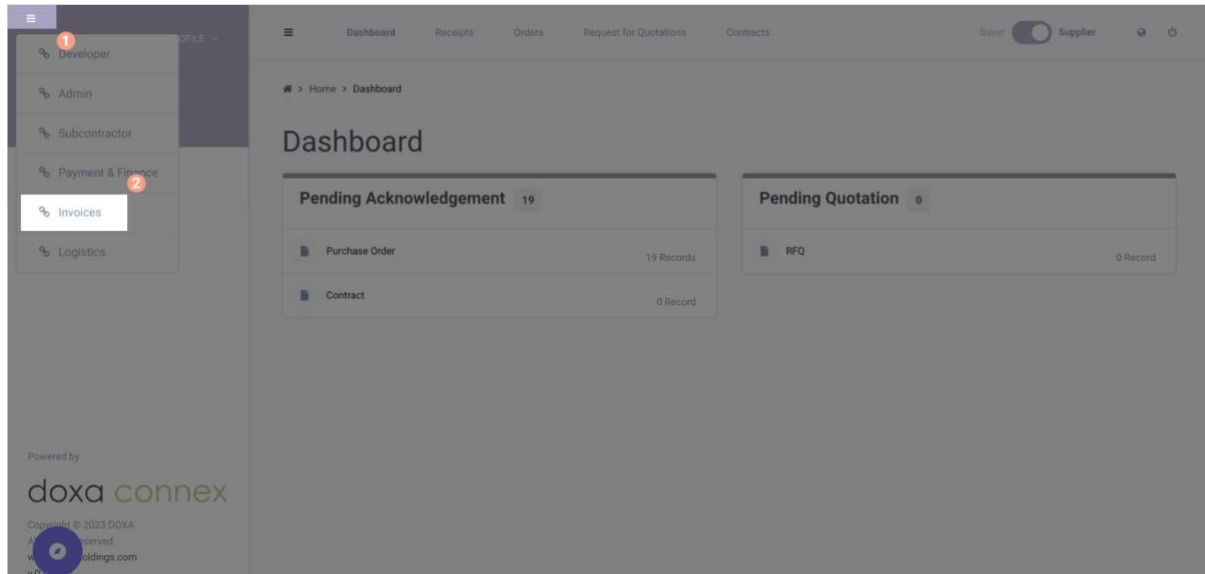


Once DO is issued, there will be a notification to inform the user that this DO has been successfully updated. User can click **I Understand** or **Cancel**.

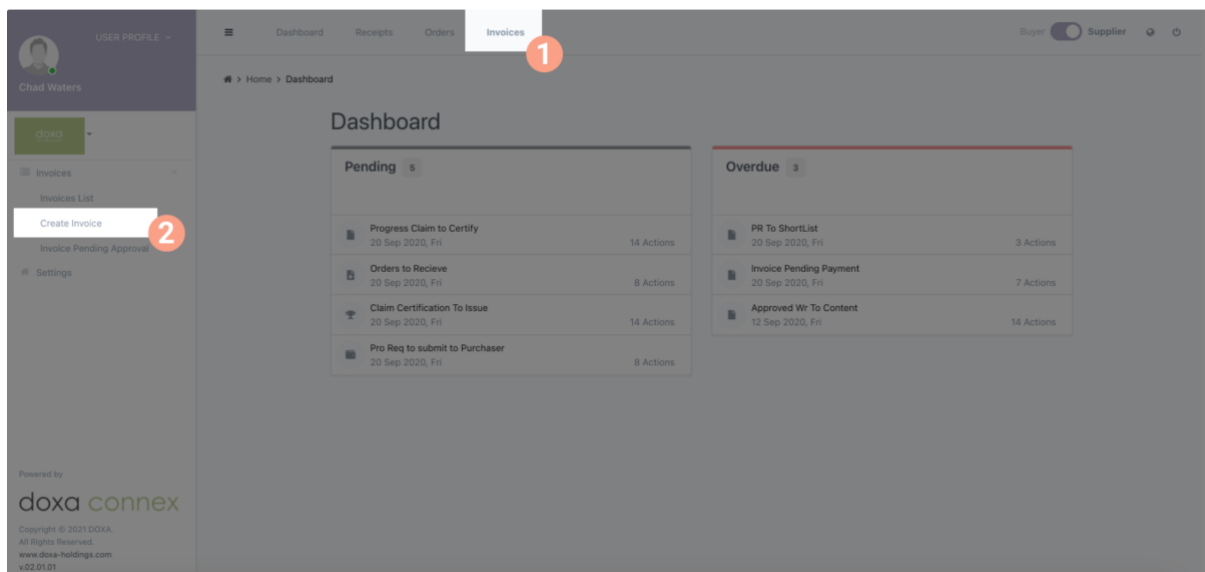
The status of DO will be PENDING RECEIPT.

“PENDING RECEIPT” means DO has been **created and issued** to buyer. DO is now pending buyer to create the Goods Receipt.

# How to Issue an Invoice



Click on the 3 dashes beside User Profile  
Click **Invoices**



Click **Invoice**  
Click **Create Invoice**

The screenshot shows the 'Create Invoice' page in the Doka Connex system. The user is logged in as Chad Waters. The 'Invoice Type' dropdown menu is open, showing three options: 'DO Invoice', 'PO Invoice', and 'Non-PO Invoice'. The 'DO Invoice' option is highlighted. The form includes sections for 'Invoice Details', 'Initial Settings', 'Buyer Information', and 'General Information'. The 'General Information' section shows 'Total Invoice Amount: \$200.00', 'Balance with Expected Value: \$200.00', and 'Balance: \$200.00'. The 'Invoice Date' is set to 09/11/2021 and the 'Invoice Due Date' is set to dd/mm/yyyy.

Select **DO Invoice** under the **Invoice Type** dropdown

The screenshot shows the 'Create Invoice' page in the Doka Connex system. The 'Invoice Type' dropdown menu is now closed, and 'DO Invoice' is selected. The 'Invoice No.' field is highlighted with a white box, indicating it is the next field to be filled. The form includes sections for 'Invoice Details', 'Initial Settings', 'Buyer Information', and 'General Information'. The 'General Information' section shows 'Total Invoice Amount: \$200.00', 'Balance with Expected Value: \$200.00', and 'Balance: \$200.00'. The 'Invoice Date' is set to 07/03/2022 and the 'Invoice Due Date' is set to dd/mm/yyyy.

Input **Invoice Number**

USER PROFILE: Chad Waters

Navigation: Dashboard, Receipts, Orders, Invoices

Buyer/Supplier toggle: Buyer (selected)

Breadcrumb: Home > Invoices > Create Invoice

Form Fields:

- Currency: [Empty]
- Buyer Information:
  - Buyer Code: L01 (selected)
  - Company Name: LYNCH LTD
  - Address Label: Kim Test
  - Address Line 1: Hanoi
  - Address Line 2: [Empty]
  - City: Hanoi
  - State/Province: Nam Tu Liem
  - Country: Viet Nam
  - Zip Code: 100000

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Select the **Buyer Code** under the dropdown  
The buyer information will be auto populated

USER PROFILE: Chad Waters

Navigation: Dashboard, Receipts, Orders, Invoices

Buyer/Supplier toggle: Supplier (selected)

Breadcrumb: Home > Invoices > Create Invoice

Summary: Preview Invoice, Total Invoice Amount: \$00 0.00, Balance with Expected Value: \$00 0.00, Balance: \$00 0.00

Form Fields:

- Invoice Details:
  - Invoice Type: DO Invoice
- Initial Settings:
  - Invoice No.: [Empty]
  - Currency: [Empty]
- Buyer Information:
  - Buyer Code: L01 (selected)
  - Company Name: LYNCH LTD
  - Address Label: Kim Test
  - Address Line 1: Hanoi
  - Address Line 2: [Empty]

General Information Modal:

- Payment Term: pay30
- Invoice Date: 09/11/2021
- Invoice Due Date: 09/12/2021
- Do you have an Expected Amount? [Info icon]

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## General Information

**Payment Term:** will be auto populated once the Buyer Code is selected (refer to step above)

**Create Invoice**

**Invoice Details**

Invoice Type \*

**Initial Settings**

Invoice No.

Currency

**Buyer Information**

Buyer Code \*

Company Name

Address Label

Address Line 1

Address Line 2

**General Information**

Payment Term

Invoice Date \*

Invoice Due Date \*

☐ Do you have an Expected Amount?

Calendar: November 2021

Clear Today

**Invoice Date:** Input invoice date/click on the calendar icon to select date

**Invoice Due Date:** will be auto calculated based on the Invoice Date selected and Payment Term

**Select DO**

| DO No. ↓                             | PO No.     | Project | Status          | Currency | Total Amount | Pending Invoice Amount |
|--------------------------------------|------------|---------|-----------------|----------|--------------|------------------------|
| <input type="checkbox"/> DO100000008 | PO00000008 | TGW1    | PENDING RECEIPT | SGD      | 31,030.00    | 31,030.00              |
| <input type="checkbox"/> DO100000007 | PO00000007 |         | PENDING RECEIPT | SGD      | 1,070.00     | 1,070.00               |
| <input type="checkbox"/> DO100000006 | PO00000006 |         | PENDING RECEIPT | SGD      | 588.50       | 588.50                 |
| <input type="checkbox"/> DO100000005 | PO00000005 |         | PENDING RECEIPT | SGD      | 588.50       | 588.50                 |
| <input type="checkbox"/> DO100000004 | PO00000002 | TGW1    | PENDING RECEIPT | SGD      | 1,840.40     | 1,840.40               |

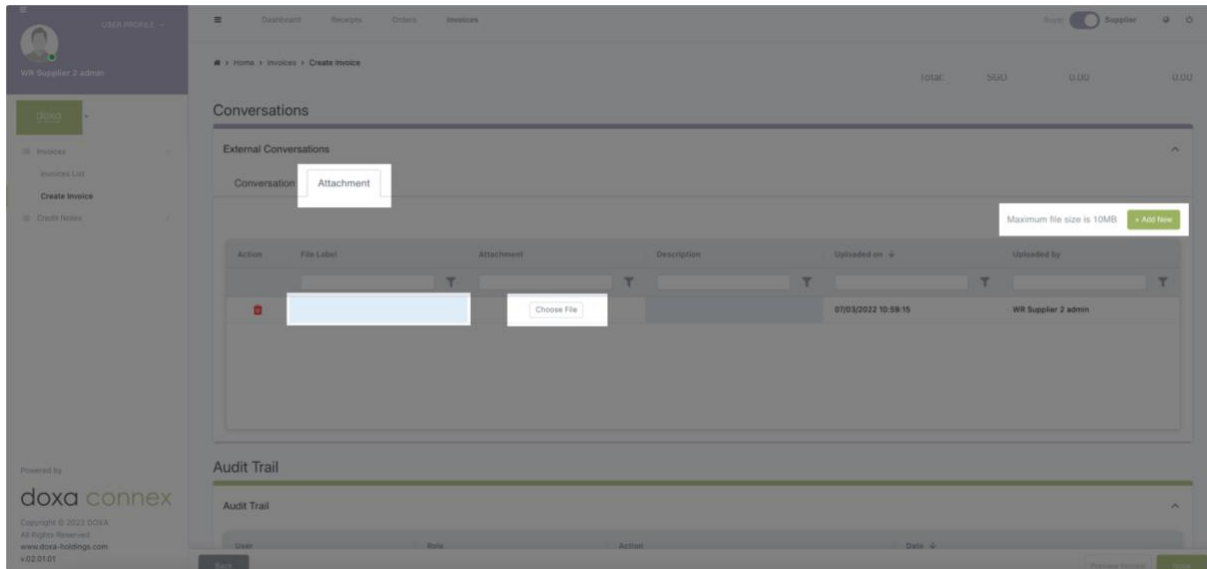
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**Added DO**

| DO                   | PO                   | DO                   | Invoice              |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| DO No.               | PO No.               | Item Name            | Actual PO Qty        | Qty Converted        | Involved Qty         | Qty                  | Unit Price           |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Back Add Manual

Select the DO to invoice using the checkbox on the leftmost column



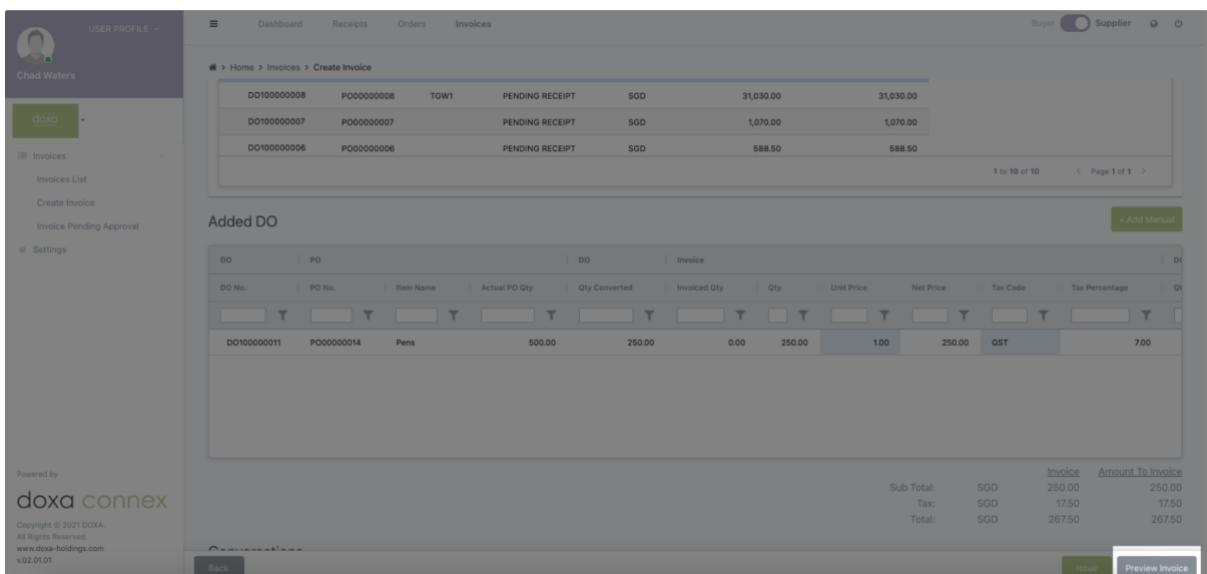
Upload your hardcopy Invoice under the Conversations section

Click **Attachment** under Conversations

Click **+Add New** to create a new conversation row

Click **Choose File** and select the file from your computer

Input **File Label** and/or Description (optional)



Click **Preview Invoice** before issuing the Invoice

**Preview Invoice**

**doxa**

**TAX INVOICE**

Company Reg. No. UEN27996  
Tax Reg. No. N/A

**Bayer-Hill**  
HQ12345  
SINGAPORE  
12345  
Singapore

Invoice No.  
Invoice Date  
Invoice Due Date

10/11/2021  
10/12/2021

**BILL TO**  
**LYNCH LTD**  
Hanoi  
Nam Tu Liem  
Hanoi  
100000  
Viet Nam

**TERMS**  
Payment Terms  
Currency

30 Days  
SGD

| S/N | DESCRIPTION | UOM  | QTY    | UNIT PRICE | TAX % | NET PRICE |
|-----|-------------|------|--------|------------|-------|-----------|
| 1   | Pens        | UNIT | 250.00 | 1.00       | 7.00  | 250.00    |

**Currency** SGD  
**Sub Total** 250.00  
**Tax Total** 17.50  
**Total** 267.50

Sub Total: SGD 250.00 250.00  
Tax: SGD 17.50 17.50  
Total: SGD 267.50 267.50

The preview will appear in a pop-up with a “DRAFT” label

**Create Invoice**

| DO          | PO          | Item Name | Actual PO Qty | Qty Converted | Involved Qty | Qty | Unit Price | Net Price | Tax Code | Tax Percentage | DT |
|-------------|-------------|-----------|---------------|---------------|--------------|-----|------------|-----------|----------|----------------|----|
| DO100000008 | PO000000008 | TOW1      |               |               |              |     |            |           |          |                |    |
| DO100000007 | PO000000007 |           |               |               |              |     |            |           |          |                |    |
| DO100000006 | PO000000006 |           |               |               |              |     |            |           |          |                |    |

**Added DO**

| DO          | PO          | Item Name | Actual PO Qty | Qty Converted | Involved Qty | Qty    | Unit Price | Net Price | Tax Code | Tax Percentage | DT |
|-------------|-------------|-----------|---------------|---------------|--------------|--------|------------|-----------|----------|----------------|----|
| DO100000011 | PO000000014 | Pens      | 500.00        | 250.00        | 0.00         | 250.00 | 1.00       | 250.00    | GST      | 7.00           |    |

Sub Total: SGD 250.00 250.00  
Tax: SGD 17.50 17.50  
Total: SGD 267.50 267.50

**Issue** **Preview Invoice**

Click **Issue** to Issue Invoice



The screenshot shows the 'Invoices List' page in the Doxa Connex system. A success notification in the top right corner states: 'Success! Project invoice created: INV-00000003'. Below this, a table lists three invoices, all with a status of 'PENDING TWO WAY' and a payment status of 'NOT PAID'. The first two invoices are for project SITP2, and the third is for project TOW1.

| Invoice No.  | Status          | Payment Status | Recipient | Currency | Total Amount | Paid Amount | Project | Invoice Submission Date | Payment Term |
|--------------|-----------------|----------------|-----------|----------|--------------|-------------|---------|-------------------------|--------------|
| INV-00000003 | PENDING TWO WAY | NOT PAID       | LYNCH LTD | SGD      | 250.00       | -           | SITP2   | 10/11/2021 14:41:01     | pay30        |
| INV-00000002 | PENDING TWO WAY | NOT PAID       | LYNCH LTD | SGD      | 250.00       | -           | SITP2   | 10/11/2021 14:40:29     | pay30        |
| INV-00000001 | PENDING TWO WAY | NOT PAID       | LYNCH LTD | SGD      | 2,500.00     | -           | TOW1    | 09/11/2021 16:03:46     | pay30        |

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Once the Invoice is Issued, there will be a notification to inform the user that Invoice has been successfully created. User can click “I Understand” or “Cancel”.

The status of the Invoice will be “PENDING TWO WAY”

‘Two Way’ refers to PO and Invoice.

Once the Buyer has created the Goods Receipt, the status of the Invoice will change to "PENDING THREE WAY"

"Three Way" refers to PO, Goods Receipt and Invoice.

Did the above information solve your queries? If not, please contact us at [+65 6970 9920](tel:+6569709920)

Or refer to our complete online user manual at :

<https://www.doxa-holdings.com/support/supplier>

Thank you for using Doxa Connex.