

GOVERNMENT VENDOR PORTAL UPDATES: ENTERING INVOICE NUMBER

The Government Vendor Portal (GVP) **limits the Invoice # field to 16 characters only.** Please follow these guidelines for entering the Vendor's invoice number in GVP.

When completing the **Invoice #** field, please fill in:

- The **original Vendor Invoice Number in full**
- **Exclude any symbols (e.g. /, -, (,))**
- to use **capital letters only for any alphabets.**

VENDOR'S ORIGINAL INVOICE

Credit Sales INVOICE	
INV No.	01-xr04633/G001
INV Date	24/08/20204
DO No.	02XR04633/H001
PO No.	--
Printed By	AMR_H_SECRETARIO

CREATE INVOICE IN GVP

▼ Invoice Header

Summary

Purchase Order: 4500007804

Invoice #:* 01XR04633G001

Invoice Date:* 6 Aug 2024

Service Description:

Supplier Tax ID:

Remit To: TechFusion Innovations

01XR04633G001

01-xr04633/G001

MAKLUMAN GOVERNMENT VENDOR PORTAL: MEMASUKKAN NOMBOR INVOIS

Government Vendor Portal (GVP) menghadkan ruang **Invoice #** kepada **16 karakter sahaja**. Sila ikut garis panduan ini untuk memasukkan nombor invois di dalam GVP.

Apabila melengkapkan ruang **Invoice #**, sila isikan:

- **Nombor asal Invois Pembekal** dengan lengkap
- **Tidak menyertakan simbol (contoh: /, -, (,))**
- Untuk menggunakan **huruf besar** jika terdapat sebarang huruf.

INVOIS ASAL PEMBEKAL

Credit Sales INVOICE	
INV No.	01-xr04633/G001
INV Date	24/08/20204
DO No.	02XR04633/H001
PO No.	--
Printed By	AMR_H_SECRETARIO

MEMBUAT INVOIS DI DALAM GVP

Invoice Header	
Summary	
Purchase Order:	4500007804
Invoice #:	01XR04633G001
Invoice Date:	6 Aug 2024
Service Description:	
Supplier Tax ID:	
Remit To:	TechFusion Innovations

✓ 01XR04633G001

✗ 01-xr04633/G001