



GETTING STARTED WITH OUR WEB PORTAL: HOW TO ACCESS YOUR INVOICES ONLINE

Thank you for joining in our E-invoice initiative.

Quick access to your invoices online 24/7, anywhere, anytime! Go green!

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YOUR CONNECTION AND LOGIN INFORMATION

You will receive a Welcome E-mail from FujiFilm along with your company's identifier and password
– password may be modified once you are successfully connected.

To access to your E-invoice, click on your notification E-mail sent by e.invoice.dm@fujifilm.com under the subject title “Your account has been created” or by going to the website listed on your printed invoice. (Best viewed in Google Chrome)

STEP #1: YOUR FIRST LOGIN

Dear customer,

We are pleased to inform you that your invoices are now available online.

Your login information is as follows:

•Identifier: 167445

•Password: [Click here to create your password](#)

Company Account Number

Create password Here

[Click here to access all your invoices online.](#) Or copy the following URL in your browser:

<https://az3.ondemand.esker.com/ondemand/webaccess/CustomerLogon.aspx?uid=2431424B61566B3232334F442A30643524&user=2431423C6178622F3B7D4F4C7163&language=en&skin=skin15>

Please keep this link for future access to your invoices.

Best Regards,

FUJIFILM Business Innovation Singapore Billing Team

[Click here to retrieve our E-invoice Web Portal Guide.](#)

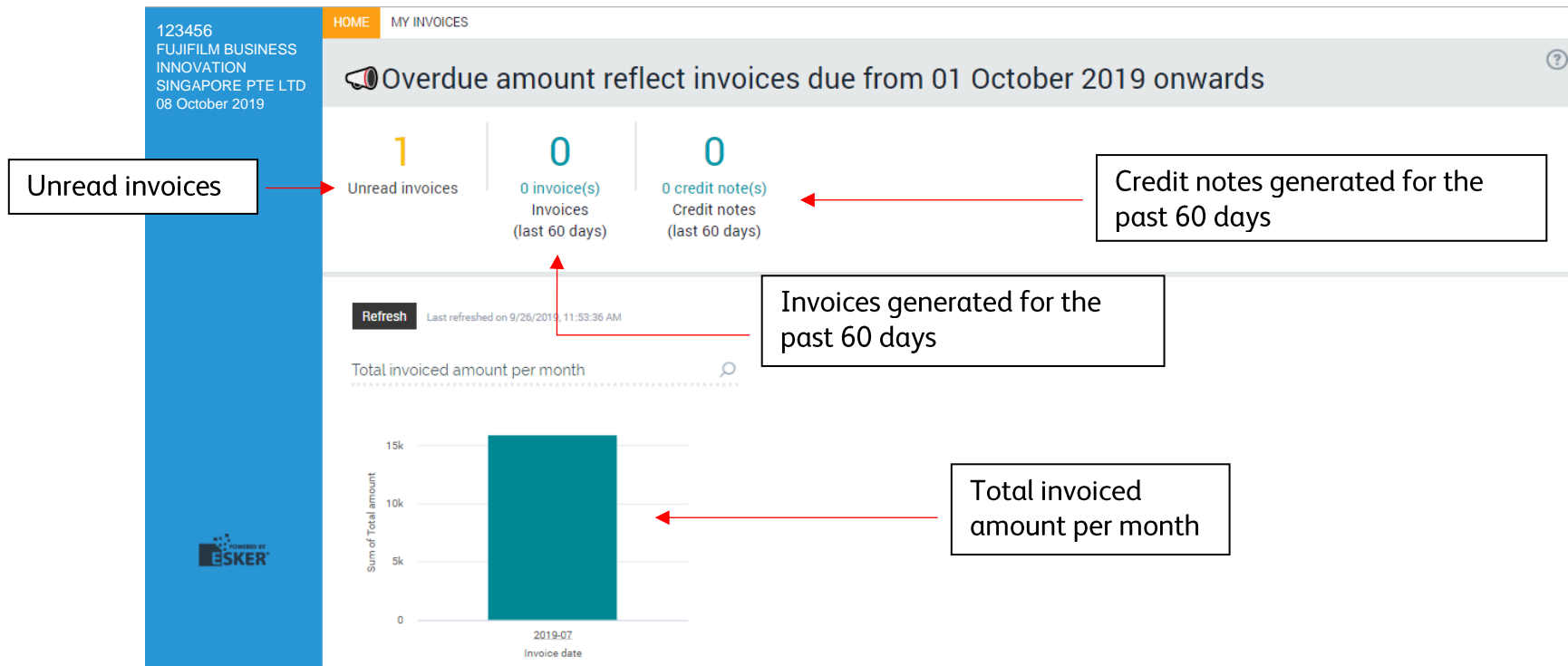
Note: This is an automated message. Please do not respond.

STEP #2 - CREATE YOUR NEW PASSWORD

The screenshot shows a web interface titled "Welcome" with a help icon in the top right corner. Below the title, there is a message: "This is your first connection to the application. To start using your new account please create a secure password." followed by a note: "* - Required field". The main heading is "Create your new password". There are two input fields: "New password *" and "Confirm new password *". Below the fields are two buttons: "Save" and "Cancel".

WELCOME PAGE OVERVIEW

Announcements from FBSG will be reflected on the top of the home page. At one glance, you will be able to see total number of “Unread invoices”, “Invoices that have been generated for the past 60 days”, “Credit Notes that have been generated for the past 60 days”. In addition, there is a Bar Chart which displays the total invoiced amount per month for your reference.



YOUR INVOICES

To view all your invoices, click on “My Invoices” and you can access to all the invoices that has been billed under your account.



Your company account number, company name and current date will be shown on the left side of the page.

1. Search function: You can look for a specific invoice by searching the invoice number on the search bar on top of the page.
2. Filter Function: Click on “view” to filter your invoices based on:
 - Credit notes of the last 60 days
 - Filter by date
 - Filter by invoice number
 - Invoices for the last 60 days
 - Search view (Invoices)
 - Unread invoices

INVOICE OVERVIEW

HOME		MY INVOICES						
☰ All ▾								
		Refresh						
Invoice date ▾	Due date	Supplier company	Document type	Invoice number	Total amount	Outstanding	Currency	
View 15/04/2021		FUJIFILM Business Innovation Singapore	Credit note	460000085	-157.00	-157.00	SGD	

Invoice date – Date of invoice that has been issued by FBSG

Due date – Payment must be made before the given date

Document type – Invoice / credit note / payment advice

Total amount – Invoiced amount with GST

Outstanding – Outstanding amount due

Currency – SGD

***Export function (optional):** Click on “Export all” for a CSV formatted file. From here, you will have a summary of invoice date, due date, supplier company, document type, invoice number, total amount, outstanding amount and currency.

Step #1: Click on “**view**” for invoice image. You will be notified by email each time a new invoice is available.

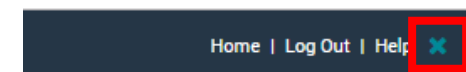
Alternatively, you can click on “**Invoice number**” to view invoice details and invoice image as shown below.

Left View		Right View	
The following information will be shown:		A soft copy of your tax invoice is shown for your reference, which includes:	
<ul style="list-style-type: none"> - Supplier - Invoice date - Due date - Payment date - Total amount - Payment amount - Outstanding amount 	Under more details <ul style="list-style-type: none"> - Invoice Details - Invoice Archiving - Email grouping - Sender details - Invoice information 	<ul style="list-style-type: none"> - Invoice address - Invoice date - Invoice No. - Payment due - Amount 	<ul style="list-style-type: none"> - Customer A/C No. - Purchase Order No. - Agreement No. - Description - Subtotal before GST - GST @ 7 % - Total - Payment Advice

Payment status:  **PAID** will be shown after payment made for the invoice.

Step #2: Click on “X” to exit viewing.

You will be brought back to “My Invoices” page.



 **PAID**

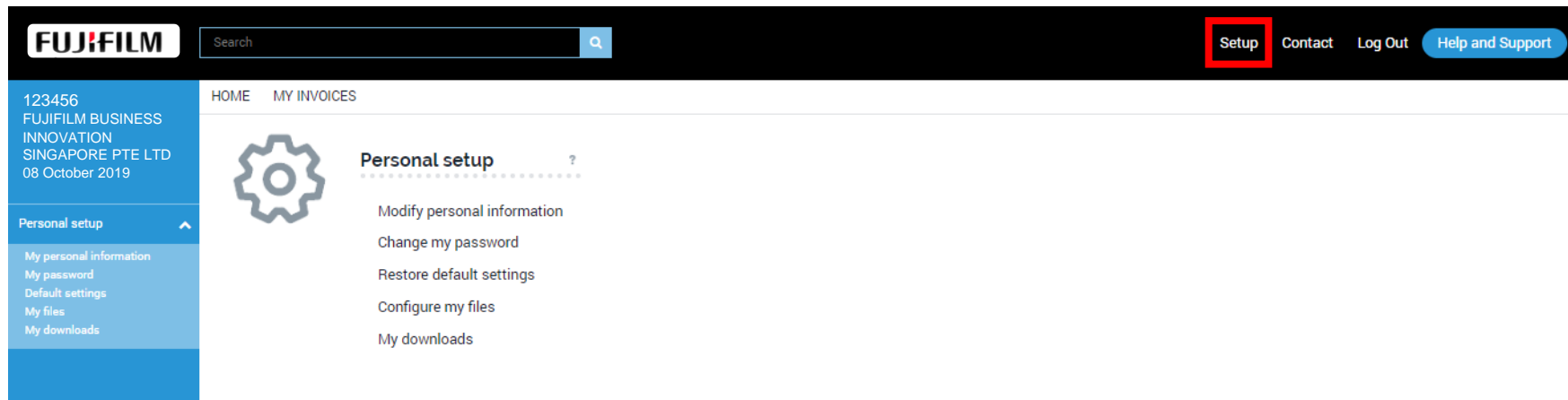
Total amount	3,987.94 SGD
Payment amount	-3,987.94 SGD
Outstanding	0.00 SGD

ACCOUNT CONFIGURATION

Step #1: To view your personal information, click on “Setup” on the top right-hand corner of the page.

Step #2: In the “Personal setup” section, five sub-menus are available:
Modify personal information, Change my password, Restore default settings, Configure my files and My downloads.

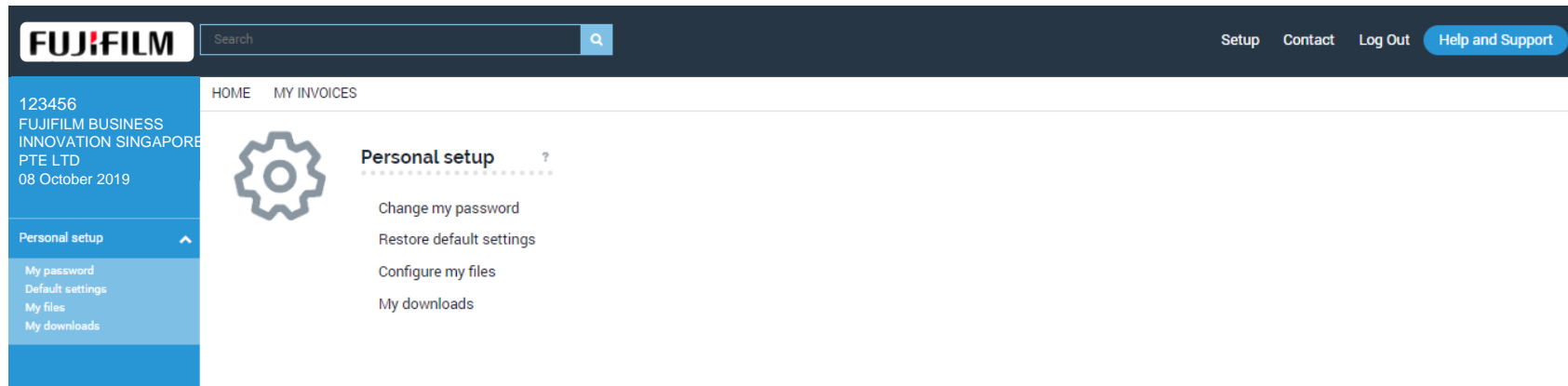
Note: For any modifications of the personal information (including change of email address, billing address etc) please email to E.invoice.dm@fujifilm.com



The screenshot displays the Fujifilm account configuration interface. At the top, the Fujifilm logo is on the left, a search bar is in the center, and navigation links for 'Setup', 'Contact', 'Log Out', and 'Help and Support' are on the right. The 'Setup' button is highlighted with a red square. Below the navigation bar, the user's account information is shown on the left, including the account number '123456' and the company name 'FUJIFILM BUSINESS INNOVATION SINGAPORE PTE LTD'. The main content area is titled 'Personal setup' and features a gear icon. A list of sub-menus is provided: 'Modify personal information', 'Change my password', 'Restore default settings', 'Configure my files', and 'My downloads'.

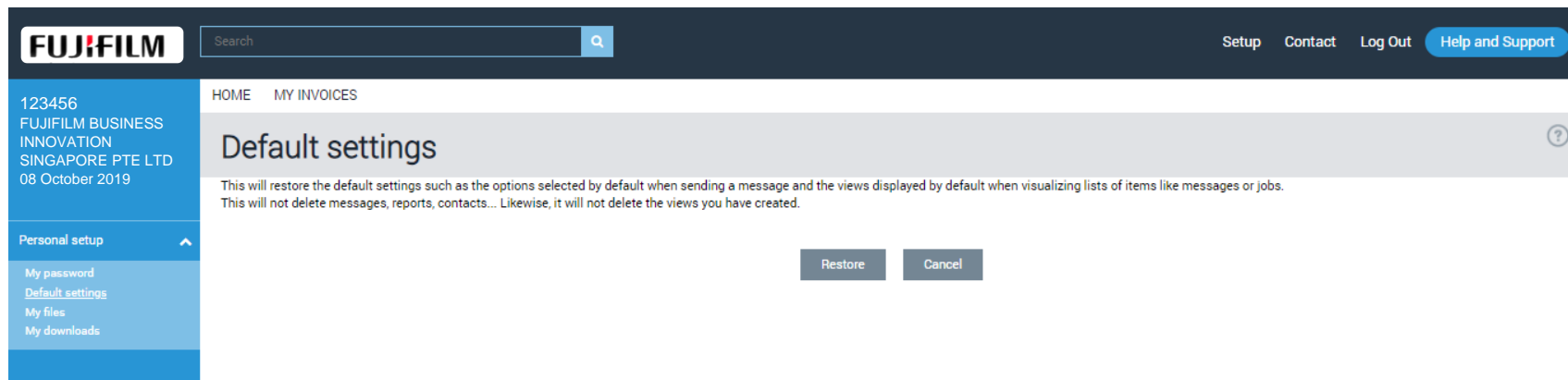
- **My password**

Change your password under “My password” section



- **Default settings**

Changing of default time zone settings



- **My files**
Convert to other file types listed

123456
FUJIFILM BUSINESS
INNOVATION
SINGAPORE PTE LTD
08 October 2019

Personal setup
My password
Default settings
My files
My downloads

HOME MY INVOICES

My files

You can define files that can be used in form processes.
The following formats are supported: PDF,DOC,DOCX,RTF,CSV,XLS,XLSX,PPT,PPTX,PPS,PPSX,TXT,TIF,HTM,HTML,GIF,JPG,JPEG,PNG,XML,PS,PCL,RPT,EPMF,ZIP,ESK.

Action	File name	Size
There are no items to display		

Choose File No file chosen

- **My downloads**
Download invoices will appear at “My downloads”

123456
FUJIFILM BUSINESS
INNOVATION
SINGAPORE PTE LTD
08 October 2019

Personal setup
My password
Default settings
My files
My downloads

HOME MY INVOICES

My downloads

Refresh

Creation date	Expiration date	Number of documents	Size (MB)	Status
There are no items to display				

Thank You!

If you have any questions accessing your invoices online,
please do not hesitate to contact us at [6766 8888 \(ext.3\)](tel:67668888) or by email at E.invoice.dm@fujifilm.com