Documents Required For PSG Claims

S/N	Supporting Documents	Actions Required
1	Invoice	Request an invoice from Accounts
2	Bank Statement showing payment	Screenshot of client's bank statement/dl pdf file showing client's name, account no. and payment transacted to SGeBIZ
3	PO or **Signed acceptance of quotation**/Contract	Scan signed copy of BSA and save as PDF format
4	Receipt or Cheque	Request receipt from Accounts/Capture a photo of cheque upon receiving from client
5	Pictures – Licence number(s) of software	Login to *SGeBIZ Admin account*>Click *Total Buyers/Total Suppliers*>Search for your client>Screenshot page(includes Buyer Code/Supplier Code)
6	Usage Report – At least one month	Go to *Reports*>*Good Receipt Status*>Select Start and End date(a period of **one month**), *List view: Consolidated*>Click *Submit*>Click *Details*>Scroll right to the bottom and export in CSV format>Save As exported file in *Excel format*