



1 Finance Shared Services

A member of MOHH

1FSS Invoice Submission (FormSG)

09 Jul 2026

Introduction

1. FormSG submission will replace AP-Direct invoice submission from 5 August 2026 to January 2027.
2. Invoice Submission will be for Phase 2 institutions. (Refer to Appendix)
3. **ONLY** Allow 1 invoice attachment and 1 supporting attachment per submission. Both file to be cap at 10MB per file.
4. Access the form via the link below:
<https://form.gov.sg/6a2112d796aa139e6cbf366b>

Filling Up The Form – Contact Info

Contact Info

1. Vendor Company Name

2. Vendor's email

3. Recipient's Email (optional)

1. Vendor Company Name:

Enter your company name.

2. Vendor's Email:

Enter your email address.

1FSS/institution will be contacting via this email on any issue on the submission.

3. Recipient's Email:

Enter the email address of the user for your service if applicable.

Filling Up The Form – Invoice Info (PO Invoice)

Invoice Info

4. Institution

5. Invoice Type

☐ Non PO

☒ PO

6. PO Number

7. End User Routing Info (PO) (optional)

Please state (Cost Centre/ Internal Order/Process Code)

4. Institutions: Select the institution you are billing this invoice to.

5. Select “PO” under invoice type

6. PO Number:
Enter the PO number

7. End User Routing Info (PO):
Enter the Cost Centre, Internal Order, or Process Code of the end user. If you do not have this information, please obtain it from the end user before submitting the request.
This field is optional for PO invoices.

Filling Up The Form – Invoice Info (Non-PO Invoice)

Invoice Info

4. Invoice Type

☒ Non PO

☐ PO

5. End User Routing Info (Non PO)

Please state (Cost Centre/ Internal Order/Process Code)

1. Select “Non PO” under invoice type

2. End User Routing Info (Non PO):

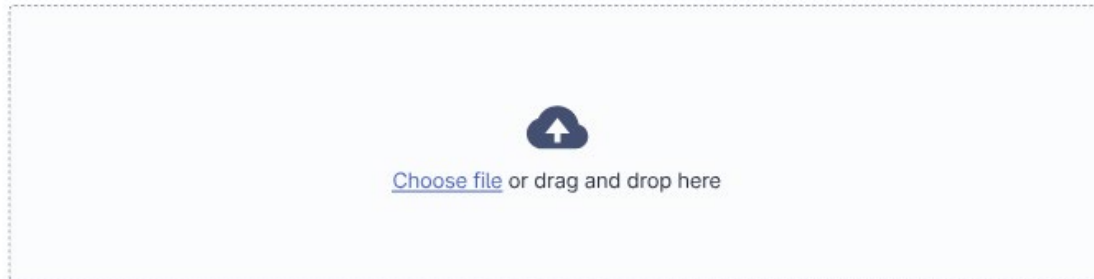
Enter the Cost Centre, Internal Order, or Process Code of the end user. If you do not have this information, please obtain it from the end user before submitting the request

Filling Up The Form – Attachments Section (Only 1 invoice per submission)

Attachments Section

7. Invoice

Please only attach non-password protected PDF file

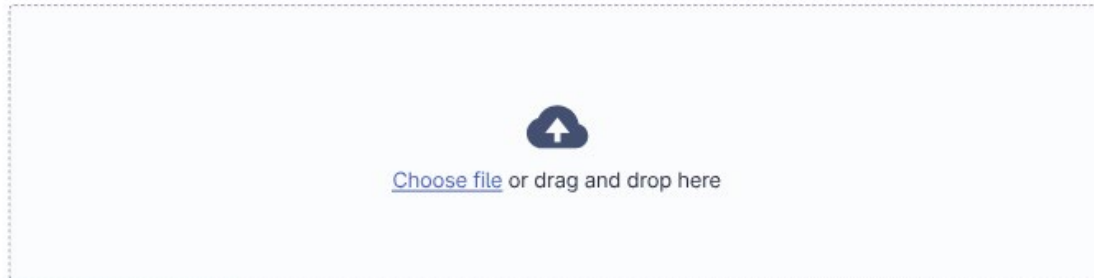


A dashed rectangular box containing a blue cloud icon with a white upward arrow in the center. Below the icon, the text "Choose file or drag and drop here" is displayed in a blue, underlined font.

Maximum file size: 10 MB

8. Supporting (optional)

Please only attach non-password protected PDF file



A dashed rectangular box containing a blue cloud icon with a white upward arrow in the center. Below the icon, the text "Choose file or drag and drop here" is displayed in a blue, underlined font.

Maximum file size: 10 MB

1. Invoice:

Browse for your file or drag and drop the invoice attachment under this field. Please attach the invoice in PDF format only. Password-protected files and other file formats cannot be processed.

2. Supporting

Browse for your file or drag and drop the supporting attachment under this field. Please attach the supporting in PDF format only. Password-protected files and other file formats cannot be processed.

3. Both attachments have a file size limit of 10MB each.

Appendix: Phase 2 Go-Live Institutions (Jan 2027) and 1FSS AP Contacts

Singhealth	Institutions	FSS-AP Contact Details
Primary AP Lead: Emily Ong emily.ong.sp@1fss.com.sg	ALPS Pte Ltd	Juslene Tan (juslene.tan.soh.leng@1fss.com.sg) Chloe Kok (chloe.kok.py@1fss.com.sg) Kamsinah Bte Salleh (kamsinah.salleh@1fss.com.sg)
	KK Women's and Children's Hospital Pte Ltd	Juslene Tan (juslene.tan.soh.leng@1fss.com.sg) Kamsinah Bte Salleh (kamsinah.salleh@1fss.com.sg) Chloe Kok (chloe.kok.py@1fss.com.sg)
	National Heart Centre of Singapore Pte Ltd	Tang Chiew Leng (tang.chiew.leng@1fss.com.sg) Pun Su Kian (pun.su.kian@1fss.com.sg)
	Sengkang General Hospital Pte Ltd	Elsie Siu (elsie.siu.kc@1fss.com.sg) Manis Mohamad (manis.mohamad@1fss.com.sg) Theresa Zhong (theresa.zhong.qiu@1fss.com.sg)
Primary AP Lead: Evelyn Chin chin.kim.yeong@1fss.com.sg	Changi General Hospital Pte Ltd	Alice Lim (alice.lim.al@1fss.com.sg) Wang LiJun (wang.lijun@1fss.com.sg) Angeline Koh (angeline.koh.yy@1fss.com.sg) Carine Lee (carine.lee.gs@1fss.com.sg) Serene Tan (serene.tan.cx@1fss.com.sg)
	National Cancer Centre of Singapore Pte Ltd	
	Singhealth Community Hospitals	
	Singhealth Community Hospitals - OCH Singhealth Community Hospitals - SKCH	Serene Tan (serene.tan.cx@1fss.com.sg)

Appendix: Phase 2 Go-Live Institutions (Jan 2027) and 1FSS AP Contacts

Singhealth	Institutions	FSS-AP Contact Details
Primary AP Lead: Deon Choong deon.choong.sk@1fss.com.sg	National Dental Centre of Singapore Pte Ltd	Han Siang Juan (han.siang.juan@1fss.com.sg)
	Singapore Cord Blood Bank Limited	
	Singapore Eye Research Institute	Phoebe Lee (phoebe.lee.nj@1fss.com.sg)
	Singapore Health Services Pte Ltd	Catherine Tan (Catherine.tan.bee.wah@1fss.com.sg) Lynne Teo (teo.leng.leng@1fss.com.sg)
	Singapore National Eye Centre Pte Ltd	Terh Xi Wen (terh.xi.wen@1fss.com.sg)
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	Singapore General Hospital Pte Ltd	Shafiah Binte Jais (shafiah.jais@1fss.com.sg) Lilian Chan (lilian.chan.jl@1fss.com.sg) Doris Choy (doris.choy.lk@1fss.com.sg) Kennie Han (kennie.han.iw@1fss.com.sg) Rebecca Poon (rebecca.poon.bm@1fss.com.sg) Josephine Lee (josephine.lee.cl@1fss.com.sg)
Others Primary AP Lead: Angela Yeo angela.yeo.ph@1fss.com.sg	Ministry of Health Holdings	Kee Mei Shai (kee.mei.shai@1fss.com.sg)
	MOH Office for Healthcare Transformation	
NHG Health	National Skin Centre	TBA
Ministry of Health Holdings	The Consortium for Clinical Research and Innovation, Singapore	TBA



THANK YOU