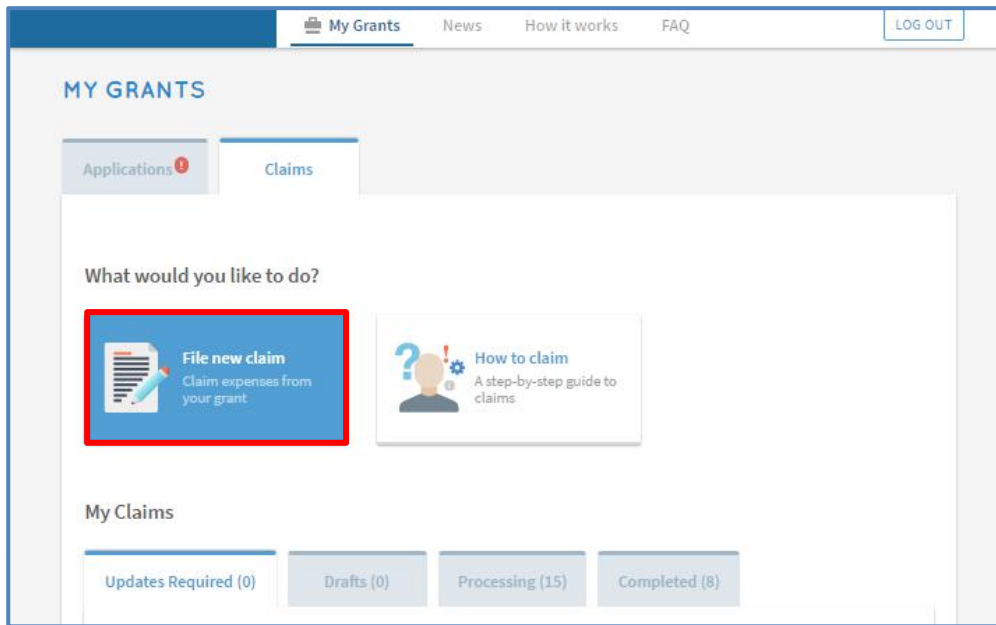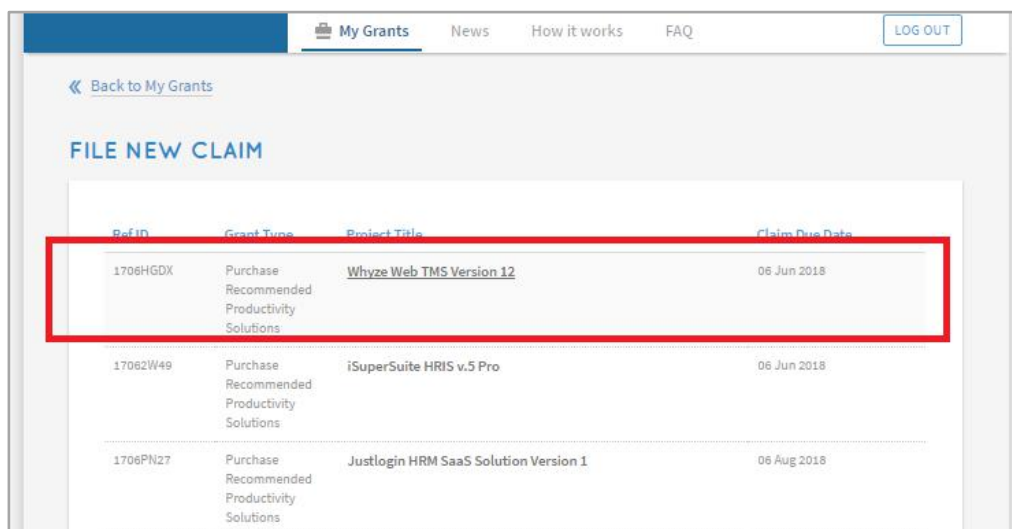## Claims Submission

Step 1/6:

- Login to BGP > My Grants > Claims
- Click on 'File new claim'

Step 2/6:

- Select approved grant you wish to submit claim for
- Click 'Proceed'

Step 3/6: Contact Details

- Fill in your contact details

Step 4/6: Claim Information

- Fill in your claim information
- Upload supporting documents
- Fill in payment details

Enterprise Singapore

- Fill in deployment location
- Fill in your claim amount

« Back to Claim Actions

📞 Contact Details

🐷 Claim Information

📊 Business Outcomes

✍ Declare & Review

UPDATE YOUR CLAIMS INFORMATION

* Mandatory field

Solution Details

Solution Type

Solution Name

Vendor Name

UEN

☐ I used a different vendor.

Key in your software license numbers or equipment serial numbers *

None. Xero does not have software licence number

500 characters left

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500 characters left

« Back to Claim Actions

📞 Contact Details

🐷 Claim Information

📊 Business Outcomes

✍ Declare & Review

Upload supporting documents *

Only jpg, png, gif, zip, doc, docx, ppt, pptx, pdf, xls, xlsx files supported.
Each file cannot exceed 10 MB. Any special characters in your file name will be removed.

- Invoice *
- Bank Statement showing payment *
- Purchase Order or signed acceptance of quotation/Contract *
- Receipt or cheque *
- Pictures *
    - Licence number(s) of software
- Usage report *
    - At least one month
- Other documents

Drag and drop files here
or

📂 Select Files

1. "Pictures" refers to screenshot of the Xero Dashboard

2. "Usage report" may be a Profit and Loss Report with date range from first day of use to date of claims generated from Xero

Payment

Will this be your final claim?   **Yes**

Mode of Purchase   Direct Purchase ▼

Postal Code *

[ ] 🔍

Blk/Hse No.   Street

Level   Unit   Building Name

Does your business operate from this address? *

(●) Yes   ( ) No

Is your address a shared office? *

(●) Yes   ( ) No

Add New Location

← Previous   💾 Save   Next →

Step 5/6: Business Outcomes

- Fill in details of business outcomes

« Back to Claim Actions

📞 Contact Details

🐷 Claim Information

📊 **Business Outcomes**

✎ Declare & Review

[✓] Same as previous submission

What task will be more efficient with the new solution? *

Invoicing/Bank reconciliation/reporting

How much more efficient is this task now? *

50 - 100   %

How much is the reduction of man-hours for this task with the solution? *

25 - 50   %

We need a response for this field

If your projections have changed, tell us why.

This will help us to identify better solutions in the future. Your feedback will not affect your grant disbursement.

500 characters left

← Previous   💾 Save   Next →

![Enterprise Singapore logo]

Step 6/6: Declaration & Submit

- Complete declaration section accordingly
- Where applicable, indicate your consent & acknowledgement
- Review claim and click 'Submit'

Enterprise Singapore, formerly International Enterprise Singapore and SPRING Singapore, is the government agency championing enterprise development. We work with committed companies to build capabilities, innovate and internationalise. We also support the growth of Singapore as a hub for global trading and startups. As the national standards and accreditation body, we continue to build trust in Singapore's products and services through quality and standards.

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