

Digi-TAC Solution Package Schedule for Approved Vendor

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Solution Package Name & Version Number [1]	Xero - Full Transformation (Package A3) - Xero Premium – Full Digital Transformation Package - for Small Business - With Customised Training
Brief Description of Solution Package (100 words maximum)	Xero is a cloud-based small business accounting software with tools for managing invoicing, bank reconciliation, inventory, purchasing, expenses, bookkeeping and more. It is a modern, small business accounting software that lives in the cloud.
Eligibility Period	13 July 2023 – 12 July 2024
Renewal of Eligibility Period [2]	13 July 2024 – 12 July 2025

Standard Solution Package (i.e. minimum items to be purchased)

Item Description	Unit Cost (\$)	Unit	Quantity	Subtotal Price (\$)
<p>1. Software</p> <p>Xero Premium Plan for up to unlimited users per company for one year</p> <p>Modules include:</p> <ul style="list-style-type: none"> - e-sales quotations, - e-invoices, - fixed asset modules, - customised Goods and Services Tax (GST), - e-purchase orders, - capture bills and receipts with Hubdoc, - multiple currencies, - integrated inventory and reports, - automatic bank feeds with local banks 	\$864	Per Annum	1	\$864

<ul style="list-style-type: none"> - Registration of InvoiceNow - Linkage to Xero 				
2. Hardware	NA	NA	NA	NA
3. Professional Services				
<p>Customise sales and expenses forms to customers requirements</p> <p>Implementation of Xero Premium includes the following:</p> <ul style="list-style-type: none"> - Kick off meeting and proposed project timeline - Setting up of company profile - Setting up of taxes (GST) function - Setting up the COA Chart of Accounts - Setup of mobile apps for user - User Acceptance Test 	\$850	Per manday	2	\$1,700
<p>Migration of figures to Xero Premium Includes:</p> <ul style="list-style-type: none"> - Migration of prior year balance sheet line items (including Accounts Receivable, Accounts Payable, inventory and fixed assets) - Migration of current year transactions and/or past year transactions (Up to 500 line items) <p>Customise management reports and recurring transactions to the client's requirements</p>	\$850	Per manday	3	\$2,550
4. Training				
<p>Basic Customised Training of Xero</p> <ul style="list-style-type: none"> - administration, accounting management - sales and purchases - inventory management - Chart of Accounts - Fixed Asset - How to connect to the bank, and using bank feeds to perform bank reconciliation <p>(2 half-day sessions)</p>	\$850	Per session	1	\$1,700
<p>Advanced Customised Training of Xero</p>	\$850	Per session	1	\$1,700

<ul style="list-style-type: none"> - Customization of sales quotation and invoices - Set up Budget and Forecasts in Xero - Manage Categories in Xero - Project module management - Customization of reports in Xero, and set schedules to send out the customised reports - Management of user rights on Xero - Practical pitfalls in the usage of Xero - Best book-keeping practices in line with digitalization of sales and accounting processes - Use of data extraction tools to further automate the productivity of book-keeping (2 half-day sessions) 				
5. Others	NA	NA	NA	NA
			Total (S\$) :	\$8,514

[1] A higher upgrade of the software version is acceptable, for example solution version 3.x allow anything from 3.0 to 3.999

[2] SGTech may exercise the option to extend the Eligibility Period for an additional one-year ("Renewal Eligibility Period")

All prices excluding GST.