

Company	Assembly Works Pte. Ltd.
Digital Solution Name & Version Number¹	Xero Cloud Accounting Software - Xero Deluxe Premium Subscription with Set up
Appointment Period	21 October 2021 to 20 October 2022
Extended Appointment Period²	21 October 2022 to 20 October 2023

Standard Packaged Solution (ie. Minimum items to be purchased)

Cost Item	Unit Cost (\$)	Unit	Quantity	Subtotal (\$)	Qualifying Cost * (\$)
1) Software 1 year Premium Xero Subscription (unlimited users) + 1 year Xero Expenses for 5 people - Invoices and quotes - Bills - Products and services - GST and Financial Reports - Banking and reconcile bank transactions - Handle multiple currencies - Scanning receipts on the go - Approving of claims - Tracking of expenditures - Submission of claims - Accounts Module - Customer Groups Module - Supplier Groups Module - Budgeting Module - Sales/ Delivery Module - e-invoicing		Per Month	12.00		
2) Hardware Not Applicable					
3) Professional Services Xero Set up - Xero Chart of accounts setup - Bank accounts setup - Set-up user access rights - Customized 2 invoice templates - Fixed assets Register and Depreciation - Bank Integration - Issue initial logins for the users - Customised dashboard - Setup tracking categories - Hubdoc setup Opening Balance Migration - Conversion balances set-up - Accounts payable balance migration - Accounts receivable balance migration Xero Go-Live support via phone or video conference		Per Manday	4.00		
4) Training Training will cover the following areas - Amend the nominal ledger - Post customer invoices and credit notes to the sales ledger - Enter the supplier cheques and record the customer receipts - Prepare GST Return - Add new customer and supplier details - Post supplier invoices and credit notes to the purchase ledger - - Post Petty Cash transactions - Reconcile the bank - Post adjustments to the accounts and produce month-end reports - Write off bad debt - Import Bank statement - Generation of Profit and Loss and Balance sheet reports Training will be for 12 hours		Per Manday	3.00		
5) Others Not Applicable					
Total				\$ 3,608.80	\$ 3,585.00

¹ A higher upgrade of the software version is acceptable, for example solution version 3.x allow anything from 3.0 to 3.99999

² As specified in the Letter of Appointment, IMDA may exercise the option to extend the Appointment Duration for an additional one-year ("Extended Appointment Period")

* Qualifying cost refers to the supportable cost to be co-funded under the grant