1. Invoice Practices

2. Creating Invoices (Non-GST Suppliers and GST Suppliers)

3. Modifying Invoices

4. Invoice Status

5. Line Item Credit Memo

1. **Invoice Practices**
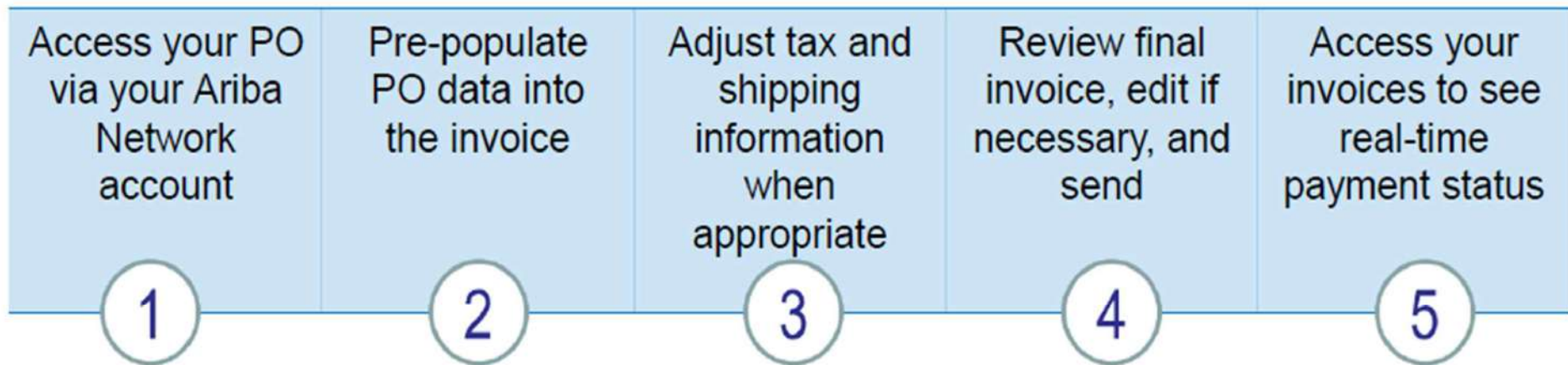2. **Creating Invoices**
3. **Invoice status**

Before You Begin...

NTU specific tasks

Before creating an invoice:

✓ Mark your account as a GST Supplier or a non-GST Supplier in the company profile.

✓ Goods Receipt is a prerequisite to invoice.

✓ To access Create Invoice button, go to your Email containing the PO number and click "process order"

What is PO-Flip

A simple process enabled by Ariba Network that allows a seller to easily convert a purchase order into an invoice, and transmit that invoice to the customer that placed the purchase order

Access your PO via your Ariba Network account	Pre-populate PO data into the invoice	Adjust tax and shipping information when appropriate	Review final invoice, edit if necessary, and send	Access your invoices to see real-time payment status
1	2	3	4	5

It takes approximately two minutes to prepare and send a PO-Flip invoice

PO Flip Invoice – Against Goods Receipt

When you click "Process Order" when receiving a Purchase Order, the "Create Invoice" button will be greyed out. This is because you are required to submit only after the customer confirms the Goods Receipt for the particular Purchase Order.

Once the Goods Receipt is confirmed, the status of the Order will be changed to "**Received**" and then the "Create Invoice" button will be highlighted.

Note: Partial Receiving and Partial Invoicing is also allowed

Invoicing Configuration for
GST Suppliers

You will need to update the Tax information for invoicing

How To Set Up Legal Profile

1. After you have login to your Ariba account, go to *"Company Setting"* and click on *"Company Profile"*.
2. In order to enable the GST feature, please ensure that you are in the *"Basic"* tab.
3. After Ariba has enabled the feature on your account, you should be able to see *"Legal Profile Status"*
4. Click on *"Create"* to set up the legal profile

How To Set Up Legal Profile

5. You will be redirected to the Address page, kindly fill up the required field
Note: Required field are those with *asterisk*.
6. Check the box for *Set Up Legal Profile*

How To Set Up Legal Profile

7. For **GST Registered:** Kindly click on the *"Yes"*, input the GST Registered number.
8. After which, please click on *"Save"*.

Address

50 Nanyang Avenue
Singapore 639798
Singapore

☑ **Set Up Legal Profile**

Check this box to provide additional corporate entity and taxation information for each qualified address. Ariba Network may send the information you provide here to an accredited service provider. Check the 'Status' on the Company Profile page for updates to your registration status.

Financial Information

7

Are You GST Registered? * ● Yes ○ No

GST ID: M12345678

Save   Close

8

How To Set Up Legal Profile

9. You should be able to see that you had accepted the legal profile status.
10. In order for Tax ID to auto populate on the invoice, kindly click on the *"Business"* tab.

Additional Company Addresses

	Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
◉	123				50 Nanyang Avenue	Singapore Singapore	Accepted

9

↳ [Edit] [Delete] | [Create]

Company Profile

| Basic (3) | Business (2) | Marketing (3) | Contacts | Certifications (1) | Customer Requested | Additional Documents |

* Indicates a required field

10

Overview

Company Name:* [NTU Dummy Light Account]

How To Set Up Legal Profile

11. If you are a GST Supplier in Singapore, you will have to input your GST registration number in the *Tax ID field*
12. Repeat the same GST registered number in the *Supplier GST Registration Number field.*
13. After you had completed the tax information, please click on "Save"

Company Profile

Save   Close

Basic (3)   Business (2)   Marketing (3)   Contacts   Certifications (1)   Customer Requested   Additional Documents

13

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

11   Tax ID: M12345678   ⓘ   Do not enter dashes

State Tax ID: ___   Do not enter dashes

Regional Tax ID: ___   Do not enter dashes

Vat ID: ___

☐   VAT Registered

12   Supplier GST Registration Number: ⓘ   M12345678

Invoicing Procedure for
GST Suppliers

This applies to Suppliers who have updated their Tax ID in Company Profile

PO Flip Invoice - GST Suppliers

To create an Invoice:

1. Access the email containing the PO and click the **Process order** button.
2. Login to your account and view the details of the PO.
3. Click the **Create invoice** button and select the **Standard Invoice** option.
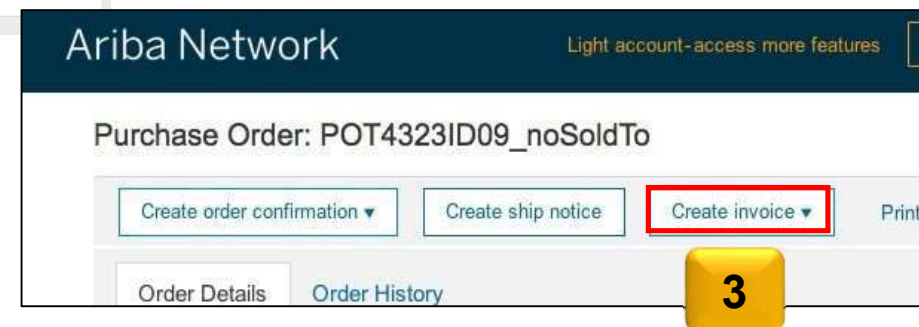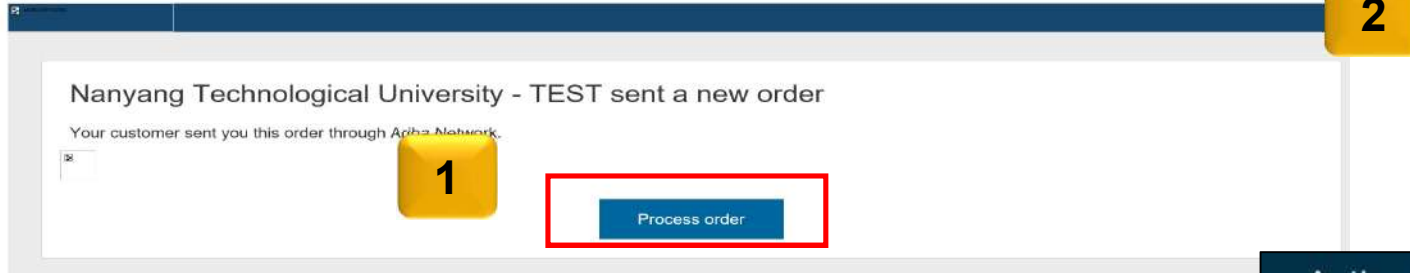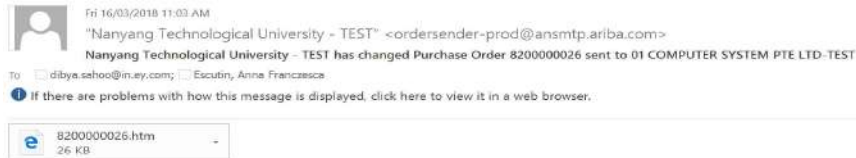
PO Flip Invoice for GST Suppliers : Header level items

PO Flip Invoice for GST Suppliers

For Multiple line items, just tick the box on the left. Uncheck Lines which you do not want to invoice.

Suppliers are required to enter tax information per line item.

PO Flip Invoice for GST Supplier

Invoice Layout will display as below:

Standard Invoice

Invoice Number :	123456
Invoice Date :	Thursday 15 Feb 2018 4:45 PM GMT+08:00
Original Purchase Order	PO117

Subtotal :	$125,001.00 SGD
Total Tax :	$8,750.07 SGD
Total Amount without Tax :	$125,001.00 SGD
Amount Due :	$133,751.07 SGD

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
GST	7%		$125,001.00 SGD	$8,750.07 SGD		GST Standard		

Edit and Resubmit Invoices

1. Choose the Email notification for the rejected invoice.
2. **Log in** to your account
3. Choose to **Edit and Resubmit** the invoice

2

Supplier Login

1

3

Check Invoice Status

invoice Status - Reflects the status of NTU action on the Invoice

Status	Explanation
Sent	The invoice is sent to the NTU but they have not yet verified the invoice against purchase orders and receipts
Cancelled	NTU approved the invoice cancellation
Paid	NTU paid the invoice or is in the process of issuing payment. This status applies only if NTU uses invoices to trigger payment
Approved	NTU has verified the invoice against the purchase orders and receipts and approved it for payment
Rejected	NTU has rejected the invoice or the invoice failed validation by Ariba Network. If NTU accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
Failed	Ariba Network experienced a problem routing the invoice

If you configured your **Invoice Notifications** as noted earlier in this presentation, you will receive emails regarding invoice status

NTU Specific Rules - Invoicing:

1. Suppliers are required to update their tax information in their profile. For Non GST suppliers, enter **"Not Applicable"**

2. Suppliers are required to include only received quantities on invoices.

3. Suppliers are required to enter tax information per line item(both GST and NON GST suppliers). Non GST suppliers must indicate "GST Out Of scope" in the tax category

4. Tax amounts will be copied from the Purchase Order. However, Suppliers are provided with an option to edit the taxes and choose from your list of valid tax values. Suppliers are required to ensure Tax amounts are displayed in local currency.

5. Suppliers are allowed to use any invoice number. Suppliers are allowed to reuse invoice numbers from failed and rejected invoices.

6. Suppliers are required to provide a reason for each line-item credit memo. Attachments are not required.

7. Suppliers are not allowed to cancel invoices they create. If the invoice has been approved, suppliers need to create a credit memo. If it has not been approved, contact the buyer to reject the invoice so suppliers can edit and resubmit

8. Suppliers are not allowed to submit NON PO invoices via Ariba network