



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...

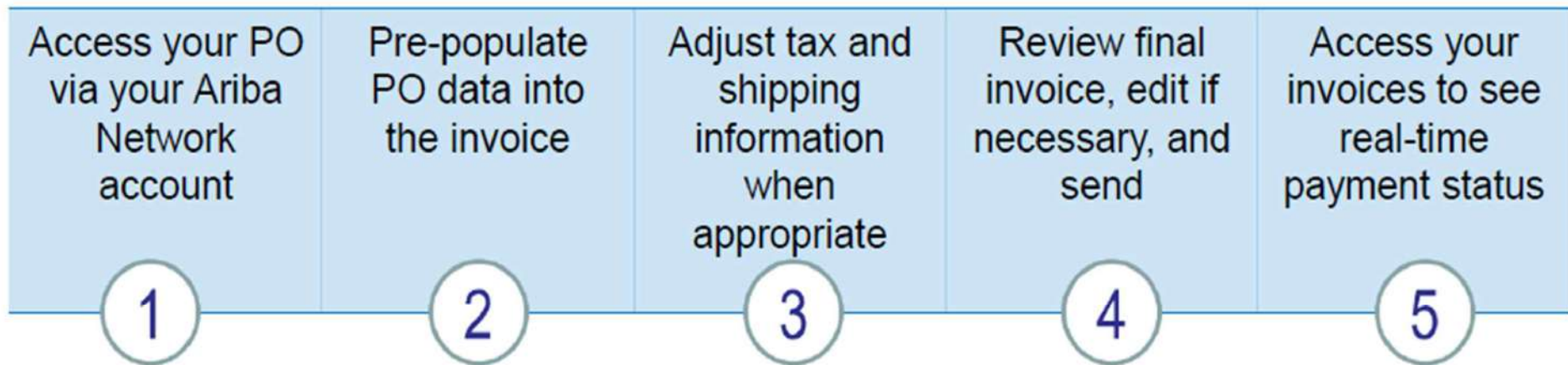
NTU specific tasks

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



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

Purchase Order: 4500241962 Done

Create Order Confirmation | Create Ship Notice | Create Invoice | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History



**NANYANG
TECHNOLOGICAL
UNIVERSITY**
SINGAPORE

From:
Headquarter
50 Nanyang Ave
Singapore 639798
Singapore

To:
NTU test supplier - TEST
SG
Singapore 639815
Singapore
Phone:
Fax:
Email: anna.franczesca.escutin@sap.com

Purchase Order
(Received)
4500241962
Amount: RM12.00 MYR
Version: 1

Payment Terms i
NET 30

Routing Status: Acknowledged
Related Documents: [RC677](#)

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

The screenshot shows the Ariba 'Company Profile' setup page. On the left, a navigation menu is open, and 'Company Profile' is highlighted with a red box and a yellow callout '1'. The main content area has a tabbed interface with 'Basic (3)' selected, highlighted with a red box and a yellow callout '2'. Below the tabs, the 'Address' section contains several input fields: 'Address 1:*' (50 Nanyang Avenue), 'Address 2:', 'Address 3:', 'Address 4:', 'City:*' (Singapore), 'Postal Code:*' (639798), 'State:', and 'Country:*' (Singapore [SGP]). Below this is a table for 'Additional Company Addresses' with columns: 'Address Name ↑', 'Address ID', 'VAT ID', 'Tax ID', 'Address', 'Country', and 'Legal Profile Status**'. The 'Legal Profile Status**' column is highlighted with a red box and a yellow callout '3'. At the bottom, a 'Create' button is highlighted with a yellow callout '4'.

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*

Address Name

Address Name: *

Address ID:

VAT ID:

Tax ID:

Address

5

Address 1: *

Address 2:

Address 3:

Address 4:

City: *

Postal Code: *

State:

Country: *

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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.

Save

Close

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:

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

↩ Edit Delete | Create

9

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

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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

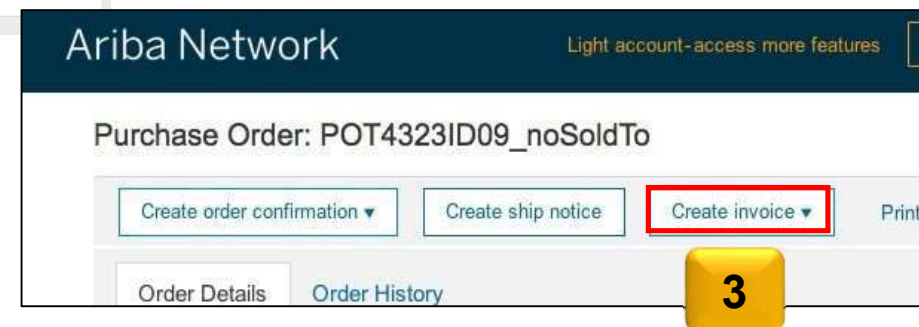
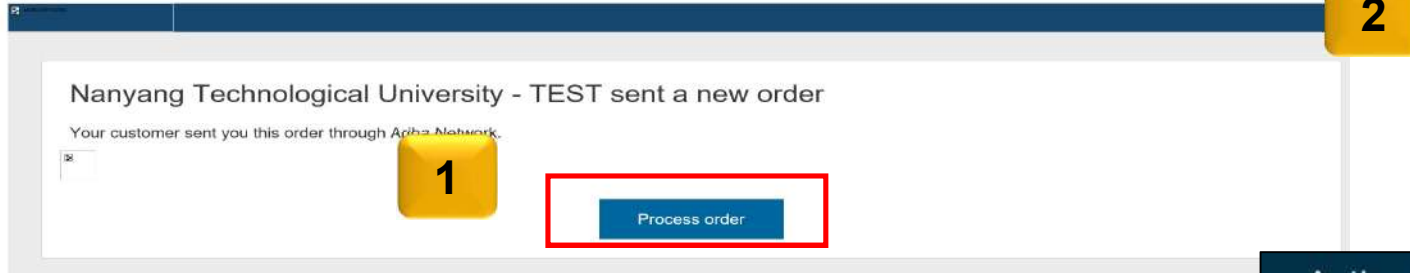
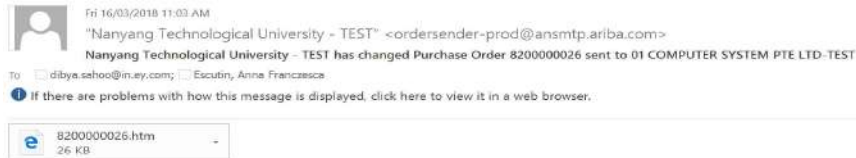
Invoicing Procedure for GST Suppliers

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

▼ Invoice Header

Summary

1 Purchase Order: PO116

Invoice #: *

Invoice Date: * 15 Feb 2018

2 Supplier Tax ID: * SR1234567

Remit To: NTU test supplier - TEST

Singapore
Singapore

Bill To: **Headquarter**

Singapore
Singapore

Shipping

3 Header level shipping ⓘ Line level shipping ⓘ

* Indicates required field [Add to Header ▼](#)

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Payment Term
- Additional Reference Documents and Dates
- 4** Comment
- Attachment **5**

6

Attachments

The total size of all attachments cannot exceed 10MB

No file chosen

UUID:

Comment

Comments:

Default Invoice Comment Text:

UUID:

PO Flip Invoice for GST Suppliers

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: GST Shipping Documents Special Handling Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Enter a description for this item.	7	1			\$125,001.00 SG

Line Items

Insert Line Item Options

Tax Category: Not Applicable Shipping Documents Special Handling Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Enter a description for this item.		1

8 Tax

Category: * 0% Not Applicable / Exempt

Location:

Description: Exempt

Regime:

9

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Line Item Actions [Delete](#)

1 MATERIAL Not Available

Tax 10

Category: *

Location:

Description:

Regime:

Domain:

[Delete](#)

[Edit](#)
[Add](#)
[Tax](#)
[Shipping Documents](#)
[Special Handling](#)
[Discount](#)
[Allowance](#)
[Charge](#)
[Classification](#)
[Comments](#)
[Attachment](#)

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

1

En 23/03/2018 1:13 PM
ntu.ariba.Test <testntuariba@gmail.com>
Fwd: Rejected - Invoice 123 - to Nanyang Technological University - TEST (ANID: AN01392586839-T) - Notification from Ariba Network

Escutin, Anne Franzesca

SAP Ariba

Your customer Nanyang Technological University - TEST updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01399593412-T).

Country SG
Customer Nanyang Technological University - TEST
Invoice number 123
Invoice Status **Rejected**

Description Comment:Rejecting for Czesca (Dibya P Sahoo, 2018-03-22T22:09:08-07:00)-----Header Level Exceptions: --- PO Payment Terms mismatched The invoice's payment terms, NET30 ((0%/30, 0, 0)) are either unrecognized (adhoc) or are different from the purchase order's payment terms of 0001 ((0%/0, 0, 0)) .--- PO Payment Terms mismatched The invoice's payment terms, NET30 ((0%/30, 0, 0)) are either unrecognized (adhoc) or are different from the purchase order's payment terms of 0001 ((0%/0, 0, 0)) .-----Line item --- Line Number:2--- Part Number:--- Description:Exempt--- Exceptions: --- Tax Calculation Failed Tax cannot be calculated for this invoice because the invoice data does not match a valid tax configuration.--- Tax Calculation Failed Tax cannot be calculated for this invoice because the invoice data does not match a valid tax configuration.---

Partial Amount 0.00

[View invoice](#)

2

Supplier Login

User Name

Password

Login

Having trouble logging in?

3

Ariba Network

Invoice: 123

Edit Create Line-Item Credit Memo Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Rejected Invoice:
Reasons:
Comment:Rejecting for Czesca (Dibya P Sahoo, 2018-03-22T22:09:08-07:00)

Header Level Exceptions:
PO Payment Terms mismatched The invoice's payment terms, NET30 ((0%/30, 0, 0)) are either unrecognized (adhoc) or are different from the purchase order's payment terms of 0001 ((0%/0, 0, 0)) .
PO Payment Terms mismatched The invoice's payment terms, NET30 ((0%/30, 0, 0)) are either unrecognized (adhoc) or are different from the purchase order's payment terms of 0001 ((0%/0, 0, 0)) .

Line Item:
Line Number:2
Part Number:
Description:Exempt
Exceptions:
Tax Calculation Failed Tax cannot be calculated for this invoice because the invoice data does not match a valid tax configuration.
Tax Calculation Failed Tax cannot be calculated for this invoice because the invoice data does not match a valid tax configuration.

[Edit & Resubmit](#)

Standard Invoice / Tax Invoice

Status	Subtotal	\$0.61 SGD
Invoice: Rejected	Total Tax:	\$0.00 SGD
Routing: Acknowledged	Total Amount without Tax:	\$0.61 SGD
Invoice Number: 123	Amount Due:	\$0.61 SGD
Invoice Date: Friday 9 Mar 2018 11:39 AM GMT+08:00		
Original Purchase Order: 830000030		

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