



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...

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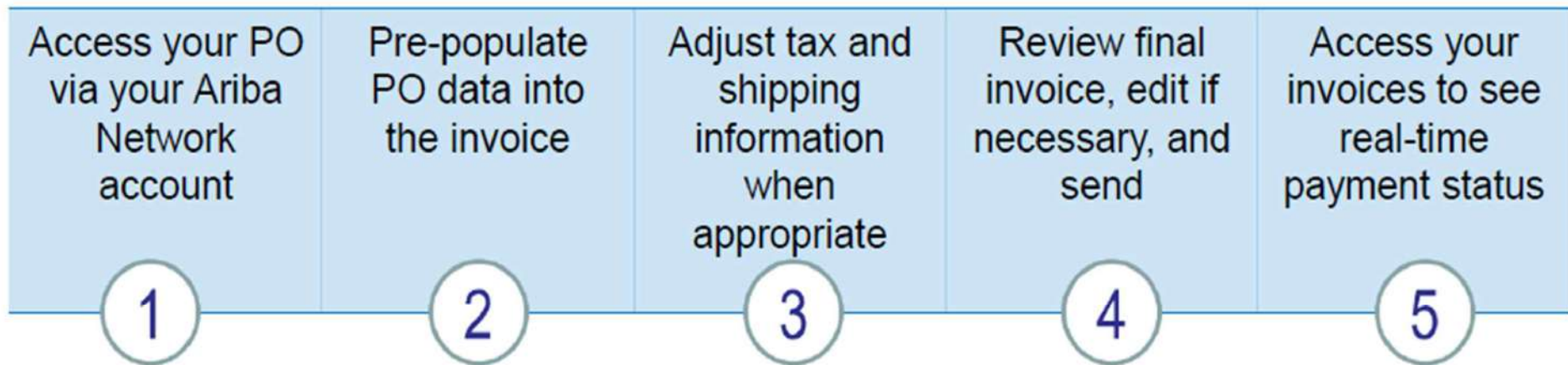
### NTU specific tasks

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

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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

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

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

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From: **Headquarter**  
50 Nanyang Ave  
Singapore 639798  
Singapore

Payment Terms (i)  
NET 30

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

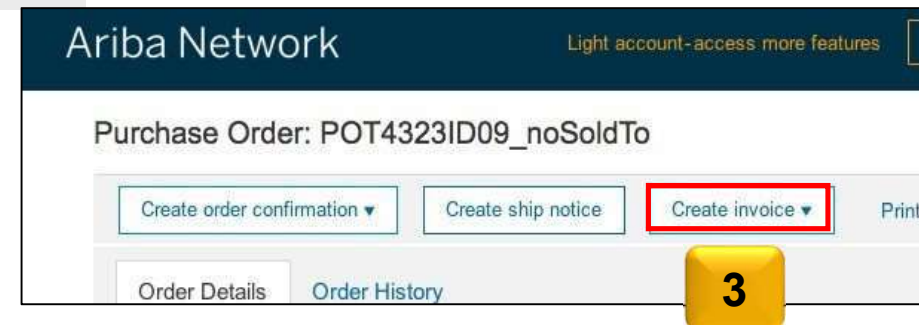
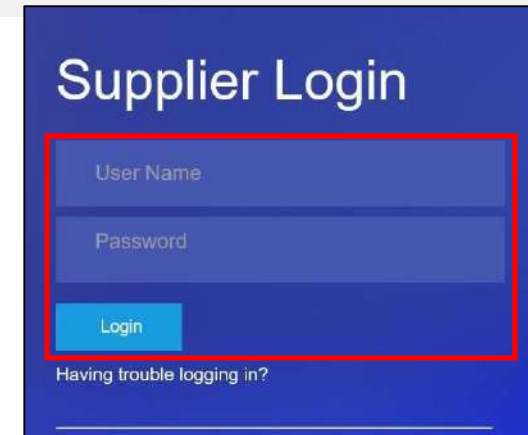
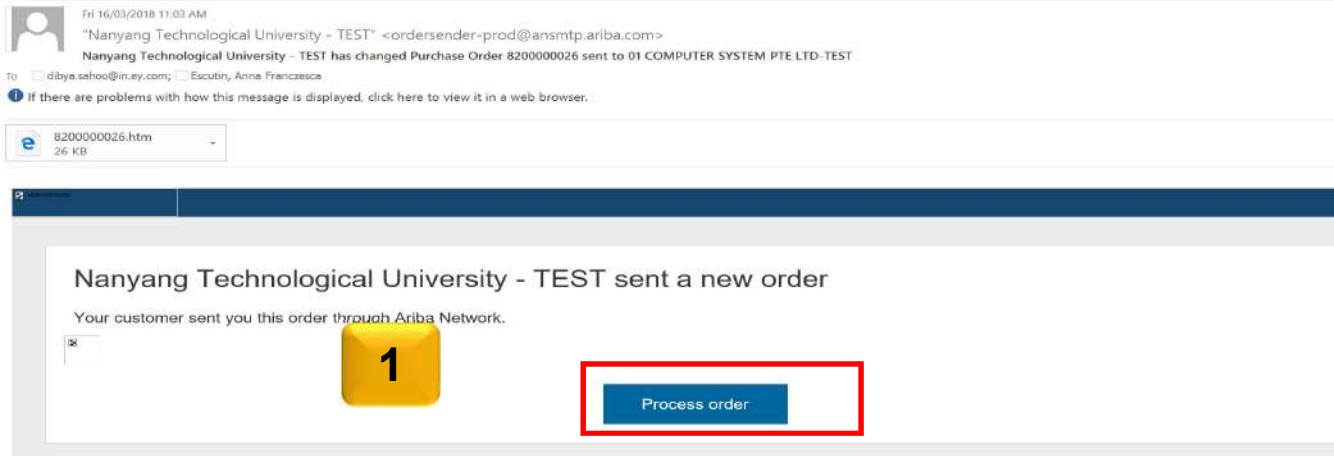
# Invoicing Configuration for Non-GST Suppliers

You will need to update the Tax information for invoicing

# PO Flip Invoice - Non-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.





# 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 interface. On the left, a navigation menu is open, showing 'Company Profile' highlighted with a red box and a yellow callout '1'. The main content area is titled 'Company Profile' and has several tabs: 'Basic (3)' (highlighted with a red box and callout '2'), 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', 'Customer Requested', and 'Additional Documents'. Below the tabs, the 'Address' section contains form fields for 'Address 1' (50 Nanyang Avenue), 'Address 2', 'Address 3', 'Address 4', 'City' (Singapore), 'Postal Code' (639798), 'State', and 'Country' (Singapore [SGP]). A yellow callout '2' points to the 'Address' label. Below this is the 'Additional Company Addresses' section, which is currently empty. A table header is visible with columns: 'Address Name ↑', 'Address ID', 'VAT ID', 'Tax ID', 'Address', 'Country', and 'Legal Profile Status\*\*' (highlighted with a red box and 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: \*

6

**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 **non-GST Registered**: Kindly click on the "No". You do not need to input anything in GST ID field.
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 **non-GST Supplier** in Singapore, you will have to input "Not Applicable" in the *Tax ID field*
12. Also, input "Not Applicable" 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: Not Applicable ⓘ Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID:

VAT Registered

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Supplier GST Registration Number: ⓘ Not Applicable

# Invoicing Procedure for Non-GST Suppliers

This applies to Suppliers who have updated their Tax ID as “**Not Applicable**” in their company profile.

# PO Flip Invoice for Non-GST Suppliers : Invoice Header

▼ Invoice Header

Summary

Purchase Order: PO118

1 invoice #: \*

Invoice Date: \* 15 Feb 2018

2 Supplier Tax ID: \* Not applicable

Remit To: NTU test supplier - TEST

Singapore  
Singapore

Bill To: Headquarter

Singapore  
Singapore

## Shipping

3

Header level shipping ⓘ  Line level shipping ⓘ

4

\* Indicates required field Add to Header ▼

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

5

Comment

6 Comments:

Default Invoice Comment Text:

## Attachments

The total size of all attachments cannot exceed 10MB

Choose File No file chosen Add Attachment

# PO Flip Invoice for Non-GST Suppliers

Line Items

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

11

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.

Suppliers are required to enter tax information per line item.



# PO Flip Invoice for Non-GST Supplier: Review Invoice

Review your Invoice Summary:

- 1. In case you need to make any changes, click the **Previous** button.
- 2. Click **Submit** button to send your invoice to your customer instantly.

**Tax Summary**

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**Tax Details:**

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
Not Applicable	0%		\$125,001.00 SGD	\$0.00 SGD		Out of Scope		

**Invoice Summary**

---

**Subtotal: \$125,001.00 SGD**  
Total Tax: \$0.00 SGD  
Total Amount without Tax: \$125,001.00 SGD  
**Amount Due: \$125,001.00 SGD**

[Previous](#) [Save](#) [Submit](#) [Exit](#)

# PO Flip Invoice - for Non GST Supplier

Invoice Layout will display as below:

Standard Invoice

<b>Invoice Number :</b>	12345
<b>Invoice Date :</b>	Thursday 15 Feb 2018 4:39 PM GMT+08:00
<b>Original Purchase Order</b>	PO118
<b>Subtotal :</b>	\$125,001.00 SGD
<b>Total Tax :</b>	\$0.00 SGD
<b>Total Amount without Tax :</b>	\$125,001.00 SGD
<b>Amount Due :</b>	\$125,001.00 SGD

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

# Check Invoice Status

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

Status	Explanation
<b>Sent</b>	The invoice is sent to the NTU but they have not yet verified the invoice against purchase orders and receipts
<b>Cancelled</b>	NTU approved the invoice cancellation
<b>Paid</b>	NTU paid the invoice or is in the process of issuing payment. This status applies only if NTU uses invoices to trigger payment
<b>Approved</b>	NTU has verified the invoice against the purchase orders and receipts and approved it for payment
<b>Rejected</b>	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)
<b>Failed</b>	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