E-Invoicing for Purchase Order

For both GST and Non-GST Suppliers
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Definition(s)

PO : Purchase Order
GR : Goods Receipt
GST : Goods and Services Tax
NA : Not Applicable
Before submitting E-Invoice in Ariba

1. Please ensure you have access to the respective PO page in your Ariba account. To find the respective PO, please refer to the “Purchase Order” user guide in the NTU supplier portal.

2. Ensure your company’s GST legal profile has been set up in your Ariba account. User guide for GST legal profile set up.
Before submitting E-Invoice in Ariba

3. Ensure that Goods Receipt has been completed by the buyer after receiving delivery:

(i) PO status will show as Received or Partially Received after Goods Receipt is done.
(ii) Check the Related Documents to confirm the Goods Receipt quantity is correct.
Before submitting E-Invoice in Ariba

If the goods receipt is not done (PO status will show as New), please contact the requester of the PO to do so. Requester contact email address is located on the shipping information section.
Submitting E-Invoice in Ariba

Go to the PO page,
1. Click **Create Invoice**, then select **Standard Invoice**.
2. Under the Create Invoice page, enter **Invoice #**. *Note: This field accepts up to 16 alphanumeric characters only, no special characters allowed.*
3. Select today’s date as the **Invoice Date**. Backdate to earlier dates are not accepted.
4. Enter **Supplier Tax ID** which is your company **GST registration number**. Enter “NA” for non-GST registered companies.

Note: Populate all the items with * (asterisk) as these are mandatory fields.
Submitting E-Invoice in Ariba

5. Under **Shipping**, keep the default setting as **Header level shipping**. Do not input anything for additional fields.

6. **Supplier GST ID** is automatically populated after the Company’s GST legal profile has been set up.

7. Under **Additional Singapore Specific Fields**, enter the **same Tax Invoice Number** as in step 2. *(Note: If 7% GST Standard was selected as tax category for the line items, it is mandatory to provide the Tax invoice Number in the Additional Singapore Specific Fields.)*
Submitting E-Invoice in Ariba

Under **Line Items**,

8. Check the Goods Receipt quantity, contact the requester if quantity to be invoiced is not correct.
9. Select the item lines.
10. Click **Line Item Actions**, from the drop-down menu, click **Add**, then select **Tax** to apply tax category to each selected line item.

Note: Exclude zero-priced line items from e-invoice submission (e.g. unit price $0.00).
Submitting E-Invoice in Ariba

11. For each item line, select the **Tax Category**.
12. If you have selected 0% Tax Category, you need to select the corresponding **GST Type**.
   If you have selected 7% GST Standard, GST Type is not required.
13. Click on **Next** button to proceed.
Submitting E-Invoice in Ariba

Optional steps to add attachments to invoice.

14. Scroll to Invoice Header section, click on **Add to Header** on the right hand side.
15. Select **Attachment** from drop-down menu.
16. Scroll down to the **Attachments** section and click **Choose File**.
17. Select the file you wish to attach and click **Open**.
18. Click **Add Attachment**.
Submitting E-Invoice in Ariba

19. Review the invoice summary page before submission.
20. Click **Submit** when ready.
21. Print a copy for safekeeping if need be, click **Exit** to end the invoice creation process.
<table>
<thead>
<tr>
<th>Supplier legal profile updated?</th>
<th>Supplier is GST registered?</th>
<th>From location = Singapore</th>
<th>GST charged?</th>
<th>Invoice label?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Tax Invoice</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Standard Invoice</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Standard Invoice</td>
</tr>
<tr>
<td>No</td>
<td>NA</td>
<td>Singapore (*)</td>
<td>Yes</td>
<td>Standard Invoice</td>
</tr>
<tr>
<td>No</td>
<td>NA</td>
<td>Singapore (*)</td>
<td>No</td>
<td>Standard Invoice</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Standard Invoice</td>
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<tr>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Standard Invoice</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Standard Invoice</td>
</tr>
</tbody>
</table>

* Suppliers need to select the address where they have a legal profile registered. Lines #4 and 5 indicate that the supplier has not registered their legal profile but has chosen a location with a Singaporean address.
Tax Invoice

- Invoices created by GST Registered Suppliers.
- Invoices that contains at least one item that is charged as 7% tax.
Standard Invoice

- Invoices created by non-GST Registered suppliers.
- Invoices created by GST Registered but tax is not charged (zero rated, tax exempt or out of scope).
- Invoices created for goods that are shipped out of Singapore.

![Standard Invoice Image]
# Invoice Status Descriptions

<table>
<thead>
<tr>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sent</strong></td>
<td>The invoice is sent to NTU but they have not yet verified the invoice against purchase orders and receipts</td>
</tr>
<tr>
<td><strong>Cancelled</strong></td>
<td>NTU approved the invoice cancellation</td>
</tr>
<tr>
<td><strong>Paid</strong></td>
<td>NTU paid the invoice or is in the process of issuing payment. This status applies only if NTU uses invoices to trigger payment</td>
</tr>
<tr>
<td><strong>Approved</strong></td>
<td>NTU has verified the invoice against the purchase orders and receipts and approved it for payment</td>
</tr>
<tr>
<td><strong>Rejected</strong></td>
<td>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)</td>
</tr>
<tr>
<td><strong>Failed</strong></td>
<td>Ariba Network experienced a problem routing the invoice</td>
</tr>
</tbody>
</table>