Invoices
Invoice Practices
Before You Begin Invoicing: Customer Invoice Rules

These rules determine what you can enter when you create invoices.

1. Click **Account Settings>Setting>Customer Relationships**.

2. A list of your Customers is displayed. Click the name of your customer (**Nanyang Technological University**).

3. Scroll down to the **Invoice Setup section** and view the **General Invoice Rules**.
Before You Begin...

Before creating an invoice:

- Mark your account as a GST Supplier or a non-GST Supplier in the company profile.
- For GST Supplier, please set up your legal profile.
- Goods Receipt is a prerequisite to invoice a Material PO.
- To access Create Invoice button, go to your Email containing the PO number and click “Process Order”
Create Invoice – Against Material PO
PO Flip Invoice – Against Material PO

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 or Partially Received” and then the “Create Invoice” button will be highlighted.

**Note:** You can only invoice quantity that has Goods Receipt. You will be receiving an email for the GR notification assuming that you set this up on your company profile notification. If you haven’t set it up go to Company Settings under Notification section then Network Tab, Receipt section.
PO Flip Invoice

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

To create an Invoice:

4. Populate all the items with * (asterisk) as these are mandatory fields.

5. Select **Header Level Shipping**

6. On the additional fields, you have the option to select the supplier address from the drop down. This is applicable to those supplier with multiple company address.

7. **Supplier VAT/TAX ID** is automatically populated once you set this up on your Company Profile.
**PO Flip Invoice**

To select item to invoice

8. Tick the box beside the line item you wanted to invoice.
9. Under **Line Item Actions**, select **Tax**.
PO Flip Invoice

Select applicable Taxes.

10. Noticed that Tax field appear per line. Under **Category**, Select the appropriate Tax related to your item.

11. After selecting the applicable tax you may notice that the **Tax Amount** is automatically calculated.

**Note**: If 7% GST/STANDARD RATED was selected as category, it is mandatory to provide the Tax invoice Number in the additional Singapore Specific Fields.
PO Flip Invoice

How to add attachment OPTIONAL

11. Scroll up to the **Add to Header** field.

12. Under **Add to Header**, select **Attachment** from the drop down menu.

13. After selecting **Attachment**, Attachments section will appear. Then select **Choose File**.

14. Browse your storage and select the file you would like to attach, then click **Open**.

15. Click **Add Attachment**. Notice that the attached document will appear.
PO Flip Invoice

How to submit invoice

16. Once all details are complete and attachments are already added, click **Next**.

17. Review the details and click **Submit**

18. Purchase Order status is **Invoiced/Partially Invoiced** and documents created can be found under Related Documents.
# GST Regime in Singapore

<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>
</tr>
<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

- Invoice Label will reflect as Tax Invoice for the following (given that legal profile has been properly set and accepted)
  - Invoices created by GST Suppliers.
  - Invoices that contains at least one item that is charged as 7% tax.
Standard Invoice

- Invoice Label will reflect as Standard invoice for the following:
  - Invoices created by non-GST Registered suppliers.
  - Invoices created by GST Registered and if tax is not charged – that is, zero rated, tax exempt or out of scope.
  - Invoices created for goods that are shipped out of Singapore.
Edit and Resubmit Invoices

1. Choose the Email notification for the rejected invoice. Click View Invoice
2. Log in to your account.
3. Choose to Edit and Resubmit the invoice
Check Invoice Status

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

<table>
<thead>
<tr>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sent</td>
<td>The invoice is sent to the NTU but they have not yet verified the invoice against purchase orders and receipts</td>
</tr>
<tr>
<td>Cancelled</td>
<td>NTU approved the invoice cancellation</td>
</tr>
<tr>
<td>Paid</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>Approved</td>
<td>NTU has verified the invoice against the purchase orders and receipts and approved it for payment</td>
</tr>
<tr>
<td>Rejected</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>Failed</td>
<td>Ariba Network experienced a problem routing the invoice</td>
</tr>
</tbody>
</table>

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