Purchase Order & E-Invoice Process
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Procure-to-Pay (P2P) Process Flow

1. **Purchase Requisition (PR)**
   - Requester / Buyer

2. **Purchase Order (PO)**
   - Procurement

3. **Goods/Services Receive (GR)**
   - Goods Receiving Officer (GRO)

4. **Receive Vendor E-Invoice via Ariba**
   - Vendor

5. **Payment of vendor invoices after 3-way matching**
   - Account Payable
Purchase Order Process
The Purchase Order (PO) serves as the primary document for the order, and all subsequent documents are generated from it.

A PO is a formal document issued by a buyer to a seller, specifying the types, quantities, and agreed-upon prices for products or services that the seller will provide to the buyer.

Receiving a PO from NTU constitutes an offer to buy products or services.

The NTU PO number format is 9XXXXXXXXX, a 10-digit number starting with "9".

The trading relationship between supplier's Ariba account and NTU is established upon the processing of the first PO via interactive email from NTU. Supplier needs to click the "Process Order“ button in the PO email to login to their Ariba account and follow through the steps.
How to view Purchase Order

- Before locating the NTU PO in your Ariba account, accessing the link provided in the NTU first PO interactive email is essential to establish a trading relationship.
- The supplier should click the "Process Order" button in the PO email to log in to Ariba account.

If you have already established a trading relationship with NTU, please proceed to ►

If you’re unsure whether you have an existing trading relationship with NTU, please proceed to the next page ►
How to view Purchase Order

To check your customer trading relationship, follow these steps:

(i) Click on your account profile at the top right corner (green circle with your account initials).
(ii) Under the pop-up menu, select "Settings".
(iii) Under "Account Settings", select "Customer Relationships".
(iv) Go to "Current Relationships" tab.
(v) Check the "Current" tab to ensure "Nanyang Technological University" appears under "Customer". This indicates that your account has an active trading relationship with NTU.
How to view Purchase Order

• After clicking the "Process Order" button, proceed to log in to your Ariba account.

• If this is your first PO and you do not have an existing trading relationship with NTU, click on "Use existing account" if you have already registered one. Otherwise, please proceed with "Create new account".

• Once you have successfully logged in, your account will have established a trading relationship with NTU.

Please skip to Review accounts and proceed to login or create a new account.
To access your Ariba account, go to https://supplier.ariba.com/.

1. Click on the "Orders" tab, from the dropdown menu that appears, click on "Purchase Orders".
2. Under the "Customers" field, select "Nanyang Technological University".
3. Under the "Order numbers" field, enter the 10 digits PO number and select "Exact match".
4. Click on "Apply" button to display the search results.
How to view Purchase Order

(5) Click on the PO number in the search results to access the order details.

Note:
E-Invoice submission is conditional upon the completion of the delivery and goods receipt (GR) processes. The order status will indicate “Received” once GR has been successfully executed. In cases where the order status displays as “New”, “Shipped”, “Changed”, or “Failed”, please reaching out directly to the requester/ buyer to facilitate the GR process.
How to view Purchase Order

After clicking on the PO number in the search results, the Purchase Order page will be displayed. Here, you can view the order details and create and submit e-invoices.

[Diagram of Purchase Order page]

- Click on the down arrow icon to download a PDF copy or print the PO by clicking on the printer icon.
- Click on "Order History" to view status history.
- Suppliers are not required to perform "Order Confirmation" or "Ship Notice".
- The "Create Invoice" button is disabled if goods receipt (GR) has not been performed.
- Shows summary of PO status (New/Received/Changed and etc.) (click here to see a list of order statuses).
- Payment terms between supplier and buyer.
- Displays terms and conditions and any additional comments from buyer.
- Related documents submitted to this order (e.g., goods receipt (GR), Ship Notice and submitted E-Invoice).

[Upper part of the Purchase Order]
How to view Purchase Order

After clicking on the PO number in the search results, the Purchase Order page will be displayed. Here, you can view the order details and create and submit e-invoices.

Click "Show Item Details" for an overview to see detailed information or "Details" for specifics on each line item.

Suppliers can access order details to ascertain the status of "Received" and "Invoiced" items, as well as the quantity yet to be fulfilled for this order.

<table>
<thead>
<tr>
<th>Status</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Invoiced</td>
<td>$6,800.00 SGD</td>
</tr>
<tr>
<td>1 Unconfirmed</td>
<td></td>
</tr>
<tr>
<td>1 Received</td>
<td></td>
</tr>
</tbody>
</table>
How to view Purchase Order

When a customer modifies a purchase order, a new version of the order will be issued, replacing the previous one. The same purchase order number will display two or more lines: one with an "Obsoleted" status and another with a "Changed" status. The "Changed" version of the purchase order is the most recent, and suppliers should use this version for processing the order.

Refer to PO page to view the changes made to the order.
## Order and routing Statuses

<table>
<thead>
<tr>
<th>Routing Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queued</td>
<td>Initial state. Ariba Network received the order, but no further action was taken.</td>
</tr>
<tr>
<td>Sent</td>
<td>Ariba Network has successfully sent the order to your designated email and account.</td>
</tr>
<tr>
<td>Acknowledged</td>
<td>You received the order.</td>
</tr>
<tr>
<td>Failed</td>
<td>Ariba Network experienced an issue that prevented the successful routing of the order to your designated email address. This could be due to reasons like an invalid email address or the presence of an activated &quot;Auto Responder&quot; in the email setup. However, the &quot;Failed&quot; status will not affect associated transactions such as E-Invoice submission. Suppliers can continue to process the purchase order as usual. Alternatively, you can choose to resend orders that have a &quot;Failed&quot; routing status.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Initial state: A new order that has not been updated in the order status.</td>
</tr>
<tr>
<td>Changed</td>
<td>Existing purchase order (PO) has been replaced by a subsequent (changed) order due to revision.</td>
</tr>
<tr>
<td>Confirmed</td>
<td>You agreed to ship all line items.</td>
</tr>
<tr>
<td>Shipped</td>
<td>Final state. You shipped the entire order.</td>
</tr>
<tr>
<td>Received</td>
<td>Goods Receipt (GR) has been performed on the order.</td>
</tr>
<tr>
<td>Partially Received</td>
<td>Partial delivery has been received, and Goods Receipt (GR) has been partially performed on the order.</td>
</tr>
<tr>
<td>Invoiced</td>
<td>The order is fully invoiced. The &quot;Amount Invoiced&quot; column shows how much money you have invoiced or charged against the purchase order.</td>
</tr>
<tr>
<td>Partially Invoiced</td>
<td>The order is currently in progress. Since you’ve updated part of a purchase order, Ariba Network will report a partial status for the entire purchase order. You can still proceed to create and submit E-Invoices for the remaining order line items as long as the Goods Receipt (GR) is performed. This process can continue until you have completed all the order lines.</td>
</tr>
<tr>
<td>Failed</td>
<td>Ariba Network experienced a problem routing the order to your account. You can resend failed orders.</td>
</tr>
<tr>
<td>Obsoleted</td>
<td>Purchase Order (PO) that has been canceled or replaced by a subsequent (Changed) Order.</td>
</tr>
</tbody>
</table>
E-Invoice Creation
(Purchase Order-to-Invoice Flip)
Important Information

Before flipping a PO into an invoice,

**GST feature Setup**

Please ensure that your account's legal profile is set up for GST if you are a Singapore GST-registered supplier. This is necessary to issue a 'Tax Invoice' when invoicing for taxable supplies against NTU purchase orders. Non-compliance with IRAS GST regulations may result in invoice rejection by NTU.

For guidance on setting up the GST feature, please refer to the user guide for details.

**Goods Receipt (GR)**

Please verify that the Goods Receipt has been completed by the buyer after your delivery, supported by the provided documents (e.g., Delivery Order). If not, please contact the buyer/requester.

(i) After GR is completed, the PO status will display as "Received" or "Partially Received".

(ii) Verify the GR quantity from the “Related Documents” section to ensure the accuracy of the GR.
To create an invoice for a purchase order (PO), follow these steps:

1. Go to the PO page. Click on "Create Invoice", then select "Standard Invoice".
2. On the “Create Invoice” page, enter the Invoice Number. 
   (Note that this field accepts up to 16 alphanumeric characters only, with no special characters (#, _, @, - etc.) allowed.)
3. Leave it as “today’s date” as the Invoice Date. Backdating to earlier dates is not accepted.
4. Enter the Supplier Tax ID, which is a Singapore GST registration number. For non-GST registered or overseas companies, please enter "NA".

Note: Most of the information are populated from the Purchase Order, only enter all mandatory information marked with an asterisk(*).
Purchase Order-to-Invoice Flip

5. For “Shipping”, maintain the default setting as **Header level shipping** and do not input anything for additional fields.

6. The Supplier GST ID is automatically populated after the Company’s GST legal profile has been set up. If you have not done so, please refer to the user guide indicated on “Important Information” page.

![Shipping and Supplier VAT fields](image)

- **Shipping**
  - Default setting: Header level shipping
  - Ship From: NTU Dummy Light Account - TEST
  - Singapore
  - Singapore

- **Supplier VAT**
  - VAT/Tax ID: TAXID123456

**Attention to GST-registered overseas vendors:**

Please be informed that NTU is GST registered in Singapore, and NTU’s GST registration number is 20064393R. Please do not charge GST for supplies of imported services and Low-Value Goods to NTU as NTU will perform reverse charge on overseas purchases per IRAS guidelines.

Add attachments with the invoice submission
Please note that this optional step is irreversible once the invoice is submitted.

7. Scroll to the Invoice Header section and click on "Add to Header" on the right-hand side.
8. Select "Attachment" from the drop-down menu.
9. Scroll down to the Attachments section and click "Choose File".
10. Select the file you wish to attach and click "Open".
11. Click "Add Attachment".

The document has been attached.
Purchase Order-to-Invoice Flip

Updating the "Tax information" (GST details) is mandatory.

Under the "Line Items":
12. The quantity will be automatically populated when the Goods Receipt (GR) is completed. 
   (Do not edit the figure unless you need to reduce the invoice quantity. Please ensure that the quantity to be invoiced is correct.)
13. Tick the box on the line item where GST is applicable.
14. Tick the "Tax Category" box.
15. Select the Tax Category from the dropdown menu to be applied.
16. Click on the "Add to Included Lines" button to apply the tax category for all items.

NOTE
Zero-amount items are not allowed!
Submitting an invoice with items that have a zero amount is not allowed.
Please exclude any zero-amount items by clicking once on the "Include" option to opt out of the line item for invoicing.
Purchase Order-to-Invoice Flip

17. If you have selected 0% Tax Category, please choose the appropriate GST Type based on its relevance.
   “GST Type” is not required for GST/ Standard Rated. Please leave it blank.

18. Click on the "Next" button to proceed.
19. Review the invoice summary page before submission.
20. Click "Submit" when ready.
21. Print a copy for safekeeping if needed, then click "Exit" to end the invoice creation process.

The "Tax Invoice" header will indicate that a GST-registered supplier has completed the GST feature setup.

- Print a copy of the invoice.
- Exit invoice creation.
# Invoice Statuses

<table>
<thead>
<tr>
<th>Invoice Status</th>
<th>Definition</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>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>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>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>
Thank You