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

Access your PO via your Ariba Network account	Pre-populate PO data into the invoice	Adjust tax and shipping information when appropriate	Review final invoice, edit if necessary, and send	Access your invoices to see real-time payment status
1	2	3	4	5
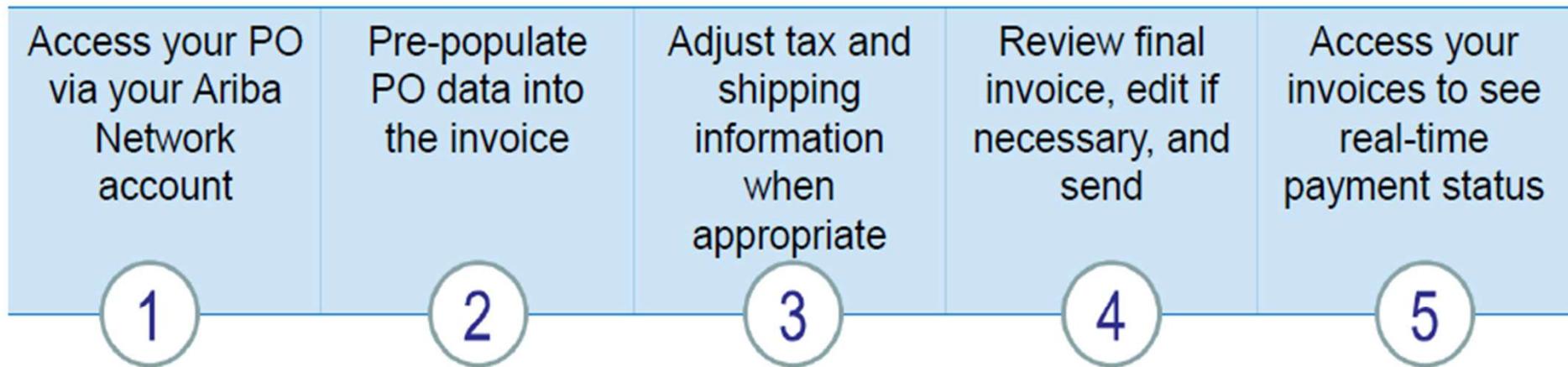
It takes approximately two minutes to prepare and send a PO-Flip invoice

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

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.

Fri 16/03/2018 11:03 AM
"Nanyang Technological University - TEST" <ordersender-prod@ansmtp.ariba.com>
Nanyang Technological University - TEST has changed Purchase Order 8200000026 sent to 01 COMPUTER SYSTEM PTE LTD-TEST
To ☐ dibya.sahoo@in.ey.com; ☐ Escutin, Anna Franczesca
ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

8200000026.htm
26 KB

Nanyang Technological University - TEST sent a new order

Your customer sent you this order through Ariba Network.

1

Process order

2

Supplier Login

User Name

Password

Login

Having trouble logging in?

Ariba Network   Light account-access more features

Purchase Order: POT4323ID09_noSoldTo

Create order confirmation ▾   Create ship notice   Create invoice ▾   Print

Order Details   Order History

3

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

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:* [50 Nanyang Avenue]
Address 2: [   ]
Address 3: [   ]
Address 4: [   ]
City:* [Singapore]
Postal Code:* [639798]
State: [   ]
Country:* [Singapore [SGP]   ∨]

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

9

↳ [Edit] [Delete] | [Create]

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"

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 ⓘ

* Indicates required field   Add to Header ▼

Tax

Shipping Cost

Shipping Documents

Special Handling

Payment Term

Additional Reference Documents and Dates

4 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

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

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

Invoice Number :	12345
Invoice Date :	Thursday 15 Feb 2018 4:39 PM GMT+08:00
Original Purchase Order :	PO118

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

2 Supplier Login
User Name
Password
Login
Having trouble logging in?

1

Fri 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
To Escutin, Anna Franczesca

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

3

Ariba Network   Test Mode   Upgrade from light account   Learn More   Company Settings ▼   test deskright

Invoice: 123   Done

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 :	8300000030		

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