

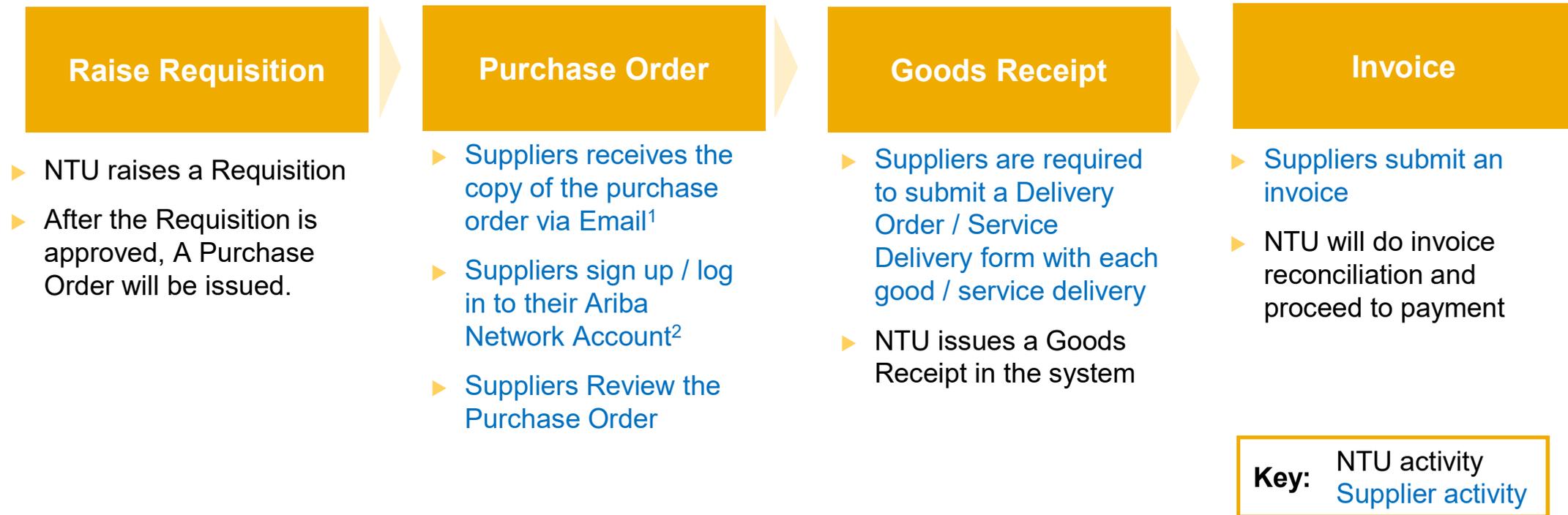


1. Purchase Order Status



1. Invoice Practices
2. Creating Invoices (Non-GST Suppliers and GST Suppliers)
3. Modifying Invoices
4. Invoice Status
5. Line Item Credit Memo

Procure to Pay (P2P) Cycle



¹ Full Account Suppliers will receive the copy of the PO in their Ariba Network Account to process as well

² Suppliers may use pre-existing login credentials created for the Ariba Supplier Network site for PO & Invoicing(Light Account) and / or Ariba Discovery/ or Ariba Sourcing.

For suppliers new to NTU, relationship established upon Supplier's receipt of first NTU PO via Ariba Network



1. Purchase Order Status



1. Purchase Order Status

View Purchase Orders via Interactive Email

1. As a Light Account supplier, you can only monitor the PO status by accessing the email. You can click the **Process order** button and login to your account to view the details of the PO and its status.

Fri 16/03/2018 10:45 AM
"Nanyang Technological University - TEST" <ordersender-prod@ansmtp.ariba.com>
Nanyang Technological University - TEST sent a new Purchase Order 8100000488

To dibya.sahoo@in.ey.com; Escutin, Anna Francesca

 If there are problems with how this message is displayed, click here to view it in a web browser.

 8100000488.htm
23 KB

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From: NTU plant SG SG SG Singapore 560016 Singapore	To: 01 COMPUTER SYSTEM PTE LTD-TEST 000d SG 900006 Singapore Phone: Fax: Email: joseph.charles@in.ey.com	Purchase Order (New) 8100000488 Amount: \$1,650.00 SGD Version: 1
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Payment Terms

View Purchase Orders via Interactive Email (Contd.)

3. You can view the details of the PO on the Purchase Order detail screen.

Ariba Network Light account - access more features [Learn more](#) Company Settings Paul Smith Help Center

Purchase Order: POT4323ID09_noSoldTo

[Create order confirmation](#) [Create ship notice](#) [Create invoice](#) [Print](#) [Download PDF](#) [Download CSV](#) [Resend](#)

[Order Details](#) [Order History](#)

From:
Accounts Payable
BuyerABC (Bill To)
DA4-2xx Test Environment
El Paso - DA4-2xx Test PO, TN 99999-9999
United States

To:
Schrader
Street. 33
Supplier Main address Line 2
M1H 1Y4 Muenchen
DEU
Germany
Phone: +1 (123) 213423423
Fax:
Email: oschrader@ariba.com

Purchase Order (New)
POT4323ID09_noSoldTo
Amount: \$10.00 USD

Upgrade to download CSV
files you can import into your backend system. [Learn more](#)

Payment Terms ⓘ
0.5% 10 NET 30 Routing Status: Sent

Comments
Terms and Conditions: <http://www.BuyerA-clark.com/termConditions.cfm>

Other Information
xxx
Website: [Terms and Conditions](#)
freightTerms: Collect
deliveryTerms: Shipping Point
specialAnnouncements: specialAnnouncements
Customer VAT/Tax ID: BuyVATid_12345
[View less](#) »

Ship All Items To	Bill To	Deliver To
BuyerABC (ShipTo) 13252 South Yale Plcae Jenks, OK 74037 United States	Accounts Payable BuyerABC (Bill To) DA4-2xx Test Environment El Paso - DA4-2xx Test PO, TN 99999-9999	Jenks Manufacturing Mill

View Purchase Orders

Order Status Descriptions

Status	Description
New	Initial state. This is a new purchase order.
Changed	Existing purchase order has been canceled or replaced ("obsoleted") by this subsequent (changed) order.
Confirmed	All sub-quantities are confirmed.
Failed	Ariba SN experienced a problem routing the order to the supplier. Suppliers can resend failed orders.
Shipped	Final state. All sub-quantities are shipped. A line item or sub-quantity that is shipped cannot be updated again.
Invoiced	All ordered quantities have been invoiced.
Partially Confirmed	Some of the ordered quantities have been confirmed.
Partially Shipped	Some of the ordered quantities have been shipped.
Partially Invoiced	Some of the ordered quantities have been invoiced.
Partially Rejected	Some of the ordered quantities have been rejected.
Obsoleted	Purchase order that has been replaced by a subsequent (changed) order.
Received	NTU has received all the items requested in the PO.
Partially Received	NTU has received some of the items requested in the PO.