Nanyang Technological University(NTU)

Buying and Invoicing

Light Account Suppliers

SAP Ariba

NANYANG TECHNOLOGICAL UNIVERSITY

EY Building a better working world

This User Guide is created for Light Account Suppliers trading with NTU using Ariba Network

It contains key steps for transacting purchase orders, order confirmations, ship notices, invoices with NTU through the Ariba Network

Contents

1. Account Registration
2. Account Access
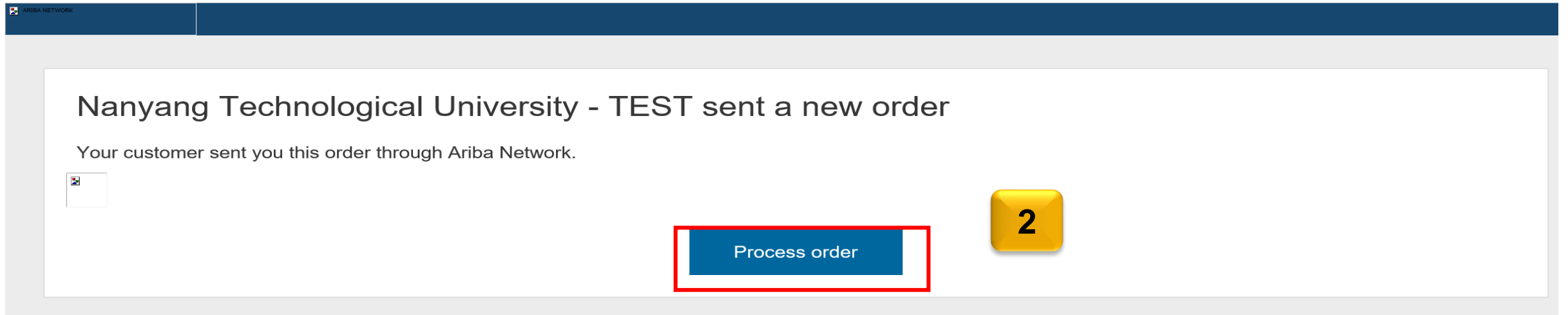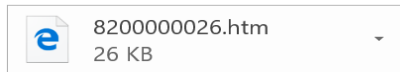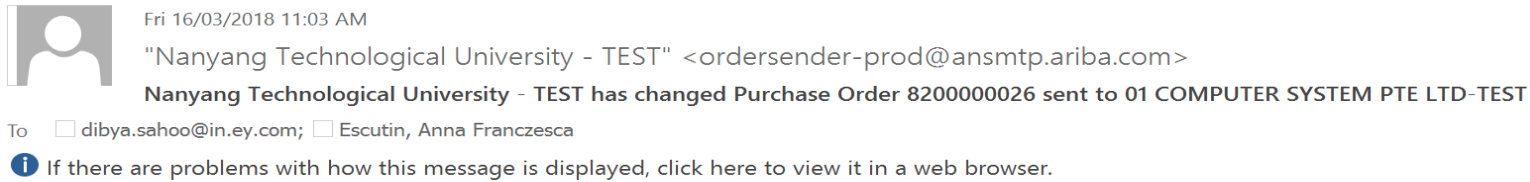3. Account Configuration

1. Account Registration

2. Account Access

Light Account Registration

To create an invoice using a Light Account purchase order:

1. Open the interactive email that contains the purchase order sent by NTU. The purchase order details will be displayed in the body of the email. Review the details of the purchase order.

2. Click the **Process order** button. The Ariba Network light account registration page will be displayed.

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.

1

8200000026.htm
26 KB

ARIBA NETWORK

Nanyang Technological University - TEST sent a new order

Your customer sent you this order through Ariba Network.

2

Process order

Light Account Registration

1. If you are an existing Light Account supplier (transacting with a different customer), click the **Log in** link. The **Ariba Network Login** page will be displayed.

2. If you are a new customer, click the **Sign up** button. The **Registration** page will be displayed.

Light Account Sign Up

Ariba Network

Register

1. Company information 〔 **3** 〕

Company name
ACME Supplier

Country
United States (USA)

Address
If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping, billing, or other addresses later in your company profile

El Paso - DA4-2xx

Line 2

ZIP code   City   State
99999-1804   El Paso   TX

2. User account information 〔 **4** 〕

Name
First   Last

Email

☐ Use this email as your username

Username

Password
Enter password

Use 8 or more characters with at least 1 number. We recommend mixing numbers, upper and lower case letters, and special characters

Repeat password

Email orders to *
psmith@acmesupplier.com

Who will we notify when customers send you orders through Ariba Network? You can change this anytime.

3. On the **Registration** page, the details in the **Company information** section will be auto-populated.

4. In the **User Account Information** section, enter the details in all the fields that are marked mandatory.

5. Select the **Terms of Use** check-box at the bottom of the page.

6. Click the **Register** button. The purchase order detail screen will be displayed.

3. Tell us more about your business 〉

〔 **5** 〕

☐ I have read and agree to the Terms of Use and the Ariba Privacy Statement.
Accepting the Ariba Terms of Use does not create a contract with your customer. It only governs your relationship with Ariba.

By checking the box, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, you also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

Cancel   Register   〔 **6** 〕

Light Account Login

For all future NTU that you receive from NTU via email:

1. Click the **Process Order** button.

2. The **Supplier Login** Page will be displayed.

3. Enter you **User Name** and **Password** in the respective fields.

4. Click the **Login** button.

5. If you have forgotten your password/username, click the **Having trouble logging in?** link.

6. You will be able to retrieve your username or reset your password by following the instructions on the **Having trouble logging in** page.
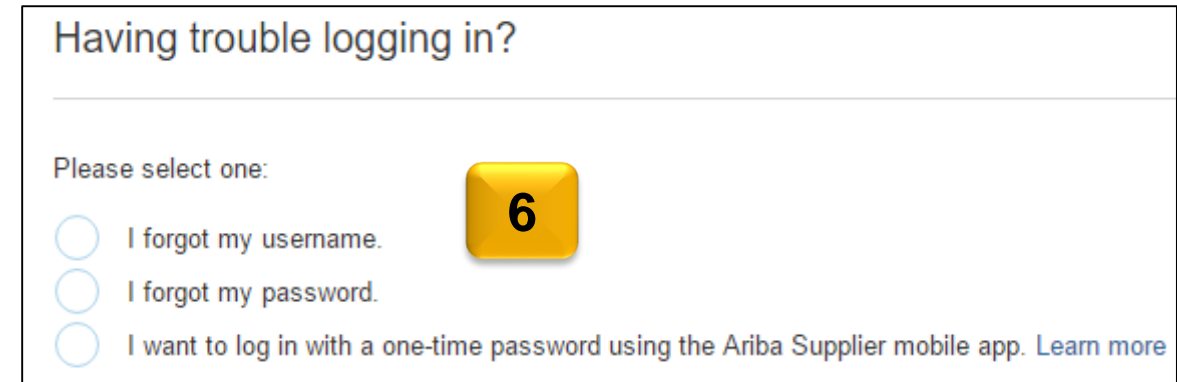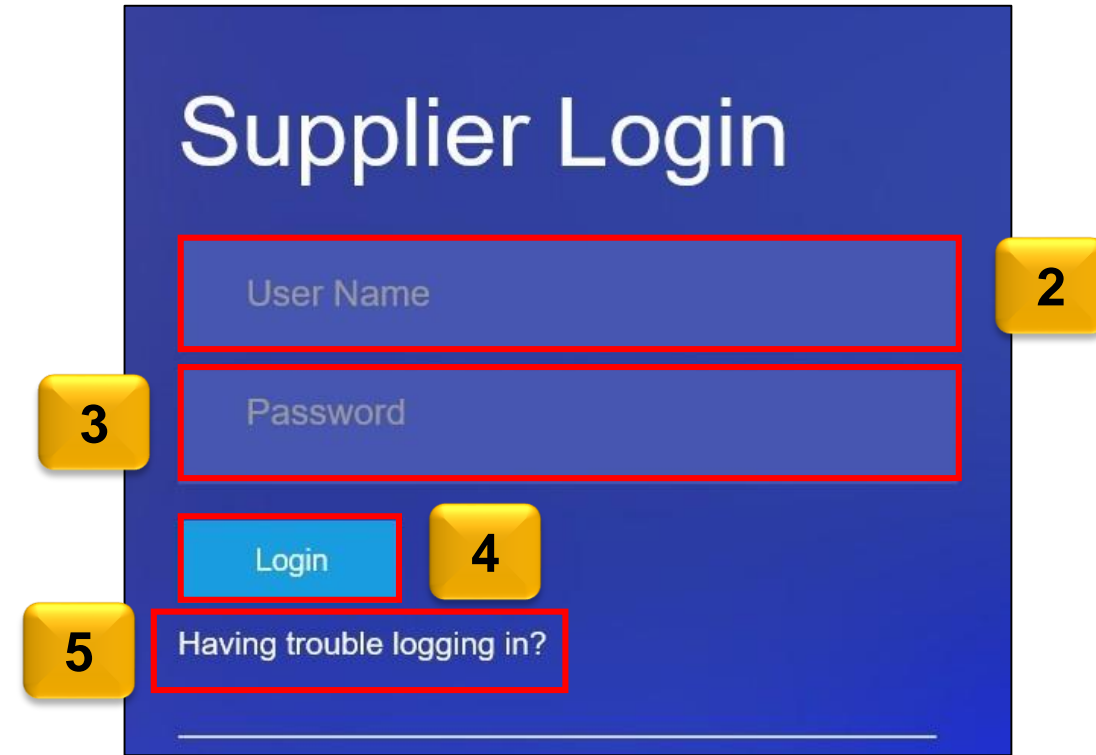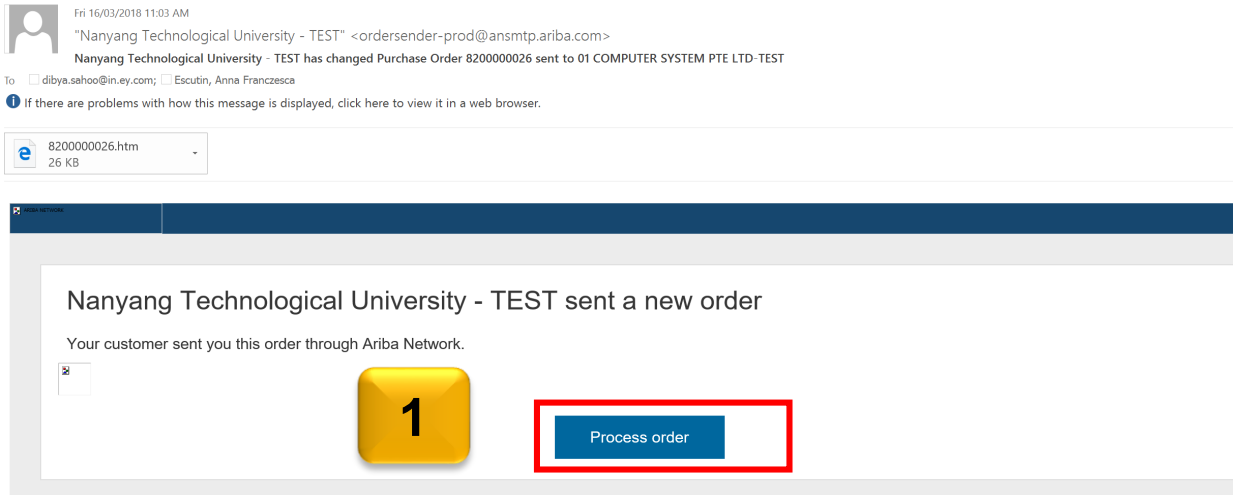
Account Interface

7. The home page will be displayed by default.

8. Click the **Inbox** tab to view the Purchase Orders.

9. The **Outbox** tab is grayed out for Light Account suppliers. If you would like to access the **Outbox**, you will have to upgrade to a full account. Know more about the benefits of upgrading by clicking the **Learn more to Upgrade to Full Account** button.

9

Ariba Network

Upgrade from light account **Learn More**

HOME | INBOX | OUTBOX | CATALOGS | ENABLEMENT TASKS | REPORTS

7 **8**

Purchase Order by Amount

$50

Close

Upgrade to realize the full value of Ariba Network

	LIGHT ACCOUNT Your current account	**FULL-USE ACCOUNT** Upgrade
FULFILLMENT		
🗂 Orders and invoices	✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices ✓ Check invoice status and create non-PO invoices, if supported by your customer	✓ Skip the emails. Get and manage orders and invoices all on Ariba Network. ✓ Use CSV uploads to manage large documents.
🛒 Catalogs		✓ Publish catalogs that detail your products and services
🔗 Integration		✓ Integrate with your backend systems through CXML, EDI or CSV
🗄 Legal Archive		✓ Access to long-term invoice archiving (regional restrictions apply)
🗄 Reporting		✓ Get reports to track transactions and sales activities
🛡 Support	Help Center	✓ Help Center, phone, chat, and web form
🔑 Fees	Free	Based on usage

By the way, you can use these with any account.

SELLING		
✳ Ariba Discovery		✓ Join our business matchmaking service to get high quality sales leads. Fees may apply
👤 Sourcing, Contract Management		✓ Attract potential customers with your profile and get invited to auctions and other events.

Learn more about all the features of Ariba Network.

Account Interface

10. As a Light Account Supplier you will be able to view only the last 50 transactions.

11. If you cannot find the Email to process the document, login to your account.

12. Click the **Select** drop-drown menu in the **Orders, Invoices and Payments** section on the **Home** page.

13. Select the **Send me a copy to take action** option. An email copy of the order will be sent to you.

2. Account Configuration

a) Notifications

b) Configure Electronic Order Routing and notifications

c) Configure Electronic Invoice Routing

Configuring Your Account – a. Email Notifications

You can enter up to **3** email addresses per notification type. You must separate each address with a comma.

Configure Company Settings – b. Electronic Order Routing

Email Order Routing:

- You can enter up to **5** email addresses to receive the copy of the PO . You must separate each address with a comma.

- Administrator can add other recipient of the PO as users to process the order

- **Include document in the email message** to include a complete copy of the PO in the email.

- It is recommended that you use a non-personalized/distribution list email.

Company Settings ▼

jUnitOrg - LV8b8fbt...
ANID: AN02003380348
Standard Package

Company Profile

. . .

1 Network Settings

Electronic Order Routing

Ariba Network

Network Settings

2 Electronic Order Routing   Electronic Invoice Routing

* Indicates a required field

Capabilities Preferences

External System Integration
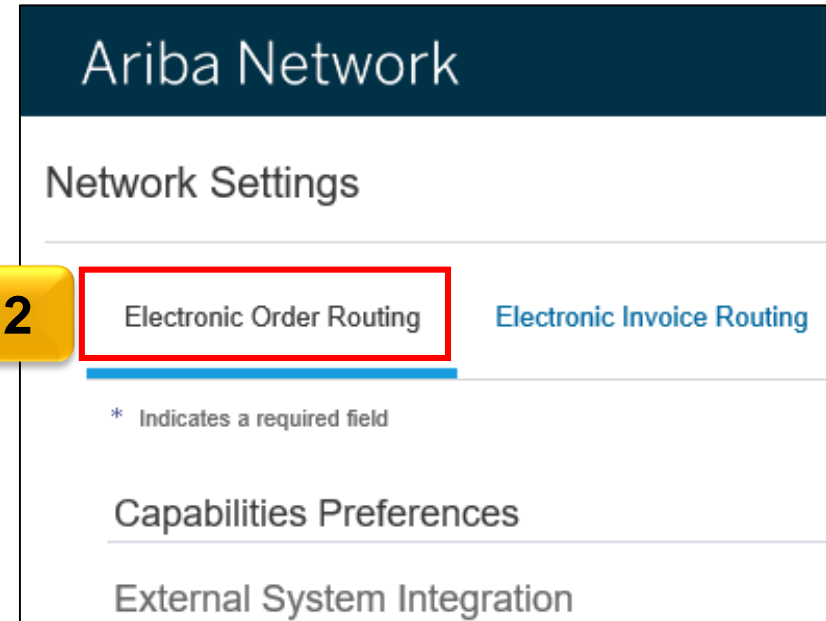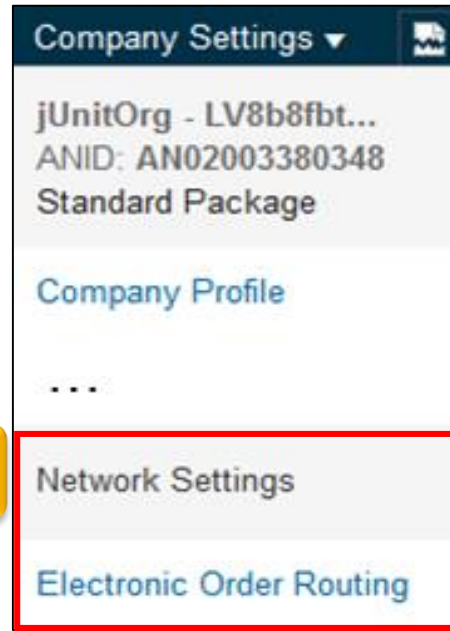
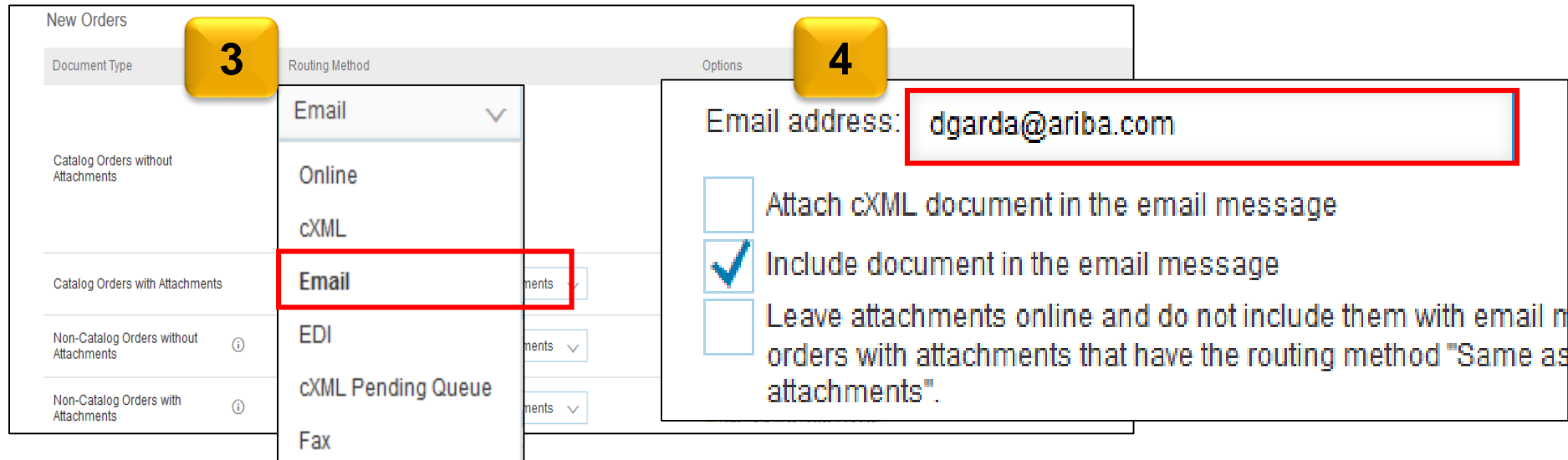The settings you select are reflected in the rest of the fields. Ensure that you click the **Save** button, to save the settings.

New Orders

Document Type	Routing Method	Options
	3 Email ⌄	**4**
Catalog Orders without Attachments	Online	Email address: dgarda@ariba.com
	cXML	
Catalog Orders with Attachments	**Email**	☐ Attach cXML document in the email message
Non-Catalog Orders without Attachments ⓘ	EDI	☑ Include document in the email message
Non-Catalog Orders with Attachments ⓘ	cXML Pending Queue	☐ Leave attachments online and do not include them with email orders with attachments that have the routing method "Same as attachments".
	Fax	

Configure Company Settings – c. Electronic Invoice Routing Modes

You can enter up to **3** email addresses per notification type. You must separate each address with a comma.

Company Settings ▼

jUnitOrg - LV8b8fbt...
ANID: AN02003380348
Standard Package

Company Profile

. . .

Network Settings

Electronic Order Routing

1

Electronic Invoice Routing

Notifications

2

	Send notifications when...	To email addresses (one required)
Invoice Failure	✓ Send a notification when invoices are undeliverable or rejected.	* test@ariba.com, training@ariba.com, supplier@ariba.cor
Invoice Status Change	✓ Send a notification when invoice statuses change.	* test@ariba.com, training@ariba.com, supplier@ariba.cor
Invoice Created Automatically	✓ Send a notification when an invoice is created automatically on behalf of your company.	* test@ariba.com, training@ariba.com, supplier@ariba.cor

Creating and Maintaining Sub-users

Account Access

Basic Navigation

Configure & Customize

Administrator can add users in the company to process the order

Administrators and Users

Administrator

❖ Automatically linked to the username and login entered during registration

❖ Responsible for account configuration and management

❖ Primary point of contact for users with questions or problems.

❖ Creates roles for the account

User

❖ Can have different roles, which correspond to the user's actual job responsibilities

❖ Responsible for updating personal user information

Role and User Creation

To create a user:

1. Click **Create User** and add all relevant information about the user including name and email address.

2. Select a **role** for this user in the **Role Assignment** section, depending on the access level.

3. If a role is not already created, go to Users screen and click 'Create Role' to select the required permission.

*You can add up to 250 users to your Ariba Network account

| Customer Relationships | Users | Notifications | Account Hierarchy |

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

	Username ↑	Email Address	First Name	Last Name	Ariba Discov...
	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No

2

| Edit | Delete | Add to Contact List | Remove from Contact List | Make Administrator | Create User |

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified or assigned to another user.

Role

Name	Actions
Administrator	Details
All Access	Details Edit Delete
	Create Role **3**

Company Settings ▾

jUnitOrg - LV8b8fbt...
ANID: **AN02003380348**
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships

1 Users

Modify Users

1. Click **Edit** for the selected user.

2. Click the **Reset Password** button to reset the password of the user.

3. Other available options are:

   ➢ **Delete**

   ➢ **Add to Contact List**

   ➢ **Remove from Contact List**

   ➢ **Make Administrator**

   ➢ **Create User**

Users

	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
☐	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access

↳ Edit | Delete | Add to Contact List | Remove from Contact List | Make Administrator | Create User

1

3

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality
Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends

Selected User Information

Username: rebecca.novotny@sap.com
Email Address: rebecca.novotny@sap.com
First Name: Rebecca
Last Name: Novotny
Office Phone:

☐ This user is the Ariba Discovery Conta

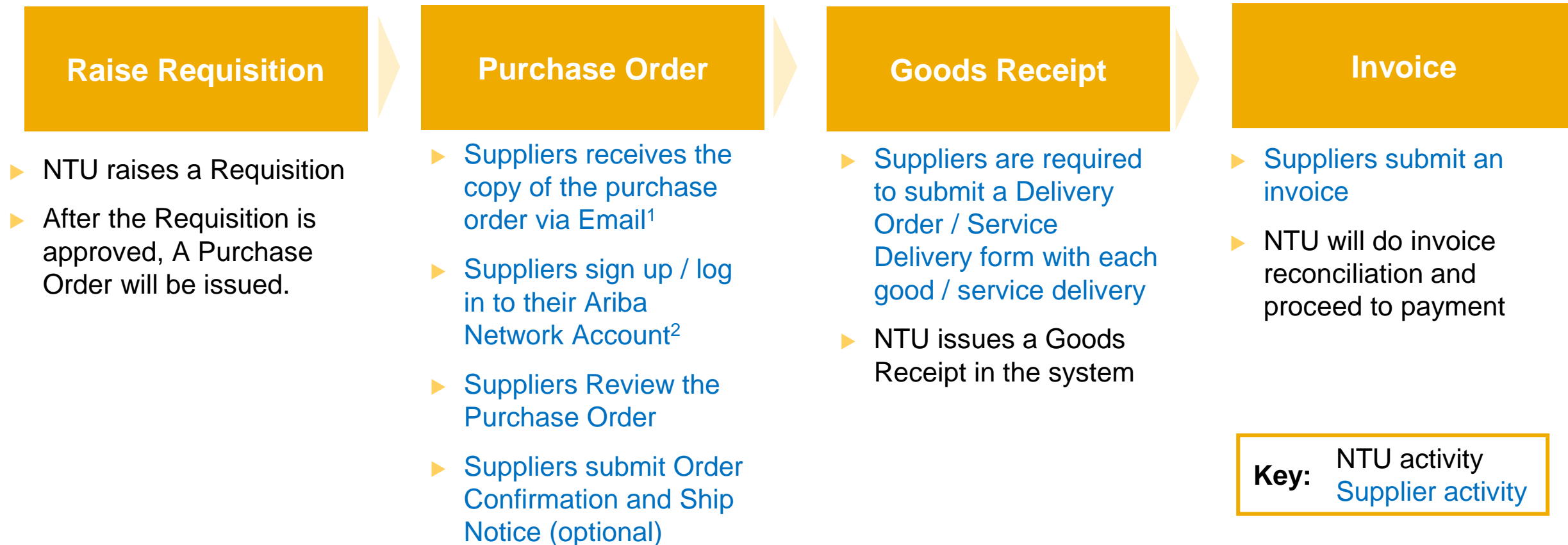**2** Reset Password

Procure-to-Pay

1. Purchase Order Status
2. Order Confirmations
3. Ship Notices

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

Raise Requisition	Purchase Order	Goods Receipt	Invoice

Raise Requisition

- NTU raises a Requisition

- After the Requisition is approved, A Purchase Order will be issued.

Purchase Order

- Suppliers receives the copy of the purchase order via Email[1]

- Suppliers sign up / log in to their Ariba Network Account[2]

- Suppliers Review the Purchase Order

- Suppliers submit Order Confirmation and Ship Notice (optional)

Goods Receipt

- Suppliers are required to submit a Delivery Order / Service Delivery form with each good / service delivery

- NTU issues a Goods Receipt in the system

Invoice

- Suppliers submit an invoice

- NTU will do invoice reconciliation and proceed to payment

Key: NTU activity
Supplier activity

[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

2. Order Confirmations

3. Ship Notices

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 Franczesca

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

8100000488.htm
23 KB

1

Process order

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

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

Payment Terms

View Purchase Orders via Interactive Email (Contd.)

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

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.

2. Order Confirmations

Before You Begin…

Order Confirmation is not mandatory for NTU from NTU

❖ Before confirming an order, please make sure to check all pricing and other items are correct. Items such as Price, Delivery Date, UOM, should be confirmed.

❖ A confirmation of "**Accepted**" means that you agree with the costs and terms sent to you by NTU in the PO

❖ If pricing or other details are incorrect you can reject the line-item or the entire order. Make sure to put notes in the header section and contact your NTU buyer to inform them of a rejection. You can not change price or quantity on the OC. Any change in price or quantity will come in the Order Change if NTU approves the changes requested

❖ To access PO confirmation button, go to your Email containing the PO number and click "process order"

Order Confirmation Creation

To create an Order Confirmation:

1. Access the email containing the PO and click the **Process order** button to
2. Login to your account and view the details of the PO.
3. Click the **Create order confirmation** button on the Purchase Order Detail screen.

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

ARIBA NETWORK

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

3

Create order confirmation ▾   Create ship notice   Create invoice ▾   Print

Order Details   Order History

Create Order Confirmation: Confirm Entire Order

Ariba Network

Purchase Order: 20150415_PO2

Create Order Confirmation ▼   🖶 Create Ship Notice   📄 Create Invoice ▼

- Confirm Entire Order **1**
- Update Line Items
- Reject Entire Order

Line Items

Line #	Part # / Description	Qty (Unit)
1	Not Available	15 (EA)
	Enter a description for this item.	
	Current Order Status: 15 Confirmed	

3

2

① Confirm Entire Order

② Review Order Confirmation

▼ Order Confirmation Header

Confirmation #: [   ]
Associated Purchase Order #:   C50813-R2
Customer: SAP Ariba Education P2P
Supplier Reference: [   ]

SHIPPING AND TAX INFORMATION

Est. Shipping Date: [   ] 📅
Est. Delivery Date: [   ] 📅

When you confirm entire order, you will not be able to edit the line item details like the Quantity **(QTY(Unit))**. All the line items and quantities will be selected by default.

Previous	**Submit**	Exit

4

Click **Next** when finished. Review the order confirmation. Click **Submit**.

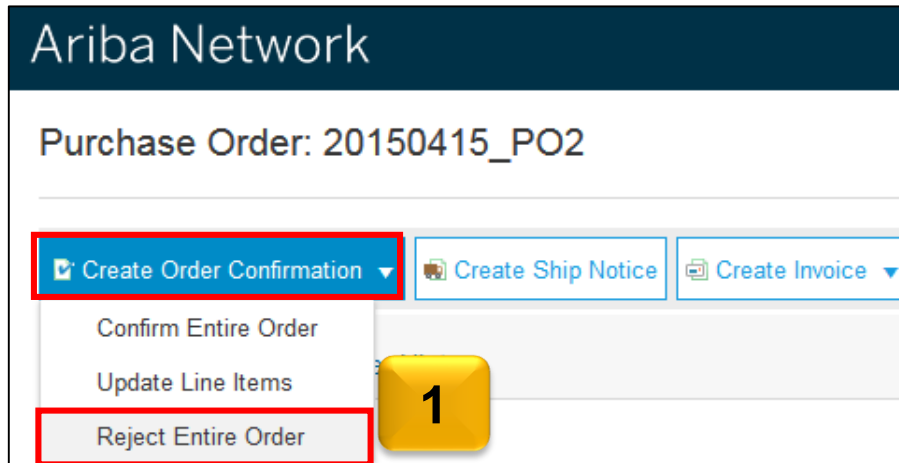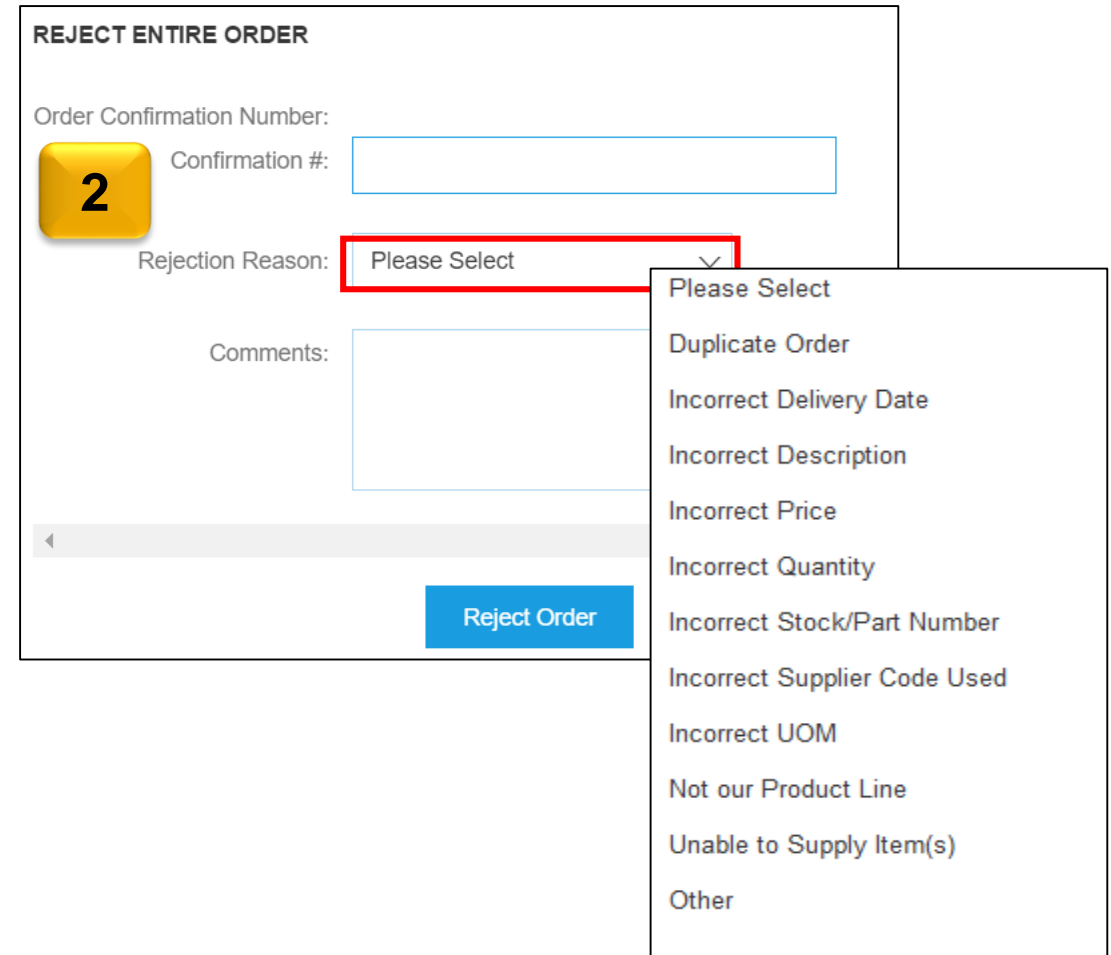Enter the Confirmation Number which is any number of your choice. If you specify the Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.

✓ Once the order confirmation is submitted, Order Status will display as **Confirmed**

Create Order Confirmation: Update Line Items

1. Select **Update Line Items**, to set the status of each line item.
2. Scroll down to view the line items and choose among NTUsible values:

   Confirm

   – You received the PO and will send the ordered items.

   Backorder

   – Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.

   Reject

   – You need to reject a line item or quantities

Purchase Order: 20150415_PO2

☑ Create Order Confirmation ▼   📠 Create Ship Notice   ▣ Create Invoice ▼

Confirm Entire Order

Update Line Items   **1**

Reject Entire Order

Line Items

Line #	Part # / Description	Item Category	Qty (Unit)	Unit Price	Subtotal	
1	RAY41400		8 (EA)	$1.56 USD	$12.48 USD	

Watch/Calculator Batteries - 1.5 Silver

Current Order Status

◉ 8 Unconfirmed

2 Confirm: 7   Backorder: 1   Reject: 0   Details ⓘ

Confirm Order: Update Line Items - Backorder

1. Enter the quantity backordered in the **Backorder** field and click **Details**.

2. Enter the **Comments** and **Estimated Shipping** and **Delivery Dates** for the backordered items on the **Status Details** page.

3. Click **OK** when done to submit.

Confirm Order: Update Line Items – Partial Reject

1. Enter the quantity in the **Reject** field to reject item and click details button.

2. It is **mandatory** to enter a reason for the rejection in the **Comments** field on the **Status Details** page.

3. Click **OK** when done.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)
CURRENT ORDER STATUS

◉ 10 Unconfirmed

Confirm: [ ]   Backorder: [ ]   **1**   Reject: [1]   Details ⓘ

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

New Order Status: **1 Rejected**

Rejection Reason:* [Please Select ▾]

2   Comments: [ ]

3   [OK]   [Cancel]

✓ Once the order confirmation is submitted, **Order Status** will display as **Partially Confirmed**

32

Create Order Confirmation: Reject Entire Order

Ariba Network

Purchase Order: 20150415_PO2

[Create Order Confirmation ▾] [Create Ship Notice] [Create Invoice ▾]

- Confirm Entire Order
- Update Line Items
- **Reject Entire Order**

1

REJECT ENTIRE ORDER

Order Confirmation Number:

2 Confirmation #: [   ]

Rejection Reason: Please Select ⌄

- Please Select
- Duplicate Order
- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number
- Incorrect Supplier Code Used
- Incorrect UOM
- Not our Product Line
- Unable to Supply Item(s)
- Other

Comments: [   ]

[Reject Order]

1. From the PO view, click the **Create Order Confirmation** button and select to **Confirm Entire Order**, **Update Line Items** for individual line items or **Reject Entire Order**.

2. Enter a reason for rejecting the order in case your buyer requires so. This example demonstrates the **Reject Entire Order** option.

3. **Ship Notices**

Before You Begin…

Ship Notices are not mandatory for NTU from NTU

❖ Advanced Ship Notices (ASNs) are requested for material NTU.

❖ You cannot change the amount to be shipped – it is inherited from the PO.

❖ If you need to ship a greater amount than the amount mentioned on the PO then, you will need to contact your NTU representative.

❖ To access Ship Notice button, go to your Email containing the PO number and click "process order"

Ship Notice Creation

To create a Ship Notice:

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 ship notice** button on the Purchase Order Detail screen.
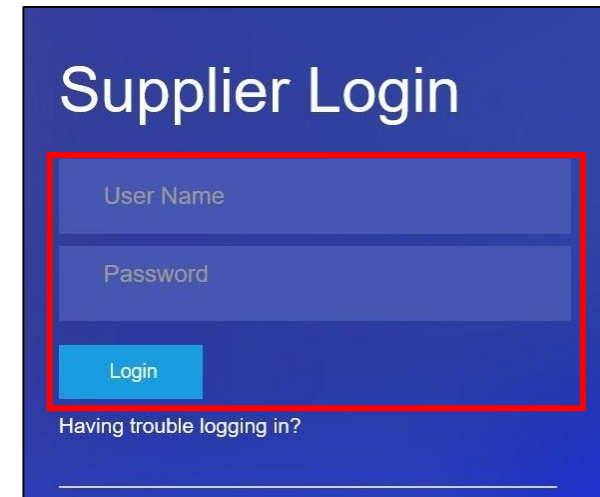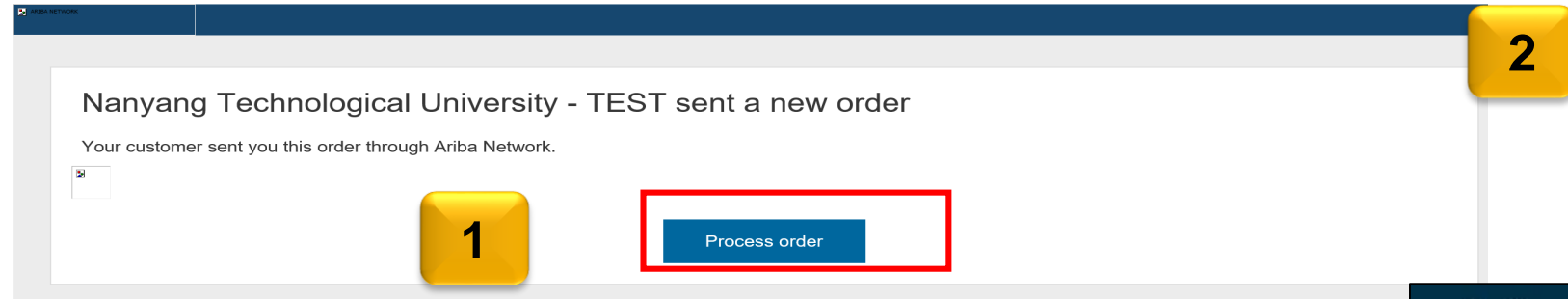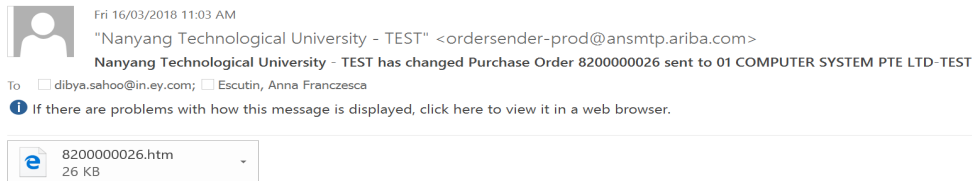
Create Ship Notice

Note: Create the Ship Notice using your Ariba account once items are shipped. Any field with an asterisk is required.

1. The **Packing Slip ID** is any number you use to identify the Ship Notice.

2. Enter the Actual Shipping and Delivery Dates.

3. View/Update **Ship From** information by clicking on **Update Address**.

3

SHIPPING

1 Packing Slip ID: |

Invoice #:

Requested Delivery Date: --

Ship Notice Type: Select

2 Actual Shipping Date:

Actual Delivery Date:

VIEW / EDIT ADDRESSES

* *Indicates required field*

SHIP FROM

Name:	Ariba Education SUPPLIER T
Department Name:	

ADDRESS

Address 1:*	807 11th Avenue
Address 2:	
Address 3:	
City:*	Sunnyvale
State:*	California
Zip:*	94089
Country:*	United States [USA]

This selection will refresh the page content.

DELIVER TO

Name:	Beth's Pad
Department Name:	

ADDRESS

Address 1:	25 Main Street
Address 2:	
Address 3:	
City:	Sunnyvale
State:	California
Zip:	94087
Country:	United States [USA]

This selection will refresh the page content.

Cancel   OK

Create Ship Notice - Details

1. Scroll to the **Line Item** information and update the quantity shipped for each line item. **Partial quantities** of shipment can also be updated.

2. Click **Next** to proceed to review your **Ship Notice**.

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
PO41893	1	Not Available		10	EA			$100.00 USD	$1,000.00 USD	Remove

MK- REQ1 QCHEM

Shipment Status

Total Item Due Quantity: **10 EA**

Confirmation Status

Total Confirmed Quantity: **0 EA**   Total Backordered Quantity: **0 EA**

Line	Ship Qty	Batch ID	Production Date	Expiry Date	
1	**1** 10				Add Details

2 Next   Exit

Delivery Terms and Transportation Details

Optional Sections:

- Tracking details can be entered in the ship notices

- Delivery terms and other transportation details can be included on all advance ship notices

Carrier Name:		Manage Carrier
Service Level:		Preferred Carriers
		Default Carriers
		Airborne Express
		DHL
		FedEx
		UPS
		US Postal Service
		Other

▼ DELIVERY AND TRANSPORT INFORMATION

		Collected By Customer
Delivery Terms:	Delivered at Terminal	Delivery Condition
Delivery Terms Description:		Despatch Condition
Transport Terms Description:		Transport Condition
		Incoterms
		Ex Works
		Free Carrier

Submit Ship Notice

1. After reviewing your ship notice, click **Submit** to send **Ship Notice** to NTU. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.

2. After submitting your Ship Notice, the **Order Status** will be updated to **Shipped**. Click **Done** to return to the **Home** page.

Done **3**

Purchase Order **2**
(Shipped)
20150415_PO2
Amount: 295.00 EUR

Routing Status: Acknowledged
Related Documents: Ship_TEST
312

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 Invoicing: Customer Invoice Rules

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

1. Select the **Company Settings** drop-down menu and under **Account Settings**, click **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.**

Invoice Setup

General Invoice Rules

Allow suppliers to send invoices to this account.	Yes
Ignore country-based invoice rules.	Yes
Allow suppliers to send invoices with service information. ⓘ	No
Allow suppliers to send invoice attachments.	No
Allow suppliers to send non-PO invoices. ⓘ	Yes
Allow suppliers to send invoices with a contract reference. ⓘ	Yes
Require suppliers to create an order confirmation for the PO before creating an invoice. ⓘ	No

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
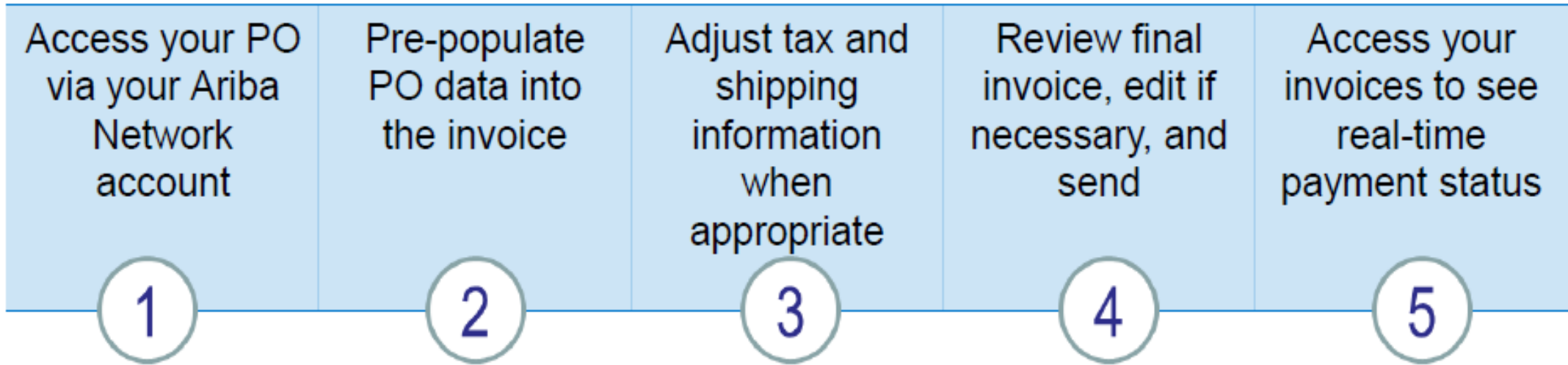
It takes approximately two minutes to prepare and send a PO-Flip invoice

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 Procedure for Non-GST Suppliers

This applies to Suppliers who have updated their Tax ID as **'Not Applicable"**

Invoicing Procedure for Non-GST Suppliers

If you are a non-GST Supplier in Singapore, you will have to update your profile on Ariba Network specifying **"not applicable"** in tax ID information

Company setting>>>Company profile>>>Business Tab>>> Tax Information

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.
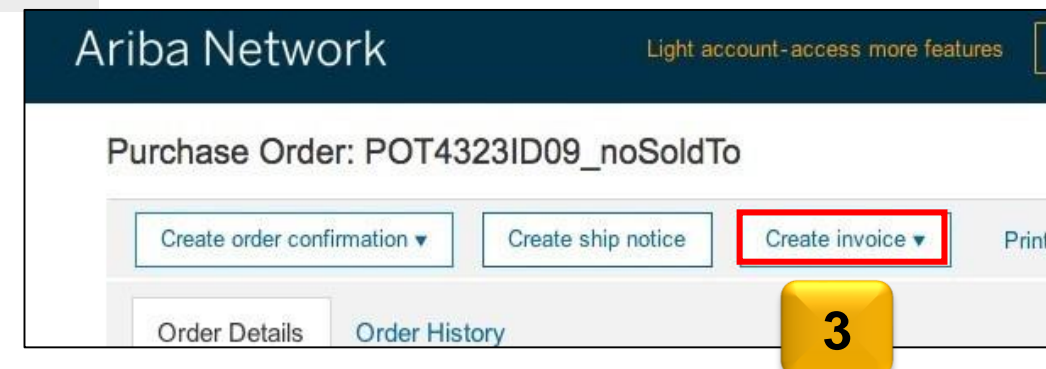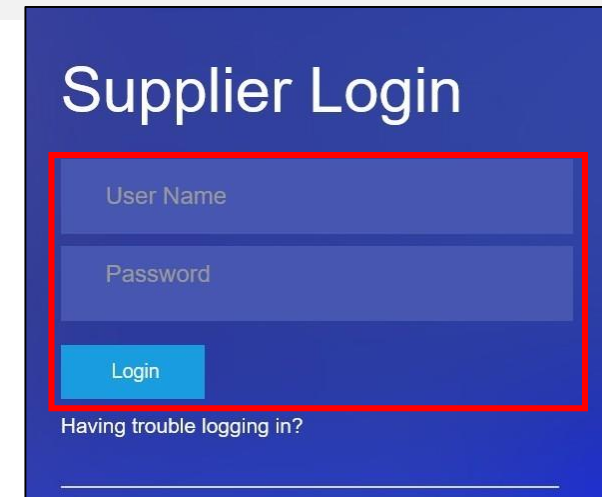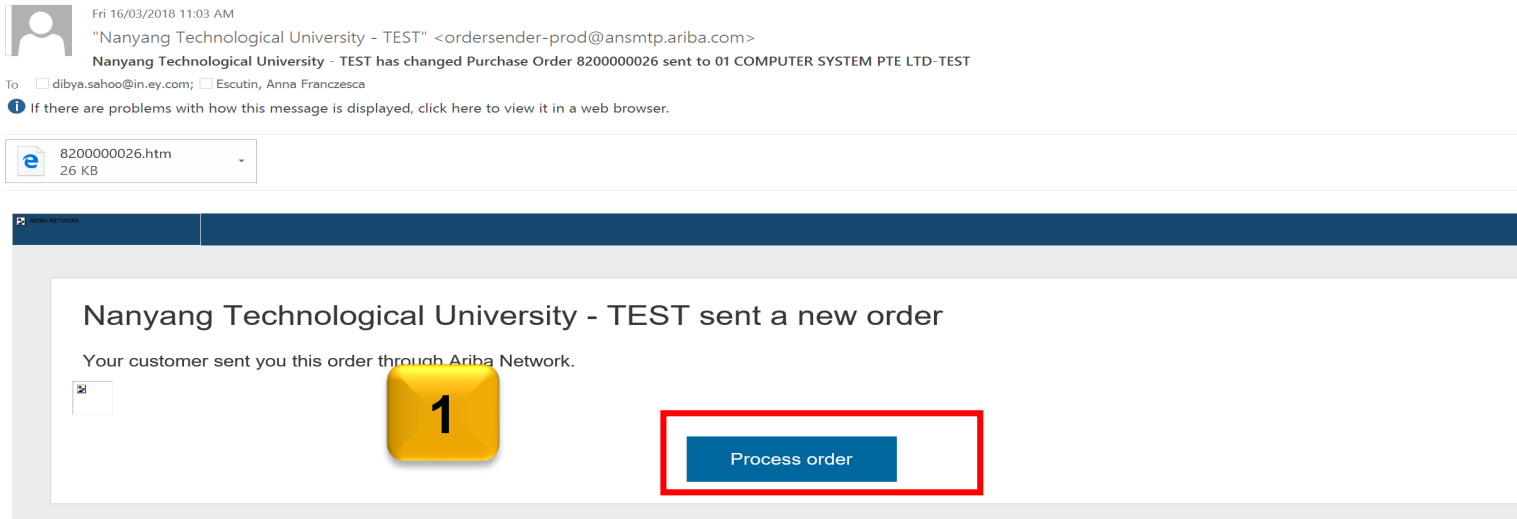
PO Flip Invoice for Non-GST Suppliers : Invoice Header

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**

Invoicing Procedure for
GST Suppliers

This applies to Suppliers who have updated their Tax ID in Company Profile

Invoicing Procedure for GST Suppliers

If you are a GST Supplier in Singapore, you will have to update your profile on Ariba Network specifying your Tax ID information

Company setting>>>Company profile>>>Business Tab>>> Tax Information

PO Flip Invoice - 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.

PO Flip Invoice for GST Suppliers : Header level items

▼ Invoice Header

Summary

1 Purchase Order: **PO116**

Invoice #: *

Invoice Date: * 15 Feb 2018

2 Supplier Tax ID: * SR1234567

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**

6 **Attachments**

The total size of all attachments cannot exceed 10MB

Choose File No file chosen   Add Attachment

UUID:

Add to Header ▼

Comment

Comments:

Default Invoice Comment Text:

UUID:

PO Flip Invoice for GST Suppliers

For Multiple line items, just tick the box on the left. Uncheck Lines which you do not want to invoice.

Suppliers are required to enter tax information per line item.

PO Flip Invoice for GST Supplier

Invoice Layout will display as below:

Standard Invoice

Invoice Number :	123456
Invoice Date :	Thursday 15 Feb 2018 4:45 PM GMT+08:00
Original Purchase Order :	PO117

Subtotal :	$125,001.00 SGD
Total Tax :	$8,750.07 SGD
Total Amount without Tax :	$125,001.00 SGD
Amount Due :	$133,751.07 SGD

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
GST	7%		$125,001.00 SGD	$8,750.07 SGD		GST Standard		

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

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

5. Line Item Credit Memo

Line Item Credit Memo

To create an Line Item Credit Note for Light Account:

1. Open the Invoice Status from your mailbox
2. Click **Continue and log in to your account**.

Line Item Credit Memo

3. Choose **Create Line-Item Credit Memo**

   Note: Supplier can only create a Line item Credit memo for approved invoices

Line Item Credit Note

Once the **Credit Note** is submitted, the Layout will display as below:

Line-Item Credit Memo

(Original Invoice No: 123456)

Credit Memo Number :	15765
Credit Note Date :	Thursday 15 Feb 2018 8:04 PM GMT+08:00
Original Invoice Number :	123456
Original Invoice Date :	Thursday 15 Feb 2018 4:45 PM GMT+08:00
Original Purchase Order :	PO117
Subtotal :	$-125,001.00 SGD
Total Tax :	$-8,750.07 SGD
Total Amount without Tax :	$-125,001.00 SGD
Amount Due :	$-133,751.07 SGD

Line Item Credit Memo Summary

Subtotal: **$-125,001.00 SGD**

Total Tax: $-8,750.07 SGD

Total Amount without Tax: $-125,001.00 SGD

Amount Due: **$-133,751.07 SGD**

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

1. Ariba Network Support

Training and Resources: Supplier Information Portal

1. From the **Company Settings** dropdown menu, select **Customer Relationships**

2. Click on **Supplier Information Portal** next to NTU to view the following presentations to learn more about transacting with NTU

Supplier Support (BAU)

Technical(Ariba Customer Support)

1. Portal related technical issues(eg. website down)
2. Password reset
3. Upgrade to Full Account

How can suppliers access?

Please refer to next to next slides

Business Related(NTU)

1. Request a copy of PO for Light Account
2. Functional questions (Order Confirmation, Advance Ship Notice, Goods Receipt, Invoicing)
3. Any other business related queries

Who to contact?

procurement@ntu.edu.sg

Help and Support

1. **Online Help**

   - Ariba user community with Light Account specific Help content displayed "in-situ"

   - Videos, e.g. for Invoice creation, …

2. **Web form driven Ariba Support**

   - After one time search BUT only for defects/ technical issue resolution

Online Help via Help Center: in-context proved via Ariba User Community

Support

1. **Access from Support Link**
2. **Search**
3. **Matching help content**
4. **Web form driven Ariba Support**

Thank you

SAP Ariba