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 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.

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

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.
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*
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 639708
Singapore

Financial Information

Are You GST Registered? *
- [ ] Yes
- [x] No

GST ID: 

Save  Close
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

<table>
<thead>
<tr>
<th>Address Name</th>
<th>Address ID</th>
<th>VAT ID</th>
<th>Tax ID</th>
<th>Address</th>
<th>Country</th>
<th>Legal Profile Status **</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>123</td>
<td></td>
<td></td>
<td>50 Nanyang Avenue</td>
<td>Singapore, Singapore</td>
<td>Accepted</td>
</tr>
</tbody>
</table>

Company Profile

<table>
<thead>
<tr>
<th>Basic (3)</th>
<th>Business (2)</th>
<th>Marketing (3)</th>
<th>Contacts</th>
<th>Certifications (1)</th>
<th>Customer Requested</th>
<th>Additional Documents</th>
</tr>
</thead>
</table>

* Indicates a required field

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

1. Invoice #: PO118
2. Invoice Date: 15 Feb 2018
3. Supplier Tax ID: Not applicable
4. Remit To: NTU test supplier - TEST
   - Singapore
   - Singapore
   - Bill To: Headquarter
   - Singapore
   - Singapore
5. 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.
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.
**PO Flip Invoice - for Non GST Supplier**

Invoice Layout will display as below:

```
<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Number</td>
<td>12345</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>Thursday 15 Feb 2018 4:39 PM GMT+08:00</td>
</tr>
<tr>
<td>Original Purchase Order PO118</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>$125,001.00 SGD</td>
</tr>
<tr>
<td>Total Tax</td>
<td>$0.00 SGD</td>
</tr>
<tr>
<td>Total Amount without Tax</td>
<td>$125,001.00 SGD</td>
</tr>
<tr>
<td>Amount Due</td>
<td>$125,001.00 SGD</td>
</tr>
</tbody>
</table>
```
**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

<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.
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