2. Procure-to-Pay

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

- **Raise Requisition**
  - NTU raises a Requisition
  - After the Requisition is approved, a Purchase Order will be issued.

- **Purchase Order**
  - Suppliers receive the copy of the purchase order via Email
  - Suppliers sign up/log in to their Ariba Network Account
  - Suppliers review the Purchase Order

- **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

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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@anssmtp.ariba.com>
Nanyang Technological University - TEST sent a new Purchase Order 8100000488

To: dibya.sahoo@in.ey.com, Escuin, 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:
OI 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

Payment Terms
```
3. You can view the details of the PO on the Purchase Order detail screen.
## View Purchase Orders

### Order Status Descriptions

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Purchase order that has been replaced by a subsequent (changed) order.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