

E-Invoicing for Purchase Order

For both GST and Non-GST Suppliers

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Definition(s)

PO : Purchase Order

GR : Goods Receipt

GST : Goods and Services Tax

NA : Not Applicable


Before submitting E-Invoice in Ariba

1. Please ensure you have access to the respective PO page in your Ariba account. To find the respective PO, please refer to the **“Purchase Order”** user guide in the [NTU supplier portal](#).
2. Ensure your company’s GST legal profile has been set up in your Ariba account. [User guide](#) for GST legal profile set up.

Purchase Order: 9100008788 Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾ ↓ 📄 ⋮

Order Detail Order History



**NANYANG
TECHNOLOGICAL
UNIVERSITY**
SINGAPORE

From:
Nanyang Technological University
NTU Shared Services Finance
42 Nanyang Avenue, #05-01
Singapore 639815
Singapore

To:
NTU Dummy Light Account - TEST
50 Nanyang Avenue
Singapore 639798
Singapore
Phone:
Fax:
Email: [REDACTED]

Purchase Order
(Received)
9100008788
Amount: \$1,000.00 SGD
Version: 1

Track Order

Payment Terms ⓘ
NET 30

Routing Status: Acknowledged
Related Documents: RC9035


Before submitting E-Invoice in Ariba

3. Ensure that **Goods Receipt has been completed by the buyer after receiving delivery:**
 - (i) PO status will show as **Received** or **Partially Received** after Goods Receipt is done.
 - (ii) Check the **Related Documents** to confirm the Goods Receipt quantity is correct.

Purchase Order: 9100008788 Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾ ↓ 📄 ⋮

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50 Nanyang Avenue
Singapore 639798
Singapore
Phone:
Fax:
Email: [REDACTED]

(i)
PO status

Purchase Order
(Received)
9100008788
Amount: \$1,000.00 SGD
Version: 1

Track Order

Payment Terms ⓘ
NET 30

Related Documents (ii)

Routing Status: Acknowledged
Related Documents: RC9035

Before submitting E-Invoice in Ariba

If the goods receipt is not done (PO status will show as **New**), please contact the requester of the PO to do so. Requester contact email address is located on the shipping information section.



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NTU Shared Services Finance
42 Nanyang Avenue, #05-01
Singapore 639815
Singapore

To:
NTU Dummy Light Account - TEST
50 Nanyang Avenue
Singapore 639798
Singapore
Phone:
Fax:
Email: [REDACTED]

Purchase Order
(New)
9100008788
Amount: \$1,000.00 SGD
Version: 1

Track Order

Payment Terms ⓘ
NET 30

Routing Status: Acknowledged
Related Documents: TEST12345
RC9035

Comments

Comment Type: Terms and Conditions
Body: By accepting this Purchase Order, the Supplier agrees:
(a) that the sale and purchase shall be governed by all the terms and conditions of the contract (i.e. the contract arising from the acceptance of t ... [View more](#) »

Other Information

Company Code: NTU
Purchasing Unit Name: C140

Ship All Items To

Nanyang Technological University
NTU Shared Services Finance
42 Nanyang Avenue, #05-01
Singapore 639815
Singapore
Ship To Code: NSS-FIN
Email: [REDACTED]

shipping information

requester email address

Bill To

Nanyang Technological University
NTU Shared Services Finance
42 Nanyang Avenue, #05-01
Singapore 639815
Singapore

Deliver To

Jenner
Nanyang Technological University

Line Items

Show Item Details

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1		Not Available	Material		10 (EA)	2 Sep 2022	\$100.00 SGD	\$1,000.00 SGD	\$0.00 SGD	Details

Submitting E-Invoice in Ariba

Go to the PO page,

1. Click **Create Invoice**, then select **Standard Invoice**.
2. Under the Create Invoice page, enter **Invoice #**. *Note: This field accepts up to 16 alphanumeric characters only, no special characters allowed.*
3. Select today's date as the **Invoice Date**. Backdate to earlier dates are not accepted.
4. Enter **Supplier Tax ID** which is your company **GST registration number**. Enter "NA" for non-GST registered companies.

Purchase Order: 9100008788

Create Order Confirmation ▼ Create Ship Notice

1

Create Invoice ▼

Standard Invoice

Credit Memo

Line-Item Credit Memo

Order Detail Order History

Create Invoice

▼ Invoice Header

Summary

Purchase Order: 9100008788

Invoice #:* TEST12345 **2**

Invoice Date:* 23 Sep 2022 **3**

Service Description:

Supplier Tax ID:* M12345678 **4**

Remit To: NTU Dummy Light Account - TEST

Singapore
Singapore

Bill To: Nanyang Technological University

Singapore
Singapore

Note: Populate all the items with * (asterisk) as these are mandatory fields.

Submitting E-Invoice in Ariba

5. Under **Shipping**, keep the default setting as **Header level shipping**. Do not input anything for additional fields.
6. **Supplier GST ID** is automatically populated after the Company's GST legal profile has been set up.
7. Under **Additional Singapore Specific Fields**, enter the **same Tax Invoice Number** as in step 2. (*Note : If 8% GST Standard was selected as tax category for the line items, it is mandatory to provide the Tax invoice Number in the Additional Singapore Specific Fields.*)

Shipping **5**

Header level shipping ⓘ Line level shipping ⓘ

Ship From: NTU Dummy Light Account - TEST

Singapore
Singapore

Additional Singapore Specific Fields

Supplier GST ID: M12345678 **6**

Type of Supply:

Tax Invoice Number: TEST12345 **7**

Submitting E-Invoice in Ariba

Under **Line Items**,

8. Check the Goods Receipt quantity, contact the requester if quantity to be invoiced is not correct.
9. Select the item lines.
10. Click **Line Item Actions**, from the drop-down menu, click **Add**, then select **Tax** to apply tax category to each selected line item.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test - Commodity code 7210		10	EA	\$100 SGD	\$1,000.00 SGD

Line Item Actions

Line Item Actions

- Edit
- Add
- Tax
- Shipping Documents
- Special Handling
- Discount
- Comments
- Attachment

Note: Exclude zero-priced line items from e-invoice submission (e.g. unit price \$0.00).

Submitting E-Invoice in Ariba

11. For each item line, select the **Tax Category**.
12. If you have selected 0% Tax Category, you need to select the corresponding **GST Type**.
If you have selected 9% GST Standard, GST Type is not required.
13. Click on **Next** button to proceed.

Insert Line Item Options

Tax Category: 8% GST / Standard Rated Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	item 1		1	EA	\$100.00 SGD	\$100.00 SGD

Tax

Category:* 8% GST / Standard Rated **11**

Location:

Description: Standard Rated

Regime:

Taxes

- 0% GST / Zero Rated
- 7% GST / Standard Rated
- 0% GST / Out of Scope
- 0% GST / Exempt
- 8% GST / Standard Rated

Taxable Amount: \$100.00 SGD

Rate(%): 8

Tax Amount: \$8.00 SGD

GST Type: Select **12**

- Select
- Exempt Supplies
- Zero Rated Supplies
- Out of scope Supplies

[Line Item Actions](#) [Delete](#)

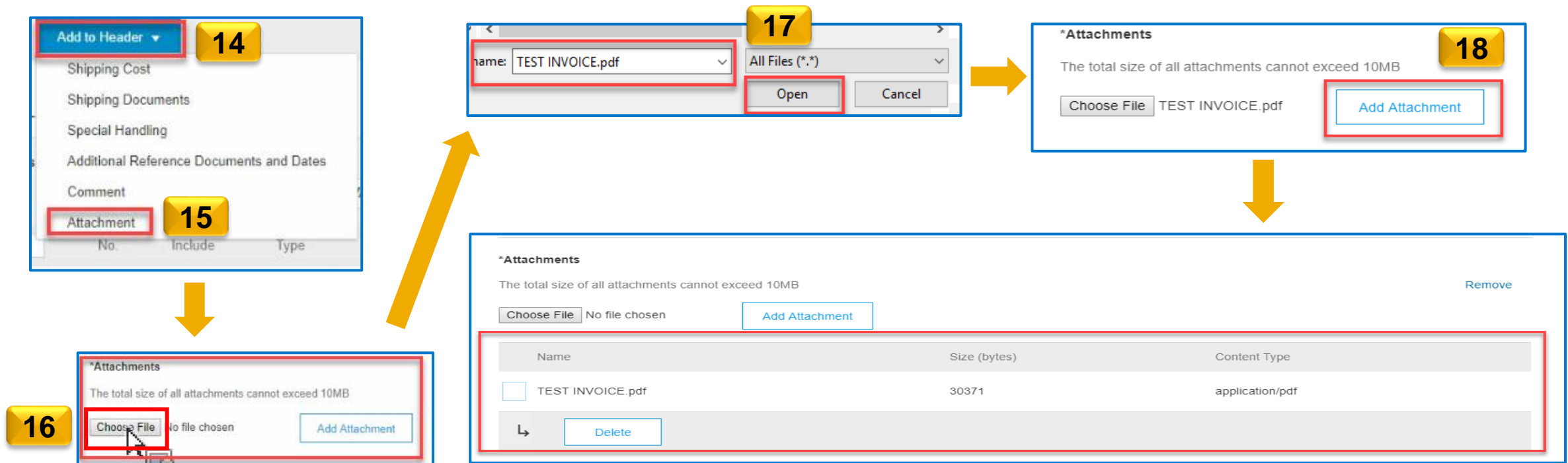
13

[Update](#) [Save](#) [Exit](#) [Next](#)

Submitting E-Invoice in Ariba

Optional steps to add attachments to invoice.

14. Scroll to Invoice Header section, click on **Add to Header** on the right hand side.
15. Select **Attachment** from drop-down menu.
16. Scroll down to the **Attachments** section and click **Choose File**.
17. Select the file you wish to attach and click **Open**.
18. Click **Add Attachment**.



Submitting E-Invoice in Ariba

19. Review the invoice summary page before submission.
20. Click **Submit** when ready.
21. Print a copy for safekeeping if need be, click **Exit** to end the invoice creation process.

Create Invoice

Previous Save **Submit** Exit

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Confirm and submit this document. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Tax Invoice

Invoice Number: TEST12345
Invoice Date: Monday 26 Sep 2022 5:09 PM GMT+08:00
Original Purchase Order: 9100008788

Total Amount Payable excluding GST: **\$1,000.00 SGD**
GST Payable (@ 7%): \$70.00 SGD
Total Amount Payable including GST: **\$1,070.00 SGD**

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REMIT TO: NTU Dummy Light Account - TEST Postal Address: 50 Nanyang Avenue Singapore 639798 Singapore Tax ID of Supplier: NA	BILL TO: Nanyang Technological University Postal Address (Default): NTU Shared Services Finance 42 Nanyang Avenue, #05-01 Singapore 639815 Singapore Address ID: NSS-FIN	SUPPLIER: ABC PTE. LTD Postal Address: 50 Nanyang Avenue Singapore 639798 Singapore
BILL FROM: NTU Dummy Light Account - TEST Postal Address: 50 Nanyang Avenue Singapore 639798 Singapore	CUSTOMER: Nanyang Technological University Postal Address: NTU Shared Services Finance 42 Nanyang Avenue, #05-01 Singapore 639815 Singapore Address ID: NSS-FIN	

SAP Business Network

Invoice TEST12345 has been submitted.

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- Print a copy of the invoice.
- Exit invoice creation.

GST Regime

Supplier legal profile updated?	Supplier is GST registered?	From location = Singapore	GST charged?	Invoice label?
Yes	Yes	Yes	Yes	Tax Invoice
Yes	No	Yes	Yes	Standard Invoice
Yes	No	Yes	No	Standard Invoice
No	NA	Singapore (*)	Yes	Standard Invoice
No	NA	Singapore (*)	No	Standard Invoice
Yes	Yes	Yes	No	Standard Invoice
Yes	Yes	No	Yes	Standard Invoice
Yes	Yes	No	No	Standard Invoice

* Suppliers need to select the address where they have a legal profile registered. Lines #4 and 5 indicate that the supplier has not registered their legal profile but has chosen a location with a Singaporean address.

Tax Invoice

- Invoices created by GST Registered Suppliers.
- Invoices that contains at least one item that is charged as 9% tax.

Tax Invoice

Invoice Number: Inv8100003079
Invoice Date: Thursday 19 Dec 2019 2:17 PM GMT+08:00
Original Purchase Order: 8100003079

Total Amount Payable excluding GST: \$200.00 SGD
GST Payable (@ 7%): \$14.00 SGD
Total Amount Payable including GST: \$214.00 SGD

REMIT TO: [REDACTED] - TEST Postal Address: [REDACTED] Singapore 605455 Singapore Tax ID of Supplier: 15052018	BILL TO: NTU Shared Services Finance Postal Address (Default): Nanyang Technological University 42 Nanyang Avenue, #05-01. Singapore 639815 Singapore Address ID: NTU	SUPPLIER: Address 1 Postal Address: #04-36 SINGAPORE 768162 Singapore GST ID: AB12345679
BILL FROM: [REDACTED] - TEST Postal Address: #04-36 SINGAPORE 768162 Singapore	CUSTOMER: NTU Shared Services Finance Postal Address: Nanyang Technological University 42 Nanyang Avenue, #05-01. Singapore 639815 Singapore Address ID: NTU	

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail	GST Type
GST	7%		\$200.00 SGD	\$14.00 SGD		Standard Rated			

Invoice Summary

Total Amount Payable excluding GST: \$200.00 SGD
GST Payable (@ 7%): \$14.00 SGD
Total Amount Payable including GST: \$214.00 SGD

Standard Invoice

- Invoices created by non-GST Registered suppliers.
- Invoices created by GST Registered but tax is not charged (zero rated, tax exempt or out of scope).
- Invoices created for goods that are shipped out of Singapore.

Standard Invoice

Invoice Number : TEST23456
Invoice Date : Tuesday 9 Oct 2018 4:42 PM GMT+08:00
Original Purchase Order : 8100002153

Total Amount without Tax : \$3.36 SGD
Amount Payable : **\$3.36 SGD**

REMIT TO: [Redacted] Postal Address: [Redacted] Singapore 605455 Singapore Tax ID of Supplier: 15052018	BILL TO: NTU Shared Services Postal Address (default): Student Services Centre Level 5, 42 Nanyang Avenue Singapore 639815 Singapore Address ID: MAIN	SUPPLIER: Address 1 Postal Address: #04-36 SINGAPORE 768162 Singapore GST ID: 12345555
BILL FROM: [Redacted] -TEST Postal Address: #04-36 SINGAPORE 768162 Singapore	CUSTOMER: NTU Postal Address: Jurong Singapore 13455 Singapore	

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail	GST Type
GST	0%		\$3.36 SGD	\$0.00 SGD		Exempt			Exempt Supplies

Invoice Summary

Total Amount without Tax: \$3.36 SGD
Amount Payable: **\$3.36 SGD**

Invoice Status Descriptions

Status	Explanation
Sent	The invoice is sent to 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