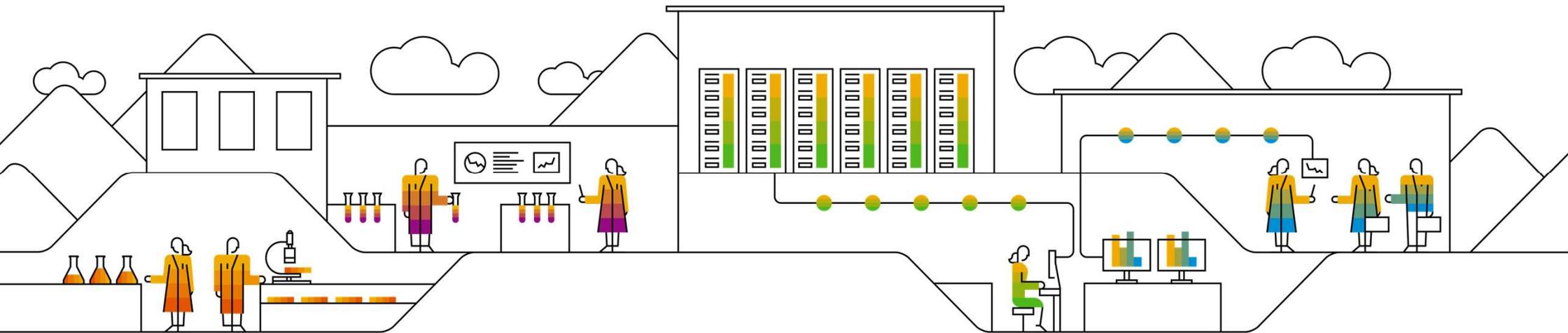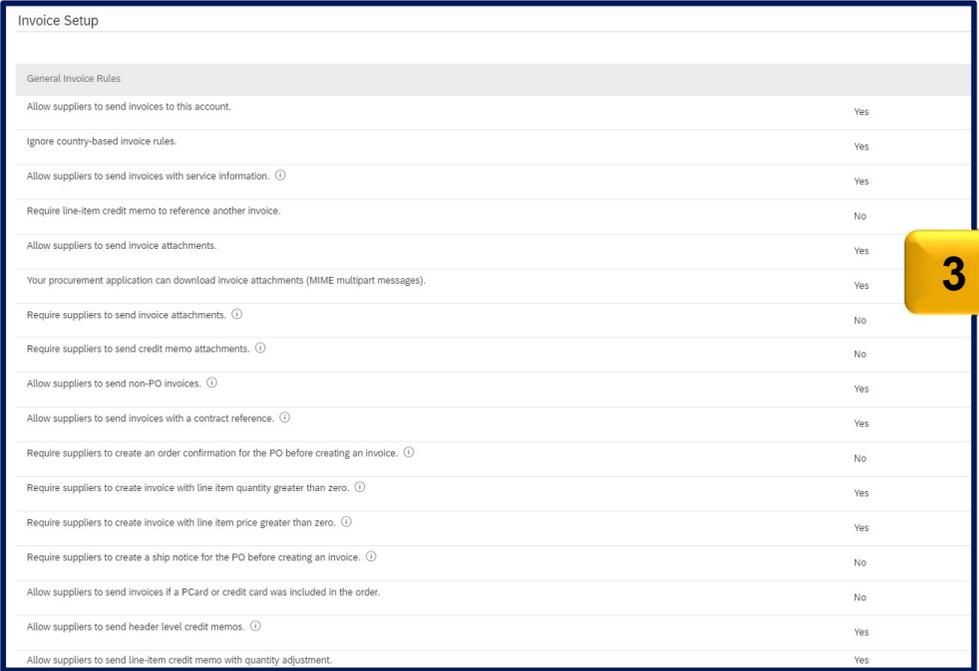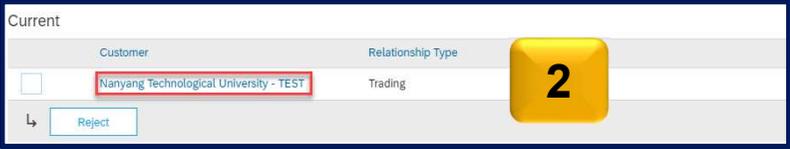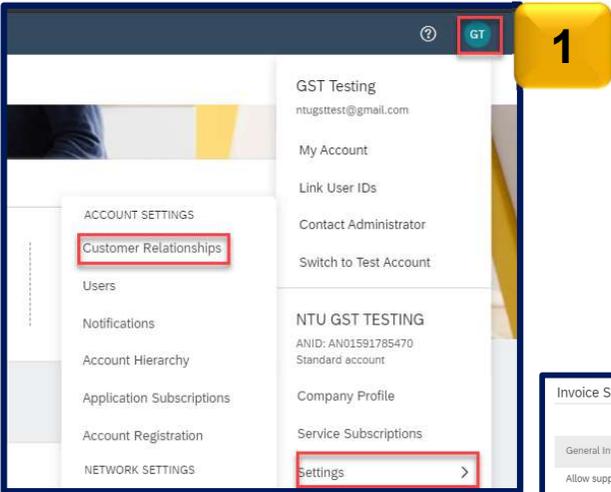# Invoices

Invoice Practices

Before You Begin Invoicing: Customer Invoice Rules

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

1. Click **Account Settings>Setting> 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.**

1

⊙ GT

GST Testing
ntugsttest@gmail.com

My Account

Link User IDs

ACCOUNT SETTINGS

Customer Relationships   Contact Administrator

Users   Switch to Test Account

Notifications   NTU GST TESTING
                                ANID: AN01591785470
Account Hierarchy   Standard account

Application Subscriptions   Company Profile

Account Registration   Service Subscriptions

NETWORK SETTINGS   Settings   >

2

Current

	Customer	Relationship Type
	Nanyang Technological University - TEST	Trading
↳	Reject	

3

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. ⓘ	Yes
Require line-item credit memo to reference another invoice.	No
Allow suppliers to send invoice attachments.	Yes
Your procurement application can download invoice attachments (MIME multipart messages).	Yes
Require suppliers to send invoice attachments. ⓘ	No
Require suppliers to send credit memo 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
Require suppliers to create invoice with line item quantity greater than zero. ⓘ	Yes
Require suppliers to create invoice with line item price greater than zero. ⓘ	Yes
Require suppliers to create a ship notice for the PO before creating an invoice. ⓘ	No
Allow suppliers to send invoices if a PCard or credit card was included in the order. ⓘ	No
Allow suppliers to send header level credit memos. ⓘ	Yes
Allow suppliers to send line-item credit memo with quantity adjustment.	Yes

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.

✓ For GST Supplier, please set up your legal profile.

✓ Goods Receipt is a prerequisite to invoice a Material PO.

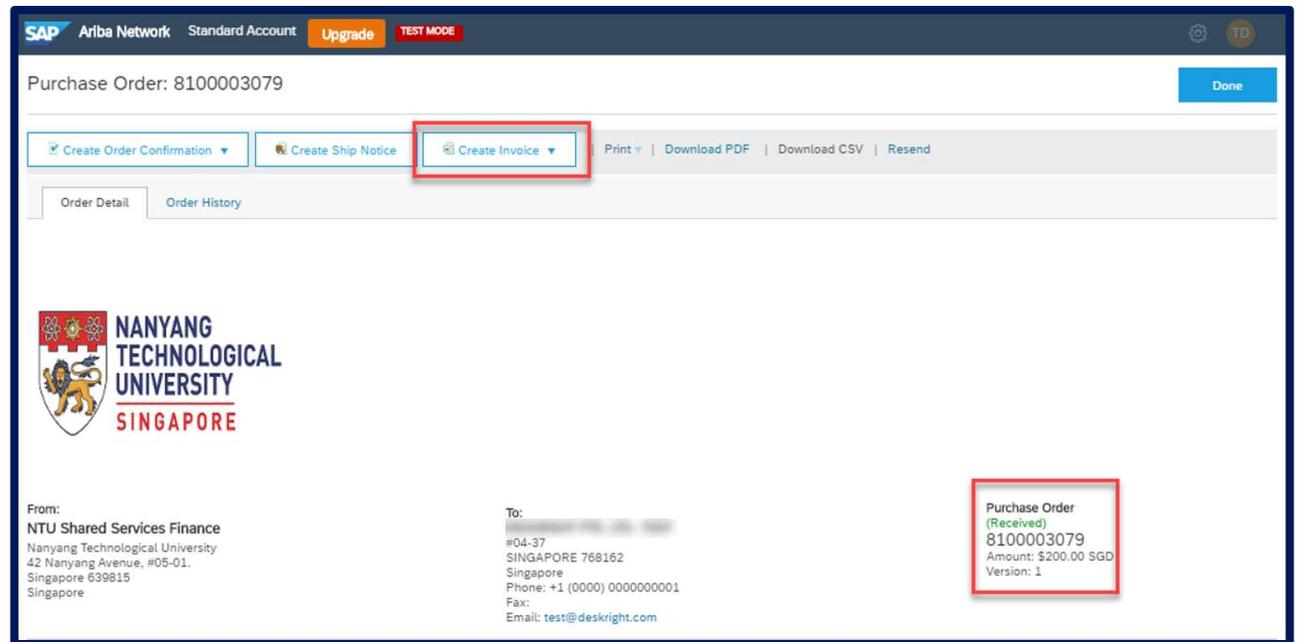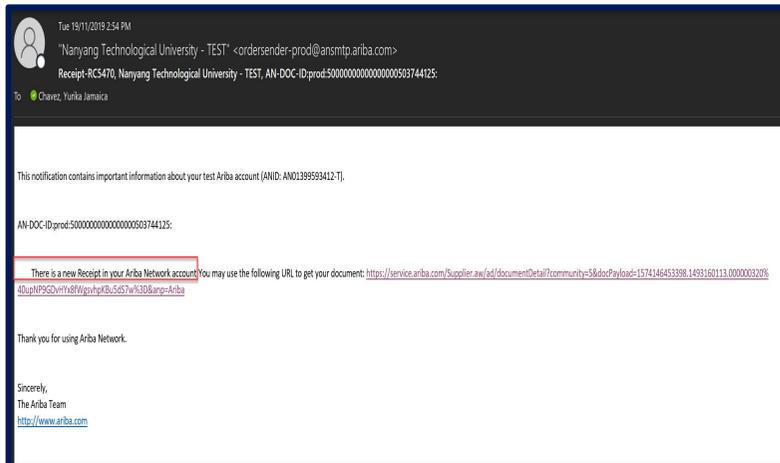✓ To access Create Invoice button, go to your Email containing the PO number and click "Process Order"

Create Invoice – Against Material PO

PO Flip Invoice – Against Material PO

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 or Partially Received**' and then the "Create Invoice" button will be highlighted.

Note: You can only invoice quantity that has Goods Receipt. You will be receiving an email for the GR notification assuming that you set this up on your company profile notification. If you haven't set it up go to **Company Settings** under **Notification** section then Network Tab, **Receipt** section.

PO Flip Invoice

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.
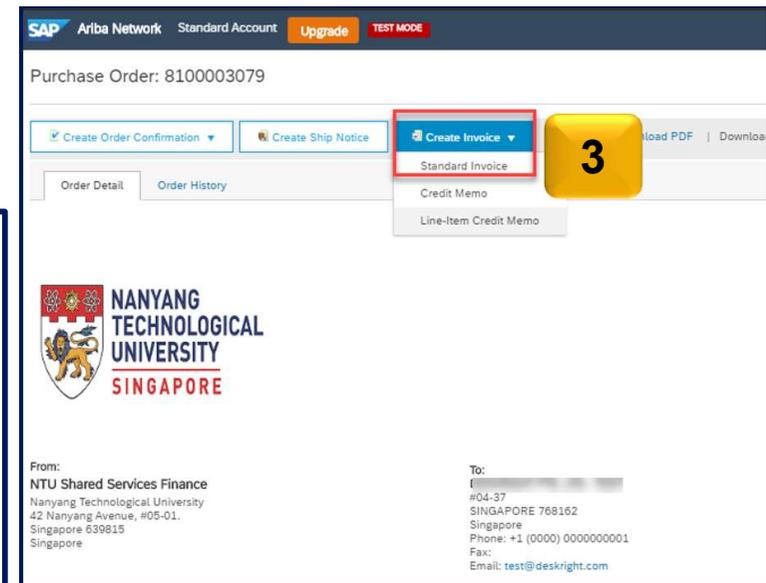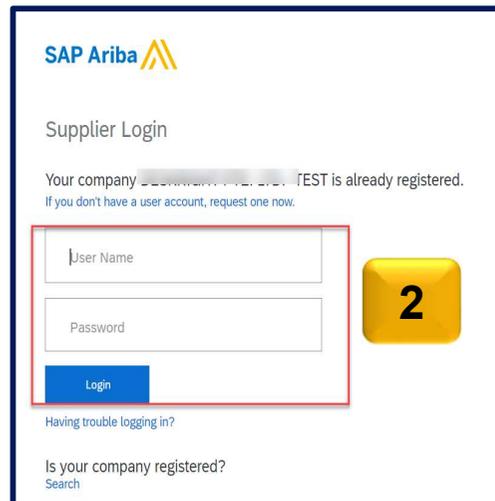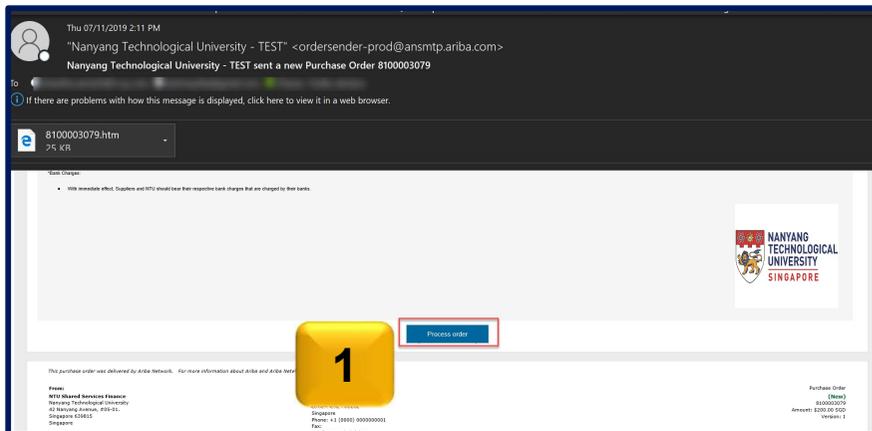
PO Flip Invoice

To create an Invoice:

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

5. Select **Header Level Shipping**

6. On the additional fields, you have the option to select the supplier address from the drop down. This is applicable to those supplier with multiple company address.

7. **Supplier VAT/TAX ID** is automatically populated once you set this up on your Company Profile.

Create Invoice

▼ Invoice Header

Summary

Purchase Order: 8100003079

Invoice #: *

Invoice Date: * 25 Nov 2019

Service Description:

Supplier Tax ID: * 15052018

Remit To: Deskright-XY

Singapore
Singapore

Bill To: NTU Shared Services Finance

Singapore
Singapore

4

Shipping

● Header level shipping ⓘ   ○ Line level shipping ⓘ

Ship From: ▒▒▒▒▒▒▒ ▒▒▒▒▒

SINGAPORE
Singapore

Ship To: Rehabilitation Research Institute of Singapore, RRIS
Singapore
Singapore

Deliver To: test123
Rehabilitation Research Institute of Singapore, RRIS

View/Edit Addresses

5

Additional Singapore Specific Fields

Supplier GST ID: AB12345679   Customer GST ID:

Type of Supply:

Tax Invoice Number:

7

Additional Fields

☐ Information Only. No action is required from the customer.

Supplier Account ID #:   Service Start Date:

Customer Reference: Service End Date:

Supplier Reference:

Payment Note:

Supplier: Address 1 ⌄   Address 1 ⌄
Supplier: Address 1

SINGAPORE   Select...
Singapore   Address 1
Bill From: DESKRIGHT PTE. LTD.- 1
Malaysia
SINGAPORE
Singapore

Customer: NTU Shared Services Finance
Singapore
Singapore

View/Edit Addresses

Email:

View/Edit Addresses

6

PO Flip Invoice

To select item to invoice
8. Tick the box beside the line item you wanted to invoice.
9. Under **Line Item Actions**, select **Tax**.

PO Flip Invoice

Select applicable Taxes.

10. Noticed that Tax field appear per line. Under **Category**, Select the appropriate Tax related to your item.

11. After selecting the applicable tax you may notice that the **Tax Amount** is automatically calculated.

Note : If 7% GST/STANDARD RATED was selected as category, it is mandatory to provide the Tax invoice Number in the additional Singapore Specific Fields

PO Flip Invoice

How to add attachment OPTIONAL

11. Scroll up to the **Add to Header** field.

12. Under **Add to Header**, select **Attachment** from the drop down menu.

13. After selecting **Attachment,** Attachments section will appear. Then select **Choose File**.

14. Browse your storage and select the file you would like to attach, then click **Open**.

15. Click **Add Attachment**. Notice that the attached document will appear.

11

Add to Header ▼

Shipping Cost

Shipping Documents

Special Handling

Additional Reference Documents and Dates

Comment

Attachment **12**

No.   Type

13

*Attachments

The total size of all attachments cannot exceed 10MB

Choose File No file chosen   Add Attachment

14

name: TEST INVOICE.pdf ▼   All Files (*.*) ▼

Open   Cancel

*Attachments

The total size of all attachments cannot exceed 10MB

Choose File TEST INVOICE.pdf   Add Attachment **15**

*Attachments

The total size of all attachments cannot exceed 10MB   Remove

Choose File No file chosen   Add Attachment

Name	Size (bytes)	Content Type
☐ TEST INVOICE.pdf	30371	application/pdf

↳ Delete

PO Flip Invoice

How to submit invoice

16. Once all details are complete and attachments are already added, click **Next**.

17. Review the details and click **Submit**

18. Purchase Order status is **Invoiced/Partially Invoiced** and documents created can be found under Related Documents.
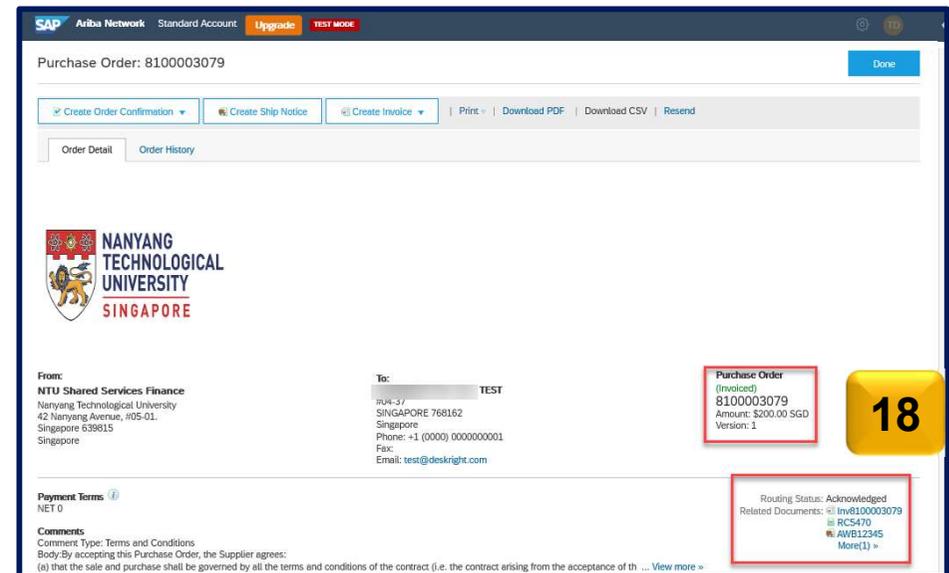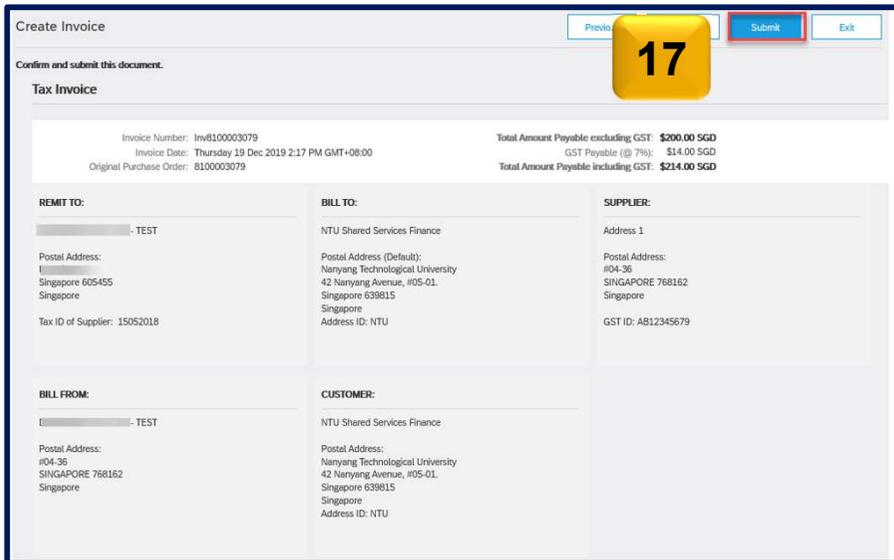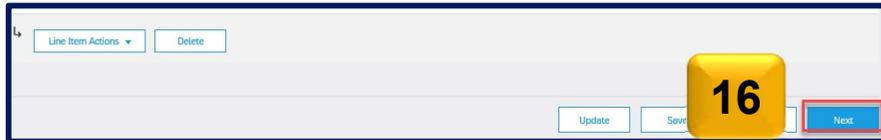
GST Regime in Singapore

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

> Invoice Label will reflect as Tax Invoice for the following (given that legal profile has been properly set and accepted)
>
> ❑ Invoices created by GST Suppliers.
>
> ❑ Invoices that contains at least one item that is charged as 7% tax.

Standard Invoice

> Invoice Label will reflect as Standard invoice for the following:

- ☐ Invoices created by non-GST Registered suppliers.
- ☐ Invoices created by GST Registered and if tax is not charged – that is, zero rated, tax exempt or out of scope.
- ☐ Invoices created for goods that are shipped out of Singapore.

Edit and Resubmit Invoices

1. Choose the Email notification for the rejected invoice. Click **View Invoice**

2. **Log in** to your account.

3. Choose to **Edit and Resubmit** the invoice
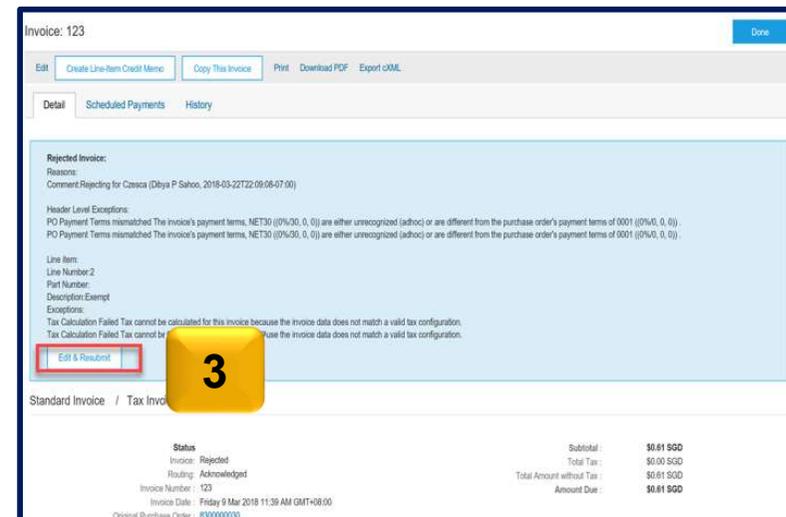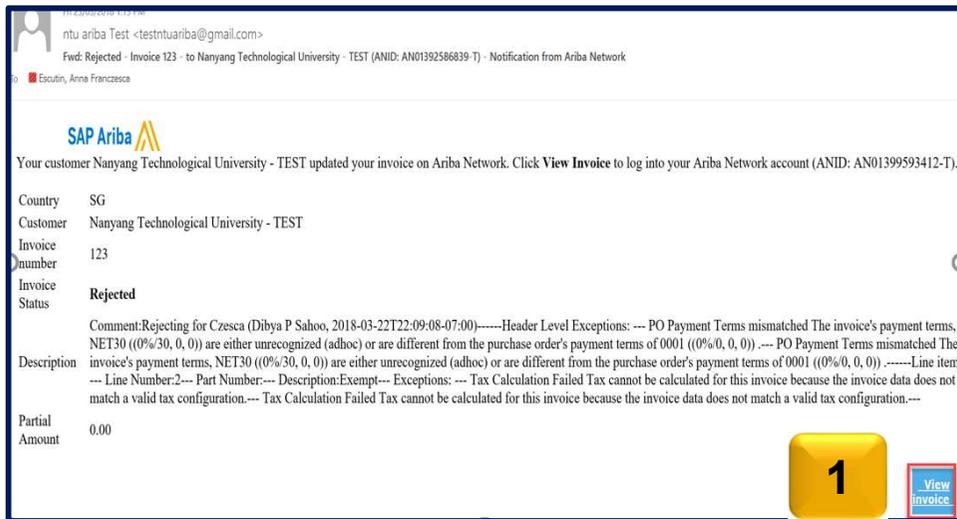
Check Invoice Status

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