Purchase Order & E-Invoice Process

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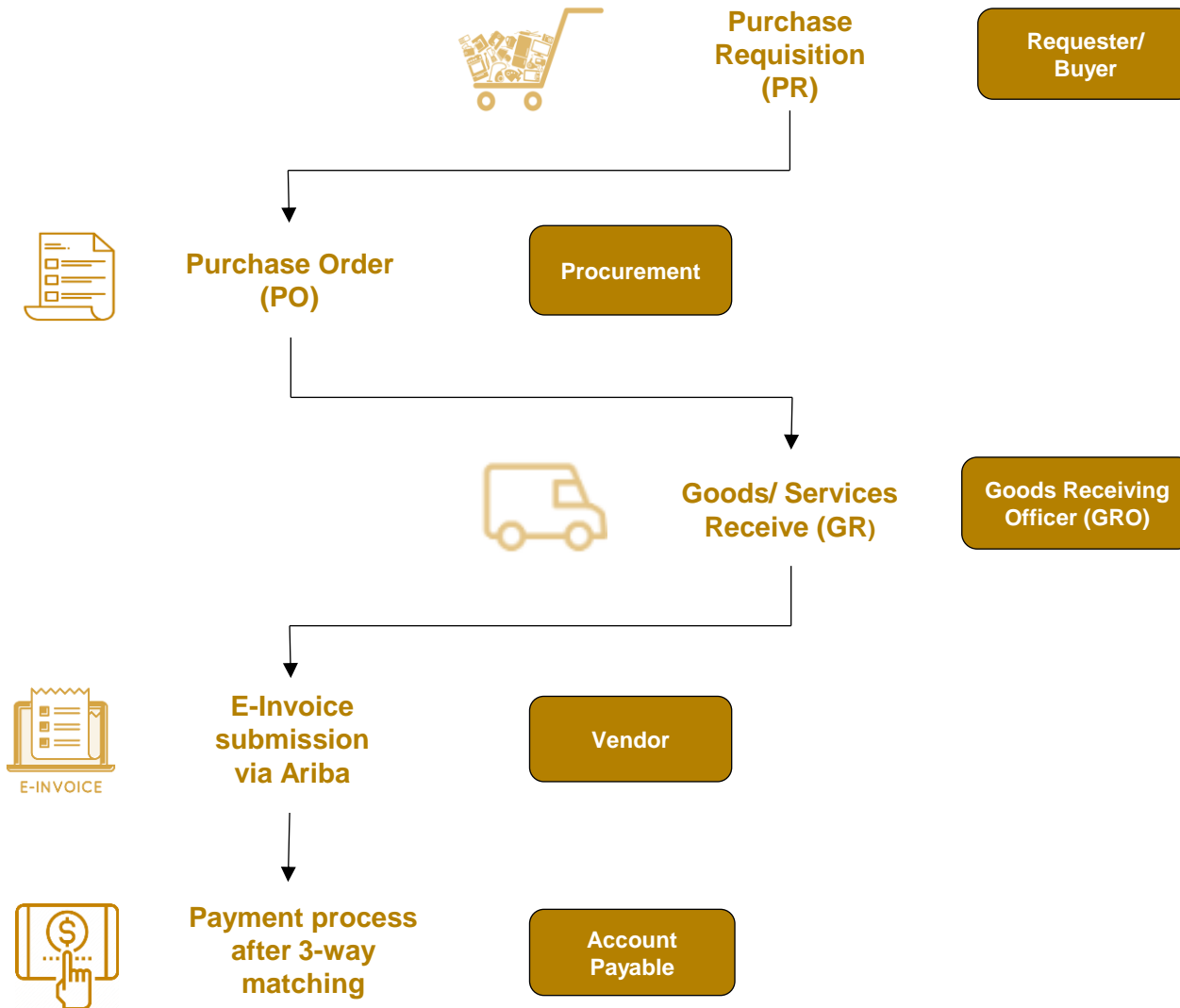
Purchase Order Process

Introduction

- The Purchase Order (PO) serves as the primary document for the order, and all subsequent documents are generated from it.

- A PO is a formal document issued by a buyer to a seller, specifying the types, quantities, and agreed-upon prices for products or services that the seller will provide to the buyer.

- Receiving a PO from NTU constitutes an offer to buy products or services.

- The NTU PO number format is 9XXXXXXXXX, a 10-digit number starting with "9".

- The trading relationship between supplier's Ariba account and NTU is established upon the processing of the first PO via interactive email from NTU. Supplier needs to click the "Process Order" button in the PO email to login to their Ariba account and follow through the steps.

How to view Purchase Order

- Before locating the NTU PO in your Ariba account, accessing the link provided in the NTU first PO interactive email is essential to establish a trading relationship.

- The supplier should click the "**Process Order**" button in the PO email to log in to Ariba account.

Email is sent from "ordersender-prod@ansmtp.ariba.com"

If you have already established a trading relationship with NTU, please proceed to ►

If you're unsure whether you have an existing trading relationship with NTU, please proceed to the next page►
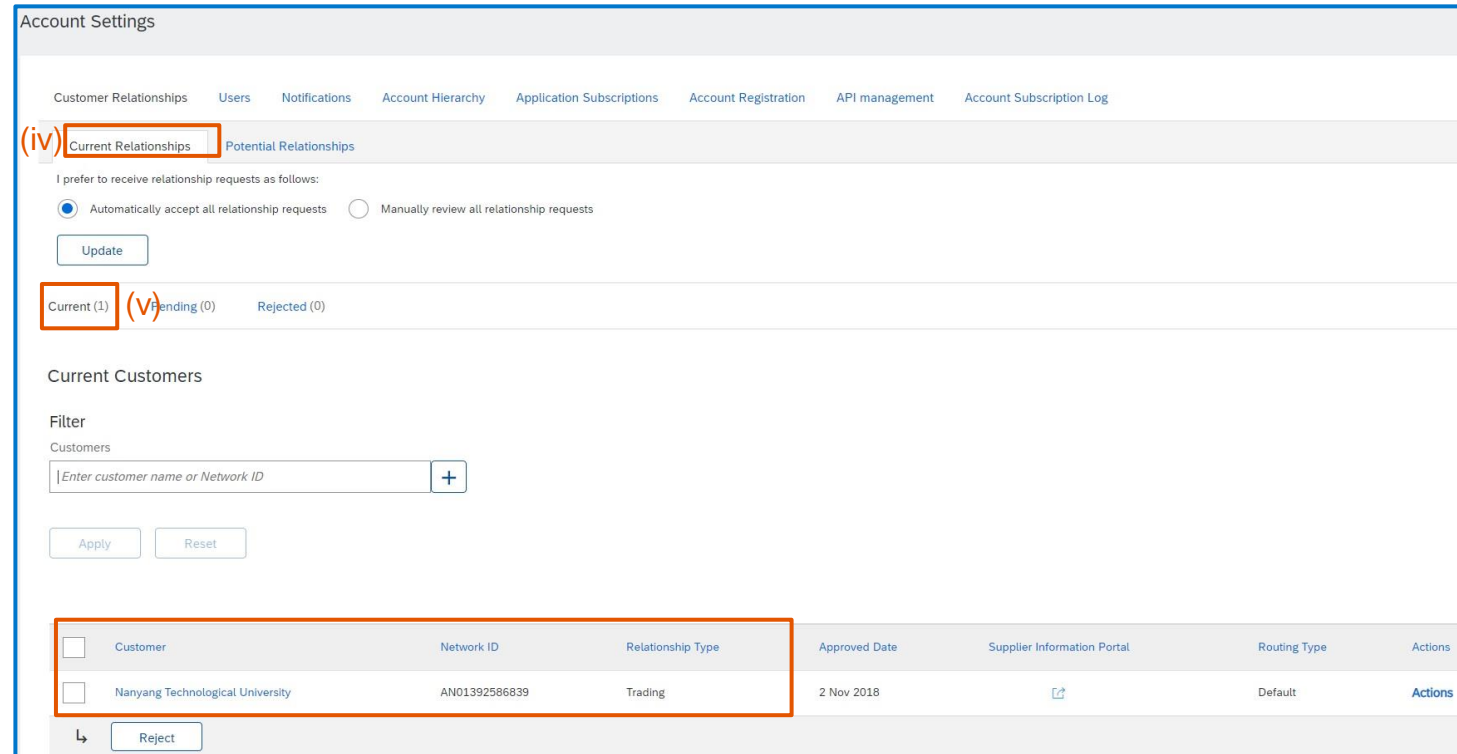
How to view Purchase Order

To check your customer trading relationship, follow these steps:

(i)   Click on your account profile at the top right corner (green circle with your account initials).
(ii) Under the pop-up menu, select "**Settings**".
(iii) er "**Account Settings**", select "**Customer Relationships**".
(iv) Go to "**Current Relationships**" tab.
(v)   Check the "**Current**" tab to ensure "Nanyang Technological University" appears under "**Customer**".
      This indicates that your account has an active trading relationship with NTU.

How to view Purchase Order

- After clicking the "**Process Order**" button, proceed to log in to your Ariba account.

- If this is your first PO and you do not have an existing trading relationship with NTU, click on "**Use existing account**" if you have already registered one. Otherwise, please proceed with "**Create new account**".

- Once you have successfully logged in, your account will have established a trading relationship with NTU.

Please skip to **Review accounts** and proceed to login or create a new account.

Connect with Nanyang Technological University on SAP Business Network to collaborate.

We found existing accounts based on the information in the invite. Please review.

Review accounts

or

Use existing account

Create new account

How to view Purchase Order

To access your Ariba account, go to https://supplier.ariba.com/.

(1) Click on the "**Orders**" tab, from the dropdown menu that appears, click on "**Purchase Orders**".
(2) Under the "**Customers**" field, select "Nanyang Technological University".
(3) Under the "**Order numbers**" field, enter the 10 digits PO number and select "**Exact match**".
(4) Click on "**Apply**" button to display the search results.

How to view Purchase Order

(5) Click on the PO number in the search results to access the order details.

Note:

E-Invoice submission is conditional upon the completion of the delivery and goods receipt (GR) processes. The order status will indicate "Received" once GR has been successfully executed. In cases where the order status displays as "New", "Shipped", "Changed", or "Failed", please reaching out directly to the requester/ buyer to facilitate the GR process.

How to view Purchase Order

After clicking on the PO number in the search results, the Purchase Order page will be displayed.
Here, you can view the order details and create and submit e-invoices.

[Upper part of the Purchase Order]

Purchase Order: 9100009215   **Done**

Create Order Confirmation ▼   **Create Ship Notice**   Create Invoice ▼

The "Create Invoice" button is disabled if goods receipt (GR) has not been performed.

Click on the down arrow icon to download a PDF copy or print the PO by clicking on the printer icon.

↓ 🖨 ...
Download PDF
Download CSV
Export cXML

Order Detail   Order History

Click "Order History" to view status history

Suppliers are not required to perform "Order Confirmation" or "Ship Notice"

NANYANG TECHNOLOGICAL UNIVERSITY
SINGAPORE

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

To:
NTU Testing
50 Nanyang Avenue
Singapore 639798
Singapore
Phone:
Fax:
Email:

Shows summary of PO status (New/ Received/ Changed and etc.)

(click here to see a list of order statuses)

Purchase Order
(New)
9100009215
Amount: $6,800.00 SGD
Version: 1

Track Order

Payment Terms ⓘ
NET 30

Payment terms between supplier and buyer

Comments
Comment Type: Terms and Conditions
Body:INSTRUCTIONS TO THE SUPPLIER

By accepting this Purchase Order, the Supplier agrees:

(a) that the sale and purchase shall be governed by:

(i) the terms and conditions of the contract a ... View more »

Displays terms and conditions and any additional comments from buyer

Routing Status: Sent
Related Documents:

Related documents submitted to this order (E.g., goods receipt (GR), Ship Notice and submitted E-Invoice.

How to view Purchase Order

After clicking on the PO number in the search results, the Purchase Order page will be displayed.
Here, you can view the order details and create and submit e-invoices.

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: ██████@NTU.EDU.SG

Requester's email address

Bill To

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

Shipping address

Deliver To

Test12345
Nanyang Technological University

Click "Show Item Details" for an overview to see detailed information or "Details" for specifics on each line item.

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		1 (LO)	26 Jan 2024	$6,800.00 SGD	$6,800.00 SGD	$612.00 SGD	Details
		E2E_P2P_88								

Order submitted on: Monday 22 Jan 2024 9:34 AM GMT+08:00
Received by SAP Business Network on: Monday 22 Jan 2024 9:34 AM GMT+08:00
This Purchase Order was sent by Nanyang Technological University - TEST AN01392586839-T and delivered by SAP Business Network.

Suppliers can access order details to ascertain the status of "Received" and "Invoiced" items, as well as the quantity yet to be fulfilled for this order.

Sub-total: $6,800.00 SGD
Est. Total Tax: $ 612.00 SGD
Est. Grand Total: $7,412.00 SGD

Status

1 Invoiced   Amount: $6,800.00 SGD

1 Unconfirmed

1 Received

Create Order Confirmation ▾   Create Ship Notice   Create Invoice ▾

Done

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How to view Purchase Order

When a customer modifies a purchase order, a new version of the order will be issued, replacing the previous one. The same purchase order number will display two or more lines: one with an "**Obsoleted**" status and another with a "**Changed**" status. The "**Changed**" version of the purchase order is the most recent, and suppliers should use this version for processing the order.

Order Number	Customer	Amount	Date ↓	Order Status
9100009110	Nanyang Technological University - TEST	$200 SGD	Sep 27, 2023	Changed
9100009110	Nanyang Technological University - TEST	$100 SGD	Sep 26, 2023	Obsoleted

Purchase Order: 9100009110

Create Order Confirmation ▾   Create Ship Notice   Create Invoice ▾

Order Detail   Order History

NANYANG TECHNOLOGICAL UNIVERSITY
SINGAPORE

From:
Nanyang Technological University
Nanyang Technological University
Nanyang Technological University
Singapore 639815
Singapore

To:
NTU Testing
50 Nanyang Avenue
Singapore 639798
Singapore
Phone:
Fax:
Email: deepak.joseph@ntu.edu.sg

Purchase Order
(→ Changed)
9100009110
Amount: $200.00 SGD
Amount: $100.00 SGD
Version: 2 (Previous Version)

Track Order

Refer to PO page to view the changes made to the order

Line #	No. Schedule Lines	Change	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1		→ Edited	Not Available	Material		1 (EA)	31 Oct 2023	$200.00 SGD $100.00 SGD	$200.00 SGD $100.00 SGD	$16.00 SGD $8.00 SGD

Order and routing Statuses

Routing Status	Definition
Queued	Initial state. Ariba Network received the order, but no further action was taken.
Sent	Ariba Network has successfully sent the order to your designated email and account.
Acknowledged	You received the order.
Failed	Ariba Network experienced an issue that prevented the successful routing of the order to your designated email address. This could be due to reasons like an invalid email address or the presence of an activated "Auto Responder" in the email setup. However, the "Failed" status will not affect associated transactions such as E-Invoice submission. Suppliers can continue to process the purchase order as usual. Alternatively, you can choose to resend orders that have a "Failed" routing status.

Order Status	Definition
New	Initial state: A new order that has not been updated in the order status.
Changed	Existing purchase order (PO) has been replaced by a subsequent (changed) order due to revision.
Confirmed	You agreed to ship all line items.
Shipped	Final state. You shipped the entire order.
Received	Goods Receipt (GR) has been performed on the order.
Partially Received	Partial delivery has been received, and Goods Receipt (GR) has been partially performed on the order.
Invoiced	The order is fully invoiced. The "Amount Invoiced" column shows how much money you have invoiced or charged against the purchase order.
Partially Invoiced	The order is currently in progress. Since you've updated part of a purchase order, Ariba Network will report a partial status for the entire purchase order. You can still proceed to create and submit E-Invoices for the remaining order line items as long as the Goods Receipt (GR) is performed. This process can continue until you have completed all the order lines.
Failed	Ariba Network experienced a problem routing the order to your account. You can resend failed orders.
Obsoleted	Purchase Order (PO) that has been canceled or replaced by a subsequent (Changed) Order.

E-Invoice Creation
(Purchase Order-to-Invoice Flip)

Important Information

Before flipping a PO into an invoice,

GST Feature Setup

Please ensure that your account's legal profile is set up for GST if you are a Singapore GST-registered supplier. This is necessary to issue a **'Tax Invoice'** when invoicing for taxable supplies against NTU purchase orders. Non-compliance with IRAS GST regulations may result in invoice rejection by NTU.

For guidance on setting up the GST feature, please refer to the **user guide** for details.

Goods Receipt (GR)

Please verify that the Goods Receipt has been completed by the buyer after your delivery, supported by the provided documents (e.g., Delivery Order). If not, please contact the buyer/requester.

(i) After GR is completed, the **PO status** will display as "**Received**" or "**Partially Received**".

(ii) Verify the GR quantity from the "**Related Documents**" section to ensure the accuracy of the GR.

Purchase Order-to-Invoice Flip

To create an invoice for a purchase order (PO), follow these steps:

1. Go to the PO page. Click on "**Create Invoice**", then select "**Standard Invoice**".
2. On the "**Create Invoice**" page, enter the Invoice Number.
   (Note that this field accepts up to 16 alphanumeric characters only, with no special characters (#, _, @, - etc.) allowed.)
3. Leave it as "**today's date**" as the Invoice Date. Backdating to earlier dates is not accepted.
4. Enter the **Supplier Tax ID**, which is a Singapore GST registration number.
   For non-GST registered or overseas companies, please enter "NA".

Purchase Order: 9100008788

| Create Order Confirmation ▼ | Create Ship Notice | **Create Invoice ▼** [1] |

- Standard Invoice
- Credit Memo
- Line-Item Credit Memo

Order Detail   Order History

Note:
Most of the information are populated from the Purchase Order, only enter all mandatory information marked with an asterisk(*).

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

Purchase Order-to-Invoice Flip

5. For "**Shipping**", maintain the default setting as **Header level shipping** and do not input anything for additional fields.

6. The Supplier GST ID is automatically populated after the Company's GST legal profile has been set up.
   If you have not done so, please refer to the user guide indicated on "Important Information" page.

Purchase Order-to-Invoice Flip

Add attachments with the invoice submission
Please note that this optional step is irreversible once the invoice is submitted.

7. Scroll to the **Invoice Header** section and click on "**Add to Header**" on the right-hand side.
8. Select "**Attachment**" from the drop-down menu.
9. Scroll down to the **Attachments** section and click "**Choose File**".
10. Select the file you wish to attach and click "**Open**".
11. Click "**Add Attachment**".

The document has been attached.

Purchase Order-to-Invoice Flip

Updating the "**Tax information**" (GST details) is mandatory.

Under the "Line Items":
12. The quantity will be automatically populated when the Goods Receipt (GR) is completed.
    (Do not edit the figure unless you need to reduce the invoice quantity. Please ensure that the quantity to be invoiced is correct.)
13. Tick the box on the line item where Tax Information is applicable.
14. Tick the "**Tax Category"** box.
15. Select the appropriate Tax Category for your business registration from the dropdown menu.
16. Click on the "**Add to Included Lines**" button to apply the tax category for all items.

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

	No.	Include	Type	Part #	Desc		Customer Part #	Quantity	Unit	Unit Price	Subtotal
☑	1		MATERIAL	Not Available	item	t cost assignment		1	EA	$26,000 SGD	$26,000.00 SGD

Tax Category: 9% GST / Standard Rated

Taxes
- 0% GST / Zero Rated
- 7% GST / Standard Rated
- 0% GST / Out of Scope
- 0% GST / Exempt
- 8% GST / Standard Rated
- 9% GST / Standard Rated

NOTE

Zero-amount items are not allowed!
Submitting an invoice with items that have a zero amount is not allowed.
Please exclude any zero-amount items by clicking once on the "Include" option to opt out of the line item for invoicing.

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	1		MATERIAL	Not Available	item 79 - PO for Asset reclass to a different cost assignment		0	EA	$ 0.00 SGD	$0 SGD

Excluded line items cannot be modified.

Purchase Order-to-Invoice Flip

17. Review and confirm that the Tax Category matches your initial choice for each line item.

18. Click on the "**Next**" button to proceed.

Purchase Order-to-Invoice Flip

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

Invoice Statuses

Invoice Status	Definition
Sent	The invoice is sent to NTU, but they have not yet verified the invoice against purchase orders and receipts.
Approved	NTU has verified the invoice against the purchase orders and receipts and approved it for payment.
Paid	NTU paid the invoice or is in the process of issuing payment. This status applies only if NTU uses invoices to trigger 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.

Thank You

SAP Ariba