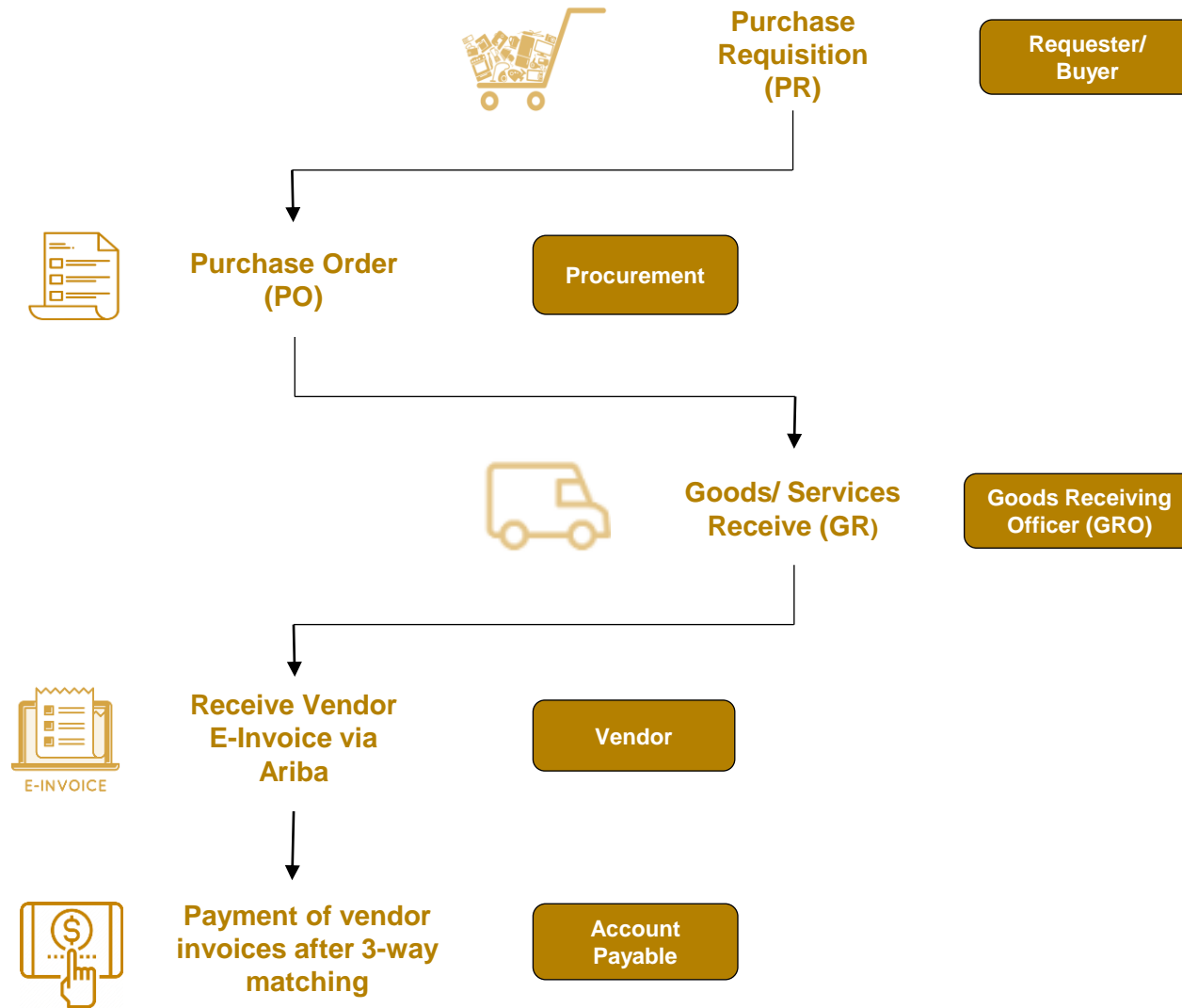


Purchase Order & E-Invoice Process

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Procure-to-Pay (P2P) Process Flow



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 9XXXXXXXXXX, 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.

Nanyang Technological University - TEST sent a new Purchase Order 9100008788

"Nanyang Technological University - TEST" <ordersender-prod@ansmtp.ariba.com> to me, ntudummyfull

Thu, Sep 1, 11:51 AM

SAP Ariba

Nanyang Technological University - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer Nanyang Technological University - TEST

IMPORTANT

1. 1st Purchase Order (PO) from NTU through Ariba Network:
Click "**Process Order**" below. When asked to login, please register for free Standard Ariba Network account if you do not have one.
* please note that for Enterprise Account, Supplier Fees may apply, charged by SAP Ariba.
2. Please ensure that your Ariba Network profile **name matches the ACRA registration** (for Singapore) / **Business registration** (for foreign).
3. To transact with NTU and receive payment promptly, please **submit the invoice through Ariba** when you receive notification that Goods Receiving (GR) has been performed.

When you login to Ariba, please setup:

- i. Receipt notifications so that you will be notified when Goods Receipt has been performed.
- ii. GST legal profile.

4. **User guides** for the above can be found at: <https://www3.ntu.edu.sg/suppliers/guides.asp>
5. For delivery of goods, please follow "**Ship All Items To**" address instead of "Bill To".

Process order

To access the Order: [Continue](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

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 639796
Singapore
Phone:
Fax:
Email: [redacted]@gmail.com

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

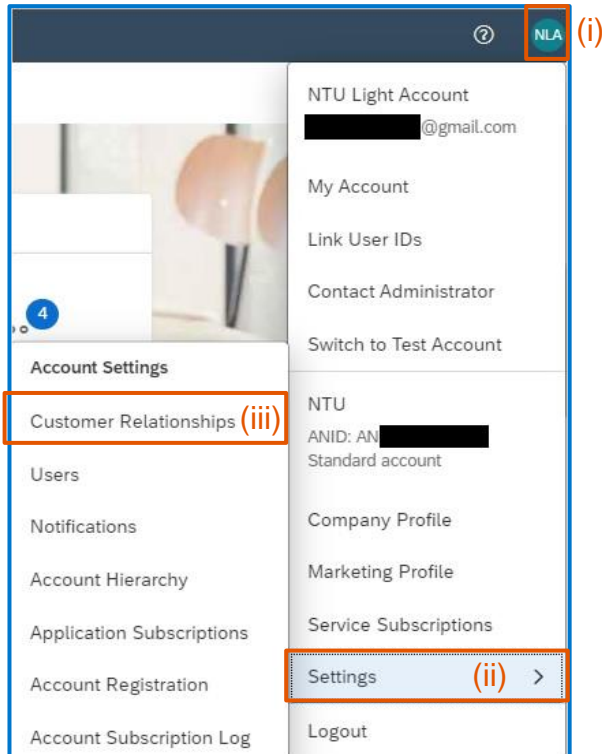
If you have already established a trading relationship with NTU, please proceed to ►

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

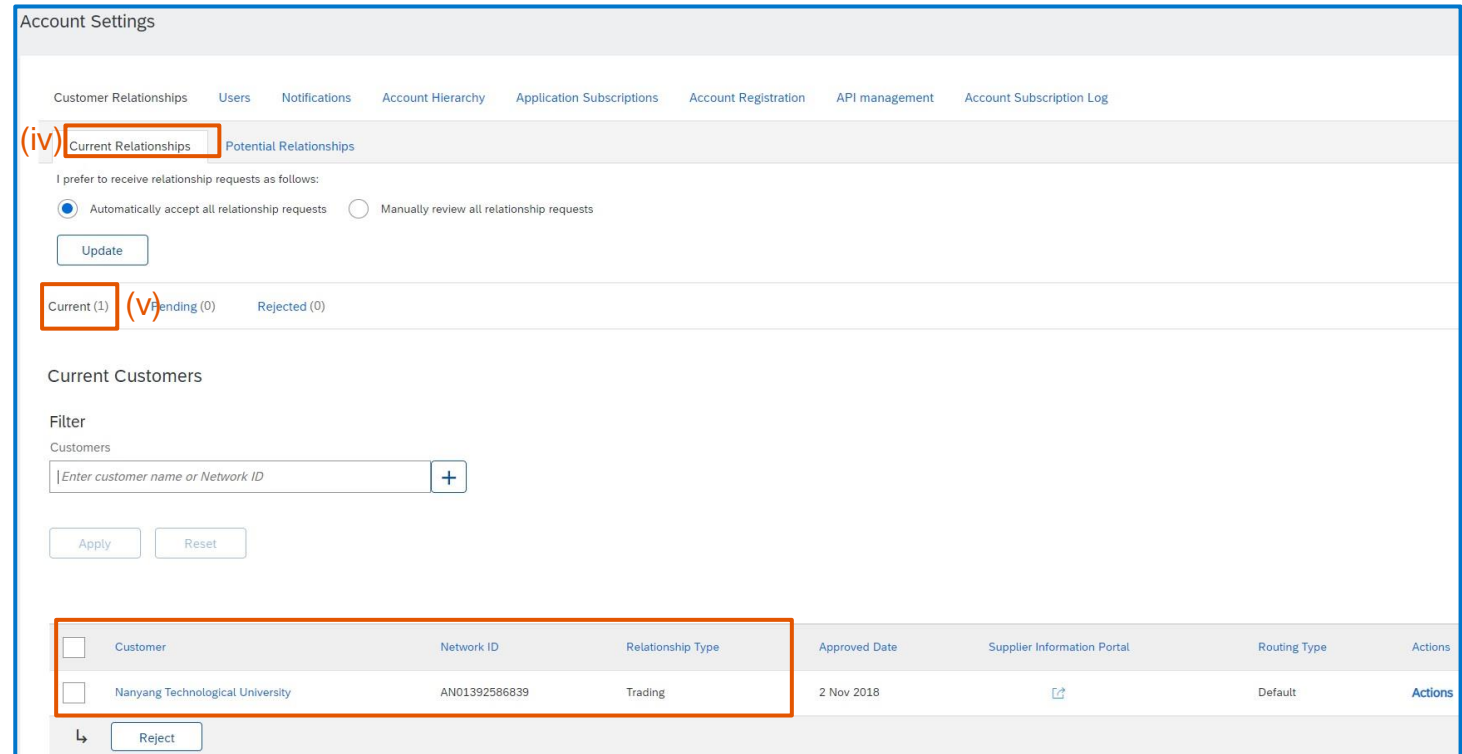
How to view Purchase Order

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) Under "**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.



(i) This screenshot shows the account profile menu. The 'Settings' option is highlighted with a red box and labeled (ii). The 'Customer Relationships' option is also highlighted with a red box and labeled (iii). The account name 'NTU Light Account' and email address are visible at the top.



(iv) This screenshot shows the 'Account Settings' page. The 'Current Relationships' tab is selected and highlighted with a red box. Below the tabs, there are radio buttons for 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. A table below shows the current customers:

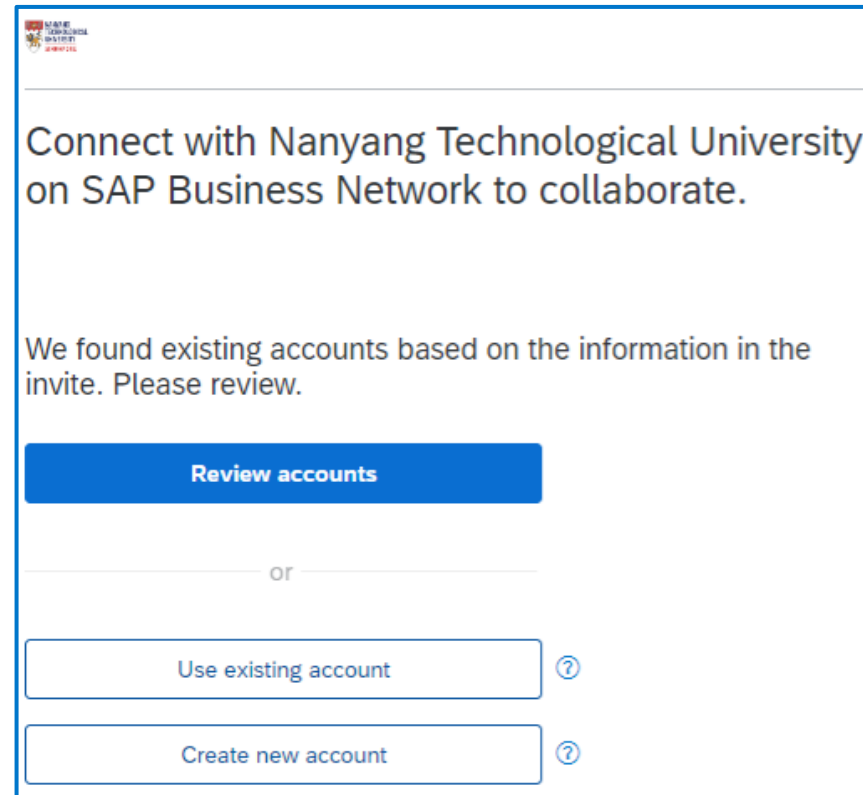
Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
<input type="checkbox"/>	Nanyang Technological University	Trading	2 Nov 2018	🔗	Default	Actions

(v) The 'Current' tab is highlighted with a red box and labeled (v). The 'Nanyang Technological University' entry in the table is also highlighted with a red box.

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.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The 'Orders' dropdown menu is open, showing 'Purchase Orders', 'Order Inquiries', 'Requisitions', and 'Requests for Quotation'. Below the navigation bar, there are several summary cards: 'Orders' (1), 'Items to confirm' (0), 'Turn items' (0), 'New orders' (5), 'Changed orders' (0), 'Orders to invoice' (0), and 'Orders to Summary in' (0). The 'Orders (1)' section is active, showing a filter for 'Customers' (Nanyang Technological University - TE) and 'Order numbers' (9100009137) with 'Exact match' selected. The 'Apply' button is highlighted.

How to view Purchase Order

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

Orders (1)

▼ Edit filter

Customers: Nanyang Technological University - TE:

Order numbers: 9100009137 × *Type selection*

Partial match Exact match

Order Number	Customer	Amount	Date ↓	Order Status
9100009137	Nanyang Technological University - TEST	\$10000 SGD	Oct 6, 2023	Received

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.


Order Detail [Order History](#)

Click "Order History" to view status history

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

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



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: [REDACTED]

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 [i](#)
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

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

Routing Status: Sent
Related Documents:

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.

[Bottom part of the Purchase Order]

The screenshot displays the bottom portion of a SAP Purchase Order. It includes sections for shipping, billing, and delivery addresses, a table of line items, and a status summary. Annotations with arrows point to specific elements: the requester's email address, the shipping address, the delivery address, the 'Show Item Details' button, and the status summary box.

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]@NTU.EDU.SG

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

Deliver To
Test12345
Nanyang Technological University

Requester's email address

Shipping address

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

Show Item Details

Details

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1		Not Available E2E_P2P_88	Material		1 (LO)	26 Jan 2024	\$6,800.00 SGD	\$6,800.00 SGD	\$612.00 SGD

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.

Status

- 1 Invoiced Amount: \$6,800.00 SGD
- 1 Unconfirmed
- 1 Received

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

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Done

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



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	\$200.00 SGD	\$16.00 SGD
								\$100.00 SGD	\$100.00 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	<p>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.</p> <p>However, the "Failed" status will not affect associated transactions such as E-Invoice submission. Suppliers can continue to process the purchase order as usual.</p> <p>Alternatively, you can choose to resend orders that have a "Failed" routing status.</p>

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.

The screenshot displays a purchase order interface. On the left, the sender's information is listed: From: Nanyang Technological University, NTU Shared Services Finance, 42 Nanyang Avenue, #05-01, Singapore 639815, Singapore. The recipient's information is: To: NTU Dummy Light Account - TEST, 50 Nanyang Avenue, Singapore 639798, Singapore. The PO status is shown as (i) PO status (i). A box highlights the Purchase Order details: (Received) 9100008788, Amount: \$1,000.00 SGD, Version: 1, with a Track Order button below it. At the bottom, the Related Documents section (ii) shows a Routing Status of Acknowledged and Related Documents: RC9035.

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

1

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

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.

Shipping **5**

Header level shipping ⓘ Line level shipping ⓘ

Ship From: **NTU Dummy Light Account - TEST**

Singapore
Singapore

Supplier VAT

Supplier VAT/Tax ID: TAXID123456 **6**

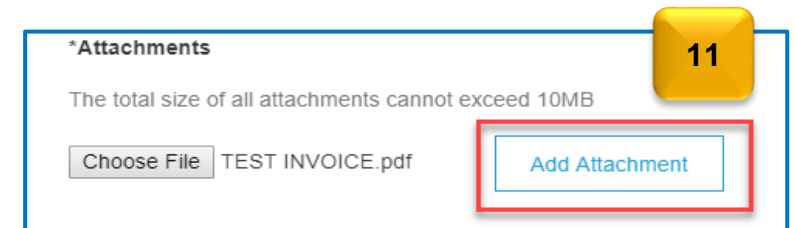
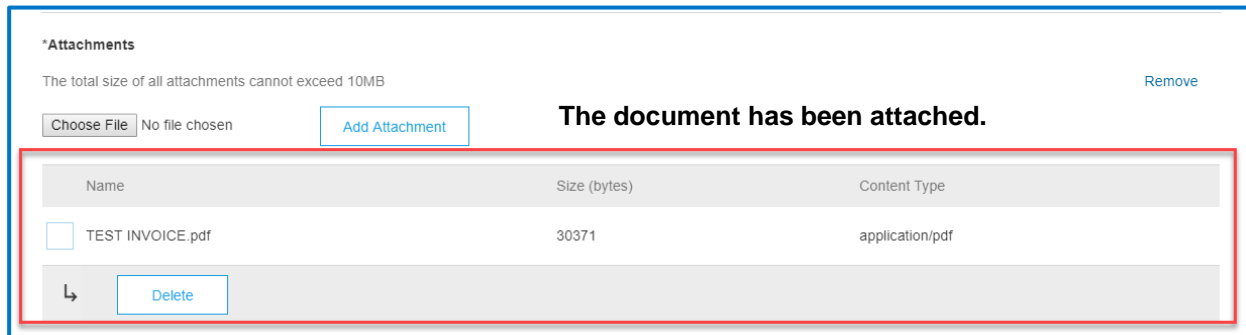
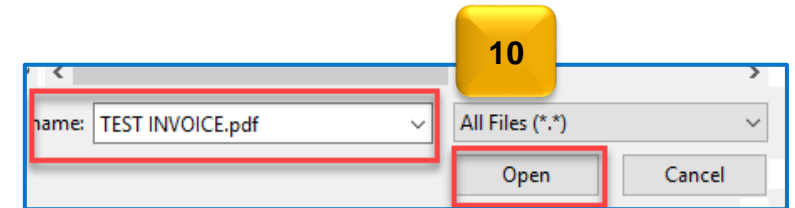
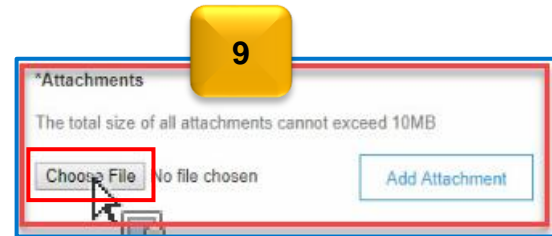
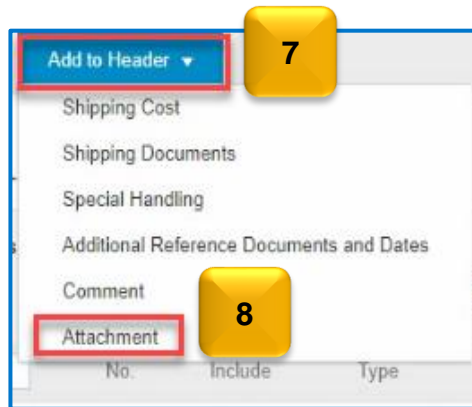
Attention to GST-registered overseas vendors:
Please be informed that NTU is GST registered in Singapore, and NTU's GST registration number is 20064393R. Please do not charge GST for supplies of imported services and Low-Value Goods to NTU as NTU will perform reverse charge on overseas purchases per IRAS guidelines.
[https://www.iras.gov.sg/taxes/goods-services-tax-\(gst\)/gst-and-digital-economy](https://www.iras.gov.sg/taxes/goods-services-tax-(gst)/gst-and-digital-economy)

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**".



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 GST is applicable.
14. Tick the "Tax Category" box.
15. Select the Tax Category from the dropdown menu to be applied.
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

Item Options Tax Category: 9% GST / Standard Rated Special Handling Discount

13 **14** **15** **12** **16**

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	item 79 - PO for Asset reclass to a different cost assignment		1	EA	\$26,000 SGD	\$26,000.00 SGD

Line Item Actions



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	<input checked="" type="checkbox"/>	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. If you have selected 0% Tax Category, please choose the appropriate GST Type based on its relevance.

“**GST Type**” is not required for GST/ Standard Rated. Please leave it blank.

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

Insert Line Item Options

Tax Category: 9% 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 79 - PO for Asset reclass to a different cost assignment		1	EA	\$26,000 SGD	\$26,000.00 SGD

Tax

Category: * 9% GST / Standard Rated

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
- 9% GST / Standard Rated

Taxable Amount: \$26,000.00 SGD

Rate(%): 9

Tax Amount: \$2,340.00 SGD

GST Type:

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

17

18

Line Item Actions

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.

Create Invoice Previous Save Submit Exit

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 → The "Tax Invoice" header will indicate that a GST-registered supplier has completed the GST feature setup.

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**

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
---	--	---

19

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
--	---

21

SAP Business Network

Invoice TEST12345 has been submitted.

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

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 

 SAP[®]