How to create Invoice and Credit Memo

Invoice Creation

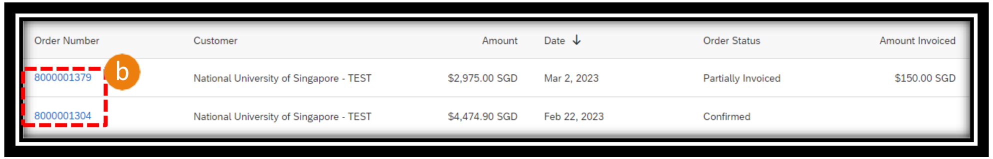
Invoice Creation (1/8)

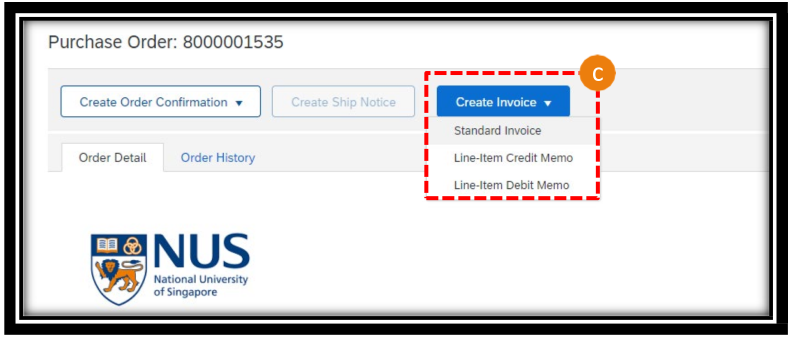
To create invoice, follow the below steps:

1) Go to the particular Purchase Order from your Workbench by clicking “Orders to Invoice”(a). You can refer to the User Guide : How to use Filter / Search Function to help you locate the Purchase Order.

2) Click on the Purchase Order Number, which you would like to create the invoice for (b).

3) Click “Create Invoice” (c) and select Standard Invoice. If the “Create Invoice” button is grey out, it means that the Purchase Order has yet to be received by the recipient. Please contact the recipient to complete Goods Receipt from their end.





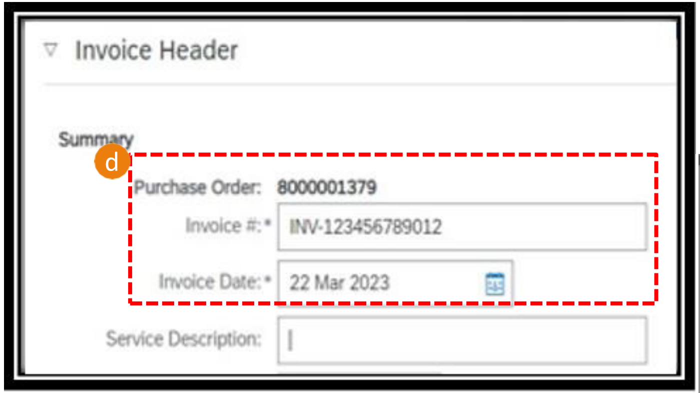
Invoice Creation (2/8)

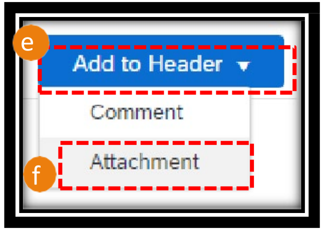
4) Most of the information are populated from the Purchase Order. Be sure to provide all mandatory information, marked with *, such as "Invoice #" and "Invoice Date" (d).

5) For "Invoice #", please enter your company Invoice Reference number. (Limit to 16 characters, alpha-numeric including space, / and –).

6) For "Invoice Date", you may backdate it up to 7 days.

7) Click "Add to Header" (e) and "Attachment" (f) to attach your invoice copy. Note the size limit of 100MB. Scroll to the "Attachment" section (g). Click "Choose File" and "Add Attachment". The uploaded attachment(s) would appear at the section below, where you can manage accordingly (h).



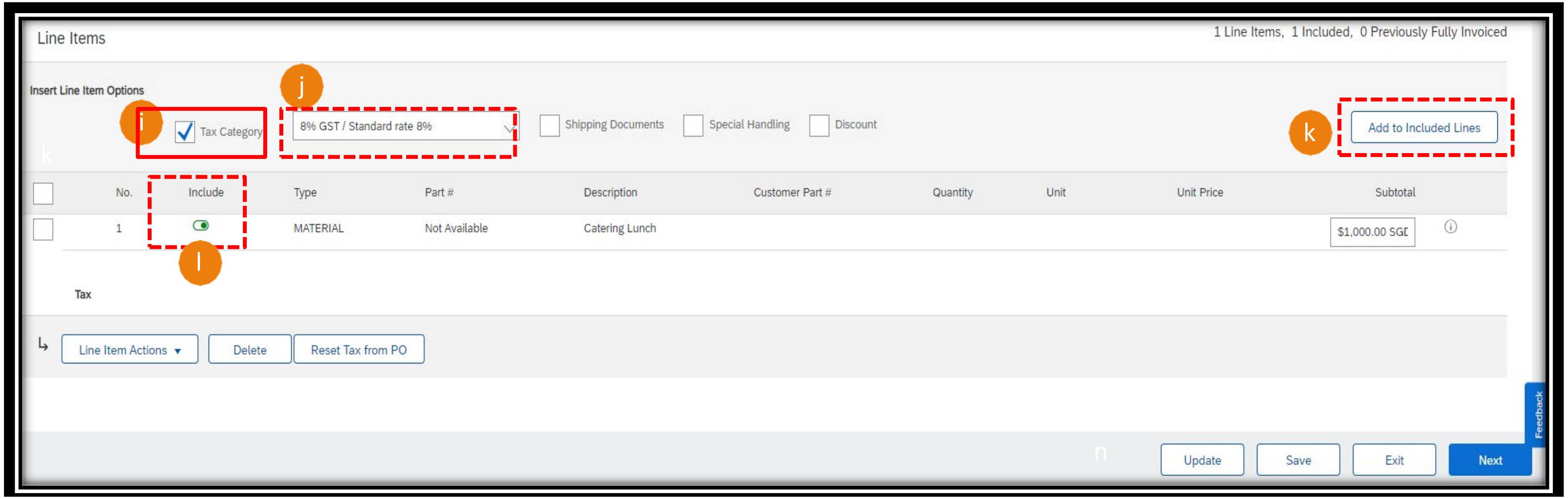


Invoice Creation (3/8)

8) Check the "Tax Category" Checkbox (i), and select the appropriate Tax Description (j) from the drop-down list.
- For GST-items, please select the relevant "Standard Rate" or "Zero Rated" GST.
- For non-GST items, please select "GST Non-Taxable".
- Updating of Goods and Services Tax ("GST") is **mandatory** for all Supplier.

9) Click on "Add to Included Lines" (k). The Tax Information shall populate to each line item.

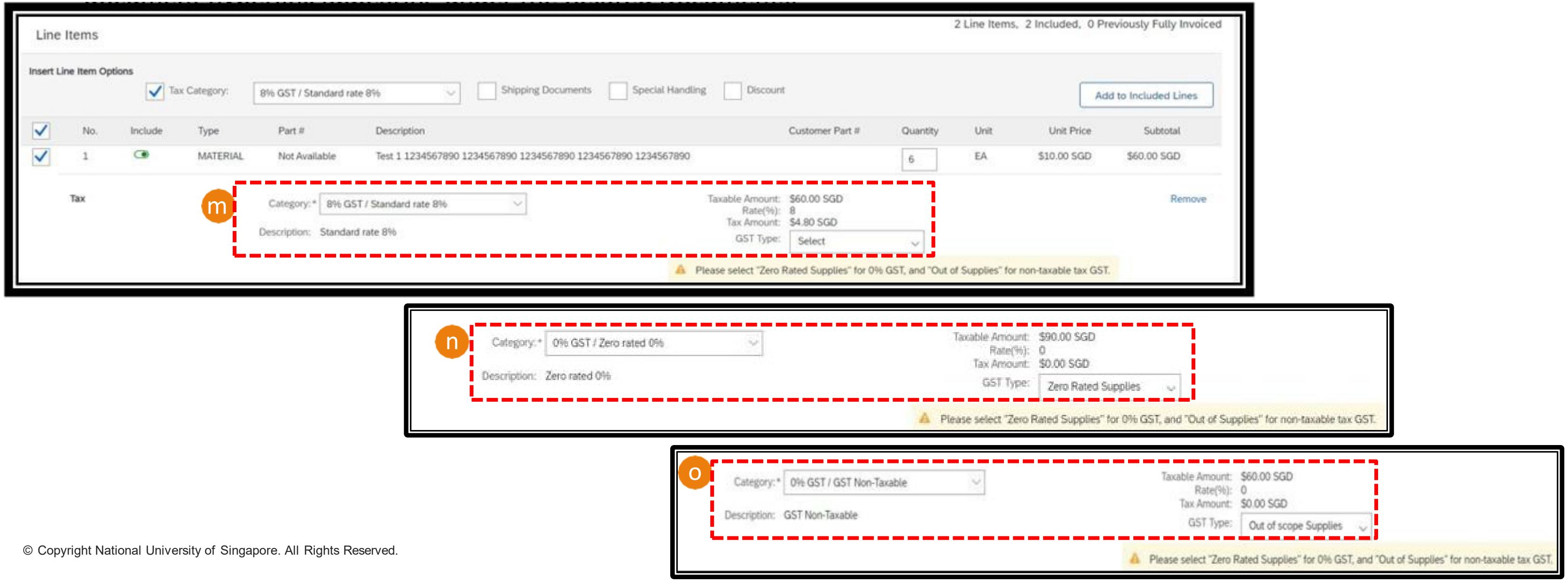
10) For partial invoicing, toggle the "Include" button to include or exclude the particular line item from billing (l).



Invoice Creation (4/8)

Tax Category :

- For “Standard Rate” GST (m), ensure the Taxable Amount, Rate and Tax Amount are correctly calculated. Please **do not** make any changes to the GST Type Dropdown Box, leave it at the defaulted “Select” option.
- For “Zero-rated” GST (n), you may select GST Type “Zero-rated Supplies”.
- For “Non-taxable” item (o), you may select GST Type “Out of Scope Supplies”.



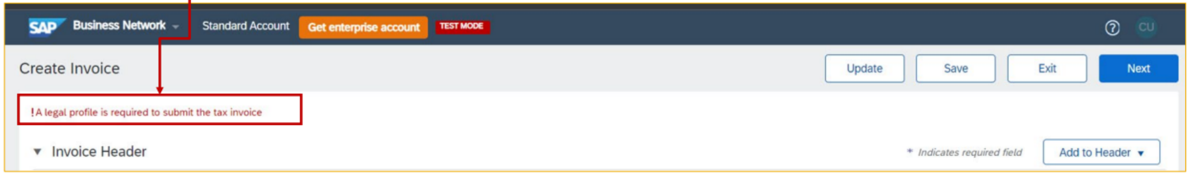
Invoice Creation (5/8)

11) Click “Next” to proceed (p).
At any moment, you can click on “Update” to update the invoice information or “Save” to save the information for 7 days.

If there is no respond after you click “Next,” there may be a validation error in your invoice details. Scroll through the page for any Error Message in Red, amend the required before clicking “Next” again.

Note: Singapore Suppliers must create a GST profile, or the system will show an error when creating invoices. You may refer to the [User Guide : How to create GST profile (GST status)] to create a GST profile prior to Invoice Submission.

During invoice creation, the system displays an **error message** if you have not created a legal profile. **Create a legal profile to continue creating the invoice**.



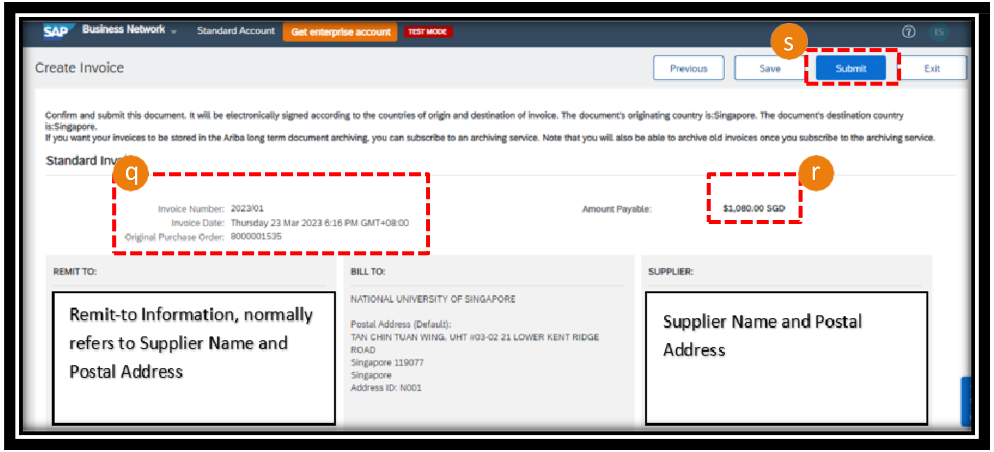
Invoice Creation (6/8)

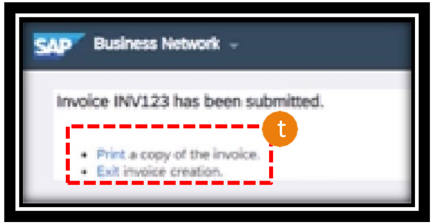
12) After clicking on “Next”, it will bring you to the review page, where you will see the Invoice Number, Date and corresponding PO reference (q) and invoice payable amount (r). Take a moment to review all the information.

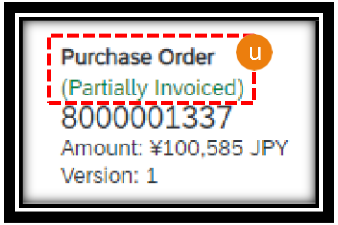
13) To proceed with the invoice creation, click on “Submit” (s).

14) Once submitted, the SAP Business Network would show you that the invoice was submitted successfully and you shall have the option to either print a copy of the invoice or to exit the page (t).

15) The Purchase Order status would be updated to “Partially Invoiced” or “Invoiced” (u), with the invoice document hyperlink appearing under the Related Documents.

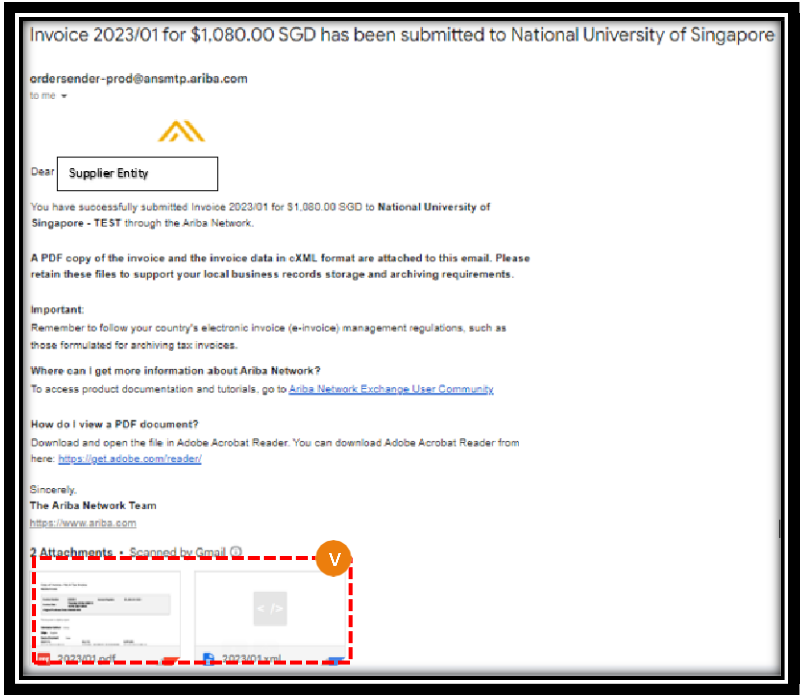






Invoice Creation (7/8)

16) Email shall be sent to the registered email address with the invoice information and to notify your organization that the invoice submission is successful, where you can find the invoice in pdf format attached in the email (v).



Invoice 2023/01 for $1,080.00 SGD has been submitted to National University of Singapore

ordersender-prod@ansmtp.ariba.com

to me

Dear Supplier Entity

You have successfully submitted Invoice 2023/01 for $1,080.00 SGD to **National University of Singapore - TEST** through the Ariba Network.

A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.

Important:
Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

Where can I get more information about Ariba Network?
To access product documentation and tutorials, go to Ariba Network Exchange User Community

How do I view a PDF document?
Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from here: https://get.adobe.com/reader/

Sincerely,
The Ariba Network Team
https://www.ariba.com

2 Attachments • Scanned by Gmail

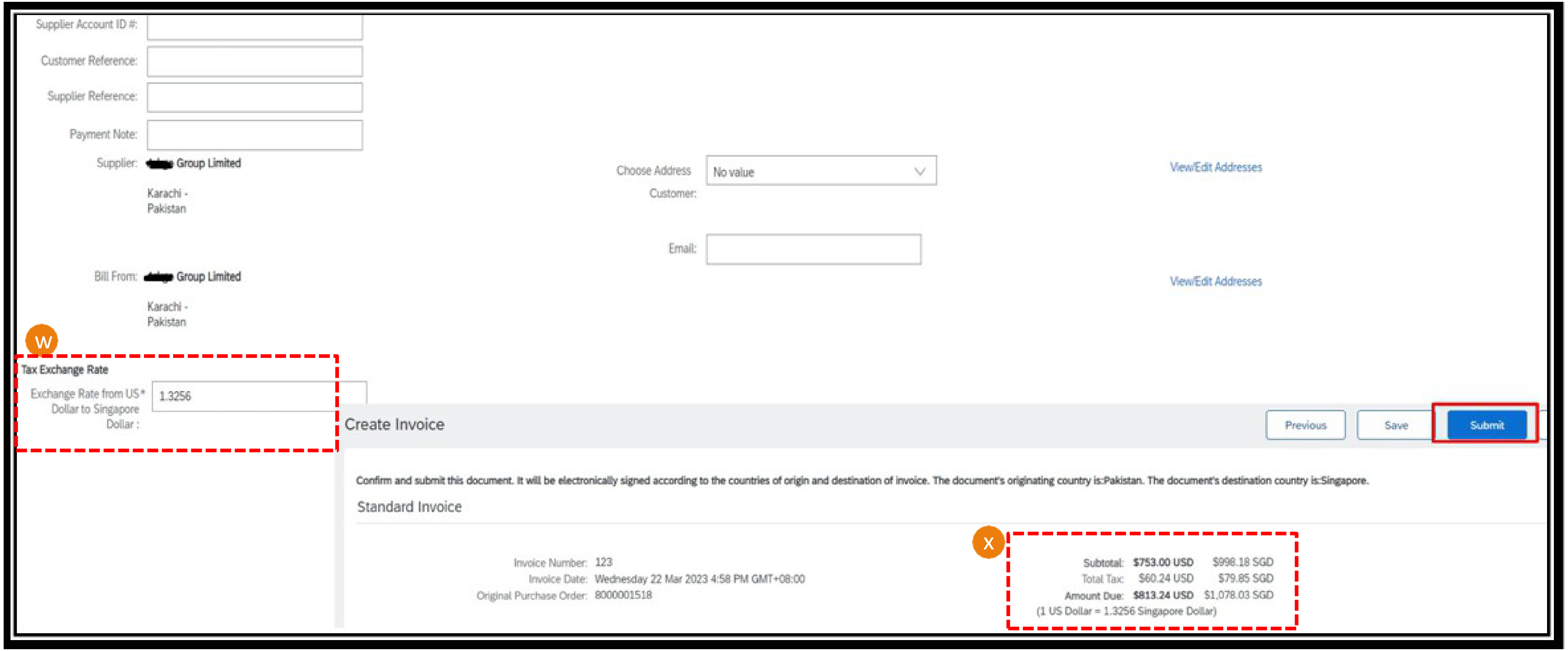
V

2023/01.pdf

2023/01.xml

Invoice Creation – Additional Note on Exchange Rate (8/8)

Note : If you are a GST-registered company with a foreign currency invoice, do remember to override the “Tax Exchange Rate” (w) under “Additional Fields” and ensure the Foreign Currency and SGD Equivalent Amount (x) are the same as your attached Tax Invoice before you click Submit.

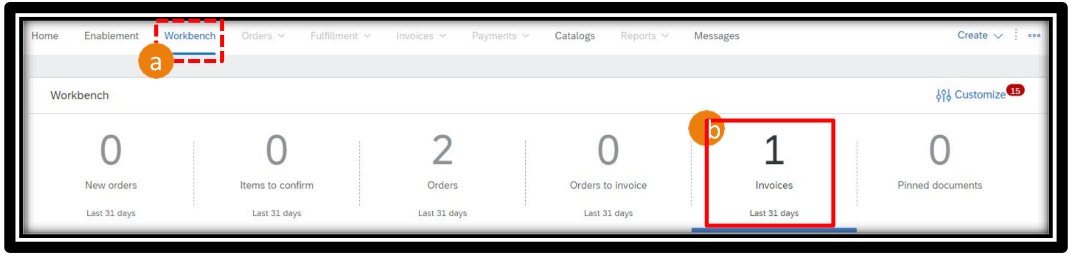


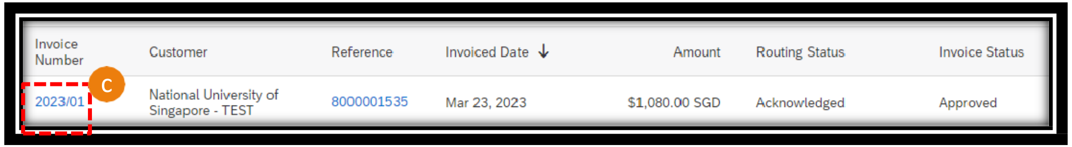
Credit Memo Creation

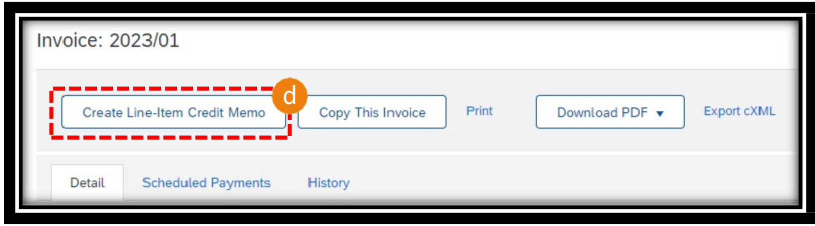
Credit Memo Creation (1/4)

In any event whereby credit memo is required to cancel a particular invoice, follow the below steps:

1) Click on “Workbench” (a),
2) Click on the “Invoice” tile (b) and a list of the invoices that were created would populate,
3) Click on the invoice which the credit memo is to be created for (c),
4) Click “Credit Line-Item Credit Memo” (d),







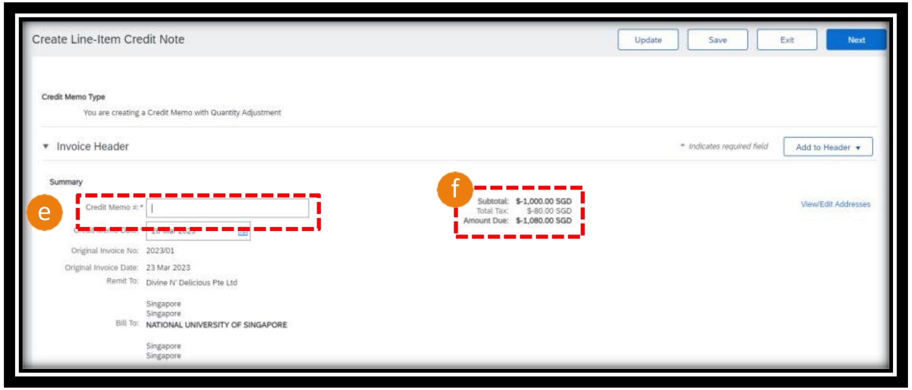
Credit Memo Creation (2/4)

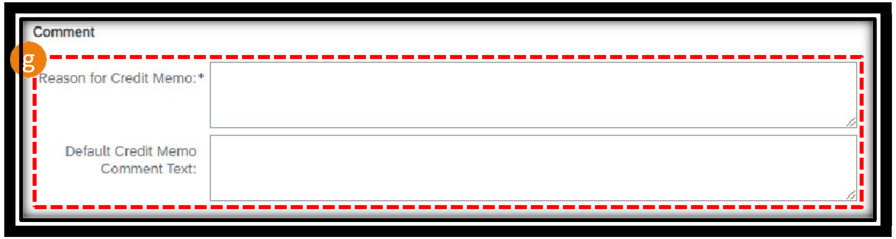
5) Enter the Credit Memo Reference (d). All mandatory fields are marked with *.

6) The "Subtotal", "Total Tax" and "Amount Due" value (f) are populated from the original invoice. Take a moment to review the figures.

7) Enter the "Reason for Credit Memo" (g).

8) Click "Add to Header" and "Attachment" (h), then "Choose File" (i) and "Add Attachment" (j) to upload the attachment to this document. Note of the size limit of 100MB.





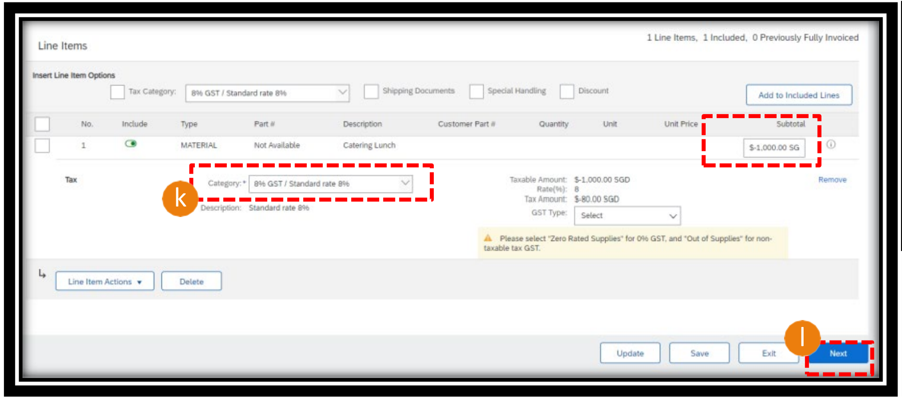
Credit Memo Creation (3/4)

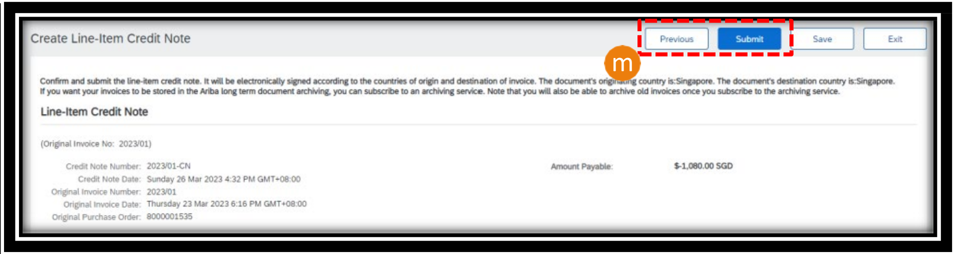
9) Ensure the tax category is correctly reflected (k) and the amount is entered with minus (-) sign,

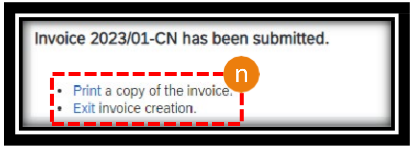
10) Click “Next” (l) to proceed,

11) At the Create Line-Item Credit Note review page, where you will see the credit note information. Take a moment to review all the details before clicking “Submit” to proceed (m). Click “Previous” to amend any details.

12) Once submitted, the SAP Business Network would show you that the credit memo was submitted successfully and you shall have the option to either print a copy of the invoice or to exit the page (n).





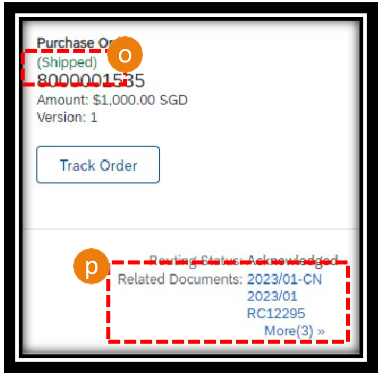


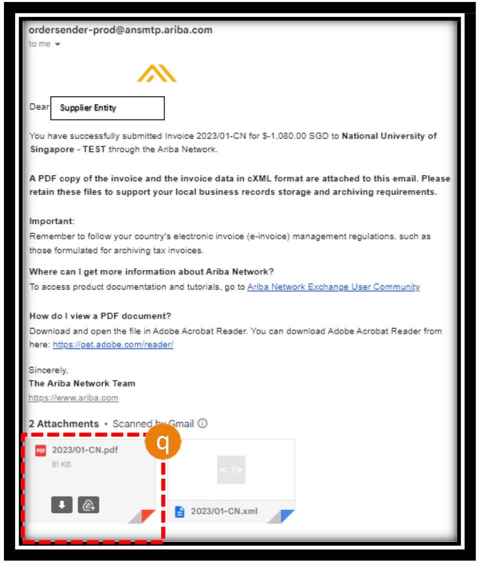
Credit Memo Creation (4/4)

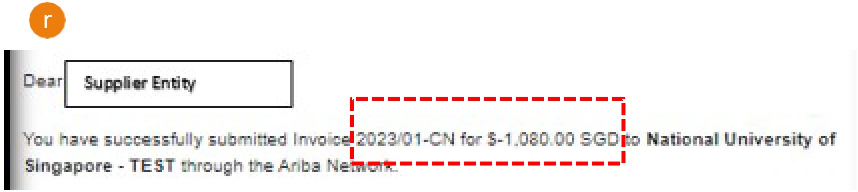
13) The Purchase Order Status shall revert back to "Shipped" (o) if there is a ship notice created or "Confirmed" if there is a order confirmation created.

14) Hyperlinks to the original invoice and credit memo documents will appear under "Related Documents" (p).

15) Email shall be sent to the registered email address with the credit note information and to notify your organization that the credit memo submission is successful, where you can find the credit note in pdf format attached in the email (q). Do note the Credit Memo is a negative amount (r).







THANK YOU