

How to create Invoice and Credit Memo



NUS
National University
of Singapore

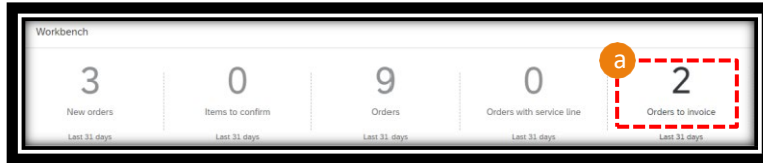
National University of Singapore

Invoice Creation

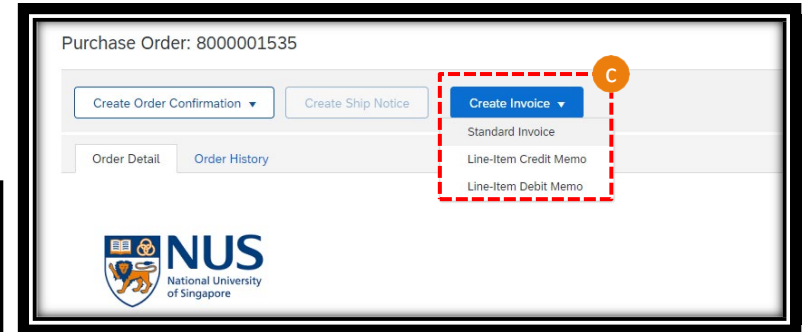
Invoice Creation (1/8)

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.



Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced
8000001379	National University of Singapore - TEST	\$2,975.00 SGD	Mar 2, 2023	Partially Invoiced	\$150.00 SGD
8000001304	National University of Singapore - TEST	\$4,474.90 SGD	Feb 22, 2023	Confirmed	



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).

The screenshot displays the 'Invoice Creation' interface. The 'Invoice Header' section is on the left, and the 'Attachments' section is on the right. The 'Invoice Header' section includes a 'Summary' box with fields for 'Purchase Order: 8000001379', 'Invoice #: * INV-123456789012', and 'Invoice Date: * 22 Mar 2023'. A red dashed box labeled 'd' highlights these fields. Below the 'Summary' box is a 'Service Description' field. The 'Attachments' section is on the right, featuring a 'Choose File' button, an 'Add Attachment' button, and a list of uploaded attachments. A red dashed box labeled 'g' highlights the 'Choose File' and 'Add Attachment' buttons. Another red dashed box labeled 'h' highlights the list of attachments, which includes a file named 'TEST Document for Ariba UAT.pdf' with a size of 36214 and a type of 'application/pdf'. A red dashed box labeled 'e' highlights the 'Add to Header' button, and a red dashed box labeled 'f' highlights the 'Attachment' button. A red dashed box labeled 'd' also highlights the 'Invoice Date' field in the 'Summary' box.

Invoice Header

Summary

Purchase Order: 8000001379

Invoice #: * INV-123456789012

Invoice Date: * 22 Mar 2023

Service Description:

Attachments

Choose File No file chosen Add Attachment

TEST Document for Ariba UAT.pdf 36214 application/pdf

Delete

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).

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

Insert Line Item Options

☒ Tax Category 8% GST / Standard rate 8% ☐ Shipping Documents ☐ Special Handling ☐ Discount

☐ ☒ Include ☐ Exclude

No.	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	MATERIAL	Not Available	Catering Lunch					\$1,000.00 SGT

Tax

Line Item Actions

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**”.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: 8% GST / Standard rate 8% ☐ 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		MATERIAL	Not Available	Test 1 1234567890 1234567890 1234567890 1234567890		6	EA	\$10.00 SGD	\$60.00 SGD

Tax

m Category: 8% GST / Standard rate 8% Taxable Amount: \$60.00 SGD
Rate(%): 8 Tax Amount: \$4.80 SGD
Description: Standard rate 8% GST Type: Select

Please select "Zero Rated Supplies" for 0% GST, and "Out of Supplies" for non-taxable tax GST.

n Category: 0% GST / Zero rated 0% Taxable Amount: \$90.00 SGD
Rate(%): 0 Tax Amount: \$0.00 SGD
Description: Zero rated 0% GST Type: Zero Rated Supplies

Please select "Zero Rated Supplies" for 0% GST, and "Out of Supplies" for non-taxable tax GST.

o Category: 0% GST / GST Non-Taxable Taxable Amount: \$60.00 SGD
Rate(%): 0 Tax Amount: \$0.00 SGD
Description: GST Non-Taxable GST Type: Out of scope Supplies

Please select "Zero Rated Supplies" for 0% GST, and "Out of Supplies" for non-taxable tax GST.

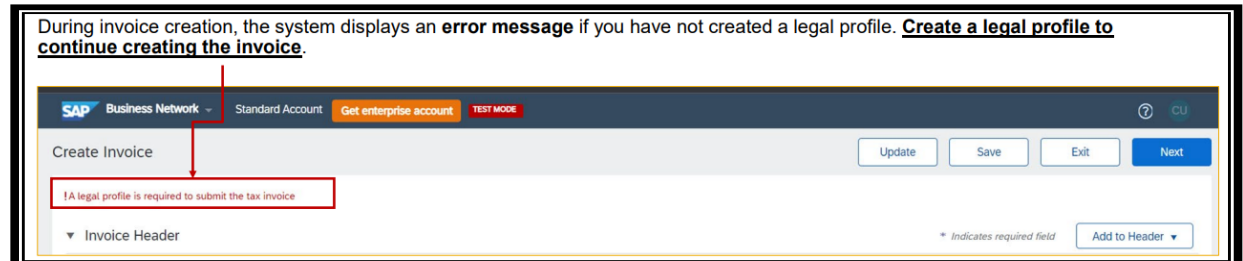
Invoice Creation (5/8)

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.



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.

SAP Business Network - Standard Account - Get enterprise account - TEST MODE

Create Invoice

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is Singapore. The document's destination country is Singapore. 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.

Standard Invoice

Invoice Number: 2023/01
Invoice Date: Thursday 23 Mar 2023 6:16 PM GMT+08:00
Original Purchase Order: 8000001337

Amount Payable: \$1,080.00 SGD

REMIT TO: Remit-to Information, normally refers to Supplier Name and Postal Address

BILL TO: NATIONAL UNIVERSITY OF SINGAPORE
Postal Address (Default): TAN CHIN TUAN WING, UHT #03-02 21 LOWER KENT RIDGE ROAD, Singapore 119077, Singapore, Address ID: N001

SUPPLIER: Supplier Name and Postal Address

Previous Save **Submit** Exit

SAP Business Network

Invoice INV123 has been submitted.

Print a copy of the invoice.
Exit invoice creation.

Purchase Order (Partially Invoiced)

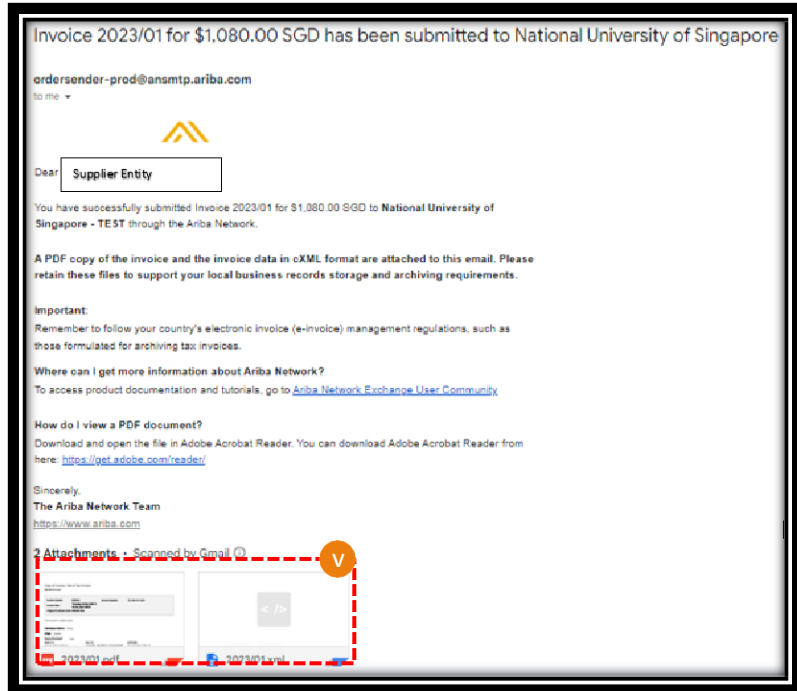
8000001337

Amount: ¥100,585 JPY

Version: 1

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 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**.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: Singapore Group Limited

Karachi - Pakistan

Choose Address

No value

View/Edit Addresses

Customer:

Email:

View/Edit Addresses

Bill From: Singapore Group Limited

Karachi - Pakistan

w

Tax Exchange Rate

Exchange Rate from US* Dollar to Singapore Dollar : 1.3256

Create Invoice

Previous

Save

Submit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Pakistan. The document's destination country is:Singapore.

Standard Invoice

Invoice Number: 123

Invoice Date: Wednesday 22 Mar 2023 4:58 PM GMT+08:00

Original Purchase Order: 8000001518

x

Subtotal: \$753.00 USD \$998.18 SGD

Total Tax: \$60.24 USD \$79.85 SGD

Amount Due: \$813.24 USD \$1,078.03 SGD

(1 US Dollar = 1.3256 Singapore Dollar)

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),

The screenshot shows the 'Workbench' dashboard with a navigation bar at the top. The 'Workbench' tab is highlighted with a red dashed box and labeled 'a'. Below the navigation bar, there are six tiles: 'New orders' (0), 'Items to confirm' (0), 'Orders' (2), 'Orders to invoice' (0), 'Invoices' (1), and 'Pinned documents' (0). The 'Invoices' tile is highlighted with a red dashed box and labeled 'b'. Below the tiles, there is a table of invoices. The first row is highlighted with a red dashed box and labeled 'c'.

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status
2023/01	National University of Singapore - TEST	8000001535	Mar 23, 2023	\$1,080.00 SGD	Acknowledged	Approved

The screenshot shows the 'Invoice: 2023/01' details page. At the top, there is a red dashed box around the 'Create Line-Item Credit Memo' button, labeled 'd'. Other buttons include 'Copy This Invoice', 'Print', 'Download PDF', and 'Export cXML'. Below these buttons, there are tabs for 'Detail', 'Scheduled Payments', and 'History'.

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.

Create Line-Item Credit Note

Update Save Exit Next

Credit Memo Type
You are creating a Credit Memo with Quantity Adjustment.

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

e Credit Memo n°

f Subtotal: \$-1,000.00 SGD
Total Tax: \$-80.00 SGD
Amount Due: \$-1,080.00 SGD

Original Invoice No: 2023/01
Original Invoice Date: 23 Mar 2023
Remit To: Divine N' Delicious Pte Ltd
Singapore
Singapore
Bill To: NATIONAL UNIVERSITY OF SINGAPORE
Singapore
Singapore

View/Edit Addresses

Comment

g Reason for Credit Memo: *

Default Credit Memo Comment Text:

h Add to Header ▼
Attachment

Attachments

The total size of all attachments cannot exceed 100MB

i Choose File No file chosen

j Add Attachment

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” (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).

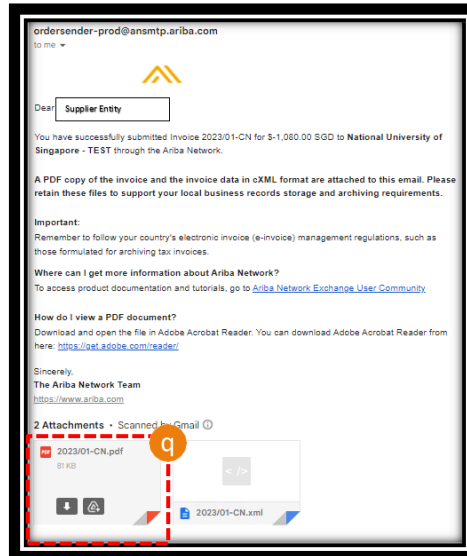
The screenshot shows the 'Line Items' screen in SAP. At the top, it says '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. Below this is the 'Insert Line Item Options' section with checkboxes for 'Tax Category', 'Shipping Documents', 'Special Handling', and 'Discount'. The 'Tax Category' is set to '8% GST / Standard rate 8%'. A red dashed box labeled 'k' highlights the 'Tax' section, showing the 'Category' as '8% GST / Standard rate 8%' and the 'Description' as 'Standard rate 8%'. Below this, a table lists line items. The first line item is '1', 'Include' is checked, 'Type' is 'MATERIAL', 'Part #' is 'Not Available', 'Description' is 'Catering Lunch', 'Customer Part #', 'Quantity', 'Unit', and 'Unit Price' are empty. The 'Subtotal' is '\$-1,000.00 SG'. A red dashed box labeled 'l' highlights the 'Next' button at the bottom right. A yellow warning message at the bottom states: 'Please select "Zero Rated Suppliers" for 0% GST, and "Out of Suppliers" for non-taxable tax GST.'

The screenshot shows the 'Create Line-Item Credit Note' review page. At the top, it says 'Create Line-Item Credit Note'. Below this is a confirmation message: 'Confirm and submit the line-item credit note. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is Singapore. The document's destination country is Singapore. 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.' Below this is the 'Line-Item Credit Note' section, showing the 'Original Invoice No: 2023/01', 'Credit Note Number: 2023/01-CN', 'Credit Note Date: Sunday 26 Mar 2023 4:32 PM GMT+08:00', 'Original Invoice Number: 2023/01', 'Original Invoice Date: Thursday 23 Mar 2023 6:16 PM GMT+08:00', and 'Original Purchase Order: 8000001335'. The 'Amount Payable' is '\$-1,080.00 SGD'. A red dashed box labeled 'm' highlights the 'Submit' button at the top right.

The screenshot shows the 'Invoice 2023/01-CN has been submitted.' confirmation page. Below this is a red dashed box labeled 'n' containing two options: 'Print a copy of the invoice.' and 'Exit invoice creation.'

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 an 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