E-Invoicing

E-Invoicing

1 To create an invoice, access the email containing the PO and click on "Process order" button.

2 Log-in to your account and view the details of the PO.

3 Click on "Create invoice" button and select the "Standard Invoice" option.

①

Resorts World at Sentosa Pte Ltd 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.
Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, you can use it and log in now.

SAP Ariba ⋀

Process order

②

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

③

Ariba Network   Test Mode   Company Settings ▾   RWSPL 0000000803   Help Center ››

Purchase Order: EP4295   Done

☑ Create Order Confirmation ▾ 🚢 Create Ship Notice 📄 Create Invoice ▾ Hide | Print ▾ | Download PDF | Export cXML | Download CSV | Resend

Order Detail	Order History

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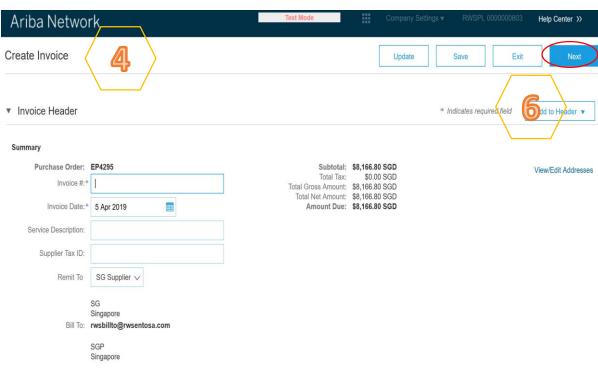Line-Item Credit Memo
Line-Item Debit Memo

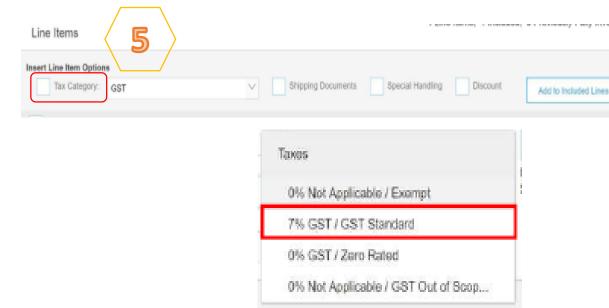# E-Invoicing – For <u>GST</u> Registered Supplier

4 Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

5 Check on "Tax Category" and click on the dropdown. Select the option with "7% GST/GST Standard". Click 'Add to Included Lines' to apply tax to line items.

6 For multiple line items, just tick the box on the left. Uncheck lines which you do not want to invoice. Click on "Next".

Ariba Network

Test Mode   Company Settings ▼   RWSPL 0000000803   Help Center ››

Create Invoice **4**   Update   Save   Exit   **Next**

▼ Invoice Header   **6**   * Indicates required field   Add to Header ▼

Summary

Purchase Order: **EP4295**

Invoice #:* [   ]

Invoice Date:* 5 Apr 2019

Service Description:

Supplier Tax ID:

Remit To   SG Supplier ˅

SG
Singapore

Bill To: **rwsbillto@rwsentosa.com**

SGP
Singapore

Subtotal: **$8,166.80 SGD**
Total Tax: **$0.00 SGD**
Total Gross Amount: **$8,166.80 SGD**
Total Net Amount: **$8,166.80 SGD**
Amount Due: **$8,166.80 SGD**

View/Edit Addresses

Line Items   **5**

Insert Line Item Options

☐ Tax Category: GST   ˅   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   Add to Included Lines

Taxes

0% Not Applicable / Exempt

7% GST / GST Standard

0% GST / Zero Rated

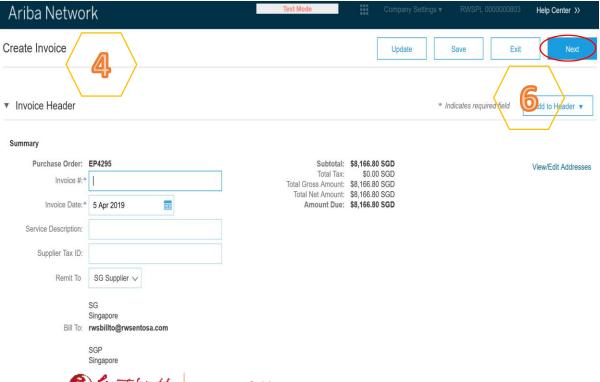0% Not Applicable / GST Out of Scop...

Note:
Invoice numbers cannot contain leading zeros, lower case letters, dashes, slashes, spaces, periods, or other special characters in the Invoice # field.
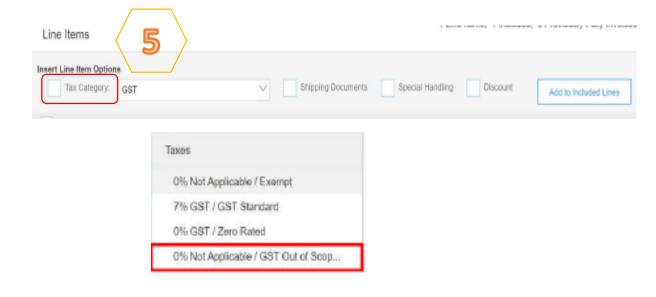
E-Invoicing – For <u>Non-GST</u> Registered Supplier

4 — Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

5 — Check on "Tax Category" and click on the dropdown. Select the option with "0% Not Applicable/GST Out of Scope. Click 'Add to Included Lines' to apply tax to line items.

6 — For multiple line items, just tick the box on the left. Uncheck lines which you do not want to invoice. Click on "Next".

Ariba Network

Test Mode   Company Settings ▼   RWSPL 0000000803   Help Center ››

Create Invoice   **4**   Update   Save   Exit   **Next**

6

▼ Invoice Header   * Indicates required field   Add to Header ▼

Summary

Purchase Order: EP4295

Invoice #:*

Invoice Date:* 5 Apr 2019

Service Description:

Supplier Tax ID:

Remit To   SG Supplier ∨

Subtotal: **$8,166.80 SGD**
Total Tax: $0.00 SGD
Total Gross Amount: $8,166.80 SGD
Total Net Amount: $8,166.80 SGD
Amount Due: **$8,166.80 SGD**

View/Edit Addresses

SG
Singapore

Bill To: rwsbillto@rwsentosa.com

SGP
Singapore

Line Items   **5**

Insert Line Item Options

☐ Tax Category: GST ∨   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   Add to Included Lines

Taxes

0% Not Applicable / Exempt

7% GST / GST Standard

0% GST / Zero Rated

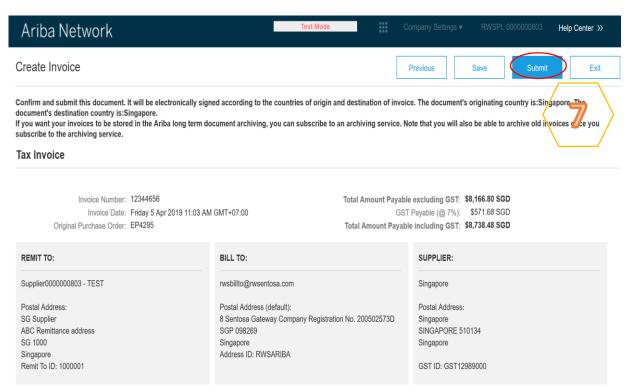0% Not Applicable / GST Out of Scop...

Note:
Invoice numbers cannot contain leading zeros, lower case letters, dashes, slashes, spaces, periods, or other special characters in the Invoice # field.
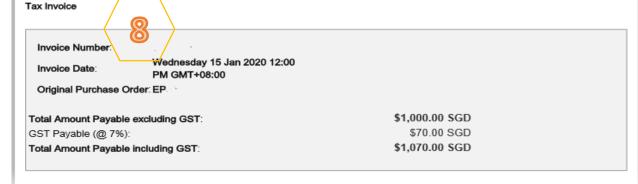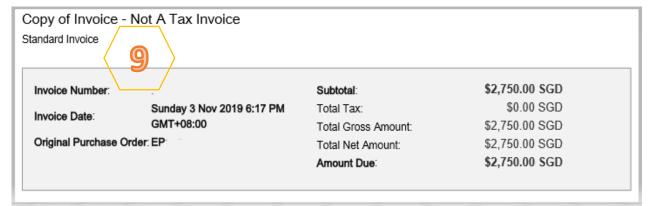
E-Invoicing – Review and Submit Invoice

7 Review your invoice for accuracy on the "Review page". If no changes are needed, click "Submit" to send the invoice to RWS.

8 Invoice layout for GST Registered Supplier.

9 Invoice layout for Non-GST Registered Supplier.

Ariba Network

Test Mode | Company Settings ▾ | RWSPL 0000000803 | Help Center »

Create Invoice

Previous | Save | **Submit** | Exit

7

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.

Tax Invoice

Invoice Number:	12344656	Total Amount Payable excluding GST:	$8,166.80 SGD
Invoice Date:	Friday 5 Apr 2019 11:03 AM GMT+07:00	GST Payable (@ 7%):	$571.68 SGD
Original Purchase Order:	EP4295	Total Amount Payable including GST:	$8,738.48 SGD

REMIT TO:	BILL TO:	SUPPLIER:
Supplier0000000803 - TEST	rwsbillto@rwsentosa.com	Singapore
Postal Address:	Postal Address (default):	Postal Address:
SG Supplier	8 Sentosa Gateway Company Registration No. 200502573D	Singapore
ABC Remitance address	SGP 098269	SINGAPORE 510134
SG 1000	Singapore	Singapore
Singapore	Address ID: RWSARIBA	
Remit To ID: 1000001		GST ID: GST12989000

Tax Invoice

8

Invoice Number:	
Invoice Date:	Wednesday 15 Jan 2020 12:00 PM GMT+08:00
Original Purchase Order:	EP

Total Amount Payable excluding GST:	$1,000.00 SGD
GST Payable (@ 7%):	$70.00 SGD
Total Amount Payable including GST:	$1,070.00 SGD

Copy of Invoice - Not A Tax Invoice
Standard Invoice

9

Invoice Number:	
Invoice Date:	Sunday 3 Nov 2019 6:17 PM GMT+08:00
Original Purchase Order:	EP

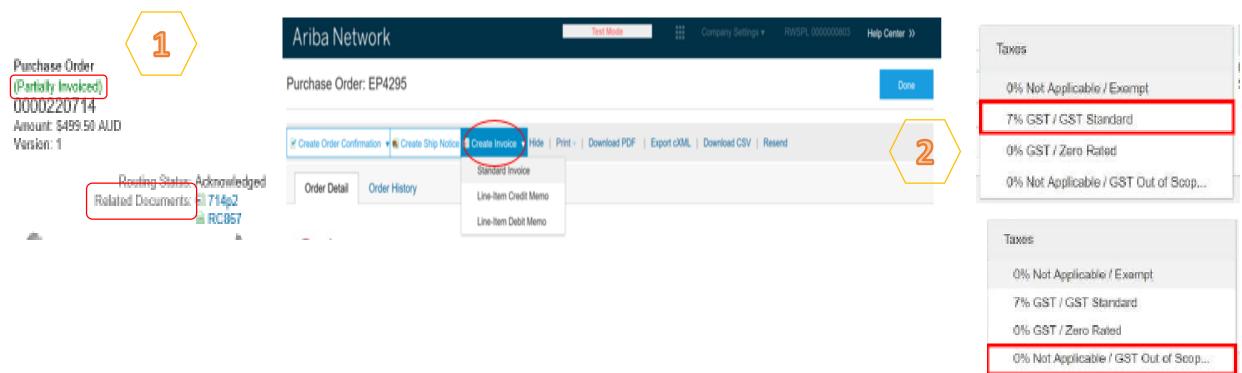|	
Subtotal:	$2,750.00 SGD
Total Tax:	$0.00 SGD
Total Gross Amount:	$2,750.00 SGD
Total Net Amount:	$2,750.00 SGD
Amount Due:	$2,750.00 SGD

E-Invoicing – Partial Invoicing

1 Locate and open the Purchase Order. Partially invoiced PO will be displayed. Note: All previous documents are displayed under "Related Documents".

2 Click on "Create Invoice". Select "Standard Invoice", confirm the Supplier Tax ID and scroll down to line item. Check on "Tax Category" and select the Tax type according. (7% GST/GST Standard OR 0% Not Applicable/GST Out of Scope)
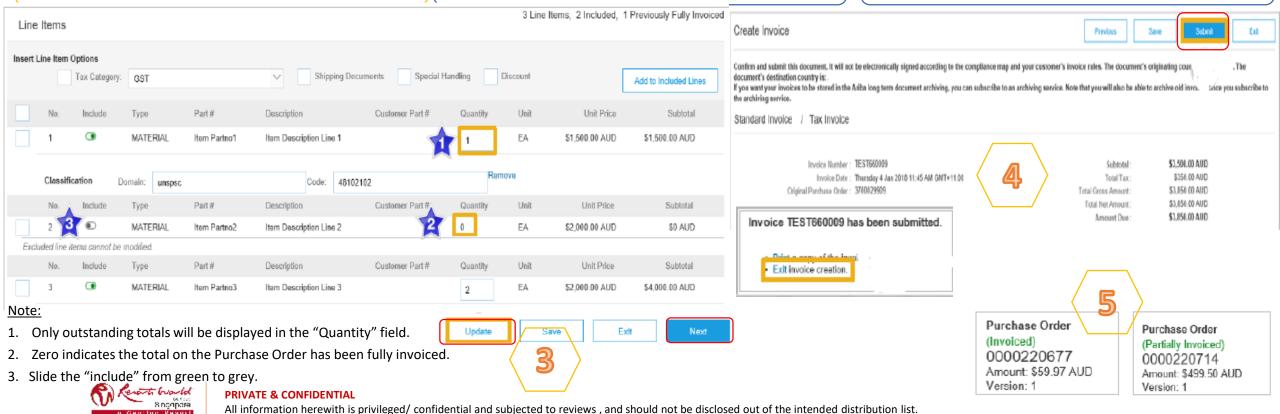

1

Purchase Order
(Partially Invoiced)
0000220714
Amount: $499.50 AUD
Version: 1

Posting Status: Acknowledged
Related Documents: 714p2
RC857

Ariba Network   Test Mode   Company Settings ▾   RWSPL 0000000803   Help Center »

Purchase Order: EP4295   Done

Create Order Confirmation ▾ | Create Ship Notice | Create Invoice ▾ | Hide | Print ▾ | Download PDF | Export cXML | Download CSV | Resend

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

Order Detail   Order History

2

Taxes
0% Not Applicable / Exempt
7% GST / GST Standard
0% GST / Zero Rated
0% Not Applicable / GST Out of Scop...

Taxes
0% Not Applicable / Exempt
7% GST / GST Standard
0% GST / Zero Rated
0% Not Applicable / GST Out of Scop...

E-Invoicing – Partial Invoicing

3 Complete line item details by indicating the correct quantities for invoicing. Click on "Update" then click on "Next".

4 Screen display "Create Invoice" page. Review the details. Click on "previous" if need to amend or click on "Submit" to proceed. Click on "Exit Invoice Creation".
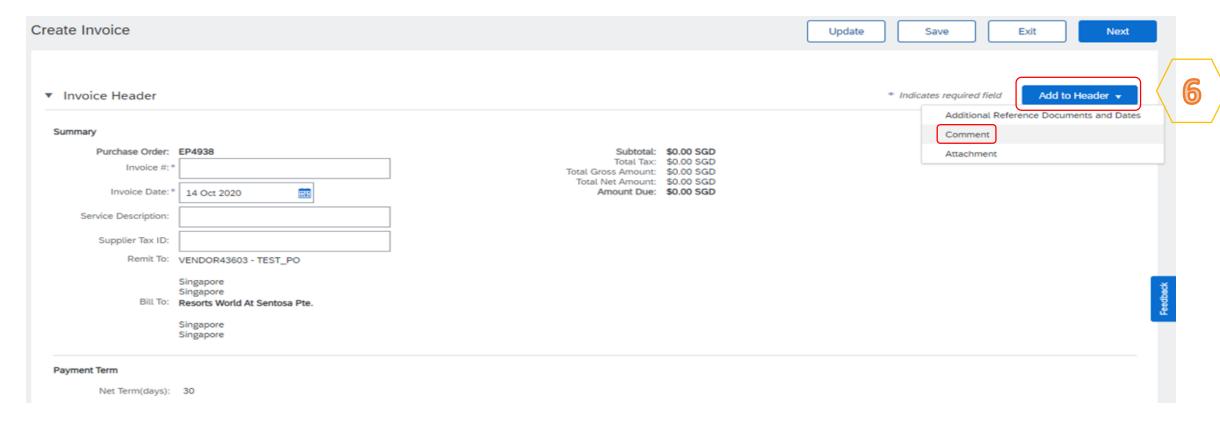
5 Screen will display PO with status "Invoiced" or "Partially Invoiced". Note: "Invoiced" means all items in the original PO has been invoiced. "Partially Invoiced" means there are items still not invoiced in the original PO.

Note:
1. Only outstanding totals will be displayed in the "Quantity" field.
2. Zero indicates the total on the Purchase Order has been fully invoiced.
3. Slide the "include" from green to grey.

E-Invoicing – Adding Comments

6 At the "Invoice Header" section, click "Add to Header" and select "Comment".
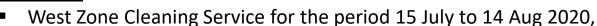
E-Invoicing – Adding Comments

7 At the "Add Comment" page, scroll down to "Comment" section, input information.

Invoices should indicate:-

- Brief description of services performed,
- For which location/equipment and
- When the service was carried out.

To attach supporting documents (e.g. service report) where applicable.

Additional Fields

Supplier Account ID #:	Service Start Date:
Customer Reference:	Service End Date:
Supplier Reference:	
Payment Note:	
Supplier: VENDOR43603 - TEST_PO	Choose Address No value
Singapore	Customer:
Singapore	
	Email:
Bill From: VENDOR43603 - TEST_PO	View/Edit Addresses
Singapore	
Singapore	

View/Edit Addresses

Feedback

Comment **7**

Comments:

Remove

Default Invoice Comment Text:

Key in required information:-
Example:-
- West Zone Cleaning Service for the period 15 July to 14 Aug 2020,
- Casual labour for Wedding Event on 13 Aug 2020,
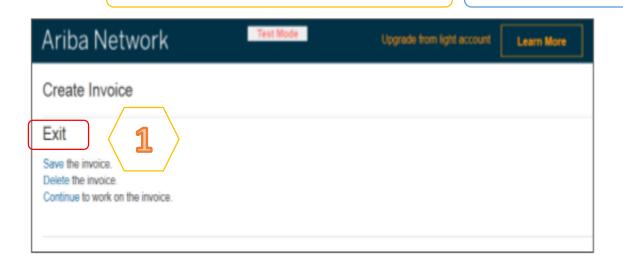- Maintenance Services and Parts SOR (Describe the Equipment) in Jul 2020.

Modifying Invoices

1 Clicking "Exit" during the invoice creation prompts the User to "Save", "Delete", or "Continue" working on the invoice.
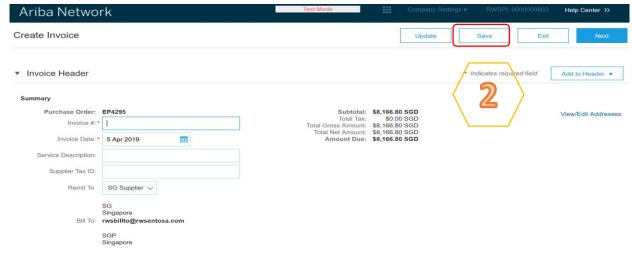
2 Save your invoice at anytime during invoice creation to work on it later.

3 When ready to resume work on the invoice, Click on "Orders to Invoice".

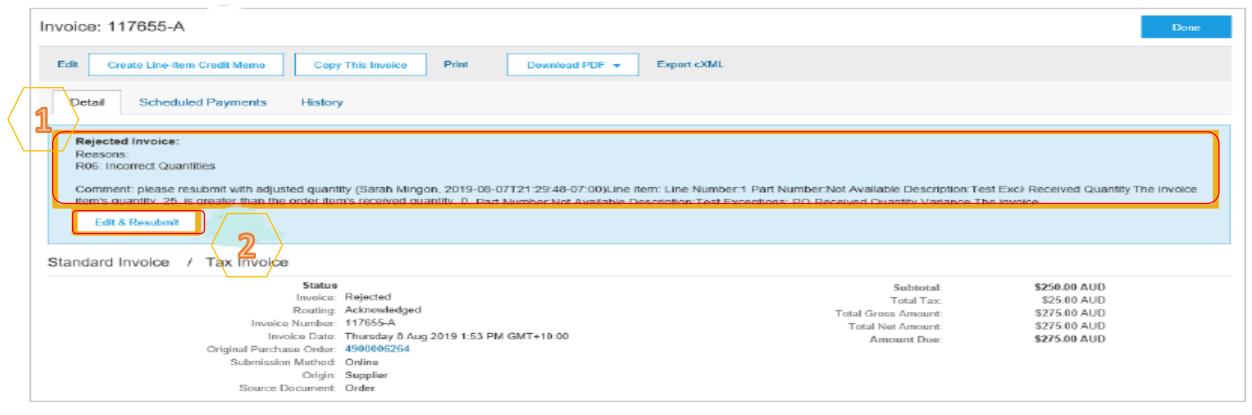Note: You can keep draft invoices for up to 7 days.

Edit and Re-Submit Invoices (Rejected Invoices)

Invoices can be rejected due to missing information, incorrect information or requested by the Supplier due to Invoicing errors.

1 Locate and open the email indicating that an invoice has been rejected. Open the invoice. The rejection reason is displayed.

2 Click on "Edit" and "Resubmit". The invoice is displayed. Correct errors, these will usually have a red error message. Finalise.

Invoice: 117655-A   Done

Edit | Create Line-Item Credit Memo | Copy This Invoice | Print | Download PDF ▼ | Export cXML

Detail   Scheduled Payments   History

1

Rejected Invoice:
Reasons:
R06: Incorrect Quantities

Comment: please resubmit with adjusted quantity (Sarah Mingon, 2019-08-07T21:29:48-07:00)Line item: Line Number:1 Part Number:Not Available Description:Test Exc> Received Quantity The invoice item's quantity, 25, is greater than the order item's received quantity, 0. Part Number:Not Available Description:Test Exceptions: PO- Received Quantity Variance The invoice

Edit & Resubmit

2

Standard Invoice / Tax Invoice

Status			
Invoice:	Rejected	Subtotal:	$250.00 AUD
Routing:	Acknowledged	Total Tax:	$25.00 AUD
Invoice Number:	117655-A	Total Gross Amount:	$275.00 AUD
Invoice Date:	Thursday 8 Aug 2019 1:53 PM GMT+10:00	Total Net Amount:	$275.00 AUD
Original Purchase Order:	4900006264	Amount Due:	$275.00 AUD
Submission Method:	Online		
Origin:	Supplier		
Source Document:	Order		

Transaction Status

Invoice Status (Status of RWS's action on the Invoice)	
Sent	RWS has received the invoice but has not approved or rejected it.
Approved	If the invoice doesn't have any errors, RWS approves the invoice for payment, which changes the invoice status to "Approved".
Paid	RWS has indicated that the invoice is paid or in the process of being paid.
Rejected	The invoice failed validation on Ariba Network, or RWS rejected the invoice in their invoice processing system. You can edit and resubmit a rejected invoice.
Cancelled	You canceled the invoice and can't make any further changes to it.

If you configured your Invoice Notifications under "Electronic Invoice Routing Modes", you will receive emails regarding invoice status.

Contract Invoicing

Points to Note

Contract Invoicing

Contract invoices are created in the Ariba Network against Contract orders.

Contracted orders are typically when Supplier performs recurring services as defined in a contract, where agreed pricing terms and rates exist and invoices are submitted at regular intervals (i.e. monthly).

When a contract order is published, Supplier will be advised by Resorts World at Sentosa Pte Ltd what the Contract Order number is (e.g C12345).

Take note of the following when creating invoices:

- The tax rate and category must be selected for each invoice.
- Taxes can be added at the header level or at line level.
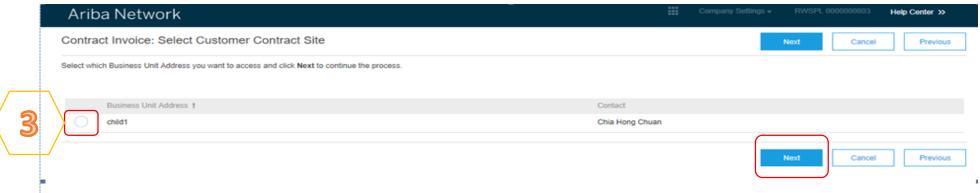- Partial invoicing is allowed.

Contract Invoicing

1 Log on to Ariba Network. Click on "Create" and select "Contract Invoice".

2 Screen displays "Create Contract Invoice: Select Customer". Select Customer and click on "Next".

Home	Inbox ∨	Outbox ∨	Catalogs	Reports	Messages		Documents ∨	Create ∨

CREATE

Non-PO Invoice

Contract Invoice

Orders, Invoices and Payments

All Customers ▾   Last 14 days ▾

0	0	0	0	•••
Orders to Invoice	Orders that Need Attention	Invoices Rejected	Invoices Pending Approval	More...

Now we're mobile.

Check it out.

App Store

Google play

$1.34K

Ariba Network

Company Settings ▾   RWSPL 0000000803   **Help Center ≫**

Create Contract Invoice: Select Customer

Next   Cancel

Select a customer from the list below and click Next to continue the process. If the customer is not in the list displayed, you can search for them by entering the name in the Customer Name entry field.

Customer Name: | | Search

Customer ↑

○ Resorts World at Sentosa Pte Ltd - TEST

Next   Cancel

Contract Invoicing

3 Screen displays "Create Contract Invoice: Select Customer Contract Site". Select the "Business Unit Address". Click "Next".

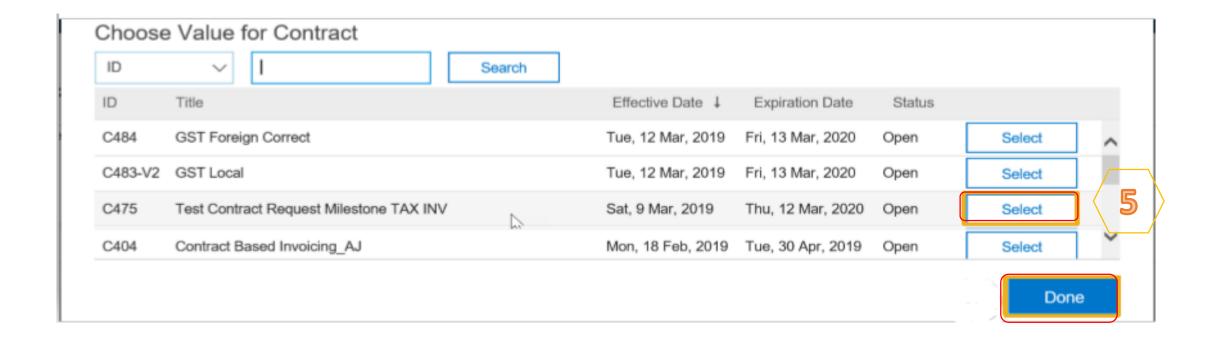**4** Screen displays "Create Contract Invoice: Select Contract". Click on "Select" to choose the Contract.

Ariba Network

Contract Invoice: Select Customer Contract Site

Select which Business Unit Address you want to access and click **Next** to continue the process.

3

Business Unit Address ↑	Contact
○ child1	Chia Hong Chuan

Next Cancel Previous

Ariba Network   Test Site

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

4

Contract: * (no value) [select]

Invoice #: *

Invoice Date: *

Sold To Email:

Payment Terms: (no value) [select]

Ship From: JEFFREY LEOW: :   Ship To: (no value)

Prev Next Cancel

Contract Invoicing

5

Screen displays "Choose Value for Contract".
Click "Select" for the required contract.

Choose Value for Contract

ID	⌄			Search

ID	Title	Effective Date ↓	Expiration Date	Status	
C484	GST Foreign Correct	Tue, 12 Mar, 2019	Fri, 13 Mar, 2020	Open	Select
C483-V2	GST Local	Tue, 12 Mar, 2019	Fri, 13 Mar, 2020	Open	Select
C475	Test Contract Request Milestone TAX INV	Sat, 9 Mar, 2019	Thu, 12 Mar, 2020	Open	Select
C404	Contract Based Invoicing_AJ	Mon, 18 Feb, 2019	Tue, 30 Apr, 2019	Open	Select

5

Done

Contract Invoicing

5 — Note: The value of the Contract Invoice is zero, this is due to the items of the contract are yet to be added.

6 — Click on "Add to Header" to add additional information. Select the applicable action, if required. Scroll down to "Supplier VAT".*

7 — Scroll down to "Additional Singapore Specific Fields". Enter the "Tax Invoice Number". 2. Select the check box that says "Accept".
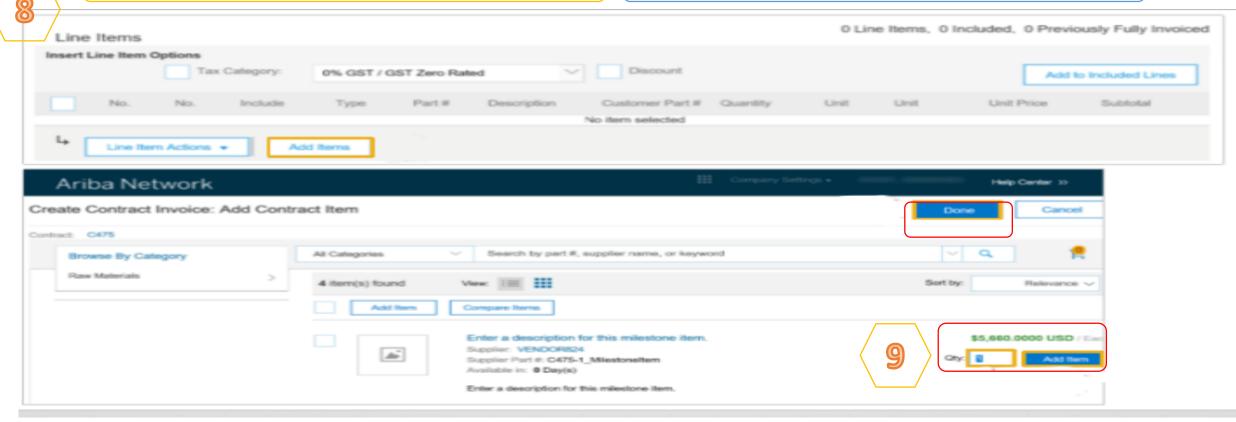

Ariba Network

Create Invoice | Update | Save | Exit | Next

▼ Invoice Header   * Indicates required   Add to Header ▼

5

Summary
Contract Number: C475
Invoice #: C123Test
Invoice Date: 11 Mar 2019
Service Description:

Subtotal: $0.00 SGD
Total Tax: $0.00 SGD
Total Gross Amount: $0.00 SGD
Total Net Amount: $0.00 SGD
Amount Due: $0.00 SGD

6

Additional Reference Documents and Dates
Comment
Attachment

Supplier VAT

Supplier VAT/Tax ID: Tax12345

Additional Singapore Specific Fields

Supplier GST ID: GST12989000
Type of Supply:
Tax Invoice Number:

7

⚠ The Company/I hereby declare that the information furnished above is true and accurate for tax purposes. In the eve nt that any of the above information is found to be false or untrue or misleading, the Company/I is/am aware that it may be held lia ble. RWS reserves the right to request further documentation from the Company/I where it is required to provide further evidence in respect of a transaction through the Ariba system

☑ Accept

*Note:
Supplier VAT/Tax ID will be auto-populated if Supplier has completed tax id in their company profile. If not, enter the Supplier VAT/Tax ID.

Contract Invoicing

8 Scroll Down to Line Items. Click "Add Items". Screen displays "Create Contract Invoice: Add Contract Item".

9 All items that are part of the Contract will be displayed. Enter the "Quantity" based on the unit of measure. Click "Add Item". Repeat the above step until all required items are added. Click "Done".
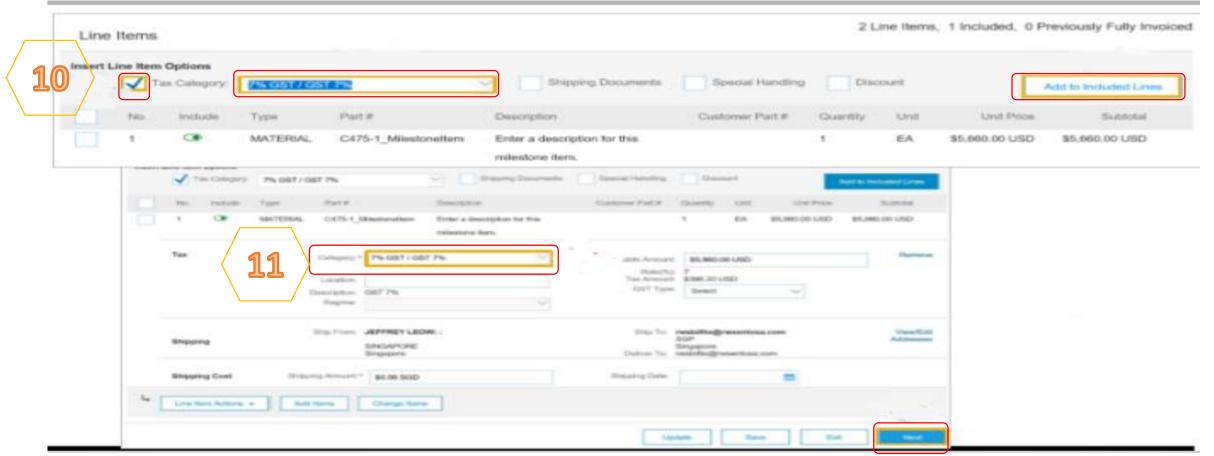
Contract Invoicing

10 Click on the check box for Tax Category. Select the applicable tax value from the drop down list. Click "Add to Included Lines".

11 A tax section will open for each item. Confirm or change the tax Category on each item. Click "Next".

Contract Invoicing

12   Review the Contract Invoice. Click "Submit". Click on "Exit".

Credit Memo

Credit Memo

1 To create a Line Item Credit Note for Standard Account, locate the "Invoice Status" email from your mailbox.

2 Click on "View Invoice". Screen shows the "Supplier Login" page. Click "Continue" and log in to your account.

From: network_accounts@ariba.com [mailto:ordersender-prod@ansmtp.ariba.com]
Sent: 16 January 2020 5:41 PM
To: Jonalyn MURILLO
Subject: Approved - Invoice Full - 12345 - to Resorts World at Sentosa Pte Ltd - TEST (ANID: AN01400403926-T) - Notification from Ariba Network
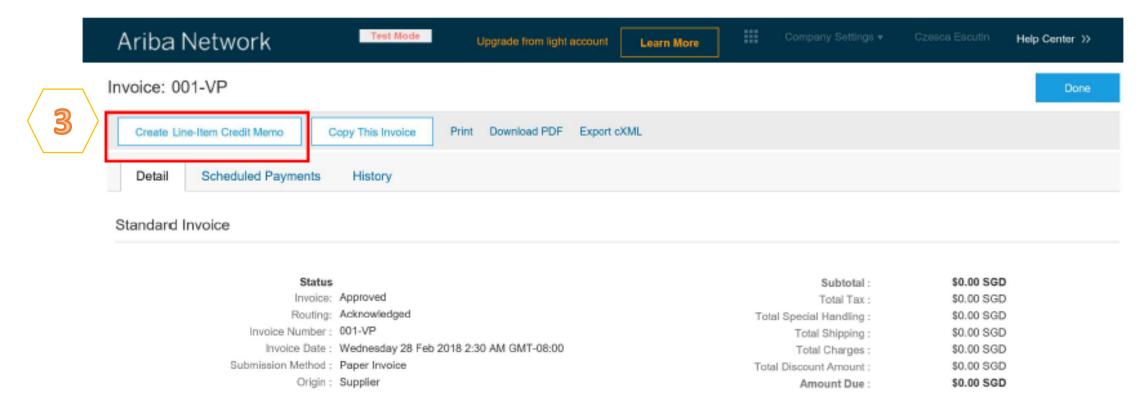
SAP Ariba

Your customer Resorts World at Sentosa Pte Ltd - TEST updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01445837822-T).

Country	SG
Customer	Resorts World at Sentosa Pte Ltd - TEST
Invoice number	Full - 12345
Invoice Status	**Approved**
Description:	

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

2 View invoice

Credit Memo

3 The invoice page is displayed. Click on "Create Line-Item Credit Memo".

Note:
Supplier can only create a Line item Credit memo for approved invoices.
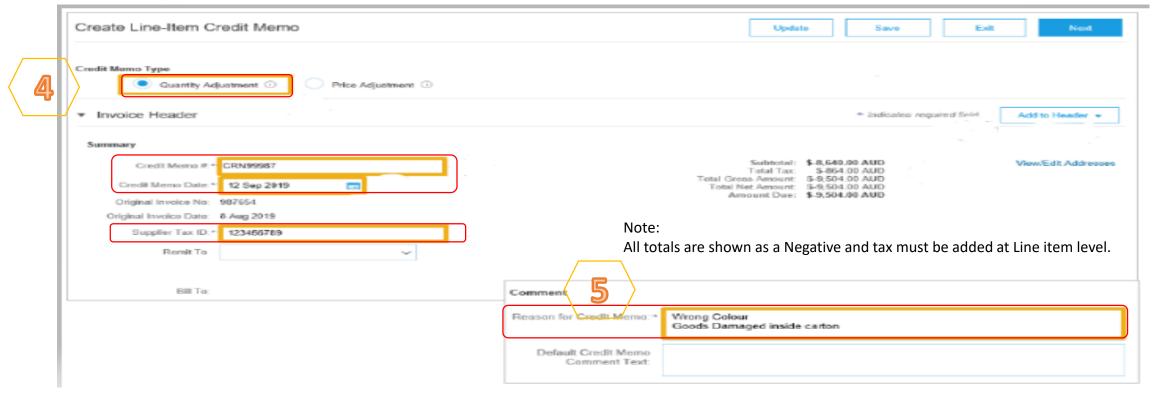

3

Ariba Network   Test Mode   Upgrade from light account   Learn More   Company Settings ▾   Czesca Escutin   Help Center »

Invoice: 001-VP   Done

Create Line-Item Credit Memo   Copy This Invoice   Print   Download PDF   Export cXML

Detail   Scheduled Payments   History

Standard Invoice

Status	
Invoice:	Approved
Routing:	Acknowledged
Invoice Number :	001-VP
Invoice Date :	Wednesday 28 Feb 2018 2:30 AM GMT-08:00
Submission Method :	Paper Invoice
Origin :	Supplier

Subtotal :	$0.00 SGD
Total Tax :	$0.00 SGD
Total Special Handling :	$0.00 SGD
Total Shipping :	$0.00 SGD
Total Charges :	$0.00 SGD
Total Discount Amount :	$0.00 SGD
Amount Due :	$0.00 SGD

Credit Memo – Adjustment on Quantity

4 Select "Quantity Adjustment". Enter "Credit Memo #". Confirm the "Credit Memo Date". Confirm or enter the "Supplier Tax ID". (Complete all fields with an Asterisks. All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default.)

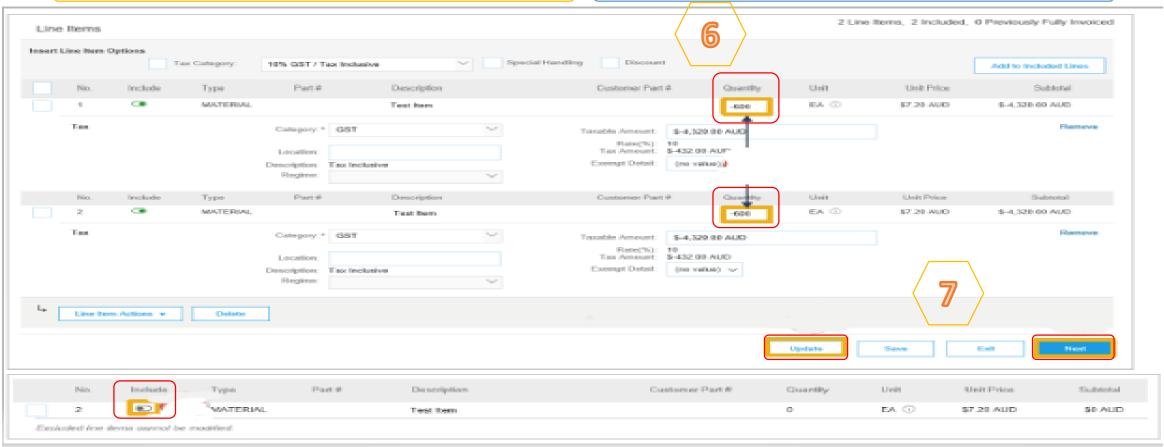**5** Scroll down to locate "Reason for Credit Memo". Enter the "Reason for Credit Memo". Scroll down to "Line items".
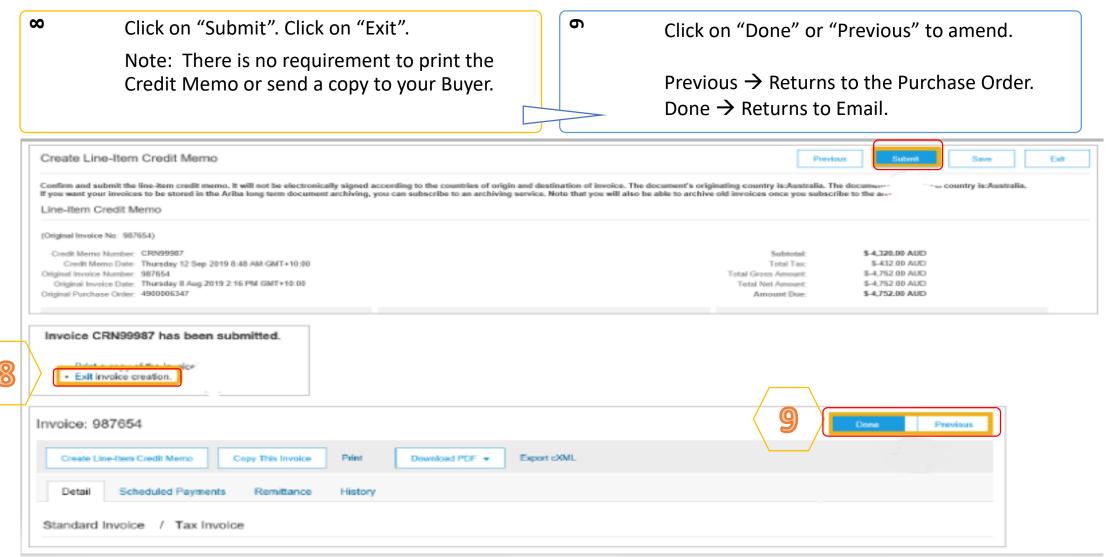

Create Line-Item Credit Memo

Update | Save | Exit | Next

4

Credit Memo Type
- ● Quantity Adjustment ⓘ
- ○ Price Adjustment ⓘ

▼ Invoice Header

* Indicates required field   Add to Header ▾

Summary

Credit Memo # *	CRN99987
Credit Memo Date *	12 Sep 2019
Original Invoice No:	987654
Original Invoice Date:	8 Aug 2019
Supplier Tax ID: *	123456789
Remit To:	

Subtotal: $-8,640.00 AUD
Total Tax: $-864.00 AUD
Total Gross Amount: $-9,504.00 AUD
Total Net Amount: $-9,504.00 AUD
Amount Due: $-9,504.00 AUD

View/Edit Addresses

Note:
All totals are shown as a Negative and tax must be added at Line item level.

Bill To:

Comment

5

Reason for Credit Memo: * Wrong Colour Goods Damaged inside carton

Default Credit Memo Comment Text:

Credit Memo – Adjustment on Quantity

6 At "Line Items" section, locate and update the "Quantity" of the credit for each item. Remove items that are not required for credit using the "Include" slide bar.

7 Click on "Update" once all items have been actioned based on the Credit. Click on "Next".
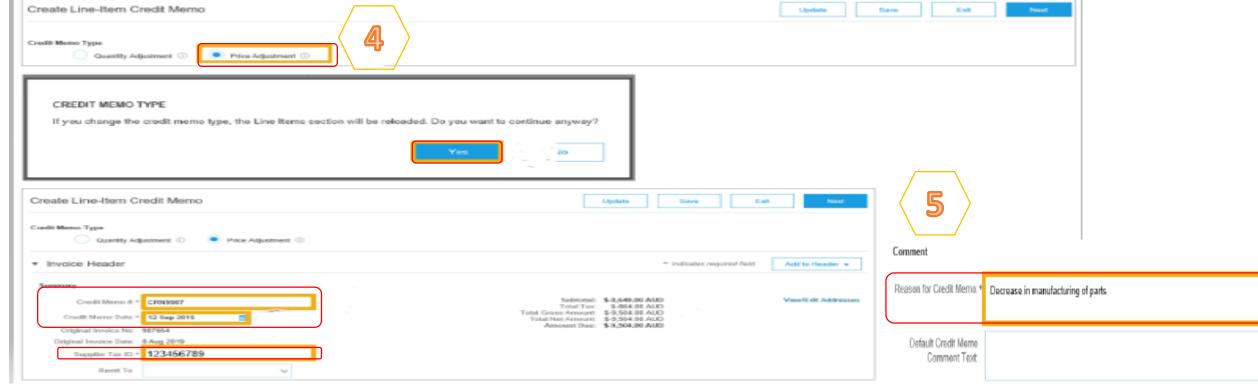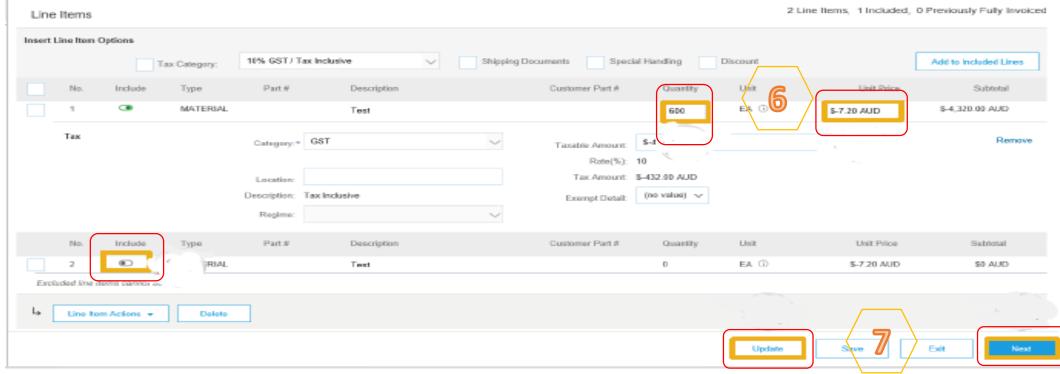
Credit Memo – Adjustment on Quantity

8 Click on "Submit". Click on "Exit".

Note: There is no requirement to print the Credit Memo or send a copy to your Buyer.

9 Click on "Done" or "Previous" to amend.

Previous → Returns to the Purchase Order.
Done → Returns to Email.

Credit Memo – Adjustment on Price

4 Select "Price Adjustment" and click "Yes. Enter "Credit Memo #". Confirm the "Credit Memo Date". Confirm or enter the "Supplier Tax ID". (Complete all fields with an Asterisks. All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default.)

5 Scroll down to locate "Reason for Credit Memo". Enter the "Reason for Credit Memo". Scroll down to "Line items".

Credit Memo – Adjustment on Price

At "Line Items" section, locate and update the "Quantity" of the credit for each item. Locate and update the "Unit Price" for the line item that requires price adjustment. Remove items that are not required for credit using the "Include" slide bar.

Click on "Update" once all items have been actioned based on the Credit. Click on "Next".

Credit Memo – Adjustment on Price

8 Click on "Submit". Click on "Exit".

Note: There is no requirement to print the Credit Memo or send a copy to your Buyer.

9 Click on "Done" or "Previous" to amend.

Previous → Returns to the Purchase Order.
Done → Returns to Email.

Create Line-Item Credit Memo

| Previous | Submit | Save | Exit |

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Australia. ...ent's destination country is:Australia. 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 subs... ...chiving service.

Line-Item Credit Memo

(Original Invoice No: 987654)

Credit Memo Number: CRN9987
Credit Memo Date: Thursday 12 Sep 2019 9:25 AM GMT+10:00

Subtotal: $-4,320.00 AUD
Total Tax: $-432.00 AUD

Invoice CRN9987 has been submitted.

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

8

9

Invoice: 987654

| Done | Previous |

| Create Line-Item Credit Memo | Copy This Invoice | Print | Download PDF ▼ | Export cXML |

Detail   Scheduled Payments   Remittance   History

Standard Invoice / Tax Invoice