



**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

Supplier Login

2

User Name

Password

Login

[Having trouble logging in?](#)

New to Ariba?

[Register Now](#) or [Learn More](#)

3

Ariba Network

Test Mode

Company Settings

RWSPL 000000803

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 GST 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 000000803 | Help Center >>

Create Invoice | Update | Save | Exit | **Next**

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

**Summary**

Purchase Order: EP4295 | Subtotal: **\$8,166.80 SGD** | View/Edit Addresses

Invoice #: | Total Tax: \$0.00 SGD

Invoice Date: \* 5 Apr 2019 | Total Gross Amount: \$8,166.80 SGD

Service Description: | Total Net Amount: \$8,166.80 SGD

Supplier Tax ID: | Amount Due: **\$8,166.80 SGD**

Remit To: SG Supplier ▼

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.



**PRIVATE & CONFIDENTIAL**

All information herewith is privileged/ confidential and subjected to reviews , and should not be disclosed out of the intended distribution list.

# E-Invoicing – For Non-GST 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”.

- 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.



**PRIVATE & CONFIDENTIAL**

All information herewith is privileged/ confidential and subjected to reviews , and should not be disclosed out of the intended distribution list.

# E-Invoicing – Review and Submit Invoice

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

Invoice layout for GST Registered Supplier.

Invoice layout for Non-GST Registered Supplier.

Create Invoice Previous Save Submit Exit

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: SG Supplier ABC Remittance address SG 1000 Singapore Remit To ID: 1000001	Postal Address (default): 8 Sentosa Gateway Company Registration No. 200502573D SGP 098269 Singapore Address ID: RWSARIBA	Postal Address: Singapore SINGAPORE 510134 Singapore GST ID: GST12989000

**Tax Invoice**

Invoice Number: 8

Invoice Date: Wednesday 15 Jan 2020 12:00 PM GMT+08:00

Original Purchase Order: EP

<b>Total Amount Payable excluding GST:</b>	<b>\$1,000.00 SGD</b>
GST Payable (@ 7%):	\$70.00 SGD
<b>Total Amount Payable including GST:</b>	<b>\$1,070.00 SGD</b>

**Copy of Invoice - Not A Tax Invoice**

Standard Invoice

Invoice Number: 9

Invoice Date: Sunday 3 Nov 2019 6:17 PM GMT+08:00

Original Purchase Order: EP

<b>Subtotal:</b>	<b>\$2,750.00 SGD</b>
Total Tax:	\$0.00 SGD
Total Gross Amount:	\$2,750.00 SGD
Total Net Amount:	\$2,750.00 SGD
<b>Amount Due:</b>	<b>\$2,750.00 SGD</b>



**PRIVATE & CONFIDENTIAL**

All information herewith is privileged/ confidential and subjected to reviews , and should not be disclosed out of the intended distribution list.

# 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)

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

1

Routing Status: Acknowledged  
Related Documents: 714p2  
RC857

Ariba Network  
Test Mode  
Company Settings | RWSP1 000000803 | 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

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.

Line Items 3 Line Items, 2 Included, 1 Previously Fully Invoiced

Insert Line Item Options

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Item Partno1	Item Description Line 1		1	EA	\$1,500.00 AUD	\$1,500.00 AUD
Classification				Domain: unspc	Code: 46102102	Remove			
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input type="checkbox"/>	MATERIAL	Item Partno2	Item Description Line 2		0	EA	\$2,000.00 AUD	\$0 AUD
<i>Excluded line items cannot be modified.</i>									
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
3	<input checked="" type="checkbox"/>	MATERIAL	Item Partno3	Item Description Line 3		2	EA	\$2,000.00 AUD	\$4,000.00 AUD

Create Invoice

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rates. The document's originating country is: . The document's destination country is: . 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 / Tax Invoice

Invoice Number: TEST66009  
 Invoice Date: Thursday 4 Jan 2010 11:45 AM GMT+11:01  
 Original Purchase Order: 370029909

Subtotal: \$1,500.00 AUD  
 Total Tax: \$350.00 AUD  
 Total Gross Amount: \$3,850.00 AUD  
 Total Net Amount: \$3,850.00 AUD  
 Amount Due: \$1,850.00 AUD

Invoice TEST66009 has been submitted.

**Note:**

- Only outstanding totals will be displayed in the “Quantity” field.
- Zero indicates the total on the Purchase Order has been fully invoiced.
- Slide the “include” from green to grey.

**Purchase Order (Invoiced)**  
 0000220677  
 Amount: \$59.97 AUD  
 Version: 1

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



**PRIVATE & CONFIDENTIAL**

All information herewith is privileged/ confidential and subjected to reviews , and should not be disclosed out of the intended distribution list.

# E-Invoicing – Adding Comments

6 At the “Invoice Header” section, click “Add to Header” and select “Comment”.

Create Invoice Update Save Exit Next

▼ Invoice Header \* Indicates required field Add to Header ▾

Additional Reference Documents and Dates

Comment

Attachment

Summary

Purchase Order: EP4938

Invoice #: \*

Invoice Date: \* 14 Oct 2020

Service Description:

Supplier Tax ID:

Remit To: VENDOR43603 - TEST\_PO

Singapore  
Singapore

Bill To: Resorts World At Sentosa Pte.

Singapore  
Singapore

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

Payment Term

Net Term(days): 30

Feedback

6



PRIVATE & CONFIDENTIAL

All information herewith is privileged/ confidential and subjected to reviews , and should not be disclosed out of the intended distribution list.



# E-Invoicing – Adding Comments

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 #:	<input type="text"/>	Service Start Date:	<input type="text"/>
Customer Reference:	<input type="text"/>	Service End Date:	<input type="text"/>
Supplier Reference:	<input type="text"/>		
Payment Note:	<input type="text"/>		

Supplier: **VENDOR43603 - TEST\_PO**  
Singapore  
Singapore

Choose Address:  [View/Edit Addresses](#)

Customer:

Email:

Bill From: **VENDOR43603 - TEST\_PO**  
Singapore  
Singapore

[View/Edit Addresses](#)

[Feedback](#)

---

[Comment](#)

**7**

Comments:

Default Invoice Comment Text:

[Remove](#)

Key in required information:-

Example:-

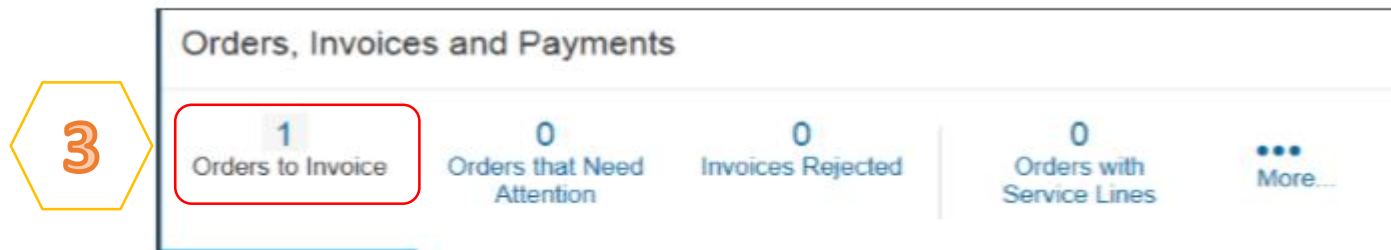
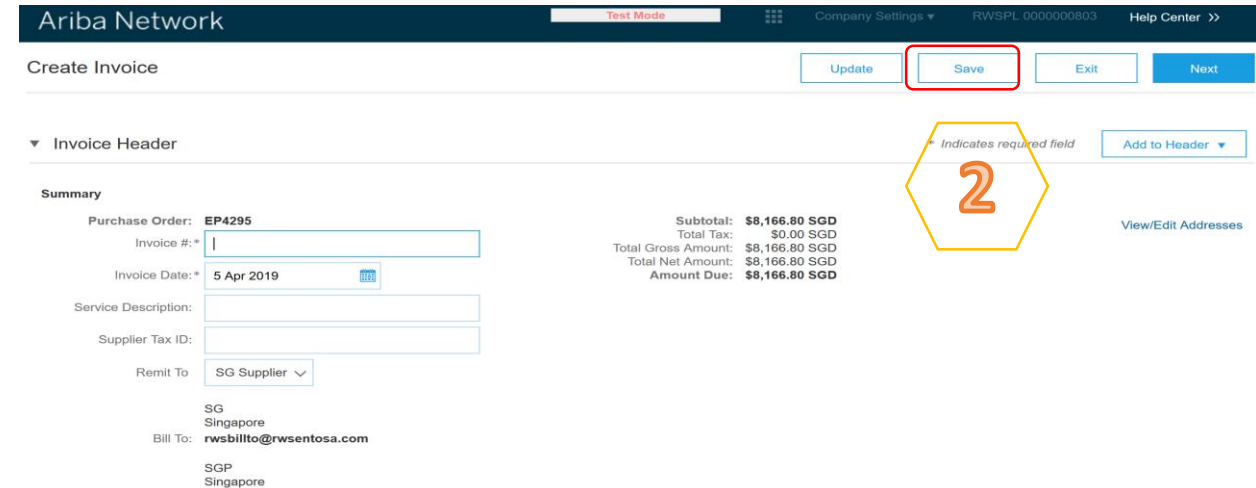
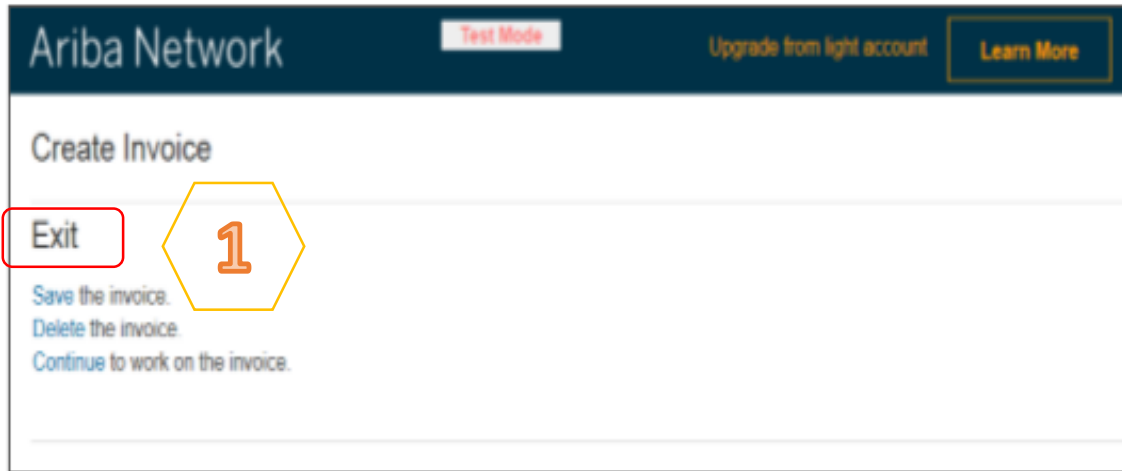
- West Zone Cleaning Service for the period 15 July to 14 Aug 2020,
- Casual labour for Wedding Event on 13 Aug 2020,
- Maintenance Services and Parts SOR (Describe the Equipment) in Jul 2020.

# 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 Mignon, 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: RQ Received Quantity Variance The invoice

**2** Edit & Resubmit

Standard Invoice / Tax Invoice

<b>Status</b>		<b>Subtotal:</b>	<b>\$250.00 AUD</b>
Invoice:	Rejected	<b>Total Tax:</b>	<b>\$25.00 AUD</b>
Routing:	Acknowledged	<b>Total Gross Amount:</b>	<b>\$275.00 AUD</b>
Invoice Number:	117655-A	<b>Total Net Amount:</b>	<b>\$275.00 AUD</b>
Invoice Date:	Thursday 8 Aug 2019 1:53 PM GMT+10:00	<b>Amount Due:</b>	<b>\$275.00 AUD</b>
Original Purchase Order:	490066264		
Submission Method:	Online		
Origin:	Supplier		
Source Document:	Order		

# Transaction Status

<b>Invoice Status</b> (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



**PRIVATE & CONFIDENTIAL**

All information herewith is privileged/ confidential and subjected to reviews , and should not be disclosed out of the intended distribution list.

# 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**

Now we're mobile.  
Check it out.  
Download on the App Store  
ANDROID APP ON Google play

Orders, Invoices and Payments All Customers ▾ Last 14 days ▾

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

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



**PRIVATE & CONFIDENTIAL**

All information herewith is privileged/ confidential and subjected to reviews , and should not be disclosed out of the intended distribution list.

# 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.

Business Unit Address ↑	Contact
<input type="radio"/> child1	Chia Hong Chuan

Next Cancel Previous

Ariba Network

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.

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

Done

5

# 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".

The screenshot shows the Ariba Network 'Create Invoice' page. At the top, there are navigation buttons: 'Update', 'Save', 'Exit', and 'Next'. The 'Invoice Header' section contains a 'Summary' table with the following data:

Contract Number:	C475
Invoice #:	C123Test
Invoice Date:	11 Mar 2019
Service Description:	<input type="text"/>

To the right of the summary is a financial summary table:

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

Below the summary is the 'Supplier VAT' section with a text input field for 'Supplier VAT/Tax ID' containing 'Tax12345'. To the right is the 'Additional Singapore Specific Fields' section with the following fields:

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

At the bottom right, there is a disclaimer box with a warning icon and the text: "The Company/I hereby declare that the information furnished above is true and accurate for tax purposes. In the event 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 liable. 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". Below the disclaimer is a checkbox labeled 'Accept' which is checked.

\*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”.

8

Line Items

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 0% GST / GST Zero Rated  Discount Add to Included Lines

No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected											

Line Item Actions Add Items

Ariba Network

Create Contract Invoice: Add Contract Item

Contract: C475

Done Cancel

Browse By Category: Raw Materials

All Categories Search by part #, supplier name, or keyword

4 item(s) found View: Sort by: Relevance

Add Item Compare Items

Enter a description for this milestone item. Supplier: VENDOR04 Supplier Part #: C475-1\_MilestoneItem Available in: 8 Day(s) Enter a description for this milestone item.

\$5,660.0000 USD Qty:  Add Item

9

# 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".

The screenshot displays a software interface for contract invoicing. At the top right, it indicates '2 Line Items, 1 Included, 0 Previously Fully Invoiced'. The main section is titled 'Line Items' and contains an 'Insert Line Item Options' area. In this area, a checkbox for 'Tax Category' is checked and highlighted with a red box and the number '10'. Next to it is a dropdown menu showing '7% GST / GST 7%' and a red box. To the right are checkboxes for 'Shipping Documents', 'Special Handling', and 'Discount'. A blue button labeled 'Add to Included Lines' is also highlighted with a red box. Below this is a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The first row shows item 1, 'MATERIAL', 'C475-1\_MilestoneItem', with a description 'Enter a description for this milestone item.', quantity 1, unit 'EA', unit price '\$5,600.00 USD', and subtotal '\$5,600.00 USD'. Below the table, a detailed view of the tax section is shown. A dropdown menu for 'Category' is set to '7% GST / GST 7%' and is highlighted with a red box and the number '11'. Other fields include 'Tax Amount' (\$392.00 USD), 'GST Type' (Goods), and 'Shipping' information for 'JEFFREY LEOW' in Singapore. At the bottom right, a blue 'Next' button is highlighted with a red box.

# Contract Invoicing

12

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

**Ariba Network** Company Settings Help Center

### 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. 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: C123Test	Total Amount Payable excluding GST: \$5,660.00 USD \$7,754.20 SGD
Invoice Date: Monday 11 Mar 2019 6:40 AM GMT-07:00	GST Payable (@ 7%): \$396.20 USD \$542.79 SGD
Contract Number: C475	Total Shipping: \$0.00 SGD
	Total Amount Payable including GST: \$6,056.20 USD \$8,296.99 SGD

**Ariba Network** Company Settings Help Center

## Invoice C123Test has been submitted.

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



# Credit Memo



**PRIVATE & CONFIDENTIAL**

All information herewith is privileged/ confidential and subjected to reviews , and should not be disclosed out of the intended distribution list.

# 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: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



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

Login

[Having trouble logging in?](#)

New to Ariba?

[Register Now](#) or [Learn More](#)

2

View invoice



**PRIVATE & CONFIDENTIAL**

All information herewith is privileged/ confidential and subjected to reviews , and should not be disclosed out of the intended distribution list.

# 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

The screenshot shows the Ariba Network interface for an invoice. The top navigation bar includes the Ariba Network logo, a 'Test Mode' indicator, and links for 'Upgrade from light account', 'Learn More', 'Company Settings', 'Czesca Escutin', and 'Help Center'. The main content area displays 'Invoice: 001-VP' with a 'Done' button. Below this, a row of action buttons is shown: 'Create Line-Item Credit Memo' (highlighted with a red box and a yellow hexagon containing the number 3), 'Copy This Invoice', 'Print', 'Download PDF', and 'Export cXML'. Below the action buttons are tabs for 'Detail', 'Scheduled Payments', and 'History'. The 'Standard Invoice' section displays the following information:

<b>Status</b>		<b>Subtotal :</b>	<b>\$0.00 SGD</b>
Invoice:	Approved	Total Tax :	\$0.00 SGD
Routing:	Acknowledged	Total Special Handling :	\$0.00 SGD
Invoice Number :	001-VP	Total Shipping :	\$0.00 SGD
Invoice Date :	Wednesday 28 Feb 2018 2:30 AM GMT-08:00	Total Charges :	\$0.00 SGD
Submission Method :	Paper Invoice	Total Discount Amount :	\$0.00 SGD
Origin :	Supplier	Amount Due :	<b>\$0.00 SGD</b>



# 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”.

**4**

**5**

**4**

**5**

Create Line-Item Credit Memo

Update Save Exit Next

Credit Memo Type

Quantity Adjustment  Price Adjustment

Invoice Header

Indicates required field Add to Header

Summary

Credit Memo # *	CRN99967	Subtotal:	-\$8,640.00 AUD	View/Edit Addresses
Credit Memo Date *	12 Sep 2019	Total Tax:	-\$864.00 AUD	
Original Invoice No:	987654	Total Gross Amount:	-\$9,504.00 AUD	
Original Invoice Date:	8 Aug 2019	Total Net Amount:	-\$9,504.00 AUD	
Supplier Tax ID *	123456789	Amount Due:	-\$9,504.00 AUD	

Remit To

Bill To:

Comment

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

Default Credit Memo Comment Text:

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

# 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”.

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

Insert Line Item Options:  Tax Category: 10% GST / Tax Inclusive  Special Handling  Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		Test Item		1000	EA	\$7.20 AUD	\$-4,320.00 AUD
Tax		Category: GST		Taxable Amount: \$-4,320.00 AUD					
		Location:		Rate(%): 10					
		Description: Tax Inclusive		Tax Amount: \$-432.00 AUD					
		Regime:		Exempt (Def): (no value)					
2	<input checked="" type="checkbox"/>	MATERIAL		Test Item		1000	EA	\$7.20 AUD	\$-4,320.00 AUD
Tax		Category: GST		Taxable Amount: \$-4,320.00 AUD					
		Location:		Rate(%): 10					
		Description: Tax Inclusive		Tax Amount: \$-432.00 AUD					
		Regime:		Exempt (Def): (no value)					

Line Item Actions: [Delete](#)

[Update](#) [Save](#) [Exit](#) [Next](#)

---

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input type="checkbox"/>	MATERIAL		Test Item		0	EA	\$7.20 AUD	\$0 AUD

Excluded line items cannot be modified.

# 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.

**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. The document'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 subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: 987654)

Credit Memo Number: CRN99987	Subtotal: \$-4,320.00 AUD
Credit Memo Date: Thursday 12 Sep 2019 8:48 AM GMT+10:00	Total Tax: \$-432.00 AUD
Original Invoice Number: 987654	Total Gross Amount: \$-4,752.00 AUD
Original Invoice Date: Thursday 8 Aug 2019 2:15 PM GMT+10:00	Total Net Amount: \$-4,752.00 AUD
Original Purchase Order: 490006347	Amount Due: \$-4,752.00 AUD

**Invoice CRN99987 has been submitted.**

[Exit invoice creation.](#)

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

# 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”.

The screenshot displays the 'Create Line-Item Credit Memo' form. At the top, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. The 'Credit Memo Type' section shows 'Price Adjustment' selected, highlighted with a red box and a yellow hexagon containing the number '4'. Below this is a confirmation dialog box titled 'CREDIT MEMO TYPE' with the text 'If you change the credit memo type, the Line Items section will be reloaded. Do you want to continue anyway?' and a 'Yes' button highlighted with a red box. The 'Invoice Header' section contains several fields: 'Credit Memo #' (value: CPO8987), 'Credit Memo Date' (value: 12 Sep 2018), 'Original Invoice No.' (value: 887854), 'Original Invoice Date' (value: 8 Aug 2018), and 'Supplier Tax ID' (value: 123456789), all highlighted with red boxes. To the right of these fields is a summary table:

Subtotal:	\$-0,504.00 AUD
Total Tax:	\$-854.88 AUD
Total Gross Amount:	\$-9,504.88 AUD
Total Net Amount:	\$-9,504.88 AUD
Amount Due:	\$-9,504.88 AUD

Below the summary table is a 'View/Edit Address' link. At the bottom of the form, there is a 'Reason for Credit Memo' field with the value 'Decrease in manufacturing of parts' and a 'Default Credit Memo Comment Text' field.

# Credit Memo – Adjustment on Price

6

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.

7

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

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 16% GST / Tax Inclusive  Shipping Documents  Special Handling  Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		Test		600	EA	\$-7.20 AUD	\$-4,320.00 AUD

Tax

Category: GST Taxable Amount: \$-4,320.00 AUD Rate(%): 10 Tax Amount: \$-432.00 AUD Exempt Detail: (no value)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input type="checkbox"/>	MATERIAL		Test		0	EA	\$-7.20 AUD	\$0 AUD

Excluded line items cannot be...

Line Item Actions [Delete](#)

[Update](#) [Save](#) [Exit](#) [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.