

RESORTS WORLD™ SENTOSA

# E-Invoicing & Credit Memo EA

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Oct 2024



# E-Invoicing

1 Log-in to your Supplier Business Network. Go to "Inbox" and check on the Purchase Order to perform invoicing on.

2 Click on "Create Invoice" and select "Standard Invoice". Alternatively, you may click on "Action" and select "Standard Invoice".

Home **Inbox** ▾ Outbox ▾ Catalogs Reports Documents ▾ Create ▾

### Orders and Releases

Orders and Releases Items to Confirm Items to Ship

Search Filters

Orders and Releases (2)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
<input checked="" type="radio"/>	Order	EP4738	1	Resorts World at Sentosa Pte Ltd - TEST	RWS Corp Office Singapore Singapore	Not Specified	\$8,166.80 SGD	6 May 2019	Partially Invoiced	Invoice	\$816.68 SGD	Original	Actions ▾
<input type="radio"/>	Order	EP4736	1	Resorts World at Sentosa Pte Ltd - TEST	RWS Corp Office Singapore Singapore	Not Specified	\$8,166.80 SGD	6 May 2019	Partially Invoiced	Invoice	\$1,630.00 SGD		Actions ▾

Create Order Confirmation ▾ Create Ship Notice **Create Invoice** ▾ Hide Resend Failed Orders

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

- on Actions
- at Actions ▾
- Confirm Entire Order
- Update Line Items
- Reject Entire Order
- Ship Notice
- Standard Invoice
- Credit Memo

# E-Invoicing – For GST Registered Supplier

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

4 Check on “Tax Category” and click on the dropdown. Select the option with “9% GST/GST 9%”. Click ‘Add to Included Lines’ to apply tax to line items.

5 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 Update Save Exit Next

Invoice Header 3 \* Indicates required field 5 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

Insert Line Item Options

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

Taxes

9% GST / GST 9% 4

8% GST / GST 8%

0% GST / GST Zero Rated

0% GST / GST Out Of Scope / Exempt

7% GST / GST 7%

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 Non-GST Registered Supplier

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

4 Check on “Tax Category” and click on the dropdown. Select the option with “0% GST /GST Out of Scope / Exempt. Click ‘Add to Included Lines’ to apply tax to line items.

5 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 3 \* Indicates required field 5 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

Insert Line Item Options

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

4

Taxes

9% GST / GST 9%

8% GST / GST 8%

0% GST / GST Zero Rated

**0% GST / GST Out Of Scope / Exempt**

7% GST / GST 7%

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

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

7 Invoice layout for GST Registered Supplier.

8 Invoice layout for Non-GST Registered Supplier.

Ariba Network Test Mode Company Settings RWSPL 000000803 Help Center >>

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 all 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**

7

Invoice Number: .  
 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

8

Invoice Number: .  
 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>

# 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. (9% GST/GST Standard OR 0% GST / GST Out of Scope / Exempt)

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



Routing Status: Acknowledged  
 Related Documents: 714p2  
 RC867

## Orders and Releases (2)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address
<input checked="" type="radio"/> Order	EP4738	1	Resorts World at Sentosa Pte Ltd - TEST		RWS Corp Office Singapore Singapore
<input type="radio"/> Order	EP4736	1	Resorts World at Sentosa Pte Ltd - TEST		RWS Corp Office Singapore Singapore

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



- Taxes
- 9% GST / GST 9%
  - 8% GST / GST 8%
  - 0% GST / GST Zero Rated
  - 0% GST / GST Out Of Scope / Exempt
  - 7% GST / GST 7%

- Taxes
- 9% GST / GST 9%
  - 8% GST / GST 8%
  - 0% GST / GST Zero Rated
  - 0% GST / GST Out Of Scope / Exempt
  - 7% GST / GST 7%

# 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
2	<input type="checkbox"/>	MATERIAL	Item Partno2	Item Description Line 2		0	EA	\$2,000.00 AUD	\$0 AUD
3	<input checked="" type="checkbox"/>	MATERIAL	Item Partno3	Item Description Line 3		2	EA	\$2,000.00 AUD	\$4,000.00 AUD

Classification Domain: unspsc Code: 46102102 Remove

Excluded line items cannot be modified

Create Invoice Previous Save Submit Exit

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: TEST660009 Invoice Date: Thursday 4 Jan 2018 11:45 AM GMT+11:01 Original Purchase Order: 3740029909

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 TEST660009 has been submitted.

Print a copy of the invoice Exit invoice creation.

**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.

Update Save Exit Next

4

5

<b>Purchase Order (Invoiced)</b> 0000220677 Amount: \$59.97 AUD Version: 1	<b>Purchase Order (Partially Invoiced)</b> 0000220714 Amount: \$499.50 AUD Version: 1
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# 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 ▼

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

Additional Reference Documents and Dates

Comment

Attachment

Payment Term

Net Term(days): 30

Feedback

# 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: No value  
Customer:

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

Email:

[View/Edit Addresses](#)

[View/Edit Addresses](#)

[Feedback](#)

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[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.



# Search for Invoices (2 methods)

## Quick Search

1 From the “Home Tab”, select invoices in the Document type to search

2 Select “RWS” from “Customer Drop” down menu.

3 Enter “Document No.”, if known. Select “Date Range”, up to 90 days for invoices and click on “Search”.

Home | Inbox | Outbox | Catalogs | Reports

Invoices | All Customers | Invoice Number

Outstanding Invoice | Resorts World at Sentosa Pte Ltd - DEV

## Refined Search (allows a refined search of invoices within up to 90 last days.)

1 Filters from Outbox (Invoices).

2 Enter the criteria to build the desired search filter.

3 Click on “Search”.

Home | Inbox | Outbox | Catalogs | Reports

Invoices

Search Filters

Customer: All Customers

Invoice Number: [ ]

Order Number: [ ]

Date Range: Other

Start Date: 23 Jan 2020

End Date: 23 Jan 2020

Supplier Reference: [ ]

Min. Amount: [ ]

Max. Amount: [ ]

External Invoice Number: [ ]

Status: All

Show Only Invoices Submitted from the Customer's System.

Show only Invoices with Invoice Addendums.

Number of Results: 100

Search | Reset

# 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.

Ariba Network Test Mode Upgrade from light account [Learn More](#)

### Create Invoice

**Exit**

Save the invoice.  
Delete the invoice.  
Continue to work on the invoice.

Ariba Network Test Mode Company Settings RWSPL 000000803 Help Center >>

### Create Invoice

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

Indicates required field [Add to Header](#)

[View/Edit Addresses](#)

**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

### Orders, Invoices and Payments

**1** Orders to Invoice | **0** Orders that Need Attention | **0** Invoices Rejected | **0** Orders with Service Lines [More...](#)

# 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:  
R05: 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: R0 Received Quantity Variance The Invoice

Edit & Resubmit

**2**

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:	4900006264		
Submission Method:	Online		
Origin:	Supplier		
Source Document:	Order		

# Invoice Report Notes

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

- Invoice reports provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- Failed Invoice reports provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- Bronze (and higher) members may choose Manual or Scheduled report. Set scheduling information if Scheduled report is selected.



# Invoice Report

1 Click the “Reports” tab from the menu at the top of the page. Click on “Create”.

2 Enter required information. Select an “Invoice report type” — “Failed Invoice” or “Invoice”. Click “Next”.

Home Inbox ▾ Outbox ▾ Catalogs **Reports** Documents ▾ Create ▾

## Reports

Use CSV reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters in the [More](#)

### Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
No items								

Run Download Edit Copy Delete **Create** Refresh Status

Title:\* |

Description:

Time zone: America/Los\_Angeles ▾

Language: English ▾

Report Type:\* Select

- Select
- Early Payment Detail
- Failed Dynamic Discounting Credit Memo Crea...
- Failed Invoice**
- Failed Order
- Goods Receipt
- Invoice**
- Open Order Report
- Order Summary
- Payment Transactions
- Order

Next

# Invoice Report

3 Specify "Customer" and "Created Date" in Criteria. Click "Submit".

4 You can view and download the report in CSV format when its status is Processed.

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

**3**

Customer: All Customers

Invoice Number:

Invoice Amount:  to

Routing Status: Any

Invoice Status: Any

Invoice Date: \* 22 Dec 2019  To 22 Jan 2020

Max Results Returned: 100

**4**

Note: For more detailed instructions on generating reports, refer to the Ariba Network Transactions Guide found on the HELP page of your account.



# Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1 From the Company Settings dropdown menu, select “Electronic Invoice Routing”.

2 Select the tab “Tax Invoicing and Archiving”. Scroll down to “Invoice Archival” and select the link for “Configure Invoice Archival”.

3 Select frequency (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click “Start”.

## Network Settings

Electronic Order Routing

Electronic Invoice Routing

General

Tax Invoicing and Archiving

1

## Tax Information

### Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention option you have selected, Ariba Network automatically waits for a 30-day period to collect all the corresponding invoice details before it can start archiving invoices from the Outbox > Archived Invoices page. Additionally select the Archive Immediately check box. You can download a

Configure Invoice Archival

2

## Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention option you have selected, Ariba Network automatically waits for a 30-day period to collect all the corresponding invoice details before it can start archiving invoices from the Outbox > Archived Invoices page.

Twice Daily

Daily

Weekly

Every Two Weeks

Monthly

3

Archiving Start Time: 0 AM : 1 CTT ⓘ

Archive Immediately

Start

Send archived invoice files to the pending queue for download.

Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL:

Save Delivery Option

4

# Invoice Archival

4

If you want Ariba to deliver automatically archived zip files to you, also enter an “Archive Delivery URL” (otherwise you can download invoices from your Outbox, section Archived Invoices).

Note: After Archive Immediately started you can either Stop it or Update Frequency any time.

5

You may navigate back to the “Tax Invoicing and Archiving” screen in order to subscribe to “Long-Term Document Archiving” for an integrated archiving solution. (More details within the Terms and Policies link.)

5

## Long-Term Document Archiving

Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by the tax authorities in your country. Ariba Network collaborates with accredited archive providers to support country-specific archiving timeframes. You can view and download the archived invoices from the Document Archive > Archived Documents page for auditing purposes.

Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving service. To view the list of countries supported for long-term archiving, click [view countries](#).



# 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



# 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”.

The screenshot shows the Ariba Network interface. At the top, there is a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. On the right, there are 'Documents' and 'Create' dropdown menus. The 'Create' menu is open, showing options for 'CREATE', 'Non-PO Invoice', and 'Contract Invoice'. The 'Contract Invoice' option is highlighted with a red box and a '1' in a yellow hexagon. Below the navigation bar, there is a section for 'Orders, Invoices and Payments' with various metrics and a 'More...' button. Below this, the 'Create Contract Invoice: Select Customer' screen is shown. It has a title bar with 'Create Contract Invoice: Select Customer' and 'Next' and 'Cancel' buttons. Below the title bar, there is a search bar for 'Customer Name' and a 'Search' button. Below the search bar, there is a list of customers, including 'Resorts World at Sentosa Pte Ltd - TEST'. The 'Next' button is highlighted with a red box and a '2' in a yellow hexagon.

# 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.

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

Contract: \* (no value) [select]

Invoice #: [text input]

Invoice Date: [calendar icon]

Sold To Email: [text input]

Payment Terms: (no value) [select]

Ship From: JEFFREY LEOW: [text input]

Ship To: (no value) [dropdown menu]

# Contract Invoicing

5

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

Choose Value for Contract

ID

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

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”.

**Supplier VAT**

Supplier VAT/Tax ID:

**Additional Singapore Specific Fields**

Supplier GST ID: GST12989000

Type of Supply:

Tax Invoice Number:

Accept

⚠ 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

\*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](#)

<input type="checkbox"/>	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected												

[Line Item Actions](#) [Add Items](#)

Ariba Network Company Settings + | Help Center >>

### Create Contract Invoice: Add Contract Item

Contract: C475 [Done](#) [Cancel](#)

[Browse By Category](#) Raw Materials > All Categories  [Search](#)

4 item(s) found View: [List] [Grid] Sort by: Relevance

[Add Item](#) [Compare Items](#)

Enter a description for this milestone item.  
Supplier: VENDOR24  
Supplier Part #: C475-1\_MilestoneItem  
Available in: 0 Day(s)

Enter a description for this milestone item.

\$5,660,000 USD / Each

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”.

10

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

Insert Line Item Options

Tax Category: 7% GST / GST 7%  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	C475-1_MilestoneItem	Enter a description for this milestone item.		1	EA	\$5,600.00 USD	\$5,600.00 USD

11

Tax Category: 7% GST / GST 7%  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	C475-1_MilestoneItem	Enter a description for this milestone item.		1	EA	\$5,600.00 USD	\$5,600.00 USD

**Tax**

Category: 7% GST / GST 7%

Location:

Description: GST 7%

Region:

Net Amount: \$5,600.00 USD Remove

Subtotal: \$5,600.00 USD

Tax Amount: \$396.80 USD

GST Type:

**Shipping**

Ship From: JEFFREY LEOW : SINGAPORE Singapore

Ship To: jeffleow@resortsworld.com SGP Singapore jeffleow@resortsworld.com View/Call Address

Deliver To: jeffleow@resortsworld.com

**Shipping Cost**

Shipping Amount: \$0.00 SGD

Shipping Date:

Line Item Actions Full Name Change Name

Update Save Exit Next

# Contract Invoicing

12

Review the Contract Invoice. Click “Submit”. Click on “Exit”.

**12**

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: C123Test	Total Amount Payable excluding GST: \$5,660.00 USD \$7,754.20 SGD
Invoice Date: Monday 11 Mar 2019 6:48 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

**Invoice C123Test has been submitted.**

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

# 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



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

[Forgot Username or Password](#)

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

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 callout '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 is visible below the tabs.

<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	<b>Amount Due :</b>	<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”.

The screenshot shows the 'Create Line-Item Credit Memo' form. At the top right are buttons for 'Update', 'Save', 'Edit', and 'Next'. The 'Credit Memo Type' section has two radio buttons: 'Quantity Adjustment' (selected) and 'Price Adjustment'. Below this is the 'Invoice Header' section with an 'Add to Header' button. The 'Summary' section contains several fields: 'Credit Memo #' (CRN95987), 'Credit Memo Date' (12 Sep 2019), 'Original Invoice No.' (987654), 'Original Invoice Date' (8 Aug 2019), and 'Supplier Tax ID' (123456789). To the right of these fields is a summary of financials: Subtotal: \$-8,640.00 AUD, Total Tax: \$-864.00 AUD, Total Gross Amount: \$-9,504.00 AUD, Total Net Amount: \$-9,504.00 AUD, and Amount Due: \$-9,504.00 AUD. Below the summary is a 'Remit To' dropdown menu. At the bottom of the form is a 'Comment' section with a 'Reason for Credit Memo' field containing the text 'Wrong Colour Goods Damaged inside carton' and a 'Default Credit Memo Comment Text' field.

4

5

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

5

# 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				Rate(%): 10	
		Location:		Tax Amount: \$-432.00 AUD				Exempt (Detail): (no value)	
		Description: Tax Inclusive							
		Regime:							
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				Rate(%): 10	
		Location:		Tax Amount: \$-432.00 AUD				Exempt (Detail): (no value)	
		Description: Tax Inclusive							
		Regime:							

Line Item Actions: [Delete](#)

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

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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 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 2:16 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”.

# 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”.

The screenshot shows a 'Line Items' section in a software application. At the top right, it says '2 Line Items, 1 Included, 0 Previously Fully Invoiced'. Below this is a section for 'Insert Line Item Options' with fields for 'Tax Category' (set to '10% GST / Tax Inclusive'), 'Shipping Documents', 'Special Handling', and 'Discount'. There is an 'Add to Included Lines' button. The main table has columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. Line item 1 is highlighted with a red box around the 'Quantity' field (value 600) and the 'Unit Price' field (value \$-7.20 AUD). A red hexagon with the number '6' is placed over the 'Quantity' field. Below the table is a 'Tax' section with fields for 'Category' (GST), 'Taxable Amount' (\$-4), 'Rate (%)' (10), 'Tax Amount' (\$-432.00 AUD), and 'Exempt Detail' ((no value)). Line item 2 is shown as 'Excluded' with a red box around the 'Include' field (value 0). A red hexagon with the number '7' is placed over the 'Update' button at the bottom right of the interface.

# 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.

Create Line-Item Credit Memo

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. 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 an archiving service. The document's destination country is:Australia.

Line-Item Credit Memo

(Original Invoice No: 987654)

Credit Memo Number: CRN9987	Subtotal:	\$-4,320.00 AUD
Credit Memo Date: Thursday 12 Sep 2019 9:25 AM GMT+10:00	Total Tax:	\$-432.00 AUD

**Invoice CRN9987 has been submitted.**

Print a copy of the invoice  
Exit invoice creation

Invoice: 987654

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

Detail Scheduled Payments Remittance History

Standard Invoice / Tax Invoice