

RESORTS WORLD™ SENTOSA

E-Invoicing for SA

Oct 2024



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](#).



Supplier Login

2

[Having trouble logging in?](#)

New to Ariba?
[Register Now](#) or [Learn More](#)

3

SAP Business Network TEST MODE ? W

Purchase Order: EP301312 Done

Create Order Confirmation Create Ship Notice **Create Invoice** ⌵ ⌵ ⌵

Standard Invoice

Order Detail Order History Line-Item Credit 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 “9% GST/GST 9%”. 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 **4** [Update] [Save] [Exit] [Next]

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

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 – 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% GST /GST Out of Scope / Exempt. 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

▼ Invoice Header * Indicates required field

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

Bill To: rwsbillto@rwsentosa.com
SGP Singapore

Line Items

Insert Line Item Options

Tax Category: GST Shipping Documents Special Handling Discount

- 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

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.

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 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:
Supplier000000803 - 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

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

Invoice Number: 9

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

Purchase Order
(Partially Invoiced)
EP301274
Amount: \$32,694.00 SGD
Version: 1

Routing Status: Acknowledged
Related Documents: test2008A
test08081
test0808

SAP Business Network TEST MODE

Purchase Order: EP301312

Create Order Confirmation Create Ship Notice **Create Invoice**

Standard Invoice
Line-Item Credit Memo

Done

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
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: TEST660009
 Invoice Date: Thursday 4 Jan 2018 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: \$3,050.00 AUD
 Amount Due: \$1,850.00 AUD

Invoice TEST660009 has been submitted.

- 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.

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

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

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

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 #:	<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	Choose Address:	No value
	Singapore	Customer:	
	Singapore		
Bill From:	VENDOR43603 - TEST_PO	Email:	<input type="text"/>
	Singapore		
	Singapore		

[View/Edit Addresses](#) [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.

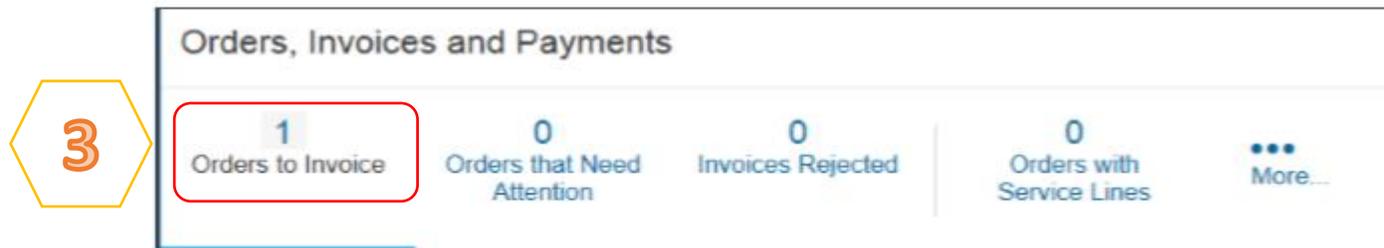
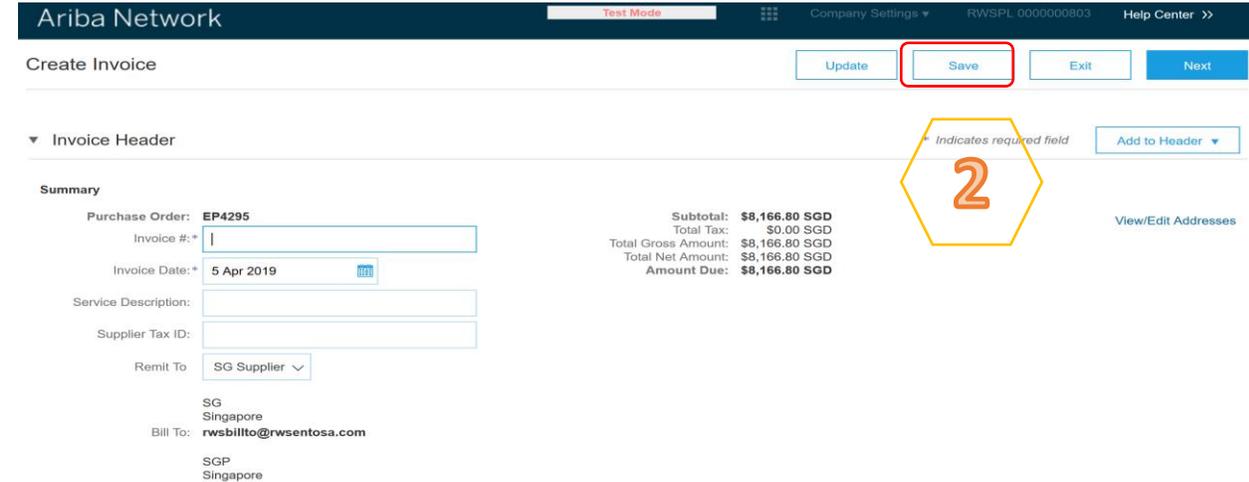
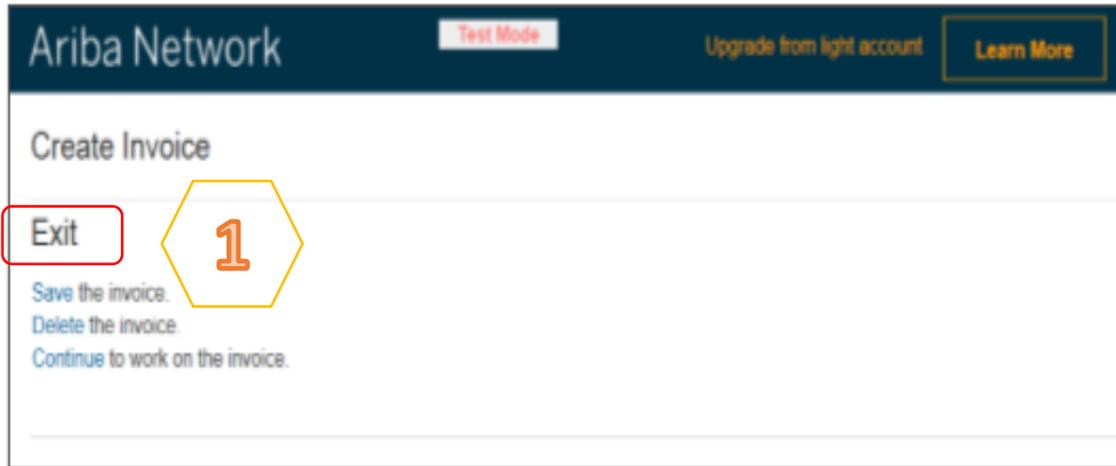
Modifying Invoices

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: R0 Received Quantity Variance The Invoice

Edit & Resubmit

2

Standard Invoice / Tax Invoice

Status		Subtotal:	\$250.00 AUD
Invoice:	Rejected	Total Tax:	\$25.00 AUD
Routing:	Acknowledged	Total Gross Amount:	\$275.00 AUD
Invoice Number:	117655-A	Total Net Amount:	\$275.00 AUD
Invoice Date:	Thursday 8 Aug 2019 1:53 PM GMT+10:00	Amount Due:	\$275.00 AUD
Original Purchase Order:	490066264		
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

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...

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

CREATE | Non-PO Invoice | **Contract Invoice**

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.

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 #: [text input]

Invoice Date: [date picker]

Sold To Email: [text input]

Payment Terms: (no value) [select]

Ship From: JEFFREY LEOW: [dropdown]

Ship To: (no value) [dropdown]

Prev Next Cancel

Contract Invoicing

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' interface. The top navigation bar includes 'Ariba Network', 'Company Settings', and 'Help Center'. Below the navigation bar are buttons for 'Update', 'Save', 'Exit', and 'Next'. The main content area is titled 'Create Invoice' and contains an 'Invoice Header' section. The 'Summary' section displays contract details: Contract Number: C475, Invoice #: C123Test, Invoice Date: 11 Mar 2019, and a Service Description field. A summary table shows Subtotal, Total Tax, Total Gross Amount, Total Net Amount, and Amount Due, all at \$0.00 SGD. An 'Add to Header' dropdown menu is open, showing options for 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'. Below the header section, the 'Supplier VAT' section has a 'Supplier VAT/Tax ID' field containing 'Tax12345'. The 'Additional Singapore Specific Fields' section includes 'Supplier GST ID: GST12989000', a 'Type of Supply' field, and a 'Tax Invoice Number' field. A disclaimer text is present, and an 'Accept' checkbox is checked.

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

Supplier VAT

Supplier VAT/Tax ID: Tax12345

Additional Singapore Specific Fields

Supplier GST ID: GST12989000

Type of Supply:

Tax Invoice Number:

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

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”.

8



9

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

All Categories Sort by: Relevance

4 item(s) found

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.

\$5,660,000.00 USD / Excl
Qty: [Add Item](#)

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 the 'Line Items' section of a contract invoicing system. At the top right, it indicates '2 Line Items, 1 Included, 0 Previously Fully Invoiced'. The main area is titled 'Insert Line Item Options' and features a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. A single line item is shown with 'No.' 1, 'Include' checked, 'Type' MATERIAL, 'Part #' C475-1_MilestoneItem, and 'Description' 'Enter a description for this milestone item.'. To the right of the table are checkboxes for 'Shipping Documents', 'Special Handling', and 'Discount', and a red-bordered button labeled 'Add to Included Lines'. A callout '10' points to the 'Tax Category' dropdown menu, which is set to '7% GST / GST 7%'. Below the table, a detailed view of the tax section is shown, with a callout '11' pointing to the 'Category' dropdown, also set to '7% GST / GST 7%'. This section includes fields for 'Add Amount' (\$5,660.00 USD), 'Rate/No' (7), 'Tax Amount' (\$396.20 USD), and 'GST Type' (Goods). Other sections include 'Shipping' (Ship From: JEFFREY LEOW, SINGAPORE; Ship To: real@rws.com) and 'Shipping Cost' (Shipping Amount: \$0.00 SGD). At the bottom right, a red-bordered 'Next' button is visible.

Contract Invoicing

12

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

Ariba Network Company Settings ▾ 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. 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



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

[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.

SAP Business Network

TEST MODE

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W

Invoice: test2008A

Done

3

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF

Export cXML

Detail

Scheduled Payments

Remittance

History

Standard Invoice

Status
Invoice: Paid
Routing: Acknowledged
Invoice Number: test2008A
Invoice Date: Tuesday 20 Aug 2024 2:22 AM GMT-07:00

Total Special Handling:	\$0.00 SGD
Total Shipping:	\$0.00 SGD
Total Charges:	\$0.00 SGD
Total Discount Amount:	\$0.00 SGD
Amount Payable:	\$327.00 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”.

SAP Business Network TEST MODE

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4

Create Line-Item Credit Note

Update

Save

Exit

Next

Credit Memo Type



Quantity Adjustment



Price Adjustment

Invoice Header

* Indicates required field

Add to Header

Note:

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

Summary

Credit Memo #: * 12345

Credit Memo Date: * 17 Sep 2024

Original Invoice No: test2008A

Original Invoice Date: 20 Aug 2024

Supplier Tax ID: Test123456

Bill To: Resorts World At Sentosa Pte. Ltd.

5

Subtotal: \$-300.00 SGD
Total Tax: \$-27.00 SGD
Total Shipping: \$0.00 SGD

View/Edit Addresses

Comment

Reason for Credit Memo: * Wrong amount

Default Credit Memo
Comment Text:

Credit Memo – Adjustment on Quantity

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.

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: 9% GST / GST 9% 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 for inv rem 1					\$-200.00 SGD
<p>Tax</p> <p>Category: * GST</p> <p>Location:</p> <p>Description: Goods and Services Tax - line level</p> <p>Regime:</p> <p>Taxable Amount: \$-200.00 SGD</p> <p>Rate(%): 9.0000</p> <p>Tax Amount: \$-18.00 SGD</p> <p>GST Type: Select</p>									
<p>Comments</p>									
2	<input checked="" type="checkbox"/>	MATERIAL		inv rem1 -2					\$-100.00 SGD
<p>Tax</p> <p>Category: * GST</p> <p>Location:</p> <p>Description: Goods and Services Tax - line level</p> <p>Regime:</p> <p>Taxable Amount: \$-100.00 SGD</p> <p>Rate(%): 9.0000</p> <p>Tax Amount: \$-9.00 SGD</p> <p>GST Type: Select</p>									
<p>Comments</p>									

Line Item Actions Delete

Update
Save
Exit
Next

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL		inv rem1 -2					\$-100.00 SGD

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 2:16 PM GMT+10:00	Total Net Amount: \$-4,752.00 AUD
Original Purchase Order: 4900006347	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 shows the 'Create Line-Item Credit Note' form. At the top, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. Below this, the 'Credit Memo Type' section has two radio buttons: 'Quantity Adjustment' and 'Price Adjustment'. The 'Price Adjustment' button is selected and highlighted with a red box. A yellow hexagon with the number '4' is placed over this button. Below the radio buttons, the text 'CREDIT MEMO TYPE' is displayed, followed by the question: 'If you change the credit memo type, the Line Items section will be reloaded. Do you want to continue anyway?'. Below this question are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box. The bottom part of the screenshot shows the 'Invoice Header' section with a 'Summary' table. The 'Credit Memo #' field is highlighted with a red box and contains the value '664536'. The 'Credit Memo Date' field is also highlighted with a red box and contains the value '17 Sep 2024'. The 'Supplier Tax ID' field is highlighted with a red box and contains the value 'Test123456'. The 'Summary' table shows the following values: Subtotal: \$-300.00 SGD, Total Tax: \$-27.00 SGD, Total Shipping: \$0.00 SGD, Total Special Handling: \$0.00 SGD, Total Gross Amount: \$-327.00 SGD, Total Discount Amount: \$0.00 SGD, Total Net Amount: \$-327.00 SGD, and Amount Due: \$-327.00 SGD.

The screenshot shows a close-up of the 'Reason for Credit Memo' field. The field is highlighted with a red box and contains the text 'Wrong amount'. A yellow hexagon with the number '5' is placed over the field. Below the field, there is a 'Default Credit Memo Comment Text' field, which is currently empty.

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, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options Tax Category: 9% GST / GST 9% 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 for inv rem 1					\$-200.00 SGD

6 Tax Category: * GST
 Location:
 Description: Goods and Services Tax - line level
 Regime:

Taxable Amount: \$-200.00 SGD
 Rate(%): 9.0000
 Tax Amount: \$-18.00 SGD
 GST Type:

Comments Remove

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL		inv rem1 -2					\$-100.00 SGD

7 Tax Category: * GST
 Location:
 Description: Goods and Services Tax - line level
 Regime:

Taxable Amount: \$-100.00 SGD
 Rate(%): 9.0000
 Tax Amount: \$-9.00 SGD
 GST Type:

Comments Remove

Line Item Actions

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL		inv rem1 -2					\$-100.00 SGD

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

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 an archiving 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 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

8

9