

How to create Invoice and Credit Memo



NUS
National University
of Singapore

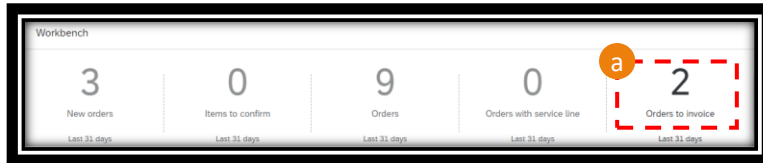
National University of Singapore

Invoice Creation

Invoice Creation (1/7)

To create invoice, follow the below steps:

- 1) Go to the particular Purchase Order from your Workbench by clicking “Orders to Invoice”(a),
- 2) Click on the Purchase Order, which you would like to create the invoice for (b),
- 3) Click “Create Invoice” (c) and select the appropriate option. If the “Create Invoice” button is grey out, it means that the Purchase Order has yet to be received by the recipient. Please contact the recipient to complete Goods Receipt from their end.



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

Purchase Order: 8000001535

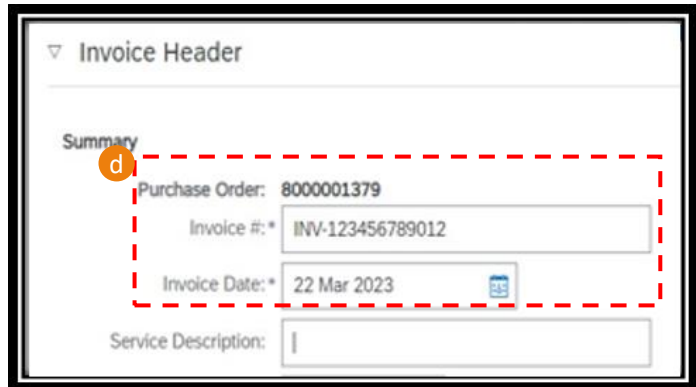
Create Order Confirmation | Create Ship Notice | Create Invoice

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

Order Detail | Order History

Invoice Creation (2/7)

- 4) Most of the information are populated (d) from the Purchase Order. Be sure to provide all mandatory information, marked with *, such as “Invoice #” and “Invoice Date”.
- 5) For “Invoice #”, ensure it is within 16 characters (alpha-numeric including space, / and –). For “Invoice Date”, you may backdate it up to 7 days.
- 6) Click “Add to Header” (e) and “Attachment” (f) to attach your invoice copy. Note the size limit of 100MB. Alternatively, you can scroll down to the “Attachment” section (g). Click “Choose File” and “Add Attachment”. The uploaded attachment(s) would appear at the section below, where you can manage accordingly (h). Note that invoice is mandatory for all invoice creation.



Invoice Header

Summary

Purchase Order: 8000001379

Invoice #: * INV-123456789012

Invoice Date: * 22 Mar 2023

Service Description: |



e Add to Header

f Attachment



Attachments

Choose File No file chosen Add Attachment

File Name	Size	Content Type
<input type="checkbox"/> TEST Document for Ariba UAT.pdf	36214	application/pdf

h

Delete

Invoice Creation (3/7)

- 6) Update of Goods and Services Tax (“GST”) is mandatory - click on the “Tax Category” (i) and ensure the Tax Description reflected is correct (j), if not, re-select from the drop-down list. Click on the line item (k) where the GST is applicable and click “Add to Included Lines” (l).
- 7) For GST-items, please select “Standard Rate” or “Zero Rated” GST. For non-GST items, please select “GST Non-Taxable”. Once added, the tax information shall populate (refer to next slide for GST Tax Category selection).
- 8) For partial invoicing, toggle the “Include” button to account for the GST for the particular line item (m),
- 9) At any moment, you can click on “Update” to update the invoice information or “Save” to save the information for 7 days (n). Click “Next” to proceed.

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

Insert Line Item Options

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Catering Lunch					\$1,000.00 SGT

Tax

↳

Invoice Creation (4/7)

Tax Category : For “Standard Rate” GST (o), ensure the Taxable Amount, Rate and Tax Amount are correctly calculated and tallied to attached PDF Invoice. For “Zero-rated” GST (p), ensure the Taxable Amount and GST Type “Zero-rated Supplies” are correct. For “Non-taxable” item (q), ensure GST Type is under “Out of Scope Supplies”.

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

Insert Line Item Options

Tax Category: 8% GST / Standard rate 8% Shipping Documents Special Handling Discount Add to Included Lines

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test 1 1234567890 1234567890 1234567890 1234567890		6	EA	\$10.00 SGD	\$60.00 SGD

Tax

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

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

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test 2 (non-asset item) 1234567890 1234567890 1234567890 1234567890		6	EA	\$15.00 SGD	\$90.00 SGD

Tax

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

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

Tax Category: 0% GST / GST Non-Taxable Shipping Documents Special Handling Discount Add to Included Lines

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test 1 1234567890 1234567890 1234567890 1234567890		6	EA	\$10.00 SGD	\$60.00 SGD

Tax

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

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

Invoice Creation (5/7)

- 10) After clicking on “Next”, it will bring you to the review page, where you will see the Invoice Number, Date and corresponding PO reference (r) and invoice payable amount (s). Take a moment to review all the information.
- 11) To proceed with the invoice creation, click on “Submit” (t).
- 12) Once submitted, the SAP Business Network would show you that the invoice was submitted successfully and you shall have the option to either print a copy of the invoice or to exit the page (u).
- 13) The Purchase Order status would be updated to “Partially Invoiced” or “Invoiced” (v), with the invoice document hyperlink appearing under the Related Documents.

SAP Business Network - Standard Account Get enterprise account TEST MODE

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.

Standard Invoice

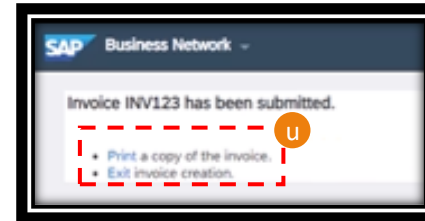
Invoice Number: 2023/01
Invoice Date: Thursday 23 Mar 2023 6:16 PM GMT+08:00
Original Purchase Order: 8000001535

Amount Payable: \$1,080.00 SGD

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

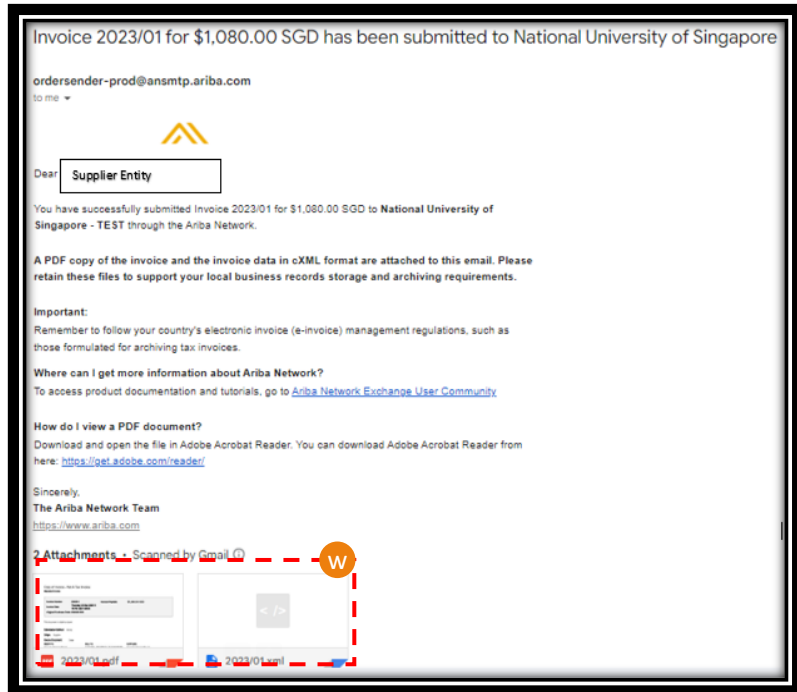
BILL TO: NATIONAL UNIVERSITY OF SINGAPORE
Postal Address (Default):
TAN CHIN TUAN WING, UHT #03-02 21 LOWER KENT RIDGE ROAD
Singapore 119077
Singapore
Address ID: N001

SUPPLIER: Supplier Name and Postal Address



Invoice Creation (6/7)

- 14) Email shall be sent to the registered email address with the invoice information and to notify your organization that the invoice submission is successful, where you can find the invoice in pdf format attached in the email (w).



Invoice Creation – Additional Note on Exchange Rate (7/7)

Note : If you are a GST-registered company with a foreign currency invoice, do remember to override the “**Tax Exchange Rate**” (x) under “Additional Fields” and ensure the Foreign Currency and SGD Equivalent Amount (y) are the same as your attached Tax Invoice before you click **Submit**.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: Group Limited
Karachi - Pakistan

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

Customer:

Bill From: Group Limited
Karachi - Pakistan

Email: [View/Edit Addresses](#)

X

Tax Exchange Rate

Exchange Rate from US* Dollar to Singapore Dollar :

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:Pakistan. The document's destination country is:Singapore.

Standard Invoice

Invoice Number: 123
Invoice Date: Wednesday 22 Mar 2023 4:58 PM GMT+08:00
Original Purchase Order: 8000001518

Y

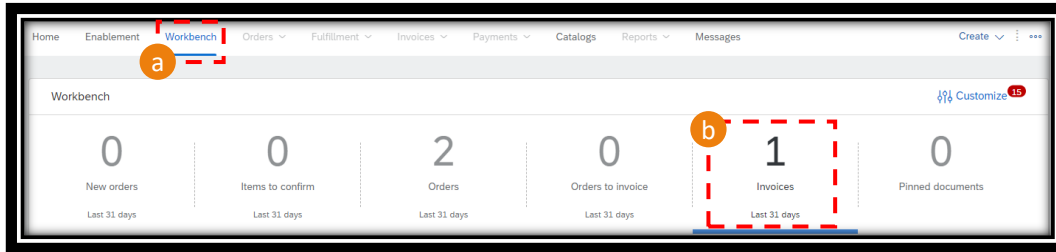
Subtotal:	\$753.00 USD	\$998.18 SGD
Total Tax:	\$60.24 USD	\$79.85 SGD
Amount Due:	\$813.24 USD	\$1,078.03 SGD
(1 US Dollar = 1.3256 Singapore Dollar)		

Credit Memo Creation

Credit Memo Creation (1/4)

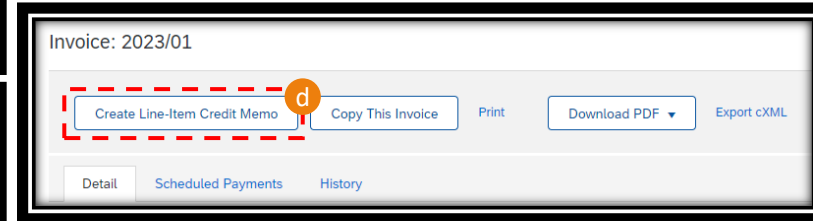
In any event whereby credit memo is required to cancel a particular invoice, follow the below steps:

- 1) Click on “**Workbench**” (a),
- 2) Click on the “**Invoice**” tile (b) and a list of the invoices that were created would populate,
- 3) Click on the invoice which the credit memo is to be created for (c),
- 4) Click “**Credit Line-Item Credit Memo**” (d),



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

The first row of the table is highlighted with a red dashed box and labeled 'c'.



Credit Memo Creation (2/4)

- 5) Enter the Credit Memo Reference (d). All mandatory fields are marked with *.
- 6) The “Subtotal”, “Total Tax” and “Amount Due” value (f) are populated from the original invoice. Take a moment to review the figures.
- 7) Enter the “Reason for Credit Memo” (g).
- 8) Click “Add to Header” and “Attachment” (h), then “Choose File” (i) and “Add Attachment” (j) to upload the attachment to this document. Note of the size limit of 100MB.

Create Line-Item Credit Note

Update Save Exit Next

Credit Memo Type

You are creating a Credit Memo with Quantity Adjustment

Invoice Header * indicates required field Add to Header

Summary

Credit Memo # []

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

Original Invoice No: 202301
Original Invoice Date: 23 Mar 2023
Remit To: Diathe N' Delicious Pte Ltd
Singapore
Singapore
NATIONAL UNIVERSITY OF SINGAPORE
Singapore
Singapore

Comment

Reason for Credit Memo: *

Default Credit Memo Comment Text:

Add to Header

Attachment

Attachments

The total size of all attachments cannot exceed 100MB

Choose File | No file chosen

Add Attachment

Credit Memo Creation (3/4)

- 9) Ensure the tax category is correctly reflected (k) and the amount is entered with minus (-) sign,
- 10) Click “Next” (l) to proceed,
- 11) At the Create Line-Item Credit Note review page, where you will see the credit note information. Take a moment to review all the details before clicking “Submit” to proceed (m). Click “Previous” to amend any details.
- 12) Once submitted, the SAP Business Network would show you that the credit memo was submitted successfully and you shall have the option to either print a copy of the invoice or to exit the page (n).

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Catering Lunch					\$-1,000.00 SG

Tax

Category: 8% GST / Standard rate 8%

Description: Standard rate 8%

Taxable Amount: \$-1,000.00 SGD
Rate(%): 8
Tax Amount: \$-80.00 SGD
GST Type: Select

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

Line Item Actions

Create Line-Item Credit Note

Confirm and submit the line-item credit note. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Singapore. The document's destination country is:Singapore. If you want your invoices to be stored in the Arriba 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 Note

(Original Invoice No: 2023/01)

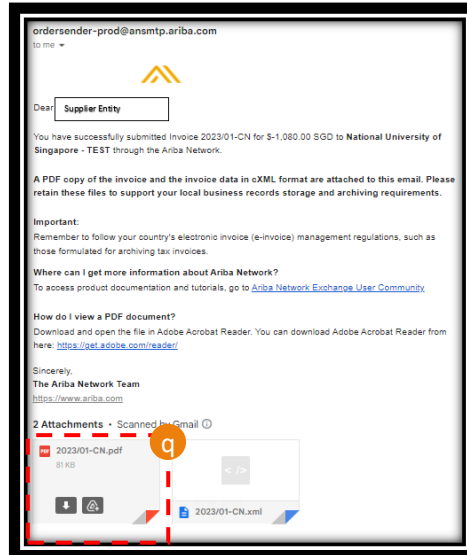
Credit Note Number: 2023/01-CN
Credit Note Date: Sunday 26 Mar 2023 4:32 PM GMT+08:00
Original Invoice Number: 2023/01
Original Invoice Date: Thursday 23 Mar 2023 6:16 PM GMT+08:00
Original Purchase Order: 8000001535

Amount Payable: \$-1,080.00 SGD

Invoice 2023/01-CN has been submitted.

Credit Memo Creation (4/4)

- 13) The Purchase Order Status shall revert back to “**Shipped**” (o) if there is a ship notice created or “**Confirmed**” if there is a order confirmation created.
- 14) Hyperlinks to the original invoice and credit memo documents will appear under “**Related Documents**” (p).
- 15) Email shall be sent to the registered email address with the credit note information and to notify your organization that the credit memo submission is successful, where you can find the credit note in pdf format attached in the email (q). Do note the Credit Memo is a negative amount (r).



THANK YOU