

How to perform Order Confirmation and Ship Notice

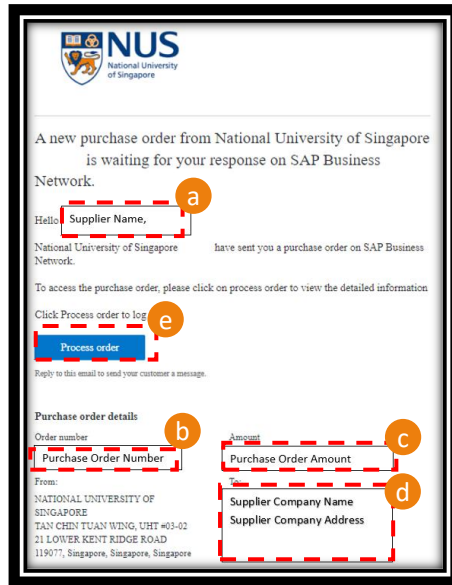


NUS
National University
of Singapore

National University of Singapore

Receipt of Purchase Order

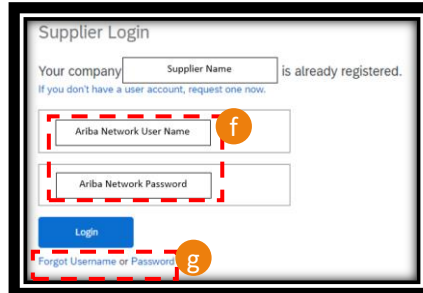
Receipt of Purchase Order (1/3)



Congratulation, you have received a Purchase Order (“PO”) from NUS. Once a PO is created, the registered email shall receive an email notification from Ariba and the email sender shall bear the domain “@ansmtp.ariba.com”.

In this email, it contains:

- Supplier Name,
- Purchase Order Number,
- Purchase Order Amount,
- Supplier Company Name and Registered Address.



To proceed with the PO processing, Click on “Process Order” (e) and log in with your existing Ariba Network credential (f). Should you forget your password or username, you can click on “Forget Username or Password” (g).

Receipt of Purchase Order (2/3)

Purchase Order

PO Number

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

NUS National University of Singapore

From: NATIONAL UNIVERSITY OF SINGAPORE
TAN CHIN TUAN WING, UHT #03-02 21 LOWER KENT RIDGE ROAD
Singapore 119077

To: Supplier Company Name
Supplier Company Address
Supplier Contact Information

Purchase Order PO Number & Value

Payment Terms: NET 30

Other Information: Requester Name, Purchasing Entity Code, Purchasing Unit Name, Legal Terms and Conditions of Purchase

After clicking on the “Process Order” and logging in, you shall be brought to the Purchase Order View, where you can view the following information:

- Purchase Order Number,
- Billing Entity,
- Supplying Entity Name, Address and Contact Information,
- Purchase Order Number and Value,
- Requester Name, Purchasing Entity Code, Conditions of Purchase,
- Shipping Information,
- Billing Entity and Address,
- Recipient Name and Contact Information, and
- Line items information such as item description, quantity, unit price, currency, subtotal, etc. Note that subtotal does not include Goods and Services Tax (“GST”).

Ship All Items To

Bill To

Deliver To

Shipping Information, such as Buying Entity Name, Address, requester contact email address

Billing Address

Recipient Name

Line #	No. Schedule Lines	Part # / Description	Type	Qty (Unit)	Invoiced By	Unit Price	Subtotal
1		Not Available	Material	50 (EA)	6 Apr 2023	\$20.00 SGD	\$1,000.00 SGD

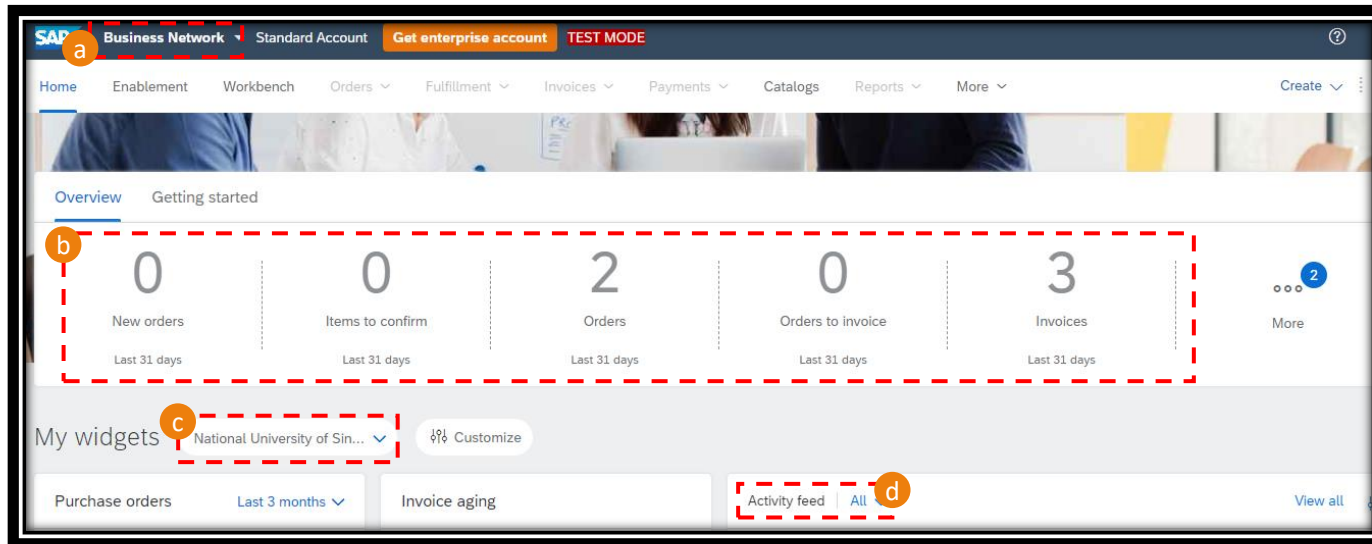
Catering Lunch

Sub-total: \$1,000.00 SGD

Receipt of Purchase Order (3/3)

Alternatively, you can view the Purchase Order in your Ariba Network Dashboard by following the below steps:

- 1) Visit “supplier.ariba.com”,
- 2) Under “**Business Network**” (a), you can view a dashboard of “**New Orders**”, “**Items to confirm**”, “**Orders to Invoice**” and etc. (b). Click on the respective tiles to view the order information in details,
- 3) You may toggle between your client list (c) and review the “**Activity Feed**” (d) to look through the list of recent activities, such as Changes in Order Status, Order Received, etc.

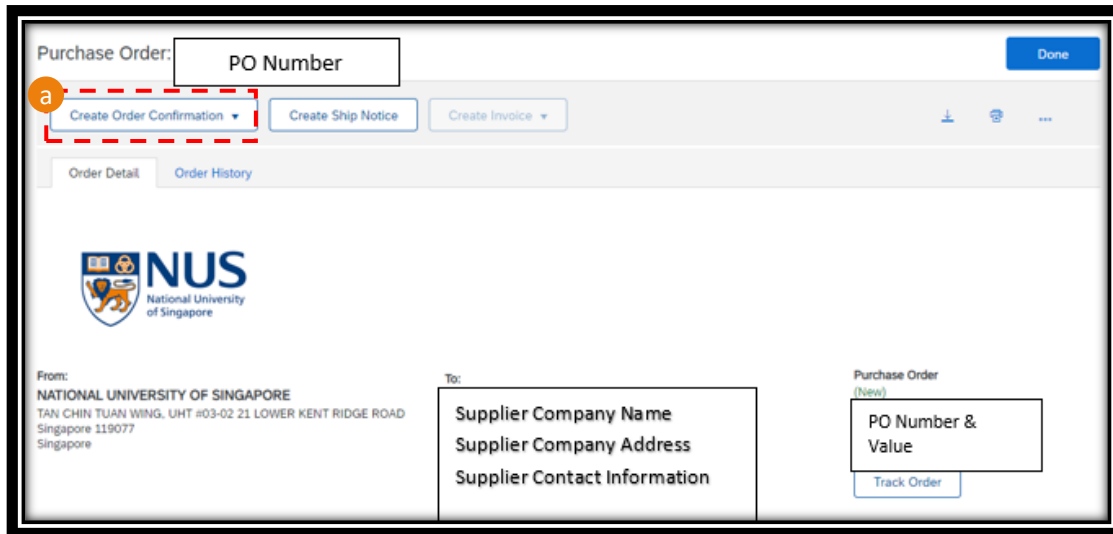


Order Confirmation

Order Confirmation (1/7)

To perform Order Confirmation, follow the below steps:

- 1) Go to the particular Purchase Order,
- 2) Click on “**Create Order Confirmation**” (a),
- 3) There would be 3 options, “**Confirm Entire Order**”, “**Update Line Items**” and “**Reject Entire Order**” (b). Click the appropriate option for your action.



Click:

- “Confirm Entire Order” when you like to confirm the order for all the items in a particular PO.
- “Update Line Items” when you like to perform partial PO confirmation
- “Reject Entire Order” when you like to reject all the items in a particular PO.

Order Confirmation (2/7)

4a) When click “**Confirm Entire Order**”, you would be prompted to:

- Enter the Confirmation Reference (a),
- Estimated Shipping and Delivery Information as such dates, comment, etc. (b),
- Attach document (if applicable) (c) – Size limit of 100MB. Click on “**Choose File**” and then “**Add Attachment**”.
- Confirm on the line item(s) and corresponding quantity (d), and
- Click “**Next**” to proceed (e).

The screenshot shows the 'Confirm Entire Order' form. It includes a sidebar with steps 1 and 2. The main form has sections for 'Order Confirmation Header', 'Shipping and Tax Information', and 'Attachments'. Annotations are as follows:

- a**: A red dashed box around the 'Confirmation #' input field.
- b**: A red dashed box around the 'Est. Shipping Date', 'Est. Shipping Cost', 'Est. Delivery Date', and 'Est. Tax Cost' fields.
- c**: A red dashed box around the 'Choose File' and 'Add Attachment' buttons.

The screenshot shows the 'Line Items' table. It has a table with columns: Line #, Part # / Description, Type, Qty (Unit), Need By, Unit Price, and Subtotal. There is one line item with 'Not Available' description and '50 (EA)' quantity. Below the table, there is a 'Current Order Status' section showing '50 Confirmed As Is'. Annotations are as follows:

- d**: A red dashed box around the first line item.
- e**: A red dashed box around the 'Next' button.

Order Confirmation (3/7)

4b) When click “Update Line Item”, you would be prompted to:

- Enter the Confirmation Reference (a),
- Estimated Shipping and Delivery Information as such dates, comment, etc. (b),
- Attach document (if applicable) (c) – Size limit of 100MB. Click on “Choose File” and then “Add Attachment”,
- Click on the button (d) to confirm all the quantity in the particular items,

The screenshot shows the 'Confirming PO' form. It has a sidebar with two steps: '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main form is divided into sections: 'Order Confirmation Header', 'Shipping and Tax Information', and 'Attachments'. Callout 'a' points to the 'Confirmation #' field. Callout 'b' points to the 'Shipping and Tax Information' section, which includes fields for 'Est. Shipping Date', 'Est. Shipping Cost', 'Est. Delivery Date', and 'Est. Tax Cost', along with a 'Comments' text area. Callout 'c' points to the 'Attachments' section, which has a 'Choose File' button (with 'no file chosen' text) and an 'Add Attachment' button. A red dashed box highlights the 'Choose File' and 'Add Attachment' buttons.

The screenshot shows the 'Line Items' form. It features a table with columns: 'Line #', 'Part # / Description', 'Type', 'Qty (Unit)', 'Need By', 'Unit Price', and 'Subtotal'. The first row shows '1', 'Not Available', 'Material', '56 (LOT)', '10 Mar 2023', '\$22.00 SGD', and '\$1,232.00 SGD'. Below the table, there is a 'Current Order Status' section with a radio button selected for '56 Unconfirmed'. Callout 'd' points to this radio button. There are also 'Confirm:' and 'Backorder:' fields, and a 'Details' button. At the bottom, there is an 'Attachments' table with columns 'Name', 'Size (bytes)', and 'Content Type', which is currently empty. Below the attachments table are 'Choose File' and 'Add Attachment' buttons. A note at the bottom states: 'The total size of all attachments cannot exceed 100MB'.

Order Confirmation (4/7)

- If, as a supplier, you are not able to confirm all the quantity of a particular PO line item, key the confirmed quantity in the “**Confirm**” and backfill quantity in “**Backorder**” fields (e). Note the quantity to be confirmed plus the backorder quantity cannot exceed the ordered quantity,
- Click on “**Details**” (f) and enter the Shipping / Delivery Date of the confirmed and backorder quantity (g),
- Click “**OK**” to go back to previous page,
- Repeat the same for all line items,
- You may click “**Confirm All**” (h) if you would like to confirm the Entire Order instead, and
- Click “**Next**” (i) to proceed.

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available	Material	56 (LOT)	10 Mar 2023	\$22.00 SGD	\$1,232.00 SGD

Amount-Based Line
layout and refurbished

Current Order Status

56 Unconfirmed

Confirm: 50 Backorder: 6

Details

Confirm All

Exit Next

Line No.	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
1	Not Available	56	LOT	10 Mar 2023		\$22.00 SGD	\$1,232.00 SGD

layout and refurbished

New Order Status: 6 Backordered

Est. Shipping Date:

Est. Delivery Date:

Comments:

New Order Status: 50 Confirmed

Est. Shipping Date:

Est. Delivery Date:

Order Confirmation (5/7)

4c) When click “**Reject Entire Order**”, you would be prompted to:

- Enter the Confirmation Reference (a),
- Choose the appropriate Rejection Reason (b) such as Duplicate Order, Incorrect Details (Price, Quantity, Description, Delivery Date), Inability to Supply, etc.,
- Enter Comments (c) to provide more information on the rejection, and
- Click “**Reject Order**” (d) to proceed.

The screenshot shows a form titled "REJECT ENTIRE ORDER". It contains the following fields and buttons:

- Order Confirmation Number:** A label above a text input field labeled "Confirmation #:". This field is circled in red with the letter 'a'.
- Rejection Reason:** A dropdown menu with the text "Please Select" and a downward arrow. This dropdown is circled in red with the letter 'b'.
- Comments:** A large text area for entering details. This area is circled in red with the letter 'c'.
- Buttons:** At the bottom, there are two buttons: a blue "Reject Order" button and a white "Cancel" button. The "Reject Order" button is circled in red with the letter 'd'.

Order Confirmation (6/7)

- 5) After clicking “Next” for Step 4a and 4b, you would be prompted to review the order confirmation information.
- 6) If all the information is correct, click “Submit” to proceed. If not, click “Previous” to return to the previous page and amend accordingly (a).
- 7) Once submitted, the buying entity shall receive a notification and the Order shall change from “New” to “Confirmed” (b). In addition, there shall be a related document populates in the PO (c).

The screenshot shows the 'Confirm Entire Order' page. On the left, there are two steps: '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main content area is titled 'Confirmation Update' and includes the following information:

- Confirmation #: 2023/01
- Supplier Reference:
- Attachments:

Below this is a 'Line Items' table:

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available	Material	50 (EA)	6 Apr 2023	\$20.00 SGD	\$1,000.00 SGD

Under the table, it says 'Amount-Based Line' and 'Catering Lunch'. The 'Current Order Status' is '50 Confirmed With New Date (Estimated Shipment Date: 23 Mar 2023; Estimated Delivery Date: 23 Mar 2023)'. At the bottom right, there are three buttons: 'Previous' (with a red dashed box and label 'a'), 'Submit', and 'Exit'.

The screenshot shows the 'Purchase Order (Confirmed)' page. At the top left is the NUS logo (National University of Singapore). The page is divided into several sections:

- From:** NATIONAL UNIVERSITY OF SINGAPORE, TAN CHIN TUAN WING, UHT #03-02 21 LOWER KENT RIDGE ROAD, Singapore 119077, Singapore
- To:** A box containing 'Supplier Company Name', 'Supplier Company Address', and 'Supplier Contact Information'.
- Order Summary:** Purchase Order (Confirmed) 8000001304, Amount: \$4,474.90 SGD, Version: 1. A 'Track Order' button is below this.
- Payment Terms:** NET 30.
- Routing Status:** Acknowledged.
- Related Documents:** 2023/01. A red dashed box and label 'c' are around this text.

At the bottom right, there is a red dashed box and label 'b' around the order summary information.

Order Confirmation (7/7)

8) Once the Order has been confirmed, you shall receive an email notification to the registered email address. The email shall come from domain address “@ansmtp.ariba.com”. The email shall contain the following information:

- Purchase Order Number (a),
- Buyer Name / ANID (b),
- Order Date and Status (c),
- PO line information (d), and
- Confirmed Quantity (e).

This notification contains important information about your test Ariba account (ANID: AN11120756804-T).

Your purchase order status

Order #: Purchase Order Number (a)

Buyer Name: Buyer Entity (b)

Buyer ANID: Buyer ANID (b)

Order Date: 23 Mar 2023 2:20:01 AM GMT-07:00 (c)

Status: Confirmed (c)

Line No.	Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price
1	Not Available	50	EA	Catering Lunch	6 Apr 2023		\$20.00 SGD	\$1,000.00 SGD (d)

Status

50 Confirmed With New Date(Estimated Shipment Date: 22 Mar 2023; Estimated Delivery Date: 22 Mar 2023) (e)

Ship Notice

Ship Notice (1/3)

To create Ship Notice, follow the below steps:

- 1) Go to the particular Purchase Order,
- 2) Click on “**Create Ship Notice**” (a),
- 3) Enter the mandatory information marked with *, such as Packing Slip ID, Shipping Date and Delivery Date (b). Non-mandatory information such as Carrier Name, weight and etc., can be provided as well.

Purchase Order: PO Number

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

NUS
National University of Singapore

From: NATIONAL UNIVERSITY OF SINGAPORE
TAN CHIN TUAN WING, UHT #03-02 21 LOWER KENT RIDGE ROAD
Singapore 119077

To: Supplier Company Name
Supplier Company Address
Supplier Contact Information

Create Ship Notice Save Exit Next

* Indicates required field

SHIP FROM Supplier Name Supplier Ship from Address Update Address

DELIVER TO NATIONAL UNIVERSITY OF SINGAPORE Singapore Singapore Update Address

Ship Notice Header

SHIPPING

Packing Slip ID: * 202301

Invoice No.: 202301

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date: * 23 Mar 2023

Delivery Date: * 23 Mar 2023

Gross Volume: Unit:

Gross Weight: Unit:

TRACKING

Carrier Name: Service Level:

Ship Notice (2/3)

- 4) Attach document (if applicable) (c) – Size limit of 100MB. Click on “Choose File” and then “Add Attachment”.
- 5) Complete the Delivery and Transport Information (if applicable) (d),
- 6) Complete the line item information such as Supplier Batch ID, Country of Origin, Production and Expiry dates (if applicable) (e),
- 7) Click “Save” to save the entry as draft for 7 days, or “Next” to proceed (f),

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 100MB

DELIVERY AND TRANSPORT INFORMATION (d)

Delivery Terms:

Shipping Payment Method: (d)

Delivery Terms Description:

Shipping Contract Number:

Transport Terms Description:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
800001535	1	Not Available		50	EA	6 Apr 2023		\$20.00 SGD	\$1,000.00 SGD <input type="button" value="Remove"/>

Catering Lunch

Shipment Status

Total Item Due Quantity: 50 EA

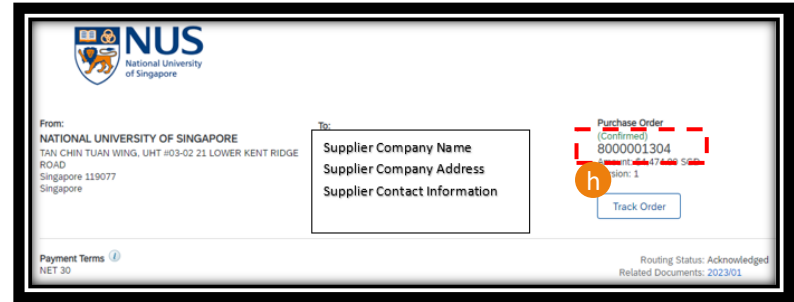
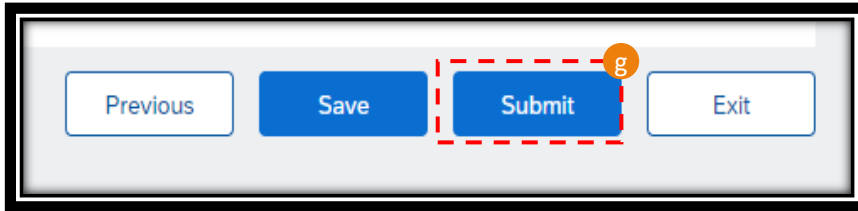
Confirmation Status

Total Confirmed Quantity: 50 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	50	<input type="text"/>	<input type="text" value="- Select Country -"/>	<input type="text"/>	<input type="text"/>

Ship Notice (3/3)

- 8) If you click on “Next” in the previous step, you would be brought to the summary page. Take a moment to review the ship notice before clicking “**Submit**” to proceed (g),
- 9) Under the Purchase Order, the status shall change from “**Confirmed**” to “**Shipped**” (h) and the Ship Notice shall appear under the Related Documents, with a hyperlink to your Ship Notice document.

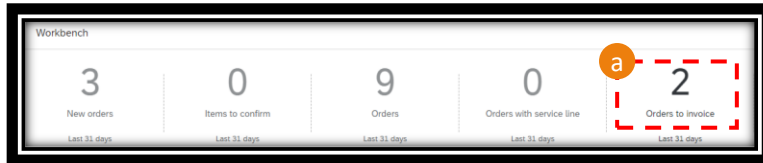


Invoice Creation

Invoice Creation (1/5)

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

 NUS
National University of Singapore

Invoice Creation (2/5)

- Most of the information are populated (d) from the Purchase Order. Please verify and add in the missing information. Be sure to provide all mandatory information, marked with *, such as “Invoice #” and “Invoice Date”.
- Click “Add to Header” (e) and “Attachment” (f) to attach your invoice copy. Note of 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.

Create Invoice

Invoice Header

Summary

Purchase Order: 000001539	Subtotal: \$1,200.00 SGD
Invoice #: 202304	Total Tax: \$0.00 SGD
Invoice Date: 23 Mar 2023	Amount Due: \$1,200.00 SGD

Service Description:

Remit To: Remit to Entity

Bill To: NATIONAL UNIVERSITY OF SINGAPORE

Shipping: Header level shipping (selected)

Ship From: Supplier Ship-From

Ship To: NATIONAL UNIVERSITY OF SINGAPORE

Deliver To: Recipient Name

e Add to Header

f Attachment

Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen Add Attachment

Name	Size (bytes)	Content Type
<input type="checkbox"/> Receipt - Sample.pdf	25638	application/pdf

Delete

Invoice Creation (3/5)

- 6) Should local Goods and Services Tax (“GST”) be applicable, click on the “Tax Category” and ensure the Tax Description reflected is correct (i). If not, re-select from the drop-down list. Click on the line item(s), where the GST is applicable (j) and click “Add to Included Lines” (k). Note that tax information is a mandatory field and tax category shall be added regardless whether GST is applicable or otherwise. For non-GST items, please select “0% GST / GST Non-Taxable” or “0% GST / Zero Rated 0%”. Once added, the tax information shall populate within the line item,
- 7) Should there be any discount, please follow the above step, but select “Discount” (l) instead of “Tax Category”.
- 8) For partial invoicing, toggle the “Include” button to include/exclude a particular line item in the invoice (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.

The screenshot displays the 'Line Items' section of an invoice creation tool. At the top, it shows '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. Below this, there are several options for line items: 'Tax Category' (set to '8% GST / Standard rate 8%'), 'Shipping Documents', 'Special Handling', and 'Discount'. A red dashed box labeled 'i' highlights the 'Tax Category' dropdown. A red dashed box labeled 'j' highlights the 'Include' checkbox for the first line item. A red dashed box labeled 'k' highlights the 'Add to Included Lines' button. A red dashed box labeled 'l' highlights the 'Discount' checkbox. A red dashed box labeled 'm' highlights the 'Include' checkbox for the first line item. At the bottom, a red dashed box labeled 'n' highlights the 'Update', 'Save', 'Exit', and 'Next' buttons. The main table shows one line item: 'Catering Lunch' with a subtotal of '\$1,000.00 SGD'.

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 SGD

Invoice Creation (4/5)

- 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 (o) and invoice payable amount (p). Take a moment to review all the information.
- 11) To proceed with the invoice creation, click on “Submit” (r).
- 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 (s).
- 13) The Purchase Order status would be updated to “Partially Invoiced” or “Invoiced” (t), 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

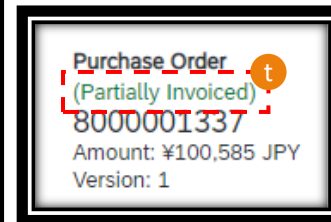
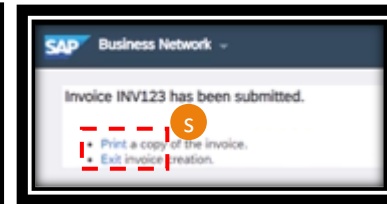
o Invoice Number: 2023/01
Invoice Date: Thursday 23 Mar 2023 6:16 PM GMT+08:00
Original Purchase Order: 8000001337

Amount Payable: \$1,080.00 SGD p

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

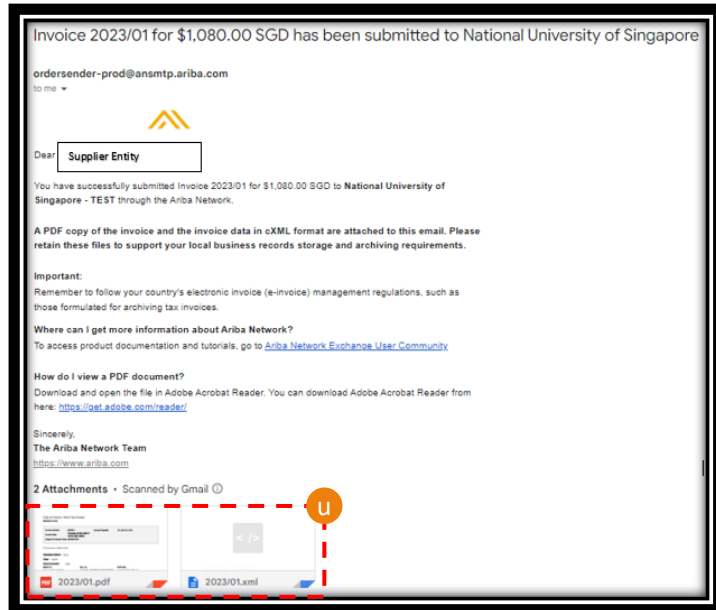
BILL TO: NATIONAL UNIVERSITY OF SINGAPORE
Postal Address (Default): TAN CHIN TUAN WING, UHT #03-02 21 LOWER KENT RIDGE ROAD Singapore 119077 Singapore Address ID: N001

SUPPLIER: Supplier Name and Postal Address



Invoice Creation (5/5)

- 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 (u).

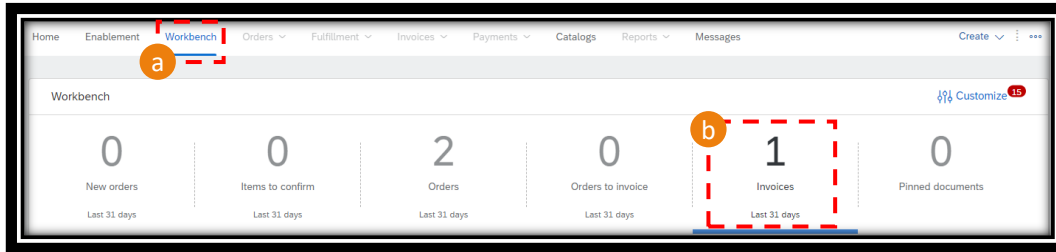


Credit Memo Creation

Credit Memo Creation (1/4)

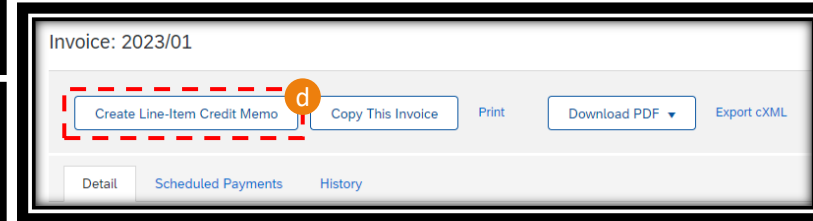
In any event whereby credit memo is required to cancel a particular invoice, follow the below steps:

- 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 # [e] Subtotal: \$-1,000.00 SGD
Total Tax: \$-80.00 SGD
Amount Due: \$-1,080.00 SGD [f]

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: * [g]

Default Credit Memo Comment Text:

Add to Header

Attachment

Attachments

The total size of all attachments cannot exceed 100MB

Choose File [i] No file chosen

Add Attachment [j]

Credit Memo Creation (3/4)

- 9) Ensure the tax category is correctly reflected (k),
- 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 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 Note

(Original Invoice No: 2023/01)

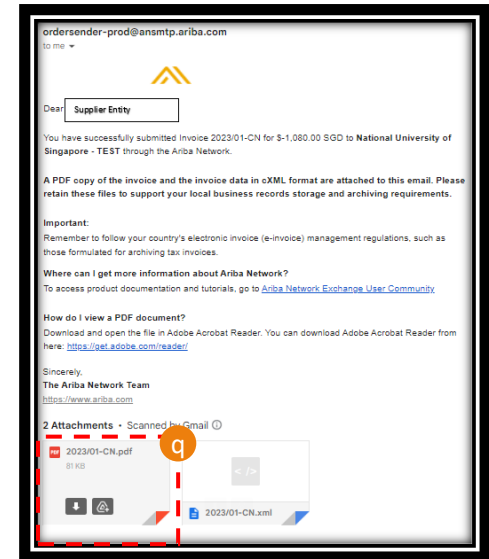
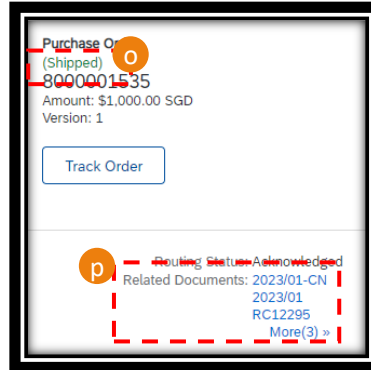
Credit Note Number: 2023/01-CN
Credit Note Date: Sunday 26 Mar 2023 4:32 PM GMT+08:00
Original Invoice Number: 2023/01
Original Invoice Date: Thursday 23 Mar 2023 6:16 PM GMT+08:00
Original Purchase Order: 8000001535

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).



THANK YOU