

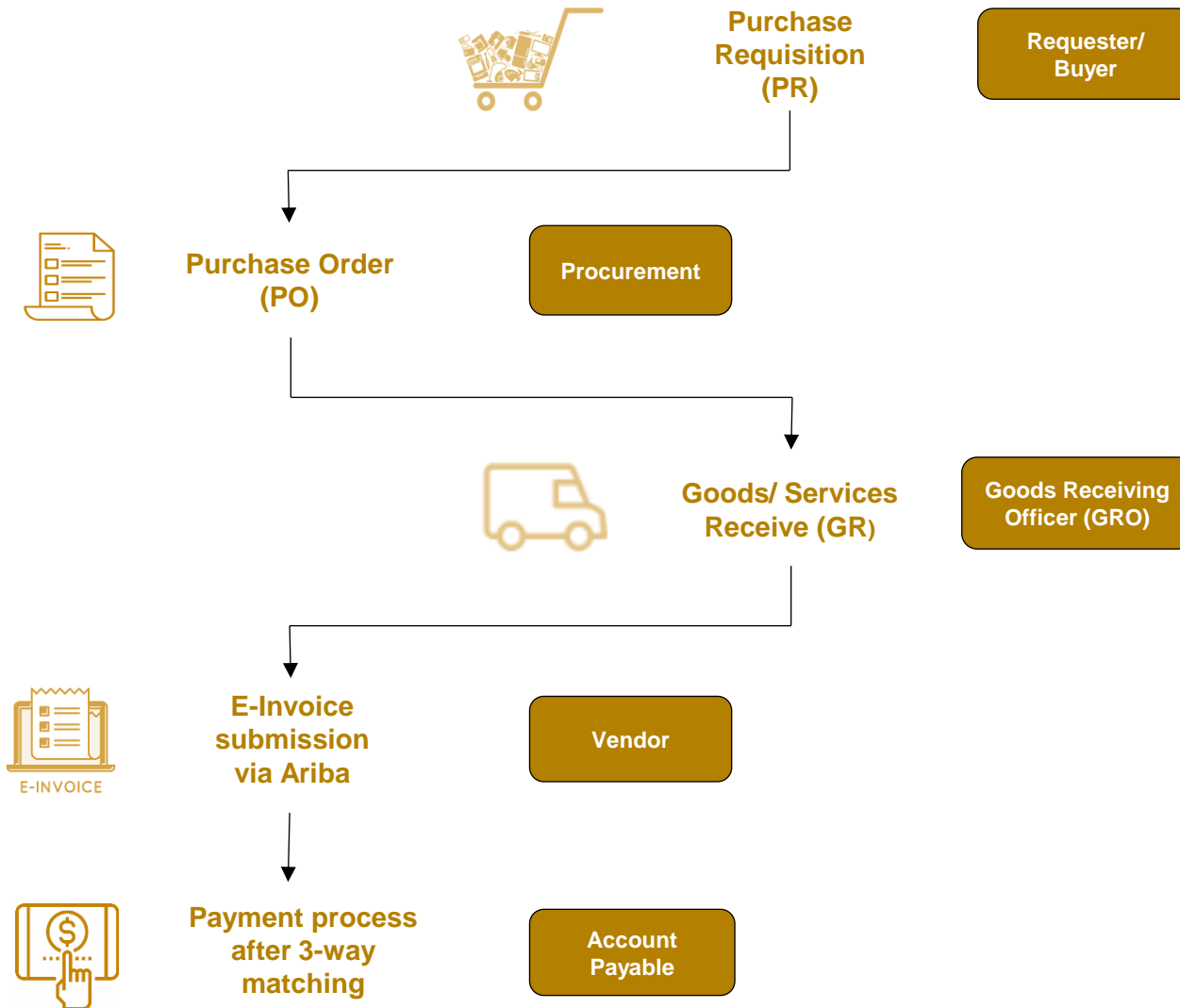
# Purchase Order & E-Invoice Process

# Contents

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		Page
1	<b><u>Procure-to-Pay (P2P) Process Flow</u></b>	3
2	<b><u>Purchase Order (PO) Process</u></b>	4
	<u>Introduction</u>	5
	<u>How to view Purchase Order</u>	6 - 13
	<u>Order and routing Statuses</u>	14
3	<b><u>E-Invoice Creation</u></b>	15
	<u>Important Information</u> (please read)	16
	<u>Purchase Order-to-Invoice Flip</u>	17 - 22
	<u>Invoice Statuses</u>	23

# Procure-to-Pay (P2P) Process Flow



# Purchase Order Process

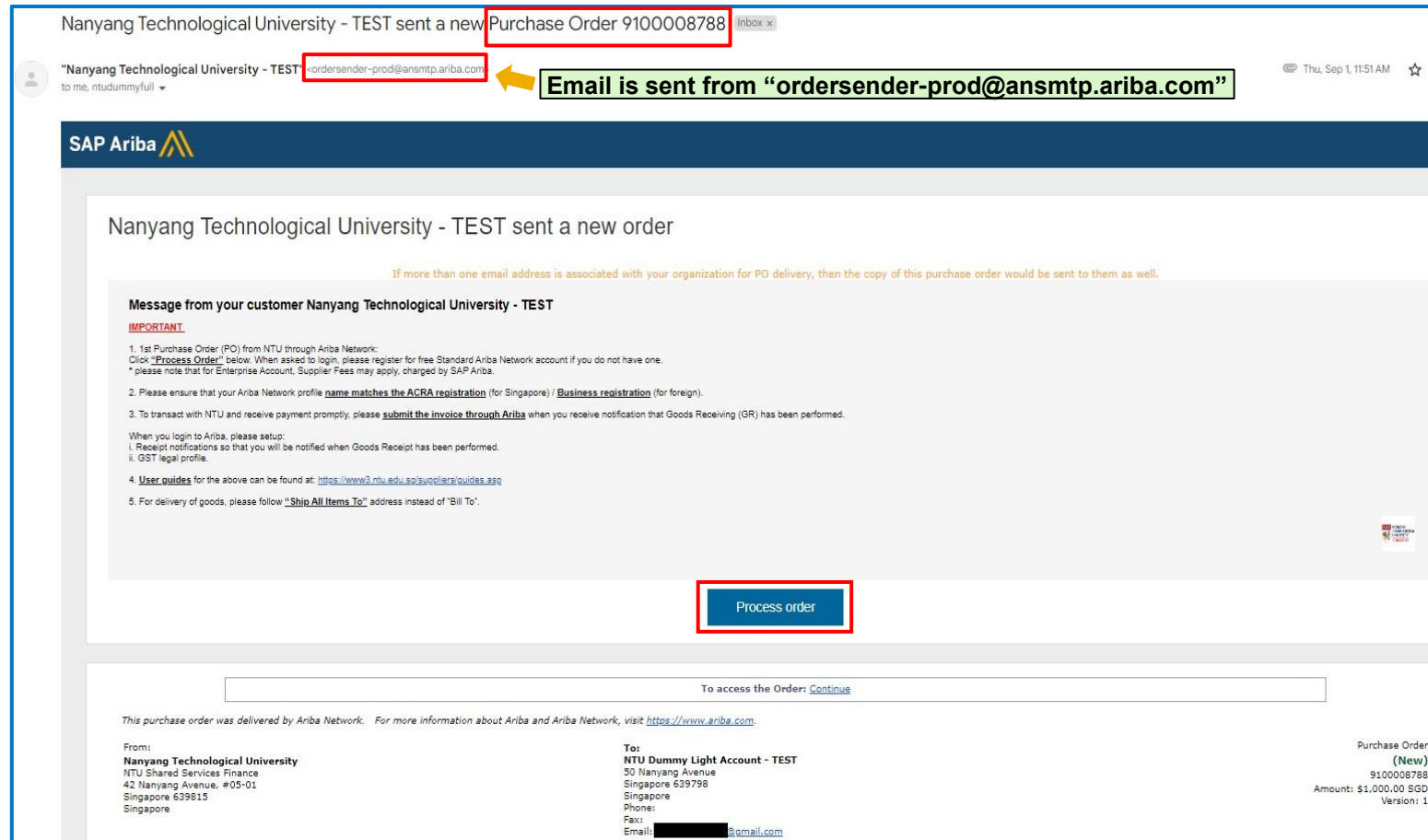
# Introduction

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- The Purchase Order (PO) serves as the primary document for the order, and all subsequent documents are generated from it.
- A PO is a formal document issued by a buyer to a seller, specifying the types, quantities, and agreed-upon prices for products or services that the seller will provide to the buyer.
- Receiving a PO from NTU constitutes an offer to buy products or services.
- The NTU PO number format is 9XXXXXXXXX, a 10-digit number starting with "9".
- The trading relationship between supplier's Ariba account and NTU is established upon the processing of the first PO via interactive email from NTU. Supplier needs to click the "Process Order" button in the PO email to login to their Ariba account and follow through the steps.

# How to view Purchase Order

- Before locating the NTU PO in your Ariba account, accessing the link provided in the NTU first PO interactive email is essential to establish a trading relationship.
- The supplier should click the "**Process Order**" button in the PO email to log in to Ariba account.



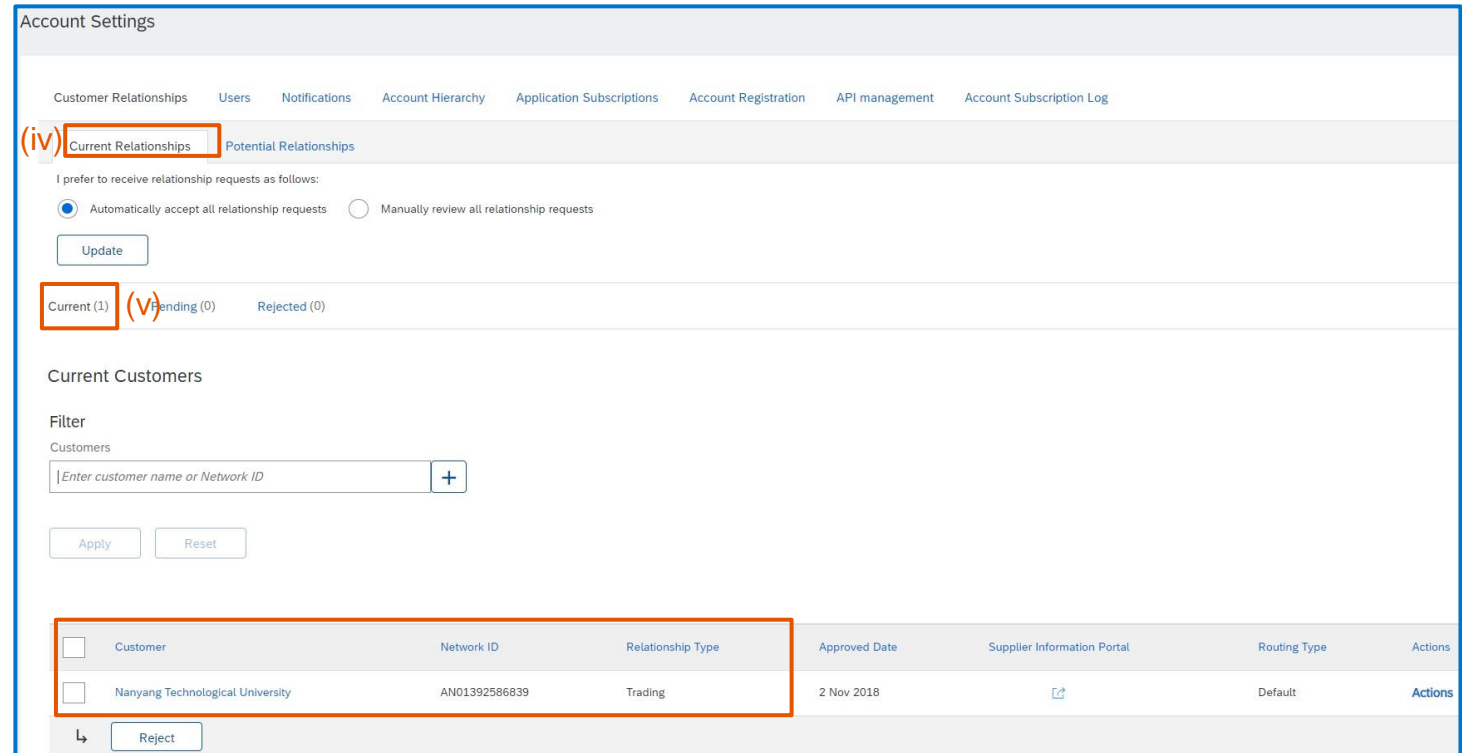
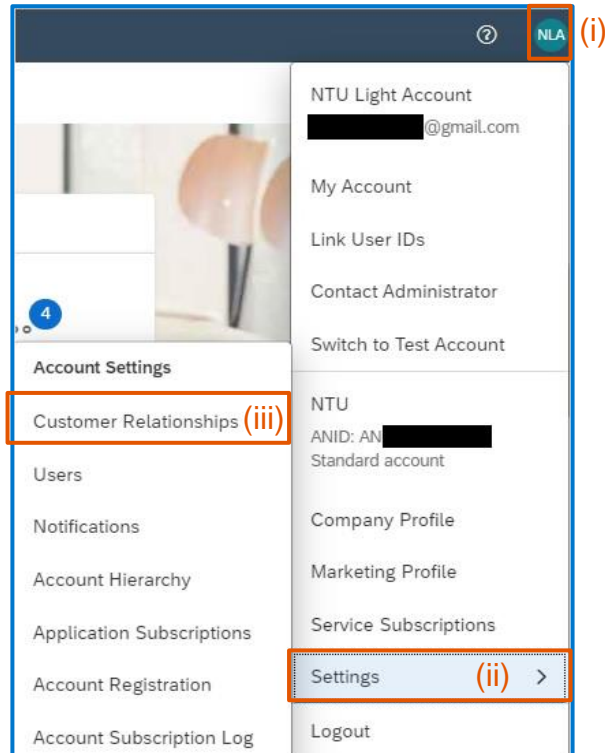
If you have already established a trading relationship with NTU, [please proceed to ►](#)

If you're unsure whether you have an existing trading relationship with NTU, please proceed to the [next page ►](#)

# How to view Purchase Order

To check your customer trading relationship, follow these steps:

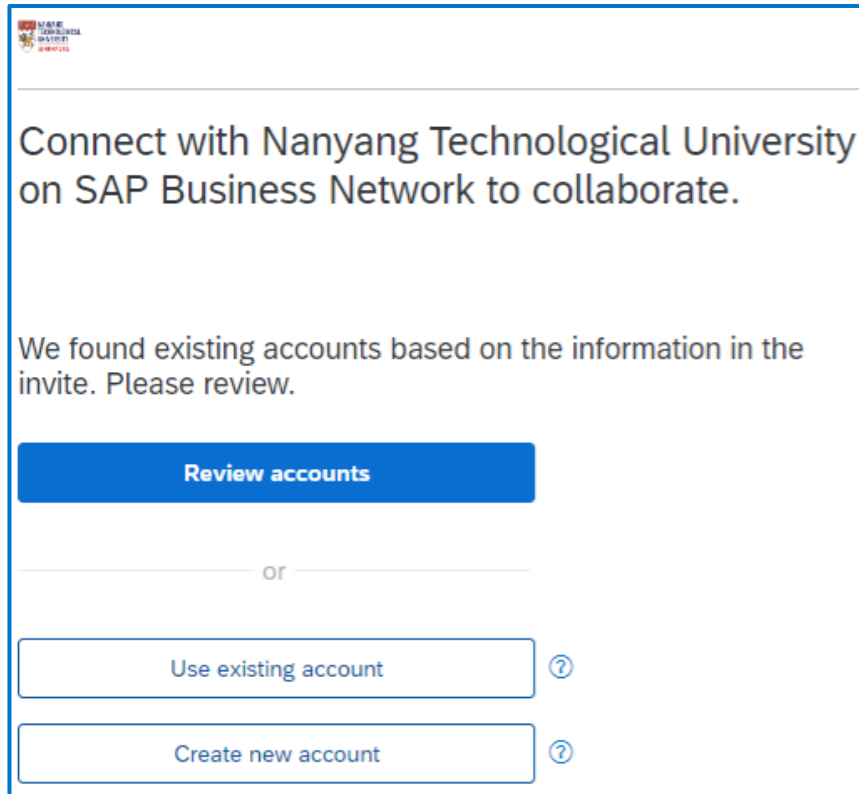
- (i) Click on your account profile at the top right corner (green circle with your account initials).
- (ii) Under the pop-up menu, select "**Settings**".
- (iii) Under "**Account Settings**", select "**Customer Relationships**".
- (iv) Go to "**Current Relationships**" tab.
- (v) Check the "**Current**" tab to ensure "Nanyang Technological University" appears under "**Customer**".  
This indicates that your account has an active trading relationship with NTU.



# How to view Purchase Order

- After clicking the "**Process Order**" button, proceed to log in to your Ariba account.
- If this is your first PO and you do not have an existing trading relationship with NTU, click on "**Use existing account**" if you have already registered one. Otherwise, please proceed with "**Create new account**".
- Once you have successfully logged in, your account will have established a trading relationship with NTU.

Please skip to  
**Review accounts**  
and proceed to login  
or create a new  
account.



The screenshot shows the SAP Business Network login page for Nanyang Technological University. At the top left is the NTU logo. The main heading reads "Connect with Nanyang Technological University on SAP Business Network to collaborate." Below this, a message states: "We found existing accounts based on the information in the invite. Please review." There are three main options: a blue button labeled "Review accounts", a separator line with the word "or" in the center, and two white buttons with blue borders. The first white button is labeled "Use existing account" and the second is labeled "Create new account". Both white buttons have a small blue question mark icon to their right.



# How to view Purchase Order

To access your Ariba account, go to <https://supplier.ariba.com/>.

- (1) Click on the "**Orders**" tab, from the dropdown menu that appears, click on "**Purchase Orders**".
- (2) Under the "**Customers**" field, select "Nanyang Technological University".
- (3) Under the "**Order numbers**" field, enter the 10 digits PO number and select "**Exact match**".
- (4) Click on "**Apply**" button to display the search results.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders' (highlighted with a yellow box labeled '1'), 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. Below the navigation bar, the 'Orders' section shows a summary of order statistics: 1 Order, 0 Items to confirm, 0 Turn items, 5 New orders, 0 Changed orders, 0 Orders to invoice, and 0 Orders to Summary in. A dropdown menu is open under the 'Orders' tab, showing 'Purchase Orders' (highlighted with a red box), 'Order Inquiries', 'Requisitions', and 'Requests for Quotation'. Below the summary, the 'Orders (1)' section shows a filter for 'Customers' (Nanyang Technological University - TE) and 'Order numbers' (9100009137). The 'Exact match' radio button is selected (highlighted with a red box). The 'Apply' button is highlighted with a yellow box labeled '4'.

SAP Business Network Standard Account Get enterprise account

Home Enablement Discovery Workbench **Orders** 1 Fulfillment Invoices Payments Catalogs Reports Assessments

Orders

1 Orders Last 31 days

0 Items to confirm Last 31 days

0 Turn items Last 31 days

5 New orders Last 31 days

0 Changed orders Last 31 days

0 Orders to invoice Last 31 days

0 Orders to Summary in Last 31 days

Orders (1)

▼ Edit filter

Customers 2 Nanyang Technological University - TE

Order numbers 3 9100009137

☐ Partial match ☒ Exact match

4 Apply Reset

# How to view Purchase Order

(5) Click on the PO number in the search results to access the order details.

Orders (1)

▼ Edit filter

Customers

Nanyang Technological University - TE:

Order numbers

9100009137 Type selection

☐ Partial match ☒ Exact match

Order Number	Customer	Amount	Date ↓	Order Status
9100009137	Nanyang Technological University - TEST	\$10000 SGD	Oct 6, 2023	Received

**Note:**

E-Invoice submission is conditional upon the completion of the delivery and goods receipt (GR) processes. The order status will indicate "Received" once GR has been successfully executed. In cases where the order status displays as "New", "Shipped", "Changed", or "Failed", please reaching out directly to the requester/ buyer to facilitate the GR process.

# How to view Purchase Order


After clicking on the PO number in the search results, the Purchase Order page will be displayed.  
Here, you can view the order details and create and submit e-invoices.

[Upper part of the Purchase Order]

Purchase Order: 9100009215 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) The "Create Invoice" button is disabled if goods receipt (GR) has not been performed.

[Order Detail](#) [Order History](#) Click "Order History" to view status history Suppliers are not required to perform "Order Confirmation" or "Ship Notice"



**From:**  
Nanyang Technological University  
NTU Shared Services Finance  
42 Nanyang Avenue, #05-01  
Singapore 639815  
Singapore

**To:**  
NTU Testing  
50 Nanyang Avenue  
Singapore 639798  
Singapore  
Phone:  
Fax:  
Email:

**Shows summary of PO status (New/Received/ Changed and etc.)**  
(click [here](#) to see a list of order statuses)

**Purchase Order (New)**  
9100009215  
Amount: \$6,800.00 SGD  
Version: 1  
[Track Order](#)

**Click on the down arrow icon to download a PDF copy or print the PO by clicking on the printer icon.**

[Download PDF](#)  
[Download CSV](#)  
[Export cXML](#)

**Payment Terms** Payment terms between supplier and buyer  
NET 30

**Comments**  
Comment Type: Terms and Conditions  
Body: INSTRUCTIONS TO THE SUPPLIER

By accepting this Purchase Order, the Supplier agrees:

(a) that the sale and purchase shall be governed by:

(i) the terms and conditions of the contract a ... [View more](#) »

**Displays terms and conditions and any additional comments from buyer**

**Related documents submitted to this order** (E.g., goods receipt (GR), Ship Notice and submitted E-Invoice.)

**Routing Status:** Sent  
**Related Documents:**

# How to view Purchase Order

After clicking on the PO number in the search results, the Purchase Order page will be displayed. Here, you can view the order details and create and submit e-invoices.

[Bottom part of the Purchase Order]

**Ship All Items To**  
  
Nanyang Technological University  
NTU Shared Services Finance  
42 Nanyang Avenue, #05-01  
Singapore 639815  
Singapore  
Ship To Code: NSS-FIN  
Email: [redacted]@NTU.EDU.SG

**Bill To**  
  
Nanyang Technological University  
NTU Shared Services Finance  
42 Nanyang Avenue, #05-01  
Singapore 639815  
Singapore

**Deliver To**  
  
Test12345  
Nanyang Technological University

Shipping address

Requester's email address

Click "Show Item Details" for an overview to see detailed information or "Details" for specifics on each line item.

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1		Not Available E2E_P2P_88	Material		1 (LO)	26 Jan 2024	\$6,800.00 SGD	\$6,800.00 SGD	\$612.00 SGD

Order submitted on: Monday 22 Jan 2024 9:34 AM GMT+08:00  
Received by SAP Business Network on: Monday 22 Jan 2024 9:34 AM GMT+08:00  
This Purchase Order was sent by Nanyang Technological University - TEST AN01392586839-T and delivered by SAP Business Network.

Status

1 Invoiced Amount: \$6,800.00 SGD

1 Unconfirmed

1 Received

Sub-total: \$6,800.00 SGD  
Est. Total Tax: \$ 612.00 SGD  
Est. Grand Total: \$7,412.00 SGD

Done

# How to view Purchase Order


When a customer modifies a purchase order, a new version of the order will be issued, replacing the previous one. The same purchase order number will display two or more lines: one with an **"Obsoleted"** status and another with a **"Changed"** status. The **"Changed"** version of the purchase order is the most recent, and suppliers should use this version for processing the order.

Order Number	Customer	Amount	Date ↓	Order Status
9100009110	Nanyang Technological University - TEST	\$200 SGD	Sep 27, 2023	Changed
9100009110	Nanyang Technological University - TEST	\$100 SGD	Sep 26, 2023	Obsoleted

Purchase Order: 9100009110

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾

Order Detail Order History



**NANYANG  
TECHNOLOGICAL  
UNIVERSITY**  
SINGAPORE

From:  
Nanyang Technological University  
Nanyang Technological University  
Nanyang Technological University  
Singapore 639815  
Singapore

To:  
NTU Testing  
50 Nanyang Avenue  
Singapore 639798  
Singapore  
Phone:  
Fax:  
Email: deepak.joseph@ntu.edu.sg

Purchase Order  
(+ Changed)  
9100009110  
Amount: \$200.00 SGD  
~~Amount: \$100.00 SGD~~  
Version: 2 (Previous Version)

Track Order

Refer to PO page to view the changes made to the order

Line #	No. Schedule Lines	Change	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1		→ Edited	Not Available	Material		1 (EA)	31 Oct 2023	\$200.00 SGD <del>\$100.00 SGD</del>	\$200.00 SGD <del>\$100.00 SGD</del>	\$16.00 SGD <del>\$8.00 SGD</del>

# Order and routing Statuses

Routing Status	Definition
<b>Queued</b>	Initial state. Ariba Network received the order, but no further action was taken.
<b>Sent</b>	Ariba Network has successfully sent the order to your designated email and account.
<b>Acknowledged</b>	You received the order.
<b>Failed</b>	<p>Ariba Network experienced an issue that prevented the successful routing of the order to your designated email address. This could be due to reasons like an invalid email address or the presence of an activated "Auto Responder" in the email setup.</p> <p>However, the "Failed" status will not affect associated transactions such as E-Invoice submission. Suppliers can continue to process the purchase order as usual.</p> <p>Alternatively, you can choose to resend orders that have a "Failed" routing status.</p>

Order Status	Definition
<b>New</b>	Initial state: A new order that has not been updated in the order status.
<b>Changed</b>	Existing purchase order (PO) has been replaced by a subsequent (changed) order due to revision.
<b>Confirmed</b>	You agreed to ship all line items.
<b>Shipped</b>	Final state. You shipped the entire order.
<b>Received</b>	Goods Receipt (GR) has been performed on the order.
<b>Partially Received</b>	Partial delivery has been received, and Goods Receipt (GR) has been partially performed on the order.
<b>Invoiced</b>	The order is fully invoiced. The "Amount Invoiced" column shows how much money you have invoiced or charged against the purchase order.
<b>Partially Invoiced</b>	The order is currently in progress. Since you've updated part of a purchase order, Ariba Network will report a partial status for the entire purchase order. You can still proceed to create and submit E-Invoices for the remaining order line items as long as the Goods Receipt (GR) is performed. This process can continue until you have completed all the order lines.
<b>Failed</b>	Ariba Network experienced a problem routing the order to your account. You can resend failed orders.
<b>Obsoleted</b>	Purchase Order (PO) that has been canceled or replaced by a subsequent (Changed) Order.

# E-Invoice Creation

(Purchase Order-to-Invoice Flip)

# Important Information

Before flipping a PO into an invoice,

## GST Feature Setup

Please ensure that your account's legal profile is set up for GST if you are a Singapore GST-registered supplier. This is necessary to issue a **'Tax Invoice'** when invoicing for taxable supplies against NTU purchase orders. Non-compliance with IRAS GST regulations may result in invoice rejection by NTU.

For guidance on setting up the GST feature, please refer to the [user guide](#) for details.

## Goods Receipt (GR)

Please verify that the Goods Receipt has been completed by the buyer after your delivery, supported by the provided documents (e.g., Delivery Order). If not, please contact the buyer/requester.

- (i) After GR is completed, the **PO status** will display as "**Received**" or "**Partially Received**".
- (ii) Verify the GR quantity from the "**Related Documents**" section to ensure the accuracy of the GR.

**NANYANG TECHNOLOGICAL UNIVERSITY SINGAPORE**

From:  
Nanyang Technological University  
NTU Shared Services Finance  
42 Nanyang Avenue, #05-01  
Singapore 639815  
Singapore

To:  
NTU Dummy Light Account - TEST  
50 Nanyang Avenue  
Singapore 639798  
Singapore  
Phone:  
Fax:  
Email:

Payment Terms  
NET 30

PO status (i)

Related Documents (ii)

Purchase Order  
9100008788  
Amount: \$1,000.00 SGD  
Version: 1  
Track Order

Routing Status: Acknowledged  
Related Documents: RC9035



# Purchase Order-to-Invoice Flip

To create an invoice for a purchase order (PO), follow these steps:

1. Go to the PO page. Click on "**Create Invoice**", then select "**Standard Invoice**".
2. On the "**Create Invoice**" page, enter the Invoice Number.  
(Note that this field accepts up to 16 alphanumeric characters only, with no special characters (#, \_, @, - etc.) allowed.)
3. Leave it as "**today's date**" as the Invoice Date. Backdating to earlier dates is not accepted.
4. Enter the **Supplier Tax ID**, which is a Singapore GST registration number.  
For non-GST registered or overseas companies, please enter "NA".

Purchase Order: 9100008788

1

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

Standard Invoice

Credit Memo

Line-Item Credit Memo

Order Detail Order History

**Note:**  
Most of the information are populated from the Purchase Order,  
only enter all mandatory information marked with an asterisk(\*).

Create Invoice

▼ Invoice Header

Summary

Purchase Order: 9100008788

Invoice #\*: TEST12345 2

Invoice Date\*: 23 Sep 2022 3

Service Description:

Supplier Tax ID\*: M12345678 4

Remit To: NTU Dummy Light Account - TEST

Singapore  
Singapore

Bill To: Nanyang Technological University

Singapore  
Singapore

# Purchase Order-to-Invoice Flip

5. For **Shipping** field, maintain the default setting as **Header level shipping** and skip the **Additional Fields**.
6. The **Supplier GST ID** is automatically populated after the Company's GST legal profile has been set up.  
If you have not done so, please refer to the user guide indicated on “[Important Information](#)” page.  
(For overseas suppliers operating internationally outside of Singapore, you will only see the **Supplier VAT** field, instead of the **Additional Singapore Specific Fields**.)
7. The **Tax Invoice Number** is mandatory. Please enter the same invoice number in the required field.

Shipping **5**

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: **NTU Dummy Light Account - TEST**

Singapore  
Singapore

Additional Singapore Specific Fields

Supplier GST ID: M12345678 **6**

Type of Supply:

Tax Invoice Number: TEST12345 **7**

Overseas supplier view:

Supplier VAT

Supplier VAT/Tax ID: TAXID123456

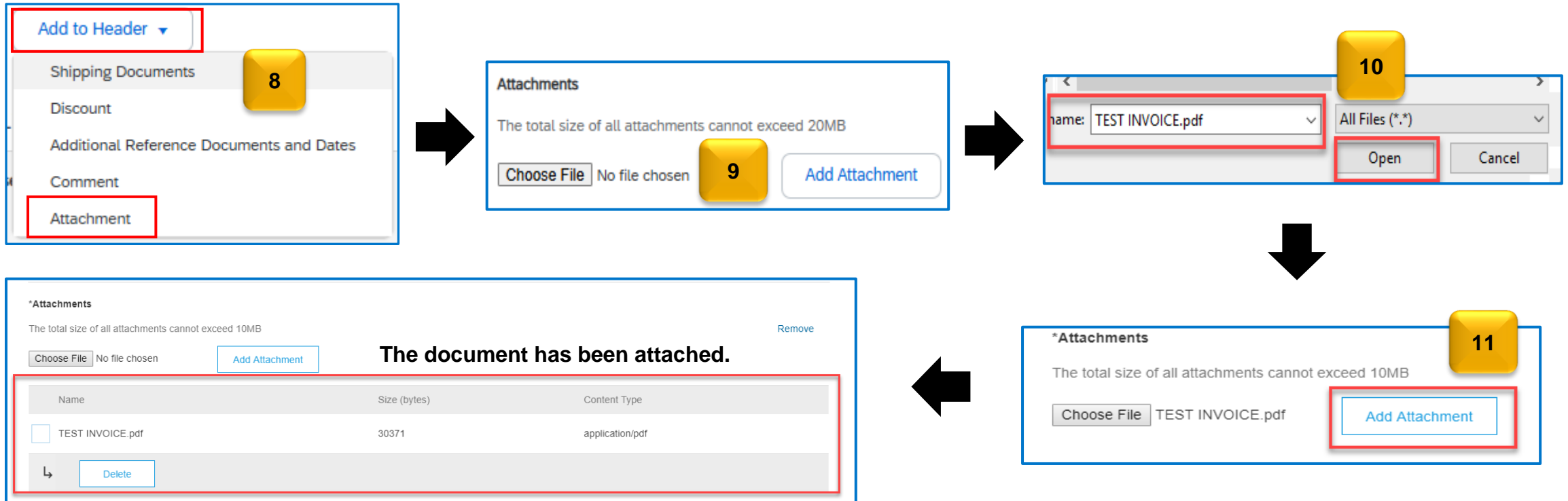
**Attention to GST-registered overseas vendors:**  
Please be informed that NTU is GST registered in Singapore, and NTU's GST registration number is 20064393R. Please do not charge GST for supplies of imported services and Low-Value Goods to NTU as NTU will perform reverse charge on overseas purchases per IRAS guidelines.  
[https://www.iras.gov.sg/taxes/goods-services-tax-\(gst\)/gst-and-digital-economy](https://www.iras.gov.sg/taxes/goods-services-tax-(gst)/gst-and-digital-economy)

# Purchase Order-to-Invoice Flip

## Add attachments with the invoice submission

(Please note that this optional step is irreversible once the invoice is submitted.)

8. Click the **"Add to Header"** button and select **"Attachment"** from the drop-down menu.
9. At the **Attachments** field, click **"Choose File"**.
10. Select the file you wish to attach and click **"Open"**.
11. Click **"Add Attachment"**.



# Purchase Order-to-Invoice Flip

Updating the "**Tax information**" (GST details) is mandatory.

Under the "**Line Items**":

12. The quantity will be automatically populated when the Goods Receipt (GR) is completed.  
(Do not edit the figure unless you need to reduce the invoice quantity. Please ensure that the quantity to be invoiced is correct.)
13. Tick the box on the line item where Tax Information is applicable.
14. Tick the "**Tax Category**" box.
15. Select the appropriate Tax Category for your business registration from the dropdown menu.
16. Click on the "**Add to Included Lines**" button to apply the tax category for all items.

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

**13** ☒ **14** ☒ Tax Category: 9% GST / Standard Rated **15** ☐ Special Handling ☐ Discount **12** **16** [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	Not Available	item		1	EA	\$26,000 SGD	\$26,000.00 SGD

**Taxes**

- 0% GST / Zero Rated
- 7% GST / Standard Rated
- 0% GST / Out of Scope
- 0% GST / Exempt
- 8% GST / Standard Rated
- 9% GST / Standard Rated

Line Item Actions [Delete](#)

**NOTE**

## Zero-amount items are not allowed!

Submitting an invoice with items that have a zero amount is not allowed.

Please exclude any zero-amount items by clicking once on the "Include" option to opt out of the line item for invoicing.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input type="checkbox"/>	MATERIAL	Not Available	item 79 - PO for Asset reclass to a different cost assignment		0	EA	\$ 0.00 SGD	\$0 SGD

*Excluded line items cannot be modified.*

# Purchase Order-to-Invoice Flip

17. Review and confirm that the Tax Category matches your initial choice for each line item.
18. Click on the "Next" button to proceed.

Insert Line Item Options

☒ Tax Category: 9% GST / Standard Rated ☐ 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	TEST13	NTU Testing13		1	EA	\$1,000 SGD	\$1,000.00 SGD

Tax

Category: \* 9% GST / Standard Rated

Location:

Description: Standard Rated

Regime:

Taxes

0% GST / Zero Rated

7% GST / Standard Rated

0% GST / Out of Scope

0% GST / Exempt

8% GST / Standard Rated

9% GST / Standard Rated

Line Item Actions ▾

Delete

Taxable Amount: \$1,000.00 SGD

Rate(%): 9

Tax Amount: \$90.00 SGD

Exempt Detail: (no value) ▾

Remove

Update

Save

Exit

Next

# Purchase Order-to-Invoice Flip

19. Review the invoice summary page before submission.
20. Click "**Submit**" when ready.
21. **Print** a copy for safekeeping if needed, then click "**Exit**" to end the invoice creation process.

Create Invoice

Previous

Save

Submit

Exit

Confirm and submit this document. 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

The "Tax Invoice" header will indicate that a GST-registered supplier has completed the GST feature setup.

Invoice Number: TEST12345

Invoice Date: Monday 26 Sep 2022 5:09 PM GMT+08:00

Original Purchase Order: 9100008788

Total Amount Payable excluding GST: \$1,000.00 SGD

GST Payable (@ 7%): \$70.00 SGD

Total Amount Payable including GST: \$1,070.00 SGD

REMIT TO:

NTU Dummy Light Account - TEST

Postal Address:

50 Nanyang Avenue

Singapore 639798

Singapore

Tax ID of Supplier: NA

BILL TO:

Nanyang Technological University

Postal Address (Default):

NTU Shared Services Finance

42 Nanyang Avenue, #05-01

Singapore 639815

Singapore

Address ID: NSS-FIN

SUPPLIER:

ABC PTE. LTD

Postal Address:

50 Nanyang Avenue

Singapore 639798

Singapore

BILL FROM:

NTU Dummy Light Account - TEST

Postal Address:

50 Nanyang Avenue

Singapore 639798

Singapore

CUSTOMER:

Nanyang Technological University

Postal Address:

NTU Shared Services Finance

42 Nanyang Avenue, #05-01

Singapore 639815

Singapore

Address ID: NSS-FIN

SAP Business Network

Invoice TEST12345 has been submitted.

Print a copy of the invoice.

Exit invoice creation.

# Invoice Statuses

Invoice Status	Definition
<b>Sent</b>	The invoice is sent to NTU, but they have not yet verified the invoice against purchase orders and receipts.
<b>Approved</b>	NTU has verified the invoice against the purchase orders and receipts and approved it for payment.
<b>Paid</b>	NTU paid the invoice or is in the process of issuing payment. This status applies only if NTU uses invoices to trigger payment.
<b>Rejected</b>	NTU has rejected the invoice, or the invoice failed validation by Ariba Network. If NTU accepts invoice or approves it for payment, invoice status updated to “Sent” (invoice accepted) or “Approved” (invoice approved for payment).
<b>Failed</b>	Ariba Network experienced a problem routing the invoice.

# Thank You

