



SINGAPORE UNIVERSITY OF  
TECHNOLOGY AND DESIGN

# SUPPLIER USER GUIDE FOR ARIBA

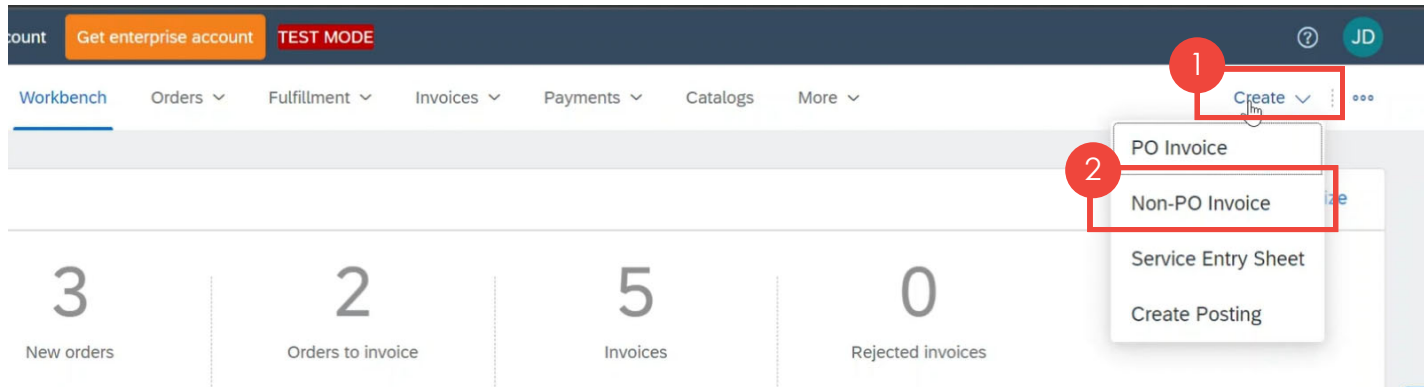
---



# 1. Credit Note Submission

Via ARIBA Supplier Network

# Credit Note Submission



In Workbench:

- 1 Click "Create";
- 2 Choose "Non-PO Invoice".

**TRAILBLAZING A BETTER WORLD BY DESIGN.**



# Credit Note Submission

Create Non-PO Invoice

Next Exit

For a trading relationship already on SAP Business Network

1 Customer: Singapore University of Technology and Design (SUTD) - TEST

2 Type of Invoice:  Standard Invoice  Credit Memo

For a new trading relationship

You can create a non-PO invoice for a buying organization with whom you want to establish a trading relationship and transact on SAP Business Network. To create a non-PO invoice, you must request your customer to [Invoice New Customer \(Requires Customer Code\)](#)

3 Next Exit

You will be taken to this screen.

- 1 Ensure that the customer is SUTD;
- 2 And that the “Credit Memo” is selected.
- 3 Click “Next” button to proceed.

**TRAILBLAZING A BETTER WORLD BY DESIGN.**



# Credit Note Submission

Create Credit Note

Header Information

**1** Credit Note Number:\* CreditMemo#2  Information C

Credit Note Date:\* 8 Nov 2023

Supplier Account ID #:

Order Information  
(Enter at least one of the following)

Customer Order #:  Contract Nurr

From here, you will be taken to the Create Credit Note Page.

- 1** Please input the Credit Note Number in this field. Please make sure that the input value is the same as the Credit Note Number indicated in your hardcopy standalone credit memo.

**TRAILBLAZING A BETTER WORLD BY DESIGN.**



# Credit Note Submission

**Order Information**  
(Enter at least one of the following)

Customer Order #:

Contract Number:

1 Sales Order #:

---

**Address**

2

Remit To:

Name: Construction Company Singapore A

Address: Orchard Road  
Singapore 123456  
Singapore

Remittance ID:

Account Receivable ID:

Tax ID Of Supplier:

Choose Address: Orchard Road

Bill To:

Choose Address: QS4CLNT100

Name: SUTD

Department Name:

Address: 8 Sompah Rd  
Singapore 487372  
Singapore

Create Credit Note Page:

- 1 In the Order Information section, please indicate a Sales Order Number in the Sales Order field. If you don't have this value, please input the Credit Note Number in the Sales Order Number field.
- 2 Please check if the Address details are correct.

**TRAILBLAZING A BETTER WORLD BY DESIGN.**



# Credit Note Submission

1

Issued By:

Name:

Department Name:

Email Address:

Address 1:

Address 2:

Address 3:

Invoice Recipient:

Name:

Department Name:

Email Address:   
! Required field

Address 1:

Address 2:

Address 3:

2

Shipping Information

|                                                                              |                                                                     |
|------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Ship To:                                                                     | Ship From:                                                          |
| Name: <input type="text" value="Singapore University of Technology and De"/> | Name: <input type="text" value="Construction Company Singapore A"/> |
| Department Name: <input type="text"/>                                        | Department Name: <input type="text"/>                               |
| Address 1: <input type="text" value="8 Somapah Road"/>                       | Address 1: <input type="text" value="Orchard Road"/>                |
| Address 2: <input type="text"/>                                              | Address 2: <input type="text"/>                                     |
| Address 3: <input type="text"/>                                              | Address 3: <input type="text"/>                                     |
| Address 4: <input type="text"/>                                              | Address 4: <input type="text"/>                                     |
| City: <input type="text" value="Singapore"/>                                 | City: <input type="text" value="Singapore"/>                        |
| Postal Code: <input type="text" value="487372"/>                             | Postal Code: <input type="text" value="238823"/>                    |
| State: <input type="text" value="North East [SG-02]"/>                       | State: <input type="text" value="Central Singapore [SG-01]"/>       |
| Country/Region: <input type="text" value="Singapore [SGP]"/>                 | Country/Region: <input type="text" value="Singapore [SGP]"/>        |
| <small>This selection will refresh the page content</small>                  | <small>This selection will refresh the page content</small>         |

Create Credit Note Page.

1

You may also input Additional information in the Issued by and Invoice Recipient section.

1a

In the Invoice Recipient section, please indicate the email address of SUTD Buyer.

2

Please check if the Shipping Information is correct.

TRAILBLAZING A BETTER WORLD BY DESIGN.



# Credit Note Submission

This selection will refresh the page content

1 Inspection Date:

Comments:\* Requires adjustment  
I

Default Credit Memo Comment Text:

2 Adjustment

Adjustment in Subtotal:  (Amount must be Negative.)

Create Credit Note Page.

- 1 In Shipping Information section - Please input comments/reasons for issuing the standalone credit memo.
- 2 In Adjustment section, input the total credit memo amount. This must be of negative value

TRAILBLAZING A BETTER WORLD BY DESIGN.





# Credit Note Submission

**Adjustment in Tax**

| Tax Category                    | Tax Rate | Taxable Amt                | Tax Location | Description |
|---------------------------------|----------|----------------------------|--------------|-------------|
| Adjustment in Special Handling: |          | (Amount must be negative.) |              |             |
| Adjustment in Shipping:         |          | (Amount must be negative.) |              |             |

↓

**Adjustment in Tax**

| Tax Category | Tax Rate | Taxable Amt    | Tax Location | Description | GST Type | Date of Supply |
|--------------|----------|----------------|--------------|-------------|----------|----------------|
| GST          | 8 %      | \$-1,000.00 SC |              | Standard    | Select   |                |

Adjustment in Special Handling: (Amount must be negative.)

Adjustment in Shipping: (Amount must be negative.)

Attachments

1

Create Tax

- Taxes
- 0% OOS / Out of Scope
- 0% ES / Exempted
- 8% GST / Standard
- 0% ZRS / Zero-rated

Create Credit Note Page.

1 In Adjustment in Tax section, add the tax details. To do this, click "Create Tax" button and choose the tax type.

TRAILBLAZING A BETTER WORLD BY DESIGN.



# Credit Note Submission

## Attachments

The total size of all attachments cannot exceed 100MB

1  No file chosen

2

## Attachments

The total size of all attachments cannot exceed 100MB

3  No file chosen

| Name                                           | Size (bytes) |
|------------------------------------------------|--------------|
| <input type="checkbox"/> sample attachment.pdf | 76246        |

## Attachments

The total size of all attachments cannot exceed 100MB

No file chosen

| Name                                             | Size (bytes) | Content Type    |
|--------------------------------------------------|--------------|-----------------|
| <input type="checkbox"/> sample attachment.pdf   | 76246        | application/pdf |
| <input type="checkbox"/> sample attachment 2.pdf | 76246        | application/pdf |

Files attached for this standalone credit memo will be displayed here.

Create Credit Note Page.

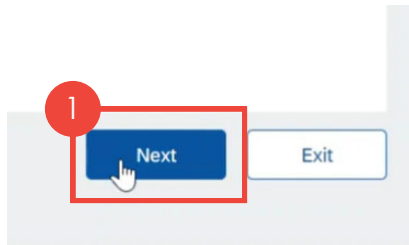
In Attachments section, please don't forget to add required supporting documents. This will include standalone credit memo on company letterhead and Copy of D.O if applicable.

- 1 To attach the files, click "Choose File" button and select the file you want to attach.
- 2 Once done, click the "Add Attachment" button.
- 3 If you have multiple files to attach, you need to click the "Choose File" button again and repeat the process.

TRAILBLAZING A BETTER WORLD BY DESIGN.



# Credit Note Submission

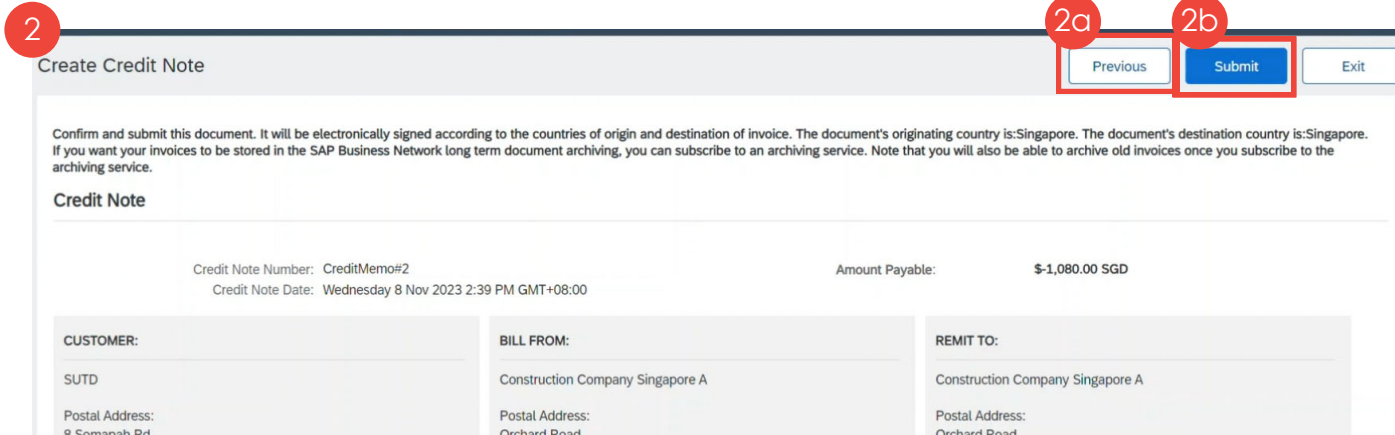


1 To submit this standalone credit memo to SUTD, click the Next button

2 You will be directed to the confirmation page. You can then do a final review of the standalone credit memo details to ensure accuracy.

2a If you see any errors, can click the "Previous" button to update the standalone credit memo.

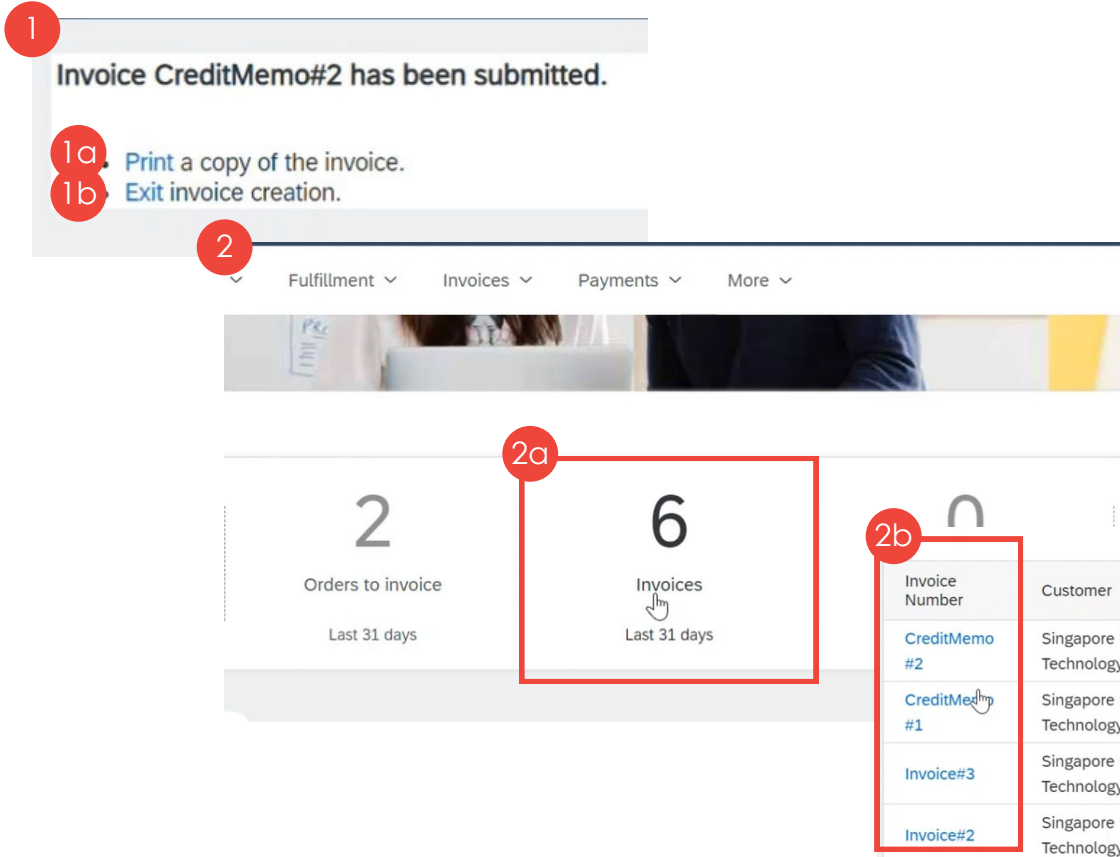
2b To send the standalone credit memo to SUTD, click the "Submit" button.



**TRAILBLAZING A BETTER WORLD BY DESIGN.**



# Credit Note Submission



- 1 You will be redirected to this page.
  - 1a Click "Print" to have a copy of the standalone credit memo.
  - 1b To exit, click the "Exit"
- 2 You will be redirected to the Workbench screen.
  - 2a To check the standalone credit memo you just created, click the Invoices tile.
  - 2b The standalone credit memo should be displayed in the list of newly submitted Invoices.

TRAILBLAZING A BETTER WORLD BY DESIGN.

