



SINGAPORE UNIVERSITY OF
TECHNOLOGY AND DESIGN

SUPPLIER USER GUIDE FOR ARIBA



1. PO Invoice Submission

Via Ariba Supplier Network

PO Invoice Submission

The screenshot shows the SAP Business Network interface. At the top, there are search filters for Customers, Order numbers, Creation date, and Order status. Below these filters is a table of purchase orders. The first column of the table, 'Order Number', is highlighted with a red box and a red circle containing the number '1'. The table lists several orders, all from 'Singapore University of Technology and Design (SUTD) - TEST'. Below the table, there is a detailed view of a specific purchase order (4500006792) with options to create various documents and contact information for SUTD.

Order Number	Customer
4500006792	Singapore University of Technology and Design (SUTD) - TEST
4500006791	Singapore University of Technology and Design (SUTD) - TEST
4500006779	Singapore University of Technology and Design (SUTD) - TEST
4500006778	Singapore University of Technology and Design (SUTD) - TEST
4500006749	Singapore University of Technology and Design (SUTD) - TEST
4500006748	Singapore University of Technology and Design (SUTD) - TEST

Purchase Order: 4500006792

From: Customer
Singapore University of Technology and Design
8 Somapah Road
Singapore 487372
Singapore

To: Construction Company Singapore A
Orchard Road
Singapore 238823
Singapore
Phone: +65 (6554) 2345
Fax:
Email: dlwaribatesting@gmail.com

Payment Terms: NET 30 within 30 days Due net

Comments: 2. All prices indicated in this Purchase Order (PO) are exclusive of GST. All invoices shall be billed to SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN and

1 After you have received the PO from your customer and you need to do invoicing, find the PO and open the PO in your supplier account.

Note: You will need to perform the acknowledgement of 1st PO before you can submit your invoice to SUTD. Otherwise, you will not be able to view the PO

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PO Invoice Submission

The screenshot shows a three-step process for filtering PO invoices. Step i shows the initial state with 3 orders and 0 items to confirm or ship, with a filter set to 'Last 31 days'. Step ii shows the 'Creation date' filter set to 'Last 365 days'. Step iii shows the 'Order numbers' filter set to '4500007040' with 'Exact match' selected. Step iv shows the 'Apply' button.

Orders (3) | Items to confirm (0) | Items to ship (0)
Last 31 days | Last 31 days | Last 31 days

Orders (3) | Edit filter | Last 31 days

Customers | Order numbers

Orders (3) | Edit filter

Customers | Order numbers | Creation date | Order sta

Select or type selections | Type selection | Last 365 days | Include | Last 365 days

Partial match | Exact match

Orders (3) | Edit filter

Customers | Order numbers | 4500007040 x | Type selection | Partial match | Exact match

Apply | Reset

You can find the PO from SUTD by using the correct filter.

- i The **default** value of your filter will be Last 31 days.
- ii Change the filter by going to “**Creation Date**” field and choose “**Last 365 days**”;
- iii OR filter by “**Order numbers**” and paste PO number from SUTD (only if you have known the PO number). Choose “**Exact match**” radio button.
- iv Once you have the correct filter in place, click “**Apply**”.

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PO Invoice Submission

Purchase Order: 4500006792

Buttons: Create Order Confirmation, Create Ship Notice, Create Service Sheet, **Create Invoice**

Dropdown menu options: Standard Invoice, Credit Memo, Line-Item Credit Memo, Line-Item Debit Memo

Order Detail | Order History

SUTD
SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN

From: Customer
Singapore University of Technology and Design
8 Semanah Road

To: Construction Company Singapore A
Orchard Road
Singapore 220072

In the PO details page

- 1 Click on “Create Invoice” button and select “Standard Invoice”

Purchase Order: 4500006791

Buttons: Create Order Confirmation, Create Ship Notice, **Create Invoice**

Order Detail | Order History

SUTD

1a Note: If the “Create Invoice” button is greyed out; this could indicate that:

- The current account is not allowed to issue invoices. In this case, please reach out to your Ariba Administrator
- Or, this PO does not have Goods Receipt document (for Standard POs) or Service Entry Sheet (for Service POs). In this case, please reach out to SUTD Buyer.

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PO Invoice Submission

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE

Create Invoice

Invoice Header

Summary

Purchase Order: 450006702

1 Invoice #:*

Invoice Date:* 3 Nov 2023

Service Description:

Supplier Tax ID:

Remit To Orchard Road

Singapore
Singapore

Bill To: Singapore University of Technology and Design

Singapore
Singapore

Subtotal:	\$240.50 SGD
Total Tax:	\$0.00 SGD
Total Gross Amount:	\$240.50 SGD
Total Net Amount:	\$240.50 SGD
Amount Due:	\$240.50 SGD

You'll be taken to Create Invoice page. You'll be required to provide all required information.

1 Enter the "invoice Number". Please make sure that the input value is the same as the Invoice Number indicated in your hardcopy invoice.

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PO Invoice Submission

singapore

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: Construction Company Singapore A
Singapore
Singapore

Ship To: Singapore University of Technology and Design
Singapore
Singapore

Deliver To: Sashi, 64888888
Block 888, #88-88 Changi South Avenue 1, Singapore 488888

Payment Term

Net Term(days): 30 [Add Discount/Penalty Term](#)

You'll be required to provide all required information.

- 1 For tax, please choose the "Line level tax".
- 2 Please check if the Shipping and Payment Terms are correct.

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PO Invoice Submission

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Construction Company Singapore A**
Singapore
Singapore

Bill From: **Construction Company Singapore A**
Singapore
Singapore

Customer: **Singapore University of Technology and Design**

Singapore

Singapore

Email:

You'll be required to provide all required information.

- 1 In this section, please don't forget to indicate SUTD Buyer.

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PO Invoice Submission

The screenshot shows a web form for PO Invoice Submission. At the top, there is a section titled "Additional Singapore Specific Fields" containing input boxes for "Supplier GST ID:", "Customer GST ID:", "Type of Supply:", "Tax Invoice Number:", "mailbox:", "buyerID:", and "departmentNo:". A red box labeled "1" highlights the "Tax Invoice Number" field. Below this, a dropdown menu labeled "Add to Header" is open, showing options: "Shipping Cost", "Shipping Documents", "Special Handling", "Discount", "Additional Reference Documents and Dates", "Comment", and "Attachment". A red box labeled "2" highlights this dropdown menu. At the bottom of the form, there is an "Attachments" section with the text "*Attachments" and "The total size of all attachments cannot exceed 100MB". It includes a "Choose File" button, the text "No file chosen", and an "Add Attachment" button. A red box labeled "2a" highlights this entire section.

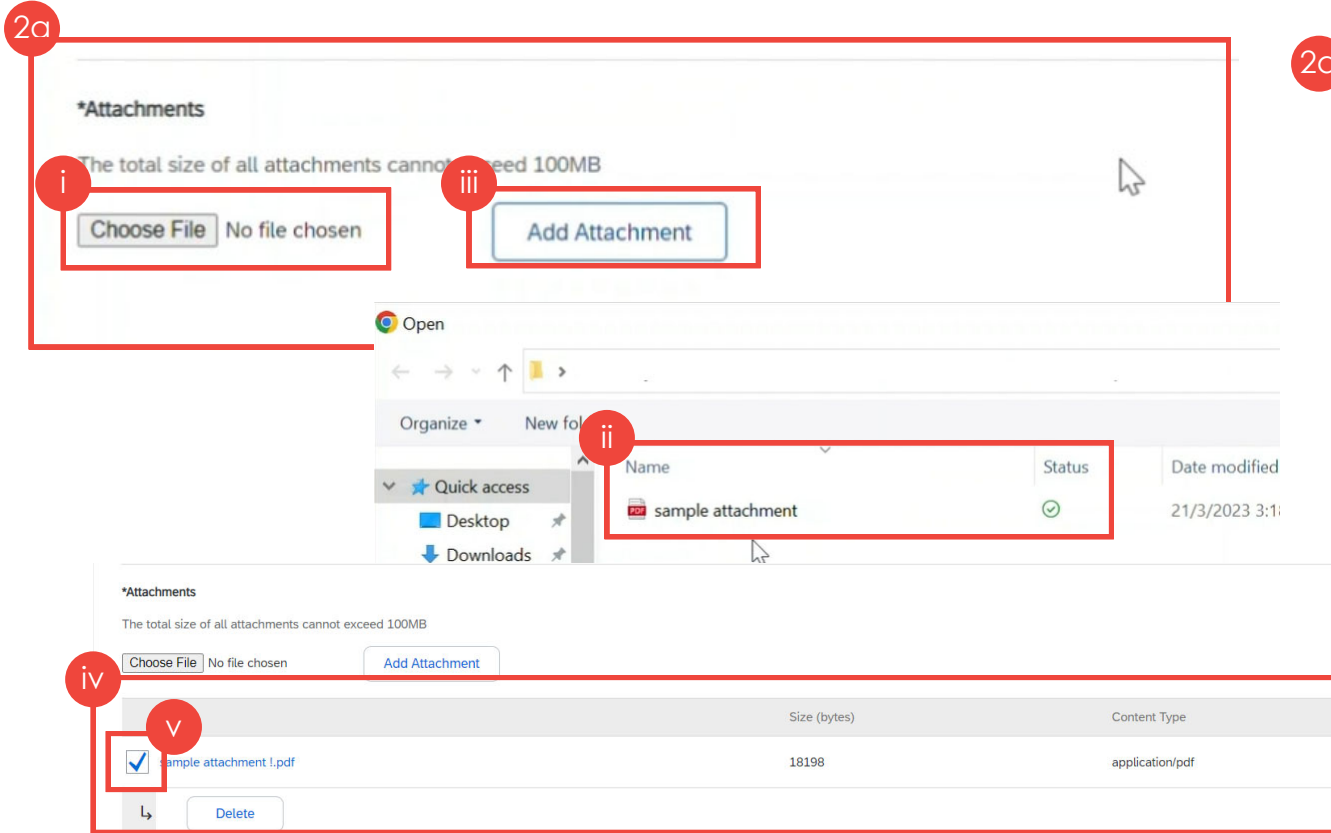
Please provide all the required information.

- 1 Tax Invoice Number is mandatory.
- 2 Please attach the softcopy of the invoice by clicking “Add to Header” and select “Attachment”
 - 2a Scrolling up the form, a section “Attachments” will appear.

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PO Invoice Submission



- 2a To add the attachment in the “Attachments” section:
- i Click “Choose File”.
 - ii Select the file to upload.
 - iii Click “Add Attachment”
 - iv Files attached for this invoice will be displayed here.
 - v Tick the checkbox next to the attached pdf. file. Otherwise, the submission cannot proceed to the next page.

Note: If you have multiple files to attach, you need to click the "Choose File" button again and repeat the process.

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PO Invoice Submission

Line Items

4 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

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

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	20		Service Item 1					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	Service		1	LOT	\$40.50 SGD	\$40.50 SGD
Service Sheet Details Service Sheet #: 1000001134								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	Item Text: PO Item 1		100	EA	\$2.00 SGD	\$200.00 SGD
Pricing Details		Price Unit:*	EA	Price Unit Quantity:*	1			
Unit Conversion:*		1		Description:				

Line Item Actions

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	Item Text: PO Item 1		50	EA	\$2.00 SGD	\$200.00 SGD
Pricing Details		Price Unit:*	EA	Price Unit Quantity:*	1			
Unit Conversion:*		1		Description:				

- 1 For standard POs, you can update the invoice quantity.
- 1a For full invoice, retain the pre-populated quantity.
- 1b If the invoice quantity is not the same as the pre-populated quantity, please amend accordingly.

Note: You cannot increase the invoice quantity more than the pre-populated quantity (i.e. from 100 to 101).

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PO Invoice Submission

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

Insert Line Item Options

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

<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	20								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		Service		1	LOT	\$40.50 SGD	\$40.50 SGD

Service Sheet Details
Service Sheet #: 1000001134
Service Line No.: 10

Line Items

Insert Line Item Options

Tax Category: 8% GST / Standard Shipping Documents Sp

<input type="checkbox"/>	Include	Type	Part #	Description
<input type="checkbox"/>	20			Service Item 1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		Service

Service Sheet Details
Service Sheet #: 1000001134

<input type="checkbox"/>	Include	Type	Part #	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	Item Text:	PO Item 1

1 For service POs, only the line item description can be updated but not the pre-populated amount.

2 To submit different invoice for multiple line item, you can also choose to exclude some of the line items. Simply click on the button in the "Include" column.

1. **Grey** means the line item will be excluded from this invoice .

2. **Green** means the item will be included in this invoice <click the button again>.

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PO Invoice Submission

2 Line Items, 2 Included, 0 Previously Fully Invoiced

2 Tax Category:

1 8% GST / Standard

3 Add to Included Lines

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
20			Service Item					
Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	SERVICE		Service		1	LOT	\$40.50 SGD	\$40.50 SGD

Service Sheet # 1000001134 Service Line No: 10

Tax Category: 8% GST / Standard Taxable Amount: \$40.50 SGD
Location: Tax Rate Type:
Description: Standard Rate(%): 8
Regime: Tax Amount: \$3.24 SGD
GST Type: Select

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	MATERIAL		Item Text: PO Item 1		100	EA	\$2.00 SGD	\$200.00 SGD

Pricing Details Price Unit: EA Price Unit Quantity: 1
Unit Conversion: 1 Description:

Tax Category: 8% GST / Standard Taxable Amount: \$200.00 SGD
Location: Tax Rate Type:
Description: Standard Rate(%): 8
Regime: Tax Amount: \$16.00 SGD
GST Type: Select

Please indicate the tax details

- 1 Choose the correct tax category from the dropdown menu
- 2 Click the first checkbox.
- 3 Click the "Add to Included Lines" button

Tax details will then be populated for all line items included in this invoice.

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PO Invoice Submission

The screenshot shows a software interface for PO Invoice Submission. It features a table of line items, a 'Service Sheet Details' section with tax and pricing information, and a summary section at the bottom. Three red callout boxes are present: Box 1 points to the first line item (SERVICE), Box 2 points to the 'Amount Due' field in the summary, and Box 3 points to the 'Next' button in the action bar.

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	20		Service Item 1					
<input type="checkbox"/>	+	SERVICE	Service		1	LOT	\$40.50 SGD	\$40.50 SGD

Service Sheet #: 1000001134 Service Line No.: 10

Tax
Category: 8% GST / Standard
Taxable Amount: \$40.50 SGD
Tax Rate Type: []
Rate(%): 8
Tax Amount: \$3.24 SGD
GST Type: Select

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	+	MATERIAL	PO Item 1		100	EA	\$2.00 SGD	\$200.00 SGD

Pricing Details
Price Unit: EA Price Unit Quantity: 1
Unit Conversion: 1 Description: []

Tax
Category: 8% GST / Standard
Location: []
Description: Standard
Regime: []

Update Save Exit **Next**

* Indicates required field Add to Header ▾

View/Edit Addresses

Subtotal: \$240.50 SGD
Total Tax: \$19.24 SGD
Gross Amount: \$259.74 SGD
Net Amount: \$259.74 SGD
Amount Due: \$259.74 SGD

- 1 Next, please review and make sure that the line item details are correct.
- 2 Check that the invoice total amount is the same as the amount indicated in your hardcopy invoice.
- 3 Click the Next button.

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PO Invoice Submission

The screenshot shows a 'Create Invoice' form with the following details:

- Invoice Number:** sampleinvoice1
- Invoice Date:** Friday 3 Nov 2023 11:27 AM GMT+08:00
- Original Purchase Order:** 4500006792
- Amount Payable:** \$259.74 SGD

The form is divided into three main sections:

- REMIT TO:** Construction Company Singapore A
Postal Address: Orchard Road, Singapore 123456
Remit To ID: d1waribatesting@gmail.com
- BILL TO:** Singapore University of Technology and Design
Postal Address: 8 Somapah Road, Singapore 487372
Address ID: 1100
- SUPPLIER:** Construction Company Singapore A
Postal Address: Orchard Road, Singapore 238823

At the top right of the form, there are four buttons: 'Previous', 'Save', 'Submit', and 'Exit'. The 'Previous', 'Save', and 'Submit' buttons are highlighted with red boxes and numbered 1, 2, and 3 respectively.

You will be directed to the confirmation page.

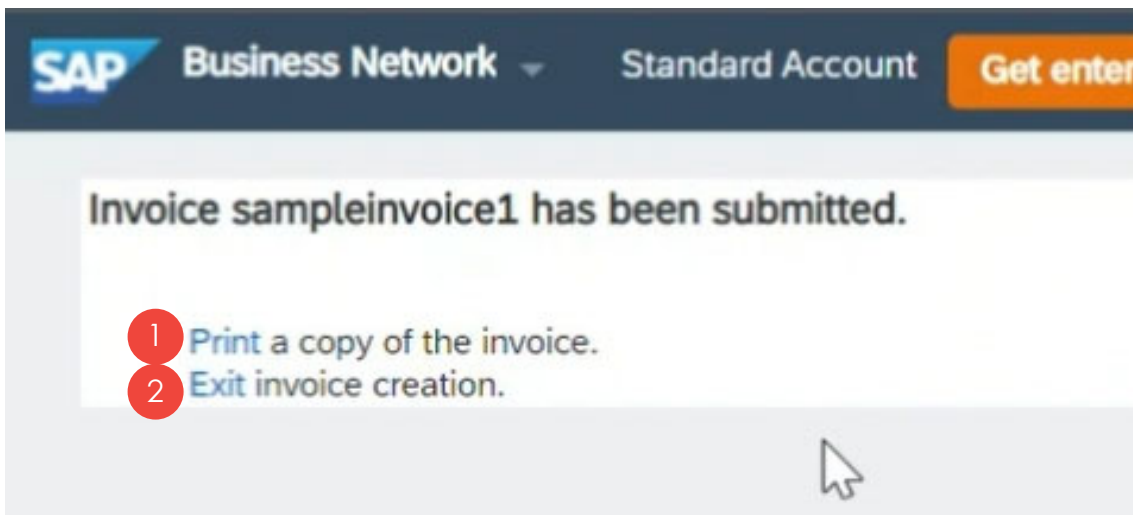
Please do a final review of the invoice details to ensure accuracy.

- 1 If you see any errors, click on the "Previous" button to update the invoice.
- 2 If you want to save the document as draft, click on the "Save" button.
 - Draft invoice will not be sent to SUTD and can only be kept for a couple of days.
- 3 To send the invoice to SUTD, click on "Submit" button.

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PO Invoice Submission



You will be redirected to this page

- 1 You can click "Print" to have a copy of the Invoice.
- 2 To exit, can click the "Exit"

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PO Invoice Submission

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

SWT
SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN

From:
Customer
Singapore University of Technology and Design
8 Somapah Road
Singapore 487372
Singapore

To:
Construction Company Singapore A
Orchard Road
Singapore 238823
Singapore
Phone: +65 (6554) 2345
Fax:
Email: dtwanibatesing@gmail.com

Purchase Order
(Invoice#)
4500006792
Amount: \$240.50 SGD
Version: 1

Track Order

Routing Status: Acknowledged
External Document Type: Purchase Order (PO)
Related Documents: sampleinvoice1
1000001134
8000001478
More(1) >>

Payment Terms
NET 30
within 30 days Due net

Comments
2. All prices indicated in this Purchase Order (PO) are exclusive of GST. All invoice
View more >>

After submitting the invoice to SUTD, you will be redirected to the Purchase Order Screen.

- 1 The created invoice can be found in the "Related Documents" section.
 - 1a You can click on the invoice number to view the created invoice.

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PO Invoice Submission

The screenshot shows a web interface for invoice submission. At the top, there's a header with 'Invoice: sampleinvoice1' and buttons for 'Done' and 'Previous'. Below this is a toolbar with buttons: 'Create Line-Item Credit Memo', 'Create Line-Item Debit Memo', 'Copy This Invoice', 'Cancel', 'Print', 'Download PDF', and 'Export cXML'. A red box labeled '1a' highlights the 'Detail' tab in the navigation menu. The main content area shows 'Standard Invoice' with a status bar and 'Amount Payable: \$259.74 SGD'. A second toolbar is visible below the status bar, with a red box labeled '1b' highlighting the 'History' tab and a red box labeled '1c' highlighting the 'Done' button. The 'History' section contains a table with columns: Status, Comments, Changed By, and Date and Time.

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	Construction Company Singapore A	3 Nov 2023 11:30:35 AM
	This document has been digitally signed.	LegalizationDispatcher-109574027	3 Nov 2023 11:30:40 AM
	This document has been digitally verified.	LegalizationDispatcher-109574027	3 Nov 2023 11:30:42 AM
	Comments from Singapore University of Technology and Design (SUTD) - TEST: Success	PropagationProcessor-109547050	3 Nov 2023 11:30:50 AM
Acknowledged		Supplier	3 Nov 2023 11:30:50 AM
	The invoice status has been successfully updated to Processing by Singapore University of Technology and Design (SUTD) - TEST. Description: Document Parked	PropagationProcessor-109565045	3 Nov 2023 11:32:24 AM

- 1a Here you can view the details of the Invoice;
- 1b Or the transaction log of the Invoice.
- 1c To close the current screen, click "Done" button.

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