Purchase Order & Invoice Guide for A*STAR Suppliers

Agency for Science, Technology and Research
SINGAPORE

A*STAR ERP
Forging Forward

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How to View Purchase Orders

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How to view Purchase Order (1/3)

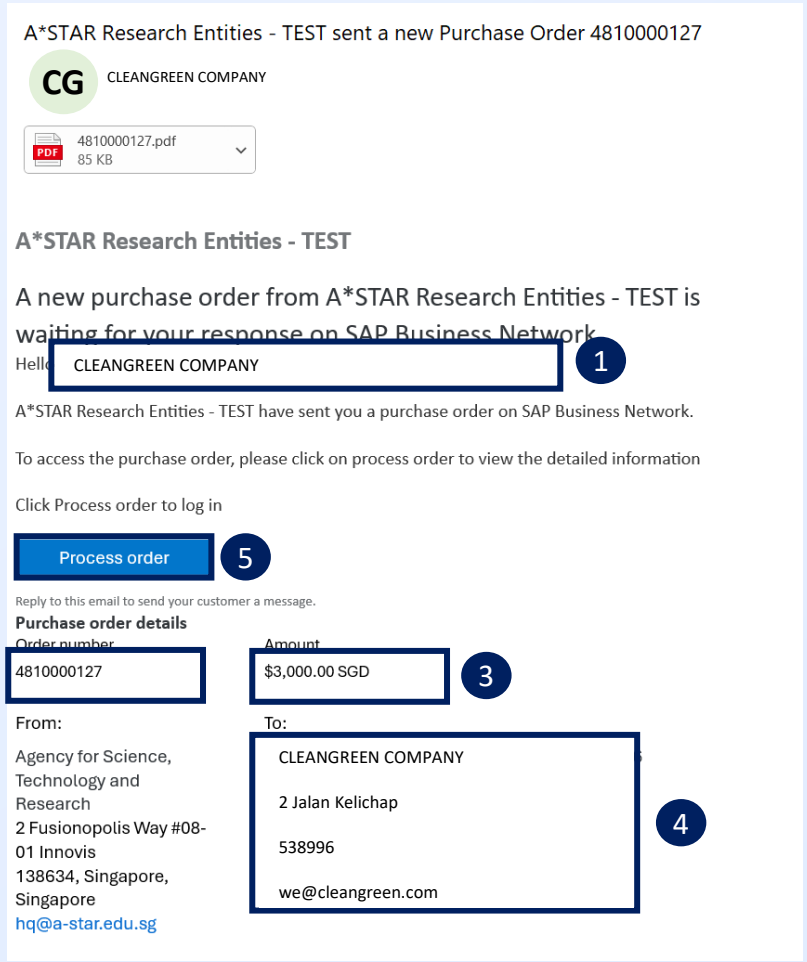
Once a PO is created, the registered email shall receive an email notification from Ariba and the email sender shall bear the domain “@ansmtp.ariba.com”.

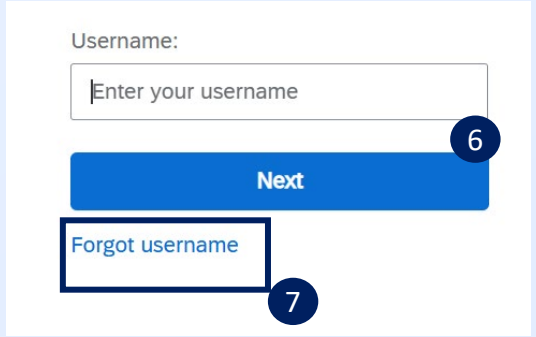
In this email, it contains:

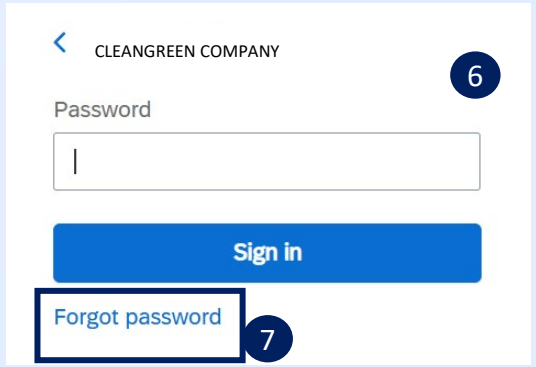
1. Username
2. Purchase Order Number,
3. Purchase Order Amount,
4. Supplier Company Name and Registered Address

To proceed with PO processing:

5. Click on “**Process Order**”
6. Log in with your existing Ariba Network credential
7. Should you forget your password or username, you can click on “**Forget Username**" or "**Forget Password**”



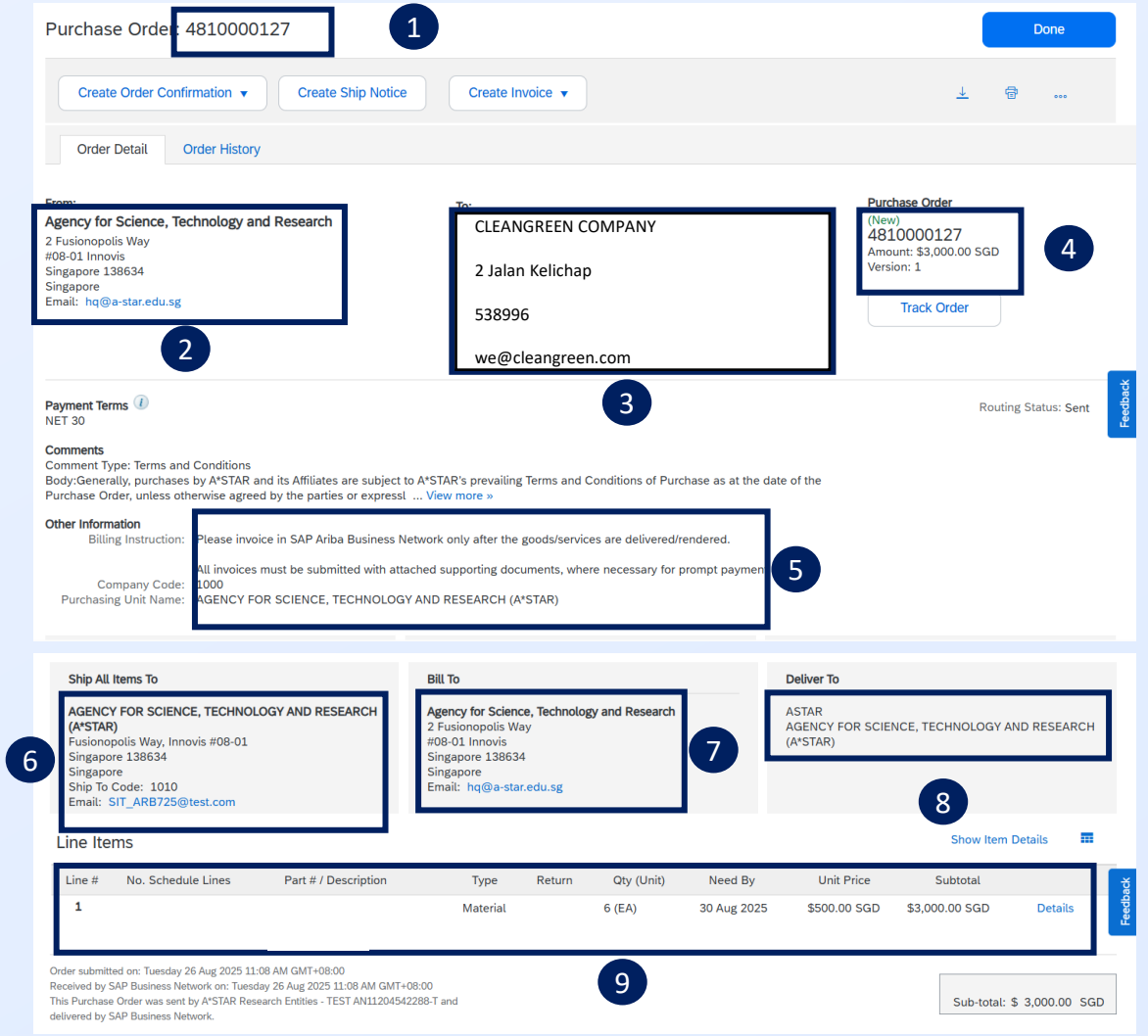




How to view Purchase Order (2/3)

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:

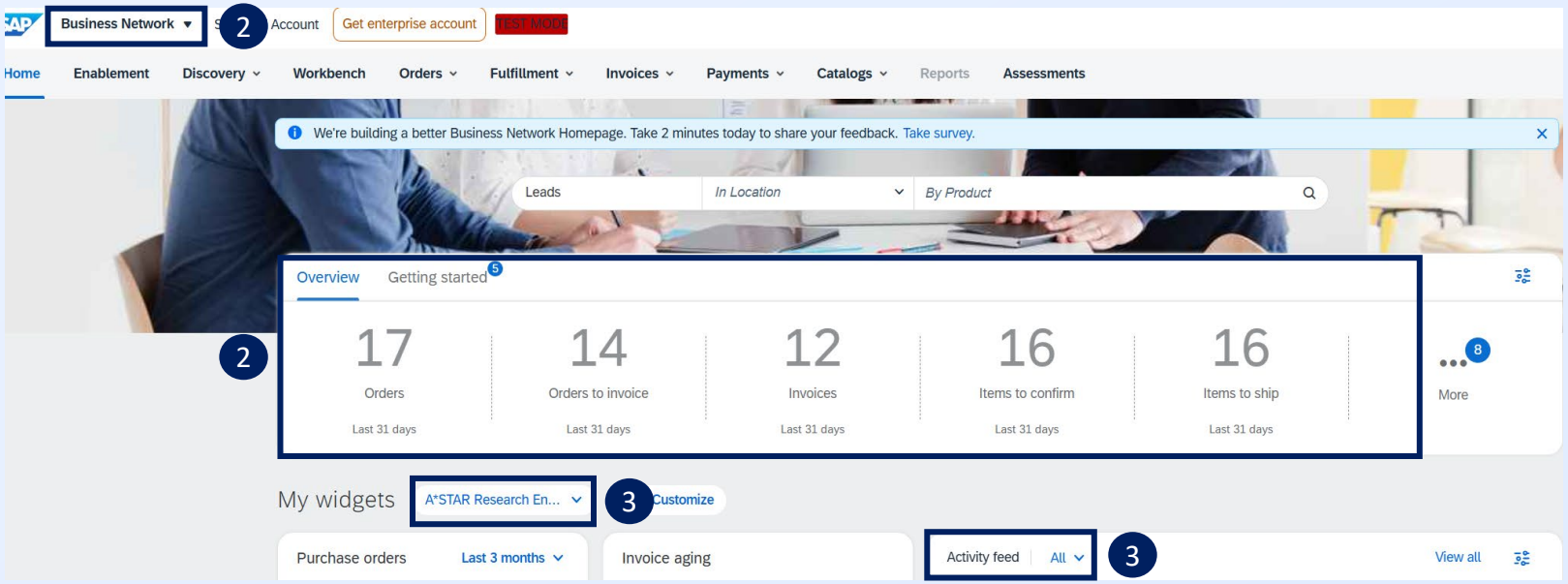
1. Purchase Order Number
2. Billing Entity
3. Supplying Entity Name, Address and Contact Information
4. Purchase Order Number and Value
5. Billing Information, Purchasing Entity Code (Company Code), Purchasing Unit Name
6. Shipping Information
7. Billing Entity and Address
8. Recipient Name and Contact Information, and
9. Line items information such as item description, quantity, unit price, currency, subtotal, etc. Note that subtotal does not include Goods and Services Tax ("GST").



How to view Purchase Order (3/3)

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

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



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How to Filter and Search for Orders

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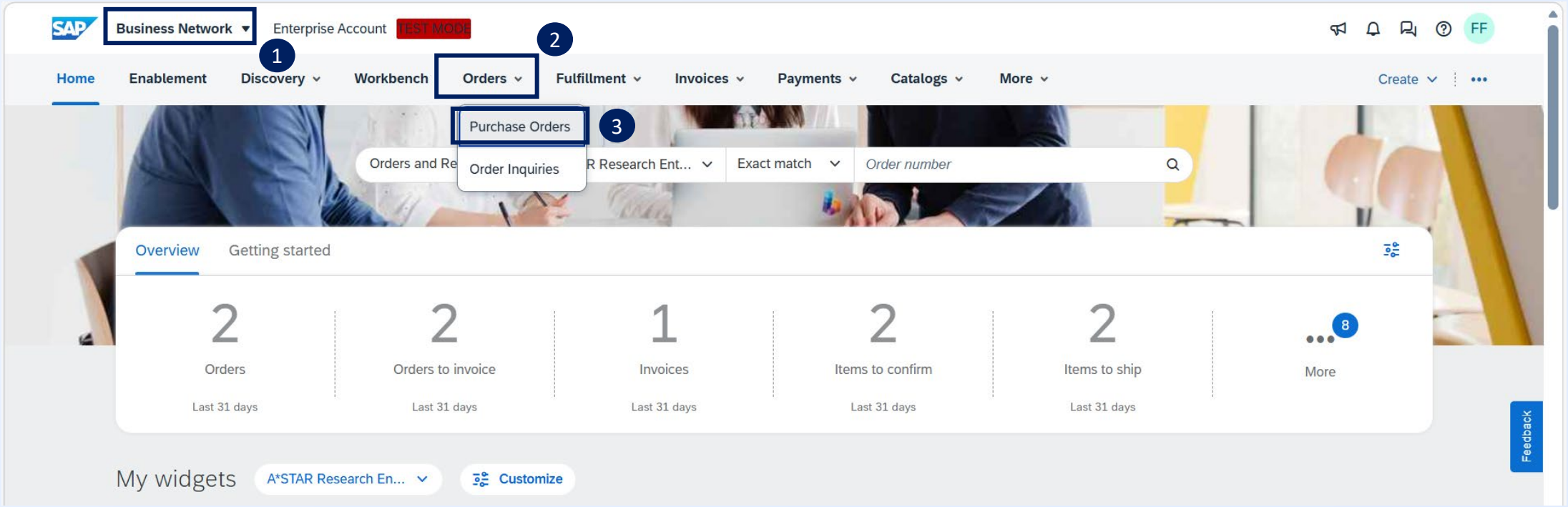
How to Filter and Search for Orders (1/3)

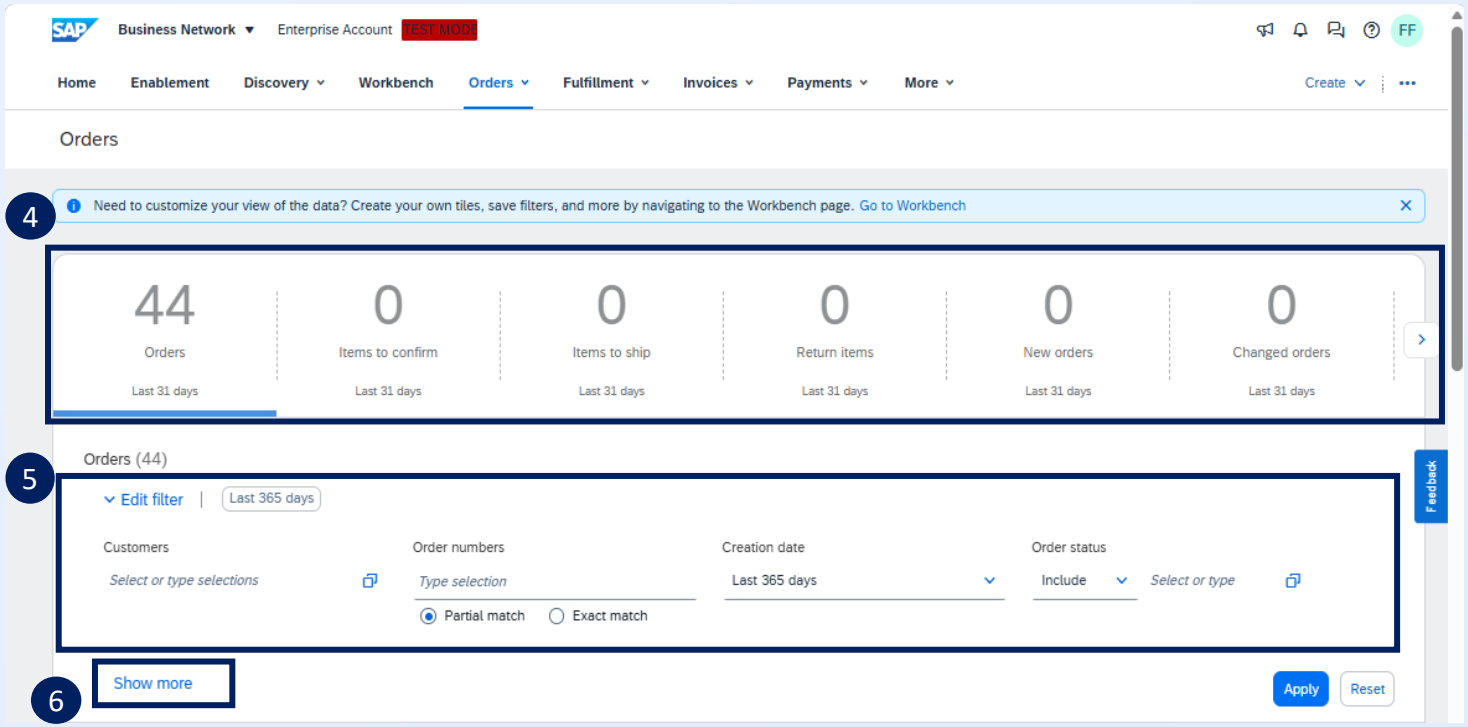
If you are looking for a specific Purchase Order, you may directly filter and search for it using the following process:

1. Visit and log in to “**supplier.ariba.com**”, and access the “**Business Network**” page
2. Click on the **"Orders"** dropdown page
3. Then click on the **"Purchase Orders"** tab



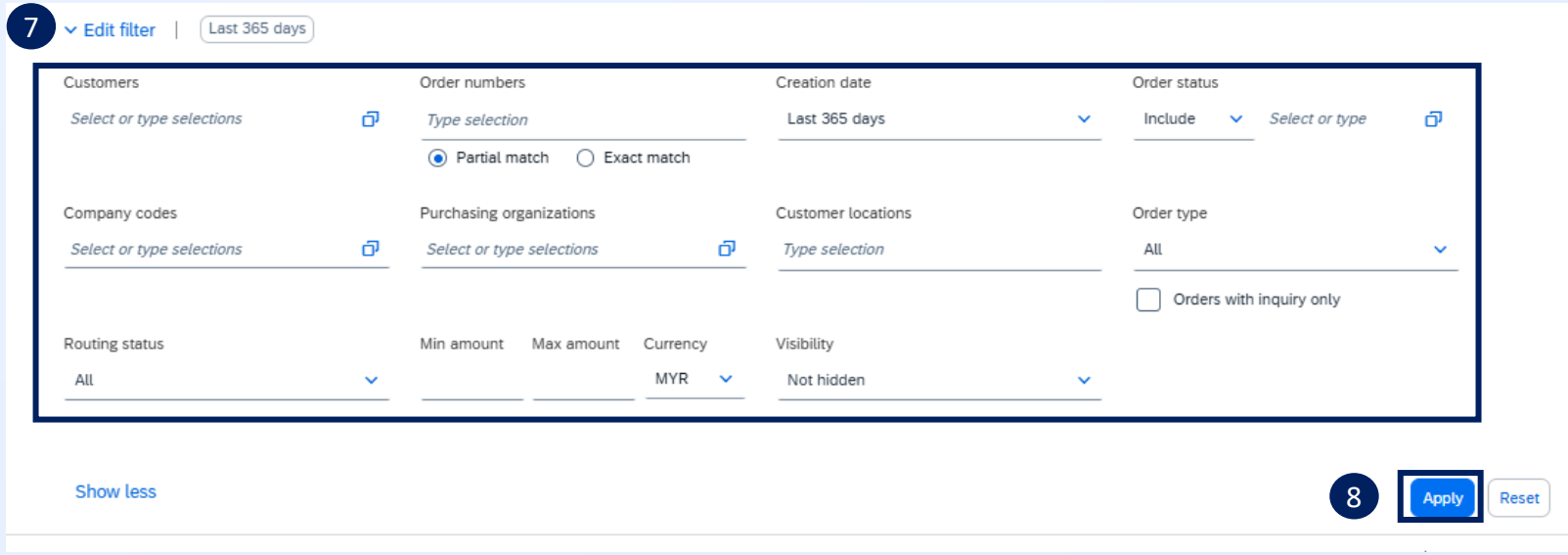
How to Filter and Search for Orders (2/3)

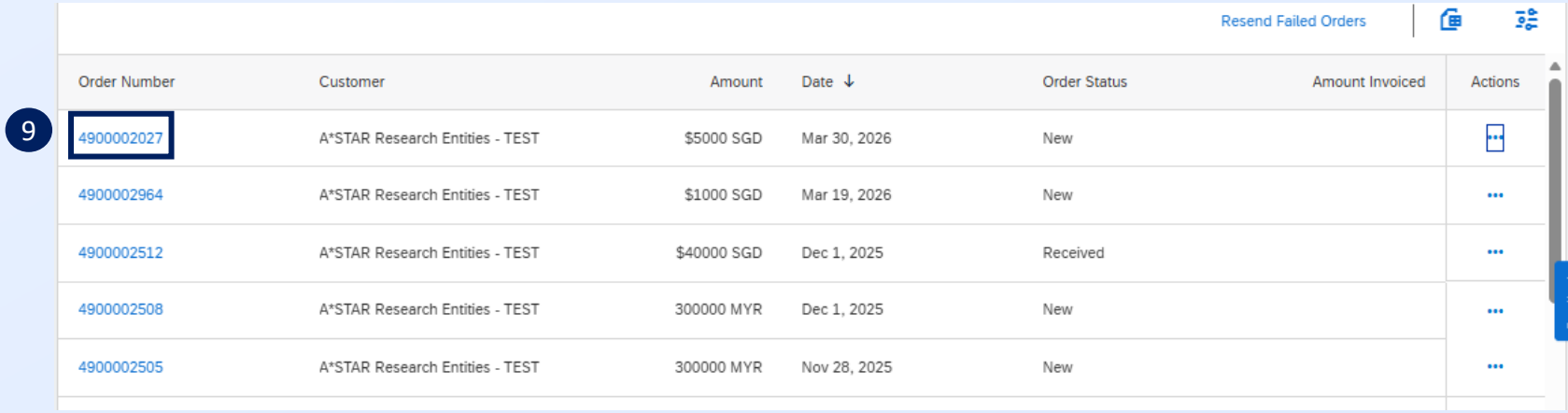
4. After entering the “**Purchase Order**” page, you can see an overview of all your orders
5. Under it, there are search filters for you to input when trying to find a specific Purchase Order
6. Click on **"Show More"** to expand the filters



How to Filter and Search for Orders (3/3)

7. After clicking on **"Show More"** and expanding your search filters, you can filter your view by customers, order numbers, creation date, order status, company codes, purchasing organisations, customer locations, order type, routing status, min/max amount of order and order visibility
8. Once done with your filter inputs, click on **"Apply"**
9. A list of filtered orders will show, click on the **Order Number** to open the respective Purchase Order page.





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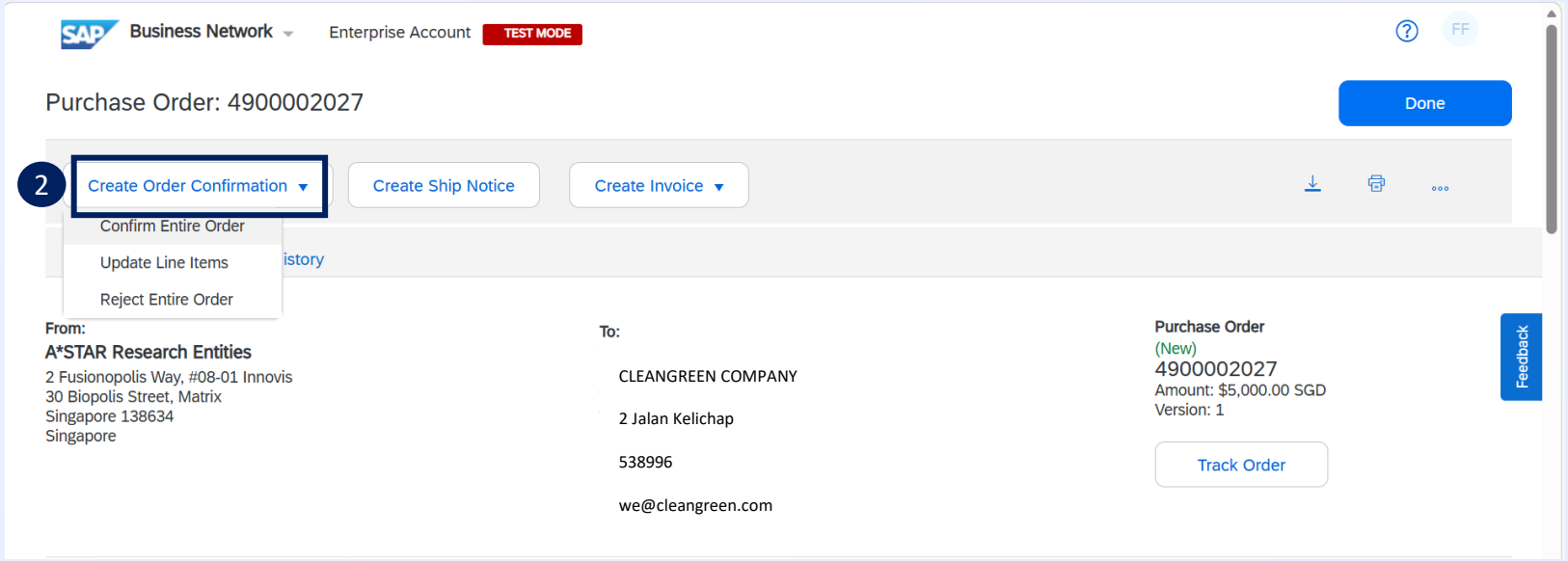
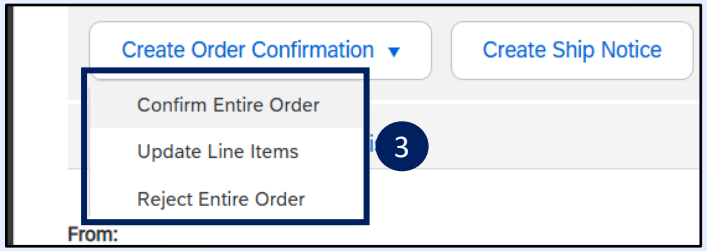
How to Perform Order Confirmation

How to Confirm Order (1/7)

To perform Order Confirmation, follow the below steps:

1. Log in to Ariba Business Network and go to the Purchase Order you wish to confirm
2. Click on "**Create Order Confirmation**"
3. There would be 3 options, "**Confirm Entire Order**", "**Update Line Items**" and "**Reject Entire Order**". Click the appropriate option for your action.





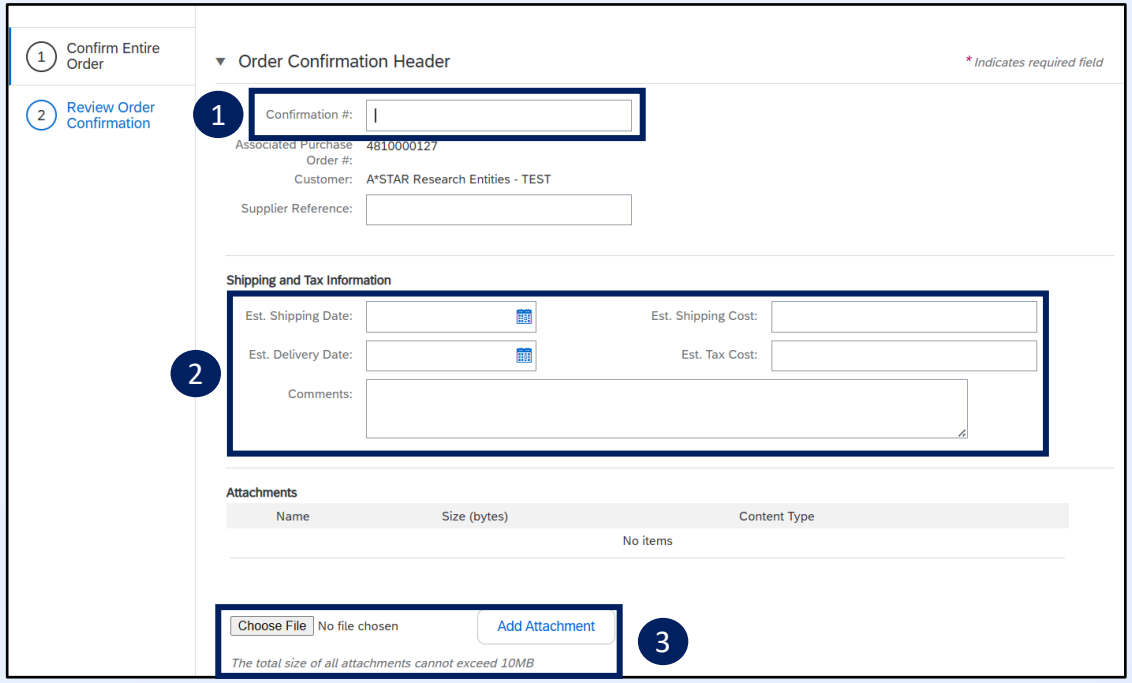
Click:

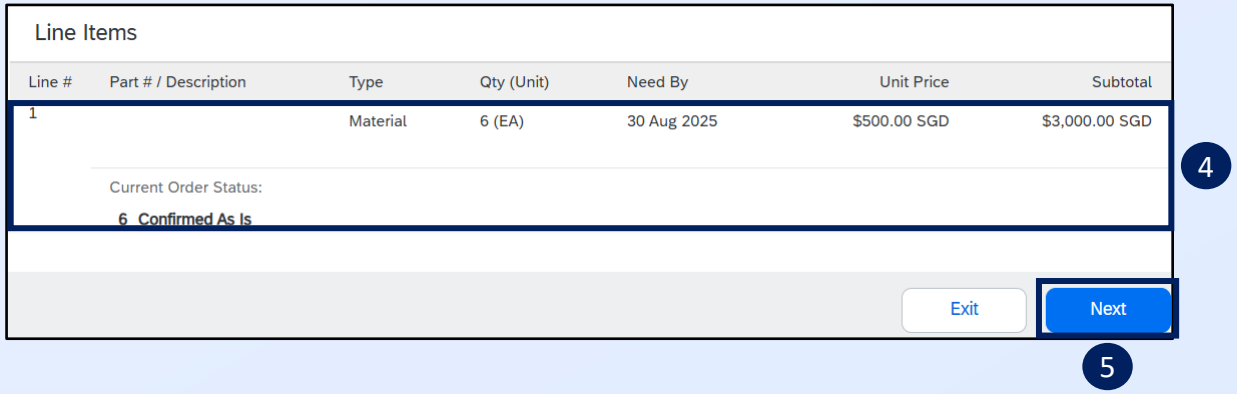
- "**Confirm Entire Order**" when you like to confirm the order for all the items in a particular PO.
- "**Update Line Items**" when you like to perform partial PO confirmation
- "**Reject Entire Order**" when you like to reject all the items in a particular PO

How to Confirm Order (2/7)

4a. When you click "**Confirm Entire Order**", you would be prompted to:

- Enter the Confirmation Reference (1),
- Estimate Shipping and Delivery Information as such dates, comment, etc. (2),
- Attach document (if applicable) (3) – Size limit of 10MB. Click on "**Choose File**" and then "**Add Attachment**".
- Confirm on the line item(s) and corresponding quantity (4), and
- Click "**Next**" to proceed (5).

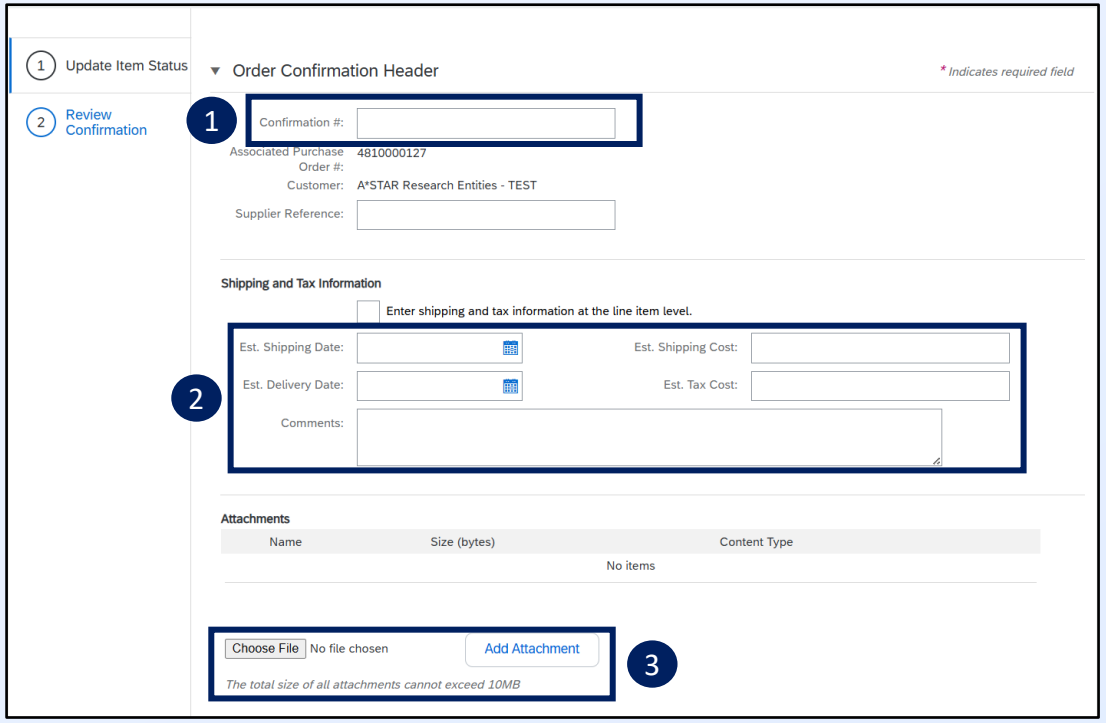


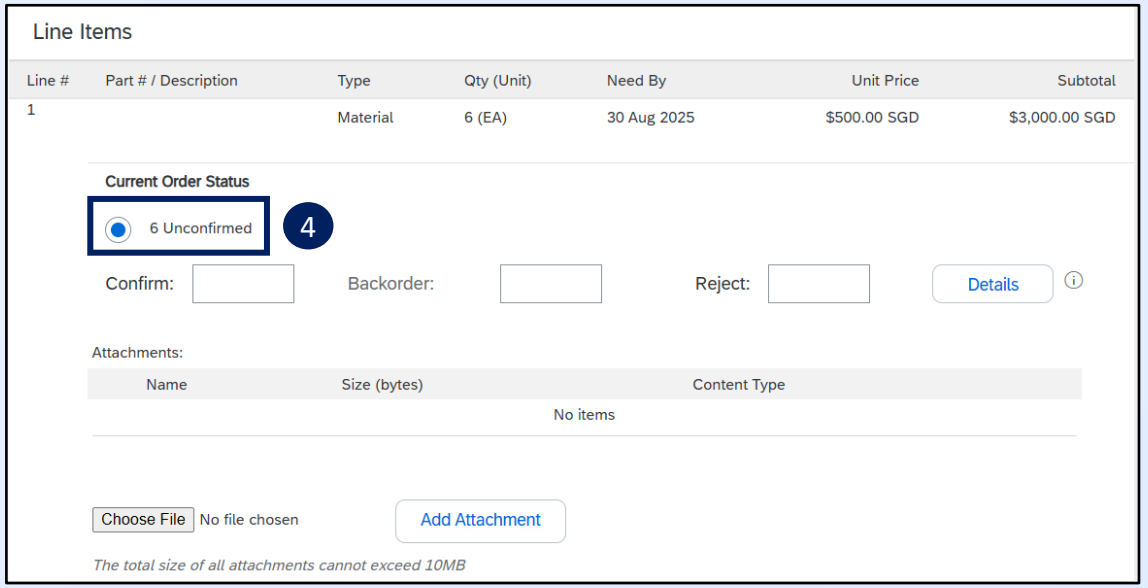


How to Confirm Order (3/7)

4b. When you click "**Update Line Item**", you would be prompted to:

- Enter the Confirmation Reference (1),
- Estimate Shipping and Delivery Information as such dates, comment, etc. (2),
- Attach document (if applicable) (3) – Size limit of 10MB. Click on "**Choose File**" and then "**Add Attachment**",
- Click on the button (4) to confirm all the quantity in the particular items.

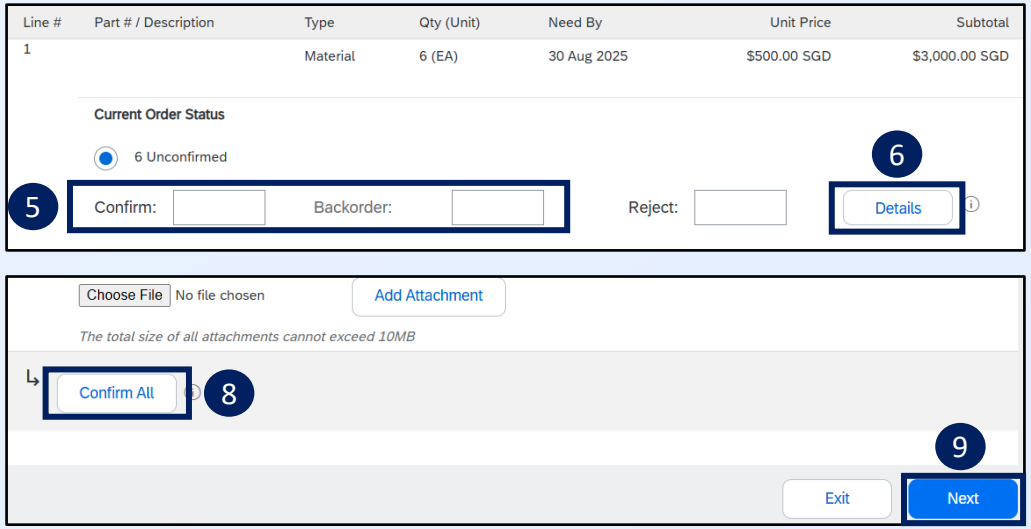


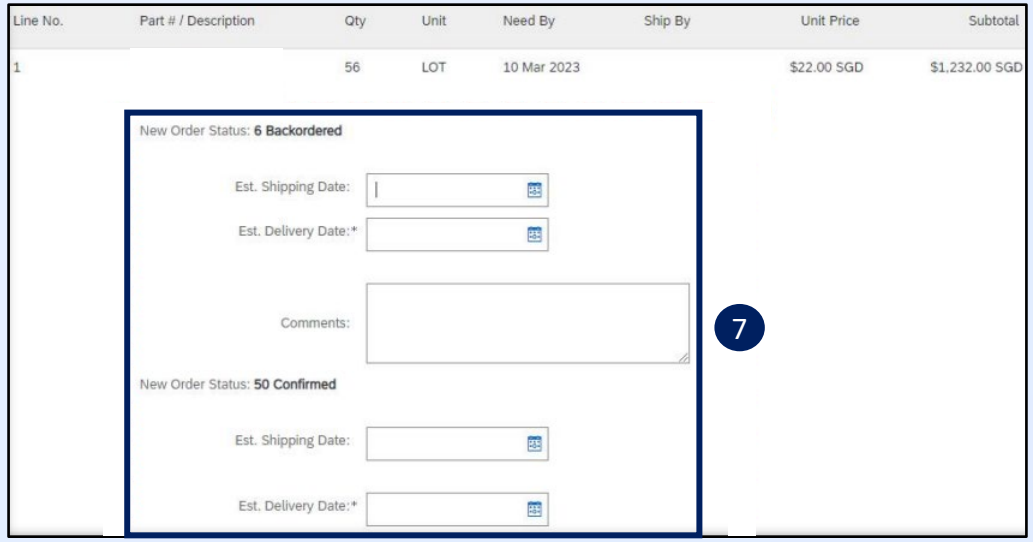


How to Confirm Order (4/7)

4b. (continued)

- 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 (5). Note the quantity to be confirmed plus the backorder quantity cannot exceed the ordered quantity,
- Click on "**Details**" (6) and enter the Shipping / Delivery Date of the confirmed and backorder quantity (7),
- Click "**OK**" to go back to previous page,
- Repeat the same for all line items,
- You may click "**Confirm All**" (8) if you would like to confirm the Entire Order instead, and
- Click "**Next**" (9) to proceed.

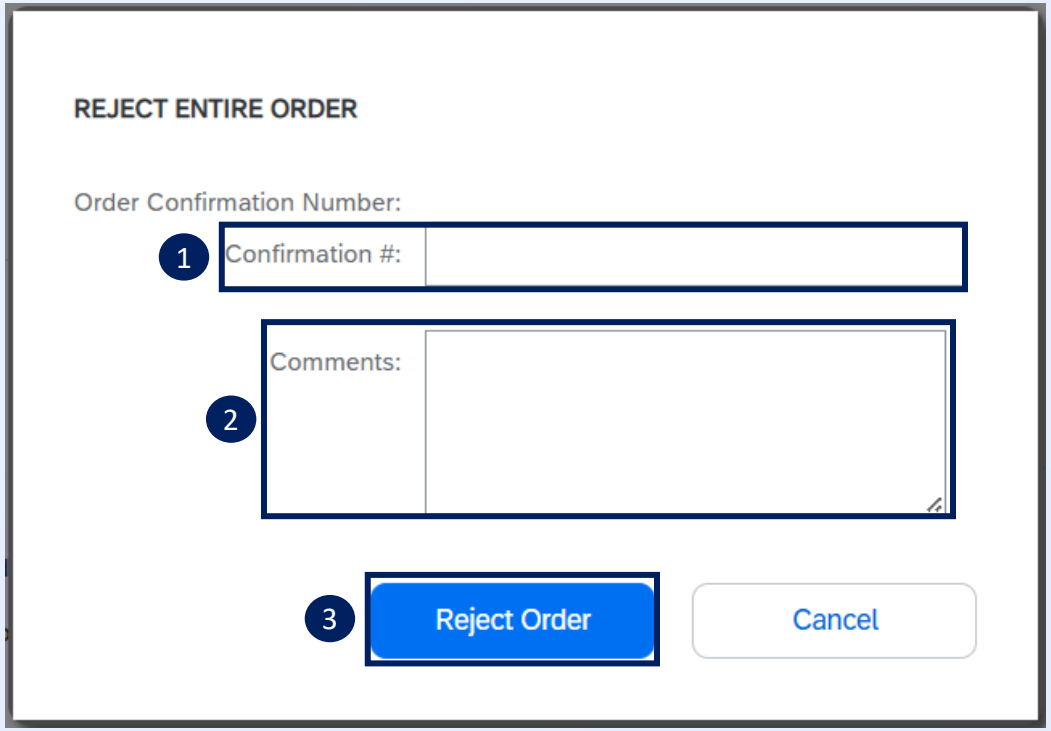




How to Confirm Order (5/7)

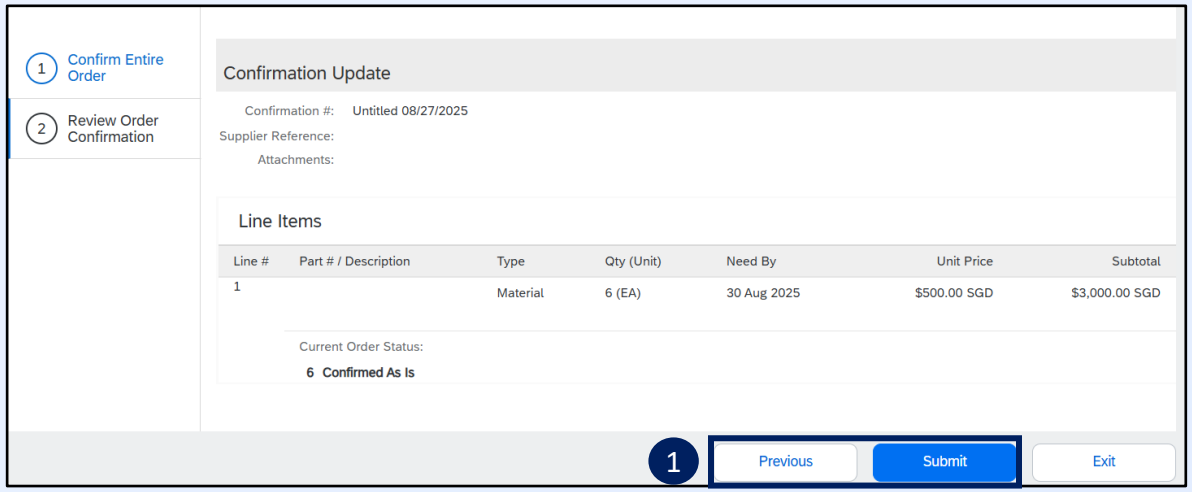
4c. When you click "**Reject Entire Order**", you would be prompted to:

- Enter the Confirmation Reference (1),
- Enter Comments (2) to provide more information on the rejection, and
- Click "**Reject Order**" (3) to proceed.



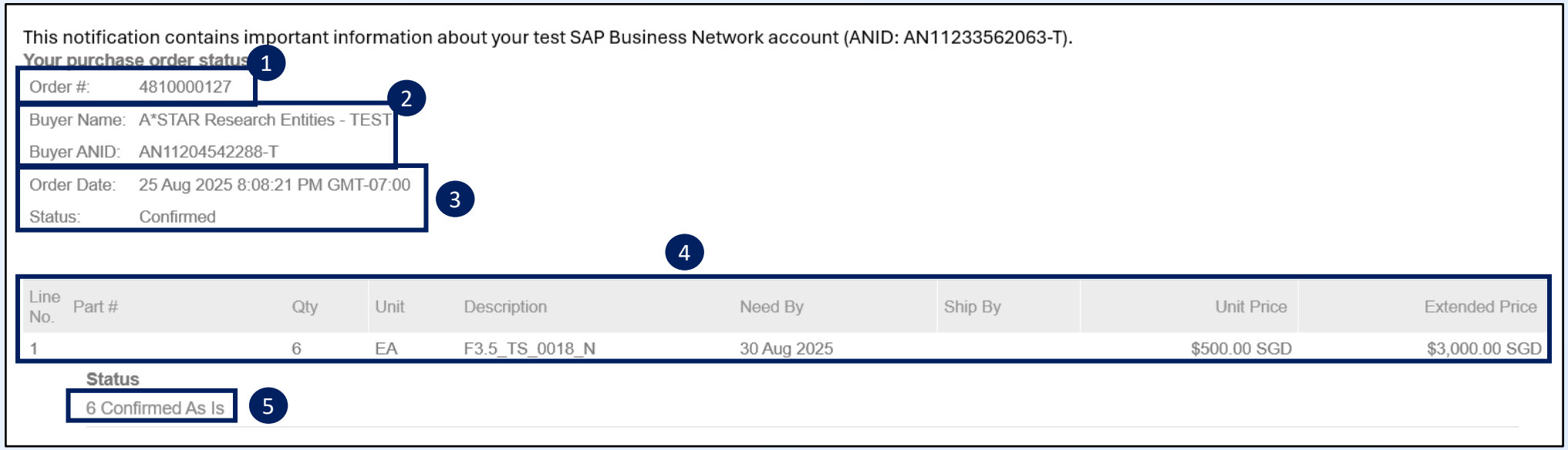
How to Confirm Order (6/7)

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 (1)
7. Once submitted, the buying entity shall receive a notification and the Order shall change from “**New**” to “**Confirmed**” (2). In addition, there shall be a related document populates in the PO (3).



How to Confirm Order (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 (1),
   - Buyer Name / ANID (2),
   - Order Date and Status (3),
   - PO line information (4), and
   - Confirmed Quantity (5).



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How to Create an Invoice (E-Invoice / PO Flip)

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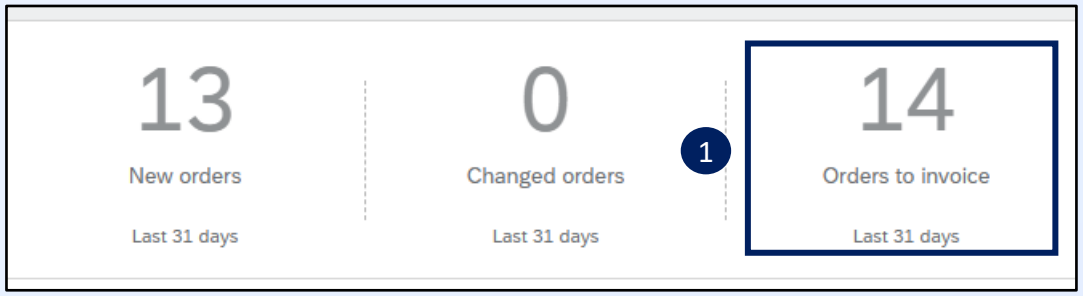
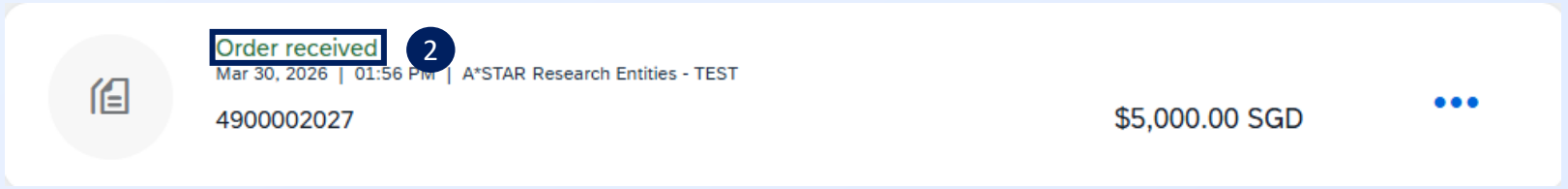
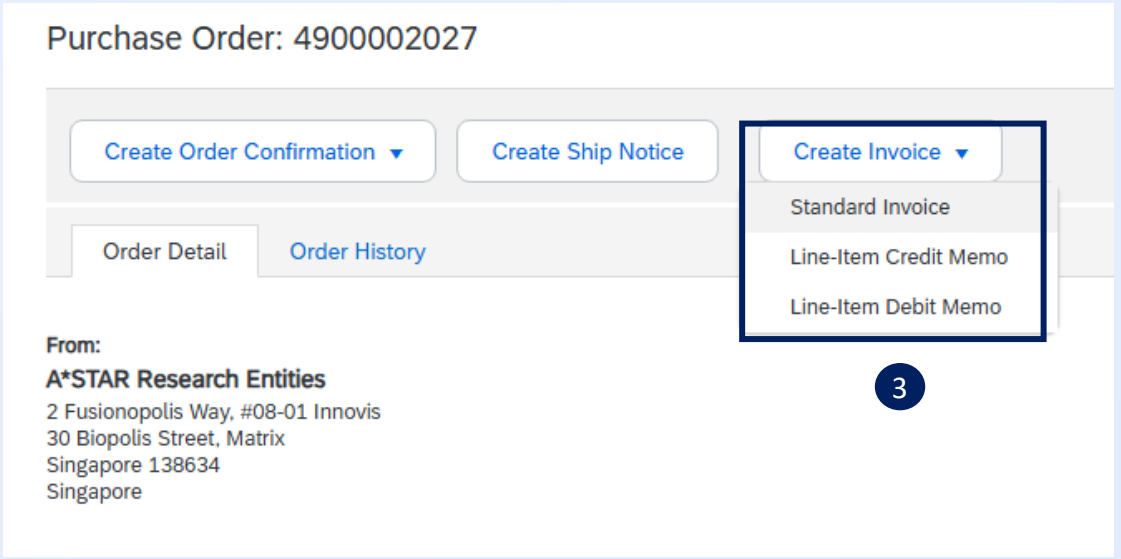
How to Create Invoice (1/5)

To create invoice, follow the below steps:

1. Go to the particular Purchase Order from your Workbench by clicking "**Orders to Invoice**".
2. Click on the **Purchase Order Number**, which you would like to create the invoice for.
3. Click "**Create Invoice**" and select **Standard Invoice**.







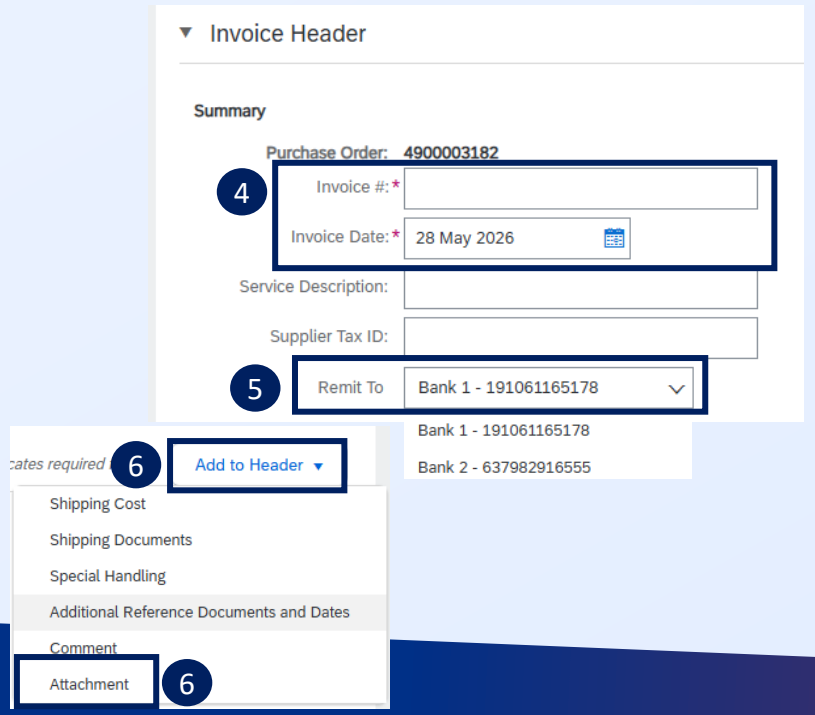
How to Create Invoice (2/5)

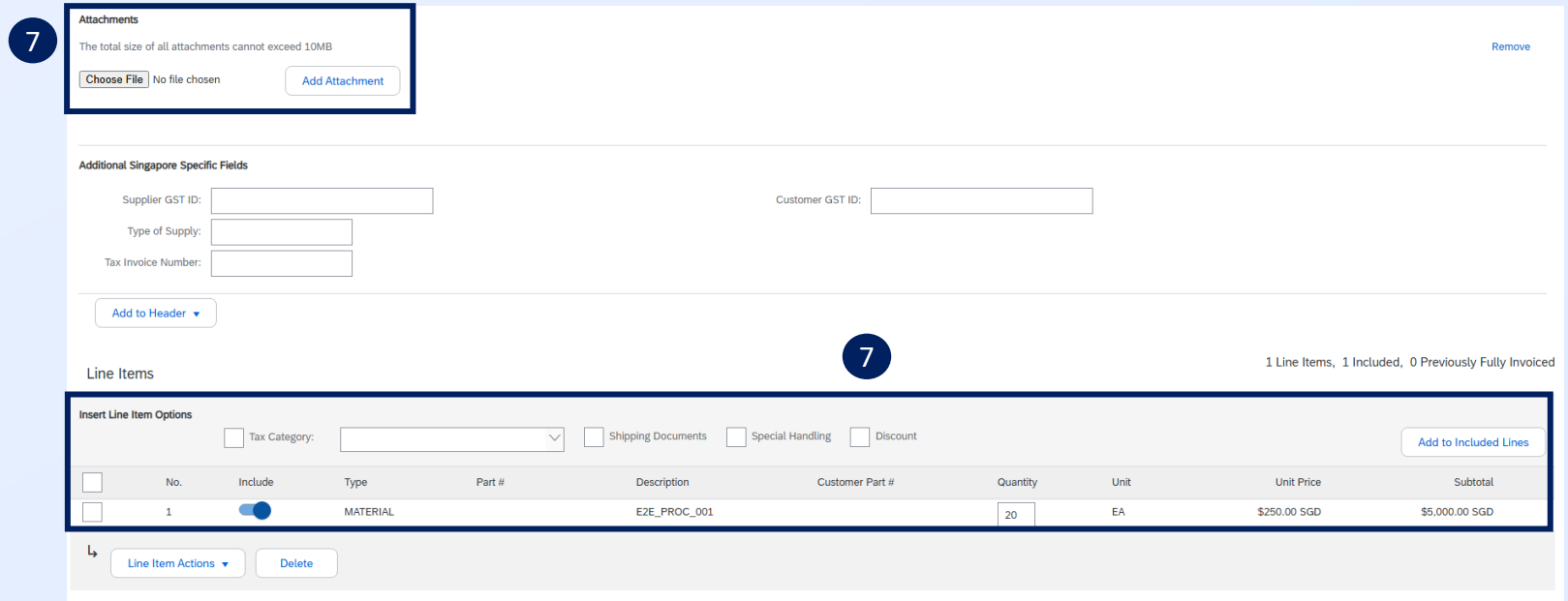
4. Most of the information are populated from the Purchase Order. Be sure to provide all mandatory information, marked with *, such as "**Invoice #**" and "**Invoice Date**". For "**Invoice #**", please enter your company Invoice Reference number. (Limit to 16 alphanumeric characters, including space, / and –). For "**Invoice Date**", you may backdate it up to 7 days.

5. Click on the **Remit To** dropdown and select the bank account/remittance address you wish to receive payment for this invoice. (This step is only **applicable** to suppliers with more than one main bank account in Ariba SLP who have set up a remittance address in Ariba Business Network (BN) prior to invoice issuance)

6. Click "**Add to Header**" and "**Attachment**" to attach your invoice copy. Note the attachment size limit of 10MB.

7. Scroll to the "**Attachment**" section. Click "**Choose File**" and "**Add Attachment**". The uploaded attachment(s) would appear at the section below, where you can manage accordingly.



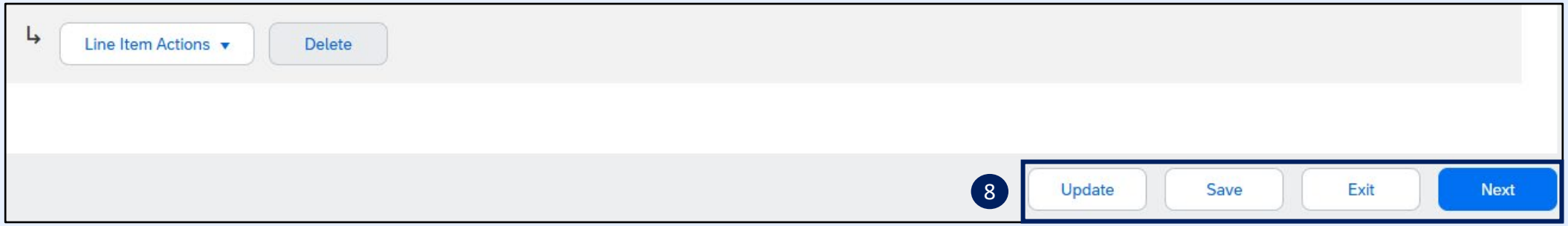


How to Create Invoice (3/5)

8. Click “**Next**” to proceed.

At any moment, you can click on “**Update**” to update the invoice information or “**Save**” to save the information for 7 days.

If there is no response after you click “**Next**,” there may be a validation error in your invoice details. Scroll through the page for any Error Message in Red, amend the errors accordingly before clicking “**Next**” again.



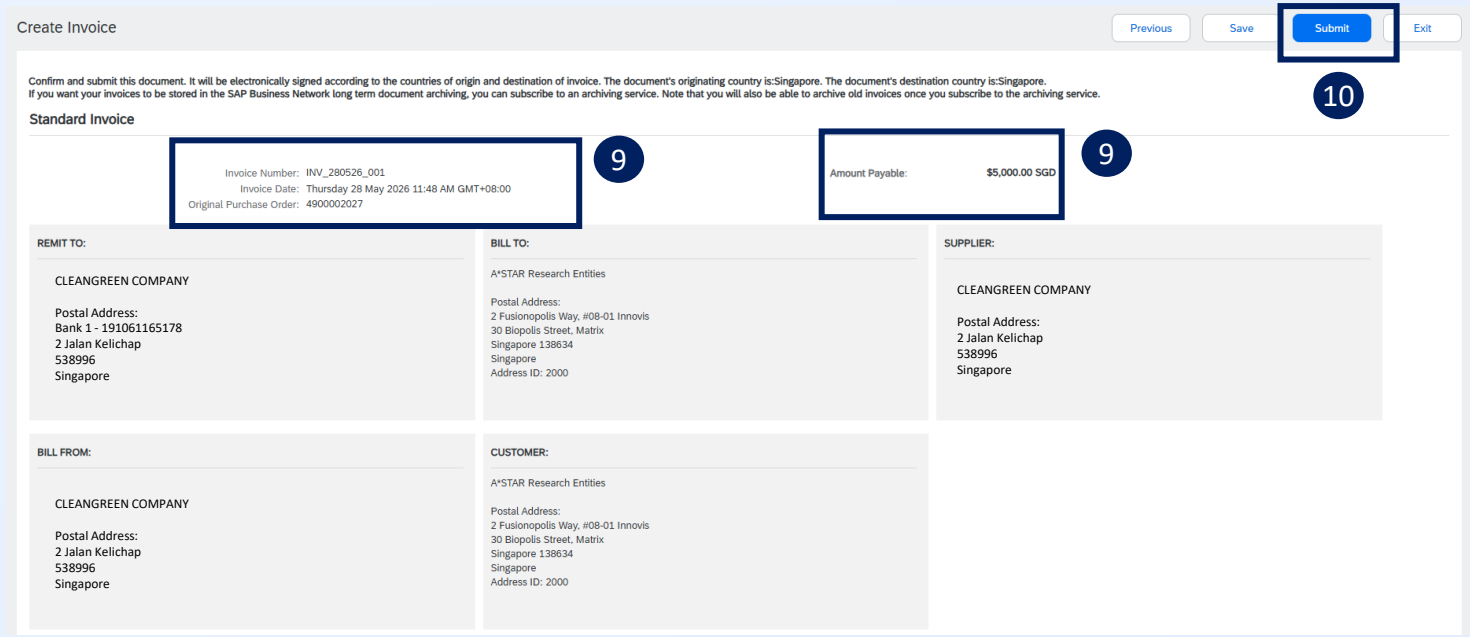
How to Create Invoice (4/5)

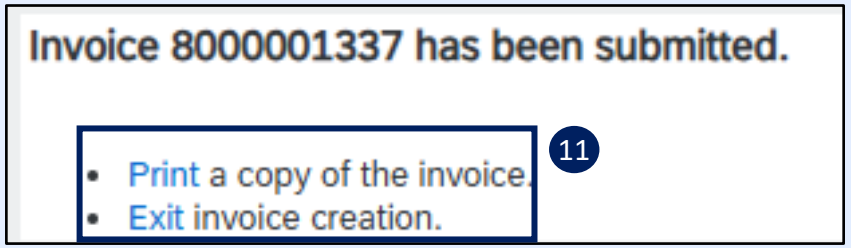
9. After clicking on "**Next**", it will bring you to the review page, where you will see the Invoice Number, Date and corresponding PO reference and invoice payable amount. Take a moment to review all the information.

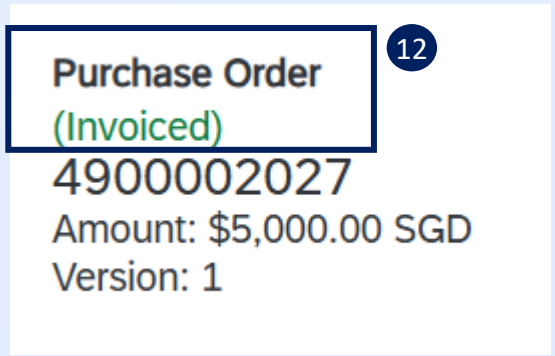
10. To proceed with the invoice creation, click on "**Submit**".

11. 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.

12. The Purchase Order status would be updated to "**Partially Invoiced**" or "**Invoiced**", with the invoice document hyperlink appearing under the Related Documents.

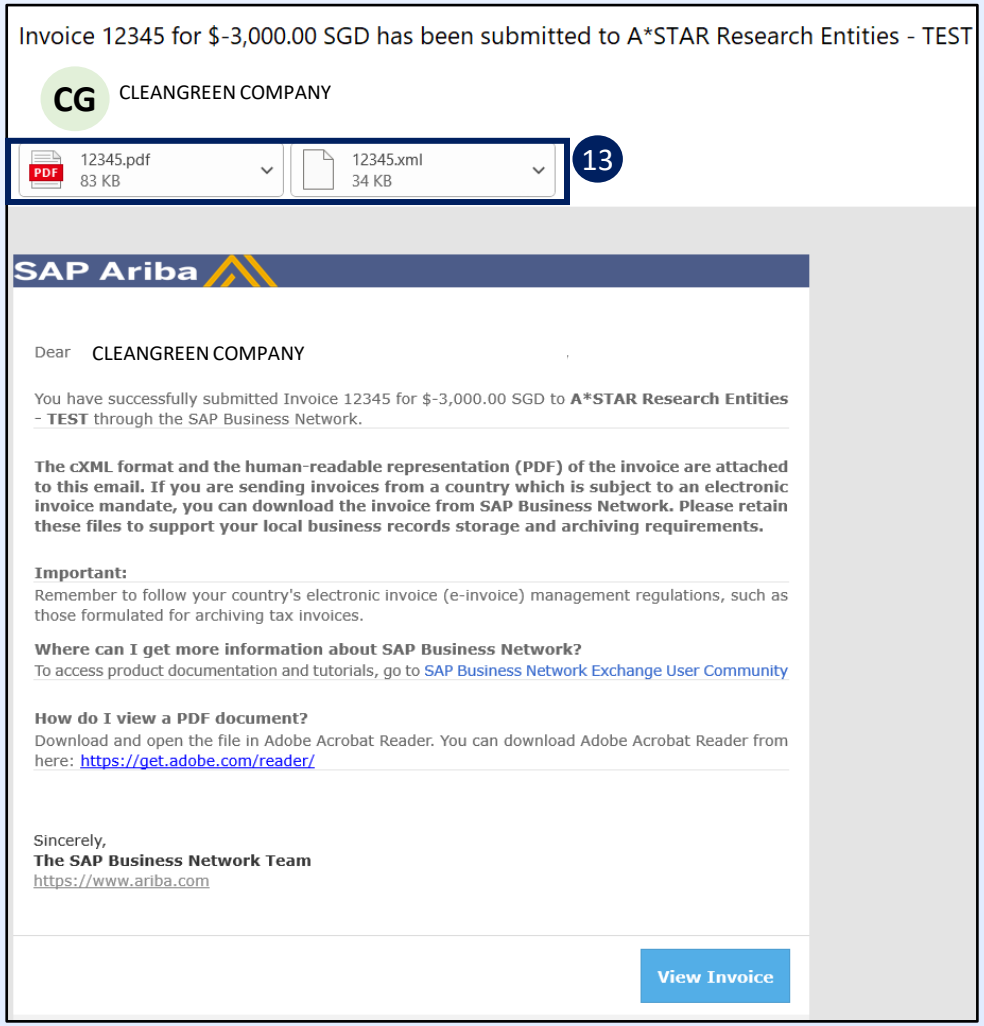






How to Create Invoice (5/5)

13. 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.



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How to View Invoice Status

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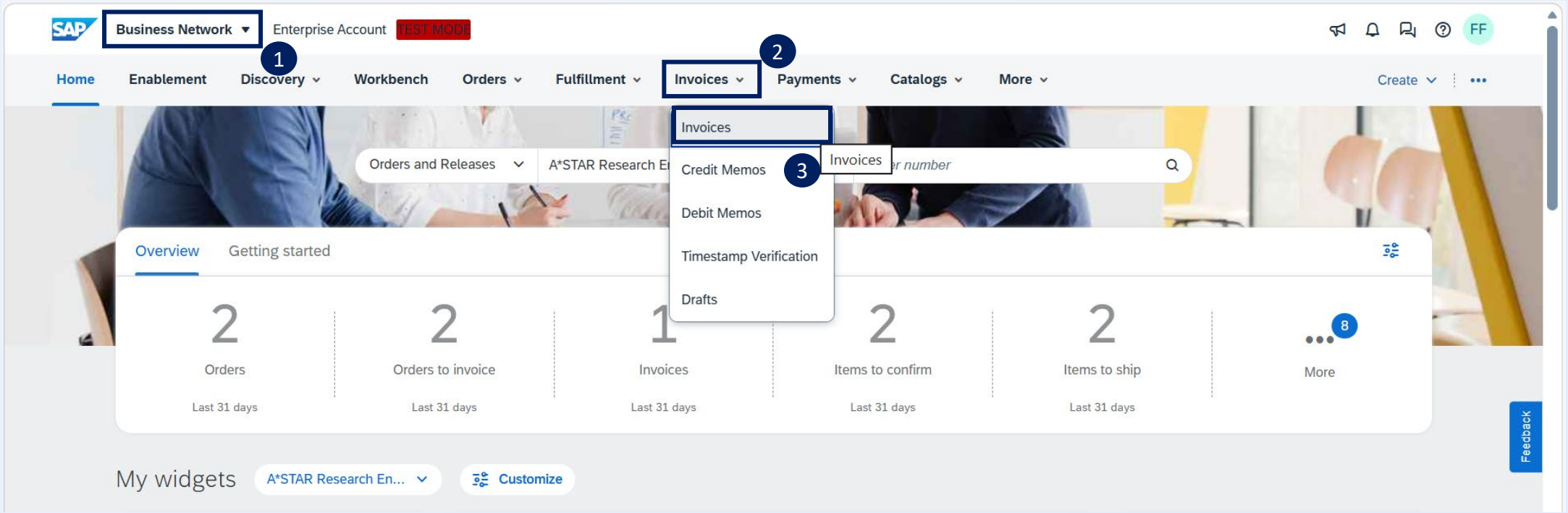
How to View Invoice Status (1/4)

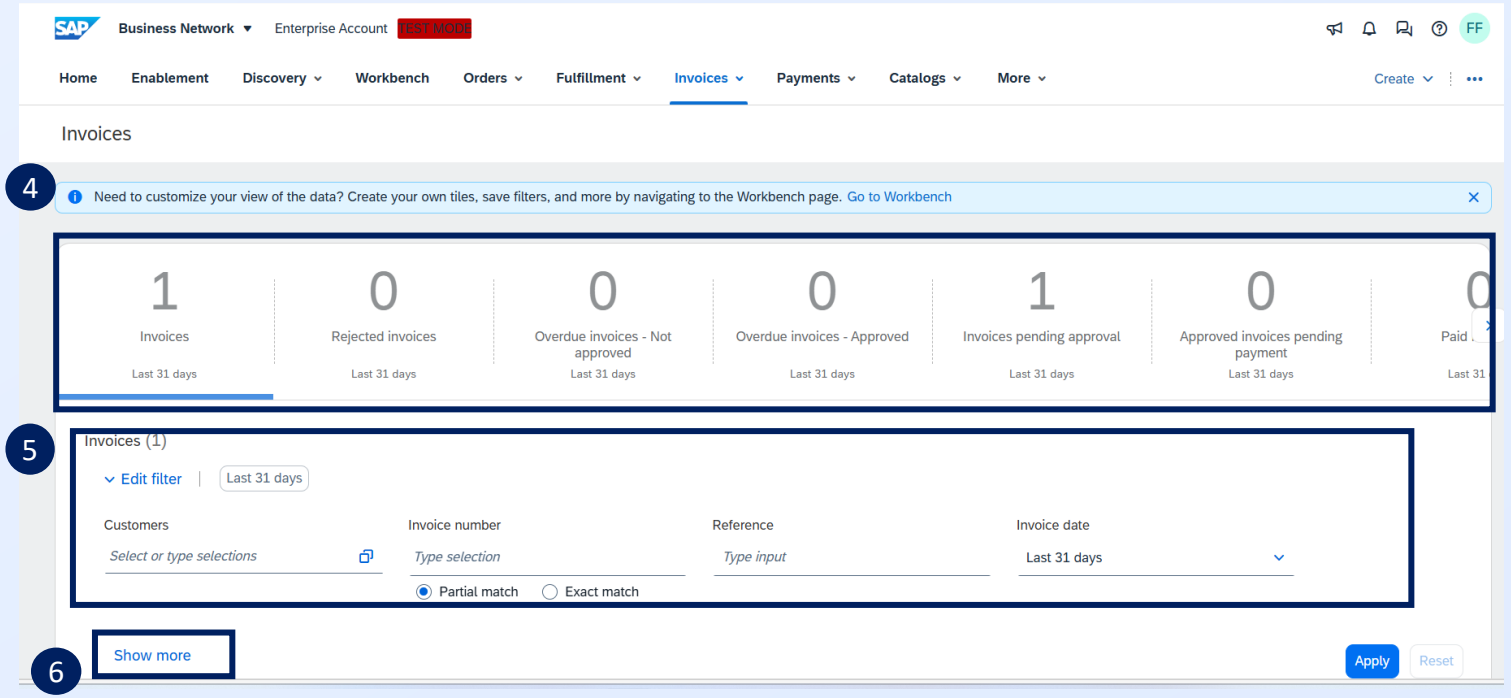
If you are looking for a specific Purchase Order, you may directly filter and search for it using the following process:

1. Visit and log in to “**supplier.ariba.com**”, and access the “**Business Network**” page
2. Click on the **“Invoices"** dropdown page
3. Then click on the **“Invoices"** tab



How to View Invoice Status (2/4)

4. After entering the “**Invoices**” page, you can see an overview of all your orders
5. Under it, there are search filters for you to input when trying to find a specific Purchase Order
6. Click on **"Show More"** to expand the filters



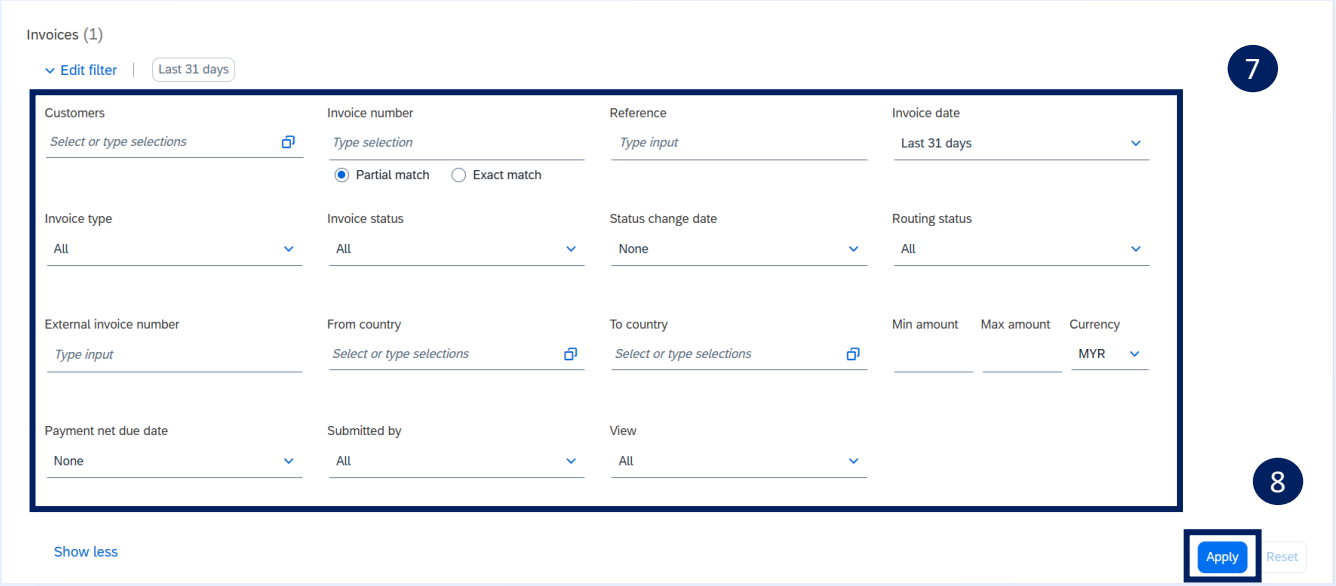
How to View Invoice Status (3/4)

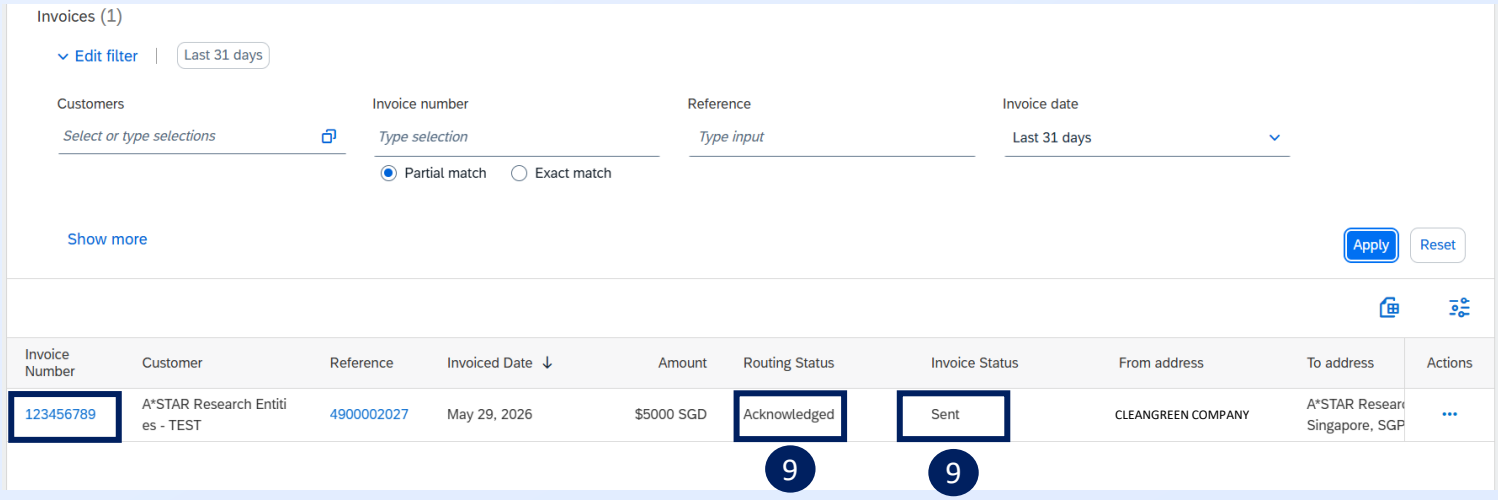
7. After clicking on **"Show More"** and expanding your search filters, you can filter your view by customers, invoice numbers, reference number, invoice date, invoice type, invoice status, status change date, routing status, external invoice number, from country, to country, min/max amount of invoice, payment net due date, submitted by and view.

8. Once done with your filter inputs, click on **"Apply"**.

9. A list of filtered invoices will show. Identify the Invoice you wish to find and click on its **Invoice Number**

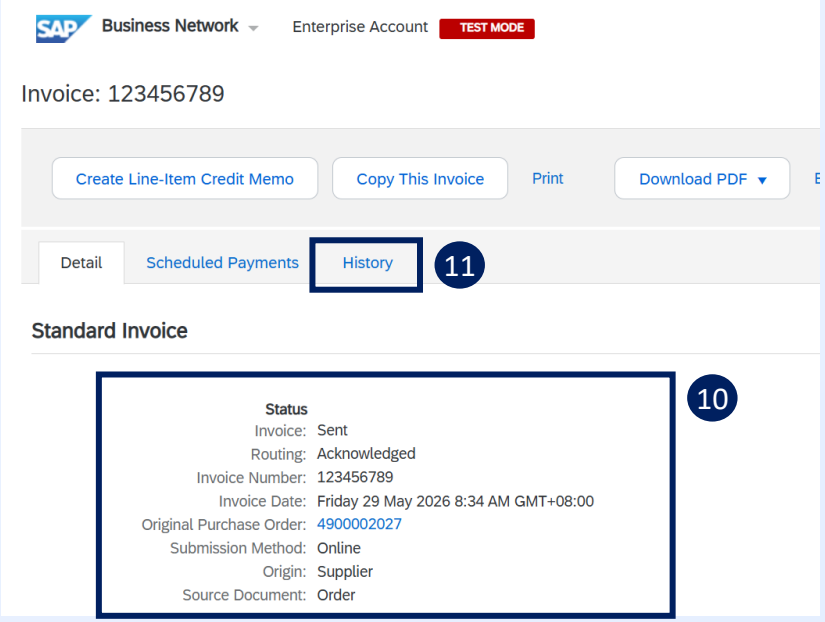
   Note: You can see its current **Invoice Status** and **Routing Status** here as well

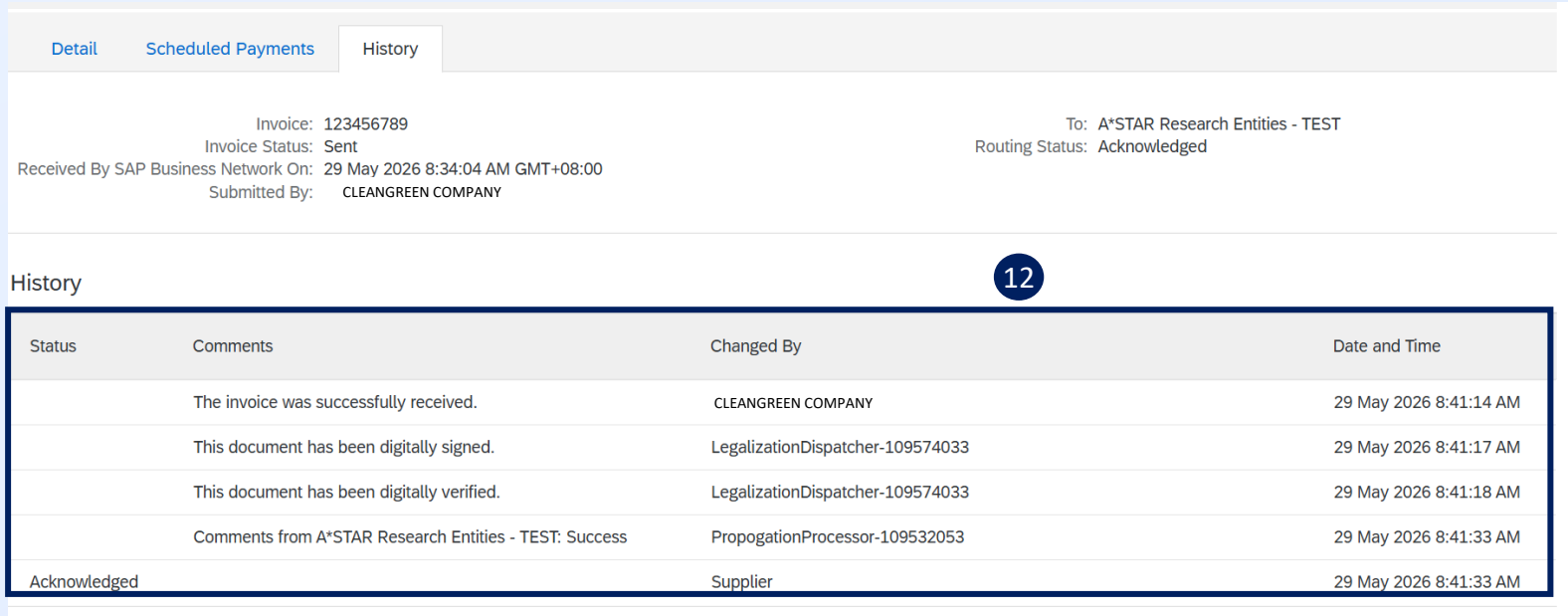




How to View Invoice Status (4/4)

10. After clicking on the Invoice Number, it will bring you to the review page, where you will see the Invoice's status and details.
11. To view the Invoice's Status History, click on the **"History"** Tab
12. From here, you can view the status history of the invoice and the time and date in which the respective status changed





Invoice Status Levels

The Invoice Status field lets you know if your customer is in the invoice approval and payment process. The turnaround time for an Invoice to move between statuses, such as from Sent to Approved, depends on your customer's internal processes.

Invoice Status Level	Definition
Cancelled	You canceled the invoice and can't make any further changes.
Sent	Your customer received the invoice but hasn't approved or rejected it.
Rejected	The invoice failed validation on Ariba Network, or your customer rejected the invoice in their invoice processing system.
Approved	Your customer approves the invoice for payment. After an invoice reaches Approved status, you can't make changes to it. You'll need to send a credit memo within 3 working days if you made a mistake.
Paid	Your customer paid the invoice or is in the process of issuing payment.

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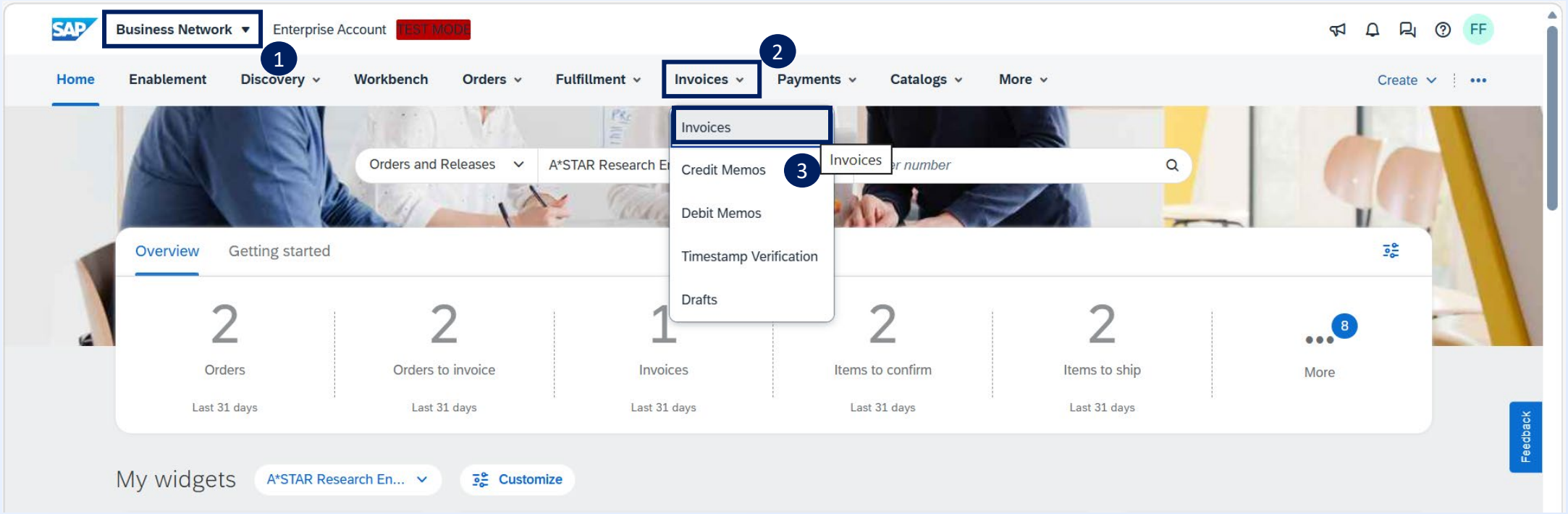
How to Create Credit Memo

How to Create Credit Memo (1/6)

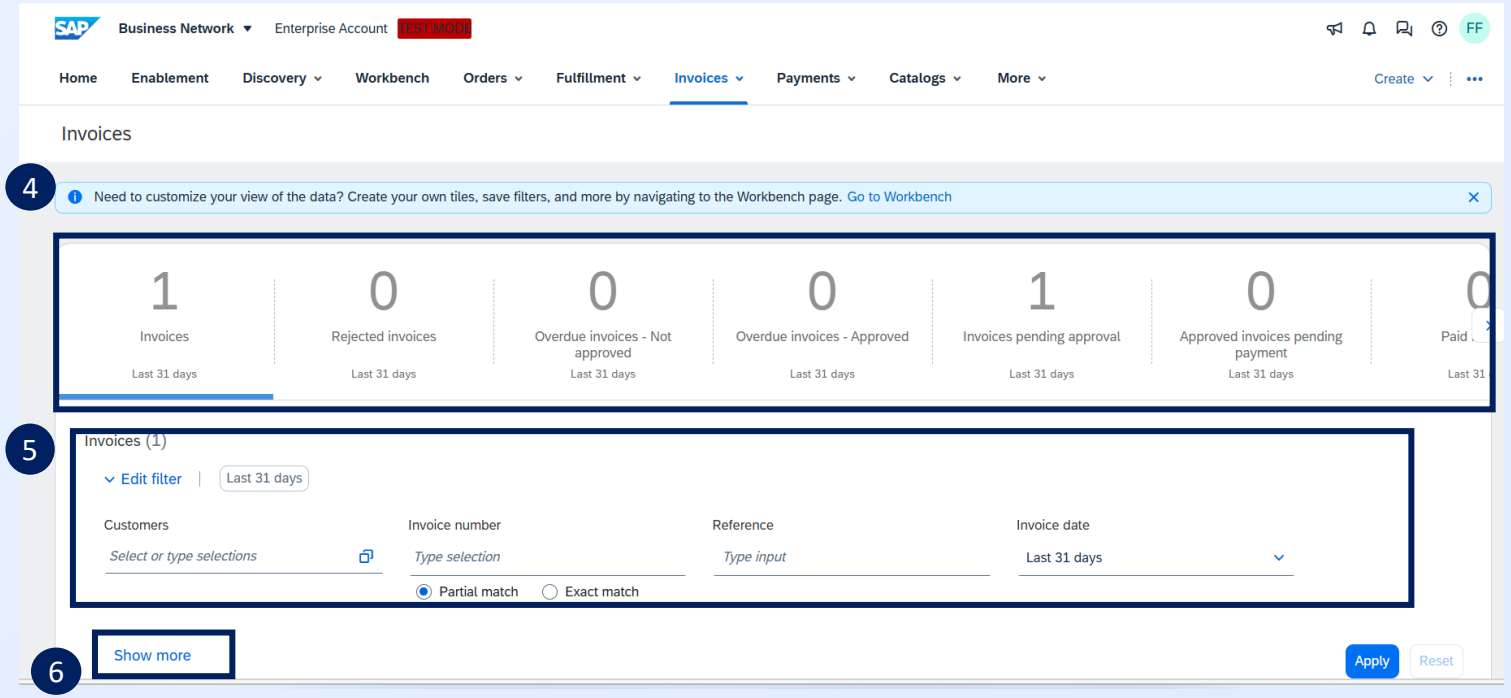
In the event that you need to correct a mistake in your invoice, you need to do so via a Credit Memo. First, find the invoice you wisht to correct:

1. Visit and log in to "**supplier.ariba.com**", and access the "**Business Network**" page
2. Click on the **"Invoices"** dropdown page
3. Then click on the **"Invoices"** tab



How to Create Credit Memo (2/6)

4. After entering the “**Invoices**” page, you can see an overview of all your orders
5. Under it, there are search filters for you to input when trying to find a specific Purchase Order
6. Click on **"Show More"** to expand the filters

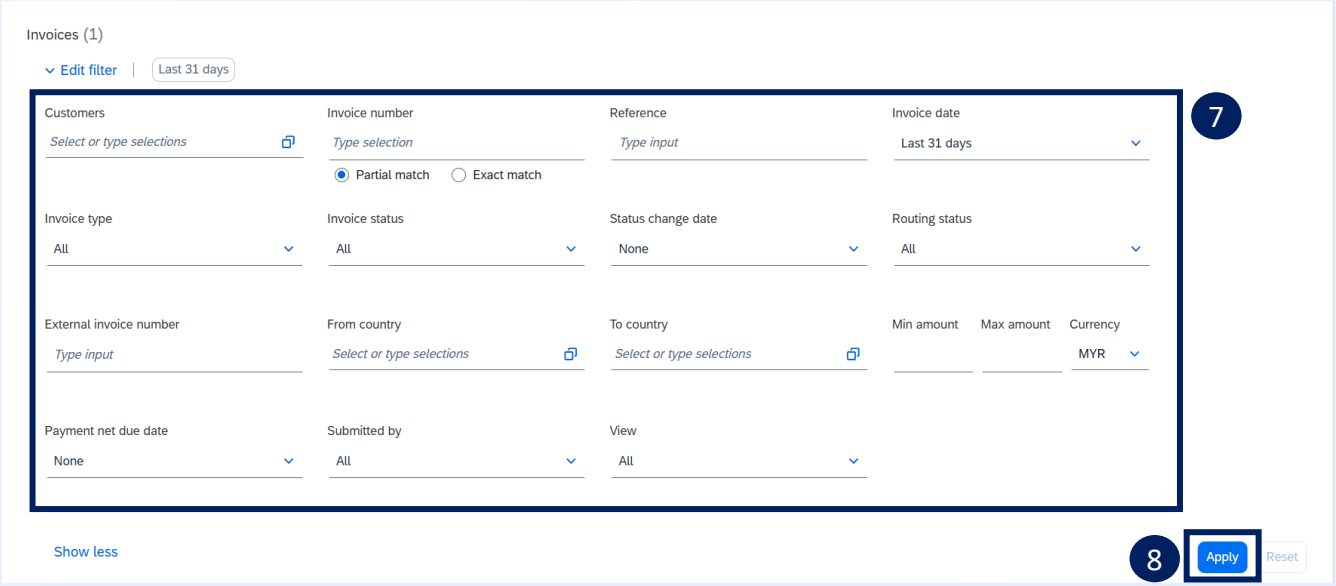


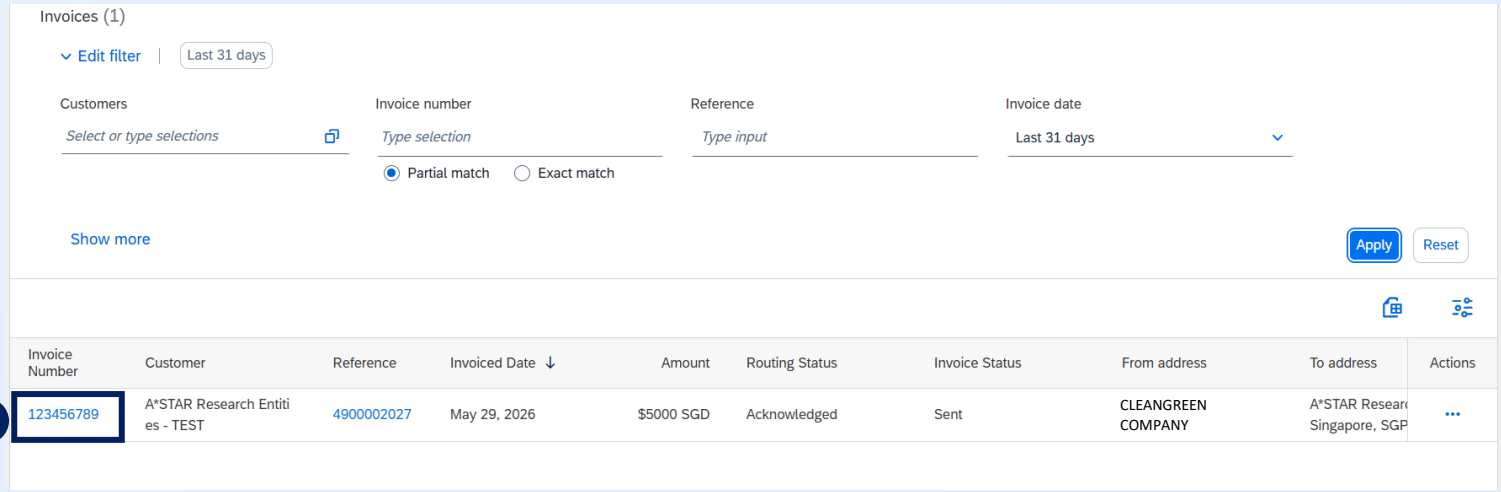
How to Create Credit Memo (3/6)

7. After clicking on **"Show More"** and expanding your search filters, you can filter your view by customers, invoice numbers, reference number, invoice date, invoice type, invoice status, status change date, routing status, external invoice number, from country, to country, min/max amount of invoice, payment net due date, submitted by and view.

8. Once done with your filter inputs, click on **"Apply"**.

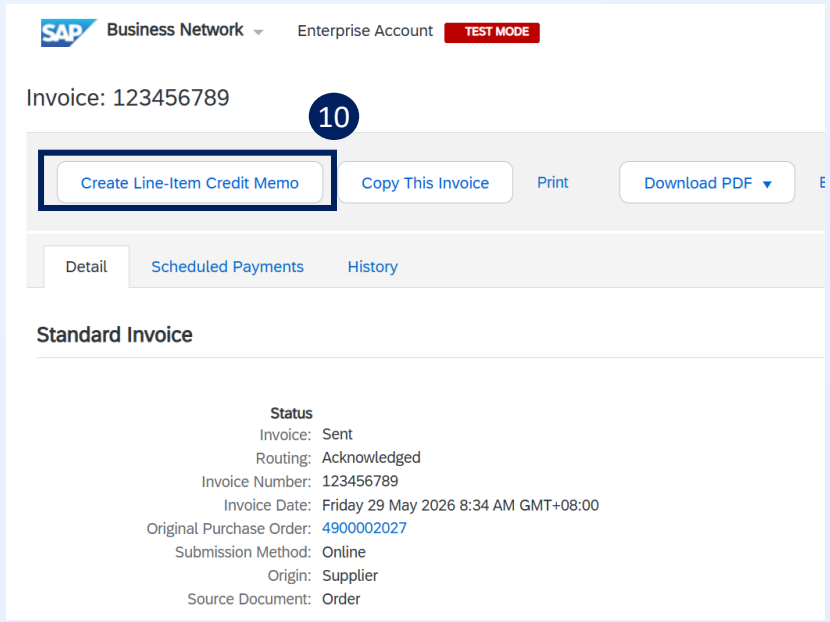
9. A list of filtered invoices will show. Identify the Invoice you wish to find via its **Invoice Number** and click on it

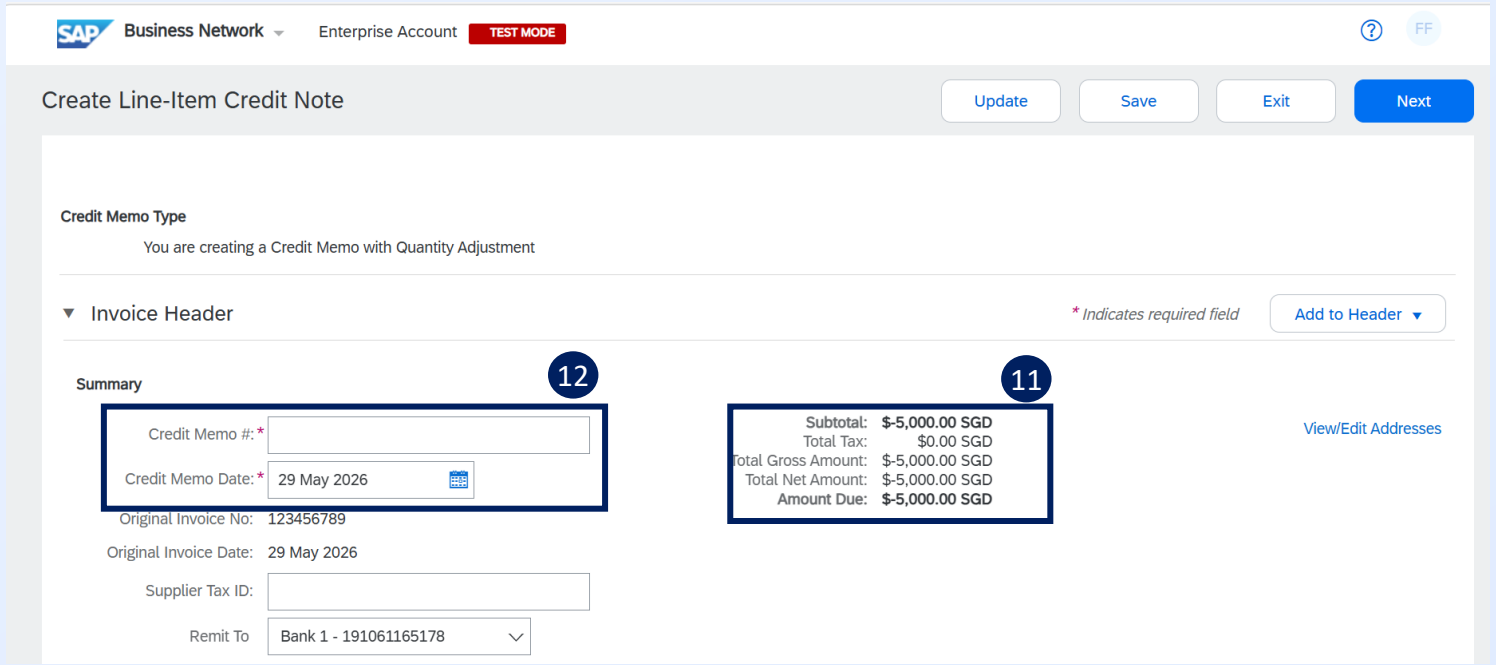




How to Create Credit Memo (4/6)

10. After clicking on the Invoice Number, it will bring you to the review page. Click on **“Create Line-Item Credit Memo”.**
11. You will be brought to the **Create Line-Item Credit Note** page. You will find details from the original invoice here, take a moment to review the values.
12. Fill in the **“Credit Memo #”** and **“Credit Memo Date”**





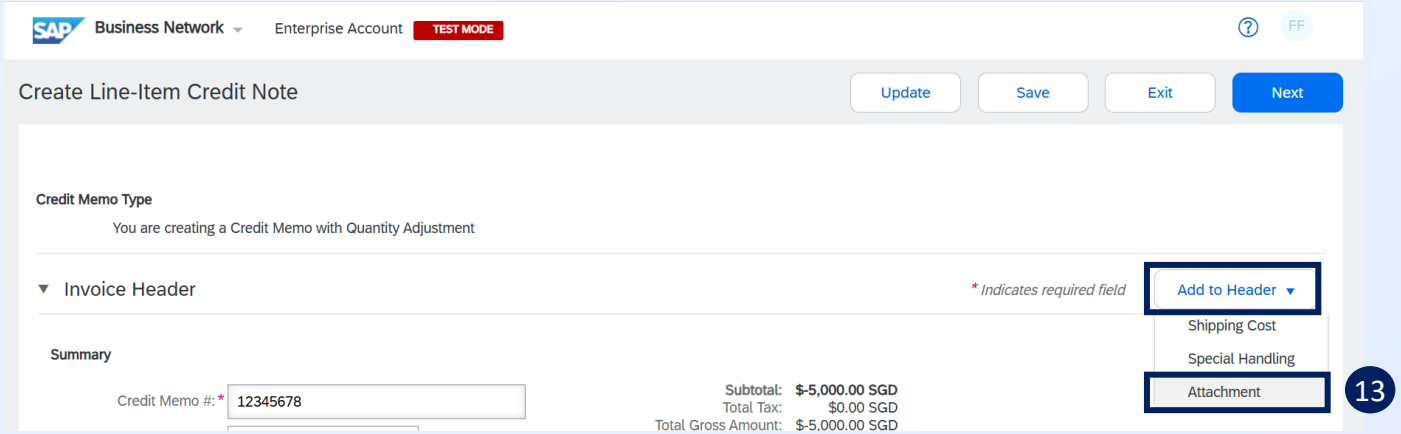
How to Create Credit Memo (5/6)

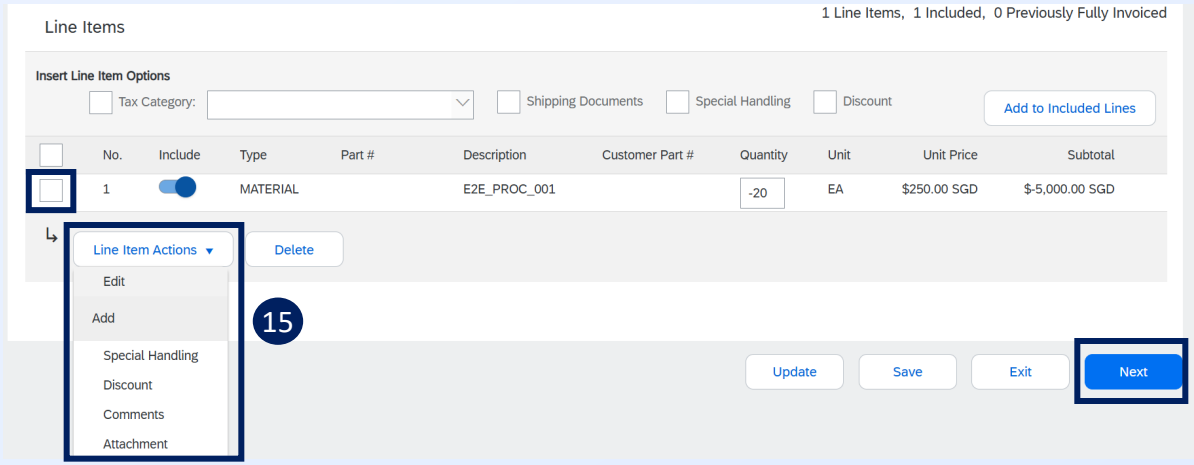
13. To upload attachments to this memo, click on the **“Add to Header”** dropdown and click the **“Attachment”** tab

    Note: File size limit is 10MB

14. Scroll down to the **“Comment”** section and fill in the **“Reason for Credit Memo”**

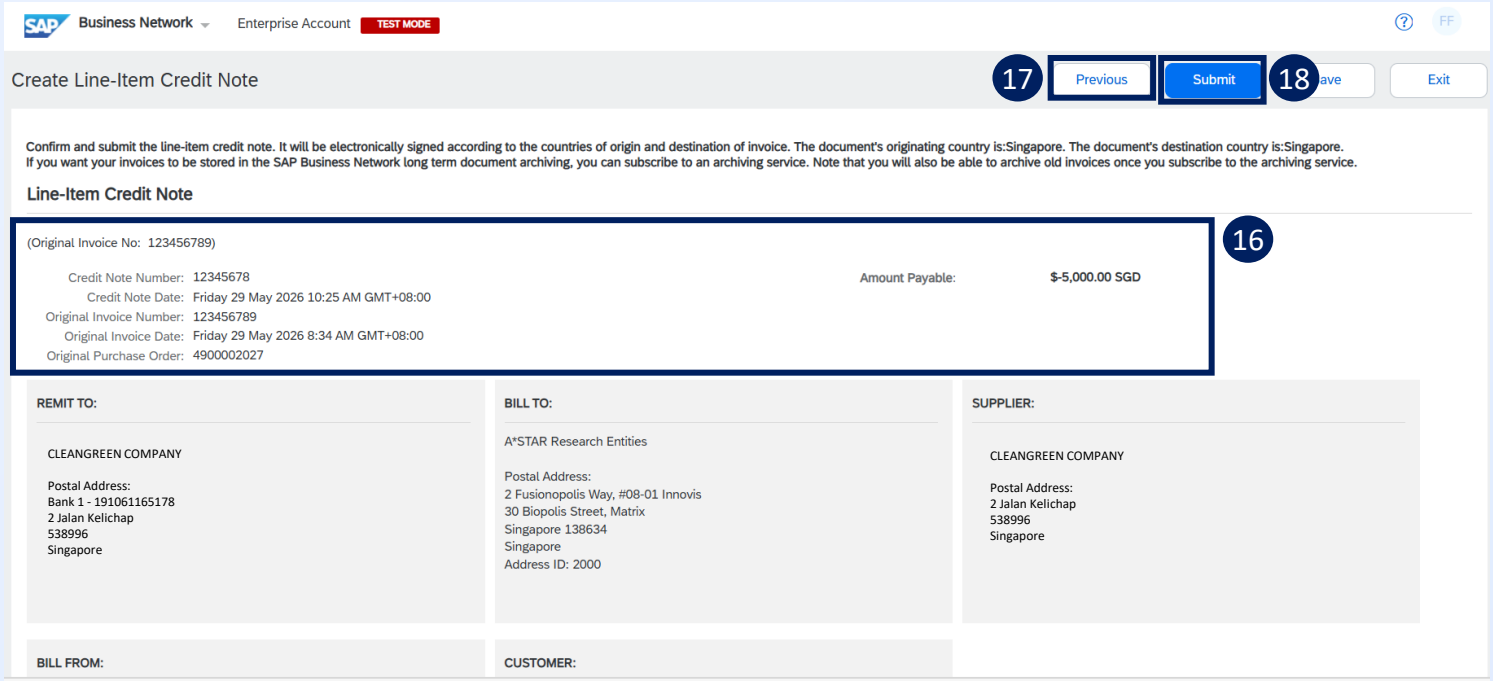
15. Scroll to your **“List Items”** section. You may select (tick) your list items and add additional actions, such as discounts, under the **“Line Item Actions”** drop down. Click “**Next**” once done.





How to Create Credit Memo (6/6)

16. You will be brought to a summary page of your Credit Memo. Be sure to check that all details are accurate. You can scroll down for more details.
17. You may click on **“Previous”** if you wish to make any edits
18. If all details are accurate, click on **“Submit”**



End

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