



SINGAPORE UNIVERSITY OF
TECHNOLOGY AND DESIGN

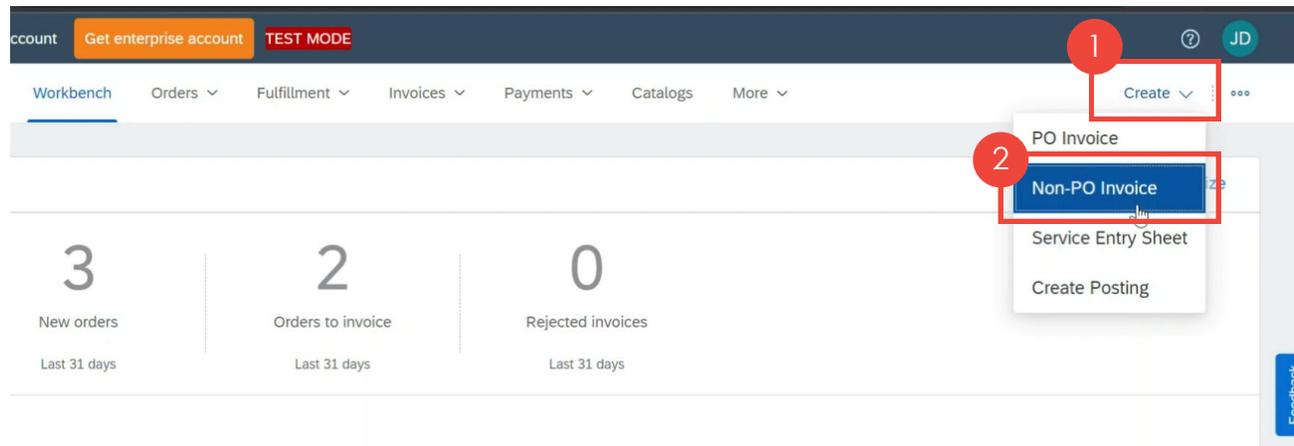
SUPPLIER USER GUIDE FOR ARIBA



1. Non-PO Invoice Submission

Via Ariba Supplier Network

Non-PO Invoice Submission



In Workbench:

- 1 Click "Create"
- 2 Click "Non-PO Invoice"

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Non-PO Invoice Submission

Create Non-PO Invoice

For a trading relationship already on SAP Business Network

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

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 send you their unique customer code. After your customer accepts the invoice, an active [Invoice New Customer \(Requires Customer Code\)](#)

You will be taken to this screen.

- 3 Ensure that the customer is SUTD.
- 4 Select “Standard Invoice”.
- 5 Click “Next” button to proceed.

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Non-PO Invoice Submission

Create Invoice

▼ Invoice Header

Summary

6 Invoice #:* nonPO

Invoice Date:* 8 Nov 2023

Service Description:

Supplier Tax ID:

Remit To Orchard Road

Singapore
Singapore

Choose Address QS4CLNT100

Bill To: SUTD

Singapore
Singapore

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

You will be taken to the Create Invoice Page.

- 6 Please input the Invoice Number in the Invoice field. Please make sure that the inputted value is the same as the Invoice Number indicated in your hardcopy invoice.

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Non-PO Invoice Submission

Order Information
(Enter at least one of the following)

Customer Order #:

7 Sales Order #:

Contract Number:

Sales Order Date:

Tax ⓘ

Header level tax ⓘ **8** Line level tax ⓘ

Category:*

Location:

Description:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%): 8

Tax Amount:

GST Type:

7 In the Order Information section, please indicate the Sales Order Number in the "Sales Order" field. If you don't have this information, input the Invoice Number in this field.

8 For Tax, please choose the "Line level tax".

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Non-PO Invoice Submission

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: Construction Company Singapore A
Singapore
Singapore

Ship To: Singapore University of Technology and Design (SUTD) - TEST
Singapore
Singapore

Deliver To:

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: Construction Company Singapore A
Singapore
Singapore

Customer: SUTD
Singapore
Singapore

Bill From: Construction Company Singapore A
Singapore
Singapore

Email: *
! Required field

- 9 Check if the Shipping details are correct.
- 10 You may also input Additional information in the "Additional Fields" section.
- 11 Please don't forget to indicate the email address of the SUTD Buyer.

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Non-PO Invoice Submission

12

Additional Singapore Specific Fields

Supplier GST ID:

Customer GST ID:

Type of Supply:

12a

Tax Invoice Number:

mailbox:

buyerID:

departmentNo:

13

Add to Header

- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Payment Term
- Additional Reference Documents and Dates
- Comment
- Attachment

Include	Type	Part #	Description	Customer Part #	Quantity
No item selected					

12 Here, you will have the “Additional Singapore Specific Fields” section. You may provide information in these fields if applicable.

12a Tax Invoice Number is mandatory

13 Don't forget to add required supporting documents. This will include the hard copy of the Non-PO Invoice on company letterhead. To attach the file(s), click the "Add to Header" button and select “Attachment”.

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Non-PO Invoice Submission

The image is a composite of three screenshots illustrating the file attachment process:

- Top Screenshot:** Shows the "Attachments" section with a warning: "The total size of all attachments cannot exceed 100MB". A red box labeled "14" highlights the "Choose File" button, and another red box labeled "15" highlights the "Add Attachment" button.
- Middle Screenshot:** Shows a Windows File Explorer window. A red box labeled "14" highlights the file "sample attachment" selected in the list.
- Bottom Screenshot:** Shows the "Attachments" section again. A red box labeled "16" highlights the "Choose File" button and the "Add Attachment" button. Below, a table shows the attached file. A red box labeled "17" highlights the checked checkbox next to the file name.

Name	Status	Date modified	Type	Size
sample attachment		21/3/2023 3:18 PM	Microsoft Edge PDF ...	75 KB

	Size (bytes)	Content Type
<input checked="" type="checkbox"/> sample attachment 1.pdf	18198	application/pdf

Note: Scroll up, and you will see the "Attachments" section.

- 14 Click "Choose File" button and select the file that you want to attach.
- 15 Once done, click the "Add Attachment" button.
- 16 Files attached for this Non-PO invoice will be displayed here.
- 17 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.



Non-PO Invoice Submission

Line Items

Insert Line Item Options

Tax Category: 8% GST / Standard Discount

No.	No.	No.	Include	Type	Part #	Description
-----	-----	-----	---------	------	--------	-------------

Line Item Actions

17

17 In the “Line Items” section, add at least one line item. Suppose that this Non-PO invoice is for office cubicles, you can add an empty line item for the cubicles.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		Office Cubicles		1	LOT	10000 SGD	

Line Item Actions

a.

c. To do this, click “Add” button and choose “Add Material”. Input the necessary details for the line item.

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		Office Cubicles		1	LOT	\$10,000.00 SG	\$10,000.00 SGD
20	<input checked="" type="checkbox"/>	MATERIAL		Chairs		1	LOT	10000 SGD	

b.

b. Note: For an invoice with multiple line items, you must repeat **step a** for each of the line items.

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Non-PO Invoice Submission

b. Tax Category: 8% GST / Standard

a. Taxes

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

c. Add to Included Lines

Include	Type	Part #	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	MATERIAL			1	LOT	\$10,000.00 SG	\$10,000.00 SGD
<input checked="" type="checkbox"/>	MATERIAL			1	LOT	10000 SGD	

18 Please indicate the tax details.

a. To do this, choose the correct tax category from the dropdown menu.

b. Click the first checkbox.

c. Click the "Add to Included Lines" button.

Line Items 2 Lin

Insert Line Item Options

Tax Category: 8% GST / Standard

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit
10	<input checked="" type="checkbox"/>	MATERIAL		Office Cubicles		1	LOT
20	<input checked="" type="checkbox"/>	MATERIAL		Chairs		1	LOT

Office Cubicles Tax Details:

- Category: 8% GST / Standard
- Taxable Amount: \$10,000.00 SGD
- Rate(%): 8
- Tax Amount: \$800.00 SGD
- GST Type: Select

Chairs Tax Details:

- Category: 8% GST / Standard
- Taxable Amount: \$10,000.00 SGD
- Rate(%): 8
- Tax Amount: \$800.00 SGD
- GST Type: Select

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

Note: Once done, please review and make sure that the line item details are correct.

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Non-PO Invoice Submission

Subtotal:	\$20,000.00 SGD
Total Tax:	\$1,600.00 SGD
Total Gross Amount:	\$21,600.00 SGD
Total Net Amount:	\$21,600.00 SGD
Amount Due:	\$21,600.00 SGD

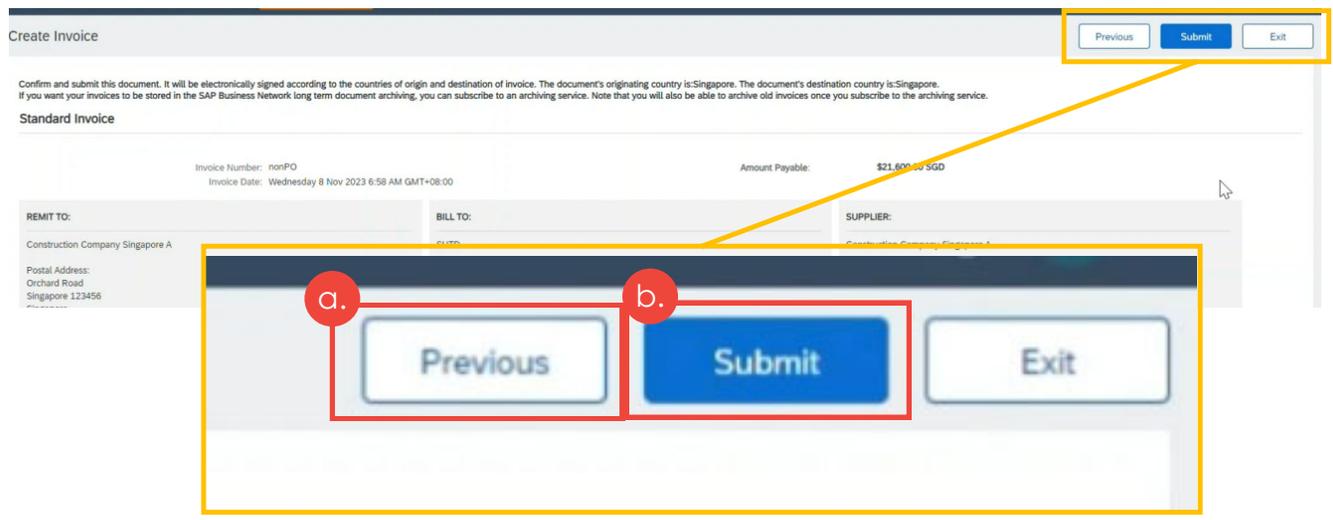
19 Please check that the Non-PO invoice total amount is the same as the amount indicated in your hardcopy Non-PO invoice.

20 To submit this Non-PO invoice to SUTD, click the Next button.

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Non-PO Invoice Submission



21 You will be redirected to the confirmation page. You can then do a final review of the details of the Non-PO invoice to ensure accuracy.

a. If you see any errors/issues, please click the "Previous" button to update the Non-PO invoice.

b. To send the Non-PO invoice to SUTD, click the "Submit" button.

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Non-PO Invoice Submission

Invoice nonPO has been submitted.

- a. [Print a copy of the invoice.](#)
- b. [Exit invoice creation.](#)

22 You will be redirected to this page.

- a. Click “Print” to have a copy of the Non-PO Invoice.
- b. To exit, click the “Exit” link.

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Non-PO Invoice Submission

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Mor

Workbench

6 Orders Last 31 days

3 New orders Last 31 days

2 Orders to invoice Last 31 days

a. 2 Invoices Last 31 days

Orders:

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status
b. nonPO	Singapore University of Technology and Desig...		Nov 8, 2023	\$21600 SGD	Acknowledged
sampleinvoice1	Singapore University of Technology and Desig...	4500006792	Nov 3, 2023	\$259.74 SGD	Acknowledged

23 After clicking the “Exit” link, you will be redirected to the Workbench screen.

To check the Non-PO Invoice you just created:

- a. Click the “Invoices” tile.
- b. The Non-PO Invoice will be displayed in the list of newly submitted Invoices.

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